Google Sheets Advanced for project management Analytics Training Course

Professional Development Training Course Outline

Category	Project Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s fast-paced business environment, advanced spreadsheet analytics are critical for project managers seeking to optimize planning, monitoring, and reporting. Google Sheets provides a powerful, collaborative platform that supports data analysis, visualization, automation, and real-time decision-making. Google Sheets Advanced for Project Management Analytics Training Course equips participants with advanced formulas, pivot tables, conditional formatting, data validation, and integration techniques to transform project data into actionable insights. Emphasis is placed on applying analytical approaches for resource allocation, risk management, timeline tracking, and performance measurement, enabling participants to drive project success with data-driven strategies.

Participants will also explore the use of Google Sheets for interactive dashboards, scenario analysis, and predictive forecasting in project management contexts. The course combines hands-on exercises, real-world case studies, and practical templates to enhance analytical thinking, improve reporting accuracy, and foster collaborative decision-making. By mastering these advanced tools, participants will be able to optimize project workflows, improve efficiency, and provide insightful metrics that strengthen organizational performance and stakeholder confidence.

Programme Curriculum

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Course Objectives

1. Master advanced Google Sheets functions for project data analysis.
2. Utilize pivot tables, charts, and dashboards for project monitoring.
3. Apply conditional formatting and data validation to ensure data integrity.
4. Develop automation techniques using formulas and Google Apps Script.
5. Integrate project data from multiple sources for comprehensive analytics.
6. Conduct scenario and sensitivity analysis to support decision-making.
7. Create interactive dashboards to visualize key project metrics.
8. Implement risk management frameworks using spreadsheet analytics.
9. Use collaborative features for team-based project tracking.
10. Optimize resource allocation and scheduling using advanced formulas.
11. Analyze performance metrics and generate actionable project reports.
12. Apply predictive forecasting techniques for project planning.
13. Design templates for continuous improvement and project standardization.

Organizational Benefits

- Enhanced project tracking and monitoring capabilities
- Improved data accuracy and reporting efficiency
- Faster and data-driven decision-making
- Standardized project documentation and templates
- Optimized resource allocation and scheduling
- Strengthened risk management and scenario planning
- Greater collaboration and transparency across teams
- Reduced project delays through predictive analytics
- Increased stakeholder confidence with actionable dashboards
- Improved operational performance and project delivery outcomes

Target Audiences

- Project managers and program coordinators
- Business analysts and data analysts
- Operations and strategy managers

- PMO staff and project controllers
- Financial and resource planning specialists
- Consultants supporting project delivery
- IT professionals supporting project tools and analytics
- Trainers and educators in project management analytics

Course Duration: 5 days

Course Modules

Module 1: Advanced Google Sheets Functions

- Use complex formulas including ARRAYFORMULA, INDEX-MATCH, and QUERY
- Apply logical, lookup, and text functions for project calculations
- Create dynamic ranges and named ranges for consistency
- Use formulas to automate calculations and reduce manual work
- Troubleshoot formula errors and optimize performance
- Case Study: Automating project cost calculations for a multi-phase project

Module 2: Pivot Tables and Data Summarization

- Build pivot tables to summarize project data efficiently
- Group, filter, and slice data for analysis of project metrics
- Use calculated fields and custom aggregation for insights
- Compare historical vs current project performance
- Export pivot tables into dashboards and reports
- Case Study: Analyzing project resource utilization with pivot tables

Module 3: Data Visualization and Dashboards

- Design charts, graphs, and heat maps for project reporting
- Use dynamic dashboards with interactive controls
- Apply conditional formatting to highlight KPIs and risks
- Customize chart elements for clarity and impact
- Combine multiple charts into comprehensive visual reports
- Case Study: Creating a real-time project performance dashboard

Module 4: Data Validation and Conditional Formatting

- Apply data validation to maintain data integrity and consistency
- Use conditional formatting to highlight delays, over-budget items, or risks
- Implement custom rules based on project thresholds
- Create visual alerts for project managers

- Standardize project reporting inputs across teams
- Case Study: Setting up an automated delay detection system in project schedules

Module 5: Automation with Formulas and Google Apps Script

- Automate repetitive project calculations with advanced formulas
- Introduce Google Apps Script for customized automation
- Trigger automatic updates and notifications
- Reduce manual errors and improve project workflow efficiency
- Streamline recurring project reports and dashboards
- Case Study: Automating weekly project status updates using Apps Script

Module 6: Scenario Analysis and Forecasting

- Use “What-If” analysis and Goal Seek for project scenarios
- Apply trendlines and regression analysis for forecasting
- Simulate resource allocation and schedule changes
- Evaluate project risks and mitigation strategies
- Compare alternative project plans using scenario modeling
- Case Study: Forecasting project completion timelines and resource needs

Module 7: Collaborative Project Management

- Share sheets and control permissions for team collaboration
- Use comments, notes, and version history for accountability
- Integrate Sheets with Google Workspace tools for project updates
- Track project progress across multiple teams
- Facilitate real-time collaboration on project tasks and KPIs
- Case Study: Coordinating a multi-department project using shared sheets

Module 8: Advanced Reporting and Project Insights

- Create standardized templates for project reporting
- Analyze performance indicators and generate automated reports
- Visualize data to communicate project status to stakeholders
- Apply metrics to measure efficiency, budget adherence, and timelines
- Combine multiple sheets for consolidated project analytics
- Case Study: Generating executive-level project insights for portfolio management

Training Methodology

- Instructor-led presentations and hands-on demonstrations
- Guided exercises and real-world project data analysis
- Interactive group workshops and problem-solving tasks
- Case study reviews with peer discussion and learning
- Step-by-step template building and dashboard exercises
- Continuous assessment, feedback sessions, and project assignments

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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