

A 2-day intensive program on

Microsoft Project Management Essentials

22-23 July 2009

JW MARRIOTT HOTEL, KUALA LUMPUR

**1 Participant
to a Computer**

FOCUSING ON:

- Getting familiar with the Project 2003 Screen
- Using the Help Features
- Starting a Project
- Entering Tasks
- Setting Task Milestones, Deadlines and Constraints
- Linking and Unlinking Tasks
- Creating and Assigning Resources
- Working with Project Costs
- Exploring Views
- Examining Different Views
- Report Generation

DAY 1 - Wednesday, 22nd July 2009

- 9:00 **OVERVIEW OF PROJECT MANAGEMENT**
- What Is a Project?
 - Project Life Cycle
 - Building WBS
 - Developing Project Network, Schedules and Project Plans
- 10:30 Morning Tea Break
- 10:45 **PROJECT MANAGEMENT TOOLS AND TECHNIQUES**
- Critical Path Method
 - PERT
 - Gantt Chart
 - Earned Value
 - Resource Histograms and Leveling
- 1:00 Lunch And Zohor
- 2:00 **INTRODUCTION TO MICROSOFT PROJECT® SOFTWARE**
- Defining Project Framework Using MS Project®
 - Creating Tasks and Milestones
 - Creating Dependencies
 - Setting Task Constraints
 - Differentiating Between Duration-Based and Effort-Based Planning
- 3:30 Afternoon Tea Break
- 3:45 **INTRODUCTION TO MICROSOFT PROJECT® SOFTWARE**
(CONT.)
- 5:00 End Of Day 1

DAY 2 - Thursday, 23rd July 2009

- 9:00 **RESOURCE AND COST MANAGEMENT USING MS PROJECT® SOFTWARE**
- Defining Project Resources
 - Changing Working Time
 - Assigning Resources Using Best Practice
 - Understanding and Leveling Resource Over-Allocated
 - Setting the Cost Rate Table
- 10:30 Morning Tea Break
- 10:45 **RESOURCE AND COST MANAGEMENT USING MS PROJECT® SOFTWARE** (CONT.)
- 1:00 Lunch And Zohor
- 2:00 **EXECUTING AND TRACKING THE PROJECT USING MS PROJECT® SOFTWARE**
- Viewing Critical Path
 - Working with Project Baselines
 - Tracking Project Progress
 - Analysing Project Variance
 - Revising Project Plan and Re-Baselining
 - Earned Value Analysis
- 3:30 Afternoon Tea Break
- 3:45 **REPORTING IN MS PROJECT ®**
- Understanding Reporting
 - Using and Editing Report Templates
 - Creating Custom Reports
- 5:00 End Of Program

WHO SHOULD ATTEND

Personnel who are interested in managing their projects using Microsoft Project® software as a project management tool. This course is designed to provide the necessary foundations especially for:

- Business Owners
- Managers and Supervisors
- Team Leads
- Leaders of complex or multi-phased projects with time and budget constraints

AFTER ATTENDING THIS PROGRAM, YOU WILL RETURN TO YOUR JOB...

- 1) Practising the basic project management foundational skills by following the project life cycle in compliance with Project Management Institute (PMI) standards.
- 2) Understanding and applying project management tools and techniques to deliver the projects on time and within budget.
- 3) Using Microsoft Project® as a planning, tracking, and reporting tool.
- 4) Identifying the capabilities of Microsoft Project® in scheduling, costing, resource allocating, and analysing the progress of the project.
- 5) Understanding the value of the project management approach.
- 6) Learning and applying the basic tools of project management.
- 7) Gaining hands-on experience on the development in Microsoft Project Software

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.

METHODOLOGY

- Lectures
- Case Exercises
- Practical Computer Hands-On Applications
 - Direct application of principles using Microsoft Project Management software is provided during this full day course.

MICROSOFT PROJECT MANAGEMENT ESSENTIALS

22-23 JULY 2009 | KUALA LUMPUR

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50450 Kuala Lumpur

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)
RM1795	RM1595 (MIN SAVINGS OF RM600)

* 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.

PAYMENT

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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 your 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

CMT'S 2009 KL EVENTS

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25-26 May 2009 | Kuala Lumpur

Business Data Management With Pivot Table

27 May 2009 | Kuala Lumpur

Measuring & Maximizing Your Human Resource Asset For Profit Improvement & Business Growth

27-28 May 2009 | Kuala Lumpur

Building & Common Property (Maintenance & Management) Act 2007

28 May 2009 | Kuala Lumpur

Effective Tools In Managing Financial Performance Measurement For Profit Improvement

28-29 May 2009 | Kuala Lumpur

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22-23 June 2009 | Kuala Lumpur

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