



**ICMA**  
Pakistan

Institute of Cost and Management  
Accountants of Pakistan

Karachi Branch Council 2016-18



**MICROSOFT  
PROJECT  
2016/2013**

# An Interactive Workshop on Project Management using MS Project 2016 / 2013

Learn through an American Trained Professional!

## Course Outline, Theory:

- What is Project Management?
  - Why do we need Project Management?
  - A brief history of CPM & PERT
  - What is C.P.M? (When course is detailed one)
- PRACTICAL: How to manually create and calculate a CPM?  
Total Project Duration  
Early Start, Early Finish, Late Start Late Finish, Float / Slack ...

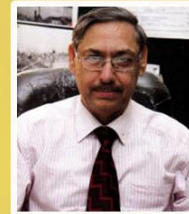
- What is P.E.R.T?
  - What is W.B.S?
- For handling big projects  
Task, Activity, Events
- Delay, Float, Total Float
  - Calculating Task Durations? (When course is detailed one)
- With a lot of ESTIMATION exercises
- Precedence & Succeeding Events
  - Types of Relationships
  - Methods of Schedule calculations
  - Costing Processes - ? (When course is detailed one)
- With TIME constraints
- Resource Allocation
  - Costing Methods
  - Progress Monitoring and Update Process
  - Professional Tips ...

## Course Outline, Practical:

- What's new in the Microsoft Project 2016 / 2013
- Start and exit from MS Project
- Change the project view  
Applications of 8-10 views in the REAL Project life
- Display help information
  - Create a project schedule; enter a new project start date
  - Save a project;
  - Save a project as a NEW Project
- Outline a task list
  - Link tasks in a finish-to-start and finish-to-finish relationship AND Start-to-Start and Start-to-Finish
- Change the timescale of a Gantt Chart
  - Add lag time and lead time between tasks
  - Create a PERT Chart
  - Allocate resources to tasks
- Manpower  
Equipment  
Materials  
One time applicable  
FIXED ones  
Miscellaneous
- Revise calendars
- Working to NON-working days  
NON-Working to working days  
Applying Calendar on a series of days, Weeks, Months ...

- Work with cost rate tables
  - Identify the critical path and slack time in a project schedule
  - Assign a constraint to a task
- Constraint Types and their applications  
Removing Constraints
- Define a fixed-duration task
- When to apply these types of tasks
- Apply a predefined filter and an AutoFilter to project information
  - Apply a new table to a view
  - Set a baseline plan
- Removing Baselines  
Updating EXISTING Baselines  
Baselines Constraints
- Update a project schedule
- By TIME duration  
By PROGRESS  
By Costing ...
- Compare the actual and planned progress of a project
  - Monitor resource allocation; resolve over allocation problems
  - Export earned value data to Microsoft Excel
  - Enhance the elements of a view and print a view
  - REPORTS: 50 PLUS pre-defined reports and its applications
  - Print a pre designed report
- Set up a consolidated project file
  - Links tasks across projects in a consolidated project file
  - Create, update and use information
- In a resource pool
- Save a project in database format
  - Use the Organizer
- HOW to CREATE A Complete Project Plan with Complete Cash flows and with Complete CUMMULATIVE & INCREMENTAL PROGRESS without using any PROJECT Management Software.
- This whole exercise will be done in EXCEL 2016 / 2013 ...
- Customize Microsoft Project
  - Professional Tips ...
- Practical Situations:**  
Nearly 100% practical with a lot of exercises.
- Teaching Methodology  
The participants will undergo from the following teaching methodologies:
- » Lectures with Multimedia
- Presentations  
» Interactive Practical Sessions  
» Test & Quizzes
- The whole course will require a no. of exercises to be done in EXCEL 2016 / 2013 ...  
Including project data Import & Export and ESTIMATIONS ... which will be based or depended on the course duration  
Every participant will be provided individual Computer System to make sure maximum learning through practical sessions.  
Maximum course contents will be covered based on the learning speed of the participants within the given time frame.

## TRAINER'S PROFILE



Mr. Rizwanuddin Khawaja CEO of STRATEGIC CORPORATE TRAINERS was trained by Americans in Project Management and Computers in Kingdom of Saudi Arabia on ARAMCO'S (Arabian American Oil Company) Oil and Gas Projects. Presently he is serving IQRA University as visiting faculty of Operations Management and Supply Chain Management and he is a visiting faculty of Project Management and IT of ICMAP Institute of Cost and Management Accountants of Pakistan, since 1992. He got the honor to train the first 50 officers of Pakistan Navy who build the first submarine AUGUSTA of Pakistan in France. He is offering professional IT workshops with ICMAP since 1992 and in last few years he offered 9 workshops on Computerized Project Management using Microsoft Project and 7 workshops on Advanced EXCEL with Macros / VBA and few workshops on Financial Modeling and on developing ACCESS databases, leading towards ERP development.

**Date:** Saturday & Sunday, November 25 & 26, 2017

**Timing:** 09:30 am to 5:30 pm (Followed by Lunch & Tea)

**Venue:** ICMA Pakistan Head Office, Karachi

**Fee:** Members ICMAP, ICAP, PIPFA, ICSP Rs. 4000/-  
ICMAP Students and Qualified Rs. 3000/-  
Others Rs. 6000/-

**Registration:** Limited Seats on first come first serve basis

**CPD  
16 HOURS**

With warm regards:

**Danish Naem, FCMA**  
Secretary / Treasurer  
Karachi Branch Council

**Ahsan Elahi Vohra, FCMA**  
Chairman  
Karachi Branch Council

For further details & registration, please visit the website or contact:

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