

# 3-DAY MICROSOFT PROJECT MASTERCLASS

*Critical knowledge and skills a Project Manager needs to create baseline, manage, and report effectively using Microsoft Project*

**8 - 10 June 2026**  
1.00pm - 6.00pm | GMT +8



Interactive Virtual  
Instructor-Led Training

## WHY YOU SHOULD ATTEND

This workshop is designed to take delegates from the most basic to the advanced features and functions of Microsoft Project. It doesn't matter if you are still using 2010, 2013, 2016, or 2019 edition of MS Project or if you are using MS Project 365. This workshop covers the critical knowledge and skills a Project Manager needs to create, baseline, manage, and report effectively using Microsoft Project.

This is a practical workshop using a case study to give you the hands-on experience needed to manage the resources, cost, and time and reduce the risk of failure on your projects.

### COURSE PREREQUISITES:

- Basic project management knowledge and skills would be an advantage.
- Basic knowledge and skills for using your current Windows operating system.
- Notebook/PC with the applicable software installed: -
  - MS Project - 2019, 2016, 2013, or 2010.
  - MS Office - 2019, 2016, 2013, or 2010.

## TARGET AUDIENCES

Delegates that have a sound knowledge of the principles of project management and who are looking for a scheduling tool that can help them to manage their projects more efficiently. These delegates can typically be:

- Project Managers
- Project Planners
- Project Administrators
- Project team members
- Engineers
- Architects
- Quantity Surveyors
- Principle agents
- Consultants
- Contractors
- Client representatives
- Anybody involved in planning and managing projects

Organised by:



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HRD Corp Claimable Programme



This is an interactive **Virtual Instructor-Led Training (VILT)**. Kindly ensure you have a working Webcam and Headset with Microphone.