

An Event
Not To Be
Missed



Participants will be provided with:
 1) Training Notes 2) An original copy of Microsoft Project 2003 Step-by-Step Tutorial Manual and 3) CD-ROM courseware with 60-day free trial software.

Two Days Intensive Seminar

SBL Claimable Subject to HRDF Approval

Project Management Using Microsoft Project (Including Project Scheduling and Generating Reports)

8TH & 9TH FEBRUARY 2010
 JW MARRIOTT HOTEL,
 KUALA LUMPUR

Conducted By Distinguished Speaker:
 IR. FRANKIE CHONG

Ir. Frankie Chong has over 30 years of unparalleled working experience in various industries such as telecommunication, information technology, engineering, construction, finance, military, insurance, training and education.

He obtained his B. Sc (Hons) degree in Electrical Engineering from the University of Manchester Institute of Science and Technology, United Kingdom in 1973 and currently holds a Professional Engineer status registered with the Malaysian Board of Engineers. He also holds a post-graduate MBA degree with majors in Finance and Marketing.

Over his long and illustrious career, Frankie has distinguished himself as being versatile and knowledgeable in areas like engineering operations and technical development, project management, re-engineering, customer contact management, sales and marketing, strategic planning, consulting, education and training. He has held several responsible positions such as the Controller of Telecommunications, the Project Director/Engineering of nation-wide mission-critical infrastructure, IT and telecommunication projects, the Chief Information Technology Officer of a leading life insurance company, Chief Paper Examiner of a UK University Degree, Head of Training and Development and a Captain in the Territorial Army.

Many participants have benefited from his training which is knowledge and skill-based, action-orientated, highly interactive and complemented with practical applications and real-life case studies. The general feedback describes his training as stimulating, informative and effective. Some of his clients come from Telekom Malaysia, Shell Brunei, Tenaga Nasional, iNet263.com (Beijing, China), Trends.Net (Philippine), MIM, MINDEF, IEM, MRCB, UEM, UPS, Siemens, PTP, IOI Properties, Sudan Welfare Ministry, Berjaya Land, UITM, MMU, UTM, UCSI, Inti College and many others.

Introduction

This intensive 2-day hands-on seminar is designed to give project practitioners with essential skills of effectively utilizing project management software in a day-to-day business environment. Step-by-step hands-on exercises related to actual business applications will help to reinforce concepts and features covered.

Objectives

- Attain a basic understanding of Microsoft Project software application and its tools and techniques.
- Apply Microsoft Project 2003 to increase efficiency and productivity in managing projects.
- Master the fundamentals of developing and scheduling a project plan, creating tasks, assigning resources, analyze critical path, creating reports, managing dependencies and trade-offs, tracking progress and more.

Target Participants

Any personnel responsible for conceptualizing, defining, planning, implementing, monitoring and/or closing-out projects in any environment.

Outline

Day 1

Overview of Project Management

- Introduction and Basic Concepts of Project Management
- Project Life Cycle Phases
- 7-Step Methodology

Understanding Project 2003

- Microsoft Project 2003 Interface
- Working With Menus and Toolbars
- Switching Between Views and Tables
- Understanding Task Panes
- SmartTags in MS Project 2003
- Working With Project Guide

Getting Started With Project

- Managing Your Projects With Microsoft Project
- Starting Microsoft Project
- Exploring Views / Exploring Reports
- Creating a New Project Plan
- Setting Non-Working Days
- Entering Project Properties

Creating a Task List

- Entering Task / Estimating Durations
- Entering a Milestone
- Organising Tasks Into Phases
- Linking Tasks / Documenting Tasks
- Checking the Plan's Duration

Setting Up Resources

- Setting Up People Resources
- Setting Up Equipment Resources
- Setting Up Material Resources
- Entering Resource Pay Rates
- Adjusting Working Time for Individual Resources
- Documenting Resources

Day 2

Assigning Resources to Tasks

- Assigning Resources to Tasks
- Assigning Additional Resources to Tasks

Assigning Material Resources to Tasks

- Creating a Custom Gantt Chart View
- Drawing on a Gantt Chart
- Formatting Text in a View
- Formatting and Printing Reports

Tracking Progress on Tasks

- Saving a Project Baseline
- Tracking a Project As Scheduled
- Entering a Task's Completion Percentage
- Entering Actual Values for Tasks

Fine Tuning and Special Features

- Setting Task Constraints

- Viewing the Project's Critical Path
- Interrupting Work on a Task
- Adjusting Working Time for Individual Tasks
- Entering Deadline Dates
- Entering Multiple Pay Rates for a Resource
- Fine-tuning Project Progress
- Updating a Baseline
- Identifying Tasks That Have Slipped
- Generating a Project Summary Report for Word

Assignment and Exercises on Selected Project

- Participants will be provided with a simple project outline for them to create, develop and schedule a project plan, using the knowledge they have learned. They are encouraged to use real-life projects in their workplace for this exercise.

Participants are encouraged to bring his / her own laptop. Otherwise, computers will be provided.

Organised By:
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Official Magazine:



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REGISTRATION FORM

EARLY BIRDS: Registration and Payment by 18th January 2010 – RM1888.00 per person

GROUP DISCOUNT: Two or More Persons from same organization – RM1950.00 per person

REGULAR FEE: RM2000.00 per person inclusive of lunch/tea-breaks/valuable seminar materials & **CERTIFICATE**
 (Crossed Cheque/Bank Draft payable to **ASIA PACIFIC DILIGENCE SDN. BHD.**)

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Cancellations & Transfers: If you are unable to attend, a substitute candidate(s) is welcome at no extra charge. Please provide the name and position of the substitute delegate at least 2 days prior to the seminar. A full refund less 25% administrative charge will be made for cancellation received in writing 2 weeks prior to seminar. A 50% refund will be given for cancellation received 1 week prior to the seminar. Regrettably, no refund can be made for cancellation 3 days before the seminar. If registration is confirmed, a 25% administrative charge will be incurred for non-attendance.

The organizer reserves the right to change speakers and/or modify the programme content without prior notice.