



# Managing Projects with Microsoft Project 2013

Venue: Megan Avenue II, Kuala Lumpur

**Duration** : 3 Days  
**Fee** : RM 1,800.00

This two-day, instructor-led course is intended for individuals who are interested in expanding their knowledge base and technical skills about Microsoft Project. The course begins with the basic concepts and leads students through all the functions they'll need to plan and manage a small to medium-size project, including how to level resources and capture both cost and schedule progress.

#### **Audience Profile**

This course is intended for both novice and experienced project managers, managers, schedulers, and other project stake holders who need to incorporate the discipline of project management with Microsoft Project 2013.

#### **At Course Completion**

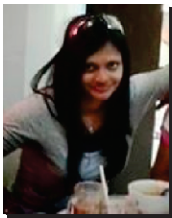
After completing this course, students will be able to:

- Understand the discipline of project management as it applies to using Microsoft Project 2013.
- Create a Work Breakdown Structure.
- Identify Task Types & Relationships.
- Define Resources within Project.
- Make Work Package Estimates.
- Create an Initial Schedule.
- Create a Resource Leveled Schedule.
- Create Projects from templates, Excel files.
- Create Global templates.
- Create formulas and graphical indicators.
- The steps to record a macro.
- Format Output and Print Reports.
- Integrate Multiple Projects.
- Set up a Project with a Calendar, Start date, and scheduling method.
- Understand Manually Schedule vs. Auto Schedule.
- Manage multiple projects.
- Be able to create a master project list with shared resources.

#### **Course Outline**

- Module 1**  
Introduction to Microsoft Project
- Module 2**  
A Quick and Easy Overview of Managing with Project
- Module 3**  
Setting Up a Project
- Module 4**  
Manually Schedule vs. Auto Schedule
- Module 5**  
Creating a Work Breakdown Structure
- Module 6**  
Identifying Task Relationships
- Module 7**  
Defining Resources within Project
- Module 8**  
Making Work Package Estimates
- Module 9**  
Creating an Initial Schedule
- Module 10**  
Create a Resource Leveled Schedule
- Module 11**  
Managing the Project
- Module 12**  
Formatting Output and Printing Reports
- Module 13**  
Managing Multiple Projects
- Module 14**  
Advanced Topics
- Module 15**  
Summary

**HRDF  
claimable**  
\*Subject to approval  
\*Only applicable  
to Malaysians



# Managing Projects with Microsoft Project 2013

## Trainer's Profile

### Sharon Robert

(Certified Microsoft Project Specialist, PSMB Certified Trainer)

Sharon believes that training should be experience lead so the participants receive practical skills, knowledge and advice. The key to the whole idea is to ensure her courses are engaging, participative and fun, thus add value to the student and organization.

Sharon is a Microsoft Office and Microsoft Project Specialist and a PSMB certified trainer. Her passion is training and she loves to watch her participants receiving knowledge and putting them into practice from her training.

She trains students form various sectors and industries. Followings are partial of her clientele:-

AffinBank, Africon, AIA, AliceSmith School, Allianz, AmBank, Bank Negara, Berjaya University College, Brunei -IPA (Institute Perkhidmatan Awam), Brunei Airways (2002-2006), ConocoPhilips, Denso, Dept. of Defence-Brunei(2002-2006), Flextronics, Freescale, Great Eastern, Gucci(Jalan Pinang,KLCC), ILSAS, Indah Water Consortium, Institute Engineers M'sia(IEM), INTAN IKWAS(Johor), INTAN INTURA(Sg. Petani), Int. School KL, Jabatan Alam Sekitar dan Sumber Asli, Jabatan Syariah, Jabatan Taman Laut, SUK(Kem.Setiausaha Negara), JKR, JPA, Kementrerian Kewangan(MOF), Khazanah Nasional(KLCC), KKLW(Kem. Luar Bandar Wilayah), Musuem Alam Shah, Bar Council, KWSP, LHDN, M'sian Institute of Accountants, Malaysian Community and Education Fund(MCEF), Mardi, OnSemi, Phnom Penh University-Cambodia(2009-2010), Politeknik Kuching, INTAN (Sarawak), Prudential, SeaGull Logistics (Port Klang), StatsChippac, Telecom, Tenaga Nasional, Texas Instruments, UEM, UIA, UITM, UKM, UM, UNIKL, UPM, USM, UTAR, UTM

## REGISTRATION FORM

<b>Company Name</b>															
<b>Address</b>															
<b>Phone</b>															
<b>Contact Person (Training/HR)</b>															
<b>Name</b>															
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<b>Participant List</b>	<table border="1"> <thead> <tr><th>Name</th><th>Designation</th></tr> </thead> <tbody> <tr><td>1.</td><td></td></tr> <tr><td>2.</td><td></td></tr> <tr><td>3.</td><td></td></tr> <tr><td>4.</td><td></td></tr> <tr><td>5.</td><td></td></tr> <tr><td>6.</td><td></td></tr> </tbody> </table>	Name	Designation	1.		2.		3.		4.		5.		6.	
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### TERMS AND CONDITIONS

- Please filled-up the form and email to [info@microsoftproject.com.my](mailto:info@microsoftproject.com.my) or fax to 03-2116 5999 for your registration.
- We will issue an official invoice upon receiving your registration form.
- To confirm your seat, please make full payment once you received our invoice or 14 days before the training date.
- Payable to Mind Matrix Sdn Bhd, Maybank Account No: 5620 2161 3133
- We reserve the right to cancel, reschedule or change the venue due to unforeseen circumstances and not liable for any losses due to the changes.

Contact us now at **03-2116 5778** or [info@microsoftproject.com.my](mailto:info@microsoftproject.com.my)