



SINOPSIS

Microsoft Project merupakan perisian yang boleh digunakan bagi para pengurus dan penyelia projek bagi mengenal pasti, menyusun, memantau dan melaksanakan projek yang sedang atau akan berjalan.

Ini termasuk pengurusan bahan mentah, kakitangan, belanjawan dan tarikh sasaran. Perisian ini juga mampu mengenal pasti tugas-tugas kritikal (critical path) bagi memastikan tarikh sasaran dipatuhi.

TEMPOH KURSUS

1 Hari, 2 Hari mengikut keperluan peserta dan organisasi

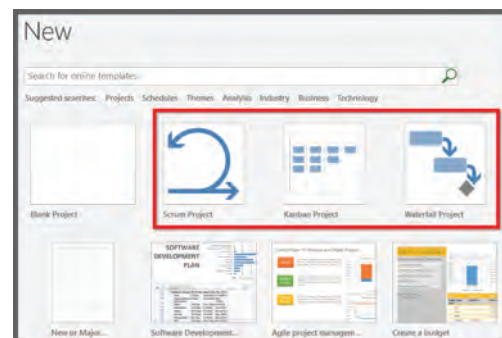
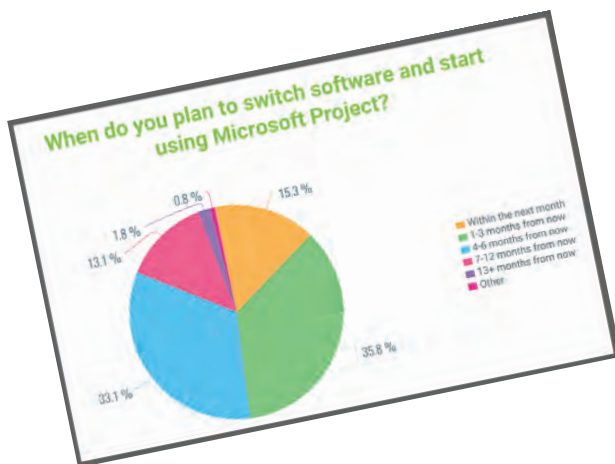
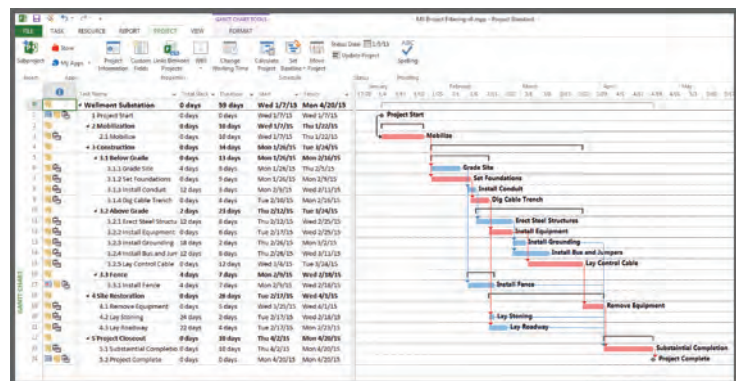
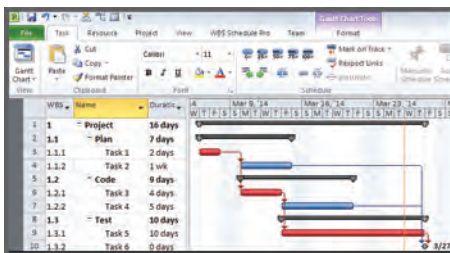
OBJEKTIF

Di akhir kursus ini para peserta akan dapat memahami:

- Apa itu projek, kerja, tempoh, jadual, tarikh sasaran (*dateline*) dan *milestone*.
- Mengenal pasti dan menyusun kerja-kerja sesuatu projek.
- Memasukkan tempoh kerja, bahan mentah, perbelanjaan projek dan tugas kakitangan.
- Maksud tugas kritikal dan mengenal pasti, tugas yang dianggap kritikal (*critical path*).
- Penyeliaan dan pemantauan tugas melalui jadual dan laporan.

KUMPULAN SASAR

- Pengurus dan pegawai penyelar projek
- Pentadbir dan penyelia projek
- Tenaga pengajar atau pendidik jabatan, institusi dan sekolah
- Juruteknik yang terlibat dengan pelaksanaan projek
- Sesiapa sahaja yang berminat dan ingin menceburkan diri ke bidang pengurusan dan kawal selia.



HUBUNGI KAMI

UNIT LATIHAN, BAHAGIAN DASAR DAN PENTADBIRAN
PUSAT PERKHIDMATAN PENGETAHUAN DAN KOMUNIKASI
06-270 1098 Faks : 06-270 1037

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COURSE OUTLINE (BASIC & INTERMEDIATE)

1 Introduction Getting Started with Project Setting Up Project

Entering tasks

- ## 3
- Creating subtasks
 - Inserting, copying and moving tasks
 - Dates and task duration
 - Changing timescale
 - Establishing deadlines and milestones
 - Entering and printing task notes
 - Repeating tasks

Managing Resources and Assignments

- ## 5
- Adding resources to your project
 - Creating a resource list
 - Distributing project work
 - Removing or replacing resources
 - Viewing resource assignments

Reviewing Your Projects

- ## 7
- Creating a view
 - Combining views

Printing Your Projects

- ## 9
- Preparing to print
 - Print preview
 - Page setup options

Resolving Resource Conflicts

- ## 11
- How to identify conflicts
 - Basic conflict resolution techniques
 - Leveling resource assignments

Updating Your Projects

- ## 13
- Tracking basics
 - Tracking progress
 - Using timephased fields

Initial overview

- ## 2
- Creating a new project
 - Working with Tasks

Creating Relationships Between Tasks

- ## 4
- Tasks dependencies within a project
 - Creating dependencies
 - Dependency types and lag times
 - Viewing and deleting dependencies
 - Different types of constraints

Managing Costs

- ## 6
- Assigning project costs
 - Exploring costs
 - Fixed costs and accruing costs
 - Viewing a project's costs

Working with Tables

- ## 8
- Understanding a view tables
 - Creating or editing a table
 - Adjusting tables

Critical Paths

- ## 10
- Identifying the critical path
 - Using the critical path wizard
 - Shortening the critical path

Establishing Baselines

- ## 12
- Overview of tracking principles
 - Setting a baseline
 - Working with interim plans

Reporting

- ## 14
- Understanding reporting
 - Analyzing the overview report
 - Analyzing the current activities report
 - Analyzing the cost report
 - Analyzing the assignment report
 - Analyzing the workload report

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