

# Project Planning and Programming

*For practitioners in the property development and construction industry*



## Course Structure

Mode: Face-to-Face

Duration: 15 Hours

MCP Assessment (Optional): 100% Assignment

## About Micro-Credential Programme (MCP)

MCPs are certifications of assessed learning of knowledge, skills and competencies in a specific narrow area or field. These can be components of academic programmes or standalone courses supporting learners' professional, academic and personal development. Participants who successfully pass the MCP assessment will be awarded Malaysian Microcredential Statement (MMS) issued by Tunku Abdul Rahman University of Management and Technology (TAR UMT).

## About This Training

Project Planning and Programming introduces the concept of project planning and programming by using Microsoft Project software application for construction visualisation, scheduling and management for better coordination on site, logistic and safety aspects. Project Planning and Programming are one of the most important activities for project practitioners when starting and managing any project. It is designed to benefit every construction or development player involved in the successful progress of projects. Participants will be able to create projects using Microsoft Project and learn how to use Microsoft Project for contractual applications such as Master programme, Extension of Time, Loss and Expense. Basic knowledge in computer software MS Word and MS Excel is required.



### Date and Time

13 - 14 May 2023  
Saturday to Sunday  
9 AM to 5 PM



### Training Venue

TAR UMT  
Jalan Genting Kelang, Setapak  
53300 Kuala Lumpur



### Trainer

Ts. Hashdi Abdul Muid

# COURSE CONTENTS

## INTRODUCTION TO PROJECT PLANNING

- Importance of Planning
- 3 Stages of Planning: Pre-Tender, Pre-Contract and Contract Stage

## INTRODUCTION TO PROJECT PROGRAMMING

- Programming Evaluation Review Technique (PERT)
- Critical Path Method
- Earned Value Management
- Microsoft Project

## MS PROJECT INTRODUCTION AND OVERVIEW

- Software Overview and Navigation
- Creating and Saving New Project
- Setting and Assigning Calendar
- Creating Work Breakdown Structure (WBS and Tasks)
- Creating Relationships and Assigning Constraints

## MS PROJECT MODULE

- Scheduling and Critical Path
- Creating and Assigning Resources
- Setting Baseline and Tracking Progress
- Highlight, Filter and Group Gantt Chart, Formatting and Report

## Introduce our Trainer

Ts. Hashdi Abdul Muid

Ts. Hashdi Abdul Muid obtained his MBA from the University of Putra Malaysia. He holds a Bachelor of Science in Civil Engineering from the University of Arizona. He attended the Senior Management Program at Harvard Business School in 2002 and is a certified trainer. Currently, Ts. Hashdi is a Senior Lecturer at Tunku Abdul Rahman University Management and Technology (TAR UMT), specialising in Project Management and Contract Administration. Before joining TAR UMT, Ts. Hashdi has more than 20 years of industrial experience as a General Manager in a Public Listed company. He has extensive project management experience managing projects in Malaysia, Australia and the United Arab Emirates. His expertise includes high-rise towers, township developments and major infrastructure works.



Click/Scan for enquiry



Contact Us



Centre for Continuing and Professional Education

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<https://www.tarc.edu.my/cpe/>

# Project Planning and Programming

Venue: TAR UMT, Jalan Genting Kelang, Setapak, 53300 Kuala Lumpur

Date: 13 - 14 May 2023 (9.00 am - 5.00 pm)

## REGISTRATION FORM



CENTRE FOR CONTINUING & PROFESSIONAL EDUCATION

**Fees:**  Public  
RM 795.00 per participant  
(inclusive of 6% Service Tax)

TAR UMT Student/Alumni  
RM 636.00 per participant  
(inclusive of 6% Service Tax)

### The Manager

TARC Education Foundation (1033820M)

Tunku Abdul Rahman University of Management and Technology (TAR UMT)

TEL: 03-4145 0170

Email: training@tarc.edu.my

Dear Madam / Sir,

Please register the following participant(s) for the above programme: (To be completed in BLOCK LETTERS)

1

Name :

Email:

IC No. :

Mobile No. :

Nationality :

Designation :

2

Name :

Email:

IC No. :

Mobile No. :

Nationality :

Designation :

(If space is insufficient, please attach a separate list)

### Disclaimer

Registration is on a first-come-first-served basis. All cancellations must be made in writing. Cancellation made 14 days or more in advance of the workshop date will receive full refund. Cancellations made thereafter will be subjected to a cancellation fee of 50% of the workshop fee. All fees are payable in the event of non-attendance of any registered participant(s) or the overall attendance falls below 75% of total workshop hours. Replacement(s) can be accepted at no additional cost if notified 24 hours prior to the commencement of the workshop. The Tunku Abdul Rahman University of Management and Technology reserves the right to change the speaker, reschedule or cancel the workshop and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

We will be claiming under **HRD Corp Claimable Course** and full payment would be made to Tunku Abdul Rahman University of Management and Technology in the event that no disbursement from HRD Corp under any circumstances.

We will **NOT BE CLAIMING** from HRD Corp. Payment will be made to account payee TAR UMT by cheque or bank transfer to Public Bank Account No. 3 1 8 1 5 6 4 1 1 3. Kindly submit your payment remittance to training@tarc.edu.my together with this registration form.

## Submitted by

Name :

Email :

Company Name:

Company Address :

Designation :

Telephone No. :

Company Registration No. :

Company Stamp & Signature :

Department:

Mobile No. :

Date :