

FOLDER 6

- **Calendar**

MICROSOFT PROJECT



PERANCANGAN JADUAL KERJA -Menyediakan Kalendar

Kalendar

- **Default Calendar MSP - Standard**
 - **Monday – Friday : working day**
 - **Working Hours : 8 hours**
 - 8am – 12pm
 - 1pm – 5pm
 - **Sat-Sun : non-working.**
 - **No public holiday.**



Kalendar

- **Kalendar JKR: tidak boleh kerja pada ...**
 - **Sabtu & Ahad**
 - **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.

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

Hands-On



Merancang Kalender Proyek

The screenshot shows the Microsoft Project interface with the 'Change Working Time' dialog box open. The background Gantt chart lists tasks under 'Projek JKR - Membina 2 blok ba'. The dialog box is configured for the 'Standard (Project Calendar)'. It displays a calendar for June 2011, where the 27th is highlighted. The legend indicates that white squares represent working days and grey squares represent nonworking days. The working times are specified as 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM. The 'Exceptions' tab is active, showing a table with columns for Name, Start, and Finish. The 'Details...' and 'Delete' buttons are visible on the right side of the dialog box.

Mengubahsuai Minggu Kerja

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:

Working times for 30 July 2010:

- 8:00 AM to 12:00 PM
- 1:00 PM to 5:00 PM

Based on:
Default work week on calendar 'Standard'.

Exceptions | **Work Weeks**

Name	Start	Finish
1 [Default]	NA	NA

Details... Delete

Details for '[Default]'

Set working time for this work week

Select (s):

- ☒ Use Project default times for these days.
- ☐ Set days to nonworking time.
- ☐ Set day(s) to these specific working times:

From	To

Help OK Cancel

Earthwork Team[2]
Struktur Team[3]
Arkitek team[3]
M&E Team[2]

Earthwork Team[3]
Struktur Team[3]
Arkitek team[2]
M&E Team[2]

Mengubahsuai Minggu Kerja

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:

July 2010

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Working times for 30 July 2010:

- 8:00 AM to 12:00 PM
- 1:00 PM to 5:00 PM

Based on:
Default work week on calendar 'Standard'.

Exceptions | **Work Weeks**

Name	Start	Finish
1 [Default]	NA	NA

Details for '[Default]'

Set working time for this work week

Select day(s):

- ☒ 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

Ahad dari tidak bekerja kepada bekerja

Resources:

- Earthwork Team[2]
- Struktur Team[3]
- Arkitek team[3]
- M&E Team[2]

Tasks:

- Earthwork Team[3]
- Struktur Team[3]
- Arkitek team[2]
- M&E Team[2]

Mengubahsuai Minggu Kerja

Microsoft Project - Project JKR 010310 Rev 0 duration

File Edit View Insert Format Tools Project Report Window Help

Type a question for help

No Group

Show Arial 8 B I U Y=

1 day?

	WBS	Task Name
22	1.5	Site Clearance & Earthwork
23	1.5.1	Site Clearing
24	1.5.2	Excavation
25	1.5.3	Earth Embankment
26	1.5.4	Imported fill
27	1.5.5	Turfing
28	1.6	Drainage
29	1.6.1	Road Side Drain
30	1.6.2	Concrete Pipe Culvert
31	1.7	Pavement
32	1.7.1	Sub Base
33	1.7.2	Road Base
34	1.7.3	ACBC
35	1.7.4	ACWC
36	1.7.5	Pave Shoulder
37	1.8	Road Furniture
38	1.8.1	Road Marking
39	1.8.2	Traffic Signboard
40	1.8.3	Guardrails
41	1.9	Traffic Management
42	1.9.1	Lencongan Trafik
43	1.9.1.1	Lencongan Trafik 1
44	1.9.1.2	Lencongan Trafik 2
45	1.9.1.3	Lencongan Trafik 3
46	1.9.1.4	Lencongan Trafik 4
47	1.9.2	Traffic Maintenance
48	1.10	Project Siap

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:

Working times for 20 April 2010:

- 8:00 AM to 12:00 PM
- 1:00 PM to 5:00 PM

Based on: Default work week on calendar 'Standard'

Exceptions

Name	Start	Finish
1 [Default]	NA	NA

Work Weeks

Details...

Delete

Options... OK Cancel

Details for '[Default]'

Set working time for this work week

Select day(s):

- ☐ Use Project default times for these days.
- ☒ Set days to nonworking time.
- ☐ Set day(s) to these specific working times:

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

From	To

Help OK Cancel

Click on a day to see its working times:

July 2010

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jumaat dari bekerja kepada tidak bekerja

Mengubahsuai Minggu Kerja

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



Nondefault work week

Click on a day to see its working times:

July 2010						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Mengubahsuai Hari Cuti

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

Task Mode WBS Task Name Duration

1		1	Projek JKR - Membina 2 blok bangunan	172 days
2		1.1	Projek Mula	0 days
3		1.2	Preliminaries	172 days
4		1.2.1	Performance Bond & Insurance	3 days
5		1.2.2	Establish & Removal Site Office	169 days
6		1.2.2.1	Establish Site Office	3 days
7		1.2.2.2	Removal Site Office	2 days
8		1.2.3	Maintenance of Site Office	168 days
9		1.2.4	Laporan Kemajuan	88 days
15		1.3	Land Acquisition (Blok A & B)	0 days
16		1.4	Services Relocation (Blok B only)	0 days
17		1.5	Blok A	142 days
18		1.5.1	Kerja Tanah	55 days
19		1.5.2	Kerja Structure	37 days
20		1.5.3	Kerja Arkitek	50 days
21		1.5.4	Kerja M&E	35 days
22		1.6	Blok B	164 days
23		1.6.1	Kerja Tanah	55 days
24		1.6.2	Kerja Structure	49 days
25		1.6.3	Kerja Arkitek	60 days
26		1.6.4	Kerja M & E	55 days
27		1.7	Completion of Cable Laying By TNB	0 days
28		1.8	Testing & Commissioning	5 days
29		1.9	Projek Siap	0 days

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:

May 2011

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 May 2011 is nonworking.

Based on:

Exception 'Hari labor' on calendar 'Standard'.

Exception 1 Work Weeks

Name	Start	Finish
1 Hari labor	2/5/2011	2/5/2011

Help Options... OK Cancel

team[3] Arkitek team[3] M&E team[2] ur team[3] Arkitek team[2] M & E team[2] 19/10 26/10