



A 2-day intensive course on

# Microsoft Project Management Essentials

16 - 17 June 2008 ■ JW Marriott Hotel, Kuala Lumpur

## **COURSE HIGHLIGHTS**

- Orientation To Microsoft Project
- Defining the Project
- Tasks
- Task Linkages
- Resources
- Network Diagram View
- Shortening Your Project
- Overallocations
- Resolving Overallocations
- Printing Project Reports

## **METHODOLOGY:**

- Lectures
- Case Exercises
- Practical Computer Hands-On Applications

**1 Participant to a Computer**

## **INTRODUCTION**

*A comprehensive introduction to the essential techniques for planning and controlling projects using Microsoft Project. Detailed working concepts of the system are explored in depth and hands-on to help plan and control people, tasks and time more effectively. Detailed end of module exercises and challenging multiple-choice questions consolidate topics learned.*

## *Day 1* - Monday, 16<sup>th</sup> June 2008

### 9:00 **ORIENTATION TO MICROSOFT PROJECT**

- The Toolbars
- The Formatting Toolbar
- The Calendar View
- The Gantt Chart View

10:30 Morning Coffee

### 10:45 **DEFINING THE PROJECT**

- Project Information Entry
- The Project Calendar
- Changing The Default Working Day
- Choose Your Calendar For The Project
- The Statistics Window
- File Properties
- Save And Save As

1:00 Lunch And Zohor

### 2:00 **TASKS**

- Entering Tasks
- Entering A Task Duration
- Estimating Durations
- Milestones And Phases
- Recurring Tasks
- Recurring Tasks Continued
- Editing Tasks

- Changing Task Priority
- Inserting A Task
- Deleting Tasks
- Moving Tasks

3:30 Afternoon Tea

### 3:45 **TASK LINKAGES**

- Creating Logical Sequence
- General Tab
- Task Predecessors
- Task Resources
- Task Advanced
- Task Constraints
- Task Types
- Task Notes
- Outlining A Task
- Summary Tasks
- Linkage Types
- Finish To Start Relationship
- Start To Start Relationship
- Finish To Finish Relationship
- Start To Finish Relationship
- Simple Linkage
- Linkages On A Gantt Chart
- Lag And Lead Time
- Lead Time On The Gantt Chart
- Lag Time On The Gantt Chart
- Types Of Constraint

### # *Exercises*

### **RESOURCES**

- Resource Sheet View
- Entering Resources
- Units
- Rates
- Accrue At
- Assigning A Calendar To A Group Of Resources
- Assigning A Resources To A Task
- Assigning Resource (-Continued)
- Assigning A Resource Calendar
- Assigning A Resource
- Replacing Resources
- Removing A Calendar

### # *Exercises*

5:00 End Of Day 1

## Day 2 - Tuesday, 17<sup>th</sup> June 2008

- 9:00 **NETWORK DIAGRAM VIEW**
- What Is The Network Diagram View
  - Examining A Network Diagram
  - Summary Tasks
  - Changing Task Linkages
- 10:30 Morning Coffee
- 10:45 **SHORTENING YOUR PROJECT**
- Setting The Critical Path
  - The Critical Path View
  - Filtering For Critical Tasks Only
  - Ideas For Shortening The Project
- # Exercises
- 1:00 Lunch And Zohor
- 2:00 **OVERALLOCATIONS**
- Resource Usage View
  - The Resource Management Toolbar
  - Resource Allocation View
  - Resource Allocation Graph
- 3:30 Afternoon Tea
- 3:45 **RESOLVING OVERALLOCATIONS**
- Delaying Tasks Manually
  - Resource Leveling
  - Resource Leveling Continued
  - The Leveling Gantt View
  - Decreasing Work Time
  - Split Tasks
  - View Slack In A Table View
  - Viewing Slack In A Gantt View
  - Reassigning Resources
  - Increasing Working Hours
  - Assign Overtime To A Task
  - Resource Contouring
- # Exercises

## PRINTING PROJECT REPORTS

- Print Preview
  - Report Generator
  - Project Summary Report
  - Print Options
- # Exercises

5:00 End Of Course

### AFTER ATTENDING THIS COURSE, YOU WILL RETURN TO YOUR JOB...

- 1) *Learning how to use the Project Guide.*
- 2) *Knowing how to create a project document and its properties.*
- 3) *Finding out how to create project's base calendar and project's resource pool.*
- 4) *Creating a project's structure and creating the outline of tasks to be done.*
- 5) *Knowing how to format bars of Gantt chart and the chart against a timescale.*
- 6) *Learning how to Share information with web pages and printing the project's information.*
- 7) *Knowing how to optimise the use of Project Management tools such as MS Project.*

### WHO SHOULD ATTEND

- Project Managers from all kinds of projects both big and small, complex and simple
- Assistant Project Managers
- Business and IT Managers
- Change Agents and HR Professionals
- Information and Process Analysts
- Consultants
- Analysts
- All Team Members and anyone delivering or accepting business solutions
- Engineers and Technical Specialists
- Construction Managers
- Contractors and Developers
- Government Officers
- Project Officers

Program topics, speakers and schedules published herein are confirmed as at printing time. Please refer to the event's timetable page at [www.cmtevents.com](http://www.cmtevents.com) for the most up-to-date information.

# REGISTRATION

Microsoft Project  
Management Essentials

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 Email \_\_\_\_\_  
 Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 Email \_\_\_\_\_  
 Tel \_\_\_\_\_ Fax \_\_\_\_\_

Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/Postcode \_\_\_\_\_ Country \_\_\_\_\_  
 Approving Manager's Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 E-mail \_\_\_\_\_

**Fees:** The full Registration Fee includes cost of all sessions, luncheon, coffee/tea & documentation.

	1 Person	Group fee for 3 or more* (from the same company)
<b>Regular Fee</b>	<b>RM1,795</b>	<b>RM1,595</b> <b>(MIN SAVINGS OF RM600)</b>

\* Terms and conditions apply.

**Cancellations, Refunds & Transfers:** A full refund will be promptly made for all written cancellations 3 weeks before the meeting. Thereafter, cancellations are not refundable. A substitute may be made at any time.

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Photocopy Registration Form to Preserve Brochure Copy. June 2008

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## TO REGISTER

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 218 Jalan Ampang, 50450 Kuala Lumpur

## CERTIFICATE OF COMPLETION

A Certificate of Completion will be awarded upon successful completion of each course. This serves as evidence of your personal and professional commitment to you career.

## COURSE TIMING

Registration: 8.30 am, Course Begins: 9.00 am,  
 Morning Coffee: 10.30 am, Lunch: 1.00 pm to 2.00 pm,  
 Tea Break: 3:30 pm, Course Ends: 5.00 pm

Register online ~ [www.cmtevents.com](http://www.cmtevents.com)

## LEARN FROM THE BEST

**MR LIM THOU LIANG** has over 20 years of experience in the IT industry, out of which more than 10 years of training experience in system courses, specialising in a complete range of Microsoft BackOffice products. As one of the leading MCTs and MCSE in Asia, Thou Liang has an early start in personal and group computing technology.

He is one of the leading IT Trainer/Consultant and has trained numerous IT professionals, both locally and around the S.E Asia region. Thou Liang has worked on numerous applications in different operating platforms and environments involving different variants of Windows and UNIX to working with traditional and objective-oriented languages such as C, SQL, Visual Basic, VBA, C++, C#, Lisp and Prolog. He has also worked in distributed processing and database technologies projects in financial institutions for extensive Monte-Carlo projections. With a strong interests in numerical/computational methods and a degree in computer engineering degree from University of Newcastle, Australia and has contributed to research in the development and the delivering firmware for embedded communications systems.

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