



# PROJECT PLANNING AND CONTROL USING MICROSOFT PROJECT

# COURSE OUTLINE

## 1.0 Project Management Concepts & Methods

- What is Project? Understand Construction Project Lifecycles and its process.
- Recognize Project Planning and Controlling techniques and methods and its development history.
- Common conceptions and misconceptions in Project Planning and Controlling.

## 2.0 Getting Started with Microsoft Project®

- Understand what work programme is all about, and the clockwork behind Microsoft Project®.
- Initial preparations: abstracting project data from drawings and Bill of Quantity.
- Exploring Microsoft Project® interface and its basic functions and customize layout.

## 3.0 Activity Scheduling and Networking

- Setting up primary working calendars and secondary or multiple calendars.
- Develop WBS, work groups or phases, cascading activities or tasks and Gantt chart.
- Create new activities, insert activity details and build its interdependent relationships.

## 4.0 Resource Assignment and Allocation

- Understand resource type and its capability.
- Correlate resource productivity with task duration.
- See resources used in a project, which task it is responsible for and total quantity needed

## 5.0 Optimizing Work Programme

- Why critical tasks are critical and how to identify them?
- What is the difference between slack and lag and how to use them?
- Improve critical tasks to optimize project duration and meet project completion date.

## 6.0 Generate Project Price S-Curve Chart

- Common S-Curve used in Malaysia construction industry and its misconception.
- Extracting project price from Bill of Quantity and incorporate it into Microsoft Project®
- Generate S-Curve automatically using Microsoft Project® tool or manually with Microsoft Excel®.

## 7.0 Tracking & Interpreting Project Performance

- Actual vs. Planned: spot the difference.
- Know the etiquette of on-going project data collection and archiving.
- Create baseline, add actual data, compare them and interpret project performance.

## 8.0 Work Programme Printing and Security

- Identify your audience and crucial information to be shown.
- Show, hide or rearrange work programme layout and appearance.
- Tweak printing format and protect project file



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## TENTATIVE PROGRAMME (ONLINE COURSE)

### DAY 1

- 8.30 am – 9.00 am - Online registration
- 9.00 am – 11.00 am - Project Management Concepts & Methods
- 11.00 am – 1.00 pm - Getting Started with Microsoft Project©
- 1.00 pm – 2.00 pm - Lunch break
- 2.00 pm – 3.30 pm - Activity Scheduling and Networking
- 3.30 pm – 5.00 pm - Resource Assignment and Allocation
- 5.00 pm - Class dismiss

### DAY 2

- 9.00 am – 11.00 am - Optimizing Work Programme
- 11.00 am – 1.00 pm - Generate Project Price S-Curve Chart
- 1.00 pm - 2.00 pm - Lunch break
- 2.00 pm – 3.30 pm - Tracking & Interpreting Project Performance
- 3.30 pm – 5.00 pm - Work Programme Printing and Security
- 5.00 pm - Class dismiss and certification award