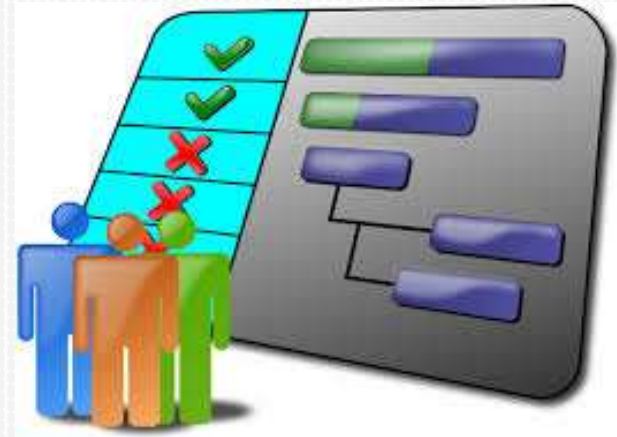


FOLDER 6

PENGURUSAN MASA

- Pembangunan Jadual
(Schedule Development)



MICROSOFT PROJECT



Menyediakan Kalender

Kalender



× Default Calendar MSP - Standard



Kalendar

× **Kalendar JKR:** tidak boleh kerja pada ...

- **Sabtu & Ahad / Jumaat & Sabtu**
- **Cuti Umum** di Negeri berkenaan
- **Selepas 6 ptg dan sebelum 6 pagi** tanpa kebenaran S.O

Kalendar

- **PWD Form 203A (Rev. 2010)**

29.0 DAYS AND HOURS OF WORKING

29.1 No work shall be done on:

- (a) the weekly day of rest;
- (b) any public holiday which is recognized in the state where this Contract is being carried out; or
- (c) between the hours of six in the evening and six in the following morning,

without the prior written consent of the P.D and such consent shall not be unreasonably withheld or delayed.

Kalendar

- Project Scheduling Guideline



Work Program Guideline
Jabatan Kerja Raya Malaysia



Project Management Process	Elements	What To Look For / best practice
	Length of Working Duration	• Length of working duration should not exceed one reporting period (for example, 30 days – for monthly reporting). • This rule may not be applicable to the Supporting Works such as Maintenance, Supervision, Insurance Coverage, etc.
	Define Calendar a) Working Time (it can be Standard (8 hours working + 1 hour lunch), Night shift, 24 hours working, or else determined by the Contractor) b) Working Day and Non-Working Day (including Public Holiday, Monsoon season and etc. (which was unable to work))	• Working time should be the standard working time. • Check to ensure contractor has allowed all public holidays and other possible non-working days such as floods seasons in the east coast.

MICROSOFT PROJECT



6



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Mengubahsuai Hari Bekerja Kepada Tidak Bekerja

The screenshot displays the Microsoft Project interface with a Gantt Chart on the left and a task list on the right. The task list includes tasks such as 'Membina 2 Blok Bangunan', 'Projek Mula', 'Preliminar', 'Performa', 'Est. & R', 'Establ', 'Romov', 'Maintain', 'Progres', 'Land Acqui', 'Services R', 'Blok A', 'Kerja Tar', 'Kerja Str', 'Kerja Ark', 'Kerja M&E', 'Blok B', 'Kerja Tar', 'Kerja Str', 'Kerja Ark', 'Kerja M&E', 'Completion', 'Laying by T', and 'T&C'. The 'Change Working Time' dialog box is open, showing the 'Standard (Project Calendar)' selected. The legend indicates 'Working' (white) and 'Nonworking' (grey) days. The calendar grid for June 2013 shows that 1 June 2013 is nonworking. The 'Details for [Default]' sub-dialog box is also open, showing the 'Set days to nonworking time' radio button selected. The 'From' and 'To' time selection fields are visible. The 'Options...' button is at the bottom right of the dialog box.

1. Exceptions

2. Details...

3. Exception day

4. Set days to nonworking time

5. From To

6. Options...

Mengubahsuai Hari Cuti

1

2

3

4

5

6

Change Working Time

For calendar: Standard (Project Calendar)

Create New Calendar ...

Calendar 'Standard' is a base calendar.

Legend:

- Working
- Nonworking
- Edited working hours
- Exception day
- Nondefault work week

Click on a day to see its working times:

June 2013

6 June 2013 is nonworking.

Based on:

Exception 'Israk Mikraj' on calendar 'Standard'.

Exceptions

Name	Start	Finish
1 Israk Mikraj	6/6/2013	6/6/2013
2 Awal Ramadan	10/7/2013	10/7/2013
3 Hari Raya Puasa	8/8/2013	11/8/2013
4 Hari Kebangsaan	31/8/2013	31/8/2013
5 Hari Malaysia	16/9/2013	16/9/2013
6 Hari Raya Qurban	15/10/2013	16/10/2013

OK