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Up Coming Course

RM599

**Ms Project
2007**

Venue: Melaka / Puchong
Time: To be confirmed later
Duration: 14Hours

Why and for who?

Developing a software product, publishing a newsletter, implementing a training program, starting a new business or even building a new home are some of the projects that millions of people embark upon everyday. How does Microsoft Project 2007 help you do this? It helps you put together a plan of action, fill in and organize all the details that must be completed in order to achieve your goal. Right from building a new project to preparing your project for publication, tracking progress, analyzing costs, assessing the quality of your project and managing multiple projects, Microsoft Project 2007 does it all.

The purpose of this workshop is to explore this powerful project management tool - ranging from scheduling tasks, assigning resources, resources costing, tracking project with baselines.

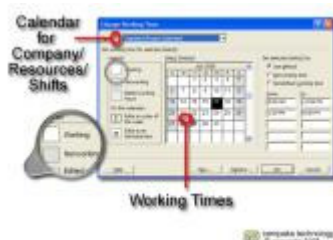
This workshop is intended for project managers, engineers, executives, business owners in any of industries that needs to manage project scheduling with Gantt Chart, costing, tracking with resources (people, machines etc).

What will you learn?

During the workshop, we provide hand-on, step-by-step instructions on how to accomplish our course objectives, ie. able to use this powerful project management tool Ms. Project to handle many aspects of project management:

A. Working Times

- Create Working Times for business, Individual Resources (People)
- Nonworking time, Working Time
- Create working times to cater Malaysian/local working hours



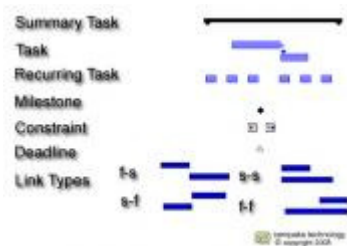
B. Gantt Chart

- Create Gantt Chart
- Tracking Gantt



C. Task

- Type of Tasks (Summary Task, Task, Recurring Task, Milestone)
- Add Link between Predecessor Task and Successor Task
- Type of Links (Finish to start, Finish to Finish, Start to Finish, Start to Start)
- Add Deadline to a task
- Add Constraint to a task
- Type of Constraints



D. Resources

- Type of Resources (Work or Material)
- Define Cost of Resources, Standard Rate e.g. \$50/hr, Overtime Rate, Cost per Use
- Define Cost Rate Table (if different prices involved in one Resource)
- Assign Resources to a task



E. Project

- Define Project Information such as Project Name, Project Manager, Project Start Date
- View Project Statistic
- Define Project Baseline(s) for comparison baseline with actual progress
- View Variance of Project Cost, Schedule (the Difference of Baseline and Actual Progress)



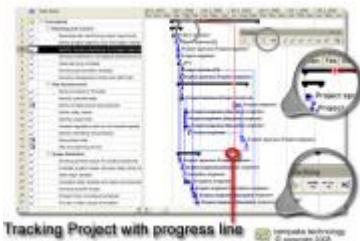
F. Project Costing

- Use Resource Cost Rate Table
- Define Fixed Cost of a task or the total project
- Get the Cost of the Project which is consisted by Resource Cost + Fixed Cost



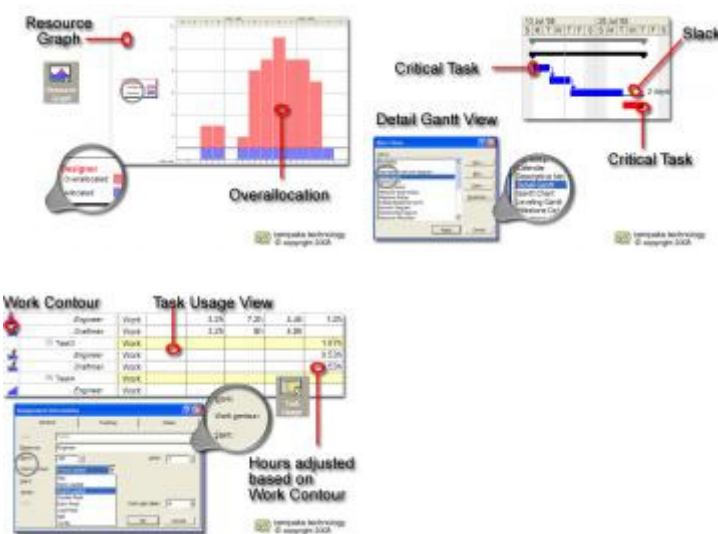
G. Tracking a Project

- Tracking the project with a baseline defined
- Use Progress Line to track a project
- Use Tracking Toolbar

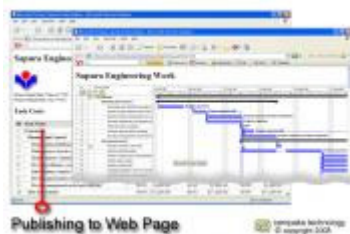


H. Fine-tuning a Project

- Overallocation
- Slack Time (Free Slack or Total Slack)
- Work Contour
- Split a task or delay a task to solve Overallocation
- Use Resource Leveling tool to solve Overallocation



- Publish the Project Information online
- Use Copy Picture to snap the image of the Gantt Chart



L1: Introducing Ms Project 2007
L2: Building a Project
L3: Assigning Resources
L4: Fine-Tuning Project
L5: Formatting Project Information
L6: Printing Project Information

L7: Publishing Project Information Online
L8: Sharing Project Information with Others
L9: Tracking a Project
L10: Working with Multiple Projects

Execises

Exercise will be done:

Exercise 1

What will you receive?

For every enrolment, the participant will receive a training manual



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