

PROJECT PLANNING AND SCHEDULING

COURSE SUMMARY

OVERVIEW

This course provides fundamental knowledge on project management, project planning and how project scheduling can be realized using opensource project scheduling tool, ProjectLibre. Project management is a skill which applies to any industry, organization or project. The concept used in this course will refer to the standard of project management which enables the participants to speak with the common language of project management effectively. At the end of this course, participants will be able to develop a project plan and present a project schedule to their stakeholders.

DURATION

Two (2) days In-person training running from 9:00 am to 5:00 pm

OBJECTIVES

- To understand the concept of project management, project planning and scheduling.
- To familiarise with project scheduling tool: ProjectLibre
- To develop a systematic project schedule using ProjectLibre

LEARNING OUTCOMES

On completion of this course, participants will be able to:

- Explain the main concepts and methods in project planning and project scheduling
- Apply the processes in the project scope management and project scheduling management
- to model and develop project schedule
- Apply and develop a systematic project schedule using ProjectLibre for any given type of project

TARGET GROUP

Executives, Managers, Project managers, Researchers.
Academics & University's students

TARGET INDUSTRY

Any industries (Government or private sectors)

PROGRAM METHODOLOGY

- Classroom activities
- Group discussion
- Hands-on using scheduling tools

HRD CORP SCHEME

This course is HRD Corp claimable

PROGRAM FEE

RM 1,272 per pax (inclusive of 6% SST)

CERTIFICATION

Certificate of Attendance from UKM UNIQEQ (*full payment required*)

PROGRAM CONTENT

- Project management
- Project management body of knowledge (PMBOK)
- Project planning
- Project scope management
- Project schedule management
- ProjectLibre

COURSE OUTLINE

Day 1

Time	Content
8:30 am – 9:00 am	<i>Registration</i>
9:00 am – 9:30 am	Introduction to project management
9:30 am – 10:30 am	Project management principles (project lifecycle, phases, processes, project selection, project organization, stakeholders)
10:30 am – 11:00 am	<i>Morning Break</i>
11:00 am – 12:00 pm	Project management methodology (PMBOK, process groups, knowledge areas)
12:00 pm – 1:00 pm	Project planning (project management plan, project documents, tailoring)
1:00 pm – 2:00 pm	<i>Lunch Break</i>
2:00 pm – 3:15 pm	Project Scope Management (Collect requirement, define scope, create WBS)
3:15 pm – 4:45 pm	Project Schedule Management (define activities, sequence activities, logical relationship using PDM (AON), CPM, estimate activity duration, develop schedule)
4:45 pm – 5:00 pm	<i>Summary & Conclusion, Tea Break & End of Day 1</i>

COURSE OUTLINE

Day 2

Time	Content
9:00 am – 10:30 am	Project Scheduling (schedule model, Gantt chart, ProjectLibre)
10:30 am – 11:00 am	<i>Morning Break</i>
11:00 am – 1:00 pm	ProjectLibre: Practical on scheduling tool (calendar, task/activity, summary task, activity duration, milestones, deliverables, logical relationships, network techniques - lead/lag, activity duration, constraints, resources, preview, report)
1:00 pm – 2:00 pm	<i>Lunch Break</i>
2:00 pm – 4:15 pm	Case study: project planning and scheduling (group activity)
4:15 pm – 4:45 pm	Project schedule presentation
4:45 pm – 5:00 pm	<i>Summary & Conclusion, Tea Break & End of Training</i>