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, N	lanager (Finance & accounts)	
Subject: Training Program on "	M.S. Project for Construction Co	mpany"
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:

1 ST DAY	2 ND DAY	3 RD DAY
05:00 PM - 06:00 PM - Lecture	2 2711	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-de
 - 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-Sl.-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/-shapepattern
- 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
 - 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

100 de 101/2010

I am a: O Manager O Executive O Staff

Please indicate your impressions of the items listed below.

a50 11	idicate your impre	solution the items	iloted be	OVV.				
	•		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	
1.	The training met	my expectations.	0	0	10	0	0	
	I will be able to appropried.			0	0	0	0	
	The training objection of the training objection		0	VO	0	0	0	
	The content was asy to follow.	organized and	0	10	0	0	0	
10000	. The materials dis ertinent and usefu		0	10	0	0	. 0	
6	The trainer was k	nowledgeable.	0	P	0	0	0	
	. The quality of insood.	truction was	0	0	CO	0		
	. The trainer met tl bjectives.	he training	0	0	10	0	0	
	. Class participationere encouraged.	on and interaction	0	6	0	_ 0	. 0	
	0. Adequate time vuestions and discu		0	0	6	0	0	
	ow do you rate the cellent	training overall?	Average O		Po	or	Very poor	
0. W	hat aspects of the	training could be i	mproved?	· • •	L 22 -	d man	e de f	ale

10. What aspects of the training could be improved?

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11. Other comments?

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Training Evaluation on; 'M.S. Projects for Construction Company" O Executive O Staff O Manager I am a: Please indicate your impressions of the items listed below. Strongly Strongly Agree Neutral Disagree Disagree Agree 1. The training met my expectations. 0 \mathbf{O} 2. I will be able to apply the 0 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 0 0 0 0 pertinent and useful. 6. The trainer was knowledgeable. 7. The quality of instruction was 0 good. 8. The trainer met the training 0 objectives. 9. Class participation and interaction 0 were encouraged. 10. Adequate time was provided for O. O 0 questions and discussion. 11. How do you rate the training overall? Poor Very poor Average Excellent Good

10. What aspects of the training could be improved?

11. Other comments?

Executive

O Staff

O Manager

10. What aspects of the training could be improved?

I am a:

Olease	e indicate vour imp	ressions of the items	s listed he	low				
,	indicate your imp		Strongly Agree		Neutral	Disagree	Strongly Disagree	
	1. The training me	t my expectations.	0	0		0	0	
_	2. I will be able to knowledge learned			0	. 0	0	0	
	3. The training obj		0	0	0	0	0	
	4. The content wa easy to follow.	s organized and	0	•	0		0	
	5. The materials depertinent and usef		0	•	0	0	• 0	
	6. The trainer was	knowledgeable.		0	0	0	0	
	7. The quality of ingood.	struction was	0	•	0	0	•	
	8. The trainer met objectives.	the training	0	0	0	0	0	
	9. Class participat were encouraged.	ion and interaction	0		•	0	. 0	
	10. Adequate time questions and disc	e was provided for cussion.	0	•	0	0	0	
	How do you rate th Excellent	e training overall? Good	Average		Po	or	Very poor	

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

	I am a:	O Manager	• Exe	ecutive	O Sta	ff		
Plea	ase indicate	your impressions of the	e items	listed bel Strongly Agree		Neutral	Disagree	Strongly Disagree
	1. The tr	aining met my expectati	ions.	0		0	0	0
		e able to apply the ge learned.			0	0	0	0
		aining objectives for each			0	0	0	0
	4. The contact easy to f	ontent was organized a	nd		0	0	0	0
		naterials distributed were tand useful.	е		0	0	0	. 0
	6. The tr	ainer was knowledgeab	ole.		0	0	0	0
	7. The q good.	uality of instruction was	•	0		0	0	
	8. The trobjective	ainer met the training		0		0	0	0
		participation and intera couraged.	ction	0		0	0	. 0
		quate time was provided as and discussion.	d for		0	0	0	0
1	1. How do y Excellent O	ou rate the training over Good	rall?	Average O		Po	or	Very poor
10	0. What asp	ects of the training cou	ld be i	mproved?				

11. Other comments?

	I am a:	O Manager	Exe	cutive	O Sta	ff		•
Plea	ase indicate	your impressions of the	e items	listed bel	low.			
	4			Strongly Agree		Neutral	Disagree	Strongly Disagree
	1. The to	raining met my expectat	ions.	0		0	0	0
		be able to apply the lige learned.		0	•	0	0	•
		raining objectives for each		•	0	0	0	0
	4. The ceasy to	content was organized a follow.	ind	0	0			0
		naterials distributed wer nt and useful.	e	0	•	0	0	. 0
	6. The t	rainer was knowledgeab	ole.	0		0	0	0
	7. The o	quality of instruction was	\$	0		0	0	
	8. The toolsobjective	rainer met the training		0		0	0	0
		s participation and interance	action	0	0	•	0	,
		equate time was provided no and discussion.	d for	0	0	•	•	0
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	1. The training met my expectations.	0		0	0	0
	2. I will be able to apply the knowledge learned.	•	0		0	0
	3. The training objectives for each topic were identified and followed.		0	0	0	0
, op h	4. The content was organized and easy to follow.		0	0		0
	5. The materials distributed were pertinent and useful.		0	0	0	. 0
	6. The trainer was knowledgeable.	②	0	0	0	0
	7. The quality of instruction was good.	0		0	0	. 0
	8. The trainer met the training objectives.	0		0	0	0
	9. Class participation and interaction were encouraged.	0	0	6	0	. 0
	10. Adequate time was provided for questions and discussion.	0		0	0	0
	How do you rate the training overall? Excellent Good	Average O		27 63.T	oor	Very poor O
10.	What aspects of the training could be i	mproved?				

	I am a:	O Manager	• Exe	ecutive	O Sta	ff		
Plea	ase indicate	your impressions of the	e items	listed bel Strongly Agree		Neutral	Disagree	Strongly Disagree
	1. The tr	aining met my expectati	ions.	0		0	0	0
		e able to apply the ge learned.			0	0	0	0
		aining objectives for each			0	0	0	0
	4. The co	ontent was organized a	nd		0	0	0	0
		naterials distributed were tand useful.	е		0	0	0	. 0
	6. The tr	ainer was knowledgeab	ole.		0	0	0	0
	7. The q good.	uality of instruction was	•	0		0	0	
	8. The trobjective	ainer met the training		0		0	0	0
		participation and intera couraged.	ction	0		0	0	. 0
		quate time was provided as and discussion.	d for		0	0	0	0
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	4			Strongly Agree		Neutral	Disagree	Strongly Disagree
	1. The to	raining met my expectat	ions.	0		0	0	0
		be able to apply the lige learned.		0	•	0	0	•
		raining objectives for each		•	0	0	0	0
	4. The ceasy to	content was organized a follow.	ind	0	0			0
		naterials distributed wer nt and useful.	e	0	•	0	0	. 0
	6. The t	rainer was knowledgeab	ole.	0		0	0	0
	7. The o	quality of instruction was	\$	0		0	0	
	8. The toolsobjective	rainer met the training		0		0	0	0
		s participation and interance	action	0	0	•	0	,
		equate time was provided no and discussion.	d for	0	0	•	•	0
1	1. How do y Excellent O	you rate the training ove Good	rall?	Average O		Po	or	Very poor
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	2. I will be able to apply the knowledge learned.	•	0		0	0
	3. The training objectives for each topic were identified and followed.		0	0	0	0
, op h	4. The content was organized and easy to follow.		0	0		0
	5. The materials distributed were pertinent and useful.		0	0	0	. 0
	6. The trainer was knowledgeable.	②	0	0	0	0
	7. The quality of instruction was good.	0		0	0	. 0
	8. The trainer met the training objectives.	0		0	0	0
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	10. Adequate time was provided for questions and discussion.	0		0	0	0
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