



GOODCONSULT SDN BHD ©

**Visit Our Website at:
<http://www.asiapacificevents.com>**

Participants will be provided with:
1) **Training Notes** 2) An original copy of **Microsoft Project 2013 Step-by-Step Tutorial Manual**. Participants are encouraged to bring his / her own laptop. Otherwise, computers will be provided

Two Days Intensive Seminar

100% SBL Claimable Subject to HRDF Approval

PROJECT PLANNING & SCHEDULING

Including MS Project Software Practice

30TH & 31ST MARCH 2017
DORSETT
KUALA LUMPUR

DAY 1: (PROJECT PLANNING & SCHEDULING SEMINAR)

MODULE 1: INTRODUCTION AND KEY CONCEPTS

- Definitions, Characteristics and Framework of Project Management
- Triple Constraints & Trade-offs
- Project Life Cycle Phases, SDLC and Processes
- Success and Failure factors
- De-facto standards and methodology
- Survey on best practices in Malaysia
- Project Business Case & Feasibility Study
- Project Selection Method
- Project Charter

MODULE 2: PROJECT PLANNING & SCHEDULING

- Develop Project Plan
- Goals/Objectives
- Collect Requirements
- Define Scope
- Create Work Breakdown Structure
- Define & Sequence Activities
- Estimate Activity Resources & Durations
- Develop Network Diagram & Project Schedule
- Estimate Costs & Determine Budget
- Assign Responsibilities using RAM.

GROUP

EXERCISE/ASSIGNMENT/PRESENTATION

Groups will work on a real project and develop in a step by step manner a Project Schedule and Project Budget.

MODULE 3: SUBSIDIARY PLANS

- Create Quality Plan
- Create HR Plan
- Create Risk Plan
- Create Communication Plan
- Create Stakeholder Plan

GROUP

EXERCISE/ASSIGNMENT/PRESENTATION

Groups will develop subsidiary plans for the selected Project using templates provided.

DAY 2: (MICROSOFT PROJECT 2013 PRACTICAL)

1. A guided tour of Project

- The Project interface
- The Backstage view
- The ribbon and tabs

2. Starting a new plan

- Starting a new plan, and setting its start date
- Setting nonworking days in the project calendar
- Entering the plan's title and other properties

3. Building a task list

- Entering task names/durations/milestone
- Creating summary tasks to outline the plan
- Creating task dependencies with links
- Switching task scheduling from manual to automatic
- Checking the plan's duration and finish date

4. Setting up resources

- Adjusting working time in a resource calendar
- Setting up cost resources
- Documenting resources with notes

5. Assigning resources to tasks

- Assigning work resources to tasks
- Controlling work when adding or removing resource assignments
- Assigning cost resources to tasks
- Checking the plan's duration, cost, and work

6. Formatting and sharing your plan

- Customizing a Gantt Chart view/timeline view/reports

7. Tracking progress

- Saving a baseline of your plan
- Tracking a plan as scheduled through a specific date
- Entering a task's completion percentage
- Entering actual values for tasks

8. ASSIGNMENT/ASSESSMENT

- Participants will be provided with a selected project outline for them to create, develop and schedule a project plan, using the knowledge they have learned.

Conducted By Distinguished Speaker: IR. FRANKIE CHONG

B.Sc., MBA, P.Eng, MIEM, PMP®

Ir. Frankie Chong, a graduate of University of Manchester (UK), professional engineer, certified PMP®, international speaker and trainer, has more than 30 years of experience in leading and managing many large and small projects in various industries such as engineering, telecommunication, construction, IT, education, military and finance. Among his many successful achievements, Frankie was instrumental in:

- Developing and implementing multiple nationwide multi-million dollar engineering, telecommunication infrastructure and construction projects.
- Re-engineering a 2000-user Fault Management Systems serving 4 million telephone customers, which brought about a leap frog improvement in operational efficiency and quality of customer care service.
- Developing industry standards, best practices, methodology and conducting training programs and consultancy services in the project management domain.

Leveraging on his diverse working career and industrial experience as a Controller, Project Director/Engineer, Chief Information Technology Officer in local and international positions, Project Management Consultant, and a Chief Paper Examiner/Lecturer of a U.K. University project management module, Frankie helps MNCs and SMEs improve productivity and effectiveness by providing strategic training and consulting services in the areas of Project Management & Methodology, Business Development, Business Process Re-Engineering, PMP® & CAPM® Certifications, Applied Project Management, Microsoft Project software applications, Project Risk Management, Project Leadership and Communication & Supervisory Management.

REGISTRATION FORM

REF: MAR17PPS

Early Birds: Registration by 27th February 2017: RM1800.00 per person

Group Discount (Two or more persons from same organization) – RM1900.00 per person

Regular Fee – RM2000.00 per person *(The above fees are inclusive of lunch / tea-breaks / valuable seminar materials & certificate)*

Crossed Cheque/Bank Draft payable to GOODCONSULT SDN. BHD.

Mailing Address: 36th Floor, Menara Maxis, Kuala Lumpur City Centre, 50088 Kuala Lumpur Contact Person: Cik Sharifah/ Ms.

Erna/Ms.Chai Tel: 03-2615 7278 Fax: 03-6204 5612 Email: goodconsultsb@gmail.com Website: <http://www.asiapacificevents.com>

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Full Name: Dr./Mr./Ms. _____ Position: _____

Company: _____

Address: _____

Tel: _____ Fax: _____ Email: _____ Contact Person: _____

Cancellations & Transfers: If you are unable to attend, a substitute candidate(s) is welcome at no extra charge. Please provide the name and position of the substitute delegate at least 2 days prior to the seminar. A full refund less 25% administrative charge will be made for cancellation received in writing 2 weeks prior to the seminar. A 50% refund will be given for cancellation received 1 week prior to the seminar. Regrettably, no refund can be made for cancellation 3 days before the seminar. If registration is confirmed, a 25% administrative charge will be incurred for non-attendance.

The organizer reserves the right to change speakers/or modify the programme content without prior notice.