



A 2-day intensive program on

Microsoft Project Management Essentials

12-13 May 2010 | JW MARRIOTT HOTEL, KUALA LUMPUR

**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

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.

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

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

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