

2-Day Course

Planning & Scheduling Using PRIMAVERA PROJECT PLANNER (P3) – Level 1



Course Fee : **RM 690.00**/pax

Group Fee : **RM 590.00**/pax

Date : 11 - 12 JULY 2006 | Venue : **COMPUTER LAB, SPACE UTM, SKUDAI, JOHOR**

Planning and scheduling are the main processes in project management. Site knowledge and experience can be enhanced with planning and scheduling skills.

P3 is a multi-user product that operates on popular local area networks such as Novell or Banyan Vines. It allows data sharing with other network users, and with anyone who manages projects using Primavera software. P3 provides an easy-to-use approach to project planning with an intuitive interface that makes project planning and control easy and fun.

Through this course, participants will be guided to use Primavera Project Planner (P3) software to facilitate the planning process on projects of various scales. The course begins with an overview of project management and the planning and scheduling process, which is important to be handled manually in order to effectively implement the process.

COURSE OBJECTIVES

At the end of the course the participants will be able to:

- Determine basic project properties using CPM.
- Plan and schedule a project using CPM & P3.
- Calculate time-loaded project progress.
- Plot time-loaded progress s-curve.

WHO SHOULD ATTEND

The course is opened to all beginners to P3, especially to those who require basic knowledge and skill of planning and scheduling using Primavera Project Planner.

PRE-REQUISITE

Basic planning and computer knowledge.

COURSE CONTENTS (Day-1)

INTRODUCTION TO PLANNING & SCHEDULING

- Defining successful projects*
- Why there has to be a plan?*
- What is a schedule?*
- Project management objectives & functions*

PLANNING & SCHEDULING PROCESS

- Identify project activities*
- Estimate activity duration*
- Develop project plan*
- Schedule project activities*
- Review & analyse the schedule*
- Developing a bar chart*
- Progress curve*

NETWORK SCHEDULE DEVELOPMENT

- Network models*
- Network elements*
- Activity logic, code & numbering*
- Time units & project calendar*

NETWORK SCHEDULE CALCULATIONS

- Forward & backward pass*
- Total float*
- Critical path*
- Network report*

INTRODUCTION TO P3

- Starting P3*
- Opening sample projects*
- Menu & layout*

CREATING A NEW PROJECT

- Defining New Project*
- Defining Calendars*

COURSE CONTENTS (Day-2)

DEVELOPING A NEW PROJECT SCHEDULE

- Adding activities*
- Understanding the activity form*
- Define relationships*
- Calculate the schedule*

UPDATING THE SCHEDULE

- Creating target schedule*
- Reading schedule status*
- Identifying problems*

SCHEDULE CONSTRAINTS

- Type of schedule constraints*
- Applying schedule constraints*

FORMATTING

- Changing layout*
- Bar chart view*
- PERT view*
- Organizing activities*
- Printing*

PROJECT PROGRESS CURVE

- Creating target schedule*
- Defining the measurable value*
- Assigning value*
- Displaying S-curve*

IN-HOUSE TRAINING

LET US COME TO YOU ...

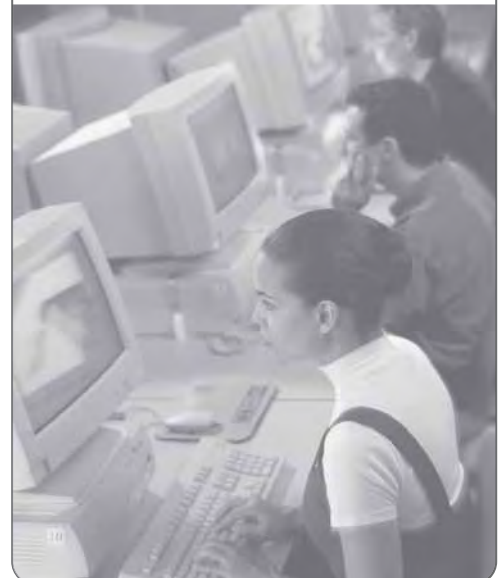
This Course can be trained at your organization and tailored to the needs of your staff. Please contact us for further details.

COURSE INSTRUCTOR

SHAIFUL AMRI BIN MANSUR

Ph.D. (UTM), M.Sc. (Kansas), B.Sc. (New Mexico)

Dr. Shaiful Amri is a lecturer at the Department of Structures & Materials, Faculty of Civil Engineering, Universiti Teknologi Malaysia. He has been involved in teaching and high-level R&D for 16 years and has been conducting training courses for professional & entrepreneur development since 1996. His areas of specialization are Construction Technology & Management, Planning & Scheduling and Productivity Assessment.



REGISTRATION FORM (Primavera Level 1)



VALUABLE DOCUMENT

Comprehensive course materials specially prepared by the instructor will be supplied to all delegates. These materials will serve as a continuing reference source for you and your colleagues during and after the event.

PAYMENT

Payment is required with registration and must be received prior to the event to guarantee your place. Walk-in delegates with payment will only be admitted subject to availability of space.

CANCELLATION AND TRANSFER

Should you be unable to attend, a substitute is welcome to attend in your place at no additional charge. Please provide the name and designation of the substitute delegate no later than 2 days from the date of event. A full refund will be given for cancellation received in writing 5 days prior to the event and for non attendance. SPACE UTM reserves the right to cancel the event or make any amendments and/or changes to the programme if warranted by circumstance beyond its control.

INCORRECT MAILING INFORMATION

It is possible that you may have received multiple mailings of this event or incorrect details on the labels for which we apologise. Should such an incident arise, do let us know so that we may update our database immediately. If you do not wish to be on our mailing list, kindly notify us and we will remove your contact details from our listing.

DISCLAIMER

SPACE UTM reserves the right to make changes to the venue, date, speaker including cancellation of the course if warranted by circumstances beyond its control.

To confirm your registration, please complete this form (including payment) and send it to:

School of Professional and Continuing Education (SPACE)
Universiti Teknologi Malaysia
No. 40-50, Jalan Kebudayaan 1, Taman Universiti, 81300 Skudai, Johor
Tel : 607-521 8159/ 64/ 70 | Fax : 607-521 1355
Contact person : Mr. Syafwan Arshad (syafwan@spaceutm.net.my)
Ms. Murni Hariyanti (murni@spaceutm.net.my)

Course Fee: RM 690.00 per person

Includes lunch, refreshment, course materials, registration kit & Attendance Certificate (accommodation NOT provided).

Group Package: RM 590.00 per person

Three (3) or more participants from the same organisation.

Dateline : 15 days before programme.

Organisation :

Address :

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Contact Person :

DL/HP : Fax :

Email :

[Participant(s) details, please fill in name(s) as per I.C]

Name (1) :

Designation :

Name (2) :

Designation :

Name (3) :

Designation :

Enclosed herewith a cheque/money order/local order/bank draft number for RM

payable to **SPACE, Universiti Teknologi Malaysia.**

HURRY! BOOK NOW TO CONFIRM YOUR SEAT!
Please fax this form to 07-521 1355