



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

Applied Technology Group Sdn Bhd (1012178-W)

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Tel: (+603) 5634 7905 Fax: (+603) 5637 9945
Email: admin@apptechgroups.net Website: www.apptechgroups.net

Course On

Managing your Project using Microsoft Project 2010

Date : 9 – 10 February 2015
Time : 9.00 am to 5.00 pm
Venue : Applied Technology Group Training Centre

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 2010 supported with 13 hours devoted hands on practice sessions. Discussion will be centered on 8 main diversify industries. Microsoft Project 2010 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 example across many different industries
- 13 hours of intensive hands on working

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 10 January 2015

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

Managing your Project using Microsoft Project 2010

COURSE SCHEDULE

DAY 1

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|-----------------------|---|
| 9.00am - 10.30am | Session 1: The Project Scheduling Technique <ul style="list-style-type: none"> • The three phases of project management • Project Scheduling Technique - Gantt Chart, Critical Path Method (CPM) and PERT • Activities time estimation, critical path analysis • The probability of project completion on time |
| 10.30am - 10.45am | <i>MORNING TEA BREAK</i> |
| 10.45am - 12.30pm | Session 2: Microsoft Project (Basic features and functions) (Part 1) <ul style="list-style-type: none"> • Entering, linking and scheduling tasks • Identifying critical path • Predecessors Type • Practical exercises |
| 12.30pm - 1.30pm | <i>LUNCH</i> |
| 1.30pm - 3.15pm | Session 3: Microsoft Project (Basic features and functions) (Part 2) <ul style="list-style-type: none"> • Gantt Chart Wizard • Formatting Gantt Chart and bars • Working with calendars • Formatting timescale • Zooming the Gantt Chart for viewing |
| 3.15pm - 3.30pm | <i>TEA BREAK</i> |
| 3.30pm - 4.45pm | Session 4: Microsoft Project (Basic features and functions) (Part 3) <ul style="list-style-type: none"> • Work Breakdown Structure and outlining • Gantt Chart and Network Diagram (PERT Chart) • Set baseline • Assigning resources |
| <i>END OF DAY ONE</i> | |

Managing your Project using Microsoft Project 2010

COURSE SCHEDULE

DAY 2

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



COURSE REGISTRATION FORM

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| Course title: Managing your Project using Microsoft Project 2010 |
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(✓ Please tick)

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|--------------------------|--|
| <input type="checkbox"/> | 9 - 10 February, 2015 <i>Subang Jaya, Applied Technology Group Training Centre</i> |
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Company Information

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|------------------|--|
| 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

| | Malaysia |
|---|----------|
| Individual Fee | RM1,600 |
| Group Fee (3 or more delegates) | RM1,500 |

Closing date: 02 February 2015. An early bird discount of RM100 for payment received before 10 January 2015.

Payment

Payment is to make payable to:
Applied Technology Group Sdn Bhd
Public Bank Berhad (Malaysia)
Account no: 3178247302

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
For enquiry, please call: **+603 5634 7905**
Or refer to our website www.apptechgroups.net

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