**MICROSOFT PROJECT WORKSHOP**

From 10th until 12th April 2012, my beloved classmate and I were having a Microsoft Project Workshop at Tanjung Piai Resort. From this workshop, I have learnt something new regarding the sequence of work done on site as well as scheduling and planning the duration of each activity to be completed. Besides, I also learnt how to control and monitor the cost and the resources of each activity by using the Microsoft Project.

For first timer like me, it quite complicated to use this software. Thanks to god because with my friendly and smart group mates’ helps, I manage to understand and amateur this software within no time.

Microsoft project commonly used in properties development, construction, or any kind of projects that required monitoring. [Microsoft Project](http://www.microsoft.com/project/en-us/product-information.aspx) is a software application which has the program that allows users to:

1. Understand and control project schedules and finances.
2. Communicate and present project information.
3. Organize work and people to make sure that projects are completed on schedule.

Microsoft Project starts by give us two options whether we want to have output in term of early start or late finish first. After that, we can have the Gantt Chart since this is the easiest way to control each activity. We need to key in all the data requires first before proceed creating relationships between the tasks. This kind of link usually will form a critical path in Network Diagram. We can avoid or reduce the critical path by having other type of relationships such as start to start and finish to finish links.

In order to assigning resources we can use the Resource Sheet in Microsoft Project to create a list of the people, equipment, and material resources that make up our team and carry out the project tasks. The resource list will consist of work resources or material resources. After modified and confirmed the flow of activities then we save it. After that, we can see our cash flow, cost estimation, scheduling of the project and more.