



PROJECT PLANNING SCHEDULING & REPORTING

SYNOPSIS

Master the fundamentals of Project Planning, Scheduling & Reporting in 2 days! Complemented by using Microsoft Project Software Applications Tool.

Studies have shown that the success rate of projects will increase when a systematic and structured approach to Project Planning, Scheduling and Budgeting is adopted, aided by the use of software application tools. Get a solid understanding of state-of-the-art project planning scheduling & reporting tools & techniques based on PMBOK Guide to get the project done on time, within budget, scope and quality.

Unlike other workshops, this program combines a 1-day theoretical and 1-day practical approach by emphasizing the essential principles with case studies, examples, hands-on exercises and templates complemented by practicing popular Microsoft Project software tool.

BENEFITS/OBJECTIVES

Master fundamental project management knowledge, skills, tools & techniques with cross references to world class standard in USA-based Project Management Institute's body of knowledge PMBOK®.

- Understand & apply the best practices in Planning, Scheduling and Reporting.
- Avoid costly mistakes by gaining an insight into the success & failure factors of projects
- Develop SMART Objectives, Work Breakdown Structure, Quality Objectives, Project Plan, Schedule & Subsidiary Plans
- Develop network diagrams to analyze Critical Path and compress project duration
- Estimate project costs and budget using simple, proven techniques
- Learn and apply hands-on relevant basic MS Project software applications in developing Project Plan, Schedule, Budget and Reports.
- Networks with other participants and shares valuable experiences

WHO SHOULD ATTEND

Project Executives/Leaders/Analysts/Managers/ Directors, GM, Engineers, Architects, IT Professionals, Contractors, QS, Consultants, Scientists, Product Managers, Program Managers, Event Organisers, Business Execs, and any person involved in managing any type of project in any industry.

2-Days Course on “Project Planning, Scheduling & Reporting ”

Trainer: Ir. Frankie Chong

Time: 9.00am – 5.00pm

Venue: Wisma IEM

Training Date: 14th & 15th November 2022

Course Outline

DAY 1 - PROJECT PLANNING & SCHEDULING SEMINAR

MODULE 1: INTRODUCTION AND KEY CONCEPTS

- Definitions, Characteristics and Framework of Project Management
- Triple Constraints & Trade-offs
- Project Life Cycle Phases, SDLC and Processes
- Success and Failure factors
- De-facto standards and methodology
- Survey on best practices in Malaysia
- Project Business Case & Feasibility Study
- Project Selection Method
- Project Charter

Approved Duration: 01/06/2022 – 03/06/2023

HRD Corp Serial No: 10001192825



MODULE 2: PROJECT PLANNING & SCHEDULING

Step by Step approach:

- Develop Project Plan
- Goals/Objectives
- Collect Requirements
- Define Scope
- Create Work Breakdown Structure
- Define & Sequence Activities
- Estimate Activity Resources & Durations
- Develop Network Diagram & Project Schedule
- Estimate Costs & Determine Budget
- Assign Responsibilities using RAM
- Gantt chart, CPM, PERT Analysis & Compression techniques.

GROUP EXERCISE/ASSIGNMENT/PRESENTATION

Groups will work on a real project and develop in a step by step manner a Project Plan with Objectives, Scope definitions, Work Breakdown Structure, Network Diagrams, Project Schedule and Project Budget.

MODULE 3: SUBSIDIARY PLANS

Overview of:

- Quality Plan
- HR Plan
- Risk Plan
- Communication Plan
- Stakeholder Plan

IEMTA IS REGISTERED WITH:



Course Outline

DAY 2 - MICROSOFT PROJECT PRACTICAL

1. A guided tour of Project
 - The Project interface
 - The Backstage view
 - The ribbon and tabs
 - Views / Reports
2. Starting a new plan
 - Starting a new plan, and setting its start date
 - Setting nonworking days in the project calendar
 - Entering the plan's title and other properties
3. Building a task list
 - Entering task names/durations/milestone
 - Creating summary tasks to outline the plan
 - Creating task dependencies with links
 - Switching task scheduling from manual to automatic
 - Checking the plan's duration and finish date
 - Documenting tasks with notes and hyperlinks
4. Setting up resources
 - Entering work resource names/max capacity/pay rates
 - Adjusting working time in a resource calendar
 - Setting up cost resources
 - Documenting resources with notes
5. Assigning resources to tasks
 - Assigning work resources to tasks
 - Controlling work when adding or removing resource assignments
 - Assigning cost resources to tasks
 - Checking the plan's duration, cost, and work
6. Formatting and sharing your plan
 - Customizing a Gantt Chart view/timeline view/reports
 - Copying views and reports
 - Printing views and reports
7. Tracking progress
 - Saving a baseline of your plan
 - Tracking a plan as scheduled through a specific date
 - Entering a task's completion percentage
 - Entering actual values for tasks
8. ASSIGNMENT/ASSESSMENT
Participants will be provided with a selected project outline for them to create, develop and schedule a project plan, using the knowledge they have learned.
9. SUMMARY AND CONCLUSION

Participants are required to bring their own laptops loaded with Spreadsheet and Microsoft Project 2013 or later versions software on the second day. Free trial versions of MS Project software can be downloaded from internet.

About The Trainer

Ir. Frankie Chong, B.Sc., MBA, P.Eng., MIEM, PMP is a professional engineer and a certified PMP with an in-depth knowledge and more than 40 years of working experience in managing small and large projects in various industries. His main areas of work experience include project management & consultancy, engineering operations and technical development, business reengineering, strategic planning, education and training.

He specializes in conducting Project Management seminars, PMP Certification courses, consultancy services and training both locally and internationally. Hundreds of participants have benefited from his training which is knowledge and skill-based, action-orientated, highly interactive and complemented with exercises, practical applications and real-life case studies. The general feedback describes his training as stimulating, informative and effective.

He was also a Chief Paper Examiner of a U.K. University Project Management module, a past Chairman and Adviser of The Institution of Engineers Malaysia Project Management Technical Division, current Adviser of Seniors Special Interest Group, certified trainer with H R D F, a member of the Consultative Panel Committee of MOF's Professional Services Development Corporation, and a panel expert and trainer for government Construction Industry Development Board.

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SST ID No. B16-1901-32000051
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Website: [www.http://iemtasb.weebly.com/](http://iemtasb.weebly.com/) Email: iemta@iem.org.my

2-Days Course on “Project Planning, Scheduling & Reporting ”

Approved Duration: 01/06/2022 – 03/06/2023
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Tick (/)	Dates	Onsite Rate (IEM/AER Member)	Onsite Rate (Non-IEM/AER)
	14 th & 15 th November 2022	<input type="checkbox"/> RM1,060.00	<input type="checkbox"/> RM1,272.00

Group Rate of 5 person will be given 10%

No	Name(s)	M'ship No.	Grade	Fee (RM)*
TOTAL PAYABLE				

You may make payment via **ONLINE TRANSFER** (Please forward soft copy of payment advice):-

Account Name: **IEM TRAINING ACADEMY SDN BHD**
 Account Number: 514169143176
 Bank Name: Malayan Banking Berhad
 Bank Address: Jalan Sultan, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
 Swift Code: MBBEMYKL

OR

Payment via **CREDIT CARD**
 Please charge to my credit card number below the amount of RM

Card Type: VISA MASTERCARD

Card Number:

Cardholder's Name:

Signature:

Expiry Date(MM/YR):

Contact Person:
Designation:
Name of Organization:
Address:
Telephone No. -
Office:
H/Phone
Email:

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