



Copilot

Mastering Microsoft 365 Copilot for Project Management

CONNECTION TECHNOLOGY 裝備未來
FUTURE SKILLS

This course teaches project managers how to leverage Microsoft 365 Copilot to streamline planning, task allocation, risk management, and progress tracking. Participants will learn practical techniques and hands-on skills for creating AI-driven project dashboards.

course equips HR and administrative professionals with the skills to leverage Microsoft 365 Copilot for automating recruitment, onboarding, and employee engagement processes. It combines conceptual learning with practical exercises.

Programme code

P0000196

Date and time

10 Mar 2026 (9:30am – 1:00pm)

Venue

1/F, HKPC Building,
78 Tat Chee Avenue, Kowloon Tong

Medium

Cantonese, supplemented with
English terminology

Course fee

HK\$1,500

Trainer Information

Dr Patrick TSOI, he is a trainer with over 28 years hands-on data science, Big Data and programming experiences. He is a Doctor of Education graduate from the Hong Kong Baptist University, Master in IT Education graduate from the University of Hong Kong and B.Eng in System Engineering and Engineering Management from the Chinese University of Hong Kong.



Enrolment method

Scan the QR code to register !

If you have any inquiries, please feel free to contact us.

Course Outline

1: Introduction to AI in Project Management

- AI in Project Management: Benefits and limitations.
- Copilot Overview: Key features for project planning and execution.
- Integration Points: Microsoft Planner, Teams, and Excel.
- Use Cases: Examples of AI-driven scheduling and reporting.

2: Task and Resource Management

- Task Automation: Generating task lists and timelines in Planner.
- Resource Allocation: Assigning roles and balancing workloads.
- Collaboration Tools: Using Teams and SharePoint for project communication.
- Data Insights: Copilot in Excel for resource utilization analysis.
- Best Practices: Avoiding bottlenecks and improving efficiency.

3: Risk and Progress Tracking

- Risk Analysis: Using Copilot to identify potential delays and cost overruns.
- Progress Monitoring: Automating status reports and dashboards.
- Predictive Analytics: Forecasting project completion timelines.
- Compliance and Governance: Ensuring secure project workflows.
- Integration with Power BI: Visualizing KPIs and milestones.

4: Hands-on Lab: Project Dashboard Creation

- Scenario 1: Create a Work Breakdown Structure, Gantt chart in Excel with Copilot assistance.
- Scenario 2: Develop a critical path file in Excel with Copilot assistance.
- Scenario 3: Automate critical path analysis and WBS budget control
- Scenario 4: Implement risk tracking and alerts using Copilot.

5: Wrap-up, Q&A

- Discussion: Common challenges in HR automation.
- Best Practices: Data governance, security, and workflow optimization.
- Q&A

