

Excel & Project for IT Project Managers: Essentials Course

21 – 25 December 2026
London (UK)

UK Training

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Why This Course

Microsoft Excel and Microsoft Project are essential tools for IT project managers who need to plan, monitor, analyze, and report project performance with accuracy and confidence. While Excel supports data analysis, budgeting, dashboards, and reporting, MS Project provides structured capabilities for scheduling, resource allocation, cost tracking, and progress monitoring.

This comprehensive 5-day Excel and Microsoft Project for IT Project Managers Training program equips participants with practical skills to manage project information more effectively. The course combines Excel-based analysis and visualization with MS Project planning and tracking techniques, helping participants build schedules, manage resources, monitor budgets, create reports, and integrate both tools for stronger IT project control.

What You'll Learn and Practice

By joining this program, you will:

- Develop proficiency in Excel formulas and functions for project data analysis.
- Use Excel to manage project budgets, calculations, and performance data.
- Create PivotTables, PivotCharts, dashboards, and visual reports.
- Apply data validation, conditional formatting, and advanced lookup functions.
- Build and manage project schedules using Microsoft Project.
- Create tasks, define dependencies, and structure project timelines.
- Allocate resources and manage assignments in MS Project.
- Track project progress, update tasks, and monitor performance.
- Manage costs, budgets, calendars, and constraints.
- Import and export data between Excel and MS Project.
- Create custom project reports using both tools.
- Apply best practices for IT project planning, monitoring, and reporting.

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A graphic illustration of a chessboard with several chess pieces. A large gold king piece is prominent in the foreground, with a silver pawn and a gold pawn nearby. The background shows concentric circles emanating from behind the king piece.

The Program Flow

Day 1: Excel Fundamentals for Project Managers

- Navigate the Excel interface and use key worksheet features.
- Apply basic functions for project data organization and analysis.
- Enter, format, sort, and manage project-related data.
- Use essential formulas for project calculations and tracking.
- Create and manage project budgets using Excel.

Day 2: Advanced Excel for Project Analysis

- Use PivotTables and PivotCharts to analyze project performance data.
- Apply data validation to improve accuracy and consistency.
- Use conditional formatting to highlight risks, delays, and budget changes.
- Apply advanced functions such as VLOOKUP, INDEX-MATCH, and IF statements.
- Design project dashboards that summarize key project information clearly.

Day 3: Introduction to Microsoft Project

- Navigate the Microsoft Project interface and core features.
- Create a new project and define project properties.
- Build task lists and organize work breakdown structures.
- Create task sequencing, dependencies, and relationships.
- Allocate resources and assign them to project tasks.

Day 4: Advanced Microsoft Project Techniques

- Work with calendars, constraints, and scheduling settings.
- Track project progress and update task completion.
- Monitor timelines, delays, and schedule changes.
- Manage project costs, budgets, and resource-related expenses.
- Create and customize project reports for stakeholders.

Day 5: Integrating Excel and MS Project

- Import and export project data between Excel and MS Project.
- Combine Excel analysis with MS Project scheduling information.
- Create custom reports using data from both tools.
- Apply best practices for IT project planning, monitoring, and control.
- Work through a real-world IT project case study using learned techniques.

A graphic of a chessboard with several chess pieces, including a king, queen, and pawns, arranged on the board. The board is white and black, and the pieces are gold and silver.

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Individual Impact

- Build confidence in using Excel and MS Project for IT project management.
- Improve project analysis, scheduling, budgeting, and reporting skills.
- Strengthen the ability to create dashboards and visual project reports.
- Gain practical experience in managing resources, costs, and timelines.
- Improve efficiency in monitoring project progress and communicating updates.

Work Impact

- Improve project planning accuracy and schedule control.
- Strengthen reporting quality through better dashboards and project visuals.
- Support more effective resource allocation and cost tracking.
- Enhance visibility into project risks, delays, budgets, and performance.
- Improve decision-making through integrated Excel and MS Project reporting.

Training Methodology

This program combines tool-based instruction with hands-on project application through:

- Practical Excel exercises for formulas, budgets, dashboards, and analysis.
- PivotTable, PivotChart, and visualization workshops.
- Microsoft Project scheduling and resource management activities.
- Cost tracking, progress updating, and report customization exercises.
- Excel and MS Project integration practice.
- Real-world IT project case study and applied reporting activity.

Beyond the Course

Upon completion, participants will be able to:

- Create comprehensive IT project plans using Microsoft Project.
- Use Excel for project data analysis, budgeting, and visualization.
- Generate meaningful project dashboards and stakeholder reports.
- Track resources, costs, schedules, and progress more effectively.
- Integrate Excel and MS Project techniques for better project monitoring and control.

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) on it. The text 'UK Training' is in a small, black sans-serif font, and 'PARTNER' is in a large, bold, black sans-serif font below it.

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