



The Advanced MS Project Training: A Microsoft Project Certification Course

2 – 6 November 2026
Singapore

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Overview

Project managers face increasing complexity when managing schedules, resource constraints, and diverse delivery frameworks across enterprise environments. This Advanced MS Project Training bridges traditional critical path scheduling and modern agile methodologies within Microsoft Project desktop and cloud platforms. Participants master baseline creation, work breakdown structure setup, resource leveling, earned value analysis, and multi-project portfolio oversight. Structured modules clarify project manager responsibilities, project charter development, and practical steps for project certification preparation. This course is delivered by Agile Leaders Training Center.

Who Should Attend

- Project managers seeking advanced scheduling, resource allocation, and tracking techniques.
- Project coordinators and analysts responsible for project baseline maintenance and reporting.
- IT project managers and agile project managers implementing hybrid sprint workflows in software projects.
- Project planners and team leads overseeing task dependencies and critical path schedules.
- Consultants and project management office professionals standardizing multi-project governance.

Departments and Industries

This programme supports technical and managerial personnel across industries that manage complex, multi-stakeholder project environments.

- Project Management Office units in engineering and construction enterprises
- Information Technology and software development departments
- Operations and planning divisions in manufacturing and telecommunications
- Research and development teams in life sciences and healthcare
- Corporate strategy and governance offices within public administration

Learning Objectives

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

- Configure advanced scheduling models, calendar exceptions, and task relationships.
- Resolve resource overallocations using automated resource leveling and resource contouring.
- Establish cost baselines and measure cost performance index and schedule performance index.
- Build integrated multi-project master schedules for effective project portfolio management.
- Incorporate agile project management principles, sprint backlogs, and task boards into project schedules.

- Prepare for professional credentials by reviewing core project management fundamentals.

Course Agenda

Day 1: Project Setup and Schedule Fundamentals

- WBS construction and task relationship modeling using finish-to-start, start-to-start, and lead-lag parameters
- Calendar configuration, task constraints, and deadline indicators for schedule reliability
- Project charter alignment and clarification of project manager responsibilities
- Baseline setting and variance tracking setup for project scope control

Day 2: Resource Management and Leveling

- Resource sheet definition covering work, material, and cost resource categories
- Resource assignment modeling and effort-driven scheduling calculations
- Resource leveling techniques to resolve resource overallocations across concurrent tasks
- Cost rate tables and fixed project cost tracking

Day 3: Project Portfolio Management and Tracking

- Master project creation and consolidated project portfolio management structures
- Cross-project dependencies and shared enterprise resource pools
- Progress tracking using actual start dates, remaining duration, and physical percent complete
- Earned value management analysis using schedule variance and cost variance metrics

Day 4: Agile Project Management Integration

- Agile project management fundamentals and role dynamics within hybrid environments
- Sprint setup, product backlog grooming, and user story point tracking in project files
- Task board views and sprint planning boards for iterative workflow execution
- Hybrid project reporting combining Gantt charts with burndown metrics

Day 5: Customization, Reporting, and Certification Review

- Custom field creation using formulas, graphical indicators, and lookup tables
- Visual reporting dashboards and data export routines for project management office stakeholders
- Project management fundamentals review and practice question walk-throughs
- Structured study roadmaps addressing how to get certification course recognition

Practical Exercises

Participants engage in hands-on computer lab activities to master software features and real-world project tracking.



- Construct a work breakdown structure with customized calendars, dependencies, and baseline targets.
- Diagnose and resolve an overallocated resource schedule using manual splits and automated leveling.
- Consolidate three subprojects into an enterprise project portfolio management master file.
- Convert a traditional project schedule into a hybrid model using agile task boards and sprint cycles.

FAQs

How does this course address agile and hybrid project delivery?

The curriculum demonstrates how to configure agile project boards, manage product backlogs, and track sprint deliverables alongside traditional Gantt schedules in MS Project.

What scheduling techniques are practiced during the sessions?

Participants practice critical path method scheduling, lead and lag management, task constraint analysis, automated resource leveling, and earned value analysis.

How does the course support certification preparation?

Day five reviews project management fundamentals, core software functionality, and exam study approaches that guide professionals on how to get certification course requirements fulfilled.

Conclusion

Participants return to their organizations equipped to manage complex schedules, resolve resource constraints, and deliver projects on schedule and within budget. By mastering advanced software configurations and hybrid delivery methods, professionals elevate their project management practice and drive measurable project success.