

FOLDER 10

- **Pemantauan
Kerja Projek**



MICROSOFT PROJECT



PEMANTAUAN KERJA PROJEK - *Menentukan Baseline*



Baseline

- **Pelaksanaan**
- **Pemantauan**
- **Kawalan**
- **Kelulusan**

MICROSOFT PROJECT

Hands-On



Menetapkan Baseline

ProjectIKRDewanSerbagunadan PondokREV0[7]crashing&fasttracking - Microsoft

Gantt Chart Tools

File Task Resource Project View Format

Calibri 11

0% 25% 50% 75% 100%

Mark on Track

Respect Links

Inactivate

Manually Schedule

Auto Schedule

Inspect

Move

Mode

Task

Gantt Chart

Calendar

☒ **Gantt Chart**

Network Diagram

Resource Sheet

Resource Usage

Resource Form

Resource Graph

Task Usage

Task Form

Task Sheet

Team Planner

Timeline

Tracking Gantt

Reset to Default

Task Mod	Task Name	Duration	Start	Finish	Pred
	Membina Bangunan Serbaguna Dan Pondok Pengawal JKR	184 days	Sat 10/1/11	Thu 6/28/12	
	Project Start	0 days	Sat 10/1/11	Sat 10/1/11	
	Preliminaries	184 days	Sun 10/2/11	Thu 6/28/12	
	Performance Bond & Insurance	7 days	Sun 10/2/11	Mon 10/10/11	2
	Site Office	4 days	Tue 10/11/11	Sun 10/16/11	4
	Setting Out	7 days	Tue 10/11/11	Wed 10/19/11	4
	Progress Report	180 days	Tue 10/4/11	Tue 6/26/12	
	Certificate Of Fitness for Building(CCC)	14 days	Mon 6/11/12	Thu 6/28/12	29,3

Aug 21, '11 Oct 9, '11

T F S S

10/1

Menetapkan Baseline

Project JKR 010311 rev0_baseline1 - Microsoft Project

File **Task** **Resource** **Project** **View** **Add-Ins** **Acrobat** **Format**

Subproject Project Information Custom Fields Links Between Projects WBS Change Working Time Calculate Project **Set Baseline** Move Project

Status Date: 19 12 11 Update Project Sync to Protected Actuals Visual Reports Reports Compare Projects Spelling Proofing

Set Baseline

Take a snapshot of your schedule that includes information about tasks, resources, and assignments.

Compare multiple baselines to see how your project has changed over time.

	Task Name	Duration	Start	Finish	Resources
1	Projek Membina bangunan serbaguna Dan Pondok Pengawal JKR	185 days	Tue 01 03 11		
2	Project Start	0 days	Tue 01 03 11		
3	Preliminaries	185 days	Tue 01 03 11		
4	Performance Bonds & Insurance	7 days	Tue 01 03 11	Wed 09 03 11	2
5	Site Office	4 days	Thu 10 03 11	Tue 15 03 11	4
6	Setting Out	7 days	Thu 10 03 11	Sun 20 03 11	4
7	Progress Report	179 days	Tue 01 03 11	Tue 22 11 11	
28	CCC	14 days	Sun 13 11 11	Wed 30 11 11	29;35;49;56;5
29	External Works	157 days	Mon 21 03 11	Thu 10 11 11	
30	Earthworks	42 days	Mon 21 03 11	Mon 23 05 11	6
31	Drain	23 days	Wed 27 07 11	Mon 29 08 11	37;52
32	Road	29 days	Mon 22 08 11	Wed 05 10 11	31FS-6 days
33	Turfing	22 days	Thu 06 10 11	Wed 09 11 11	32
34	Fence	23 days	Thu 06 10 11	Thu 10 11 11	32
35	bangunan Serbaguna	106 days	Tue 24 05 11	Tue 25 10 11	
36	Frame	34 days	Tue 24 05 11	Sun 10 07 11	30
37	Wall	16 days	Tue 05 07 11	Tue 26 07 11	36FS-4 days
38	Roof	35 days	Mon 11 07 11	Mon 29 08 11	36

Tracking Gantt

01 03

0%

0%

0%

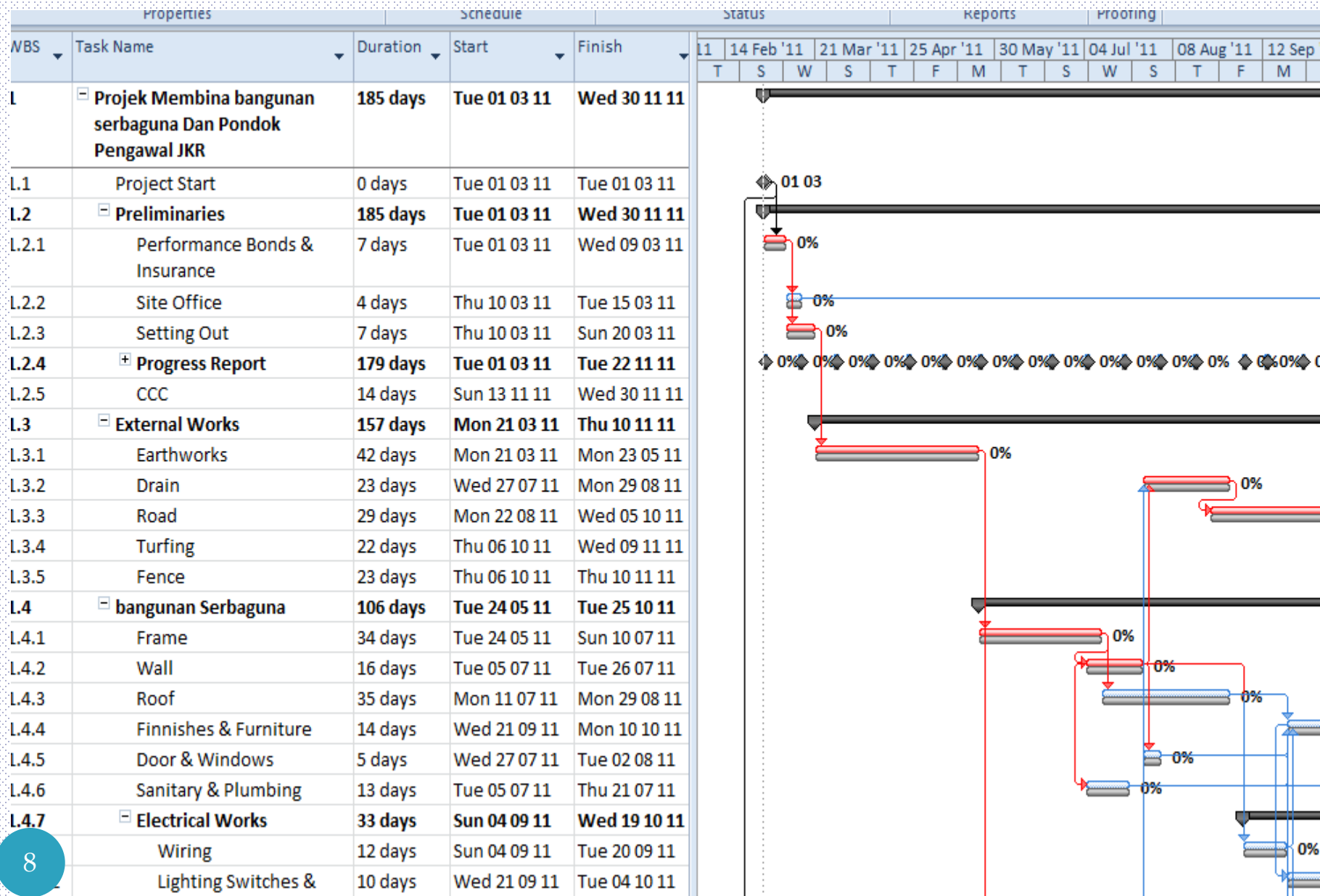
0% 0% 0% 0% 0% 0% 0%

0%

Menetapkan Baseline

7

Menetapkan Baseline



MICROSOFT PROJECT



PEMANTAUAN KERJA PROJEK - Menentukan Status Kemajuan Projek

Menentukan Tarikh Kedudukan atau Garisan Tracking

The screenshot displays the Microsoft Project interface. The 'Project' tab is selected in the ribbon, and the 'Project Information' task is highlighted. The 'Project Information for 'Project Baseline 1 (190711)'' dialog box is open, showing the following details:

- Start date: Tue 01/03/11
- Current date: Tue 19/07/11
- Finish date: Wed 30/11/11
- Status date: Sun 17/07/11 (circled in red)
- Schedule from: Project Start Date
- Calendar: Standard
- Priority: 500

A calendar widget for July 2011 is visible, with the date 19 highlighted. A purple callout box indicates the 'Status Date : 25/1/2012'. The background shows a Gantt chart with tasks like 'Electrical Works' and 'RM0'.

Tracking Gantt

10

Menentukan Tarikh Kedudukan atau Garisan Tracking

Project Baseline 1 (190711) - Microsoft Project (Product Activation Failed)

File Task Resource Project View **Format**

Text Styles **Gridlines** Layout Insert Column Column Settings Custom Fields Columns Bar Styles Gantt Chart Style

Format Critical Tasks Slack Baseline Slippage Late Tasks

Gridlines

Line to change: Middle Tier Column Bottom Tier Column Current Date Sheet Rows Sheet Columns Title Vertical Title Horizontal Page Breaks Project Start Project Finish **Status Date**

Normal

Type: Color:

At interval

None 2 3 4 Other: 0

Type: Color:

Help OK Cancel

Task Mode	WBS	Task Name	Fixed Cost	Fixed Cost Accrual	total c
1	1	Projek Membina Bangunan Serbaguna	RM0	Prorated	
2	1.1	Project Start	RM0	Prorated	
3	1.2	Preliminaries	RM0	Prorated	
34	1.3.5	Fence	RM80,000	Prorated	
35	1.4	Bangunan Serbaguna	RM0	Prorated	
36	1.4.1	Frame	RM60,000	Prorated	
37	1.4.2	Wall	RM30,000	Prorated	
38	1.4.3	Roof	RM40,000	Prorated	
39	1.4.4	Finishes & furniture	RM60,000	Prorated	
40	1.4.5	Door & Windows	RM20,000	Prorated	
41	1.4.6	Sanitary & Plumbing	RM40,000	Prorated	
42	1.4.7	Electrical Works	RM0	Prorated	
43	1.4.7.1	Wiring	RM20,000	Prorated	

July 2011

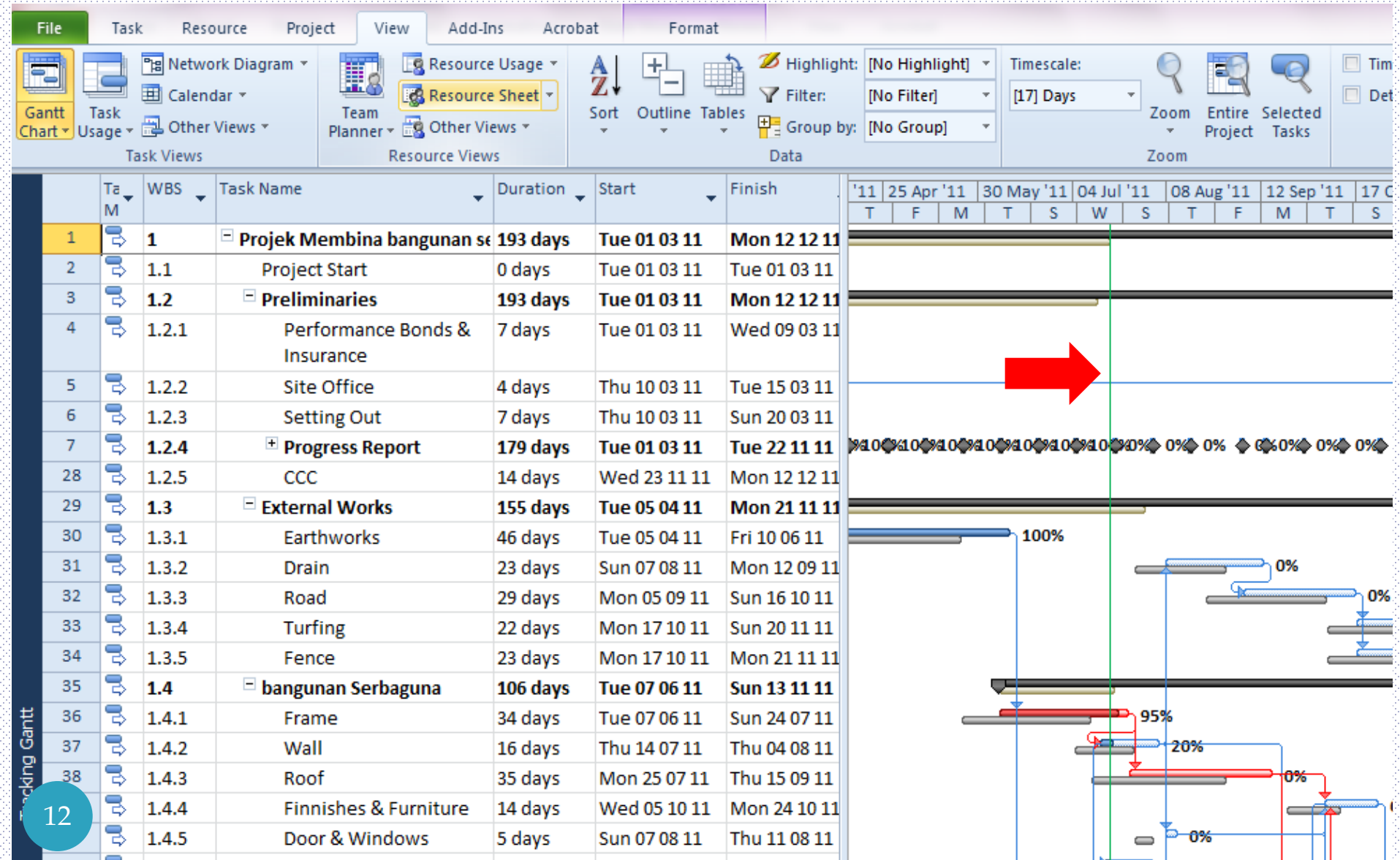
26 29 02 05 08 11 14 17 20 23 26 29 01

0% 0%

0% 0%

0%

Menentukan Tarikh Kedudukan atau Garisan Tracking



MICROSOFT PROJECT



PEMANTAUAN KERJA PROJEK - Pengesanan Kemajuan (Update Schedule Progress)

Proses- Proses Pengesanan Kemajuan



Analisa Kemajuan Projek



Baseline :	Status Date: ?	Schd. Progress	Actual Progress	Variance	Actions
Financial Progress					
Physical Progress					
Project Finish Date					

Status Kemajuan Mengikut Jadual

Project Baseline 1 (190711) - Microsoft Project (Product Activat

Gantt Chart Tools

File Task Resource Project **View** Format

Task Views: Gantt Chart, Task Usage, Network Diagram, Calendar, Other Views

Resource Views: Resource Usage, Resource Sheet, Team Planner, Other Views

Sort: A-Z, Z-A, +, -

Outline: +, -

Tables: **Tables**

Highlight: [No Highlight]

Filter: [No Filter]

Group by: [No Group]

Timescale: [3] Days

Zoom: [Zoom In/Out]

Built-In

- Cost
- Entry
- Hyperlink
- Schedule
- ☒ **Tracking**
- Variance
- Work
- Summary
- Usage
- Reset to Default
- Save Fields as a New Table
- More Tables...

	Task Name	Act. Start	Act. Finish	% Comp.	Phys. % Comp.
1	Projek Membina Bai	NA	NA	0%	0%
2	Project Start	NA	NA	0%	0%
3	Preliminaries	NA	NA	0%	0%
4	Performance B	NA	NA	0%	0%
5	Site Office	NA	NA	0%	0%
6	Setting Out	NA	NA	0%	0%
7	Progress report	NA	NA	0%	0%
28	CCC	NA	NA	0%	0%
29	External Works	NA	NA	0%	0%
30	Earthworks	NA	NA	0%	0%
31	Drain	NA	NA	0%	0%
32	Road	NA	NA	0%	0%
33	Turfing	NA	NA	0%	0%
34	Fence	NA	NA	0%	0%
35	Bangunan Serbagi	NA	NA	0%	0%
36	Frame	NA	NA	0%	0%
37	Wall	NA	NA	0%	0%

July 2011

9 02 05 08 11 14 17 20 23

0% 0%

0 days 23 days

0 days 23 days

0 days 106 days

0 days 34 days

0 days 16 days

0%

Status Kemajuan Mengikut Jadual

Project Baseline 1 (190711) - Microsoft Project (Product Activation Fa

File Task Resource **Project** View Format

Subproject Project Information Custom Fields Links Between Projects WBS Change Working Time Calculate Project Set Baseline Move Project Status Date: 17/07/11 Update Project Sync to Protected Actuals Visual Reports Com Proj Reports

	Task Name	Act. Start	Act. Finish	% Comp
1	Projek Membina Bai	NA	NA	
2	Project Start	NA	NA	
3	Preliminaries	NA	NA	
4	Performance B	NA	NA	
5	Site Office	NA	NA	
6	Setting Out	NA	NA	
7	Progress report	NA	NA	
28	CCC	NA	NA	
29	External Works	NA	NA	0%
30	Earthworks	NA	NA	0%
31	Drain	NA	NA	0%
32	Road	NA	NA	0%
33	Turfing	NA	NA	0%
34	Fence	NA	NA	0%
35	Bangunan Serbagi	NA	NA	0%

Update Project

☒ Update work as complete through: Sun 17/07/11

☒ Set 0% - 100% complete

☐ Set 0% or 100% complete only

☐ Reschedule uncompleted work to start after: Sun 17/07/11

For: ☒ Entire project ☐ Selected tasks

Help OK Cancel

Status Kemajuan Mengikut Jadual

Clipboard	Font	fx	Schedule	Tasks	Insert	Properties						
Task Name	Act. Start	Act. Finish	% Comp.	Phys. % Comp.	Act. Dur.	Act. Cost	15 Apr '11	30 May '11	04 Jul '11	08 Aug '11	12 Sep '11	
			F	M	T	S	W	S	T	F	M	T
[-] Projek Membina bangunan serbaguna Dan Pondok Pengawal JKR	Tue 01 03 11	NA	32%	0%	61.53 days	RM297,000						
Project Start	Tue 01 03 11	Tue 01 03 11	100%	0%	0 days	RM0						
[-] Preliminaries	Tue 01 03 11	NA	54%	0%	103.92 days	RM60,000						
Performance Bonds & Insurance	Tue 01 03 11	Wed 09 03 11	100%	0%	7 days	RM10,000						
Site Office	Thu 10 03 11	Tue 15 03 11	100%	0%	4 days	RM30,000						
Setting Out	Thu 10 03 11	Sun 20 03 11	100%	0%	7 days	RM20,000						
[+] Progress Report	Tue 01 03 11	NA	50%	0%	89.5 days	RM0	100%	100%	100%	100%	100%	100%
CCC	NA	NA	0%	0%	0 days	RM0						
[-] External Works	Tue 05 04 11	NA	32%	0%	49.86 days	RM35,000						
Earthworks	Tue 05 04 11	Fri 10 06 11	100%	0%	46 days	RM35,000	100%					
Drain	NA	NA	0%	0%	0 days	RM0						
Road	NA	NA	0%	0%	0 days	RM0						
Turfing	NA	NA	0%	0%	0 days	RM0						
Fence	NA	NA	0%	0%	0 days	RM0						
[-] bangunan Serbaguna	Tue 07 06 11	NA	19%	0%	19.65 days	RM65,000						
Frame	Tue 07 06 11	NA	95%	0%	32.3 days	RM57,000						
Wall	Thu 14 07 11	NA	20%	0%	3.2 days	RM6,000						
Roof	NA	NA	0%	0%	0 days	RM0						
Finnishes & Furniture	NA	NA	0%	0%	0 days	RM0						
Door & Windows	NA	NA	0%	0%	0 days	RM0						
Sanitary & Plumbing	Sat 16 07 11	NA	5%	0%	0.65 days	RM2,000						
[-] Electrical Works	NA	NA	0%	0%	0 days	RM0						
Wiring	NA	NA	0%	0%	0 days	RM0						
Lighting Switches &	NA	NA	0%	0%	0 days	RM0						

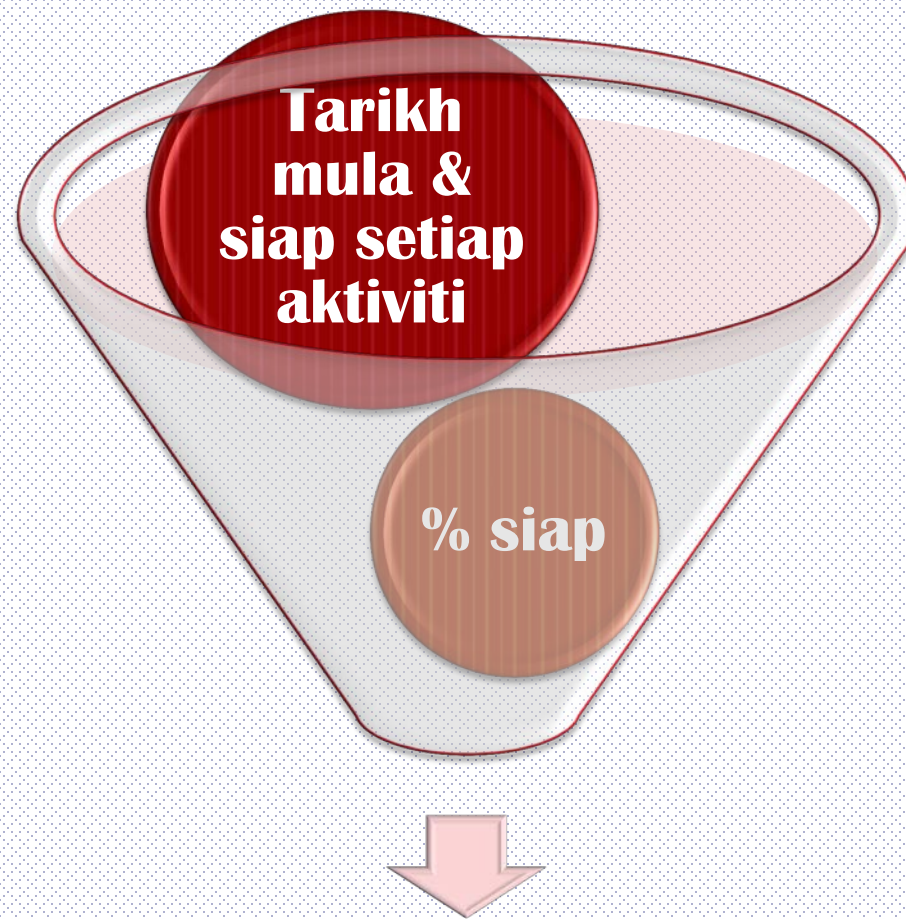
MICROSOFT PROJECT



PEMANTAUAN KERJA PROJEK

-Mengeskan Kemajuan
Sebenar Di Tapak
(Track Actual Progress)

Menilai Kemajuan Sebenar di Tapak



Yang Perlu disemak

Contoh : Mengesan Kemajuan Kerja di Tapak

No	Activity	Actual Start	Actual Finish	% Complete (pada tarikh tracking @ status date)
	Blok A			
1	Kerja Tanah	14/6	7/9	100
2	Kerja Struktur	10/8		80
3	Kerja Arkitek	14/9		20
4	Kerja M&E	24/9		5
	Blok B			
5	Kerja Tanah	20/6	14/9	100
6	Kerja Struktur	9/8		60
7	Kerja Arkitek	15/9		20
8	Kerja M&E			

Kemajuan Sebenar Fizikal & Kewangan

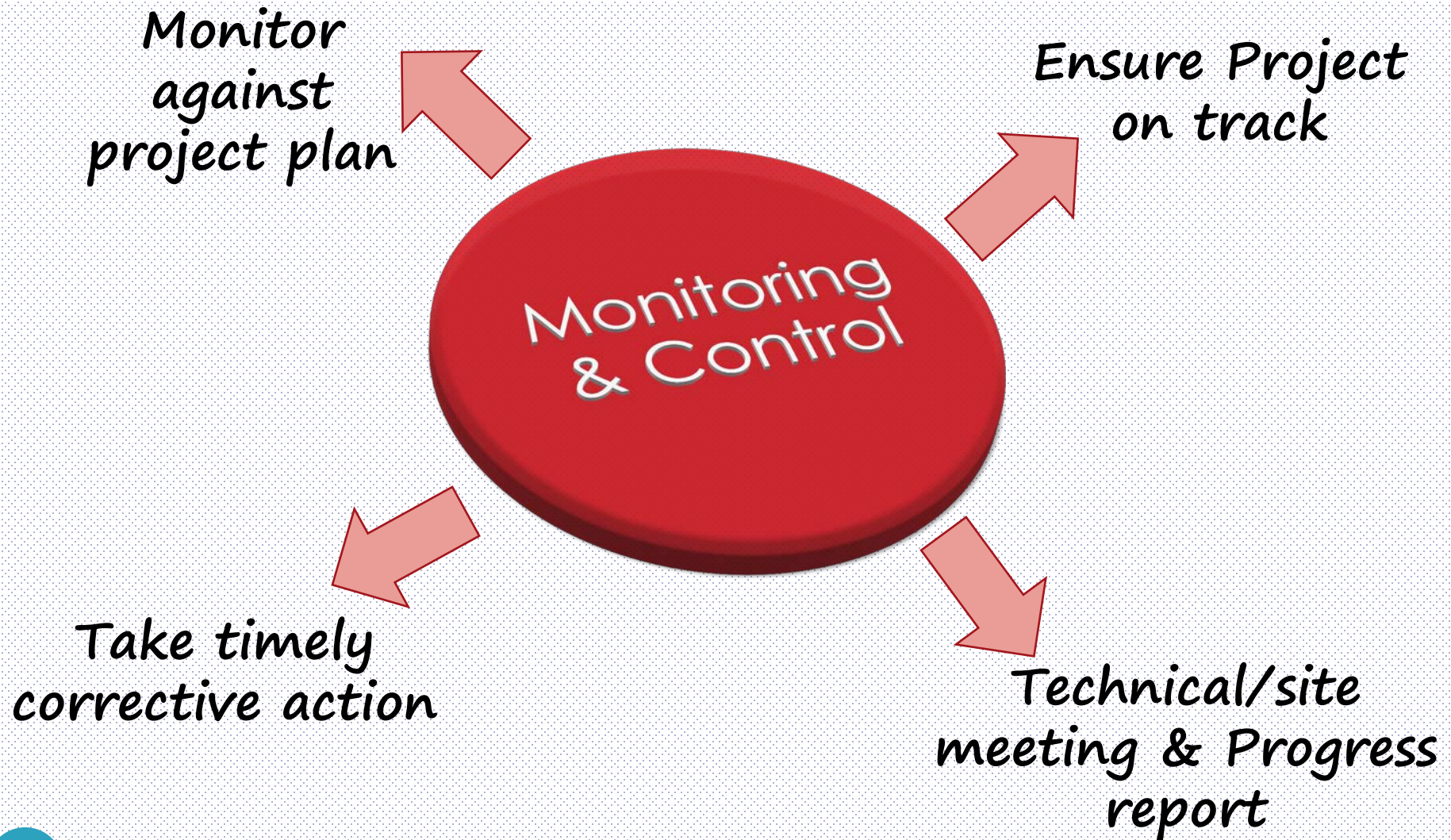
Clipboard		Font		Schedule		Tasks		Insert		Properties						
Task Name	Act. Start	Act. Finish	% Comp.	Phys. % Comp.	Act. Dur.	Act. Cost	15 Apr '11		30 May '11	04 Jul '11	08 Aug '11	12 Sep '11				
							F	M	T	S	W	S	T	F	M	T
Projek Membina bangunan serbaguna Dan Pondok Pengawal JKR	Tue 01 03 11	NA	32%	0%	61.53 days	RM297,000										
Project Start	Tue 01 03 11	Tue 01 03 11	100%	0%	0 days	RM0										
Preliminaries	Tue 01 03 11	NA	54%	0%	103.92 days	RM60,000										
Performance Bonds & Insurance	Tue 01 03 11	Wed 09 03 11	100%	0%	7 days	RM10,000										
Site Office	Thu 10 03 11	Tue 15 03 11	100%	0%	4 days	RM30,000										
Setting Out	Thu 10 03 11	Sun 20 03 11	100%	0%	7 days	RM20,000										
Progress Report	Tue 01 03 11	NA	50%	0%	89.5 days	RM0	100%	100%	100%	100%	100%	100%	0%	0%	0%	0%
CCC	NA	NA	0%	0%	0 days	RM0										
External Works	Tue 05 04 11	NA	32%	0%	49.86 days	RM35,000										
Earthworks	Tue 05 04 11	Fri 10 06 11	100%	0%	46 days	RM35,000										
Drain	NA	NA	0%	0%	0 days	RM0										
Road	NA	NA	0%	0%	0 days	RM0										
Turfing	NA	NA	0%	0%	0 days	RM0										
Fence	NA	NA	0%	0%	0 days	RM0										
bangunan Serbaguna	Tue 07 06 11	NA	19%	0%	19.65 days	RM65,000										
Frame	Tue 07 06 11	NA	95%	0%	32.3 days	RM57,000										
Wall	Thu 14 07 11	NA	20%	0%	3.2 days	RM6,000										
Roof	NA	NA	0%	0%	0 days	RM0										
Finnishes & Furniture	NA	NA	0%	0%	0 days	RM0										
Door & Windows	NA	NA	0%	0%	0 days	RM0										
Sanitary & Plumbing	Sat 16 07 11	NA	5%	0%	0.65 days	RM2,000										
Electrical Works	NA	NA	0%	0%	0 days	RM0										
Wiring	NA	NA	0%	0%	0 days	RM0										
Lighting Switches &	NA	NA	0%	0%	0 days	RM0										

MICROSOFT PROJECT



PEMANTAUAN KERJA PROJEK - Mengenalpasti Variance

Monitor and Control



Contoh : Varian Kemajuan Fizikal

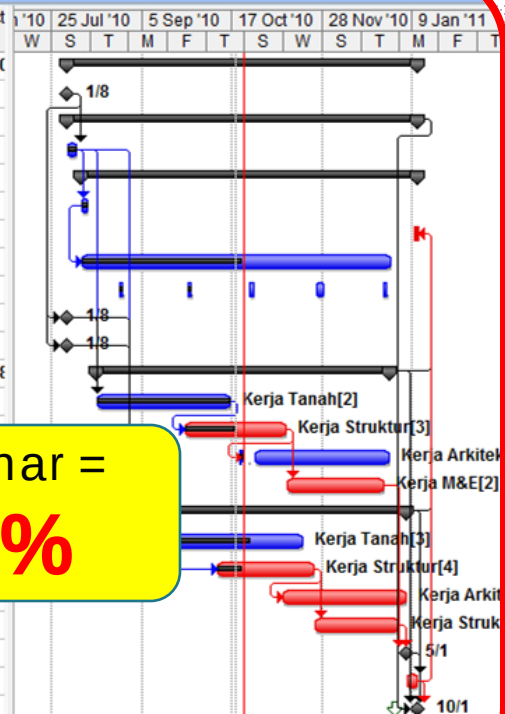
Laporan Kemajuan							
Task Name	Act. Start	Act. Finish	% Comp.	Phys. % Comp.	Act. Dur.	Rem. Dur.	Act. Cost
- Projek Membina 2 Blo	1 Aug '10	NA	48%	0%	49.9 days	54.1 days	RM881,950.00
Projek Mula	1 Aug '10	1 Aug '10	100%	0%	0 days	0 days	RM0.00
- Preliminaries	1 Aug '10	NA	55%	0%	56.89 days	47.11 days	RM34,950.00
Performance Bor	1 Aug '10	5 Aug '10	100%	0%	5 days	0 days	RM10,000.00
- Establish & Ren	8 Aug '10	NA	75%	0%	74.25 days	24.75 days	RM15,000.00
Establish Site	8 Aug '10	10 Aug '10	100%	0%	3 days	0 days	RM15,000.00
Removal Site	NA	NA	0%	0%	0 days	1 day	RM0.00
Maintenance of	8 Aug '10	NA	53%	0%	52 days	46 days	RM7,950.00
+ Laporan Kemaji	25 Aug '10	NA	40%	0%	33.2 days	49.8 days	RM2,000.00

Task Name	Act. Start	Act. Finish	% Comp.	Phys. % Comp.	Act. Dur.	Rem. Dur.	Act. Cost
- Projek Membina 2 Blo	1 Aug '10	NA	41%	0%	45.13 days	65.87 days	RM652,950.00
Projek Mula	1 Aug '10	1 Aug '10	100%	0%	0 days	0 days	RM0.00
- Preliminaries	1 Aug '10	NA	55%	0%	60.72 days	50.28 days	RM34,950.00
Performance Bor	1 Aug '10	5 Aug '10	100%	0%	5 days	0 days	RM10,000.00
- Establish & Ren	8 Aug '10	NA	75%	0%	79.5 days	26.5 days	RM15,000.00
Establish Site	8 Aug '10	10 Aug '10	100%	0%	3 days	0 days	RM15,000.00
Removal Site	NA	NA	0%	0%	0 days	1 day	RM0.00
Maintenance of	8 Aug '10	NA	53%	0%	52 days	46 days	RM7,950.00
+ Laporan Kemaji	25 Aug '10	NA	40%	0%	33.2 days	49.8 days	RM2,000.00
Land Acquisition	1 Aug '10	1 Aug '10	100%	0%	0 days	0 days	RM0.00
Services Relocator	1 Aug '10	1 Aug '10	100%	0%	0 days	0 days	RM0.00
- Blok A	15 Aug '10	NA	40%	0%	36.96 days	55.18 days	RM405,000.00
Kerja Tanah	15 Aug '10	15 Oct '10	100%	0%	42 days	0 days	RM200,000.00
NA			50%	0%	16.5 days	16.5 days	
NA			2%	0%	0.86 days	42.14 days	
NA			0%	0%	0 days	30 days	
NA			31%	0%	27.49 days	60.51 days	
NA			70%	0%	38.5 days	16.5 days	
NA			30%	0%	9.3 days	21.7 days	
NA			0%	0%	0 days	40 days	
Kerja M & E	NA	NA	0%	0%	0 days	27 days	RM0.00
Cable Laying By TN	NA	NA			0 days		RM0.00
Testing & Commis	NA	NA			days		RM0.00
Projek Slap	NA	NA			days		RM0.00

Jadual = **48%**

Sebenar =
41%

Varian = **?**



Summary :

Mengenalpasti Varian



No	Keterangan	Jadual	Sebenar	Variance
1	Kemajuan Fizikal			
2	Kemajuan Kewangan			
3	Tarikh Siap			