**Subject: Microsoft Project 2010 course offer**

Good day from **OCEAN**

We are pleased to bring to you the following training course offer:

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| **Course Title** | | | | **Duration** | | **Starting Date** | | **Ending Date** | | **Price**  **JD** | |
| Microsoft Project 2010 | | | | 20 hrs  5:30pm To 9:30pm | | 16/5/2012 | | 21/5/2012 | | **200** | |

\* Trainers have 15 years of experience and Certified primavera trainer from oracle.

Our training courses are unique and provide the best value for the money. Our trainers and facilitators combine their knowledge and expertise to bring progress and development to yourself and to your organization and will ensure that every aspect of program development meets and exceed your needs and expectations.

Kindly find attached the course outline.

For more information or clarifications, please do not hesitate to contact us.

Best Regards,

Mohammad Dassan

**Introduction:**

The best way to learn about Microsoft Project is to start to use it to perform basic project management tasks**.** Managing projects can be as exciting as scheduling the next space shuttle or as mundane as planning routine production-line maintenance. A project can be as rewarding as striking oil or as disastrous as the maiden voyage of the *Titanic*. Projects can have budgets of $5 or $5,000,000. One thing that all projects have in common, however, is their potential for success or failure — the promise that if you do it right, you’ll accomplish your goal.

**Objectives & Benefits:**

* Identify the basic features and components of the Microsoft Project environment.
* Create a new project plan file and enter project information.
* Manage tasks by organizing tasks and setting task relationships.
* Manage resources for a project.
* Manage project costs**.**

**Methodology:**

Everybody does projects. Building a tree house is a project; so is putting a man on the moon. From the simplest home improvement to the most complex business or scientific venture, projects are a part ofmost of our lives**.** But exactly what is a project and what can you do to manage all its facets? Some projects are defined by their randomness. Missed deadlines, unpleasant surprises, and unexpected problems seem to be as unavoidable as the weekly staff meeting. Other projects have few problems. Nevertheless, the project that goes smoothly from beginning to end is rare.

**Who should attend?**

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

**Course Lecturer: (Brief Profile)**

Kholoud shaker Ibrahim, Master degree in international business with bachelor degree in accounting,5 years in business affairs, 9years in Project management field With PMP,RMP,SP,PMOC certificates Six years professional trainer in PMP, RMP,SP,PMOC,MS Project 2010,strategic planning and other interpersonal skills . And 4 years’ experience Part time instructor in Philadelphia and Yarmouk university . One year Teacher assistant at University of Michigan”UOM” IN USA. Project manager assist manager in JPMC since 2007**.**

**Teaching experience :**

* PMP & RMP ,SP professional trainer at,NYIT,KSA,UAE,Kuwait ,Bahrain &Gulf Area 2007-2012.
* PMP,RMP Trainer AT Abu Ghazaleh academy.
* Soft skills trainer in strategic planning, business analysis,business ethics, communication ,leadership, and negotiation skills.
* Teacher assistant/University of Michigan/finance department 2008-2009.
* Part time lecturer at Yarmouk University 2006 MIS Faculty.
* Part time instructor at Philadelphia University 2003-2005.
* Volunteer instructor in Injaz Program 2004-2006.

**Course Outline/ Program( INTRODUCTORY LEVEL 20 HOURS).**

Chapter 1: **The Nature of Projects**.

* Understanding Projects.
* Project lifecycle.
* Project success.
* Project management Processes.

**Chapter 2: Exploring the Microsoft Project Environment.**

* **Taking a First Look at Project.**
* Starting Project.....
* Using the Ribbon.......
* Introducing the Quick Access Toolbar (QAT) ...
* Working with the Mini Toolbar.....
* Understanding Backstage view**.....**
* **Examining the Gantt Chart view.**

**Chapter 3 : Creating a New Project.**

* Opening a Project File.
* Establishing Basic Project Information.
* Looking at Project Calendars.
* Working with Tasks.
* Saving Project Files.
* Working with a Project Outline.
* Getting Help.

**Chapter 4 : Building Tasks.**

* Establishing Timing for Tasks.
* Assigning Task Timing.
* Using Recurring Tasks.
* Establishing Constraints and
* Deadline Dates.
* Entering Task Notes.
* Establishing Dependencies among Tasks.
* Viewing Dependencies.
* Deleting Dependencies.

**Chapter 5 : Creating Resources and Assigning Cost.**

* Understanding Resources.
* Creating a Resource List.
* Modifying Resource Information.
* Assigning Resources to Tasks.
* Handling Unusual Cost Situations.

**Chapter 6 : Understanding the Basics of Views.**

* Admiring the Views:
* Calendar
* Gantt Chart ...
* Gantt with Timeline.
* Tracking Gantt..
* Network Diagram Descriptive
* Network Diagram Resource Allocation
* Resource Form
* Resource Graph
* Resource Name Form Resource Sheet.
* Task Usage.
* Task Sheet.

**Chapter 7 : Resolving Scheduling Problems.**

* Identifying Scheduling Problems.
* Resolving Scheduling Conflicts.
* Using the Critical Path to Shorten a Project..

**Chapter 8: Tracking Your Progress.**

* Understanding the Principles of Tracking.
* Using Baselines.

**Chapter 9: Modifying the Appearance of Your Project.**

* Changing Project’s Looks.
* Changing task bars.

**Chapter 10 : Reporting on Progress . .**

**Personal Information:**

**Kholoud . I**

* **Personal Information and Career Objective:**

**A highly resourceful , flexible, innovative, and enthusiastic project manager with more than 9 years in this field. Possessing considerable experience of managing projects from beginning to end, defining the project plan, timeline, scope and executing the analysis before providing detailed recommendations. Having an impressive track record of delivering major operational improvement and of orchestrating people, schedules and resources for optimum productivity, efficiency and quality.**

**Keen to find a challenging position within an ambitious company where I will be able to continue to increase my project management skills.**

* **Academic Qualifications:**

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| * **Master in International Business .2003.**   **Jordan Institute of Diplomacy, Amman-Jordan.** |
| * **Bachelor in Accounting.**   **Yarmouk University.**   * **Professional certifications:** |
| * **PMP- Certified Project Management Professional).** * **RMP-PMI Certified Risk Management Professional (RMP-PMI).** * **SP-PMI Certified Schedule management professional (SP-PMI).** |
| * **PMI (Project Management Institute USA www.pmi.org.** |

* **Areas of Expertise :**
* **Project & Program Management.**
* **Project management office (PMO).**
* **Enterprise Resource Planning Solutions (ERP).**
* **Quality Management System.**
* **Strategic Planning and execution.**
* **Advanced Communication Skills.**
* **Analytical and Organizational Skills.**
* **Professional Training & Coaching.**
* **Business Process analysis & management.**
* **Risk management analyst.**
  + **Documentation and navigation.**
* **Project Manager – Key Skills for Project Manager.**
* **An experienced team leader with the ability to initiate/manage cross-functional teams and multi-disciplinary projects.**
* **Critical thinking, decision making and problem solving skills.**
* **Planning and organizing.**
* **Excellence Personal Communication skills.**
* **Influencing, leading, negotiating and delegating abilities.**
* **Conflict resolution.**
* **Adaptability.**
* **Tolerant to stressed situations.**
* **Work Experience :**

**Jordan Phosphate Mines Company 2002-2011**

* **Project manager Director:**

**Duties:**

* **Led and developed full scale of project plans and executions.**
* **Responsible for more than one cross-company project at a time.**
* **Define the project scope of work, financial plan, its goals and deliverable.**
* **Managed all aspects of the project business plan and budget.**
* **Managed the operational, financial and technological aspects of projects based on time-lines and work plans.**
* **Identified resources requirement, assigned responsibilities and coordinated directly and indirectly project staff to ensure successful completion of the project.**
* **Tracked project deliveries using project management tools.**
* **Managed the design of the project documents to monitor project performance and data stored.**
* **Reported on project progress and communicated relevant information to superiors.**
* **Resolved, traced and escalated critical issues to minimize project risk factors.**
* **Prepared the QA procedure of the project.**
* **Directed, supervised, supported and coordinated the project staff. .**
* **Communicated intensively with clients, sub-contractors and vendors to establish cordial/effective working relationship.**
* **Followed up with clients to verify satisfaction.**
* **Prepared weekly and monthly project status reports for management.**
* **Teaching and Training Experience.**
* Four years Professional trainer in Project Management ,Risk management, Scheduling management with more than 30 training courses in both.
* Professional trainer in Strategic planning, Business analysis, Business ethics, communication, leadership and negotiation skills.
* Teacher assistant at University of Michigan in Finance.
* Volunteer instructor in Injaz Program 2005-2007.
* Part time instructor at Philadelphia Private University in management information system.2003-2006.
* Part time instructor at Yarmouk University 2006.
* **Skills and Languages:**
* Time management.
* Self-studying and learning skills.
* Excellent presentation skills.
* Working under pressure, and with Multi-site teams.
* Crisis management and conflict resolution.
* Excellent conversation skills. (Difficult conversation skills training courses. USA/MEAN State.
* Strong communication skills.
* Organizational skills.
* Decision making and business analysis skills.