

Microsoft Project Basics from Zero – Outline and Schedule

This 2-day class is a hands-on introduction to Microsoft Project and is designed to provide a strong overview of using the software, focusing on some of its primary features when planning, creating project schedules and plans, and monitoring and controlling the project, and assigning resources. In the construction industry, Microsoft Project is used to create schedules, project plans, manage resources and keep track of time.

Course Objectives

Upon successful completion of this course, students will be able to:

- identify the basic features and components of the Microsoft Project environment.
- create a new project plan file and enter project information.
- manage tasks by organizing tasks and setting task relationships.
- manage resources for a project.
- finalize a project plan.

Target Audience

It is a powerful project management software tool used worldwide in industries such as Construction, Oil & Gas, Manufacturing. This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans. Participants enrolling in this training should have basic knowledge of Windows operating system.

Prerequisite

- Participants should have a general introductory-level understanding of project management concepts
- Basic end-user skills with any current Windows operating system

Trainer's Details

SHAMANI NARAYANASAMY

Shamani has total of 9 years of progressive experience and proven record of successful contribution for the development in training, business development and project management. Possesses the real-life experience, academic capability and necessary personal skills to succeed in a competitive environment and to sell high value solutions in a consultative manner. Self-driven and results oriented individual who has a comprehensive understanding and recognition of the wider impact of any actions and decisions taken.

EDUCATION

BA (Hons) in Business Administration Majoring in Human Resource Management (University of Putra Malaysia 2005)

PROFESIONAL CERTIFICATION/ TRAINING ATTENDED

- MySQL Certificate (Kolej Komuniti 2011)
- ITIL (Information Technology Infrastructure Library) Foundation Certificate 2007
- SAP Version 7.2 – Financial system (2012)
- Customer Service Training: Balancing Business & Customer Needs program 2007

TRAININGS CONDUCTED

- Conducted Ms Word 2013 Basic to Advance at Kolej Komuniti Klang
- Conducted Ms Power Point 2013 basic to Advance at Blue Micro Solutions in house training
- Conducted Customer Service Relations training at IJN Kuala Lumpur
- Conducted Ms Power Point 2010 training at Skynet Worldwide Logistics Sdn Bhd
- Conducted Ms Word 2010 training at Skynet Worldwide Logistics Sdn Bhd
- Conducted Ms Word 365 Basic - Blue Micro Solutions in house training
- Conducted Ms Project 2013 for Comsystem Solutions
- Conducted MS Excel Advance training for SESCO Bhd in Kuching, Sarawak
- Conducted MS Powerpoint 2013 Advance training for KPJ Healthcare
- Conducted MS Excel 2013 Advance training for Petronas
- Conducted Ms Publisher 2013 Basic to Advance for Universiti Malaya
- Conducted Ms Project 2016 Basic for Comsystem Solutions
- Conducted Ms Project 2016 Intermediate for Comsystem Solutions
- Conducted MS Project 2016 for CfBT staffs Brunei
- Conducted E-commerce “how to start for beginner” at APIIT university

DAY 1

Time	Subjects
9.00 -10.30 am	Module 1: Getting Started with Microsoft Project Topic 1A: Explore the Microsoft Project 2013 Environment Topic 1B: Display an Existing Project Plan in Different Views
10.30 -11.30 am	Module 2: Creating a Project Plan Topic 2A: Create a Project Plan Topic 2B: Assign a Project Calendar Topic 2C: Add Tasks to a Project Plan Topic 2D: Enter the Task Duration Estimates Topic 2E: Add Resources to a Project Plan
11.30 -12.30 pm	Module 3: Managing Tasks in a Project Plan Topic 3A: Outline Tasks Topic 3B: Link Dependent Tasks Topic 3C: Set Task Constraints and Deadlines Topic 3D: Add Notes to a Task Topic 3E: Add a Recurring Task
12.30 -1.00 pm	Lunch
1.00 - 3.00 pm	Module 4: Managing Resources in a Project Plan Topic 4A: Create a Resource Calendar Topic 4B: Assign Resources to Tasks Topic 4C: Enter Costs for Resources Topic 4D: Resolve Resource Conflicts
3.00 -4.30 pm	Module 5: Finalizing a Project Plan Topic 5A: Shorten a Project Using the Critical Path Topic 5B: Set a Baseline Topic 5C: Print a Project Summary Report
4.30 .5.00 pm	Exercise

Day 2

Time	Subject
9.00 —11.30 am	Module 6: Exchanging Project Plan Data with Other Applications Topic 6A: Import Project Information Topic 6B: Export Project Plan Cost Data to an Excel Workbook Topic 6C: Copy a Picture of the Project Plan Information
11.30 — 12.00 pm	Module 7: Updating a Project Plan Topic 7A: Enter Task Progress Topic 7B: Enter Overtime Work Topic 7C: Edit Tasks Topic 7D: Reschedule a Task Topic 7E: Filter Tasks Topic 7F: Set an Interim Plan Topic 7G: Create a Custom Table Topic 7H: Create a Custom Field
12.00 — 12.30 pm	Lunch
12.30 —1.30 pm	Module 8: Managing Project Costs Topic 8A: Update Cost Rate Tables Topic 8B: Group Costs Topic 8C: Link Documents to a Project Plan
1.30 —2.00 pm	Exercise
2.00 —2.30 pm	Module 9: Reporting Project Plan Information Topic 9A: Create a Visual Report Topic 9B: Customize a Visual Report Topic 9C: Create a Visual Report Template
2.30 —3.30 pm	Exercise
3.30 —4.30 pm	Module 10: Reuse Project Plan Information Topic 10A: Create a Project Plan Template Topic 10B: Create a Custom View Topic 10C: Make Custom Views Available to Other Project Plans Topic 10D: Share Resources Topic 10E: Create a Master Project
4.30 —5.00 pm	Exercise