

# MS Project Training

**Fee: (Rs. 16,500)****For details on how to register please visit****[www.chrs.pk](http://www.chrs.pk)****For further communication please write at:****[info@chrs.pk](mailto:info@chrs.pk)**

Microsoft Project provides the flexible and intuitive tools and solutions to help create the project plan, track progress, adjust resources as needed, and make the project more visible, so that others can see the status of a project. In this Microsoft Project training course, you gain the skills to manage and maintain control of multiple projects more efficiently for your organization

## Learning Outcomes

- ▲ Strengthened capacity of staff to plan and implement projects in the context of PMI through MS project tool.
- ▲ Leverage Microsoft Project to plan your project
- ▲ Manage project schedules and resources
- ▲ Create reports and dashboards to effectively share project data
- ▲ Track progress and monitor variances between targets and actuals.

## Training design & development:

This training program has been formulated in the context of Project Management Body of Knowledge i.e. PMBOK, an international standard for project management and technical approach of Microsoft for in-depth understanding of the tool by a PMI certified professional, Mr. Omer Khan Shaheen, PMP.

## Timing and duration:

Schedule options for the delivery of the training are as under:

1. Training Duration;
  - a. Duration: 20 Contact Hours
  - b. Schedule: Open for discussion

## Target Group

- ★ Directors
- ★ Managers
- ★ Officers
- ★ IT, Technical and Operational
- ★ Staff
- ★ Others

## Trainer, experience and qualification:

**Omer Khan Shaheen**

An internationally experienced professional in field of project management and technology. Holding numerous internationally recognized professional technical and non-technical certifications.

Sound working experience on various funded projects of USAID, UNDP, GTZ, Govt, TAG, CIDA, SDC, CRC and other private sector profit and non for profit organizations and HR institutes such HRDC, HRDN, IMIS, AUAF, AUIS, FHMC, CFI in the capacity of Director, Managing Director, Analyst, Consultant, Trainer, Faculty, Assistant Professor, Project Manager, and Coordinator where I taught and or managed projects and operations of budget ranging from couple of thousands to 25+ Million dollars.

Member of various professional organizations such as, PMI, IEEE, HRDN, SIL, CSTA, ACM, WITSA, ISACA.

Declared one of the best in the management group 2011/12 by rector AUIS and best instructor by department chair ITCS program.

This course will help you become familiar with the Project environment, browsing and navigating project files through a hands-on experience. You will learn how to use MS Project and all of its basic components including setting up and configuring Gantt charts, configuring assigning and managing resources and costs through to resolving over-allocation and leveling.