



**APPLIED TECHNOLOGY**  
GROUP OF COMPANIES  
Australia • New Zealand • Hong Kong • Malaysia • Singapore

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## Course On

# Managing your Project using Microsoft Project 2013

Date : 28<sup>th</sup> - 29<sup>th</sup> March 2018  
Time : 9.00 am to 5.00 pm  
Venue : Armada Hotel, Petaling Jaya

## COURSE OVERVIEW

This course is to provide the participants with a sound knowledge in project scheduling and monitoring. The use of critical path method (CPM) & PERT, control of project time and resources allocation techniques are actively dealt with. The emphasis of the course is on the practical use of Microsoft Project 2013 supported with 13 hours devoted hands on practice sessions. Discussion will be centered on 8 main diversify industries. Microsoft Project 2013 provides the power and flexibility to plan and track projects and meet your business needs. Participants will learn the software through practical exercises with one participant to a terminal hand on session.

## KEY ELEMENTS OF THE COURSE

- Develop and master competency in quantitative risk and uncertainty evaluation & management
- Master the project scheduling techniques - Gantt chart, critical path analysis (CPM) & PERT
- Enable to develop and present project plan
- Have a clear view of project completion time
- Mastering resource planning and allocation
- Manage projects with dependencies, track progress and costs
- Real practical experience and examples across many different industries
- 13 hours of intensive hands-on practice

## WHO SHOULD ATTEND

Whether you are working as a human resource, strategic, middle or operational manager, taking this workshop will develop your skills in all aspects of successfully completing projects. It is suitable for anyone who has responsibility for coordinating projects, meeting goals and targets as part of their work.

Project Managers, executive, administrators, supervisors and officers who are in dire need to grab a software tool to manage project effectively and increase productivity.

### Special Discount

Early Bird Discount

RM100

*Register for course and pay before 28 February 2018*

# Managing your Project using Microsoft Project 2013

## SPEAKER PROFILE



### **Mr. Heng Song Ning**

*B.Eng; M Sc (Ind. Eng.); FIQA; SrMIIE; MBCS; MCTS; MIES; MPMI  
(Member, Project Management Institute, USA)*

- Microsoft Certified IT Professional and Microsoft Certified Technology Specialist on Managing Projects with Microsoft Office Project 2007
- Trainer on Project Management and Microsoft Project, having conducted many short courses on the subjects for many years
- Over 30 years of experience in the area of Operations Research and Project Management
- Specialist experience in software application to quantitative analysis techniques

*Claimable under HRDF SBL scheme subject to max limit allowed.  
20 CIDB CCD Points (Ref: CIDBSL/C/2016/0732)*

# Managing your Project using Microsoft Project 2013

## COURSE SCHEDULE

### DAY 1

9.00am - 10.30am	<b>Session 1: The Project Scheduling Technique</b> <ul style="list-style-type: none"> <li>The three phases of project management</li> <li>Project Scheduling Technique - Gantt Chart, Critical Path Method (CPM) and Project Evaluation &amp; Review Technique (PERT)</li> <li>Activities time estimation, critical path analysis</li> <li>The probability of project completion on time</li> </ul>
10.30am - 10.45am	<i>MORNING TEA BREAK</i>
10.45am - 12.30pm	<b>Session 2: Microsoft Project (Basic features and functions) (Part 1)</b> <ul style="list-style-type: none"> <li>Entering, linking and scheduling tasks</li> <li>Identifying critical path</li> <li>Predecessors Type</li> <li>Practical exercises</li> </ul>
12.30pm - 1.30pm	<i>LUNCH</i>
1.30pm - 3.15pm	<b>Session 3: Microsoft Project (Basic features and functions) (Part 2)</b> <ul style="list-style-type: none"> <li>Gantt Chart Wizard</li> <li>Formatting Gantt Chart and bars</li> <li>Working with calendars</li> <li>Formatting timescale</li> <li>Zooming the Gantt Chart for viewing</li> </ul>
3.15pm - 3.30pm	<i>TEA BREAK</i>
3.30pm - 5.00pm	<b>Session 4: Microsoft Project (Basic features and functions) (Part 3)</b> <ul style="list-style-type: none"> <li>Work Breakdown Structure and outlining</li> <li>Gantt Chart and Network Diagram (PERT Chart)</li> <li>Set baseline</li> <li>Assigning resources</li> </ul>
<i>END OF DAY ONE</i>	

# Managing your Project using Microsoft Project 2013

## COURSE SCHEDULE

### DAY 2

9.00am - 10.30am	<b>Session 1: Microsoft Project (Basic features and functions) (Part 4)</b> <ul style="list-style-type: none"><li>• Effort-Driven schedule and Task Types</li><li>• Resource Graph and Resource Usage Table</li><li>• Tracking and monitoring of project</li></ul>
10.30am - 10.45am	<i>MORNING TEA BREAK</i>
10.45am - 12.30pm	<b>Session 2: Microsoft Project (Basic features and functions) (Part 5)</b> <ul style="list-style-type: none"><li>• Resource leveling</li><li>• Project costing and budget</li><li>• Update project</li></ul>
12.30pm - 2.00pm	<i>LUNCH</i>
2.00pm - 3.30pm	<b>Session 3: Microsoft Project (Basic features and functions) (Part 6)</b> <ul style="list-style-type: none"><li>• Normal and crash time relationship (project crashing)</li><li>• Crash cost analysis</li><li>• Time-cost Trade-off and optimization</li></ul>
3.30pm - 3.45pm	<i>TEA BREAK</i>
3.45pm - 5.00pm	<b>Session 4: Microsoft Project (Basic features and functions) (Part 7)</b> <ul style="list-style-type: none"><li>• Printing of views, tables and producing status and overview reports</li><li>• Customizing table</li><li>• View Timeline (for presentation)</li></ul>
<i>END OF DAY TWO</i>	



## COURSE REGISTRATION FORM

**Course title:**  
**Managing your Project using Microsoft Project 2013**

(✓ Please tick)

**28<sup>th</sup> – 29<sup>th</sup> March, 2018**  
**Armada Hotel, Petaling Jaya**

### Company Information

Company:	
Address:	
State/ Province:	
Zip/Postal Code:	
Country:	
Contact Person:	
Email:	
Phone:	

### Attendee Information

Name (1)	
Job title:	
E-mail:	
Mobile/Tel No:	
Name (2)	
Job title:	
E-mail:	
Mobile/Tel No:	
Name (3)	
Job title:	
E-mail:	
Mobile/Tel No:	

### Registration Fee

	Fee Before GST (6%)	GST (6%)	TOTAL
<b>Individual Fee</b>	RM1,600	RM96	RM1,696
<b>Group Fee</b> (3 or more delegates)	RM1,500	RM90	RM1,590

**Closing date:** 21<sup>th</sup> March 2018. An early bird discount of RM100 for payment received before 28<sup>th</sup> February 2018.

### Payment

Payment is to make payable to :  
**Applied Technology Group Sdn Bhd**  
**Public Bank Berhad (Malaysia)**

Account no: 3178247302

GST Registration Number: 000641294336

### Payment terms:

Payment is required before the event. Once received your place is automatically reserved. Registration fee includes lunch, refreshments and full training documentation as specified. Delegates may be refused admission if payment is not received prior to the event. The fee does not include hotel accommodations. Payment inclusive the provision of laptops and software for hands-on practice.

### Cancellation Policy

All cancellation of registration must be made in writing.

If you are unable to attend:

- A substitute delegate is welcomed at no additional charge.
- Your registration can be credited to a future event.
- You will receive a full refund less 10% administration charge if cancellation is received in writing more than 14 days before the event.
- No cancellations will be accepted within 14 days before the event start date. Full course documentation will however be sent to the delegate.

### Course Schedule

Course starts at 9.00am and ends at 5.00pm daily. Please arrive at 8.30am on day one to allow time to register and receive course materials.

### Please send completed form to:

Fax to: **+603 5637 9945**

or Email to : [admin@apptechgroups.net](mailto:admin@apptechgroups.net)

For enquiry, please call: +603 5634 7905

Or refer to our website [www.apptechgroups.net](http://www.apptechgroups.net)

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