

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

(Log-in for registration & payment:  
[www.myiem.org.my/member/login.aspx](http://www.myiem.org.my/member/login.aspx))

### NORMAL FEE

(by fax & email)  
Payment by cash, credit card and bank-in

	ONLINE	NORMAL FEE
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

# **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:

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

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**

**Mr. 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.

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## REGISTRATION FORM

### PHYSICAL ONE DAY COURSE ON "SCHEDULING WITH MICROSOFT PROJECT - PRACTICAL FUNDAMENTALS" 23 NOV 2024 (SATURDAY) Closing Date : 18 November 2024

No	Name(s)	Membership No.	Grade	Fee (RM)
SUB TOTAL				
+ 8% 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