CITYSCAPE INTERNATIONAL LIMITED

Gulshan Point, 7/A Gulshan South Avenue, Gulshan-1, Dhaka-1212

MEMO NO. R&D/2011/01/03
Date: 24 Jamuary 2011

To: All Colleagues/ Staffs		Dept: R & D	
From: Engr. Md. Sanaul Haque		Designation: GM	
CC: MD, Director, Chief Engineer, Manager (Finance & accounts)			
Subject: Training Program on "M.S. Project for Construction Company"			
Information	Approval Required		Action Required √

Dear Sir/ Colleague,

A training program on "M.S. Project for Construction Company will be held as per following schedule at Meeting Room of Head Office. Interested colleagues/ staffs are requested to attend this training session.

Schedule:

Date*	Time*	Topics Covered
Tuesday, 25 January, 2011	05:00 PM – 07:00 PM	Setup, Gantt Chart Entry
Thursday, 27 January, 2011	05:00 PM – 07:00 PM	Format Gridline/Text/Bar, Gantt Chart Wizard, Progress
Saturday, 29 January, 2011	02:30 PM – 05:00 PM	Resource Entry, Reports-Gant Chart/Cash flow….

*For any un-curtained circumstances date and time may be changed

Program:

1ST DAY	2ND DAY	3RD DAY
05:00 PM - 06:00 PM - Lecture	05:00 PM - 05:15 PM – Trouble Shooting	02:30 PM - 02:45 PM - Trouble Shooting
06:00 PM - 06:15 PM - Tea Break	05:15 PM - 06:15 PM – Lecture	02:45 PM - 03:45 PM – Lecture
06-15 PM - 07:00 PM - Practice Session	06-15 PM - 06:30 PM – Tea Break	03-45 PM - 04:00 PM – Tea Break
	06-30 PM - 07:00 PM - Practice Session	04-00 PM - 05:00 PM - Practice Session

Thanks.

Organized by:

GM-R & D

Cityscape International Ltd.

MS PROJECT (Ver-2007) FOR CONSTRUCTION COMPANY

Organized by R&D, Cityscape

1ST DAY

1. Setup
   a. Start-Control Panel-Date, Time, Language, and Regional Options-Regional and Language options-English (United Kingdom)
   b. Tools-Options-View-Date Format-28-01-02

      Symbol-Tk.

      Edit-day-d
   c. Tools-Change Working Time-Exception-Name-Working Day-1-Start-01-01-11-finish-30-09-11-detail-working Times

      Tools-Change Working Time-Exception-Name-Eid-ul-Fitre-1-Start-01-10-11-finish-07-10-11-detail-nonworking
   d. File-Properties-Summary-Title-Master Program of Ekushey Bhaban
   e. Double Click top-left cell-Filed Name-WBS-Title-SI.-Align Data-Left
   f. Hide 1st indicator Colum
   g. Change Column Resource name to ID

2. Gantt Chart Entry
   a. Predecessors-sf-ss-fs-ff
   b. Double click task-advance-constraint type-as soon as possible

2ND DAY

3. Customizing Time Scale
   a. Double Click Top-Right portion(date)-show-three tires-top tires-unit-year-label-2002

      middle tire-unit-month-label –jan

      bottom tire-unit-week-label-26/01

4. Format Grid Lines
   a. Format-gridlines-Gantt Rows-Bar Rows-Middle Tire Column-Bottom Tire Column-Current Date-Sheet Rows-Sheet Columns

5. Format Text
   a. Format-Text Style-Item to Change-Critical Task-Font Style-Italic-Color-red

6. Gantt Chart Wizard
   a. Format-Gantt Chart Wizard-Critical Path

7. Format Bar
   a. Format-Bar-task/progress/summary/project summary/ rolled up task/rolled up progress/-shape-pattern

8. Progress
   a. Insert Column- % Complete
   b. Tools-Tracking-Dates and Intervals-Always display current progress line-at project status date
      Line Styles-Progress Lines-tick show date for each progress line
      Update project-Update Work as Complete through-25-01-11

3RD DAY

9. Resource Entry
   a. View -Resource Sheet-Keep/Insert field-Group, Resource Name, Type, Material Label, Work, Std. Rate, Accrue At, Cost
   b. View-Gantt Chart-Insert Column Cost-Double click on task-Resources-Units

10. Reports
    a. Gantt Chart
       i. File –Page set up –Header-Center-General –Project Title-Add-Footer-Left-Center-Right
       ii. Double click on top-right (date) portion –Size-75%
       iii. File-Print Date From to

    b. Cash Flow
       i. Report-Reports- Costs-Select-   Cash Flow-edit-column-month-ok
                                           Cash Flow-select-Print-Date from -to
    c. Materials Flow

       i. Report-Reports- Costs-Select-   Work Load-edit-column-month-ok
                                           Work Load-select-Print-Date from –to
    d. Project Summary
       i. Report-Reports- Overview-Select-Project Summary-Select

    e. Critical Tasks
       i. Report-Reports- Overview-Select-Critical Tasks-Select
    f. Unstarted Tasks
       i. Report-Reports- Current Activities-Select-Unstarted Tasks-Select

    g. Tasks in Progress
       i. Report-Reports- Current Activities-Select-Task in Progress-Select
    h. Completed Tasks
       i. Report-Reports- Current Activities-Select-Unstarted Tasks-Select

Training Evaluation on; ' M.S. Projects for Construction Company"

I am a: ○ Manager ○ Executive ○ Staff

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	○	○	⊘	○	○
2. I will be able to apply the knowledge learned.	⊘	○	○	○	○
3. The training objectives for each topic were identified and followed.	○	⊘	○	○	○
4. The content was organized and easy to follow.	○	⊘	○	○	○
5. The materials distributed were pertinent and useful.	○	⊘	○	○	○
6. The trainer was knowledgeable.	○	⊘	○	○	○
7. The quality of instruction was good.	○	○	⊘	○	○
8. The trainer met the training objectives.	○	○	⊘	○	○
9. Class participation and interaction were encouraged.	○	⊘	○	○	○
10. Adequate time was provided for questions and discussion.	○	○	⊘	○	○

11. How do you rate the training overall?

Excellent	Good	Average	Poor	Very poor
○	⊘	○	○	○

10. What aspects of the training could be improved? *Need more details*

11. Other comments? *Need more details*

THANK YOU FOR YOUR PARTICIPATION!

1

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2. I will be able to apply the knowledge learned.	●	O	O	O	O
3. The training objectives for each topic were identified and followed.	O	●	O	O	O
4. The content was organized and easy to follow.	O	O	●	O	O
5. The materials distributed were pertinent and useful.	O	●	O	O	O
6. The trainer was knowledgeable.	●	O	O	O	O
7. The quality of instruction was good.	●	O	O	O	O
8. The trainer met the training objectives.	●	O	O	O	O
9. Class participation and interaction were encouraged.	O	●	O	O	O
10. Adequate time was provided for questions and discussion.	●	●	O	O	O.

11. How do you rate the training overall?

Excellent	Good	Average	Poor	Very poor
O	●	O	O	O

10. What aspects of the training could be improved?

11. Other comments?.

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10. Adequate time was provided for questions and discussion.	O	●	O	O	O

11. How do you rate the training overall?

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10. What aspects of the training could be improved?

11. Other comments? *Printed instruction may be provided with Pictural view.*

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