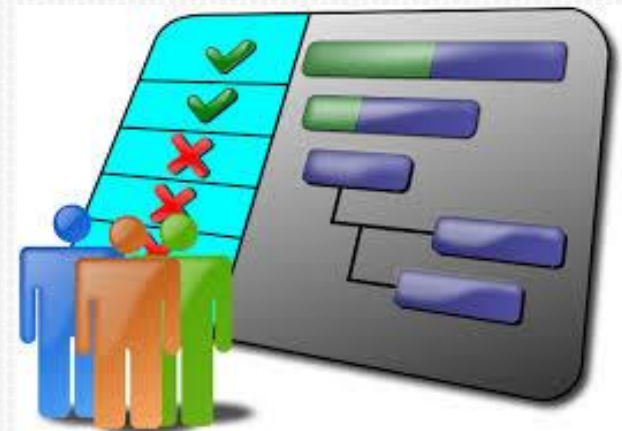


FOLDER 6

PENGURUSAN MASA

- Pembangunan Jadwal
(Schedule Development)



MICROSOFT PROJECT



Menyediakan Kalender

Kalendar



× 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



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Mengubahsuai Hari Tidak Bekerja Kepada Bekerja

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File Task Resource Project View Add Format

Subproject Project Information Custom Fields Links Between Projects WBS Change Working Time Calculate Project Set Baseline Move Project Status Date: 5/12/13 Update Project Sync to Protected Actuals Visual Reports Reports Compare Projects Spelling

WBS Task Mode Task Name Duration Start Finish

1 1 Membina 2 Blok Bangunan 174 days? Sat 1/6/13 Thu 30/1/14

2 1.1 Projek Mula

3 1.2 Preliminar

4 1.2.1 Performa

5 1.2.2 Est. & R

6 1.2.2.1 Establish

7 1.2.2.2 Remove

8 1.2.3 Maintain

9 1.2.4 Progres

10 1.2.4.1 Progres

11 1.2.4.2 Progres

12 1.2.4.3 Progres

13 1.2.4.4 Progres

14 1.2.4.5 Progres

15 1.3 Land Acqui

16 1.4 Services R

17 1.5 Blok A

18 1.5.1 Kerja Tar

19 1.5.2 Kerja Str

20 1.5.3 Kerja Ark

21 1.5.4 Kerja M8

22 1.6 Blok B

23 1.6.1 Kerja Tar

24 1.6.2 Kerja Str

25 1.6.3 Kerja Ark

26 1.6.4 Kerja M8

27 1.7 Completion

28 1.8 Laying by T&C

Change Working Time

For calendar: Standard (Project Calendar)

Calendar 'Standard' is a base calendar.

Legend: Working Nonworking Edited working hours

On this calendar: Exception day

Click on a day to see its working times:

June 2013

1 June 2013 is nonworking.

Details for '[Default]'

Set working times for work week

Select day(s) Sunday

Use Project default times for these days.

Set days to nonworking time.

Set day(s) to these specific working times:

From To

1 8:00 AM 12:00 PM

2 1:00 PM 5:00 PM

OK Cancel

Details... Delete

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 'Change Working Time' dialog box is open, showing the 'Standard (Project Calendar)' selected. The 'Details for [Default]' sub-dialog is also open, showing the 'Set days to nonworking time' option selected. Red callout boxes numbered 1 through 6 highlight specific elements:

- 1: Points to the 'Name' field in the 'Exceptions' list.
- 2: Points to the 'Details...' button.
- 3: Points to the 'Exception day' option in the 'On this calendar' list.
- 4: Points to the 'Friday' day selected in the 'Select day(s)' list.
- 5: Points to the 'Set days to nonworking time' radio button.
- 6: Points to the 'OK' button in the 'Details' sub-dialog.

Mengubahsuai Hari Cuti

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Change Working Time

For calendar: Standard (Project Calendar)

Create New Calendar ...

Calendar 'Standard' is a base calendar.

Legend:

- Working
- Nonworking
- 31 Edited working hours
- 31 Exception day
- 31 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'.

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

Help Options... OK Cancel