Microsoft Project Basics From Zero Training

Learning Objectives:

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*

FREE Repeat Classes!

2-Day Class

Normal Price **RM1950**

PROMO PRICE
Physical: RM1570
Online: RM1470

per pax

**All prices are subject to 8% SST*



TARGET AUDIENCE:

- Those who have an understanding of project management concepts
- People responsible for creating and modifying project plans
- Those who need tools to manage those project plans.

CONTENT:

- Getting Started with Microsoft Project
- Creating a Project Plan
- Managing Tasks in a Project Plan
- Managing Resources in a Project Plan
- Plan Duration, Cost & Time
- Track Progress
- Advanced Scheduling
- Reporting Project Plan Information

CCD CIDB POINTS | **HRD CORP CLAIMABLE** | **CERTIFICATE PROVIDED**

Medium : Online / Classroom
Time : 9.00 am - 5.00 pm
Schedule : www.cadtraining.com.my/schedule/

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TRUSTED BY

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