# Microsoft Project Basics and Intermediate 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***
- ***Reporting and creating S curves.***

**FREE Repeat Classes!**

3-Day Class

Normal Price **RM2890**

**PROMO PRICE**
**Physical: RM2290**
**Online: RM2190**

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
- Project Set-Up
- Reporting
- Visual Reporting and S Curves
- Understanding Resource Sharing
- Understanding WBS Codes

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

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


03 8063 0414
info@caddesignschool.com
www.cadtraining.com.my

**CAD Training Centre**
3rd floor - 27, Jalan Puteri 4/6,
Bandar Puteri , 47100 Puchong,
Selangor


***TRUSTED BY***

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