



COMSATS INSTITUTE OF INFORMATION TECHNOLOGY

5 Days Training Course on Microsoft Office Project

COMSATS Institute of Information Technology (CIIT), Islamabad offers a 5 Days intensive Training Course on Microsoft Office Project (MS Project) from June 07-11, 2010. The Training Workshop is designed in accordance with the standards for MS Project as prescribed by Microsoft Corporation, USA.

MS Project training provides skills needed for an entry point to the project management profession for many. For both seasoned and less experienced project management professionals, MS Project training provides robust project management tools with the right blend of usability, power, and flexibility, so they can manage projects more efficiently and effectively. They can stay informed and control project work, schedules, and finances, keep project teams aligned, and be more productive through integration with familiar Microsoft Office system programs, powerful reporting, guided planning, and flexible tools. In addition, MS Project training provides exposure to the "mechanics" of many key aspects of project management and provides transferable knowledge that is useful in rapidly learning other project management tools.

The course contents mainly include the following:

- Introduction to Project Management
- Project Management Concepts
- Introduction to Project Templates
- Project Task Planning
- Managing Project Resources and Assignments
- Project Execution
- Project Monitoring and Control
- Project Closeout
- Critical Analysis of Exercise Project Completed by Participants

Course Fee: Rs. 3000/- per participant (includes course materials and refreshments)

Course Timings: 1700 - 2100 hrs (4 hours each day)

Deadline for the receipt of application is June 05, 2010

For registration and further details, please contact:

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