



PROJECT SCHEDULING

learn the essential tools and techniques to achieve maximum results



www.zohlgroup.com

COURSE CODE: NT-PM-05 **LEVEL:** Basic to Intermediate

LANGUAGE: Bahasa & English

OVERVIEW

Managing time is a critical element in project management. CPM or Critical Path Method is a commonly referred tool by many in managing projects. Despite this commonality, completion and delivery of projects within the original contractual time is still hard to achieve. Does CPM really contribute to project delivery? Understanding the process of managing time in project management and the underlying principles of scheduling is a prerequisite to effective management via CPM.

OBJECTIVES

- use techniques to plan and schedule projects
- choose the most likely & appropriate project management methodology
- create a workable project schedule
- gain an overview of what is important when managing a project with regards to the project schedule
- identify whether a project is ahead, on or behind schedule
- have an idea which type of project scheduling tool could be appropriate to use

LEARNING OUTCOMES

After completion of this course

- you will have an understanding of various Project Management methodologies;
- you will be able to discuss the difference between planning and scheduling;
- you will know what it takes & how to create a workable schedule,
- you will know what you need to do to establish good and meaningful Project Performance Reporting; and
- you will learn about tools for scheduling and Project Portfolio Management on a high level.

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.zohlgroup.com)

METHODOLOGY

This program will be conducted with:

- Interactive Lecturers | PowerPoint presentation
- Discussions | Practical Exercise
- Role Play | Case Study

TARGET AUDIENCE

This course is developed for beginners, newbies to Project Management, who would like to understand on a high level what project scheduling and planning encompasses during the project lifecycle. This course provides some tips on how to create a schedule that a Project Manager can work with.

LOCATION

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or selected venue in the Region(s)

COURSE CONTENT

1. PROJECT MANAGEMENT

1. Definition of Project
2. Definition of Project Management
3. Project Time Management

2. WHAT IS SCHEDULING?

1. THE IRON TRIANGLE (TRIPLE CONSTRAINT) CONCEPT
 1. Scope, Time & Cost
 2. Customer / Client vs The Iron Triangle
2. BASIC SCHEDULING CONCEPT
 1. Precedence Diagramming vs Arrow Networks
 2. Scheduling Constraints

3. EXTERNAL FACTORS AFFECTING PROJECT SCHEDULES

1. Organisation Strategy
2. Organisation Structure
3. Organisation Culture

4. DEFINING THE PROJECT

1. Work Breakdown Structure
2. Allocating Resources
3. Allocating Duration

5. CREATING THE SCHEDULE

1. Activity Relationship
2. Forward and Backward Calculation
3. Critical Path

6. MAKING THE SCHEDULE WORK IN YOUR FAVOUR

1. Inserting Project Requirement
2. Inserting Construction Constraint
3. Entitlement for Time and Cost

7. PROJECT MANAGEMENT BASELINE PLAN

1. What is project baseline plan?
2. Managing Deviation to Baseline Plan
3. Recording & Communicating Deviation

8. MONITORING & CONTROL

1. Causes of Prolongation and Cost Escalation
2. Employer Caused Delay and Contractor Caused Delay
3. Managing Risks

9. REACTING TO RESULT

1. Technical Writing
2. Technical Compliance
3. Managing Stakeholder
4. Form of Contract Requirement

10. SCHEDULING USING MICROSOFT PROJECT (PRACTICAL)

11. ETHICS

1. Ethics and Business Practice
2. Integrity
3. In the Best Interest of the Project?

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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



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COURSE FEE

Peninsular Malaysia

- **With Green Card: RM530.00** per person incl. 6% SST
- **Without Green Card: RM636.00** per person incl. 6% SST

Sabah & Sarawak

- **With Green Card: RM636.00** per person incl. 6% SST
- **Without Green Card: RM742.00** per person incl. 6% SST

(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

Requested: 20 (for CIDB-Registered Companies)

REGISTRATION METHOD

1. **Online:** http://zohlgroupp.com/cidb_registration/ **OR**
2. Download this brochure at: <http://zohlgroupp.com/cidb-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 Venue: _____

Organization: _____

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Contact Person: _____

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Tel: _____

Fax: _____

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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@zohlgroupp.com

*Please make your cheque payable to:

ZOHL Consultancy Sdn Bhd



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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.

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