POU: Microsoft Project Online for Users

Objective: Nowadays, projects get more complexity and involvement from many parties. Project managers manage day-to-day activities to achieve project objectives and satisfy customers. Implementing the right tool can help the project managers have the ultimate control in hands and communicate the right information to stakeholders; even the best project management tool in the world is their good judgment.

The course is designed to provide participants better understanding in Microsoft Project. They will learn how to use Microsoft Project **manage projects** efficiently and effectively in both Project Online and Project Desktop. The Executives, project managers and team members can work collaboratively on cloud and get the same picture of project status. To ensure the participants really understand and effectively manage projects, **Project Management knowledge** related to scheduling is also included.

Who Should Attend: People who work in project-based or stake in projects.
- People interested in project progress or view project schedule
  - Program/Project Director
  - Program/Project Sponsor
  - Business Users/ Client
  - Project Management Office (PMO)
- Project people who schedule and manage projects or track project progress
  - Program Manager
  - Project Manager
  - Team Leads
  - Project Team e.g. Engineer, System Analyst

Course Benefit: Participants will learn how to:
- Create and control project schedule to conform to stakeholders' objectives
- Schedule tasks and resources consistently and effectively
- Track all required information e.g. work, duration, and resource
- Realize baseline, variances in project and capable of solving the issues
- Visualize project plan in standard, well-defined formats

Duration: 3 days (09:00 – 16:00)

Training Date: See Training Schedule on www.knowledgertraining.com

Method: Lecture and Workshops

Registration: Download Registration Form and send to info@knowledgertraining.com

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Knowledger Co, Ltd. **Page 1 of 3** *www.knowledgertraining.com*
728 Bangbon 4 Soi 7, Bangbon Nuea, *Tel: 099-283-5200, 081-583-8805*
Bangbon, Bangkok 10150 Thailand *Email: info@knowledgertraining.com*

Instructors:	Paiboon Punyayuttakan PMP, CISSP, CISA, IRCA, ITIL, Project+
	Arintra Punyayuttakan PMP, PMI-ACP, CSM, CSQA, CSTE, CSPM, MCTS
	Pennapa Pumma PMP
Language:	Thai
Equipment	Participants to prepare a computer for the training and the computer is able to install Microsoft Project by the participants.
Course Outline:	**Microsoft Project Online for Users**

Day 1 – Project Management

Project Management Overview
- Nature of Project
- Characteristic of Project
- Output & Outcome
- Work Breakdown Structure
- Project Dependency and Relationship
- Project Estimation Techniques
- Activities Sequencing & Dependency
- Project Scheduling
- Critical Path Method (CPM)
- Project Risk Management

Day 2 – Microsoft Project Desktop Workshop
- Introduction to Microsoft Project
- Project Startup
  - Setting Project Start Date
  - Modifying Calendars
  - Changing Project Currency
- Project Planning
  - Creating a Task List
  - Building Task Relationship
  - Changing Task Type and Lead/ Lag
  - Setting Up Resources
  - Assigning Resources to Tasks
  - Milestone Management
  - Identifying Critical Tasks
- Project Monitoring and Controlling
  - Baselining Project
  - Tracking Project Progress

Day 3 – Microsoft Project Online Workshop
- Connecting to Microsoft Project Online (Project Web App)
- Project Center
- Creating a New Project

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- Resource Center
- Building Project Team
- Assigning Resources
- Updating Project Progress by Team Members
- Project Risk Management
- Project Issue Management
- Publish Projects to Project Web App
- Adding Project Documents to Project Site
- Project Workflow
- Connecting Project Desktop to Project Web App
- Project Enterprise Template

Course Fee: 12,900 Baht
Early Bird 11,900 Baht - to be paid 2 weeks prior to training

(Baht)	Course Fee	VAT 7%	Total (No Withholding Tax)	Withholding Tax (3%)	Total with Withholding Tax
Normal Rate	12,900	903	13,803	387	13,416
Early Bird Rate	11,900	833	12,733	357	12,376

Payment: Transfer thru bank or pay cheque

1. By Cash – Please pay to the account name "บริษัท โนวเลดเจอร์ จำกัด"

Bank	Branch	Account Type	Account No.
	สุขาภิบาล 1 (บางบอน)	ออมทรัพย์	716-2-50476-7
krungsri กรุงศรี	เซ็นทรัล พระราม 2	ออมทรัพย์	436-1-49772-2

2. By Cheque – Please pay A/C Payee Cheque to "Knowledger Co., Ltd." ("บริษัท โนวเลดเจอร์ จำกัด")

    To complete the registration process, please scan and email the pay-in slip and withholding tax slip (if any) to info@knowledgertraining.com. Knowledger will acknowledge the registration to the registrant and the HR/coordinator emails provided.

    หน่วยงานราชการและนิติบุคคล สามารถหักภาษี ณ ที่จ่ายได้ตามหลักเกณฑ์
    ที่อยู่ในการออกเอกสารใบหักภาษี ณ ที่จ่าย
    บริษัท โนวเลดเจอร์ จำกัด สำนักงานใหญ่ เลขประจำตัวผู้เสียภาษี 0105555106113
    728 ซ. บางบอน 4 ซอย 7 แขวงบางบอนเหนือ เขตบางบอน กทม. 10150

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