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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-shcedule 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.

Course Methodology

- Interactive Lecture
- Group Dynamics
- Case Studies

Who should attend?

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





COURSE OUTLINE



LESSON 13 – TASK CONSTRAINT

LESSON 15 – RESOURCES ANALYSIS

LESSON 18 – TRACKING RESOURCES

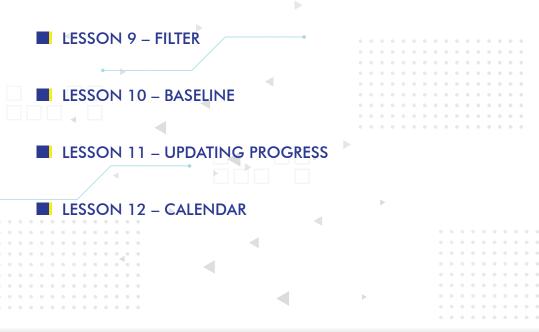
LESSON 16 – OPTIMIZATION

LESSON 14 – CREATE & ASSIGN RESOURCES

LESSON 17 – TRACKING PROJECT PROGRESS



- 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)





For more information, visit us at: www.paceup.com.my

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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.





REGISTRATION FORM

DIGITAL CLASSROOM FUNDAMENTAL OF MICROSOFT PROJECT



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

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

Individual Price	Grouping Price (min. 3 pax)
RM 1,300.00/pax	RM 1,200.00/pax
Register befo	re 31 May 2022

PAYMENT DETAILS

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		ipants are required to pay before or on the ay of the course.	
2.	(Pleas	se Tick Where Applicable)	
		Cheque made payable to Pace Up Sdn. Bhd.	
		Credit Card P PayPal	
		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 borned 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.	days 100%	e receive cancellations in writing more than (7) before the training course, you will receive a credit (valid for one year) to be used for ner training course.	
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- 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.

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.

Please complete this form and fax to +603 2858 5285 or, scan and email to azmirul@paceup.com.my For more info, please call Azmirul at +60 19 275 4900

