

# Microsoft Project

## for Technical Professionals



### ONLINE TRAINING

Monday, 10 August 2026 - Thursday, 13 August 2026  
EVENING CLASSES 3 Hrs per session (18:00 - 21:00 )

### IN-PERSON TRAINING

Tuesday, 29 September 2026 - Wednesday, 30 September 2026  
📍 Birchwood Hotel & OR Tambo Conference Centre, Johannesburg

**Become a Master** at professional project scheduling, resource planning, cost control, progress tracking, reporting, and automation using Microsoft Project.



### It's Practical & Hands-On

Learn using real modern business scenarios from IT, Manufacturing, Marketing and Construction related project management scenarios.

### Call Today

- 📞 010 500 9495/ 082 425 5482
- 🌐 [www.theopenbusinessgroup.com](http://www.theopenbusinessgroup.com) The
- 📍 Birchwood Hotel and Conference Centre

**Early-Bird**  
**R 7,450 Excl. VAT**  
Expires  
30 June 2026

# Master the Gold Standard in Microsoft Project

**Dear Project Manager,**

As you know, no matter the project or industry, all projects fail when schedules are poorly planned, resources are overloaded, costs are uncontrolled, and reporting lacks visibility.

This intensive 2-day Microsoft Project for Technical Professionals workshop is designed to help delegates build, manage, optimise, and automate professional project schedules using Microsoft Project — the world's leading project management and scheduling software. Microsoft Project is widely used to create schedules, allocate resources, manage budgets, track progress, and improve project delivery performance.

Through practical project-based case studies and hands-on exercises, delegates will learn how to move beyond spreadsheets and gain full control over project timelines, resources, costs, reporting, and project controls.

The course is suitable for both beginners and experienced professionals and applies to all Microsoft Project versions from 2010 onwards.

## Who Should Attend

This workshop is ideal for any professional supporting or working within a project-based or programme oriented environment, including individuals who are new to project management and those involved in planning, coordination, execution, scheduling, project controls, and project delivery roles.

- Project Manager
- Senior Project Manager
- Site Manager
- Construction Manager
- Project Planner
- Construction Planner
- Planning Engineer
- Project Controls Manager
- Project Controls Engineer
- Scheduler
- Planning Coordinator
- Project Coordinator
- Programme Manager
- Events Managers
- Marketing Managers
- Contracts Manager
- Contract Administrators
- Operations Managers
- Quantity Surveyor
- Commercial Manager
- Resident Engineer
- Civil Engineer
- Mechanical Engineer
- Electrical Engineer
- Infrastructure Engineer
- Cost Engineer
- Estimator
- PMO Manager
- PMO Analyst
- Operations Manager
- Maintenance Manager
- Facilities Manager
- Risk Manager
- IT Managers
- Project Administrator
- Engineering Manager
- Shutdown Coordinator
- Turnaround Planner
- Procurement Manager
- Resource Planner
- Construction Supervisor
- Site Engineer
- Planning Consultant
- Project Consultant

## TO REGISTER

Email your completed Registration Form to [george@theopenbusinessgroup.com](mailto:george@theopenbusinessgroup.com)  
or Call Tel: 010 500 9495/ 082 425 5482 To Book

## Programme Objectives:

- **Project Initiation:** Create new project plans, define level information, and configure default values.
- **Task & Resource Architecture:** Organize tasks, assign dependencies (lags/leads), and manage work, material, and cost resources including calendars and availability.
- **Baseline & Execution:** Secure approval to baseline the plan and update progress in real-time as the project executes.
- **Performance Monitoring:** Adjust plans to meet time/cost objectives, control constraints, and utilize Earned Value (TCPI) to forecast success.
- **Reporting & Standardization:** Generate stakeholder reports and create reusable templates for future project efficiency.

## How will this course benefit you?

**By the end of this workshop, delegates will be able to:**

- Create professional project schedules from scratch
- Configure project calendars and default settings
- Define work, material, and cost resources
- Develop logical task dependencies using leads and lags
- Allocate and optimise resources effectively
- Create and manage baselines
- Track progress, costs, and project performance
- Analyse variances and earned value metrics
- Generate professional reports and dashboards
- Apply schedule recovery techniques
- Automate repetitive tasks using advanced MSP Macros
- Identify schedule risks and project control issues

**Microsoft Project training commonly focuses on planning, task management, resource allocation, progress tracking, reporting, and scheduling optimisation.**

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# MICROSOFT PROJECT Course Structure and Content

## ONLINE TRAINING

Day 1: Monday, 10 August 2026 (3HRS)

Day 2: Tuesday, 11 August 2026 (3HRS)

3 Hours Per Session: 18:00 - 21:00

## IN-PERSON TRAINING

Day 1: Tuesday, 29 September 2026

 Birchwood Hotel & OR Tambo Conference Centre, JHB

## Part 1: Foundational Setup

- **Project Management Foundations** – Overview of core project management concepts and the continuous planning and maintenance cycle
- **Project Setup & Defaults** – Establishing new project files, defining project-level information, and customizing Microsoft Project default values
- **Project Calendar Setup** – Configuring the project-level calendar for standard working days and holidays
- **Resource Definition** – Creating work, material, and cost resources with supporting notes
- **Resource Availability & Calendars** – Defining availability, working times, and resource-specific calendars
- **Resource Cost Structure** – Establishing cost rates, fixed-price contractors, and overhead fixed costs
- **Task Definition & Estimation** – Creating, importing, and estimating task durations
- **Schedule Logic & Dependencies** – Applying task dependencies, leads, and lags
- **Resource Assignment & Optimization** – Linking and replacing resources to optimise the project plan

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## ONLINE TRAINING

Day 3: Wednesday, 12 August 2026 (3HRS)

Day 4: Thursday, 13 August 2026 (3HRS)

3 Hours Per Session: 18:00 - 21:00

## IN-PERSON TRAINING

Day 2: Wednesday, 30 September 2026

• Birchwood Hotel & OR Tambo Conference Centre,  
Johannesburg

## Part 2: Advanced Control & Automation

- **Schedule Control** – Schedule planning, constraints, deadlines, and conflicts
- **Resource Control** – Resource over-allocation and leveling
- **Baselining** – Baseline creation and approvals
- **Progress Tracking** – Status date, current date, time and cost progress
- **Task & Cost Updates** – Fixed costs, duration, work, units, task types, effort-driven tasks
- **Performance Analysis** – Variance analysis, earned value, TCPI
- **Corrective Action** – Schedule and cost recovery actions
- **Reporting** – Progress reporting and communication
- **Schedule Optimisation** – Re-baselining and template usage
- **Advanced MSP Tools** – Additional features and functions
- **Specialised Macros** – Automation and advanced MSP macros
  - Schedule Diagnostics Macro – Identifying schedule problems
  - Template Preparation Macro – Preparing projects for templates
  - Risk Management Macro – Risk identification and tracking in MSP

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## End of Microsoft Project Training

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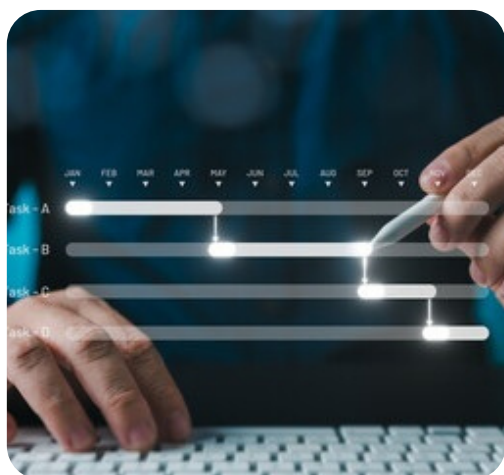
# WHY LEARN MICROSOFT PROJECT?

**Microsoft Project remains one of the most widely used project scheduling and project management tools globally across construction, engineering, infrastructure, and project-based industries.**

## **Benefits Include:**

- Improved project planning and control
- Better resource utilisation
- Reduced project delays and scheduling conflicts
- Stronger reporting and stakeholder communication
- Increased productivity through automation
- Enhanced project visibility and forecasting
- Improved employability and career advancement opportunities

**Industry discussions consistently highlight Microsoft Project skills as valuable for project planning, resource management, tracking, and career development.**



## **INCLUDED IN THE COURSE**

- ✓ Training material
- ✓ Practical exercises & case studies
- ✓ Lunch & refreshments
- ✓ Certificate of completion
- ✓ MSP templates & macros toolkit
- ✓ Hands-on workshop sessions

**Prerequisites:** Basic Project Management knowledge and competency in Windows/MS Office. A laptop with MS Project 2010 or later is required

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# Microsoft Project for Construction Professionals

**ONLINE: 10-13 August 2026 (EVENINGS 18:00 - 21:00)**  
**IN-PERSON: 29 & 30 September 2026**  
Early Bird Special - R7,450 excl. Expires 30 June 2026  
Standard Registration - R8,950 excl. VAT

## Company Information

Company name Company	
Registration Company	
VAT Number	
Company Physical Address & Postal Code	
Company Telephone Number	
Company Fax Number	

## Authorisation

Authorising Managers Full Name	
Authorising manager Job-Title	

## Delegate Details: Name and Surname

Online In-Person

	Online	In-Person
Delegate 1	<input type="checkbox"/>	<input type="checkbox"/>
Delegate 2	<input type="checkbox"/>	<input type="checkbox"/>
Delegate 3	<input type="checkbox"/>	<input type="checkbox"/>
Delegate 4	<input type="checkbox"/>	<input type="checkbox"/>
Delegate 5	<input type="checkbox"/>	<input type="checkbox"/>

## Open Business Group :Banking Details

Neither cash nor cheques nor postal orders will be accepted with the application form. Only electronic payments or direct deposits will be accepted.

<b>Bank Name</b>	<b>Capitec Bank</b>
<b>Account Name</b>	<b>Open Business Group Business</b>
<b>Branch Code</b>	<b>1053426658</b>
<b>Account Number</b>	<b>470010</b>

## Undertaking by Authorising Manager: I declare that;

- That I accept responsibility of authorisation of attendees listed above.
- That I accept responsibility for the prompt payment of all accounts to Open Business Group.
- That all information I have included may be verified to determine their authenticity.
- That I understand that no training fees are refundable should a delegate fail to attend.
- Delegate replacements must be done 1 week prior to event dates.
- Cancelled or postponed events will be refunded in full.

**AUTHORISING MANAGERS SIGNATURE:**

**DATE:**

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