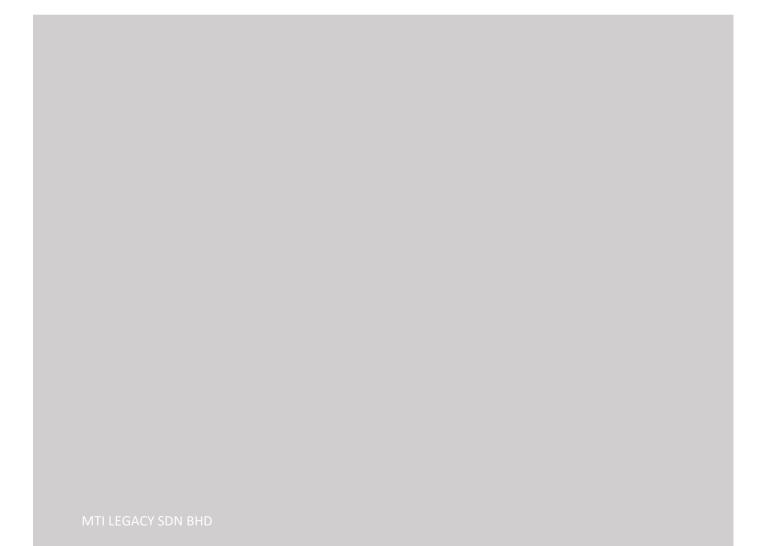


# PROJECT PLANNING AND CONTROL USING MICROSOFT PROJECT



#### **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<sup>©</sup>

- Understand what work programme is all about, and the clockwork behind Microsoft Project<sup>©</sup>.
- Initial preparations: abstracting project data from drawings and Bill of Quantity.
- Exploring Microsoft Project<sup>©</sup> 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?
- Improvise 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<sup>©</sup>
- Generate S-Curve automatically using Microsoft Project<sup>©</sup> tool or manually with Microsoft Excel<sup>©</sup>.

#### 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



## PROJECT PLANNING AND CONTROL USING MICROSOFTPROJECT

## **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	<ul> <li>Optimizing Work Programme</li> </ul>
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



## **ONLINE COURSE**

COURSE TITLE:

## PROJECT PLANNING & CONTROL USING MICROSOFT PROJECT

DATE: 19 - 20 DECEMBER 2022

TIME: 9.00 AM - 5.00 PM

Register Now

20 POINTS CCD

RM250/PAX

CLICK BELOW FOR MORE INFO:

**TRAINER'S PROFILE** 

**COURSE OUTLINE** 

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