

ORGANISED BY PROJECT MANAGEMENT TECHNICAL DIVISION, IEM

# PHYSICAL ONE DAY COURSE ON

# "SCHEDULING WITH MICROSOFT PROJECT - PRACTICAL FUNDAMENTALS"

Speaker: Ir. Faizal A. Sanusi

12 October 2024 Rescheduled to

DATE: 23 NOVEMBER 2024 (SATURDAY)

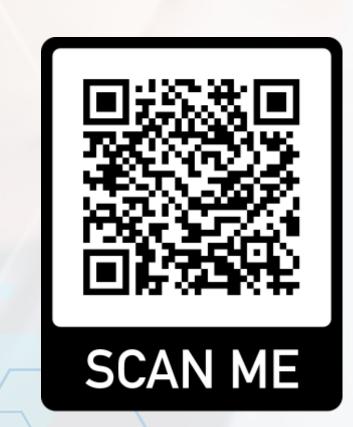
TIME: 9.00AM - 5.30PM

VENUE: CSETD & TUS ROOM, 2ND FLOOR

WISMA IEM, PETALING JAYA

CPD: **6 Hours** 

Ref No : **IEM24/HQ/145/C** 



**CLOSING DATE: 18 November 2024** 

	ONLINE	NORMAL FEE	
	(Log-in for registration & payment: www.myiem.org.my/member/login.aspx)	(by fax & email) Payment by cash, credit card and bank-in	
IEM Student Member	150.00		
ielvi Student Member	130.00	200.00	
IEM Graduate Member	250.00	300.00	
IEM Corporate Member	400.00	450.00	
Non-IEM Member	700.00	800.00	

# **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,	Outline the Work Breakdown Structure			
Critical Path, WBS, Activity Types, etc)				
	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**

**IIr. 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 and project manager 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 training in various project management topics to the Royal Malaysian Navy and private commercial property developers.

He recently came out of retirement to work in Bank Pembangunan Malaysia Bhd. to head a department responsible for evaluating technical and project execution viability of projects.

Some of his notable career highlights as follows:

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

In his spare time he writes computer micro-applications to facilitate his work in project management using Python and VBA.

#### **Cancellation Policy**

No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with 7 days prior notification and substitute will be charged according to membership status.

#### Personal Data Protection Act

I have read and understood the IEM's Personal Data Protection Notice published on IEM's website at http://www.myiem.org.my and I agree to IEM's use and processing of my personal data as set out in the said notice.

Chairman, **Project Management Technical Division** The Institution of Engineers Malaysia, Lots 60 & 62, Jalan 52/4, 46720 Petaling Jaya, Selangor Darul Ehsan

Name(s)

Signature & Stamp

Tel: 03-7890 0134 Fax to 03-7957 7678

Email: syafiq@iem.org.my

No

#### **REGISTRATION FORM**

Website: www.myiem.org.my

Fee (RM)

### PHYSICAL ONE DAY COURSE ON "SCHEDULING WITH MICROSOFT PROJECT - PRACTICAL FUNDAMENTALS" **23 NOV 2024 (SATURDAY)**

Membership

Grade

		No.		
			SUB TOTAL	
			+ 8% SST	
			TOTAL PAYABLE	
PAYMENT DETAI				
Cheque no	for the amount of RM	(non-refund	dable) .	
refundable. The For <b>ONLINE RE</b>	is to be settled in full. If the participal Registration Fee includes lecture notes, <b>GISTRATIONS</b> , please note that payme received within the stipulated time,	refreshment an	d lunch. ade <b>BEFORE th</b>	ne closing date.
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