

MSP: Managing Projects with Microsoft Project

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. **Project Management knowledge** related to scheduling is included for utmost realization in managing projects. Moreover, getting the big picture of all projects operated concurrently is also important for organizations. Therefore, the solutions to **manage enterprise projects** are delivered to participants.

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: 2 days (12 hours), 09:00 – 16:00

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

Venue: Jasmine City Hotel, Sukhumvit 23 or Knowledgeger Office Tha Phra, Bangkok

Method: Lecture 30% , Workshops 70%

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Language:	Thai
Instructors:	Arintra Punyayuttakan PMP, PMI-ACP, CSM, CSPO, CSQA, CSTE, CSPM, MCTS (Microsoft Project)
Registration:	Fill in the Registration Form in Training Schedule page of www.knowledgertraining.com
Course Outline:	Managing Projects with Microsoft Project

Day 1

Basic Project Scheduling

- Introduction to Microsoft Project
- Project Startup
 - Setting Project Start Date
 - Modifying Calendars & Project Working Day
 - Changing Project Currency
- Project Planning
 - Work Breakdown Structure
 - Creating WBS Diagram
 - Creating a Task List
 - Project Dependency and Relationship
 - Building Task Relationship
 - Changing Task Type and Lead/Lag
 - Setting Up Resources
 - Assigning Resources to Tasks
 - Milestone Management
 - Critical Path
 - Identifying Critical Tasks

Day 2

- Project Monitoring and Controlling
 - Baselining Project
 - Tracking Project Progress
 - Updating a Project as Scheduled
 - Update Task %Complete
 - Setup Project Status Date & Review Task Status
 - Earned Value
 - Getting Earned Value Data

Advanced Project Scheduling

- Improving Project Schedule
- Re-baselining Project
- Project Reporting
 - Getting Project Information
 - Capturing Plan Image

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- Printing Project Schedule
- Filtering Project Details
- Review Late Task Report
- Review Critical Task Report
- Customizing Tables
- Customizing Views
- Creating Formula
- Reporting Variance with Traffic Lights
- Creating Text and Visual Reports
- Improving Project Estimation

Enterprise Project Management

- Creating Project Template
 - Creating and Applying New Calendar
 - Locating Template
- Sharing Project Template to Existing Plans
- Managing Resources Efficiently
 - Creating Shared Resources View Across the Board
 - Applying Shared Resources View

Course Fee: 7,900 Baht
Early Bird 7,500 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	7,900	553	8,453	237	8,216
Early Bird Rate	7,500	525	8,025	225	7,800

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
	เซ็นทรัล พระราม 2	ออมทรัพย์	436-1-49772-2

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

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To complete the registration process, please scan and email the pay-in slip and withholding tax slip (if any) to info@knowledgegertraining.com. Knowledgeger 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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