GLOBAL Business Minds

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Mastering Project Management: Excel and MS Project for Efficient Delivery

TRAIN

Introduction:

This 5-day intensive training program by Global Business Minds LTD (GBM) empowers project managers to effectively leverage Microsoft Excel and MS Project for efficient project planning, execution, and control. Participants will develop a comprehensive skill set to manage project data, create insightful reports, and optimize resource allocation.

Goals

By the end of this program, participants will be able to:

- Master the use of Excel for data analysis and reporting in project management

- Utilize MS Project effectively for project planning, scheduling, and tracking

- Integrate Excel and MS Project for comprehensive project management

- Make data-driven decisions to optimize project performance

- Enhance project communication and stakeholder management through effective reporting

Targeted Audience

- Project managers

- Project coordinators

- Team leaders

- Individuals involved in project planning and execution

Training Outline

Day 1: Excel Fundamentals for Project Management

- Excel interface and basic functions

- Data entry, formatting, and validation

- Formulas and functions for project calculations

- Creating professional and informative reports

Day 2: Advanced Excel for Project Management

- PivotTables and PivotCharts for data analysis

- Conditional formatting and data visualization

- What-if analysis and scenario modeling

- Advanced Excel functions for project calculations (e.g., VLOOKUP, INDEX, MATCH)

Day 3: Introduction to MS Project

- Project structure and work breakdown structure (WBS)

- Creating project schedules and baselines

- Task dependencies and critical path analysis

- Resource allocation and leveling

Day 4: Advanced MS Project Features

- Project tracking and monitoring

- Earned value management

- Risk management in MS Project

- Creating project reports and dashboards

Day 5: Integrating Excel and MS Project

- Importing and exporting data between Excel and MS Project

- Creating custom reports using Excel and MS Project data

- Advanced project analysis using combined tools

- Best practices for project management using Excel and MS Project

By the end of this training, participants will be equipped with the necessary skills to effectively utilize Excel and MS Project for project management, leading to improved project efficiency, better decision-making, and enhanced project outcomes.