

Jadwal proyek

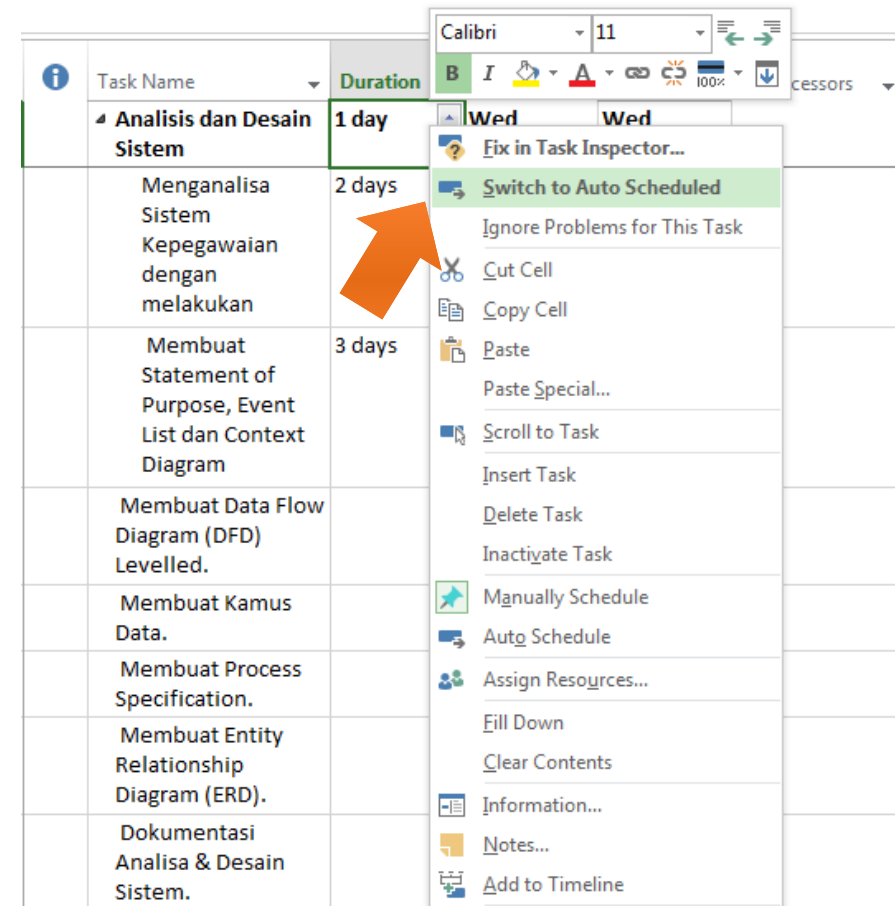
Albertus dwiyoga widiantoro, M.Kom.

Duration, start, dan finish

- Durasi/duration menyatakan jumlah waktu yang diperlukan untuk melakukan suatu kegiatan atau pekerjaan pada suatu proyek
- Jumlah waktu diisi dalam bentuk jam, hari minggu, bulan

Durasi otomatis

- Agar durasi berubah secara otomatis pada setiap perubahan sub-task yang ada dibawahnya, lakukan:
- Klik kanan pada bagian kolom duration
- Pilih pada switch to auto schedule
- Durasi akan menyesuaikan secara otomatis



Membuat hari libur

FILE TASK RESOURCE REPORT PROJECT VIEW FORMAT

Subproject Apps for Office Project Information Custom Fields Links Between Projects WBS Change Working Time Calculate Project Set Baseline Move Project Status Date: NA Update Project Spelling

Insert Apps Properties Schedule Status Proofing

Change Working Time
Set days off and change the working hours for the project or for specific resources.

GANNT CHART

Task ID	Task Name	Duration	Start	End	Resource Names
1	Analisis dan Desain Sistem	3 days	Wed 11/11/15		
2	Menganalisa Sistem Kepegawaian dengan melakukan	2 days	Wed 11/11/15	Fri 11/12/15	
3	Membuat Statement of Purpose, Event List dan Context Diagram	3 days	Wed 11/11/15	Fri 11/13/15	
4	Membuat Data Flow Diagram (DFD) Levelled.	1 day	Wed 11/11/15	Wed 11/11/15	
5	Membuat Kamus Data.	7 days	Sat 11/14/15	Tue 11/24/15	
6	Membuat Process	2 days	Sat 11/14/15	Mon 11/16/15	
7	Membuat Entity Relationship Diagram (ERD).	3 days	Tue 11/17/15	Thu 11/19/15	
8	Dokumentasi Analisa & Desain Sistem.	3 days	Fri 11/20/15	Tue 11/24/15	


15 Nov 8, 2015

T W T F S S M

TASK RESOURCE REPORT PROJECT VIEW **FORMAT**

Start
Wed 11/11/15

Thu 11/12 Fri 11/13 Sat 11/14 Sun 11/15 Mon 11/16 Tue 11/17 Wed 11/18 Thu 11/19 Fri 11/20 Sat 11/21 Sun 11/22

	Task Name	Duration	Start	Finish
	Analisis dan Desain Sistem	3 days	Wed 11/11/15	Fri 11/13/15
	Menganalisa Sistem Kepegawaian dengan melakukan	2 days	Wed 11/11/15	Thu 11/12/15
	Membuat Statement of Purpose, Event List dan Context Diagram	3 days	Wed 11/11/15	Fri 11/13/15
	Membuat Data Flow Diagram (DFD) Levelled.	1 day	Wed 11/11/15	Wed 11/11/15
	Membuat Kamus Data.	7 days	Sat 11/14/15	Tue 11/24/15
	Membuat Process	2 days	Sat 11/14/15	Mon 11/16/15
	Membuat Entity Relationship Diagram (ERD).	3 days	Tue 11/17/15	Thu 11/19/15
	Dokumentasi Analisa & Desain Sistem.	3 days	Fri 11/20/15	Tue 11/24/15

Change Working Time

For calendar: Standard (Project Calendar)

Create New Calendar ...

Calendar 'Standard' is a base calendar.

Legend:

☐ Working

☐ Nonworking

☒ Edited working hours

☒ Exception day

☒ Nondefault work week

Click on a day to see its working times:

November 2015

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Working times for November 3, 2015:

• 8:00 AM to 12:00 PM

• 1:00 PM to 5:00 PM

Based on:

Default work week on calendar 'Standard'.

Exceptions

Work Weeks

Name	Start	Finish

Details...

Delete

Help

Options...

OK

Cancel

Task Name	Duration	Start
➤ Analisis dan Desain Sistem	3 days	Wed 11/11/19
Menganalisa Sistem Kepegawaian dengan melakukan	2 days	Wed 11/11/19
Membuat Statement of Purpose, Event List dan Context Diagram	3 days	Wed 11/11/19
Membuat Data Flow Diagram (DFD) Levelled.	1 day	Wed 11/11/19
➤ Membuat Kamus Data.	7 days	Sat 11/11/19
Membuat Process	2 days	Sat 11/11/19
Membuat Entity Relationship Diagram (ERD).	3 days	Tue 11/17/19
Dokumentasi Analisa & Desain Sistem.	3 days	Fri 11/22/19

Change Working Time

For calendar: **Standard (Project Calendar)**

Calendar 'Standard' is a base calendar.

Legend:

- Working
- Nonworking
- Edited working hours
- Exception day
- Nondefault work

On this calendar:

- Exception day
- Nondefault work

Exceptions: **Work W**

Click on a day to see its working times:

November 2015

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

Working times for November 3, 2015:

- 8:00 AM to 12:00 PM
- 1:00 PM to 5:00 PM

Based on: Default work week on calendar 'Standard'.

Create New Base Calendar

Name: **Copy of Standard**

☐ Create new base calendar

☒ Make a copy of **Standard** calendar

OK **Cancel**

Help **Options...** **OK** **Cancel**

Details... **Delete**

Mengubah tanggal

- Klik pada tanggal 10 November
- Isikan name: hari pahlawan
- Klik ok

Change Working Time

For calendar: Copy of Standard

Create New Calendar ...

Calendar 'Copy of Standard' is a base

Legend:

- Working
- Nonworking
- 31 Edited working hours
- 31 Exception day
- 31 Nondefault work week

Click on a day to see its working times: November 10, 2015 is nonworking.

November 2015

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Based on:
Exception 'hari pahlawan' on calendar 'Copy of Standard'.

Exceptions

	Name	Start	Finish
1	hari pahlawan	11/10/2015	11/10/2015

Details...

Delete

Help Options... OK Close

- Untuk menggunakan setingan kalender:
- Pilih menu Project → project information
- Klik calendar
- Pilih calendar yang diinginkan → copy of standard

Project Information for 'Project3'

Start date: Wed 11/11/15 Current date: Tue 11/3/15

Finish date: Tue 11/24/15 Status date: NA

Schedule from: Project Start Date Calendar: Standard

All tasks begin as soon as possible. Priority:

Enterprise Custom Fields

Department:

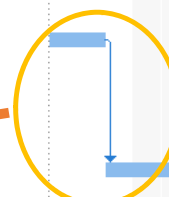
Custom Field Name Value

Help Statistics... OK Cancel

Menentukan predecessor

- Ketikkan pada kolom predecessor

Task Name	Duration	Start	Finish	Predecessors	Resource Names	T W T F S S M T W T F S S M T W T F S S M T W																							
Analisis dan Desain Sistem	6 days	Wed 11/11/15	Wed 11/18/15			[Task Bar]																							
Menganalisa Sistem Kepegawaian dengan melakukan	2 days	Wed 11/11/15	Thu 11/12/15			[Task Bar]																							
Membuat Statement of Purpose, Event List dan Context Diagram	3 days	Fri 11/13/15	Tue 11/17/15	2		[Task Bar]																							
Membuat Data Flow Diagram (DFD) Levelled.	1 day	Wed 11/18/15	Wed 11/18/15	3		[Task Bar]																							
Membuat Kamus Data.	6 days	Tue 11/17/15	Tue 11/24/15			[Task Bar]																							
Membuat Process	2 days	Thu 11/19/15	Fri 11/20/15	4		[Task Bar]																							
Membuat Entity Relationship Diagram (ERD).	3 days	Tue 11/17/15	Thu 11/19/15			[Task Bar]																							
Dokumentasi Analisa & Desain Sistem.	3 days	Fri 11/20/15	Tue 11/24/15			[Task Bar]																							

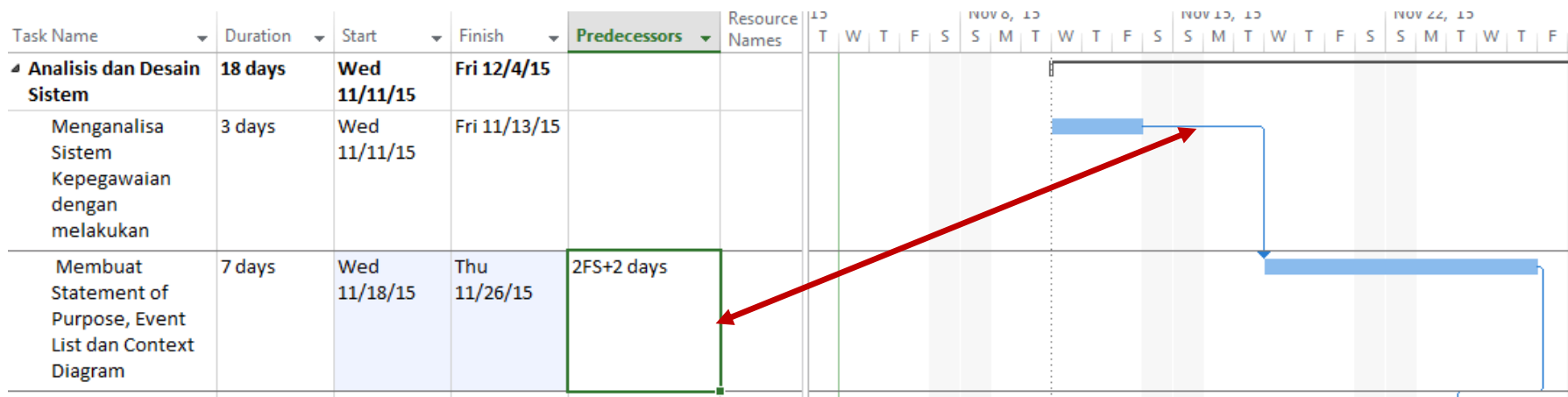


Beberapa hal yang perlu diperhatikan

- Jenis hubungan antar pekerjaan dibagi menjadi beberapa jenis
 - Finish to start
 - Finish to finish
 - Start to start
 - Start to finish

Lag time dan lead time

- Lag time: tenggang waktu antara selesainya satu pekerjaan dengan dimulainya pekerjaan lain.
- penulisan lag time disimbolkan dengan tanda plus
- Misalkan diantara pekerjaan ada tenggang 2 hari, maka pada predesor dituliskan 3fs+2d



Lead time

- Penumpukan waktu antara selesainya satu pekerjaan dengan dimulainya pekerjaan yang lain.
- Pekerjaan yang kedua dimulai saat pekerjaan pertama belum selesai
- Lead time disimbolkan dengan tanda –

