

A 2-day intensive program on

# Microsoft Project Management Essentials

12-13 May 2010

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, 12th May 2010**

- 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, 13th May 2010**

- 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

12-13 MAY 2010 | KUALA LUMPUR

BAYARAN POS JELAS  
POSTAGE PAID  
PEJABAT POS BESAR  
KUALA LUMPUR  
MALAYSIA  
NO. WP 0257

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Photocopy Registration Form to Preserve Brochure Copy, May 2010

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- **Rekabentuk Sistem Bekalan Elektrik**  
24-25 February 2010 | Kuala Lumpur
- **Advanced Excel Spreadsheet Skills**  
8-9 March 2010 | Kuala Lumpur
- **Practical Project Management For Mechanical, Electrical And Instrumentation Engineers**  
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- **Best Practices In Presentation Of Financial Statements And Annual Reports**  
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- **Predictive Maintenance & Trouble Shooting – Pumps & Compressors**  
29-30 March 2010 | Kuala Lumpur

- **Financial Analysis For Non-Finance Managers**  
19-20 April 2010 | Kuala Lumpur
- **Storage Tanks**  
19, 20, 21 April 2010 | Kuala Lumpur
- **Gum - Guide To Expression Of Uncertainty In Measurement**  
21-22 April 2010, Grand Millennium Hotel, KL
- **Corporate Governance For Effective Fraud Prevention**  
21-22 April 2010 | Kuala Lumpur
- **Boilers – Design, Construction, Commissioning, Operations, Maintenance & Repair**  
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## HOW TO REGISTER

ONLINE: [www.cmtevents.com](http://www.cmtevents.com)  
EMAIL: [adminkl@cmtp.com.sg](mailto:adminkl@cmtp.com.sg)  
FAX: (603) 2162 6393  
TEL: (603) 2162 7322  
POST TO: Lot 7.03, 7th Floor, North Block,  
The Ampwalk, 218 Jalan Ampang,  
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

### By Telegraphic Transfer

ACCOUNT NAME:

**Centre for Management Technology Sdn Bhd**

A/C No: **3 - 0903390 - 12**

BANK: Public Bank Berhad

BRANCH: Grd Floor, Menara Public Bank  
Jalan Ampang

swift code: PBBEMYKL

*TT must include additional RM75 for Beneficiary's Bank charges. Delegates must bear all bank charges and local taxes (if applicable). Fees must be NETT of ALL charges.*

CHEQUES:

Crossed & payable to

**"Centre for Management Technology Sdn Bhd"**

## 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

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