

# DIGITAL CLASSROOM FUNDAMENTAL OF MICROSOFT PROJECT



14 – 16 Jun 2022 | 3 Half-Days



9:00 AM – 1:00 PM (GMT +8)



Zoom Pro / Microsoft Teams



From RM 1,200/pax

## Program Overview

Microsoft Project (MSP) is a project management software made for project managers so they can control their projects. Depends on the project, this software lets helps you plan projects, assign tasks, manage resources, make reports and more.

This 3 half-days online course is aimed at industry professionals on how to use Microsoft Project to a fundamental level. This course will provide hands-on training with Microsoft Project as its remains the best software for planning and scheduling of projects. The modules that will be delivered effectively will benefit the participants as below:

## Course Benefits

The course will help you to:

- Control your project's schedule, budget and deliverables thereby assuring the success of your projects and the future of your business.
- Deliver your projects on-schedule and on-budget
- Track budget, expenses, cost variances and project changes
- To analyse comparative trends and cause/effect among multiple projects enabling you to maximize efficiency while minimizing project cost, risks and safety issues.

## Who should attend?

- Project Planners
- Schedulers
- Project Manager
- Planning Engineers
- Team Members
- Project Officers
- All those involved in projects

## Course Methodology

- Interactive Lecture
- Group Dynamics
- Case Studies

■ LESSON 1 – PROJECT MANAGEMENT

■ LESSON 2 – CREATE A NEW PROJECT

■ LESSON 3 – PROJECT OPTIONS

■ LESSON 4 – ADDING TASKS

■ LESSON 5 – SCHEDULING

■ LESSON 6 – RELATIONSHIP & LAG

■ LESSON 7 – MORE VIEWPROJECT AND  
RESOURCES)

■ LESSON 8 – CUSTOM FIELD, GROUP &  
SORT(WBS)

■ LESSON 9 – FILTER

■ LESSON 10 – BASELINE

■ LESSON 11 – UPDATING PROGRESS

■ LESSON 12 – CALENDAR

■ LESSON 13 – TASK CONSTRAINT

■ LESSON 14 – CREATE & ASSIGN RESOURCES

■ LESSON 15 – RESOURCES ANALYSIS

■ LESSON 16 – OPTIMIZATION

■ LESSON 17 – TRACKING PROJECT PROGRESS

■ LESSON 18 – TRACKING RESOURCES



## RIZAL BIN MOHAMED

Rizal has more than 12 years of working experience in Project Management in various industries including EPCC, Energy, Petrochemical and Oil & Gas industry. He is a certified Master Project Manager (MPM) and Certified Planning Engineer (CPE) by American Academy Project Management.

Several key projects he was responsible for are:

- Engineering & Construction Management for REPLA – Lubricant Oil Blending Plant at Argentina,
- Synthomer MST 1.0bd Storage Terminal Upgrade Engineering & Construction Management – Johor Port Pasir Gudang, Johor
- APS & PF-2 Improvement Project- Petron, Port Dickson
- MLNG Condensate Polisher – MLNG Bintulu, Sarawak
- MLNG Boiler Rejuvenation – MLNG Bintulu, Sarawak
- 132KV Main Intake Sub Station (GPPA) – Petronas Gas Berhad, Ketih, Terengganu
- Power Station Plant – Siemen, Perai, Penang
- Propylene Oxide Plant Project – RAPID Pengerang, Johor

A highly experienced professional practitioner of Microsoft Project software himself, he is passionate in delivering structured trainings and consultancy since 2016.



## TRAINING DETAILS

Title : Digital Classroom  
Fundamental of Microsoft Project  
Date : 14 - 16 June 2022  
Time : 9:00 AM – 1:00 PM (GMT +8)  
Platform : Zoom Pro / Microsoft Teams

Individual Price	Grouping Price (min. 3 pax)
RM 1,300.00/pax	RM 1,200.00/pax
<b>Register before 31 May 2022</b>	

## PARTICIPANTS

Name : .....  
Job Title : .....  
Telephone : .....  
Email : .....

Name : .....  
Job Title : .....  
Telephone : .....  
Email : .....

Name : .....  
Job Title : .....  
Telephone : .....  
Email : .....

Note : Please attach a list of participants if insufficient space.

## AUTHORISATION

Name : .....  
Job Title : .....  
Telephone : .....  
Email : .....

## ORGANISATION

Name : .....  
Telephone : .....  
Fax : .....

## SEND INVOICE TO

Department : .....  
Address : .....  
.....  
.....


## IN HOUSE TRAINING SOLUTION

Yes, I would like to organise this training course in-house and save up to 50% of total course fees! Please send me more information.

## PAYMENT DETAILS

1. Participants are required to pay before or on the first day of the course.

2. (Please Tick Where Applicable)

- Cheque made payable to Pace Up Sdn. Bhd.
- Credit Card 
- Bank Transfer : Pace Up Sdn. Bhd.  
Sdn. Bhd. Bank : Malayan Banking Bhd.  
Bank Address : Taman Setiawangsa Branch,  
Wisma Prima Peninsular,  
2, Jalan Setiawangsa 11,  
Taman Setiawangsa,  
54200 Kuala Lumpur

Account No. : 562188319491  
Swift Code : MBBEMYKL

( All bank charges to be borne by payer.  
Please ensure that Pace Up receives  
the full invoiced amount.)

3. We do not give refunds for cancellations. However, you may substitute participant (s) at any time.
4. If we receive cancellations in writing more than (7) days before the training course, you will receive a 100% credit (valid for one year) to be used for another training course.
5. Cancellations received less than seven days before to the training course may result no credit for future training.
6. If we postpone training course, participant payments for the postponed course will be 100% credited towards the course at a rescheduled date.
7. We shall assume no liability whatsoever in the event this training course is cancelled, rescheduled or postponed.