

ES WSQ – 2 Days – Perform Project Planning Functions (Ms Project 2010 – 16 Hrs) (ICDL Certification Module 13: Project Planning)

Course Duration	16 Hours	Course Fee	Full Fee: \$450	Subsidy	Please refer to page 2	Training Method	Instructor-led learning
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Certification Successful trainees will receive the internationally recognized ICDL Certificate upon completion of the course. This certificate is administered by ICDL Singapore. This is a joint certification between WDA and ICDL Singapore. Student must take a 45 min online assessment at the end of the course.

Pre-requisites Need to possess the knowledge of Basic PC

Course Objective This module enables candidates to use project management software to prepare project plans and monitor projects, including planning and managing time, costs, tasks and resources.

On completion of this module each candidate will be able to:

- Understand the key concepts relating to managing projects.
- Use a project management application to create a new project and maintain an existing project.
- Create and schedule tasks, add project constraints and deadlines.
- Assign costs, create and assign resources to tasks.
- View the critical path, monitor progress and reschedule work.
- Prepare and print outputs including charts and reports.

Course Outline	Section 1 – Learning Projects Basics	Section 5 – Working with Other Views
	<ul style="list-style-type: none"> • Project Management Basics • Microsoft Project 2010 Introduction 	<ul style="list-style-type: none"> • Network Diagram Views • Calendar View
	Section 2 – Working with Tasks	Section 6 – Working with Resources
	<ul style="list-style-type: none"> • Creating Tasks & Milestones • Manipulating Tasks 	<ul style="list-style-type: none"> • Creation, Changing Resource Working Hours • Assignment to Tasks • Assignment Manipulation • Cost Resource Assignment • Adding More Resources & Other Resource Assignment Methods • Remove, Review Resource Assignment • Task Inspector
	Section 3 – Organizing Tasks	
	<ul style="list-style-type: none"> • Insert, Delete, Move, Outlining • Indenting & Outdenting Tasks • Documenting • Project Summary • WBS Code & Hyperlinking 	
	Section 4 – Scheduling Tasks	
	<ul style="list-style-type: none"> • Scheduling, Linking & Changing Task Relationships • Task Lag & Task Lead Constraints • Start Date, Finish Date, Deadline • Manually Scheduled & Critical Tasks 	

Call: 6339 7588 or Email: enquiry@genetic.edu.sg

Section 7 – Assigning Costs

- Definition
- Standard & Overtime Rates Per-Use Cost
- Accrual Method & Resource Codes
- Resource Rate Table
- Fixed Material Resource Costs
- Resource and Task Costs

Section 8 – Working with Calendars

- Individual Resource Calendars
- Base Calendar Creation
- Base Calendar Assignment

Section 9 – Using the Team Planner

- Task to / from Resources
- Over Allocation and Level Resource
- Resource Overallocations
- Task Splitting
- Rescheduling Uncompleted Work

Section 10 – Working with Baselines

- Using Saving, Viewing and Updating Tasks
- Updating & Saving Additional Clearing Project Baselines
- Project Interim Plan

Section 11 – Tracking Your Progress

- Tracking, Set Up & Updating Project Progress
- Viewing Overall & Applying Progress Lines

Section 12 – Evaluating & Distributing Data

- Earned Value Data & Indicators
- Reports Creation and Printing

Subsidy and Nett Payable Amount

Subsidy Categories	Amount Payable	Subsidy Amount
SME Company / MCES (Above 40 yrs)	\$50/-	\$400/-
Non-SME Company / Individuals (21 – 39 yrs)	\$178/-	\$272/-
WTS (35 yrs and above - salary less than \$1900)	\$22.50/-	\$427.50/-
Non-Singaporean / Non-Singapore PR (Foreigner and work pass holders – WP, SPass, EPass)	\$450/-	N.A

SME: Small and Medium Enterprise

MCES: Mid Career Enhanced Subsidy

WTS: Workfare Training Support

Participant need to pass the test to get subsidy.

For more information on funding, please call 6883 5885. Or visit www.skillsconnect.gov.sg

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Training Centre



Cert No: Edu-3-3072
Validity: 01/02/2015 – 31/01/2016
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Genetic Computer School
CPE Registration No: 198902296M
Registration Validity Period: 24 June 2015 to 23 June 2019