



PLANNING FUNDAMENTAL & CREATING WORK PROGRAMME IN

MICROSOFT PROJECT



COURSE PRICE: MYR 850

**An additional fee of RM 150 will be imposed for a 30-day Microsoft Project license rental*



13 APRIL 2023, (9AM - 6PM MYT)



PMCC OFFICE

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ABOUT THE COURSE

**Zero experience needed to attend*

Construction resource management is a comprehensive process that entails proactive planning, scheduling, and managing of enterprise-wide resources for the construction industry. Assigning the correct resources to the righteous task at the precise productivity rate will help to accomplish and meet the project objectives within time.

This course will be discussing in detail on resources assignment, resource bucket planning, resource levelling and resource reporting. During this course, participant will guide through on the application and the usage of PRIMAVERA P6 in resource management. In addition, participant will be guided to create their own resource database (also known as Planning Sheet) and resource library for the project.

At the end of this course, participants will be able to assign the correct resources, observe and manage their resource tabulation to avoid any oversupply or over allocate of resources.

TOPIC COVERAGE

The main topics for this course are:

- Planning database
- Project Contractual Documents related to planning
- Creating a work programme
 - Specific & Multiple Project Calendar
 - Linkage & Logic Links
 - Duration
 - Milestone & Key Dates
 - Type of constraints and application
 - Slack & Total Slack
 - Project Curve
- Critical Path



TRAINER:
Ts. AZILLA ABD RAHMAN

**Planning Manager (PMCC),
AAPE, CHPEP, PMI and SCL**

FOR INQUIRIES

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PMCC CORPORATION

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COURSE OUTLINE & SCHEDULE

TIME	DUR.	TOPIC
08:30 am - 09:00 am	30 min	Set up and registration
09:00 am - 11:00 am	2 hr	Planning Foundation 1. Planning requirement/involvement in construction phases 2. Planning process – Best Practise 3. Key Elements in Planning
11:00 am - 11:15 am	15 min	Break
11:15 am - 01:00 pm	1 hr 45 min	Microsoft Project – Part 1 a. Project Information b. Project Calendar c. WBS d. Linkage & Logic Links
01:00 pm - 02:00 pm	1 hr	Break
02:00 pm - 04:00 pm	2 hr	Microsoft Project – Part 2 a. Duration b. Milestone & Key Dates c. Constrains d. Critical Path
04:00 pm - 05:30 pm	1 hr 30 min	Group Project To create 1 work programme
05:30 pm - 06:00 pm	30 min	Group presentation and Q&A session



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TRAINER PROFILE



Ts. AZILLA ABD RAHMAN

**Planning Manager (PMCC),
TTT, AAPE, CHPEP, PMI and SCL**
NRIC: 850612145624

Ts. Azilla has over 13 years of industry experience involved in various types of projects such as high-rise buildings, infrastructure & road works, mix development, clinics & hospitals, hotels, rails, residential and commercial projects. Some of these projects were Pan Borneo Highway Sarawak, TRx Hotel, PLUS Widening project, Bank Negara Extension, Rehabilitation Hospital Cheras, Rumah PRIMA Gua Musang etc.

Recently, she was appointed as an Associate Member of Association of Planning Engineer with title AAPE (120127) and Chartered Planning Engineer CHPEP. In addition, she is a member of Project Management Institute (PMI – 7988790) and Social Construction Law (SCL – 0160). She is also a Professional Technologist (Ts.) from Malaysian Board of Technology (MBOT) and a certified HRDF Trainer since 2020.

Ts. Azilla specialises in Planning, Tracking & Monitoring, Delay Analysis, Extension of Time Claims and Expert Report for Arbitration. Besides that, she is also active in conducting trainings for Project Management, Basic & Fundamental of Planning & Scheduling, Planning Software such as PRIMAVERA (P6), Microsoft Project, and TiLOS, Delay Analysis method and process etc.

PREVIOUS EDUCATION

Master (Science) in Construction Management
Universiti Teknologi Malaysia

Bachelor (Science) in Construction
Universiti Teknologi Malaysia