The Institution of Engineers, Malaysia

Young Engineers Section (YES)

PHYSICAL ONE DAY COURSE

SCHEDULING WITH MICROSOFT PROJECT - PRACTICAL FUNDAMENTALS

Speaker : Ir. Faizal A. Sanusi

DATE : 11 MARCH 2023 (SATURDAY)

TIME : 9AM - 5.00PM

VENUE : MALAKOFF AUDITORIUM, WISMA IEM, PETALING JAYA

CPD : 6.5
Ref No : IEM22/HQ/037/C

CLOSING DATE : 28 FEBRUARY 2023

	ONLINE (Log-in for registration & payment: www.myiem.org.my/member/login.aspx)	**NORMAL FEE** (by fax & email) Payment by cash, credit card and bank-in
IEM Student Member	150.00	200.00
IEM Graduate Member	250.00	300.00
IEM Corporate Member	400.00	450.00
Non-IEM Member	700.00	800.00

Register online at www.myiem.org.my

COURSE SYNOPSIS

Schedules or Gantt charts are an essential tool in managing projects especially when the numbers of activities that need to be monitored are significantly high. This coupled with a complex network of relationships between the activities necessitates the use of proper digital applications. One such is the Microsoft Project software which is well equipped to perform industry level scheduling.

This one day training course is a hands-on physical session where participants will be tutored in the practical fundamentals of scheduling methods and the use of this software so as to produce and analyse engineering projects effectively. It is the objective of this course to have the participants who have minimal understanding of scheduling concepts and the software use to be able to produce a workable schedule at the end of the course.

The course will cover the following highlights:

INTRODUCTION	DETERMINING PROJECT PARAMETERS
Purpose and Objectives of Scheduling	Framing the Project
Terminologies & Concepts (Relationship types, Critical Path, WBS, Activity Types, etc)	Outline the Work Breakdown Structure
	Identifying specific working times for activty types
INITIALISE THE MODEL IN MS PROJECT	BUILD THE MODEL IN MS PROJECT (Walk thru case)
MS Project default setting for the project model (calculation mode, format, etc)	Activity population
Creating Project Calendars	Relationship links
	Structuring the schedule with Summary Activities
Monitoring and Performance Measurement	EMBELLISHING PRESENTATIONS
Setting Baselines	Customising the graph pane (changing timescale, bar customisation, etc)
Updating and Forecasting the Schedule	Customising the text pane
S Curve concept	Creating Filters
SOME PRO EXTRAS INTRODUCTIONS	
User Defined Fields	
Creating Subprojects	
Visual Basic for Applications (VBA)	
Probabilistic Schedule Analysis	

This one day course includes the "walk thru case" where participants who have brought their own laptops loaded with their own copies of MS Project will have the opportunity to have a hands-on experience in tandem with the course. Hence, participants are strongly encouraged to bring their own laptops with installed MS Project software.

SPEAKER'S PROFILE

Ir. Faizal A. Sanusi has served the Project Management Technical Division in IEM since 2005, including as its Chairman in 2012.

He has a BSc in Civil Engineering from the George Washington University, USA in 1988 and an MBA from Open University, Malaysia in 2005.

His engineering and project management experience spans across the oil & gas and building industry since he began his career 30 years ago. In his career, he has performed various roles ranging from design engineer, resident engineer, project engineer, project manager and project advisor for a myriad of engineering projects – civil Infrastructure works, commercial buildings including an intelligent office institutional building, gas processing plants, offshore gas pipeline installations and offshore gas producing platforms. He also challenged himself as an entrepreneur in the business of facilities management for oil and gas on-shore installations and has provided trainings in various project management topics to the Royal Malaysian Navy and private commercial property developers.

Some of his notable career highlights as follows:

1. Project Advisor and Project Services Manager for Oil & Gas Exploration & Production MNCs
2. Project Services Division Head for a local Offshore Oil & Gas Service Provider
3. Project Manager for the Malaysian Securities Commission 4 star intelligent building project
4. Director of a local Facilities Management company overseeing Oil & Gas O&M projects

Ir. Faizal has used the MS Project software since it was launched in the DOS version in the early 1990s when he was a young project engineer in PETRONAS and has been using its many iterations since then. His keen interest in the use of this software resulted in him being an internal trainer in the use of this software to PETRONAS at that time.

IIr. Faizal is now employed as the Technical Advisory Head of Bank Pembangunan Malaysia Bhd (BPMB) providing in-house technical advisory services on Malaysian development projects funded/facilitated by BPMB.

REGISTRATION FORM

PHYSICAL ONE DAY PHYSICAL COURSE ON
"SCHEDULING WITH MICROSOFT PROJECT - PRACTICAL FUNDAMENTALS"
11 MARCH 2023 (SATURDAY)
Closing Date :28 FEBRUARY 2023

No	Name(s)	Email	Membership No.	Grade	Fee (RM)
				SUB TOTAL	
				+ 6% SST	
				TOTAL PAYABLE	

PAYMENT DETAILS :

▪ Cash RM_____

▪ Cheque no._____for the amount of RM_____(non-refundable) .

FULL PAYMENT must be settled before commencement of the course, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participant fails to attend the course, the fee is to be settled in full. If the participant failed to attend the course, the fee paid is non refundable. The Registration Fee includes lecture notes, refreshment and lunch.

For **ONLINE REGISTRATIONS,** please note that payment **MUST** be made **BEFORE the closing date.** If payment is not received within the stipulated time, the registration fee will be reverted to the normal registration fee.

Contact Person: _____Designation:_____

Name of Organization: _____

Address : _____

_____

Telephone No. : _____(O) _____(Fax No.)

_____(H) _____(HP)

Email :_____

_____   _____
Signature & Stamp   Date

Photocopies are acceptable