



Circular No.: SCA/843/1118/AG  
*SCAL Academy Course*

SCAL-SP Course on

# Construction Project Planning and Scheduling

using

## Microsoft Project 2013 (72<sup>nd</sup> 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><b>Introduction to Microsoft Project</b></p> <ul style="list-style-type: none"> <li>▪ Microsoft Project Environments</li> <li>▪ Task Information, Duration &amp; relationships</li> <li>▪ Critical Path</li> </ul> <p><b>Sub-Tasks and Project Details</b></p> <ul style="list-style-type: none"> <li>▪ Summary Information</li> <li>▪ Project Statistics</li> <li>▪ Overview Reports</li> <li>▪ Sub-Tasks</li> </ul> <p><b>Working with Calendars</b></p> <ul style="list-style-type: none"> <li>▪ Scheduling &amp; Rescheduling the Project Calendar</li> </ul>	<p><b>Working with Resources</b></p> <ul style="list-style-type: none"> <li>▪ Resource Allocation</li> <li>▪ Resource Levelling</li> <li>▪ Over Allocation of Resources</li> </ul> <p><b>Cost Information</b></p> <ul style="list-style-type: none"> <li>▪ Project Costing &amp; Budgeting</li> </ul> <p><b>Working with PERT Chart</b></p> <ul style="list-style-type: none"> <li>▪ Constructing a PERT-Chart</li> <li>▪ Remodelling a PERT-Chart</li> </ul> <p><b>Tracking Project Progress</b></p> <ul style="list-style-type: none"> <li>▪ Tracking Tool Bar</li> <li>▪ Setting Baseline</li> </ul> <p><b>Reports</b></p> <ul style="list-style-type: none"> <li>▪ Progress Reporting</li> <li>▪ Reports by Report Type</li> </ul>	<p><b>Course Duration</b></p> <p>18 hours</p> <p><b>72nd intake: 19, 21, 23, 26, 28 &amp; 30 Nov 2018</b></p> <p><b>Time: 6.30pm – 9.30pm</b></p> <p><b>Venue: Singapore Polytechnic</b> The School of the Built Environment (500 Dover Road, Singapore 139651)</p> <hr/> <p><b>Accreditation</b></p> <p>CET = 18 hours (APPROVED)</p> <hr/> <p><b>Course Fees:</b></p> <p><b>SCAL/SLOTs - \$588.50 (inclusive of GST)</b></p> <p><b>Non-Member - \$625.95 (inclusive of GST)</b></p> <p><b>Payment Type – Nett Fee</b></p> <p><b>SSG Funding – S\$36 (to be confirmed) for SMEs</b> (eligibility criteria apply)</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 : [ange@scal.com.sg](mailto:ange@scal.com.sg) / [yensze@scal.com.sg](mailto:yensze@scal.com.sg)

 Attn: Ms Ange / Ms Yen Sze

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

Date: 72<sup>nd</sup> Intake: 19, 21, 23, 26, 28 & 30 Nov 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 13 Nov 2018** No cancellation will be accepted from **13 Nov 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

