

Project Management Using Microsoft Project

Develop the structured scheduling capability required to plan accurately, control timelines, and improve delivery visibility



WHY SCHEDULING
DISCIPLINE MATTERS

Strengthen planning
accuracy and improve
execution control

Projects often struggle not because objectives are unclear, but because timelines and dependencies are managed informally. Without structured scheduling tools, teams face resource conflicts, missed milestones, and limited performance visibility.

Microsoft Project provides a powerful platform for structured planning, tracking, and reporting. However, without proper understanding of its capabilities, organisations fail to leverage its full value.

This programme equips professionals with the practical skills required to use Microsoft Project effectively to improve planning accuracy, resource allocation, and schedule control.

WHY SCHEDULING DISCIPLINE MATTERS

In modern project environments, timeline control directly impacts cost discipline, stakeholder confidence, and delivery performance.

Without structured scheduling capability, organisations may experience:

- Unclear task sequencing and dependencies
- Weak visibility of critical paths
- Resource over-allocation
- Inaccurate progress tracking
- Limited reporting clarity

Project Management Using Microsoft Project strengthens scheduling discipline and improves oversight across delivery environments.

PROGRAMME OVERVIEW

Project Management Using Microsoft Project helps participants understand:

- Work breakdown structures and task sequencing
- Dependencies, constraints, and critical path logic
- Resource allocation and workload balancing
- Baseline setting and variance tracking
- Schedule monitoring and performance updates
- Reporting outputs for governance and oversight

Participants apply Microsoft Project functionality within structured planning scenarios that reflect real organisational projects.

The result:
Improved planning accuracy.
Stronger execution control.
Greater visibility across project timelines.

A **schedule** is not a list of tasks.

It is a structured map of delivery.

What This Programme Prepares You to Do

Project Management Using Microsoft Project equips professionals with the capability to build, monitor, and control structured project schedules that strengthen governance and improve predictability.

The programme focuses on hands-on application, enabling participants to apply Microsoft Project tools immediately within their own projects.

PARTICIPANTS DEVELOP THE CAPABILITY TO

- Create structured project schedules
- Define task dependencies and critical paths
- Allocate and manage resources effectively
- Establish baselines and monitor variance
- Track progress accurately
- Improve schedule reporting clarity
- Strengthen execution discipline

OUTCOMES FOR PARTICIPANTS

- Improve schedule accuracy and realism
- Strengthen visibility across project timelines
- Reduce resource conflicts
- Improve tracking and monitoring discipline
- Enhance stakeholder reporting
- Increase predictability in project delivery
- Apply Microsoft Project confidently in real environments

Programme Structure and Delivery Options

Programme Duration	Delivery Format	Flexible Delivery	Organisation Bundles
3 Days / 15 hours	Instructor-led (online)	Adaptable for organisational requirements and project team workshops	Organisational packages and volume discounts available

Instructor-led delivery

Every training unit is delivered by professionals with practical project scheduling experience – ensuring learning is directly applicable and technically grounded.

HOW LEARNING IS APPLIED

Participants work through hands-on scheduling exercises, dependency mapping scenarios, and real project simulations using Microsoft Project functionality.

PARTICIPANTS EXPLORE

- ✓ Building structured work breakdown structures
- ✓ Mapping dependencies and critical paths
- ✓ Managing resources and workload balance
- ✓ Setting baselines and tracking variance
- ✓ Monitoring schedule performance
- ✓ Producing governance-ready reports

PROGRAMME DELIVERY

- Instructor-led delivery by subject-matter experts
- Online formats
- Practical and interactive sessions
- Hands-on Microsoft Project exercises

COURSE PREREQUISITES

Basic familiarity with project environments is recommended.

The programme is suitable for professionals seeking to strengthen scheduling and execution capability.

THIS PROGRAMME IS DESIGNED FOR

- Project managers
- Project coordinators
- Planners and schedulers
- PMO professionals
- Team leaders managing delivery plans

WHAT THIS TYPE OF TRAINING DELIVERS

Planning Accuracy

Improve task sequencing and timeline clarity.

Execution Control

Strengthen schedule monitoring discipline.

Resource Visibility

Reduce over-allocation and conflict.

Reporting Confidence

Enhance governance-level schedule reporting.

The result:
Stronger scheduling capability. Improved execution visibility.
And delivery timelines that are structured and controlled.

COCREATE TO ACTIVATE™

CoCreate to Activate™ is Maximus Academy's four-step method for building skills that last—not just in the classroom, but inside real organisations operating in fast-moving, high-demand sectors across the region.

Turning capability into national outcomes.



ASSESS

Understand the real operating world

What this Ensures

- Skills that match global industry demands, not generic international templates.
- Immediate operational impact, because training is built around real sector challenges.
- Lasting organisational capability through the adoption of performance-driven tools and behaviours.



DESIGN

Build training that fits the sector



DELIVER

Teach through Saudi SMEs and practitioners



SUSTAIN

Embed the change inside organisations

It is the difference between training individuals and equipping an entire workforce with the capabilities to perform, adapt, and deliver at scale.



Register for the course through the QR code

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