

Year 2022

**02 Days – Microsoft Project – 16 hrs
(Perform Project Planning Functions)
(ICDL Certification Module 13 : Project Planning)**

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|------------------------|----------|--------------------------------------|--|--------------------------------------|
| Course Duration | 16 Hours | Course Fee Full Fee: \$450 | Subsidy & Nett Fees Please refer to page 2 | Mode of Training Classroom |
|------------------------|----------|--------------------------------------|--|--------------------------------------|

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.

Entry Requirement Primary education without PSLE/PSPE Certificate or their equivalent

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

- Project Management Basics
- Microsoft Project 2013 Introduction

Section 2 – Working with Tasks

- Creating Tasks & Milestones
- Manipulating Tasks

Section 3 – Organizing Tasks

- Insert, Delete, Move, Outlining
- Indenting & Outdenting Tasks Documenting
- Project Summary
- WBS Code & Hyperlinking

Section 4 – Scheduling Tasks

- Scheduling, Linking & Changing Task Relationships
- Task Lag & Task Lead Constraints
- Start Date, Finish Date, Deadline
- Manually Scheduled & Critical Tasks

Section 5 – Working with Other Views

- Network Diagram Views
- Calendar View

Section 6 – Working with Resources

- 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

Effective from 01/01/2022



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

| 02 Days – Microsoft Project - 16 hrs (Perform Project Planning Functions) (ICDL Certification Module 13 : Project Planning) TGS-2013500506 | | |
|---|---|---------------------------|
| | Mid-Career Enhanced Subsidy 40 years old & above | Singaporean 21 to 39 & PR |
| Course Fee | \$450.00 | \$450.00 |
| SkillsFuture Funding | \$315.00 | \$225.00 |
| Total Gross Fee | \$135.00 | \$225.00 |
| GST 7% | \$31.50 | \$31.50 |
| SkillsFuture Credit Deduction/Cash | \$166.50 | \$256.50 |

Participant need to pass the test to get subsidy

Eligible for Claim Period: 05 May 2013 - 20 Oct 2023

SSG Advice:

All Singaporean aged 25 and above can use their \$500 SkillsFuture Credit to pay for a wide range of approved skills-related courses.

Visit the SkillsFuture Credit website (www.skillsfuture.sg/credit) to choose for the courses available on the SkillsFuture Credit course directory.

