



PROJECT PLANNING AND CONTROL USING MICROSOFT PROJECT

COURSE SUMMARY

Project Planning and Control protects your project from risk and will ensure it stays on track for delivery, even when things change during the project's life-cycle. Without the right tools and processes in place, it can be challenging to maintain momentum on a project, minimise risk, keep stakeholders informed and stick to tight timescales and budgets. One of planning and scheduling tools that has been using in industry is Microsoft Project software.

COURSE OUTLINE

1.0 Project Management Concepts & Methods

- What is Project? Understand Construction Project Lifecycles and its process.
- Recognize Project Planning and Controlling techniques and methods and its development history.
- Common conceptions and misconceptions in Project Planning and Controlling.

2.0 Getting Started with Microsoft Project®

- Understand what work programme is all about, and the clockwork behind Microsoft Project®.
- Initial preparations: abstracting project data from drawings and Bill of Quantity.
- Exploring Microsoft Project® interface and its basic functions and customize layout.

3.0 Activity Scheduling and Networking

- Setting up primary working calendars and secondary or multiple calendars.
- Develop WBS, work groups or phases, cascading activities or tasks and Gantt chart.
- Create new activities, insert activity details and build its interdependent relationships.

4.0 Resource Assignment and Allocation

- Understand resource type and its capability.
- Correlate resource productivity with task duration.
- See resources used in a project, which task it is responsible for and total quantity needed

5.0 Optimizing Work Programme

- Why critical tasks are critical and how to identify them?
- What is the difference between slack and lag and how to use them?
- Improve critical tasks to optimize project duration and meet project completion date.

6.0 Generate Project Price S-Curve Chart

- Common S-Curve used in Malaysia construction industry and its misconception.
- Extracting project price from Bill of Quantity and incorporate it into Microsoft Project®
- Generate S-Curve automatically using Microsoft Project® tool or manually with Microsoft Excel®.

7.0 Tracking & Interpreting Project Performance

- Actual vs. Planned: spot the difference.
- Know the etiquette of on-going project data collection and archiving.
- Create baseline, add actual data, compare them and interpret project performance.

8.0 Work Programme Printing and Security

- Identify your audience and crucial information to be shown.
- Show, hide or rearrange work programme layout and appearance.
- Tweak printing format and protect project file



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TENTATIVE PROGRAMME (ONLINE COURSE)

DAY 1

- 8.30 am – 9.00 am - Online registration
- 9.00 am – 11.00 am - Project Management Concepts & Methods
- 11.00 am – 1.00 pm - Getting Started with Microsoft Project©
- 1.00 pm – 2.00 pm - Lunch break
- 2.00 pm – 3.30 pm - Activity Scheduling and Networking
- 3.30 pm – 5.00 pm - Resource Assignment and Allocation
- 5.00 pm - Class dismiss

DAY 2

- 9.00 am – 11.00 am - Optimizing Work Programme
- 11.00 am – 1.00 pm - Generate Project Price S-Curve Chart
- 1.00 pm - 2.00 pm - Lunch break
- 2.00 pm – 3.30 pm - Tracking & Interpreting Project Performance
- 3.30 pm – 5.00 pm - Work Programme Printing and Security
- 5.00 pm - Class dismiss and certification award

CONTRACTOR CONTINUOUS DEVELOPMENT (CCD)



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COURSE

20 POINTS



ONLINE COURSE

RM250/PAX

COURSE TITLE:

PROJECT PLANNING & CONTROL USING MICROSOFT PROJECT

20 POINTS CCD

DATE: 19 – 20 DECEMBER 2022

CLICK BELOW FOR MORE INFO:

TIME: 9.00 AM – 5.00 PM

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[COURSE OUTLINE](#)



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