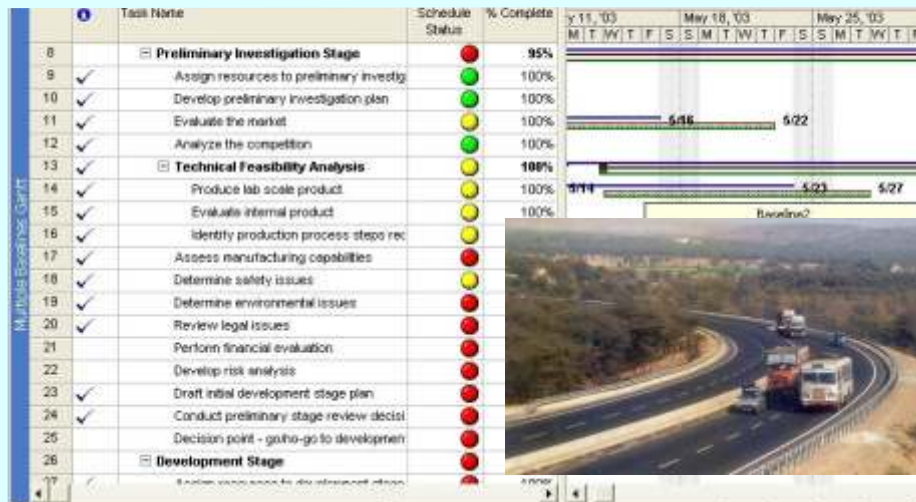




3 Day Computer Based Workshop on MS Project 2003 / 2007

A must for all project managers & team members



Participant Comments of Previous Workshops

We were in search of such a programme for a very long time and this has just come at the right time.
– **Surendra Kubal, Cable & Wireless**

The faculty paid personal attention to every participant, which made the program lively and excellent. The presentation skill of the faculty was very good.
– **Subhash Palav, HPCL**

The program was knowledgeable. The MS Project tool's tracking and reporting functionality was useful and will be helpful for managing the resources capacity.
– **Nirupama, Hewitt Associates**

Workshop City, Date and Venue

Mumbai
7 - 9 July '08
Hotel Kohinoor Park

Chennai
21 - 23 August '08
Hotel Taj Connemara

Hyderabad
28 - 30 July '08
Hotel Taj Banjara

New Delhi
7 - 9 August '08
Hotel Ashok

New Delhi
1 - 3 Sept. '08
India Int'l Centre



CEPM is PMI's Global Registered Education Provider. Workshop participants will be eligible to get 21 Professional Development Units (PDU's).

Centre for Excellence in Project Management (P) Ltd.
- India's foremost PM training, consulting & software solutions provider

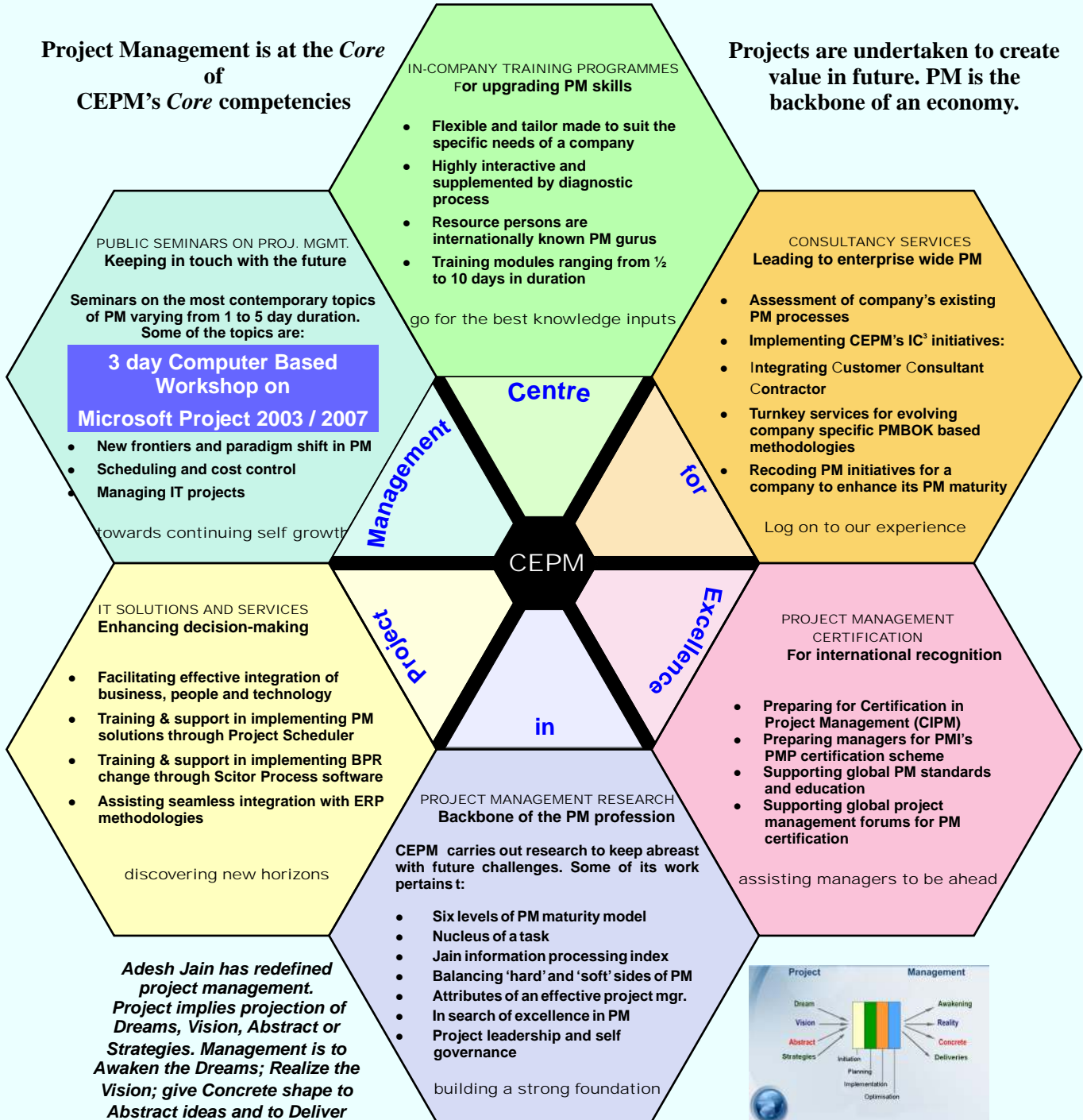


Centre
for Excellence in Project Management

... Building Future through Project Thinking

Project Management is at the Core of CEPM's Core competencies

Projects are undertaken to create value in future. PM is the backbone of an economy.



Adesh Jain is currently Director, Centre for Excellence in Project Management (P) Ltd., Chairman, CoD, International Project Management Association (IPMA), Chairman and IPMA Nation to Nation Forum.



Chennai

The faculty has a good grasp on MS Project and he replied all queries. He gave the lectures on MS Project with equal attention and patience. Really Superb.

- S K Verma, NALCO



New Delhi

Workshop on MS Project 2003 / 2007

Project Management software is a key tool to schedule, track and monitor all projects. Procuring the software is the first step as training, knowledge and good technical support on the software is essential to be able to use it effectively. This three day comprehensive workshop which is designed to be highly interactive will train participants on the various features of MS Project 2003 / 2007. Ample "Hands-on" sessions on computers with exercises are included to give all delegates a good working knowledge and exposure on the software. **Third day will be dedicated for developing a network of their own by the participants.**

Workshop Contents

Day 1

- **Project Management Principles**
 - Project Management Processes - Initiation, Planning, Executing, Controlling & Close Out
 - Time Management
- **MS Project Overview**
 - Starting Microsoft Project
 - Navigating in Microsoft Project
 - File Structure .mpp, .bak
 - Security Options: Write & Read only
 - Views & Filters
- **Creating Tasks**
 - Creating a project file
 - Calendars
 - Project Working Times
 - Creating Phases
 - Entering Tasks
 - Estimating Durations
 - Linking Tasks
 - Creating Milestones
 - Task Types
 - Hands-on Session
- **Creating Resources**
 - Work Resources
 - Material Resources
 - Resource Rates
 - Resource Groups
 - Hands-on Session

Day 2

- **Project Planning - Resources**
 - Allocating Over Time
 - Task & Resource Assignments
 - Effort-Driven Scheduling
 - Fixed Duration Scheduling
 - Fixed Work Scheduling
 - Leveling Resources
 - Using Work Contours
 - Substituting Resources
 - Delaying Assignments
 - Hands-on Session
- **Project Execution**
 - Filters
 - Baseline
 - Tracking Actual Progress
 - In Progress & Completed Tasks
 - Project Control
 - Variance Analysis
 - Reading the Gantt Chart
 - Entering Delays
 - Re-estimating the Duration
 - Customizing Tables & Views
 - Hands-on Session
- **Reporting**
 - Sorting
 - Working with Reports
 - Save as a Web Page
 - Hands-on Session

Day 3

- **Advanced Features of MS Project**
 - Sharing Resource Pool
 - Automating Applications from MS Project
 - Importing Data from Applications
 - Exporting MS Project Data
 - Open Database Connectivity (ODBC)
 - Hands-on Session

Workshop Objectives

To ensure that the participants can use MS Project 2003 / 2007 effectively.

Who should Attend

Project Managers, Project Leaders, Project Coordinators, Team Members, IT Managers / Executives, Administrators, Senior Officials of State / Central Government etc. involved in planning & implementation of projects from all sectors and disciplines.



Kolkata



Baroda

The course was very good paving the way for me to put use MS Project capabilities for better planning of various projects.
- L C Raghavan, CVRDE

These type of seminars should be conducted more often with a special feature on Time & Resource Management.
- Dilshad Mehraj, Techno Electric & Engg. Co. Ltd.

Obtained "As far as possible" ideas and concepts of MS Project with in the workshop duration .
- Probal Acharya, Electrosteel Castings

The trainer is technically very good, enthusiastic and handled queries very well.
- Rajesh Sharma, ST Microelectronics



New Dehi

Learnt about many features of MS Project. Would have a positive impact on productivity. Faculty was good and knowledgeable.

- Sanjay Sarkar, Cadence Design Systems



Mumbai

A brief profile of Faculty for the Workshops

Sessions were interactive. We were able to clear our doubts then and there. The instructor made the programme lively & interactive.
- G Venkataraman, Air India



P Prasad, Sr. Consultant, has joined Centre for Excellence in Project Management 1992. He has an excellent experience in training, consulting & implementation on project management tools such as Microsoft Project/EPM 2007, Project Scheduler, Project Communicator, Risky Project, CCPM+ etc.

Mr. Prasad was responsible for giving 7 major presentations in various metropolitan cities in Feb. 2002 on MS Project 2000 and Project Central. These presentations were organized by Microsoft Corporation.

He has conducted a large number of public workshops and in-company training programmes on PM software for leading companies. He has trained more than 5,000 executives from various sectors of the industry.

Some of the companies/institutions for whom he has done in-company programme and public workshops are: The World Bank, SG Software Asia Pvt. Ltd., Robert Bosch India Ltd., ABB, BAeHAL, GAIL, Godrej, Areva T & D, IOCL, HZL, ONGC, Hewitt Associates, BHPV, Escotel Mobile, Communications, Dalmia Cement, HCL Comnet, TCIL Bellsouth, Renusagar Power, DRDL, HEMRL, NPOL, CMC, HCL Infosystems, Polyplex, Smithkline Beecham, Controls & Switchgear, Cable & Wireless, HPCL, Air India, Pipav Port, RBI, Manage, Coal India, NALCO, CVRDE, Electrosteel Castings, ST Microelectronics, Cadence Design, MICO, Siemens, Alstom, Hewitt Associates etc.

He has implemented Critical Chain Project Management System for Tata Growth Shop & Godrej using Project Scheduler 8 software. He has implemented PM workflow applications at Robert Bosch and SG Software.



Vipul Shukla, Sr. Consultant, Centre for Excellence in Project Management, has experience in the field of Project Management Software (Tools). He has done consulting and training assignments within Manufacturing, IT and ITES domains with clients such as PI Industries, Interglobe Technologies, NIIT, Apollo Tyres, Nucleus Software, and Corbus LLC etc.

He has over 8 years of experience in software based project management systems such as MS Project, Whizible, ProjectByNet, EPM & Project Scheduler. He has worked as a consultant

for many organizations such as EID Perry, Compulink, Team Computers for project management services.

He has also worked with business intelligence software such as Hyperion, QlickView and OneKey.

He is SAP Certified consultant for Supply Chain Management.

The workshop was excellent & would like to attend more of such workshops. The presentation skill of the faculty was very good.
- Ms. Pomy Dutta, Gujarat Pipav Port

Workshop is neatly conducted and organized. presenter took pains to provide necessary clarifications etc. Deserves appreciation.
- R Lakshmi Kanta Rao, Reserve Bank of India

City, Dates & Venue for the Workshop

City	Date	Venue
Mumbai	7 - 9 July 2008	Hotel Kohinoor Park
Chennai	21 - 23 August 2008	Hotel Taj Connemara
Hyderabad	28 - 30 July 2008	Hotel Taj Banjara
New Delhi(1)	7 - 9 Aug. 2008	Hotel Ashok
New Delhi(2)	1 - 3 Sept. 2008	India International Centre

Registration Fee:*

Per delegate : 11,500
Group of 4 delegates : 40,000

* Registration fee does not include Service Tax @ 12.36% as applicable.

- Workshop is based on "hands-on" training using computers.
- Participants are expected to bring their own Laptops.
- **If CEPM is requested to organize computers, an additional fee of Rs. 2,500 per person will be payable over and above the registration fee.**
- To avail group rates an organization can nominate their executives at more than one location.
- Registration fee is non-refundable. However alternate delegate/s can be nominated.
- Cheque/dd is payable to "Centre for Excellence in Project Management", New Delhi.
- The Workshops are non-residential. Lunches, Tea/Coffee and handouts will be provided.
- Seats are limited to a maximum of 15 persons. Registration is on **First Come First Served basis.**

Some more workshops of this type may be arranged for repeated practice and knowledge.
- Tapas Chakraborty, Coal India

For Communication:

Centre for Excellence in Project Management
A - 48, Sector 5, Noida - 201301, India

Tel.: (91 120) 242 0444, 242 0463 Fax: (91 120) 242 1482, 242 1484

Email: info@cepm.com, adesh@cepm.com Visit our web site: www.cepm.com



Hands on Session



Hands on Session

23 May 2008

Dear Colleague:

Centre for Excellence in Project Management (CEPM) is the foremost organization in India imparting the world class training programmes packed with knowledge.

Project Management Institute (PMI) of USA has made CEPM its Global Registered Education Provider (Global REP). All the participants of this workshop will be eligible for 21 professional development units (PDU's) recognized by PMI, USA and PMA, India as part of continuing education in the field of project management.

There is a phenomenal growth in the use of modern Project Management principles to effectively manage all projects, irrespective of their size or sector.

Use of PM principles is no longer confined to construction/engineering industry. Non-traditional sectors like IT, Communications, R&D, Crisis management, Service industry, Government, etc are realising its benefits.

This workshop is intended to ensure that participants can use MS Project 2003 / 2007 effectively.

'Hands-on' sessions on computers with excercises are included for maximum knowledge and exposure.

The faculty P Prasad and Vipul Shukla, has very rich experience in PM software and on MS Project features.

We look forward to your organisation taking full advantage of this powerful, world class workshop. Please register at the earliest as there are very limited seats and Registration is on first come first served basis.

With best wishes,

City, Dates & Venue for the Workshop

City	Date	Venue
Mumbai	7 - 9 July 2008	Hotel Kohinoor Park
Chennai	21 - 23 August 2008	Hotel Taj Connemara
Hyderabad	28 - 30 July 2008	Hotel Taj Krishna
New Delhi(1)	7 - 9 August 2008	Hotel Ashok
New Delhi(2)	1 - 3 September 2008	India International Centre

Registration Fee*:

Per delegate : 11,500
Group of 4 delegates : 40,000

Timings

0930 - 1730 hrs

Registration

On Day 1 from 9.00 - 9.30 am

* Registration fee does not include Service Tax @ 12.36% as applicable.

- Workshop is based on "hands-on" training using computers.
- Participants are expected to bring their own Laptops.
- **If CEPM is requested to organise computers, an additional fee of Rs. 2,500 per person will be payable over and above the registration fee.**
- To avail group rates an organisation can nominate their executives at more than one location.
- Registration fee is non-refundable. However alternate delegate/s can be nominated.
- Cheque /dd is payable to "Centre for Excellence in Project Management" New Delhi.
- The Workshops are non-residential. Lunches, Tea/coffee and handouts will be provided.

Delegate Registration Form overleaf

Delegate Registration Form for the 3 day workshops on MS Project 2003/2007

Please indicate the workshop location code before each participant's name.

Microsoft Project 2003 / 2007

Location Code	Mumbai	Chennai	Hyderabad	New Delhi(1)	New Delhi(2)
	<input type="checkbox"/> M	<input type="checkbox"/> C	<input type="checkbox"/> H	<input type="checkbox"/> N	<input type="checkbox"/> D

Sr. No.	Location Code	Delegate Name	Designation
1	<input type="checkbox"/>	_____	_____
2	<input type="checkbox"/>	_____	_____
3	<input type="checkbox"/>	_____	_____
4	<input type="checkbox"/>	_____	_____
5	<input type="checkbox"/>	_____	_____
6	<input type="checkbox"/>	_____	_____

(for more nominations, please make photocopies)

Company Name _____

Address: _____

_____ City: _____ Pin: _____

Tel.: _____ Fax: _____ Email: _____

Enclosed Cheque/Draft no. _____ Dated: _____ for Rs. _____

Date: _____ Signature _____

For Communication:

Centre for Excellence in Project Management
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