

Course Objectives:

- To create awareness and understanding in Project Scheduling.
- To encourage JKR personnel to be competent Scheduler who would be able 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
 - ⇒ Identify the sequence of work
 - ⇒ Calculate critical path to determine project duration
 - ⇒ Effectively assign resource to build realistic baseline schedule
 - ⇒ Determine a cost and schedule baseline
 - ⇒ Perform S-Curve (financial & physical)
 - ⇒ Track project's progress & performance

Target Groups :

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



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PROJECT MANAGEMENT EXCELLENCE

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PROJECT MANAGEMENT EXCELLENCE

Project Scheduling- Basic Module

Project Management Excellence

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

BEST PRACTICES IN PROJECT MANAGEMENT

Project Scheduling - Basic 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	• Training content & methodologies • Overview of Project Management • Pre-Course questionnaire
10.00 am	Tea Break
10.30 am	• Project case briefing • Introduction to Microsoft Project 2010
11.30 am	Project Scope Planning • Scope definition • Create WBS
1.00 pm	Lunch
2.30 pm	Activity Sequencing
3.30 pm	Activity Resource Planning
5.00 pm	End of Day 1

Time	DAY 2
8.30 am	Activity Duration Estimate
9.30 am	Tea Break
10.00 am	Create Calendar
11.00 am	• Critical Path Method (CPM) • Perform CPM (Exercise)
1.00 pm	Lunch
2.30 pm	Schedule Compression
3.30 pm	Project Cost Planning
5.00 pm	End of Day 2

Time	DAY 3
8.30 am	Perform Financial S-Curve
9.30 am	Tea Break
10.00 am	Perform Financial S-Curve (cont..)
11.00 am	Project Progress Tracking & Performance
12.30 pm	Post-Course Questionnaire
12.45 pm	Closing
1.00 pm	End of Day 3

Contact Information :

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