Our Solution: Step-by-Step Guide to Microsoft® Project 2010

Your Challenge: Managing Projects Efficiently and Effectively

Effective management of tasks and events from inception through completion is crucial for the success of any project. Many project managers have been using and relying on software tools to assist in the management of their projects.

Microsoft Project is one of the most widely accepted project management software worldwide, used by millions of professionals across the world. A solid understanding of its functions and usage is essential for assembly, tracking and managing projects, ensuring the timely completion of projects that meets your customer and stakeholder requirements.

Our Solution: Step-by-Step Guide to Microsoft® Project 2010

This is a step-by-step guide on using MS Project for your project management. You will learn right from the basic commands and features of Microsoft® Project such as how to create and modify task lists, establish a project schedule to more advanced functions such as assigning resources to tasks, track costs, and work with different views and tables. In this Microsoft Project training course, you will create and modify a project plan, and begin to manage variances in a project, bringing the project to a success! The workshop will also cover tangible issues of Project Planning and Management aligned with PMBOK® Guide including:

• Setting up a Project Environment
• Project Scheduling and Assigning Tasks
• Allocating Project Costs and Resources
• Managing Multiple Projects
• Tracking Progress and Producing Reports

Note: Please bring your laptop with Microsoft® Project 2010 installed

2 Day Project Management Made Simple with Microsoft® Project 2010

(16th - 17th Sep 2015 | Concorde Hotel, Singapore | 9:00am – 5:00pm)

Expert Facilitator: Dennis Kwan, PMP®, PMI-RMP

Dennis Kwan is certified as a Project Management Professional (PMP) and Project Risk Management Professional (PMI-RMP) by the Project Management Institute (PMI). He is a dedicated PMP® trainer with more than 20 years of experience in the industry. He has varied global project management and training experiences with specialization in I.T., working with both MNCs and government institutions. Some of the clients he have conducted training with were Baxter Healthcare, Black & Decker, Computer Science Corporation, Dell Computer, Dimension Data (Formerly Datacraft), Johnson & Johnson, Thomson Reuters and many more.
Microsoft® Office Project has an extensive range of easy to use shortcuts, tips and tricks that will enable you to use it as a tool that assists in managing your projects effectively and efficiently. You will create and manage a project schedule using Microsoft® Project. Upon successful completion of this course, students will be able to:

• Learn to effectively plan, assess, monitor and execute projects
• Create and define project goals with Microsoft® Project 2010
• Identify and resolve over allocated resources and completes project faster and with better results and productivity
• Establishing project schedules and work breakdown structures
• Learn the proper use, best practices and procedures of Microsoft® Project tools
• Work with estimates and within budget requirements
• Track and update progress of projects, resources and task data
• Construct project reports for stakeholders and meeting
• Manage multiple projects simultaneously and communicate project data confidently through Gantt charts and other views

Program Content/Outline

• Project Management Concepts and Principles
• Microsoft® Project Interface Components
• Creating a New Project
• Developing the Work Breakdown Structure
• Establishing and Fine Tuning the Project Schedule
• Understanding Resources and Cost Management
• Managing Consolidated Projects
• Tracking Progress and Producing Reports

Who will benefit most from this seminar?

This workshop aims to equip you with the skills, confidence and professionals’ knowledge of managing, implementing and executing a project effectively. It is ideal for those who are looking to advance their career in project development including:

• Project Managers & Team Leaders
• Team members, Senior executives from government agencies
• Engineers, IT professionals
• Business Analysts, Consultant and trainers

Anyone who needs to create, track, update, publish and distribute tasks for a given project

Testimonials

“Thank you for your guidance during the boot camp. This has been very useful during the exam and the preparation. Your explanation is excellent - very clear and focused.” - Alexandre Maret, HSBC

“The course structure was good and covered in-depth topics. I would rate the quality of this learning solution as very good and recommend to aspirants.” – Michael J Peace, Retail Manager

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Date: 16 - 17 Sep 2015 (Wed - Thu)
Venue: 100 Orchard Road, Concorde Hotel Singapore
Time: 9.00 am to 5.00 pm

Contact Us:
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1st Participation Details
Name: ____________________________
Organization: _____________________
Designation: _______________________
Tel No.: ___________________________
Email: _____________________________
Food Preference: (Vegetarian/Halal/No Preference/ Others:______)

3rd Participation Details
Name: ____________________________
Organization: _____________________
Designation: _______________________
Tel No.: ___________________________
Email: _____________________________
Food Preference: (Vegetarian/Halal/No Preference/ Others:______)

2nd Participation Details
Name: ____________________________
Organization: _____________________
Designation: _______________________
Tel No.: ___________________________
Email: _____________________________
Food Preference: (Vegetarian/Halal/No Preference/ Others:______)

4th Participation Details
Name: ____________________________
Organization: _____________________
Designation: _______________________
Tel No.: ___________________________
Email: _____________________________
Food Preference: (Vegetarian/Halal/No Preference/ Others:______)

Investment Fee
$1,450 per delegate
$580 After PIC Grant of 60%

Payment Methods
• By Cheque (For Local Participants Only)
• By Bank Transfer
• By E-Invoice Sub Bu No.

Organization: ___________________________________________________________
Address: ____________________________ ____________________________
Contact Person: __________________________________________________________
Designation: ____________________________________________________________
Tel No: __________________ Fax No: __________________ Email: __________________

I understand and accept the terms and conditions stated below.
Signature and Date

Terms and Conditions:
• A place will be reserved for you upon receipt of registration.
• All cancellation will carry a SGD 200.00 administration fee.
• No refund can be made for cancellation less than 14 days prior to the event date.
• Aventis Learning Group, reserves the right to cancel or postpone the course/ seminar due to unforeseen circumstances and also the right to reject any registration. A full refund of the course/seminar fee will be made to you.