

Course Objectives:

- To create awareness and understanding in Project Scheduling.
- To provide basic knowledge to JKR Construction Managers to perform project scheduling development, monitoring & control applicable with project scheduling guideline & specification that have been developed.
- To learn how to :
 - ⇒ Develop realistic schedules to achieve timely project delivery
 - ⇒ Calculate critical path to determine project duration
 - ⇒ Check effectiveness of resource planning to build realistic baseline for schedule and cost
 - ⇒ Perform S-Curve (financial & physical)
 - ⇒ Track project's progress & performance
 - ⇒ To evaluate and perform control changes in project

Target Groups :

This course is for Construction Managers and Project Team Members who have to manage projects and learn the basic principles needed to plan, monitor & control a project schedule using Microsoft Project software.



prokom 
PROJECT MANAGEMENT EXCELLENCE

**Tingkat 27 & 28, Menara PJD,
No. 50, Jalan Tun Razak,
50400 Kuala Lumpur**

**Phone: 03-2618 7669
Fax: 03-4041 1940
www.jkr.gov.my/prokom**

prokom 
PROJECT MANAGEMENT EXCELLENCE

Project Scheduling-Intermediate Module

Project Management Excellence

Based on the documentation and methodologies of
PROJECT MANAGEMENT BEST PRACTICES
(PMBOK)

BEST PRACTICES IN PROJECT MANAGEMENT

Project Scheduling - Intermediate Module

About This Course :

This 2 1/2 -days course provides participants with the knowledge and skills to plan and manage projects using Microsoft Project software.

| Time | DAY 1 |
|----------|---|
| 8.00 am | Course Registration |
| 8.30 am | Opening Address |
| 9.00 am | <ul style="list-style-type: none"> • Training content & methodologies • Overview of Project Management • Project Case Briefing • Introduction to Microsoft Project 2010 |
| 10.00 am | Tea Break |
| 10.30 am | Project Scope Planning <ul style="list-style-type: none"> • Scope definition • Create WBS |
| 11.30 am | Activity Sequencing |
| 1.00 pm | Lunch |
| 2.30 pm | Activity Resource Planning |
| 3.30 pm | Activity Duration Estimate |
| 5.00 pm | End of Day 1 |

| Time | DAY 2 |
|----------|--|
| 8.30 am | Create Calendar |
| 9.30 am | Tea Break |
| 10.00 am | <ul style="list-style-type: none"> • Critical Path Method (CPM) • Perform CPM (Exercise) |
| 11.00 am | Schedule Compression |
| 1.00 pm | Lunch |
| 2.30 pm | Project Cost Planning |
| 3.30 pm | Perform Financial S-Curve |
| 5.00 pm | End of Day 2 |

| Time | DAY 3 |
|----------|--|
| 8.30 am | Project Progress Tracking & Performance |
| 9.30 am | Tea Break |
| 10.00 am | Project Progress Tracking & Performance (cont..) |
| 11.00 pm | Project Control |
| 12.45 pm | Closing |
| 1.00 pm | End of Day 3 |

Contact Information :

Abd. Rahman bin Shamsuddin
 Email : AbRahmanS@jkr.gov.my
 Tel : 03—2618 7684

Noraniza binti Mohamad Yusof
 Email : noraniza@jkr.gov.my
 Tel : 03—2618 7538

**CAWANGAN PENGURUSAN PROJEK
KOMPLEKS (PROKOM)**

**Tingkat 27 & 28, Menara PJD,
No. 50, Jalan Tun Razak,
50400 Kuala Lumpur**

**Phone: 03-2618 7669
Fax: 03-4041 1940**