



# 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

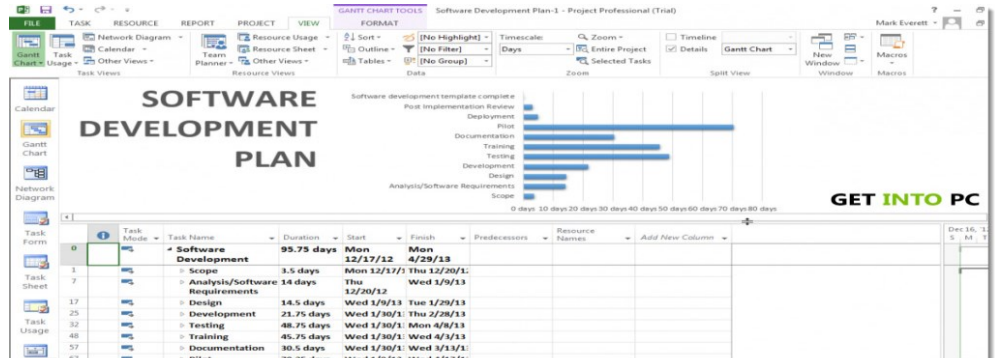
- 2 Days

## COURSE FEE

- RM800.00

Course fee is inclusive of  
GST @ 6%

**SBL Scheme Claimable**  
(Subject to HRDF approval)



## INTRODUCTION

Microsoft Project is a project management software program developed and sold by Microsoft, designed to assist a project manager in developing a schedule, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads.

Project creates budgets based on assignment work and resource rates. As resources are assigned to tasks and assignment work estimated, the program calculates the cost, equal to the work times the rate, which rolls up to the task level and then to any summary task, and finally to the project level.

## 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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