Project Planning & Control Using Microsoft Project 2019

Claimable Under Scheme SBL
HRDF MALAYSIA

Course Overview:

This course is mainly designed for Project Management Professionals who wish to learn how to plan and control projects in an established project control environment with or without resources and roles. It is a hands-on training on Microsoft Project 2019 solution. Participants will gain hands-on experience building a new schedule, updating / monitoring the schedule, and generating reports. Participants also gain a thorough background in the concepts of planning and scheduling.

What You Will Learn

Project Planning & Control Using Microsoft Project 2019

This Microsoft Project training course leads you through the entire project life cycle, from planning to execution. You'll develop a thorough understanding of how to plan and schedule a project.

This course provides hands-on training for Microsoft Project software.

CIDB CCD Points & AACE CEU Points

Eligible to get 20 CIDB CCD points. Please inform us before registration to enable us to make arrangements with CIDB.

Entitled for:
- **20 CIDB CCD Points**
- **2.1 AACE CEU Points**

Course Pre-Requisite

01 Fundamental Project Management Knowledge

02 Knowledge of Windows

Course Content

- Fundamental Principles of Project Management
- Microsoft Project Uses & Interfaces
- Glossary
- Steps in Creating a Project
- Creating a New Calendar
- Summary Tasks (WBS) and Task
- Links, Lead & Lag

- Constraints
- Resources and Cost, Resource Leveling
- Views and Reports
- Import from Excel, Hyperlink
- Update Project and Tracking Progress
- Duration, Work, Unit
- Formula's and Graphical Indicators

Target Audience

- Project Manager
- Planning Engineers
- Project Controllers
- Schedulers

- Functional Implementers
- Project Analysts
- Project Team Members

Our Trainers

Our trainers are experienced planners, resource and project managers with experience of implementing project management systems for various clients in Rail, Construction, Oil & Gas, and Telecommunication sector.

Course Agenda

Day 1 - Process Group : Initiating and Planning

9.30am - 10.00am	**Lesson 1** • Fundamental Principles of Project Management
10.00am - 11.00am	**Lesson 2** • Microsoft Project Uses & Interfaces
11.00am - 11.15am	**Coffee Break**
11.15am - 12.30pm	**Lesson 3 & Lesson 4** • Glossary • Steps in Creating a Project
12.30pm - 1.30pm	**Lunch Break**
1.30pm - 3.15pm	**Lesson 5 & Lesson 6** • Creating a New Calendar • Summary Tasks (WBS) and Task
3.15pm - 3.30pm	**Coffee Break**
3.30pm - 5.00pm	**Lesson 6....continued** • Summary Tasks (WBS) and Task

Day 2 - Process Group : Planning

9.00am - 10.00am	**Lesson 7** • Links, Lead & Lag
10.00am - 10.15am	**Coffee Break**
10.15am - 12.30pm	**Lesson 8** • Constraints
12.30pm - 1.30pm	**Lunch Break**
1.30pm - 3.15pm	**Lesson 8 & Lesson 9** • Constraints • Resources and Cost, Resource Leveling
3.15pm - 3.30pm	**Coffee Break**
3.30pm - 5.00pm	**Lesson 9....continued** • Resources and Cost, Resource Leveling

Day 3 - Process Group : Executing, Monitoring & Control and Closing

9.00am - 10.00am	**Lesson 10** • Views and Reports
10.00am - 10.15am	**Coffee Break**
10.15am - 12.30pm	**Lesson 11 & Lesson 12** • Import from Excel, Hyperlink • Update Project and Tracking Progress
12.30pm - 1.30pm	**Lunch Break**
1.30pm - 3.15pm	**Lesson 12.....continued** • Update Project and Tracking Progress
3.15pm - 3.30pm	**Coffee Break**
3.30pm - 4.30pm	**Lesson 13 & Lesson 14** • Duration, Work, Unit • Formula's and Graphical Indicators

All our courses are accredited by **AACE International;** a leading technical authority in cost, risk and schedule management for programs, projects, products, assets and services.

For more information, please contact:

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