



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, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or selected venue in the Region(s)

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

Job	Description	Forecast	Unit of Measure	Unit Cost	Total Cost (Forecast)	Scheduled	Start	Finish	WBS	Schedule ID	Schedule	Agg	Start	Finish
PROJ BOND	1.00 Lump Sum	\$41,404.89			\$41,404.89				HC-000001					
PROJ % ADD-ON	1.00 Lump Sum	\$242,548.57			\$242,548.57				HC-000002					
JOB FINANCING	1.00 Lump Sum	\$0.00			\$0.00				HC-000003					
PROJECT COST ESCALATION	1.00 Lump Sum	\$0.00			\$0.00				HC-000004					
DIRECT COST ESCALATION	1.00 Lump Sum	\$10,246.78			\$10,246.78				HC-000005					
PROJECT COST ADD-ON	1.00 Lump Sum	\$0.00			\$0.00				HC-000006					
JOB MANAGEMENT & EQUIPMENT	1.00 Lump Sum	\$120,466.40			\$120,466.40				HC-000007					
GENERAL EXPENSE	1.00 Lump Sum	\$4,200.00			\$4,200.00				HC-000008					
DIRECT COST ADD-ON	1.00 Lump Sum	\$85,880.77			\$85,880.77				HC-000009					
Installation	1.00 Lump Sum	\$8,326.56			\$8,326.56				HC-000010					
Clearing & Grubbing	80.00 Area	\$2,779.42		\$34.49	\$2,779.42				HC-000011					
Mechanical Excavation	50.00.00 Cubic Yard	\$3.20		\$165.24	\$8,262.00				HC-000012					
Retention	50.00.00 Cubic Yard	\$2.20		\$113.20	\$5,660.00				HC-000013					
Suburment	50.00.00 Cubic Yard	\$1.48		\$88.04	\$4,402.00				HC-000014					
Aggregate Base	400.00.00 Ton	\$11.50		\$460.00	\$46,000.00				HC-000015					
General Armal Base Material	400.00.00 Ton	\$8.50		\$340.00	\$34,000.00				HC-000016					
Pregrade Subgrade	400.00.00 Square Yard	\$0.10		\$32.70	\$13,080.00				HC-000017					
Structural Aggregate Base	400.00.00 Ton	\$11.50		\$460.00	\$46,000.00				HC-000018					
Precr Aggregate Base	400.00.00 Ton	\$11.10		\$444.00	\$44,400.00				HC-000019					
Blue Top Aggregate Base	400.00.00 Square Yard	\$0.01		\$17.00	\$6,800.00				HC-000020					
Asphalt Concrete Hot Mix Type A	35.00.00 Ton	\$32.70		\$1,144.50	\$40,500.00				HC-000021					
Pursh & Road Hot Mix	35.00.00 Ton	\$30.38		\$1,063.30	\$36,715.50				HC-000022					
					\$4,860,221.30				HC-000023					

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 | HSE | 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





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CIDB

www.zohlgroup.com

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

20 (for CIDB-Registered Companies)

REGISTRATION METHOD

1. **Online:** http://zohlgroup.com/cidb_registration/ **OR**
2. Download this brochure at: <http://zohlgroup.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

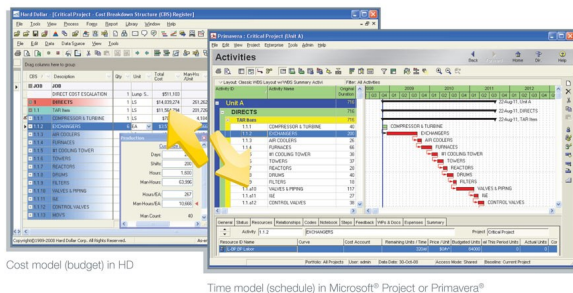
FACILITATOR

Ir Suffian Wahid - Graduated BSc in Civil Engineering from Newcastle - Upon Tyne, England in 1984 and joined Majlis Perbandaran Kuantan as Municipal Engineer for about 5 years then went for further studies to obtain Master in Engineering from the same University in 1990. At the age of 29 qualified as Professional Engineer and joined Mentiga Corporation Berhad, a 1st board public listed company as the manager for development and construction until 2005. During this same year joined Iktis Engineers Pahang Sdn Bhd as partner doing Civil and Structural design and project management consultant. In 2012 open my wholly owned C&S Consulting firm in Shah Alam known as SW Consultant.



Experience in various property developments, Civil and Structural designs, submissions to various authorities for planning and engineering approval for construction and handing over for government and private sectors and as G7 contractors in building and civil works.

*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: _____

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.

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