



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

**Applied Technology Group Sdn Bhd (1012178-W)**  
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## Course On

# Advance Course – Managing Mega Project using Microsoft Project 2013

Date : 26<sup>th</sup> - 27<sup>th</sup> September 2017  
Time : 9.00 am to 5.00 pm  
Venue : Armada Hotel, Petaling Jaya

## COURSE OVERVIEW

Mastering the art of planning is a key to controlling project constraints.

This course provides the participants the practical skills and structured training approach to use Microsoft Project 2013 with its advance techniques and features in project scheduling & monitoring. Unique features of this course include using practical scenarios in project management and guidance by our experience instructor. At the end of the course, participants will be able to adopt management methodology based on industrial's best practices. You can leave the class knowing exactly what to do and how to use Microsoft Project in your daily project management work.

Both the exercises and examples used in the class are scenario based. We do not just teach you how the various Microsoft Project's Advance features work, but also illustrate to you in real life scenarios when to use the features in managing mega projects. It also explains how to create and manage multiple projects, set plan expectations with key stakeholders, kick off execution work, monitor and track project performance using the Earned Value Management practices and close out the project.

Microsoft Project provides the power and flexibility to plan and track projects and meet your business needs. The course is focusing on the more advance functions and features of the application; the participants will be expected to have some basic skill in Microsoft Project. Participants will then learn these new and more advance functions and features through practical exercises with one-to-one terminal hands on session.

## KEY ELEMENTS OF THE COURSE

- Develop and master advance techniques in projects scheduling and monitoring
- Manage a mega project with interaction of various departments and scopes of works
- Manage and consolidate multiple inter-dependent projects with shared resources
- Include risk and uncertainty evaluation and management
- Hands on practice on more advance progress tracking, manpower scheduling, resources planning and utilization, cost tracking and critical path monitoring
- Maximize profit and minimize cost
- Simulation for more real life experience
- Real practical experience and examples across many different industries
- 2 days of intensive hands-on practice

### Special Discount

Early Bird Discount

RM100

*Register for course and pay before 26<sup>th</sup> August 2017*

## 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.

## 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

## COURSE SCHEDULE

### DAY 1

9.00am - 10.30am	<b>Session 1:</b> <ul style="list-style-type: none"> <li>• <b>Fine tuning the project plan and information (Part 1)</b> <ul style="list-style-type: none"> <li>- Setting up the recurring tasks</li> <li>- Setting tasks constraints</li> <li>- Shifting tasks in projects</li> <li>- Use of elapse time, ehr and eday etc</li> </ul> </li> </ul>
10.30am - 10.45am	<i>MORNING TEA BREAK</i>
10.45am - 12.30pm	<b>Session 2:</b> <ul style="list-style-type: none"> <li>• <b>Fine tuning the project plan and information (Part 2)</b> <ul style="list-style-type: none"> <li>- Interrupting work on tasks</li> <li>- Define code for work breakdown structure (WBS), develop and use custom code</li> <li>- Customizing fields (columns) with formulas (create in field formula like Microsoft Excel)</li> <li>- Assign material resources, measurement such as tons or kilometer etc.</li> </ul> </li> </ul>
12.30pm - 1.30pm	<i>LUNCH</i>
1.30pm - 3.15pm	<b>Session 3:</b> <ul style="list-style-type: none"> <li>• <b>Sorting, grouping and filtering project information</b></li> <li>• <b>Tracking progress against the project plan</b></li> </ul>
3.15pm - 3.30pm	<i>TEA BREAK</i>
3.30pm - 4.45pm	<b>Session 4:</b> <ul style="list-style-type: none"> <li>• <b>Project Progress/ Cost Monitoring using Earned Values</b> <ul style="list-style-type: none"> <li>- Controlling projects cost using BCWS, BCWP and ACWP</li> <li>- Project monitoring using the Cost Variances (CV) and schedule variance (SV)</li> </ul> </li> </ul>
<i>END OF DAY ONE</i>	

# Advance Course – Managing Mega Project using Microsoft Project 2013

## COURSE SCHEDULE

### DAY 2

9.00am - 10.30am	<p>Session 1:</p> <ul style="list-style-type: none"> <li>• Advance customization of MS Project 2013. Using the “Organizer” feature to change the global templates (Global.mpt) for examples, putting a company’s calendar or report format permanently in the computer system.</li> <li>• Managing/ consolidating multiple projects (Part 1) <ul style="list-style-type: none"> <li>- Links and the critical path across multiple projects</li> <li>- Creating dependencies (linking) between projects</li> </ul> </li> </ul>
10.30am - 10.45am	<i>MORNING TEA BREAK</i>
10.45am - 12.30pm	<p>Session 2:</p> <ul style="list-style-type: none"> <li>• Managing/ consolidating multiple projects (Part 2) <ul style="list-style-type: none"> <li>- Create and use shared resource pool among projects</li> <li>- View resources allocation across multiple projects</li> <li>- Analyze resource utilization</li> </ul> </li> </ul>
12.30pm - 2.00pm	<i>LUNCH</i>
2.00pm - 3.30pm	<p>Session 3:</p> <ul style="list-style-type: none"> <li>• Using Microsoft Project with other project management programs: <ul style="list-style-type: none"> <li>- Copying project information in Project views as GIF image</li> <li>- Import/ export project information from/ to other applications ie: Primavera Project Planner, Microsoft Excel, PowerPoint and Word etc.</li> </ul> </li> </ul>
3.30pm - 3.45pm	<i>TEA BREAK</i>
3.45pm - 5.00pm	<p>Session 4:</p> <ul style="list-style-type: none"> <li>• Exporting time scaled cost data into Microsoft Excel and plot graph to show the S-curve etc. using the Visual Report.</li> <li>• Producing detailed status and overview reports, which summarize project progress in a concise and meaningful format.</li> </ul>
<i>END OF DAY TWO</i>	



## COURSE REGISTRATION FORM

**Course title:**  
**Advance Course – Managing Mega Project using Microsoft Project 2013**

(✓ Please tick)

**26<sup>th</sup> – 27<sup>th</sup> September, 2017**  
 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:** 19<sup>th</sup> August 2017. An early bird discount of RM100 for payment received before 26<sup>th</sup> August 2017.

### 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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