

MS Project 2010 - Creating & Managing a Project

The project management tools that give usability, power and flexibility for you to manage projects more efficiently and effectively.

Participant can claim the course fee from HRDF fund which under the SBL scheme

Introduction

In this course, you will learn how create and modify a project plan. The plans need to be updated and modified regularly to keep the project moving on track.

This course also gives you the opportunity to learn how to work with a project plan once it reaches the project implementation phase.

Why you must attend this training?

To produce charts, schedules and manage your time, budget, deadlines and keep everyone from team members to stakeholders informed.

Special offer for group, grab the 10% discount off the full fee now!

Objectives

You will create a project plan containing tasks, organize these tasks in a work break-down structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

You will also exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

Who Should attend?

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans, who is;

- Project Manager
- Site Manager
- Engineer
- Architect
- Project Consultant
- Quantity Surveyor
- Supervisor
- Scheduler
- Event Manager
- Production Manager

Organized by:

Mindasys Learning

(Minda Group of Companies)

Suite 33.01, 33rd Floor

Menara Keck Seng,

203, Jalan Bukit Bintang , 55100 Kuala Lumpur.

Register Now

Sales: Zahari 013 333 9798, 03 - 2116 5778

Fax: 03 - 2116 5999

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MS Project 2010 - Creating & Managing a Project

Project is a temporary endeavor undertake to create a unique product or services
- PMBOK (Project Management Body of Knowledge)

Program Content

DAY 1

Getting Started with Microsoft Project

- Explore the Microsoft Project 2010 Environment
- Display an Existing Project Plan in Different Views

Creating a Project Plan

- Create a Project Plan
- Assign a Project Calendar
- Add Tasks to a Project Plan
- Enter the Task Duration Estimates
- Add Resources to a Project Plan

Managing Tasks in a Project Plan

- Outline Tasks
- Link Dependent Tasks
- Set Task Constraints and Deadlines
- Add Notes to a Task
- Add a Recurring Task

Managing Resources in a Project Plan

- Create a Resource Calendar
- Assign Resources to Tasks
- Enter Costs for Resources
- Resolve Resource Conflicts

Finalizing a Project Plan

- Shorten a Project Using the Critical Path
- Set a Baseline
- Print a Project Summary Report

DAY 2

Exchanging Project Plan Data with Other Applications

- Import Project Information
- Export Project Plan Cost Data to an Excel Workbook
- Copy a Picture of the Project Plan Information

Updating a Project Plan

- Enter Task Progress
- Enter Overtime Work
- Edit Tasks
- Reschedule a Task
- Filter Tasks
- Set an Interim Plan
- Create a Custom Table
- Create a Custom Field

Managing Project Costs

- Update Cost Rate Tables
- Group Costs
- Link Documents to a Project Plan

Reporting Project Data Visually

- Create a Visual Report
- Customize a Visual Report
- Create a Visual Report Template

Reusing Project Plan Information

- Create a Project Plan Template
- Create a Custom View
- Make Custom Views Available to Other Project Plans
- Share Resources
- Create a Master Project

Creating & Managing a Project Effectively using MS Project 2010

Trainer's Profile



Microsoft
CERTIFIED
Application Specialist

SHARON ROBERT

Sharon is a **Certified Microsoft Office User Specialist (MOUS)** for Microsoft Office and Microsoft Project. She has more than 14 years of experience in delivering training and developing training modules for customers. Her passion is conducting training.

She conduct Microsoft Office Applications, with Microsoft Project is one of her most competencies subjects. Other than that she is expert in Microsoft Frontpage, Microsoft Visio and Microsoft Publisher.

Earned her Bachelor's Degree in Information Technology (Major in Networking) Olympia College, Petaling Jaya, Selangor, Malaysia, 2003 . It is an External Paper from Nottingham Trent, UK, graduated with 2nd Class Upper Degree. She holds certificates ,Diploma and Advance Diploma in Information Systems and a NCC Diploma.

Clients - tele: Brunei Airways, Dept. of Defense -Brunei, Phnom Penh University- Cambodia, Politeknik Kuching, Jabatan Syariah- Putrajaya, Bar Council, UEM, Africon, Texas Instruments, Flextronics, reescale, Telecom, KWSP, IWK (Indah Water Consortium, LHDN, Tenaga Nasional, JKR, AIA, Allianz, Prudential and etc.

PROGRAM RUN DOWN

Day 1

8300	Registration
0900	Course Introduction & begins
1030	Morning tea break
1100	Course continued
1300	Lunch break
1400	Course continued
1530	Evening tea break
1600	Course continued
1700	Course adjourned

Day 2

0900	Course continued
1030	Morning tea break
1100	Course continued
1300	Lunch break
1400	Course continued
1530	Evening tea break
1600	Course continued
1700	Course end

PROGRAM FEE

Individual: **RM1200.00 per person**

Group: **RM1080.00 per person**

Note:

- Group is referred to 2 or more delegates
- We have limited seats for this program. It is first come first serve basis. Please register to secure your seat now.

The Organizer

Mindasys Learning

www.mindasys.com.my

MS Project 2010 - Creating & Managing a Project

Registration Form

Sales: Zahari Sharit
Tel: 03 .2116 .5778, 013.333.798

Please fill up this form and **fax to: 03 - 2116 5999**, Minda Group of Companies or scan and email to info@mindasys.com.my

COMPANY DETAILS

Name:	Industry:
.....
Address:	
.....	
.....	
Tel:	Fax:
.....
Website:	
.....	

ATTENDEE DETAILS

Name:	Job Title:
.....
Tel:	Email:
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Name:	Job Title:
.....
Tel:	Email:
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Name:	Job Title:
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Tel:	Email:
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APPROVAL

Signatory must be authorized on behalf of the contracting organization

Name:	Job Title:
.....
Tel:	Email:
.....
Authorizing signature	
.....	

PAYMENT DETAILS

Payment can be made via cheque or bank transfer to:

Mindacom Technology Sdn Bhd

Bank: Malayan Banking Berhad

Account No: 5120 2601 1587

OR

CS HRM Services

Bank: CIMB Bank Bhd (NS0025130-X)

Account No: 1241 00000 89102

* CS HRM Services is PSMB Class A Training provider.

TERMS & CONDITIONS

1. The course fees are inclusive training materials, refreshment and lunch.
2. Payment is required within 5 working days upon completion and returned of the registration form. Only delegate has made full payment is allowed to enter the event.
3. You may pay via credit card, cheque, or bank transfer. We do not accept cash, cheque during the event.
4. If what ever reason the delegate cannot come for the event, they are allowed to replace in their place. Cancellation must be put on writing to us within 14 days of the event. We will issue credit voucher once we receive your letter , this credit voucher can be used in our future event. No refund policy is established.
5. We at all the time take necessary efforts to ensure the event as per scheduled, however we reserve the right to postpone, cancel or move a venue without penalty or refund. We will not be liable for client's airfare, hotels cost or any travel expenses incurred.

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