

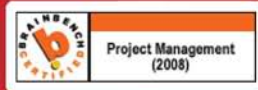
Project Management Excellence Series

Successful Project Management using MS Project 2010



Course Facilitator: **Nooruddin Surani, CISA**

- Microsoft Certified Trainer
- Certified Information Systems Auditor (CISA)
- MCTS (Managing Projects with Microsoft Project 2010)
- Chief Operating Officer, Viftech Solutions (Pvt.) Ltd.



25 June 2012, Sheraton Hotel & Towers, Karachi

26 June 2012, Pearl Continental Hotel, Lahore

9:00 am - 5:00 pm

...Only from Octara!!!

For Details & Registration:

Tel: 021-34534261, 021-34536315, Fax: 021-34520708

E-mail: register@octara.com

www.octara.com

Surani has trained participants from:



Course Facilitator:
Nooruddin Surani, CISA

Nooruddin Surani, CISA, is an MBA in MIS, a Microsoft Certified Trainer, Microsoft Certified Technology Specialist for Managing Projects with Microsoft Project 2010 and Brainbench Certified for Project Management 2008. His vibrant personality combined with a unique blend of content and delivery makes the participants' experience both educating and entertaining.

Surani has been associated with the application of Information Technology for more than 18 years and is actively involved in training and teaching as a visiting faculty with multiple reputable institutes. He is considered amongst the new breed of dynamic "IT Trainers", and can perfectly blend his experience with his teachings.

Surani's unique experience of working with the corporate sector includes software project management and designing & development of software solutions for medium to large sized industries, retail business management, educational, financial and banking institutions. He is being engaged in software projects for leading organizations like "Standard Chartered Bank" to NGOs like "Aga Khan Education Services, Pakistan" and for global firms like "AIU Holdings Inc. (USA)" and "Awesome Technologies Inc. (USA)", etc., Software projects developed under his supervision are being used in US, UK, Australia, Sweden & Pakistan.

Surani is thoroughly able to inspire and encourage those around him through his unique training style which enables maximum learning & retention in least possible time. Besides being an ardent trainer, Surani also has to his credit several articles published in multiple IT related publications.

Currently, he is working as the Chief Operating Officer at Viftech Solutions (Pvt.) Ltd., a software & information technology solution provider. Driven by a mission in life, Surani aims to provide better understanding to his participants enabling them to focus better and achieve the results they seek.



What delegates have said about Nooruddin Surani's previous courses:

It was an amazing experience exploring the potential of MS Project. I was astonished and excited to learn how much we can do from Project.

The facilitator and his energy level to conduct the session was excellent and there was never a moment in which any participant felt bored. Hats off to Nooruddin for his valuable contribution.

Nooruddin Merchant – Project Manager – Habib University Foundation

The training was extremely helpful and enhanced my skills to a great level. This session should be continued again for a refresher to help us out in our daily process.

Sadaf Raza – Finance Department – Telenor Pakistan

The session was very well conducted. Trainer was very well equipped with required skills, training has added a lot to my skills.

Bilal Mustafa – Business & Commercial Planning Department – Coca Cola Beverages Pakistan Limited

Attitude and approach of the facilitator was Excellent, he had thorough knowledge about the topic and I had a very good experience. I want to learn as many topics as I can from the same facilitator in future.

Shahzad Merchant - Assistant Manager MIS, Planning & Analysis – HSBC

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Course Overview:

Project is a universe in itself from initiation to the closure; the project managers are assigned for assessing its feasibility, risk assessment, communicating progress, project management accounting, handling uncertainties and gracefully closing the project. All these tasks and more cannot be handled without using a proper project management tool, which helps project managers from initiation to the closure.

The course is designed to impart knowledge related to core project management concepts and implementing them using Microsoft Project 2010. Participants of this session will learn planning, tracking and communicating projects effectively using this powerful tool.

Top 4 Learning Outcomes:

- ▶ Understand Microsoft Project and work with its essential features
- ▶ Create Projects using Microsoft Project
- ▶ Edit already created Projects
- ▶ Understand fundamental project management concepts

Who Should Attend?

This course is specially designed for the professionals who have basic understanding of Project Management and wish to learn how to use Microsoft Project as a tool to help them manage their projects. Participants need no knowledge of Microsoft Project 2010, however, understanding of Windows & its application is a must; participants with knowledge of Excel will have an added advantage.

Course Agenda

- Enter and edit tasks in a project
- Enter and edit durations for tasks
- Enter and edit task relationships
- Assign resources to tasks
- Understand resource pools
- Level over allocated resources projects
- Assign materials to tasks
- Set constraints and deadlines in a project
- Monitor and track a project
- Print information from a project
- Explore different views & their advantages
- Create custom views
- Understand various tables and filter techniques
- Use, create and modify project templates
- Export data from Project to other applications
- Work with the predefined reports
- Create custom reports
- Work with multiple project files simultaneously and create workspaces
- Work with linked projects
- Work with shared resources
- Understand how to break large projects into manageable ones



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Workshop Investment

PKR **12,500/-** per participant

10% Group Discount on 2 or more nominees

Course material, Octara certificate, lunch, refreshments & business networking



5 Easy Ways to Register



021-34534261
021-34520092



Octara Private Limited
2/E-37, Block-6,
P.E.C.H.S., Karachi.



021-34520708



register@octara.com



www.octara.com

Send your cheque in favor of **"Octara Private Limited"**

To: **Muhammad Imran Anwer** Octara Private Limited,
2/E-37, Block-6, P.E.C.H.S., Karachi.

Tel: 021-34534261, 021-34536315, Cell : 0321-2670041

Octara Cancellation Policy

Our Cancellation Policy is activated as soon as the duly filled signed & stamped Octara Registration Form is received from the client. Cancellations made at least 10 working days prior to the course will be refunded in full. If a booking is cancelled 10 to 7 working days before a course, a Cancellation Fee of 25% of the course fee is payable. For cancellations made within 7 working days, no refunds can be given. Cancellations must be confirmed by letter, fax or email. Substitutions may be made at any time. Notwithstanding the above, delegates may transfer to another course to be run within 6 months. Variance in the course fee will be invoiced or adjusted accordingly.

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Successful Project Management using MS Project 2010 In-house

This workshop can be customized to suit specific needs of your organization at significant savings. Please contact **Jason D'souza** at jason.bosco@octara.com or call at **0332-2422732** for more details

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Practical Pricing for Results Omar Abedin

5 - 6 June 2012, Karachi | 7 - 8 June 2012, Lahore

Information Security Masterclass Nahil Mahmood

Course I:

Essentials of Information Security
7 June, 2012, Lahore | 11 June 2012, Karachi

Course II:

Information Security for Managers
8 June, 2012, Lahore | 12 June 2012, Karachi

Using EI to build Relationships Graham Moore

13 June 2012, Karachi | 15 June 2012, Lahore

Effective Financial Presentations Ali Saeed

14 June 2012, Lahore | 15 June 2012, Karachi

Six Sigma Service Excellence Sahib Karim Khan

18 - 19 June 2012, Karachi | 20 - 21 June 2012, Lahore

Certificate in Procurement Management Dr. Dermot Carey

18 & 19 June 2012, Karachi | 21 - 22 June 2012, Lahore

Business Ethics and Leadership Paradigm Change Ramiz Allawala

20 June 2012, Lahore | 23 June 2012, Karachi

From Ledgers to Leadership – A Journey Through The Finance Function Nadir Jamal and Ali Saeed June 2012

*Octara reserves the right to change courses, dates, content or method of presentation.