PROJECT PLANNING, SCHEDULING AND REPORTING

A Practical Approach - Including MS Project Software Practice

25th - 26th June 2024
17th - 18th September 2024

Kuala Lumpur (In Person) / Online Training

Major Benefits of Attending

By end of the course, delegates will be able to:

- **Master** fundamental project management knowledge, skills, tools & techniques with cross-references to world-class standards in USA-based Project Management Institute's body of knowledge PMBOK®
- **Understand** & **Apply** the best practices in Planning, Scheduling, and Reporting
- **Avoid** costly mistakes by gaining an insight into the success & failure factors of projects
- **Develop** SMART Objectives, Work Breakdown Structure, Quality Objectives, Project Plans, Schedule & Subsidiary Plans
- **Develop** network diagrams to analyze Critical Path and compress project duration
- **Estimate** project costs and budget using simple, proven techniques
- **Learn** and apply hands-on relevant basic MS Project software applications in developing Project Plans, schedules, budgets, and reports
- **Network** with other participants and shares valuable experiences

Course Methodology

Client has the option to choose to participate either below method.

Online Course : *This course will be conducted via Zoom.*

Kuala Lumpur Hotel : *This course will be conducted at the hotel with the trainer on site. Participants will need to bring their own laptop. Lunch/Dinner and 2 networking breaks will also be provided.*

Why you Should Attend?

Master the fundamentals of Project Planning, Scheduling & Reporting in 2 days! Complemented by using Microsoft Project Software Applications Tool.

Studies have shown that the success rate of projects will increase when a systematic and structured approach to Project Planning, Scheduling, and Budgeting is adopted, aided by the use of software application tools. Get a solid understanding of state-of-the-art project planning scheduling & reporting tools & techniques based on PMBOK Guide to get the project done on time, within budget, scope, and quality.

Unlike other workshops, this program combines a 1-day theoretical and 1-day practical approach by emphasizing the essential principles with case studies, examples, hands-on exercises, and templates complemented by practicing the popular Microsoft Project software tool.

Who Should Attend?

Project Executives/Leaders/Analysts/Managers/Directors, GM, Engineers, Architects, IT Professionals, Contractors, QS, Consultants, Scientists, Product Managers, Program Managers, Event Organisers, Business Execs, and any person involved in managing any type of project in any industry.

Participants are required to bring their own laptops loaded with Spreadsheet and Microsoft Project 2013 or later versions of software on the second day. Free trial versions of MS Project software can be downloaded from the internet.

Organized by:

FDB

For more details, contact hello@fdb.sg

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