Excel & Project Mastery for Project Managers - 1 Week Course

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Dubai (UAE)



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Why This Course

Microsoft Excel and Microsoft Project are essential tools for project managers who need to plan work, track progress, manage resources, analyze data, control budgets, and communicate project performance clearly. When used effectively, these tools help project teams improve visibility, reduce manual effort, organize information, and make better project decisions.

This intensive 1-week Excel and Microsoft Project for Project Managers Training program equips participants with practical skills to use both tools for project planning, monitoring, reporting, and control. The course covers Excel formulas, charts, PivotTables, dashboards, data validation, automation basics, Microsoft Project scheduling, dependencies, constraints, resource leveling, progress tracking, reporting, multi-project management, and integration between Excel and MS Project. Through hands-on exercises and real project scenarios, participants will learn how to streamline workflows and improve project outcomes.

What You'll Learn and Practice

By joining this program, you will:

- Master Excel functions and formulas for project data analysis.
- Organize, format, and structure project data effectively.
- Create charts, visuals, and dashboards for project reporting.
- Use PivotTables and PivotCharts to analyze project information.
- Apply data validation and conditional formatting for better control.
- Use advanced Excel functions such as VLOOKUP and INDEX-MATCH.
- Understand basic macros and automation opportunities.
- Create and manage project schedules in Microsoft Project.
- Define tasks, dependencies, constraints, and milestones.
- Assign resources and apply resource leveling techniques.
- Track project progress and update tasks.
- Manage multiple projects and subprojects.
- Create customized reports using Excel and Microsoft Project.
- Integrate Excel and MS Project workflows for stronger project control.



The Program Flow

Day 1: Excel Fundamentals for Project Management

- Navigate the Excel interface and understand core features.
- Enter, format, organize, and structure project data.
- Apply essential formulas for project calculations.
- Create basic project tracking tables.
- Build and customize charts to visualize project information.

Day 2: Advanced Excel Techniques

- Use PivotTables and PivotCharts for project data analysis.
- Apply data validation to improve accuracy and consistency.
- Use conditional formatting to highlight risks, delays, priorities, and variances.
- Apply advanced functions such as VLOOKUP and INDEX-MATCH.
- Explore macros and automation basics to reduce repetitive work.

Day 3: Introduction to Microsoft Project

- Navigate the Microsoft Project interface.
- Create a project schedule from scratch.
- Define tasks, milestones, durations, and calendars.
- Set task dependencies and constraints.
- Assign resources and apply basic resource leveling.

Day 4: Advanced Microsoft Project Features

- Use custom fields and formulas in Microsoft Project.
- Track project progress and update task information.
- Monitor schedule changes, delays, and resource impacts.
- Manage multiple projects and subprojects.
- Create and customize project reports for stakeholders.

Day 5: Integration and Best Practices

- Integrate Excel and Microsoft Project workflows.
- Export and analyze project data using Excel.
- Create project dashboards for performance monitoring.
- Apply best practices for project planning, tracking, and control.
- Troubleshoot common project management challenges using both tools.



Individual Impact

- Build confidence in using Excel and Microsoft Project for daily project management.
- Strengthen data analysis, scheduling, reporting, and dashboard creation skills.
- Improve ability to track project progress, resources, and budgets.
- Gain practical techniques for automating and simplifying project workflows.
- Develop stronger control over project information and stakeholder reporting.

Work Impact

- Improve project planning accuracy and schedule visibility.
- Strengthen resource allocation and budget tracking.
- Reduce manual reporting effort through better dashboards and templates.
- Improve communication with stakeholders through clearer reports and visuals.
- Support more effective project monitoring, control, and decision-making.

Training Methodology

This program combines tool-based learning with practical project management application through:

- Excel formula, chart, and dashboard exercises.
- PivotTable, data validation, and conditional formatting practice.
- Microsoft Project schedule development workshops.
- Task dependency, resource allocation, and progress tracking activities.
- Multi-project reporting and dashboard creation exercises.
- Integration exercises using Excel and Microsoft Project workflows.

Beyond the Course

Upon completion, participants will be able to:

- Create dynamic project schedules and Gantt charts.
- Develop automated project tracking systems.
- Generate comprehensive project reports and visuals.
- Build project dashboards using Excel.
- Manage resources, tasks, budgets, and progress in Microsoft Project.
- Optimize project planning and control using integrated Excel and MS Project techniques.

