

Excel & Project for IT Project Managers: Essentials Course

2027 0000 5 - 1
Brussels (Belgium)

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The Program Flow

Day 1: Excel Fundamentals for Project Managers

- Navigate the Excel interface and use key worksheet features.
- Apply basic functions for project data organization and analysis.
- Enter, format, sort, and manage project-related data.
- Use essential formulas for project calculations and tracking.
- Create and manage project budgets using Excel.

Day 2: Advanced Excel for Project Analysis

- Use PivotTables and PivotCharts to analyze project performance data.
- Apply data validation to improve accuracy and consistency.
- Use conditional formatting to highlight risks, delays, and budget changes.
- Apply advanced functions such as VLOOKUP, INDEX-MATCH, and IF statements.
- Design project dashboards that summarize key project information clearly.

Day 3: Introduction to Microsoft Project

- Navigate the Microsoft Project interface and core features.
- Create a new project and define project properties.
- Build task lists and organize work breakdown structures.
- Create task sequencing, dependencies, and relationships.
- Allocate resources and assign them to project tasks.

Day 4: Advanced Microsoft Project Techniques

- Work with calendars, constraints, and scheduling settings.
- Track project progress and update task completion.
- Monitor timelines, delays, and schedule changes.
- Manage project costs, budgets, and resource-related expenses.
- Create and customize project reports for stakeholders.

Day 5: Integrating Excel and MS Project

- Import and export project data between Excel and MS Project.
- Combine Excel analysis with MS Project scheduling information.
- Create custom reports using data from both tools.
- Apply best practices for IT project planning, monitoring, and control.
- Work through a real-world IT project case study using learned techniques.

A graphic of a chessboard with several chess pieces. A gold king piece is prominent in the foreground, with a silver pawn and a gold pawn behind it. The board is white and grey checkered.

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Individual Impact

- Build confidence in using Excel and MS Project for IT project management.
- Improve project analysis, scheduling, budgeting, and reporting skills.
- Strengthen the ability to create dashboards and visual project reports.
- Gain practical experience in managing resources, costs, and timelines.
- Improve efficiency in monitoring project progress and communicating updates.

Work Impact

- Improve project planning accuracy and schedule control.
- Strengthen reporting quality through better dashboards and project visuals.
- Support more effective resource allocation and cost tracking.
- Enhance visibility into project risks, delays, budgets, and performance.
- Improve decision-making through integrated Excel and MS Project reporting.

Training Methodology

This program combines tool-based instruction with hands-on project application through:

- Practical Excel exercises for formulas, budgets, dashboards, and analysis.
- PivotTable, PivotChart, and visualization workshops.
- Microsoft Project scheduling and resource management activities.
- Cost tracking, progress updating, and report customization exercises.
- Excel and MS Project integration practice.
- Real-world IT project case study and applied reporting activity.

Beyond the Course

Upon completion, participants will be able to:

- Create comprehensive IT project plans using Microsoft Project.
- Use Excel for project data analysis, budgeting, and visualization.
- Generate meaningful project dashboards and stakeholder reports.
- Track resources, costs, schedules, and progress more effectively.
- Integrate Excel and MS Project techniques for better project monitoring and control.

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) in the foreground. The text 'UK Training' is in a small font above the word 'PARTNER' in a large, bold, black font.

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