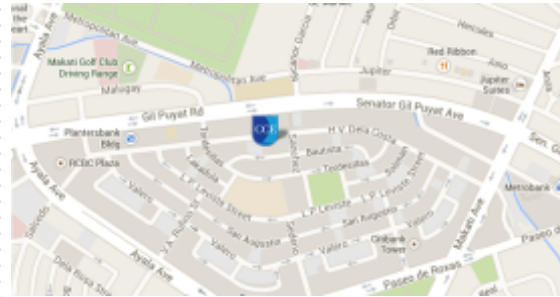## Project Management Toolkit: MS Project

Package inclusions:

- Program fee
- Training kit
- AM/PM snacks
- Lunch
- Certificate of course completion

Venue:

Ateneo de Manila University - Salcedo Campus
3/F Ateneo Professional Schools Bldg.,
130 H.V. Dela Costa St., Salcedo Village,
Makati City, Philippines

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November 7, 2019

DATES
March 12 - 13, 2020
Thursday - Friday
8:30 am - 4:30 pm

PROGRAM FEE
Php 11,800.00 (Early Eagle Rate until Feb. 27)
Php 12,800.00 (Regular Rate)

HOW TO REGISTER
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Project Management Toolkit: MS Project

PMI Registered Education Provider
Project Management Institute

CCE CENTER FOR CONTINUING EDUCATION

The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

Project Management Toolkit: MS Project is a follow up workshop to the Project Management Fundamentals course. The two-day workshop will teach you how to prepare project plans using Microsoft (MS) Project as a tool.

Moreover, MS Project is not just a scheduling tool. With proper training, it can be transformed as a complete project planning, monitoring, and controlling tool, rolled into one.

Project Management Toolkit: MS Project

objectives

After the course, you will be able to:
1. Set-up basic project data in MS Project;
2. Prepare Gantt Chart;
3. Do network analysis;
4. Prepare resource worksheet and project costing;
5. Do resource leveling;
6. Prepare Critical Path Analysis;
7. Monitor and track projects using the Earned Value Analysis technique;
8. Do "what-if" analysis; and
9. Print out project reports.

professional development units

As a Registered Education Provider (REP), the Ateneo Center for Continuing Education (CCE) can award professional development units (PDUs) to Project Management Professionals (PMP)®.

As a PMP®, PMI® requires you to attend sixty (60) hours of professional development activities within three (3) years.

By attending the *Project Management Toolkit: MS Project*, you get to learn from the expert, exchange ideas with fellow classmates, and earn 13 PDUs.

PMI and PMP are registered marks of the Project Management Institute, Inc.

who should attend

This workshop is intended for project schedulers and project managers or anybody in the project team who wants to be more productive in managing projects.

resource person

MR. RANDY BALAORO, CE, MM, PMP is the President of BNProjekTechnik Corporation, a company engaged in consulting and construction management of engineering projects, such as: resort and hotel developments, industrial complexes, mid to high rise mix-use buildings, and call centers fit-out works. He is a project management consultant at the Philippine National Police, Department of National Defense-Armed Forces of the Philippines, Department of Education, Asian Development Bank, and Mekong Institute – Thailand, to name a few. He has consistently applied his knowledge and skills in project management on large industrial, property development, and utilities projects for the past 25 years.

Mr. Balaoro has a Bachelor of Science degree in Civil Engineering and a Masters in Management degree. He is a certified Project Management Professional and a licensed Civil Engineer.

Project Management Toolkit: MS Project is an independent course and is not affiliated with, nor has it been authorized, sponsored, or otherwise approved by Microsoft Corporation.

course outline

I. **Overview of the Project Management processes**

II. **Familiarization of the tool**
   A. How to start MS Project
   B. The main screen
   C. MS Project views

III. **Creating a new project**
   A. Setting up
      1. Properties
      2. Project information start date
      3. Working time
   B. WBS and task duration
      1. Activity list
      2. WBS outline
      3. Activity duration
      4. PERT table
      5. Outline number
   C. Task dependencies
      1. Task relationship
      2. Lead and lag
   D. Critical path
      1. Text format
      2. Bar format
      3. Network diagram
   E. Resources and cost
      1. Resource sheet
      2. Resource information
      3. Resource allocation split window
      4. Project cost view
      5. Resource leveling
   F. Baseline
      1. Save project baseline

IV. **Monitoring and control**
   A. Updating accomplishment
      1. Tracking toolbars
      2. Update accomplishment using toolbar shortcut and update task
      3. Column indicator
      4. Progress line
      5. Network diagram view
      6. Task usage view
      7. Resource usage view
   B. Earned Value Analysis
      1. Project information status date
      2. EVA view
      3. EVA curve
   C. Reports and views
   D. What-if Analysis

V. **Case Study**