

FOLDER 6

- **Menyediakan
Kalendar**

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 dialog box is titled 'Change Working Time' and has a close button (X) in the top right corner. It contains the following elements:

- For calendar:** A dropdown menu set to 'Standard (Project Calendar)' with a 'Create New Calendar ...' button to its right.
- Calendar 'Standard' is a base calendar.**
- Legend:** A section with icons for 'Working' (white square), 'Nonworking' (grey square), '31 Edited working hours' (square with '31'), '31 Exception day' (square with '31'), and '31 Nondefault work week' (square with '31').
- Click on a day to see its working times:** A calendar grid for July 2011. The grid shows days 1 through 31. The 19th is highlighted in black. To the right of the grid, it says 'Working times for 19 July 2011:' followed by a list: '8:00 to 12:00' and '13:00 to 17:00'.
- Based on:** A text label 'Default work week on calendar 'Standard'.'
- Exceptions:** A tab labeled 'Work Weeks' is selected. It contains a table with columns 'Name', 'Start', and 'Finish'. The table is currently empty.
- Buttons:** 'Help', 'Options...', 'OK', and 'Cancel' are at the bottom.

The background Gantt chart shows a project named 'Projek Membina bangunan serbaguna Dan Pondok Pengawal JKR'. The tasks listed are:

- 1. Projek Membina bangunan serbaguna Dan Pondok Pengawal JKR (200 days)
- 2. Project Start (0 days)
- 3. Preliminaries (200 days)
- 4. Performance Bonds & Insurance (7 days)
- 5. Site Office (4 days)
- 6. Setting Out (7 days)
- 7. Progress Report (181 days)
- 28. CCC (14 days)
- 29. External Works (172 days)
- 30. Earthworks (44 days)
- 31. Drain (23 days)
- 32. Road (27 days)
- 33. Turfing (24 days)
- 34. Fence (24 days)
- 35. bangunan Serbaguna (96 days)
- 36. Frame (34 days)
- 37. Wall (20 days)
- 38. Roof (25 days)
- 39. Finishes & Furniture (14 days)
- 40. Door & Windows (5 days)

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

Click on a day to see its working times:

March 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		

30 March 2011 is nonworking.

Based on:
Exception 'Sultan's Birthday' on calendar 'Standard'.

On this calendar:

- ☒ Exception day
- ☒ Nondefault work week

Exceptions **Work Weeks**

1

Name
1 [Default]

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

Details... **Delete** **Cancel**

Help **OK** **Cancel**

Help

Ahad dari tidak bekerja
kepada bekerja

Mengubahsuai Minggu Kerja

Projek Membina bangunan serbaguna Dan Pondok Pengawal JKR

200 days Tue 01 03 11 Mon 05 12 11

Project Start

Preliminaries

- Performance Bonds Insurance
- Site Office
- Setting Out

Progress Report

- CCC

External Works

- Earthworks
- Drain
- Road
- Turfing
- Fence

bangunan Serbaguna

- Frame
- Wall
- Roof
- Finnishes & Furniture
- Door & Windows
- Sanitary & Plumbing

Electrical Works

- Wiring
- Lighting Switches
- Powerpoints

Me...

Fire Protection

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

On this calendar:

Click on a day to see its working times:

March 2011

M	T	W	Th	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13

Working times for 04 March 2011:

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

Details for '[Default]'

Set working time for this work week

Select day(s):

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

☐ 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

Details... Delete

Options... OK Cancel

Jumaat dari bekerja kepada tidak bekerja

1

2



4

Kalendar Projek

Change Working Time

X

For calendar: Standard (Project Calendar)

Create New Calendar ...

Calendar 'Standard' is a base calendar.

Legend:

Working

Nonworking

31 Edited working hours

On this calendar:

31 Exception day

31 Nondefault work week

Click on a day to see its working times:

July 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						

Working times for 19 July 2011:

- 8:00 to 12:00
- 13:00 to 17:00

Based on:

Default work week on calendar 'Standard'.

Exceptions

Work Weeks

	Name	Start	Finish
1	Sultan's Birthday	30/03/2011	31/03/2011
2	Hari Pekerja	01/05/2011	01/05/2011
3	Hari wesak	17/05/2011	17/05/2011
4	Nuzul Al-Quran	17/08/2011	17/08/2011
5	Raya& Merdeka	30/08/2011	01/09/2011
6	Hari M'sia	18/09/2011	18/09/2011
7	Hari Deepavali	26/10/2011	26/10/2011

Details...

Delete

Help

Options...

OK

Cancel