



PROJECT SCHEDULING USING MICROSOFT PROJECT 2010

Learn to create and manage a project schedule using Microsoft® Project 2010 (Level 1/Intro)



www.zohlgroupp.com

COURSE CODE: NT-PM-07

LEVEL: Basic to Intermediate

LANGUAGE: Bahasa & English

OVERVIEW

You will create and manage a project schedule using Microsoft® Project 2010.

OBJECTIVES

Upon successful completion of this course, participants will be able to:

- ◆ Identify the basic features and components of the Microsoft Project environment
- ◆ Create a new project plan file and enter project information
- ◆ Manage tasks by organizing tasks and setting task relationships
- ◆ Manage resources for a project
- ◆ Finalize a project plan

COURSE DURATION

2 days (9am - 5pm)

Tea Breaks: 10:30am & 3:30pm

Lunch: 1:00pm-2:00pm

Note: Please contact our office for Training Date or visit our website for details (www.zohlgroupp.com)

METHODOLOGY

This program will maximize understanding and learning through interactive lectures, examples, PowerPoint presentations, case studies and participants' interactions. There will be opportunity for participants to engage in discussions and to participate in an effective learning experience. Practical exercises will be assigned to participants to work in groups and group presentations will be conducted before the end of the program.

PREREQUISITE

Participants enrolling in this class should have the following:

- A general introductory-level understanding of project management concepts
- Basic end-user skills with any current Windows operating system
- Please bring your own Laptop with Microsoft Project 2010 installed

TARGET AUDIENCE

This course is designed for a person who has an understanding of project management concepts, is responsible for creating and modifying project plans, and needs a tool to manage those project plans.

LOCATION

Mindset Discovery Center™@ZOHL, M2-6-08, Level 6, 8trium Tower 2, Bandar Sri Damansara, Kuala Lumpur (other Regions please contact our office)

COURSE CONTENT

MODULE 1 - OVERVIEW OF MANAGING WITH PROJECT

- Understanding Project Management Concepts
- Application and Project Windows
- Creating and Saving Project
- Opening and Closing Projects
- Creating a New Project & Prepare It for Data Entry
- Enter Project Tasks
- Sequence the Tasks
- Define Resources
- Estimate Task Duration and Assign Resources
- Baseline the Project
- Track the Project

MODULE 2 - CREATING A PROJECT PLAN

- Project Information
- Creating Task Lists
- Editing Task Lists
- Outlining Task Lists
- Task Dependencies
- Modifying Task Dependencies
- Task Information

MODULE 3 - MANAGING RESOURCES AND COSTS IN A PROJECT

- Project Resources
- Resource Assignment Concepts
- Assigning Resources
- Working with Project Calendars
- Working with Resource Calendars
- Working with Task Calendars
- Entering Project Costs

MODULE 4 - PRINTING PROJECT INFORMATION

- Page Setup Options
- Previewing Views and Reports
- Printing Project Information

Note: Course Content subject to further review

Task	Description	Forecast	Unit of Measure	Unit Cost	Total Cost	Scheduled	Start	Finish
1	PROJECT BOND	1.00 Lump Sum		\$41,404.89	\$41,404.89			
2	PROJECT % AD-ON	1.00 Lump Sum		\$242,548.57	\$242,548.57			
3	JOB FINANCING	1.00 Lump Sum		\$0.00	\$0.00			
4	PROJECT COST ESCALATION	1.00 Lump Sum		\$0.00	\$0.00			
5	DIRECT COST ESCALATION	1.00 Lump Sum		\$10,246.78	\$10,246.78			
6	PROJECT COST AD-ON	1.00 Lump Sum		\$0.00	\$0.00			
7	JOB MANAGEMENT & EQUIPMENT	1.00 Lump Sum		\$120,456.40	\$120,456.40			
8	GENERAL EXPENSE	1.00 Lump Sum		\$4,200.00	\$4,200.00			
9	DIRECT COST AD-ON	1.00 Lump Sum		\$85,980.77	\$85,980.77			
10	Installation	1.00 Lump Sum		\$8,326.56	\$8,326.56			
11	Cleaning & Grubbing	80.00 Area		\$2,779.42	\$2,779.24			
12	Mechanical Excavation	50.0000 Cubic Yard		\$3.20	\$165,246.22			
13	Retention	50.0000 Cubic Yard		\$2.20	\$111,200.81			
14	Suburment	50.0000 Cubic Yard		\$1.48	\$88,045.42			
15	Aggregate Base	45.0000 Ton		\$11.50	\$518,475.00			
16	General Area Base Material	45.0000 Ton		\$8.50	\$382,500.00			
17	Pregrade Subgrade	400.0000 Square Yard		\$0.10	\$40,000.00			
18	Struct Aggregate Base	45.0000 Ton		\$11.51	\$518,525.00			
19	Pave Aggregate Base	45.0000 Ton		\$11.11	\$500,125.00			
20	Blue Top Aggregate Base	400.0000 Square Yard		\$0.01	\$17,000.00			
21	Apply Seal Coat on Hot Type A	35.0000 Ton		\$32.70	\$1,144,500.00			
22	Pursh & Road Hot Mix	35.0000 Ton		\$30.38	\$1,063,380.00			
					\$4,860,221.30			

Customized In-House Training Program is available in the following areas:

Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Entrepreneurship | Soft Skills | Safety | Engineering | Telecoms | IT

CALL US FOR DETAILS or VISIT OUR WEBSITE AT WWW.ZOHLGROUP.COM

Sebarang pertanyaan sila hubungi Cik Niesa

ZOHL Consultancy Sdn Bhd (332967-D) (SST ID: W10-1810-32000429)

M2-15-02, Level 15, 8trium Tower 2, Jalan Cempaka SD 12/5

Bandar Sri Damansara, 52200 Kuala Lumpur

T: 03.6279.9276 F: 03.6279.0663 HP: 013.398.1038 E: plbk@zohlgroupp.com





PROJECT SCHEDULING USING MICROSOFT PROJECT 2010

Learn to create and manage a project schedule using Microsoft® Project 2010 (Level 1/Intro)

CIDB

www.zohlgroup.com

COURSE FEE

KUALA LUMPUR

With Green Card: RM500.00 per person
Without Green Card: RM600.00 per person

SEMENANJUNG (other than KL)

With Green Card: RM600.00 per person
Without Green Card: RM700.00 per person

SABAH & SARAWAK

With Green Card: RM700.00 per person
Without Green Card: RM800.00 per person

(Fee inclusive of Course Material, Attendance Certificate, and Meals)

CERTIFICATE

Participants will be issued a Certificate of Attendance/Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

CIDB CCD Points

20 (for CIDB-Registered Companies)

REGISTRATION METHOD

1. **Online:** http://zohlgroup.com/cidb_registration/ **OR**
2. Download this brochure at: <http://zohlgroup.com/all-brochures/> and fill up the required information. Then please fax to: 03.6279.0663
3. Or contact our office at: 03.6279 9276 / 013.398.1038

FACILITATOR

Mohamad Hashim Mohamad Taib, the owner and key person of HTP Management, a company formed dedicated to and in pursuit of project management excellence. He is also Associate Consultant and Trainer with ZOHL Consulting Group. Had his primary and secondary education in Pahang. Furthered his study at California State University, Chico, USA and obtained a B.Sc. degree in Construction Management. He also holds a MBA from University Selangor in 2015 with minor in Islamic Finance.



One of the project that he was involved was the transformation of technical and vocational education initiative led by the Ministry of Education (MoE). His participation includes the survey of industry needs, select and propose specific curriculums, mapping against existing syllabus within the MoE and the National Occupational Skills Standard (NOSS). This includes the preparation of teaching and learning pedagogy, approval and certification. He was also involved in the setting up of proposed colleges and infrastructures to suit the technical teaching requirement.

He has a keen interest in the field of project management and became a member of Project Management Institute (PMI), an international organization that promotes the project management field. He obtained his Project Manager Professional (PMP) certification in 2005. He is also a member of Environment Research and Development (ENSEARCH), a local non-profit association on environment.

*Note: Trainer availability is subject to change

REGISTRATION FORM

Participant : _____

Position : _____

IC No: _____

Note: please duplicate this page for multiple participants' registrations

Green Card No: _____ (only if it is applicable)

CIDB Grade G : _____ (only if it is applicable)

Training Date: _____

Training Region (check one): NORTHERN | KL | SOUTHERN | EASTERN | SABAH | S'WAK

Organization: _____

Address: _____

Contact Person: _____

Position: _____

Tel: _____

Fax: _____

Email: _____

Company Website: _____

PAYMENT

CASH: RM _____ **OR**

CHEQUE No: _____

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to plbk@zohlgroup.com

*Please make your cheque payable to:

ZOHL Consultancy Sdn Bhd



Account No:
514392303373

Signature & Company Stamp

Note:

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

Customized In-House Training Program is available in the following areas:

Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Entrepreneurship | Soft Skills | Safety | Engineering | Telecoms | IT

CALL US FOR DETAILS or VISIT OUR WEBSITE AT WWW.ZOHLGROUP.COM



Sebarang pertanyaan sila hubungi Cik Niesa

ZOHL Consultancy Sdn Bhd (332967-D)(SST ID:W10-1810-32000429)

M2-15-02, Level 15, 8trium Tower 2, Jalan Cempaka SD 12/5

Bandar Sri Damansara, 52200 Kuala Lumpur

T: 03.6279.9276 F: 03.6279.0663 HP: 013.398.1038 E: plbk@zohlgroup.com