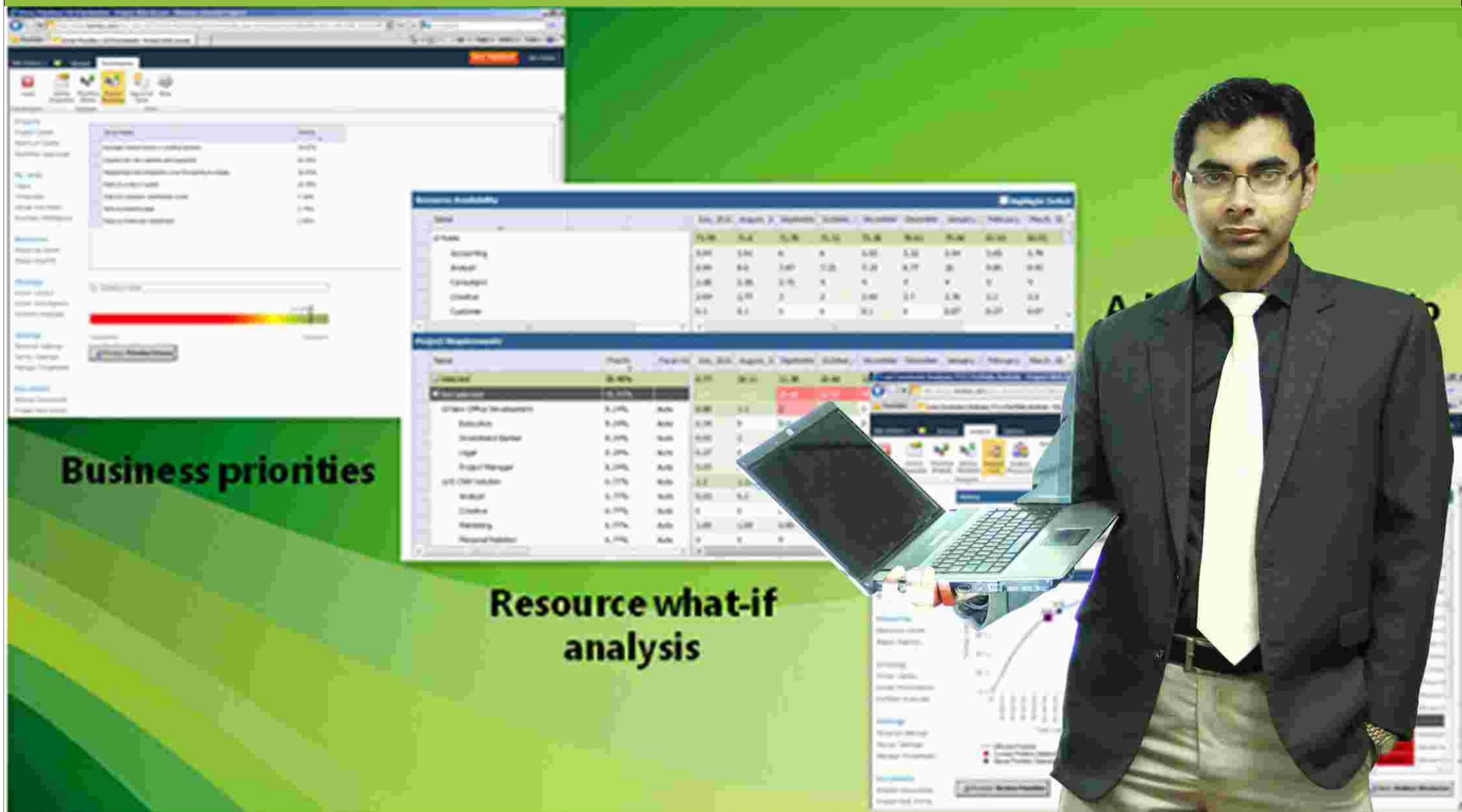


Experience Management through MS Project 2010

Don't keep managing data... let the data put to work

February 23-25, 2012



MS Project 2010 is used to monitor and schedule projects using resources such as people, equipment, time, money and define constraints as well. It helps to analyse project information by using Gantt charts, graphs, tables and views and track the project, identifying what to do if it does not go according to the plan.

Management with control

MS Project 2010 is a powerful, yet flexible management tool that helps to schedule and track the project activities, when you have to meet the deadlines and work under workload.

The MS Project 2010 training has been designed to facilitate the professionals in creating a working schedule with the help of information, resources and the involved cost. Once planned, the project progress can easily be reviewed and analysed to keep the project on track and within budget.

Who can participate?

Professionals serving at the Senior & Mid Level Management

Duration

3 days of extensive, practical oriented training.

Training Fee:

Rs. 25000

Location

IRM-Islamabad

Objectives

The training serves the following objectives

- ✦ Provide an insight into the Microsoft® Project 2010
- ✦ Design project on following guidelines
- ✦ Project activities plan
- ✦ Procurement resource plan
- ✦ Project cost plan
- ✦ Optimizing a project plan
- ✦ Track and Manage progress on following scales
- ✦ Manage the schedule, Resources and Cost
- ✦ Manage scope and risk
- ✦ Analyse the Project status



What is it all about?

- ✦ Building the project plan
- ✦ Managing the project
- ✦ Communicating the project information to others

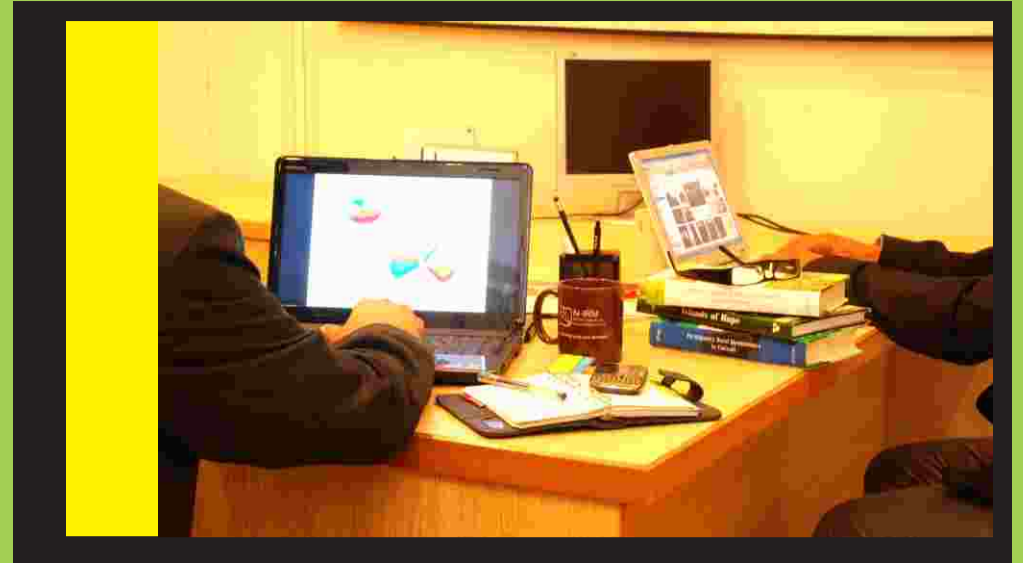
What does it include?

All this is imparted through following course contents

- ✦ Lesson-1 : Introduction
- ✦ Lesson-2 : Navigation
- ✦ Lesson-3: Creating Project
- ✦ Lesson-4: Creating WBS
- ✦ Lesson-5: Defining Activities
- ✦ Lesson-6: Defining Relationships
- ✦ Lesson-7: Understanding Schedule
- ✦ Lesson-8: Schedule Constraints
- ✦ Lesson-8: Resource and Cost Planning
- ✦ Lesson-9: Adding Resources
- ✦ Lesson-10: Assigning Resources
- ✦ Lesson-11: Setting Baseline
- ✦ Lesson-12: Project Tracking
- ✦ Lesson-13: Project Reporting

Methodology

The training involves use of interactive lectures of short duration and extensive practical work on computers. Assignments form an



important part of the training curriculum, for which the participants have to work extra hours after the scheduled time.

What to achieve?

After completing this course, participants will know how to manage their projects effectively using MS Project. This course is filled with hands-on labs that enable the participants to learn by doing.

At the end of the course the participants will know

- ✦ How to plan a typical project
- ✦ The role technology can play in planning and managing a project
- ✦ Project planning in a team
- ✦ Simultaneously work on more than one projects
- ✦ To track deficiencies in working hours and resources
- ✦ Where MS Project fits in to the overall process of project planning,
- ✦ How to use MS Project to develop a comprehensive project plan

Workshop Facilities

IRM is conducting training in a variety of areas for over a decade now. It has a well developed IT lab and IRM would be using that facility to conduct MS Project training. It offers networking under Microsoft ® Windows 2010 Server with Internet access and latest multimedia for individual presentations.



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