

Project Management Information Systems With Microsoft Project

OBJECTIVES

The participant will create a project plan file within tasks, organize these tasks in work breakdown structure utilizing task relationships, create and assign resources, and then finalize the project to implement the project plan.

In details, they should be able to:

1. Identify & create a Work Breakdown Structure
2. Identify, create, assign & organize project resources
3. Create, modify, finalize project plan
4. Monitor & trace project implementation
5. Create, modify & use the project template
6. Use PERT & critical path
7. Manage multiple projects using features provided

Trainer: Goutama Bachtiar

WAKTU PELAKSANAAN

20 - 21 April 2027

09:00 - 17:00 WIB

TEMPAT PELATIHAN

Location: Kuretakeso Hotel - Kemang / Best Western Premier - Cawang / The Aryaduta Hotel Semanggi

Harga

Group Price: Rp 5.350.000
Full Fare: Rp 5.950.000

**) Harga di atas tidak dikenakan PPN 11%, sudah termasuk makan siang, snack, sertifikat, dan modul.*

SYLABUS

NO	SESSIONS	

1	**Creating a Project Plan File** • Creating a Project Plan File • Creating and Assigning a Project Calendar • Adding Tasks to the Project Plan File • Adding a Project Summary Task • Adding a Recurring Task • Entering Task Duration Estimates	
2	**Creating a Work Breakdown Structure** • Outlining Tasks • Linking Dependent Tasks • Identifying Deliverables in the Project Plan File • Constraining Tasks • Setting a Task Deadline • Organizing and Linking Project Tasks	
3	**Creating and Assigning Resources** • Creating Resources • Creating a Resource Calendar • Assigning Resources • Assigning Additional Resources to a Task • Resolving Resource Conflicts • Creating and Assigning Project Resources	
4	**Finalizing the Project Plan** • Viewing the Critical Path • Shortening the Project Duration • Setting a Baseline • Displaying Project Summary Information • Finalizing the Project	

5	**Tracking Project Implementation** • Creating baselines • Entering project progress • Viewing variance information • Analyzing and adjusting a schedule • Analyzing schedules • Rescheduling the project • Making adjustment of resource schedules • Progressing lines
6	**Doing Filters & Sort** • Working with auto filters • Applying built-in filters • Sorting and grouping data
7	**Managing multiple projects** • Consolidating and sharing projects • Resource pools: Sharing resources across projects • Leveling and reporting across multiple projects • Importing, exporting and copying data • Using PERT to estimate task durations
8	**Customizing Calculated Fields** • Creating custom fields • Calculating custom fields • Using custom indicators
9	**Working with Tables and Views** • Creating, editing & using a table • Creating, editing & using a view
10	**Working with Project Templates** • Creating a template • Editing a template • Using the templates • Using the organizer

	TOTAL	

TRAINING METHOD

In order to attain effective training and full appreciation of all sessions, time is devoted -- 20% for important concepts and 80% sit for sharing and discussions. Training Lead is assisted by presentation slides for clear understanding and smooth follow-through throughout the training.

FACILITATOR

Instruktur Pelatihan

Goutama Bachtiar

Goutama Bachtiar adalah : Advisor, Auditor, Konsultan, Trainer, Courseware Designer dan Penulis bidang Teknologi dan Sistem Informasi selama 17 tahun terakhir dengan spesialisasi di ranah IT Governance, Risk, Security, Assurance, Audit dan IT Management.

Saat ini beliau menjabat sebagai advisor beberapa perusahaan dan organisasi, Subject Matter Expert, Program Mentor, Editorial Journal Reviewer, Certification Exam (CISA, CGEIT, CISM, CRISC) dan Study Materials Developer di ISACA International Chapter, Subject Matter Expert dan Program Evaluator di PMI International Chapter, IASA, SABSA dan Open Group Global Working Group Member, Reviewer Panel di International Institute of Business Analysis (IIBA), Dosen Tamu di program pasca sarjana beberapa universitas di AS dan Indonesia (UTB, UI, IPB dan Binus), serta moderator, panelis dan pembicara di sejumlah konferensi, workshop dan seminar.

Sebagai auditor dan konsultan, telah memberikan layanan tersebut kepada 35 perusahaan dan organisasi. Puluhan sertifikasi internasional sudah diperolehnya sampai dengan saat ini.

Selain itu, beliau juga telah mengadakan dan memberikan pelatihan, perkuliahan, seminar, konferensi dan workshop sebanyak lebih dari 230 sesi dan 5500 jam lebih kepada sekitar 7500 peserta di Indonesia maupun luar negeri kepada lebih dari 70 perusahaan dan organisasi.

Sebagai penulis, sudah mengarang 2 buku dan 22 courseware serta sudah menulis, melakukan review dan editing atas 300 artikel, manuskrip, paper dan white paper seputar Telematika dan Manajemen di lebih dari 20 media, publikasi, organisasi, jurnal dan konferensi.

CONTACT US

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