



Circular No.: SCA/650/1117/WX

SCAL Academy Course

SCAL-SP Course on

Construction Project Planning and Scheduling

using

Microsoft Project 2013 (68th Intake)

Jointly organised by



**SINGAPORE
POLYTECHNIC**
Opening Minds Shaping Lives

&

Singapore Contractors Association Ltd



INTRODUCTION

Contractors are responsible to translate clients' requirements and consultants' *2-dimensional drawings into 3-dimensional physical realities*. To achieve this, a contractor is required to **construct a project plan**, which details the prerequisites, costing, workflow, milestones and quality management. Work schedule or **timeline** is an integral component in all project planning and management. Easy-to-use project management softwares are now available to help contractors plan, control and evaluate their projects in a timely and cost-effective manner.

OBJECTIVE

This Course aims to provide participants with a thorough overview of the concepts of project planning and evaluation. Participants will learn how to *identify, organise, and control tasks and resources* required to complete a project under the constraints of time and cost. Emphasis will be placed on the intricate yet critical *relationship between cost schedules and technical performances*. **Upon completion of the Course, participants will be able to apply the tools available in Microsoft Project 2013 to help them make important decisions in project management.**

WHO SHOULD ATTEND

Project Managers, Engineers, Supervisors and Project Team Leaders who are involved in managing a construction project.

COURSE CONTENTS

<p>Introduction to Microsoft Project</p> <ul style="list-style-type: none"> ▪ Microsoft Project Environments ▪ Task Information, Duration & relationships ▪ Critical Path <p>Sub-Tasks and Project Details</p> <ul style="list-style-type: none"> ▪ Summary Information ▪ Project Statistics ▪ Overview Reports ▪ Sub-Tasks <p>Working with Calendars</p> <ul style="list-style-type: none"> ▪ Scheduling & Rescheduling the Project Calendar 	<p>Working with Resources</p> <ul style="list-style-type: none"> ▪ Resource Allocation ▪ Resource Levelling ▪ Over Allocation of Resources <p>Cost Information</p> <ul style="list-style-type: none"> ▪ Project Costing & Budgeting <p>Working with PERT Chart</p> <ul style="list-style-type: none"> ▪ Constructing a PERT-Chart ▪ Remodelling a PERT-Chart <p>Tracking Project Progress</p> <ul style="list-style-type: none"> ▪ Tracking Tool Bar ▪ Setting Baseline <p>Reports</p> <ul style="list-style-type: none"> ▪ Progress Reporting ▪ Reports by Report Type 	<p>Course Duration 18 hours 68th Intake: 8, 10, 12, 15, 17 and 19 January 2018 Time: 6.30pm – 9.30pm Venue: Singapore Polytechnic The School of the Built Environment (500 Dover Road, Singapore 139651)</p> <hr/> <p>Accreditation CET = 18 hours (PENDING)</p> <hr/> <p>Course Fees : SCAL/SLOTs - \$588.50 (inclusive of GST) Non-Member - \$625.95 (inclusive of GST) Payment Type – Full Fee SDF Funding – S\$36 (to be confirmed) for SMEs <i>(eligibility criteria apply)</i></p> <hr/> <p>A Certificate of Attendance will be issued to students who complete the course.</p>
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Registration Form

Please fill up the form, & return via fax / email / mail to:

SCAL Academy
150 Neil Road
Singapore 088879

 Tel : 6793 9020
 Fax : 6793 4401
 Email : weixuan@scal.com.sg / elene@scal.com.sg

 Attn: **Ms Tan Wei Xuan / Ms Elene Yeo**

SCAL-SP Course on **Construction Project Planning and Scheduling using Microsoft Project 2013**

Date: 68th Intake: 8, 10, 12, 15, 17 and 19 January 2018

Time: 6.30pm - 9.30pm

Venue: Singapore Polytechnic (500 Dover Road, Singapore 139651)

Please register the following person(s) for the above course:

Name : _____ NRIC/FIN No: _____ Designation : _____

Name : _____ NRIC/FIN No: _____ Designation : _____

Name : _____ NRIC/FIN No: _____ Designation : _____

Name of Company : _____ Company Reg No (ROC No) _____

Address of Company : _____

Postal Code : _____

Contact Person : _____ **Tel :** _____ **Fax :** _____

Email : _____

Enclosed is a cheque no : _____ for S\$ _____.

(Payable to SCAL Academy Pte Ltd, 150 Neil Road, S088879) being registration fee for _____ person(s).

Fees per participant (please tick accordingly):

SCAL Member **\$588.50** (\$550 + 7%)

Non-Member **\$625.95** (\$585 + 7%)

→ *Inclusive of: Course notes, refreshments & GST.*

Please note:

Registration is confirmed upon receipt of registration form, unless notified otherwise. Please note to contact us if confirmation letter is not received at least 3 working day before the course start date.

The full course fee is payable by 3 January 2018. No cancellation will be accepted from 2 January 2018 onwards. Thank you.

*A notice of cancellation must be given at least 3 working days before commencement of the course and 50% of course fee will be charged / returned. If notice is given less than 3 working days before the first day of the workshop, full fees will be charged / there will be no refund.

*A notice of replacement / postponement together with the full particulars of the new participant (for replacement) must be given to us at least 3 working days before course commencement. A charge of S\$50 (replacement) or S\$100 (postponement) will be imposed on such changes.

Name/Authorized Signature/Designation

Company Stamp (if applicable)

Date

