



SCHEDULING USING MS PROJECT 2016



Aug 10-11, 2026 | 9AM | FMM Eastern

OVERVIEW

A project is composed by many activities and each activity includes a beginning and an end. In the same manner, people have different times and different availabilities and all this must be rationally included in a project schedule. Project scheduling helps project managers communicate and deal with team members as well as stakeholders and also helps keeping the project on track. Specifically, a project schedule includes Milestones, Deliverables, Tasks required to complete the results, Dependencies between tasks, Requirements and allocation of resources, Deadlines, time intervals and duration of activities. Without project management software scheduling like Project 2016 and above, you're forced to manage task and milestone interdependencies separately usually on papers or in Excel worksheets. Every time one date changes, you must manually alter the date of all impacted tasks and milestones. This process is both time consuming and at high risk for manual errors. Team members can access it in order to update their own progress, leave comments on tasks, and monitor what work is coming up next for them. Stakeholders can quickly see how the project is doing without having to ask you for information or relying on an old, stale report. The trainer will carefully show you how to use Project 2016 and above to achieve the objectives set out in this course.

OBJECTIVES

- Setting up projects and calendars
- Creating tasks and milestones
- Linking and timing tasks
- Setting up and assigning resources
- Understanding duration, work, and units
- Filtering and grouping items with views
- Adding tasks to a baseline
- Updating progress and costs
- Viewing project status
- Running reports
- Importing and exporting projects
- Tracking status

METHOD

This program will utilize colourful presentation slides, exercises basing on actual projects and active discussions to shorten the participants' learning curves. In Day 1, participants will learn how Project Scheduling comes into the picture in Project Management. Whilst in Day 2, exercise will be of intermediate level to enhance the controls of the Microsoft Project features.



09-560 6554/5224
fmmeastern@fmm.org.my

COURSE OUTLINE

8.45AM Registration of Participants
9.00AM → Overview of project & project management
→ Project management tools
10.30AM Morning Tea Break
10.45AM → Why project management software (PMS)
1.00PM Lunch Break
2.00PM → Microsoft project 2010>2013>2016>2019
3.30PM Evening Tea Break
3.30PM → Explore the project 2016 window
5.00PM End of Programme Day 1

DAY 1

8.45AM Registration of Participants
9.00AM → Prepare a project plan
→ Creating a project plan
10.30AM Morning Tea Break
10.45AM → Detailed project plan - Critical path
→ Detailed project plan- Work breakdown structure
1.00PM Lunch Break
2.00PM → Detailed project plan - Resources
3.30PM Evening Tea Break
3.30PM → Detailed project plan - Sharing project information
→ Tracking status
5.00PM End of Programme Day 2

DAY 2



SCHEDULE USING MS PROJECT 2016

August 10-11, 2026 | 9AM-5PM | FMM Eastern Branch

... ADMINISTRATIVE DETAILS ...

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider : **FMM Institute Eastern**
- MyCoID : **475427W_EASTERN**
- HRD Corp Programme No : **Provided upon registration**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes,

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed as confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

ENQUIRIES & REGISTRATION

Ms Wanhui/ Ms Elly
Email : fmmeastern@fmm.org.my
Tel: 09-560 6554/ 5244

Please tick accordingly:

- Fees:** **FMM Member: RM 972.00/pax**
(inclusive of 8% Service Tax)
- Non Member: RM 1,080.00/pax**
(inclusive of 8% Service Tax)

Fees include course materials and Certificate of Attendance

CANCELLATION

- Must be writing with reasons.
- 7 days before the course - No payment charged.
- 3-6 days before the course - 50% payment charged.
- < 3 days before the course - Full payment charged.
- Participants who did not turn-up will be charged full payment.
- Replacements can be accepted at no additional cost.

PAYMENT

- **Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Eastern.
- For **HRD Corp claimable course**, an **attendance of 100% is a must**, in any case, **employers will be billed in full.**

Closing Date
July 30, 2026

REGISTRATION FORM

Dear Sir / Madam, please register the following participant(s) for the above programme.

No	Name	Designation	I/C Number	Email	H/P No.
1.					
2.					

(Please attach a separate list if space is insufficient)

We will **be claiming under HRD Corp Claimable Courses (SBL-Khas)** but full payment would be made to FMM Institute in the event that no disbursement from HRD CORP under any circumstances.

We will **NOT BE CLAIMING under training grant from HRD Corp.** Payment will be made to account payee **FMM Institute** by cheque or bank transfer to **MAYBANK Account No. 5560-1106-3275**

Submitted by:

Name : _____ Designation: _____

Company : _____ FMM Membership No. : _____

Address : _____

Email : _____ Tel: _____ Fax: _____

TIN No. : _____ SST No: _____

Company Stamp