Loop Consulting Group
"The Catalyst for the Change"

LOOP ACADEMY

MICROSOFT PROJECT 2016™ TRAINING CONTENT

CONTACT

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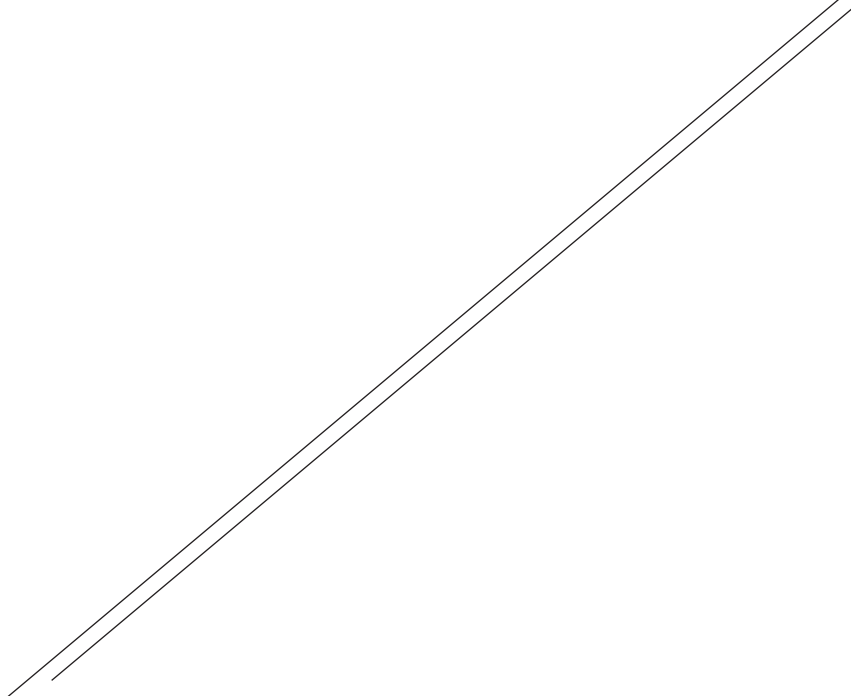| Loop Consulting Group | Tel (Turkey) | : | + 90 533 351 52 50 |
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MICROSOFT PROJECT 2016™ SOFTWARE TRAINING CONTENT

Loop Academy

Loop Consulting Group
"The Catalyst for the Change"

TRAINING CONTENT

CONTENT

01 SECTION 01
DEVELOP AND
MANAGE WORK
SCHEDULE

02 SECTION 02
SCHEDULING
USING MICROSOFT
PROJECT 2016™
SOFTWARE

03 SECTION 03
SCHEDULING
USING MICROSOFT
PROJECT 2016™
SOFTWARE

"Loop Consulting Group provides SOLUTIONS that bring USABILITY, FUNCTIONALITY, and EXCELLENT IMPACT".

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05 SECTION 05
IMPORTANCE OF WORK
SCHEDULE AND
LESSON LEARNED

06 SECTION 06
QUESTIONS & ANSWERS,
TRAINING EXAM,
EVALUATION OF THE EXAM
RESULT AND THE TRAINING
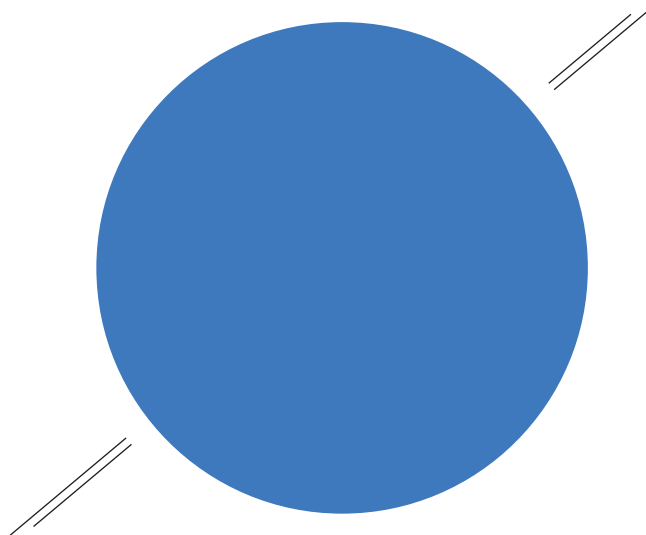
"STRONG FOUNDATIONS for a brighter FUTURE".

OBJECTIVES & PRINCIPLES OF TRAINING

EDUCATION NOTES,

- Proactive Timing Management,
- Planning Project Resources (Manpower, Equipment, and Material),
- Preparing Construction Work Schedules,
- Comparison of Actual and Baseline Schedules,
- Earned Value Analysis (EVA) and Calculation of the Schedule Performance Index (SPI),
- Delay Analysis and Procedures,

LEARNING TARGETS OF WORK SCHEDULE AND DELAY CLAIMS ANALYSIS,

- The Information about the Meaning and Importance of an Appropriate Work Schedule,
- Hints and Techniques for a Useful Work Schedule,
- What You Need to Know about Delay Analysis,
- Hints for Using Construction Documents to Prevent Hidden Tricks and Disputes in a Project, and to Identify Problems,
- Preparing the Foundations of the Claims and Their Evidence,

POSSIBLY CONTINUING TRAINING CREDITS,

- PMI 6.0,
- IACET 0.6,
- IPMA,
- AIA 6.0,

WHO SHOULD PARTICIPATE?

- This three-day training has been designed for project managers, contractors, subcontractors, investors, engineers, architects, contract managers & developers, and other professionals in the construction industry who want to take a training to learn how to read and understand project work schedules.

You are in this section.

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DEVELOP AND
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03 SECTION 03
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SOFTWARE

"LOOP ACADEMY has provided PROJECT MANAGEMENT Services in 3 Continents, 14 Countries and for Contracts of over the Total Value 25 Billion USD".

SECTION 01

DEVELOP & MANAGE WORK SCHEDULE

1 Work Schedule as a Useful Project Management Tool,

2 Fundamentals of Work Schedule,

- Activity Features and Relations,
- Critical Path Method Work Schedule,
- Work Schedule Updates and Revisions,

3 Techniques and Hints for a Useful Schedule,

SECTION 02

SCHEDULING USING MICROSOFT PROJECT 2016™ SOFTWARE

1 Defining a New Project,

2 Editing User Parameters such as Project and Resource Calendar,

3 Creating the Baseline Schedule,

- Creating Work Breakdown Structure,
- Creating the Activity List,
- Estimation Methods,
- Completion of the Activity Duration Estimates,
- Logical Sequencing (Hard Logic, Soft Logic Approach),
- Time Constraint in the Contract,
- Determination of the Critical Path and Critical Activities and Interpretation,
- Total Float (Slack) Management and its Importance,
- Active Use of Filtering Options,

4 Techniques and Hints for a Useful Schedule,

You are in this section.

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RESULT AND THE TRAINING

"To build the future by INNOVATIVE SUSTAINABILITY".

SECTION 03

SHEDULING USING MICROSOFT PROJECT 2016™ SOFTWARE

→ Preparing the Baseline Schedule,

- Making Man-hour and Equipment-hour Estimations,
- Creating Data Source Pool,
- Allocation of Resources to the Activities,
- Preparing Cost Breakdown Structure,
- Creating Cost Coding System,
- Data Exchange with MS Excel
- Export and Import in MS Project,
- Gantt Chart Settings,
- Optimization of the Resources,
- Acquisition and Interpretation of Resource Loading Reports,
- Preparing Cost Loading Reports and Interpretation of them,
- Preparing Resource Graphical Reports and Interpretation of them,
- Preparing Cost Graphics Reports and their Interpretation,

SECTION 04

SCHEDULING USING MICROSOFT PROJECT 2016™ SOFTWARE

→ Updating Baseline Schedule and its Revision,

- Project and/or Activity Progress Types,
- Periodical Updating of Work Schedule and its Importance,
- Calculation of the Schedule Performance Index (SPI),
- Earned Value Analysis,
- Preparing Periodical Progress Reports,
- Preparing Progress Reports as a Base for Progress Billing,
- Calculation of Temporal Deviations and Delay Analyzes,
- Comparison of the Target Budget and Actual Budget,
- Preparing Work Schedule Report and Interpretation,
- Reporting Techniques for Determining Project Performance,

You are in this section.

| 04 | SECTION 04 SCHEDULING USING MICROSOFT PROJECT 2016™ SOFTWARE | 05 | SECTION 05 IMPORTANCE OF WORK SCHEDULE AND LESSON LEARNED | 06 | SECTION 06 QUESTIONS & ANSWERS, TRAINING EXAM, EVALUATION OF THE EXAM RESULT AND THE TRAINING |

"LOOP CONSULTING GROUP; The catalyst for the change".

SECTION 05

IMPORTANCE OF WORK SCHEDULE AND LESSON LEARNED

1. Work Schedule as a Contract Document,

2. Reviewing Work Schedules of Large Size Projects,

3. Sharing Experiences and Lessons Learned,

4. Other Issues Related to Work Schedule,

SECTION 06

EVALUATION OF THE TRAINING

1. Questions and Answers,

2. Training Exam,

3. Evaluation of the Exam Results and the Training & Submission of Participant Certificates,

THANK YOU FOR YOUR INTEREST!

You can click here or call us to learn more about training details and schedule and to join training programs organized by Loop Academy about "Planning Methodology and the effective use of MS Project software in construction projects". You can fill out the pre-request form for the training by clicking here and send it to us by pressing the submit button.

CONTACT

For further information please contact us:

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