Mastering Project Management Tools: MS Project and Jira Training Course

18 - 22 May 2026

Baku - *

5000 € (Per Person)

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Course Introduction / Overview:

In today's fast-paced corporate environment, the effective use of project management software is no longer a luxury but a necessity for successful project delivery. This training course is designed to provide professionals with the advanced skills needed to master two of the industry's most powerful tools: MS Project and Jira. The curriculum goes beyond basic functionalities, exploring sophisticated features for planning, scheduling, resource allocation, and tracking. Participants will learn how to leverage these platforms to enhance collaboration, improve visibility, and streamline workflows for both traditional and agile methodologies. The course draws on a wide body of knowledge, including principles from the Project Management Institute's Project Management Body of Knowledge (PMBOK® Guide). A key theoretical foundation comes from the work of Dr. David Hillson, widely known as The Risk Doctor, whose insights on project risk management provide a critical lens through which we explore risk-tracking functionalities in both tools. By integrating these expert insights with hands-on practice, BIG BEN Training Center ensures participants can effectively manage complex projects from inception to completion. The training focuses on real-world scenarios, equipping project managers, coordinators, and team members with technical expertise to optimize project performance and achieve organizational goals with precision.

Target Audience / This training course is suitable for:

- Project managers and program managers.
- Project coordinators and team leaders
- IT professionals and software developers.
- Business analysts and systems administrators.
- Portfolio managers and project sponsors.
- Operations managers and department heads.
- Anyone responsible for project planning and execution.

Target Sectors and Industries:

- Information Technology (IT) and Software Development.
- Construction and Engineering.
- Healthcare and Pharmaceuticals.
- Financial Services.
- Government and Public Sector.
- Telecommunications.
- Retail and E-commerce.

Target Organizations Departments:

- Project Management Office (PMO).
- Information Technology (IT) and Systems Development.
- Engineering and Operations.
- Product and Program Management.
- Finance and Administration.
- Marketing and Communications.

Course Offerings:

By the end of this course, the participants will have able to:

- Master advanced functionalities of MS Project and Jira for project planning.
- Create complex project schedules and manage dependencies.
- Allocate and optimize resources across multiple projects.
- Track project progress and generate insightful reports and dashboards.
- Implement robust risk management and issue tracking in both tools.
- Customize workflows and integrate both platforms for enhanced collaboration.
- Utilize Agile features in Jira for iterative project management.

Course Methodology:

This training course employs an intensive, hands-on, and practical methodology. The primary approach is a blend of expert-led demonstrations and guided, interactive labs where participants work directly with the software. The curriculum is structured around real-world project scenarios, allowing participants to apply newly acquired skills immediately. The training is conducted in a workshop format, encouraging active participation and problem-solving through case studies and teamwork exercises. Participants will receive constructive feedback and support from the instructor, ensuring they develop a deep and practical understanding of each tool. The course emphasizes mastering the technical aspects of both MS Project and Jira, from setting up complex project structures to automating reporting. This focus on applied learning ensures that participants leave with a high level of proficiency and the confidence to implement these tools effectively within their professional roles. The BIG BEN Training Center is committed to providing a learning experience that is both comprehensive and immediately applicable.

Course Agenda (Course Units):

Unit One: Introduction to Advanced Project Planning.

- An overview of MS Project and Jira's core capabilities.
- Setting up a new project in MS Project: tasks, timelines, and dependencies.
- Jira project configuration: boards, issue types, and workflows.
- Best practices for project structure and initial setup.
- Importing and exporting project data between platforms.

Unit Two: Advanced Scheduling and Resource Management in MS Project.

- Creating detailed schedules with complex dependencies.
- Resource assignment, leveling, and optimization.
- Managing multiple projects with a shared resource pool.
- Tracking project progress with baselines and earned value analysis.
- Generating customized reports and visualizations for stakeholders.

Unit Three: Agile Project Management with Jira.

- Understanding Agile principles and Scrum methodology in Jira.
- Configuring Scrum and Kanban boards.
- Creating and managing user stories, epics, and sprints.
- Using Jira for backlog management and sprint planning.
- Analyzing team performance with burndown charts and other reports.

Unit Four: Integration and Collaboration.

- Integrating MS Project with Jira for a hybrid approach.
- Advanced collaboration features in both tools.
- Using Jira's issue tracking for bug and issue management.
- Implementing risk management practices in both tools.
- Developing a communication plan using dashboard and report sharing.

Unit Five: Customization and Optimization.

- Customizing workflows, fields, and screens in Jira.
- Creating custom reports and dashboards for project visibility.
- Automating tasks and notifications within Jira.
- Archiving and closing out completed projects.
- Maintaining and optimizing the project environment for continuous improvement.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

How can the strategic integration of a rigid scheduling tool like MS Project with a flexible, agile tool like Jira create a more resilient and responsive project management ecosystem?

What unique qualities does this course offer compared to other courses?

This training course is distinguished by its practical and dual-focus approach, which goes beyond simply teaching one tool in isolation. By providing an in-depth, hands-on masterclass in both MS Project and Jira, we equip participants with a versatile skillset applicable to both traditional and agile project management environments. While many courses focus on theoretical knowledge, our curriculum is built on a foundation of practical application, featuring extensive lab sessions, real-world case studies, and a focus on how to strategically integrate these tools for maximum efficiency. The course is not just about button-clicking; it is about understanding the underlying project management principles that make these tools powerful. We provide insights on advanced features such as earned value analysis in MS Project and customized workflows in Jira, enabling participants to move from being basic users to genuine tool masters. This comprehensive, dual-platform expertise is what makes this training a superior offering for professionals aiming to elevate their project management capabilities.