



MICROSOFT PROJECT

(Elementary & Intermediate)

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Project Managers
- IT Personnel
- Administrative Personnel

SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Project Program

DURATION

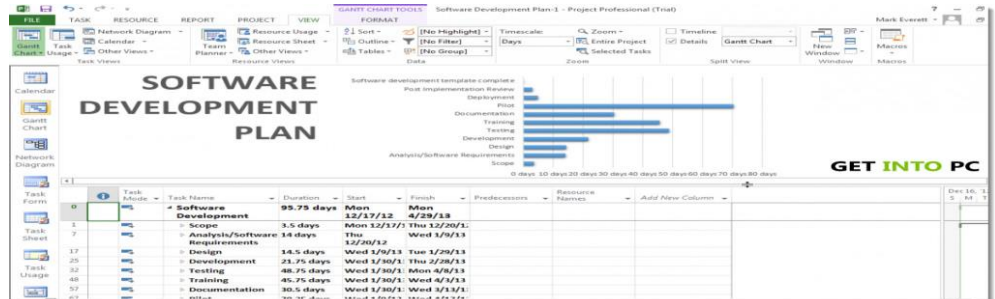
- 2 Days

COURSE FEE

- RM620.00

Course fee is inclusive of GST @ 6%

SBL Scheme Claimable
(Subject to HRDF approval)



INTRODUCTION

Microsoft Project (MSP) is a project management software program developed to assist project managers in developing plans, assigning resources to tasks, tracking progress, managing budgets and analyzing workloads. The application creates critical path schedules, critical chain third-party add-on are available from Advanced-Projects, Pro Chain and Spherical Angle. Schedules can be resource level and chain are visualized in a Gantt chart.

OBJECTIVE

Upon completion of the course, participants will be able to :-

- To convert lists and schedules into an integrated plan
- Help organize details, sequence tasks, produce a baseline, assign resources and costs
- To track progress, identify and analyze variances
- Revise project plan and create schedules

COURSE CONTENTS

- Chapter 1 – Getting started
- Chapter 2 – Creating a task list
- Chapter 3 – Task relationships
- Chapter 4 – Setting up a project
- Chapter 5 – Setting up resources
- Chapter 6 – Adjusting resources
- Chapter 7 – Assigning resources to tasks
- Chapter 8 – Organizing project details
- Chapter 9 – Formatting a project
- Chapter 10 – Printing

ABOUT SAINS

Pusat Latihan Teknologi Maklumat Sarawak (SAINS) was established in 1993, in response to the increasing demand for IT training in Malaysia. The Centre is a certified training provider approved by the Ministry of Education as well as Pembangunan Sumber Manusia Berhad (PSMB). Corporates choosing to send their employees to our Centre can use the Human Resource Development Fund (HRDF) to pay for employee training. **SAINS won the Human Resources Development Fund Award 2013** in the Training Provider category.

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