

KURSUS ASAS PENYEDIAAN DOKUMEN PERANCANGAN JADUAL

HARI PERTAMA

8.00am - 9.00am	-	Pendaftaran Peserta
9.00am - 10.45am	-	Kenyataan Masalah Objekif & Matlamat Kursus Pengenalan Kepada Pengurusan Projek Elemen-Elemen Pengurusan
10.45am - 11.15am	-	Minum Pagi
11.45pm - 1.00pm	-	Pasukan Projek Microsoft Project Prinsip Pejadualan (5M) Carta Bar (Kelebihan dan Keburukan)
1.00pm - 2.15pm	-	Makan Tengahari & Solat Zohor
2.15pm - 3.45pm	-	Perisian Microsoft Project Faedah - Faedah Microsoft Project 3 Teras Penjadualan Microsoft Project Gantt Chart, Network Diagram, Tracking Gantt
3.45pm - 4.15pm	-	Minum Petang
4.15pm - 5.00pm	-	Resource Graph, Resource Usage and Resource Sheet

HARI KEDUA

8.00am - 9.00am	-	Tutorial Asas Microsoft Project
9.00am - 10.45am	-	Memulakan Proses Penjadualan & Pemantauan Pemantauan Projek Project Tracking
10.45am - 11.15am	-	Minum Pagi
11.45am - 1.00pm	-	Helaian Sumber (Resource Sheet) Sumber - Sumber Projek Rajah Resources Sheet
1.00pm - 2.15pm	-	Makan Tengahari & Solat Zohor
2.15pm - 3.45pm	-	Perbincangan Kesimpulan dan Soalan Jawapan
3.45pm - 4.15pm	-	Minum Petang
4.15pm - 4.45pm	-	Ujian kefahaman
4.45pm - 5.00pm	-	Taklimat (CIDB)
5.00pm	-	Majlis Penyampaian Sijil & Penutup