

# MANAGING PROJECTS WITH MICROSOFT PROJECT 2016

Duration:  
**3 Days**

Training Fee:  
**RM2, 300.00**  
\*HRDF Claimable on training fee section

Training Venue:  
Megan Avenue II, Kuala Lumpur.



## Overview

This instructor-led course suits you if you are interested in expanding your knowledge and skills in using Microsoft Project software. The course begins with the basic project management concept and leads you through all the functions that you need to plan and manage from a small to medium-size project. This includes how to level resources and capture both cost and schedule progress.

## Audience Profile

This course is suitable for beginner, intermediate, and experienced project managers, schedulers, engineers, architects, supervisors and any project stake holders who need to apply Microsoft Project knowledge and skills in their daily Project Management discipline.

## At Course Completion

After completing this course, students will be able to:

- ▶ Understand the discipline of project management as it applies to using Microsoft Project 2016.
- ▶ Create a Work Breakdown Structure.
- ▶ Identify Task Types & Relationships.
- ▶ Define Resources within Project.
- ▶ Make Work Package Estimates.
- ▶ Create an Initial Schedule.
- ▶ Create a Resource Leveled Schedule.
- ▶ Create Projects from templates, Excel files.
- ▶ Create Global templates.
- ▶ Create formulas and graphical indicators.
- ▶ The steps to record a macro.
- ▶ Format Output and Print Reports.
- ▶ Integrate Multiple Projects.
- ▶ Set up a Project with a Calendar, Start date, and scheduling method.
- ▶ Understand Manually Schedule vs. Auto Schedule.
- ▶ Manage multiple projects.
- ▶ Be able to create a master project list with shared resources.

## Course Content

### Part 1: Get started with Microsoft Project

1. Project, project management, and you
2. Take a guided tour

### Part 2: Simple scheduling basics

3. Start a new plan
4. Build a task list
5. Set up resources
6. Assign resources to tasks
7. Format and share your plan
8. Track progress: Basic techniques

### Part 3: Advanced scheduling techniques

9. Fine-tune task scheduling
10. Fine-tune task details
11. Fine-tune resource and assignment details
12. Fine-tune the Project plan
13. Organize plan details
14. Track progress: Detailed techniques
15. View and report project status

### Part 4: In-depth and special subjects

16. Format and print views: In-depth techniques
17. Format reports: In-depth techniques
18. Customize Project
19. Share information with other programs
20. Consolidate projects and resources

## REGISTRATION FORM

### YOUR INFORMATION

Applicant's Name:

Company Name:

Address:

Telephone:

Fax:

Contact Person (Training / HR):

Tel:

Name:

Email:

### PARTICIPANTS LIST

Name	Contact Number	Email

### TERMS AND CONDITIONS

Terms:	Full payment must be made 14 days before course commencement. We reserve the right to cancel / reschedule / postpone a course with insufficient students.
Course Pre-requisite:	Company / participants are responsible in ensuring that they meet the course pre-requisites. We will not be liable for any difficulties encountered in the course of training.
Exception of Policy:	No deferment of the course is allowed. Course fee will be considered forfeited for absentee of the participant(s).
Consumption of Course:	Full course / exam(s) attendance must be consumed within 12 months upon registration. Otherwise it will be forfeited. No refund will be allowed for unconsumed course/exam after 12 months.
Cancellation:	Cancellation fee is applicable if we receive written notice as below: More than 10 working days: 10% from the course fee Less than 10 working days: 50% from the course fee Less than 5 working days / No show: 100% from the course fee
Mode of Payment:	We accept cash or fund transfer, cheque deposit and Government Local Order. Beneficiary Bank: Malayan Banking Berhad / Maybank Account Name: Mind Matrix Sdn Bhd Account Number: 5620 2161 3133 Swift Code: MBBEMYKL

Contact us now at:

**03-2116 5778 or**  
**info@microsoftproject.com.my**

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