Advanced Microsoft Project Professional Scheduling Training Course



23 - 27 Nov 2026

Tokyo

5800 € (Per Person)

Ref: #PRM6238_125420

Course Introduction / Overview:

This intensive training course provides a comprehensive exploration of professional project scheduling using Microsoft Project, the industry-standard software for project management. Moving beyond basic task entry, this program delves into the sophisticated techniques required to plan, execute, and control complex projects effectively. Participants will learn to build dynamic, resource-loaded schedules that serve as a powerful tool for decision-making and stakeholder communication. The curriculum is grounded in established project management principles, drawing from the methodologies outlined by leading authorities like Dr. Harold Kerzner in his seminal work, "Project Management: A Systems Approach to Planning, Scheduling, and Controlling". At BIG BEN Training Center, we believe that mastering a tool is only half the battle; understanding the underlying theory of the critical path method, resource optimization, and earned value management is what transforms a user into a professional scheduler. This course is designed to bridge that gap, equipping attendees with the practical skills and theoretical knowledge to manage project timelines, resources, and costs with precision and confidence, ensuring projects are delivered on time and within budget.

Target Audience / This training course is suitable for:

- Project Managers and Project Leaders.
- Project Schedulers and Planners.
- Program Managers.
- Project Control Officers (PCOs).
- Team Leads and Supervisors.
- Operations Managers.
- Consultants and Project Stakeholders.
- IT Professionals involved in project execution.
- Engineers and Construction Managers.
- Anyone responsible for planning and managing project timelines.

Target Sectors and Industries:

- Construction and Engineering.
- Information Technology and Telecommunications.
- Manufacturing and Industrial.
- Oil and Gas.
- Healthcare and Pharmaceuticals.
- Banking and Financial Services.
- Governmental agencies and Public Sector organizations.
- Aerospace and Defense.
- Consulting Services.
- Utilities and Energy.

Target Organizations Departments:

- Project Management Office (PMO).
- Operations and Production.
- Engineering and Development.
- Information Technology (IT).
- Planning and Strategy.
- Research and Development (R&D).
- Finance and Cost Control.
- Procurement and Supply Chain.
- Human Resources.

Course Offerings:

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

- Develop a comprehensive and detailed Work Breakdown Structure (WBS).
- Create and manage complex task relationships using various dependency types.
- Implement the Critical Path Method to accurately forecast project duration.
- Establish and manage resource pools, including work, material, and cost resources.
- Perform resource leveling and smoothing to resolve over-allocations.
- Create and manage project baselines to track performance effectively.
- Track project progress and update schedules with actual data.
- Generate insightful standard and custom reports and visual dashboards.
- Manage costs, assign budgets, and perform cost analysis.
- Apply earned value management (EVM) techniques for performance measurement.
- Configure and customize the Microsoft Project environment for optimal use.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, practical, and engaging, ensuring that participants not only learn the features of Microsoft Project but also understand their real-world application. Our approach moves beyond traditional lectures, emphasizing a hands-on learning experience where participants actively work within the software from day one. The course is structured around a series of practical exercises, real-world case studies, and a comprehensive project simulation that runs throughout the five days. This allows attendees to apply learned concepts immediately, building a complete project plan from initiation to closure. Expert instructors facilitate group discussions, encouraging peer-to-peer learning and the sharing of diverse industry experiences. Interactive sessions, Q&A segments, and collaborative problem-solving activities are integrated into each module to reinforce key scheduling principles. Continuous feedback is provided by the instructor to ensure concepts are understood and skills are correctly applied, fostering a dynamic and supportive learning environment that maximizes knowledge retention and practical competence.

Course Agenda (Course Units):

Unit One Foundations of Professional Project Scheduling

- Setting up a new project plan correctly.
- Navigating the Microsoft Project interface and views.
- Configuring project options and calendars.
- Developing the Work Breakdown Structure (WBS).
- Defining tasks and estimating durations.
- Understanding task types: Fixed Units, Fixed Work, and Fixed Duration.
- Creating summary tasks and milestones.

Unit Two Mastering Task Dependencies and the Critical Path

- Linking tasks with Finish-to-Start (FS) dependencies.
- Utilizing Start-to-Start (SS), Finish-to-Finish (FF), and Start-to-Finish (SF) links.
- Applying lag and lead time to task relationships.
- Understanding and identifying the Critical Path.
- Analyzing project slack and float.
- Using constraints and deadlines effectively.
- Organizing the project schedule with outlines and custom WBS codes.

Unit Three Resource and Cost Management Techniques

- Creating and managing a shared resource pool.
- Defining work, material, and cost resources.
- Assigning resources to tasks and analyzing assignments.
- Understanding effort-driven scheduling.
- Identifying and resolving resource over-allocations through leveling.
- Implementing resource smoothing techniques.
- Assigning fixed costs and resource rates to build a project budget.

Unit Four Tracking Progress and Project Baselines

- Setting a project baseline for performance measurement.
- Entering and tracking actual progress against the plan.
- Updating task completion percentages and actual work.
- Rescheduling uncompleted work effectively.
- Comparing baseline, scheduled, and actual data.
- Using progress lines and variance analysis.
- Generating and customizing standard project reports.

Unit Five Advanced Scheduling, Reporting, and Customization

- Managing multiple projects and creating master projects.
- Linking tasks between different project plans.
- Applying Earned Value Management (EVM) metrics.
- Creating custom tables, filters, and groups.
- Designing and building custom graphical reports and dashboards.
- Customizing the Gantt Chart and other views.
- Exporting project data and reports for stakeholders.

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:

Beyond technical proficiency, how does mastering a tool like Microsoft Project influence a project manager's strategic decision-making and leadership style?

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

This course distinguishes itself by focusing on the strategic application of project scheduling principles, rather than merely teaching software functionalities. While many courses cover the "what" and "how" of Microsoft Project, our curriculum is built around the "why," ensuring participants understand the project management theory behind each action. We move beyond basic Gantt charts to instill a deep understanding of advanced concepts like the critical path method, resource optimization algorithms, and earned value management, linking them directly to strategic project outcomes. The learning journey is structured around a comprehensive, real-world project simulation, allowing participants to experience the entire project lifecycle and grapple with realistic challenges in a controlled environment. This practical, hands-on approach ensures that skills are not just learned but mastered. Furthermore, the content is enriched with insights from established methodologies and thought leaders like Dr. Harold Kerzner, providing an academic foundation that elevates technical skills into true professional expertise. The emphasis is on developing schedulers who can build dynamic, resilient, and insightful project plans that drive success.