

Manajemen Konstruksi

Pengenalan MS Project

Pengenalan MS Project



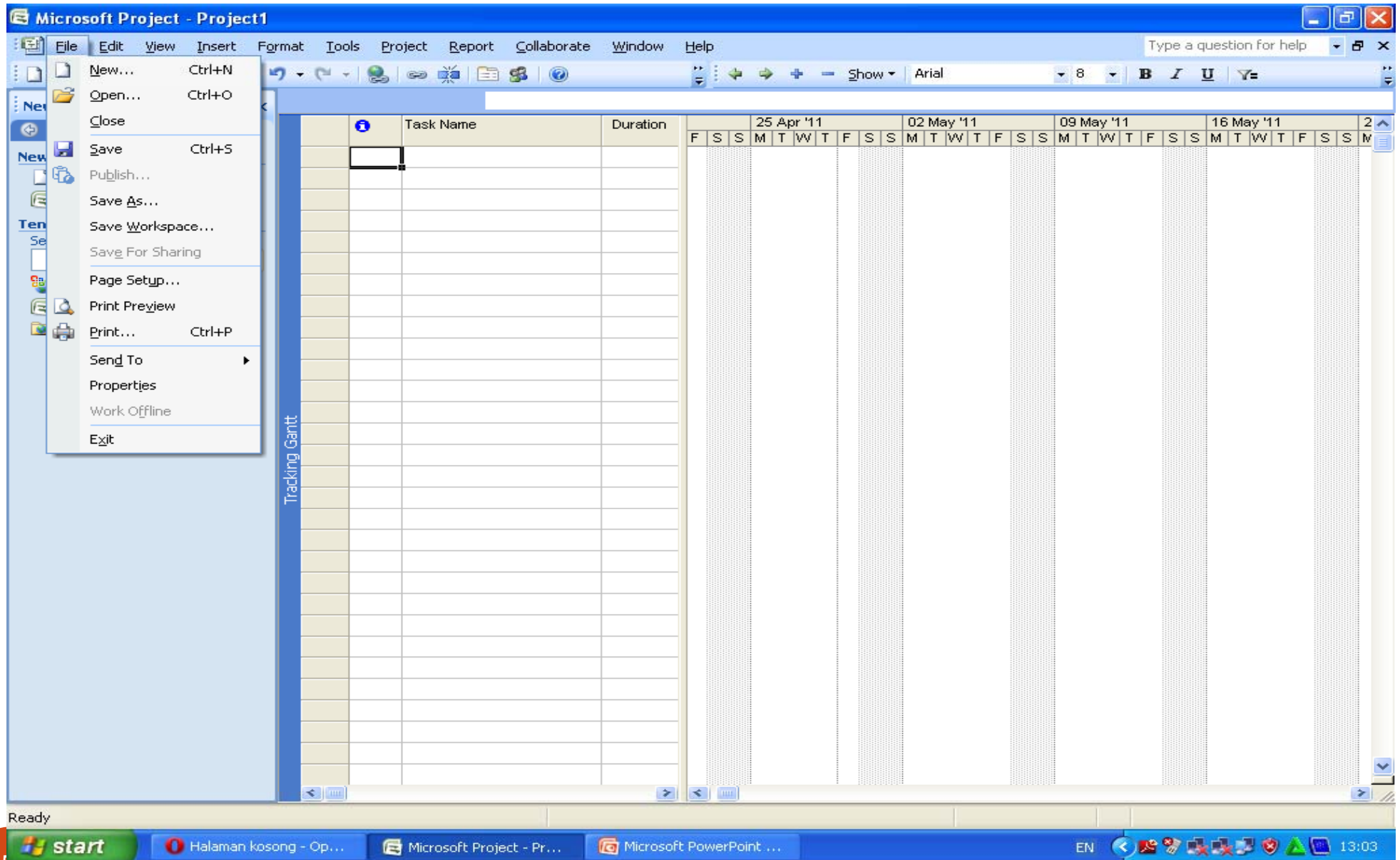
Pengertian Microsoft Project 2007 (atau MSP atau WinProj) adalah suatu manajemen proyek perangkat lunak program yang dikembangkan dan dijual oleh Microsoft yang dirancang untuk membantu manajer proyek dalam mengembangkan **rencana**, menetapkan **sumber daya** untuk tugas-tugas, pelacakan kemajuan, mengelola **anggaran** dan **menganalisis beban kerja**.

Pengenalan MS Project

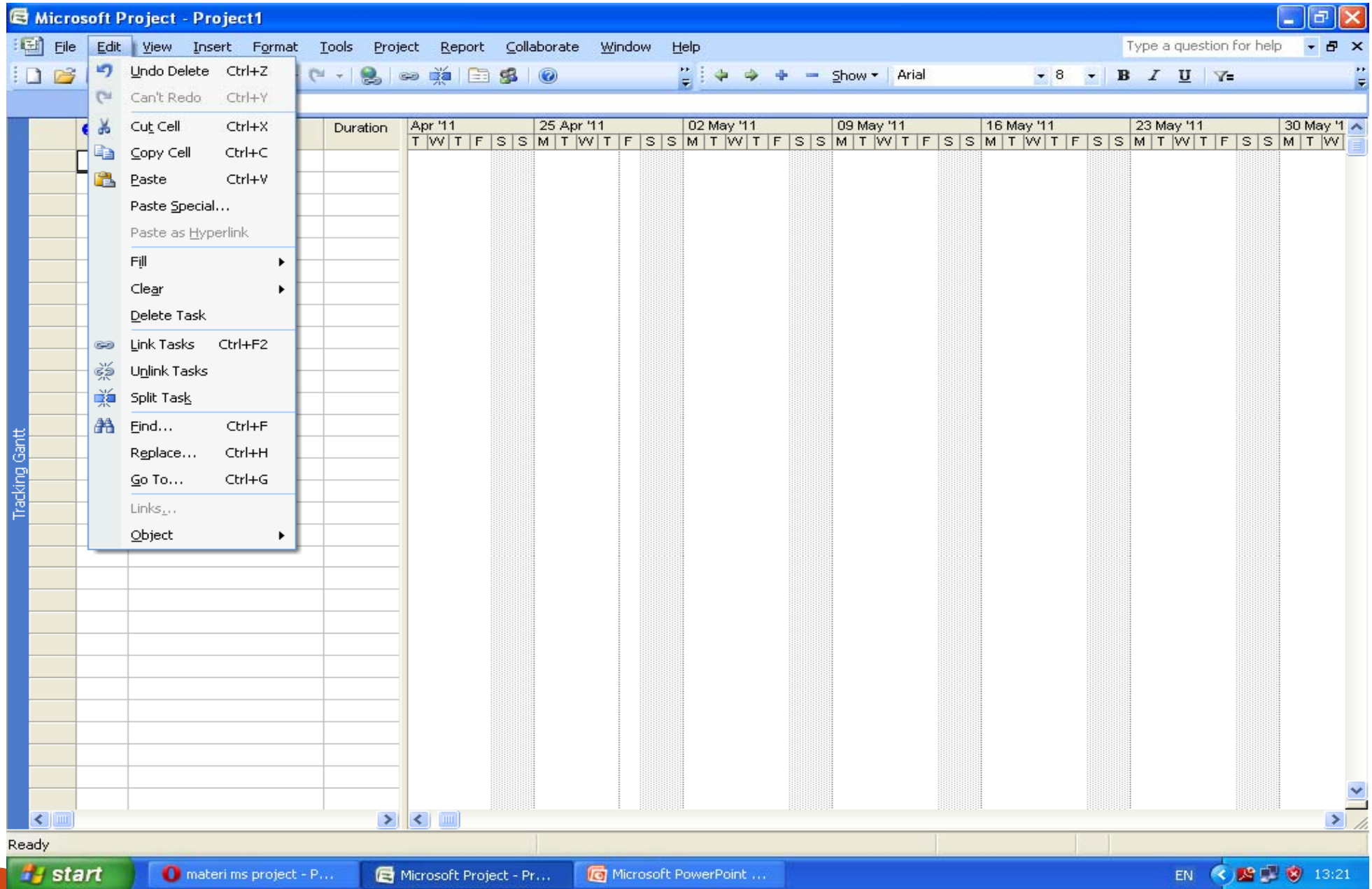
Untuk memulai MS project

1. Klik tombol start
2. Pilih Menu all program
3. Pilih MS Office
4. Pilih MS Project

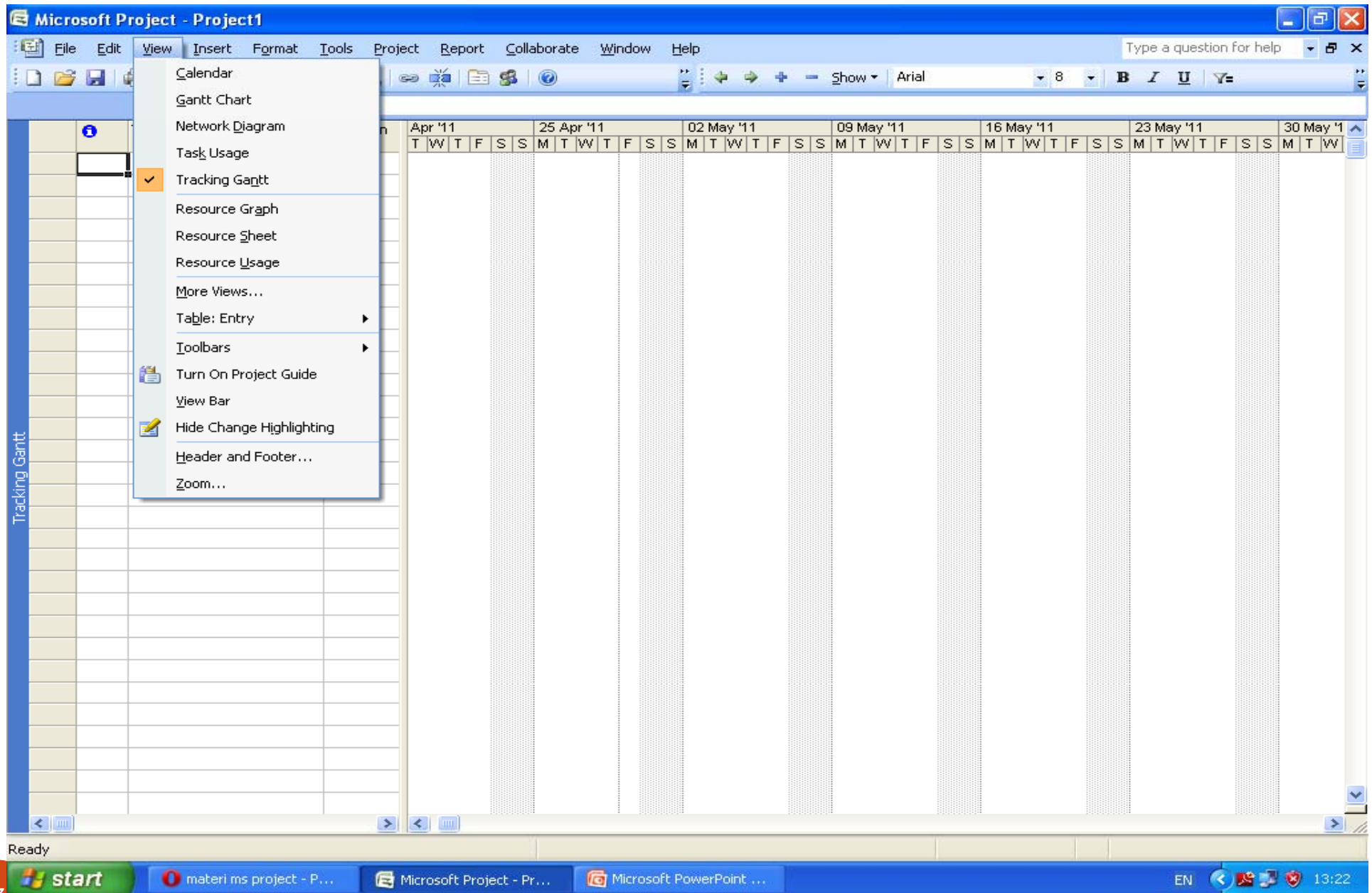
Menu File



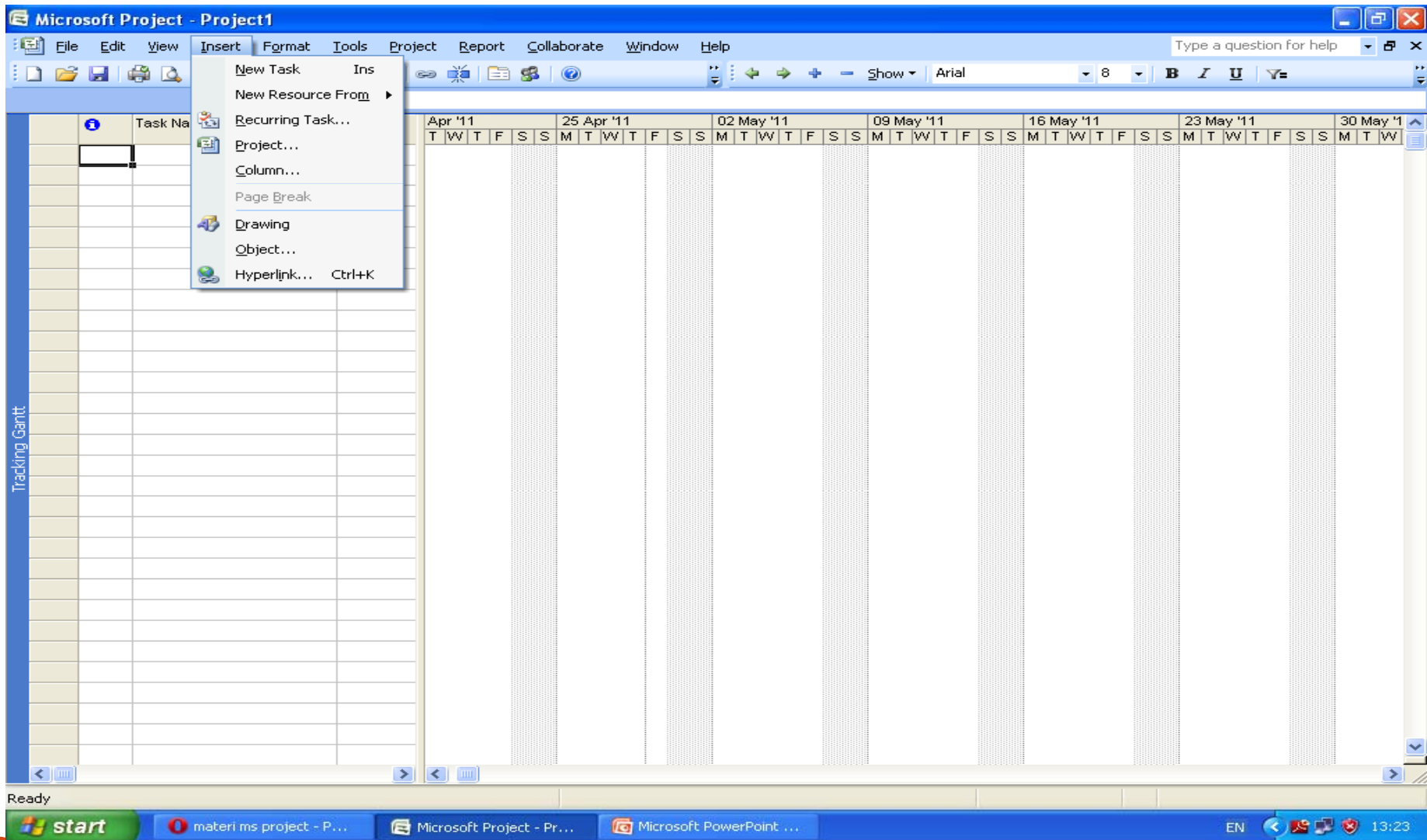
Menu Edit



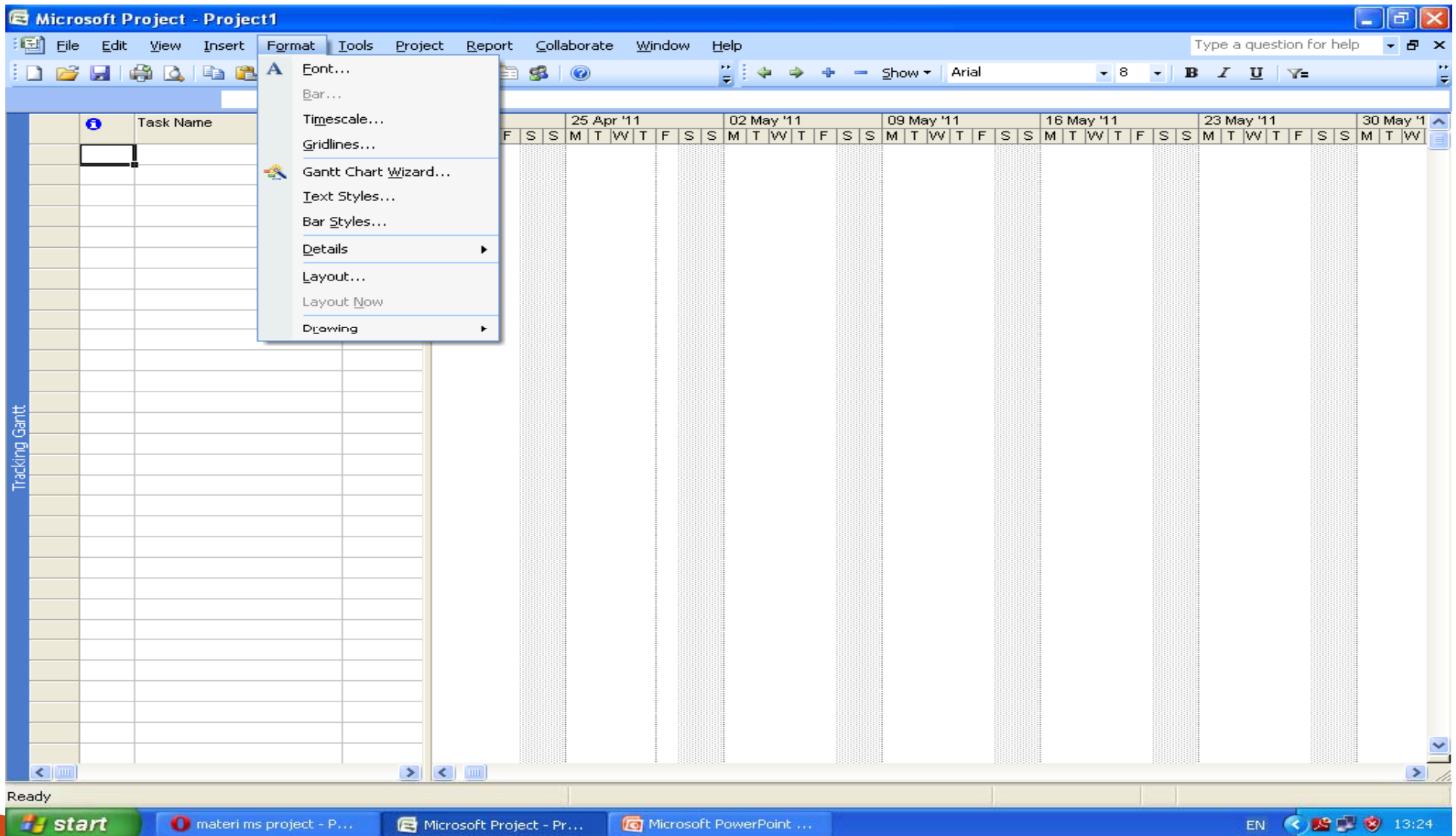
Menu View



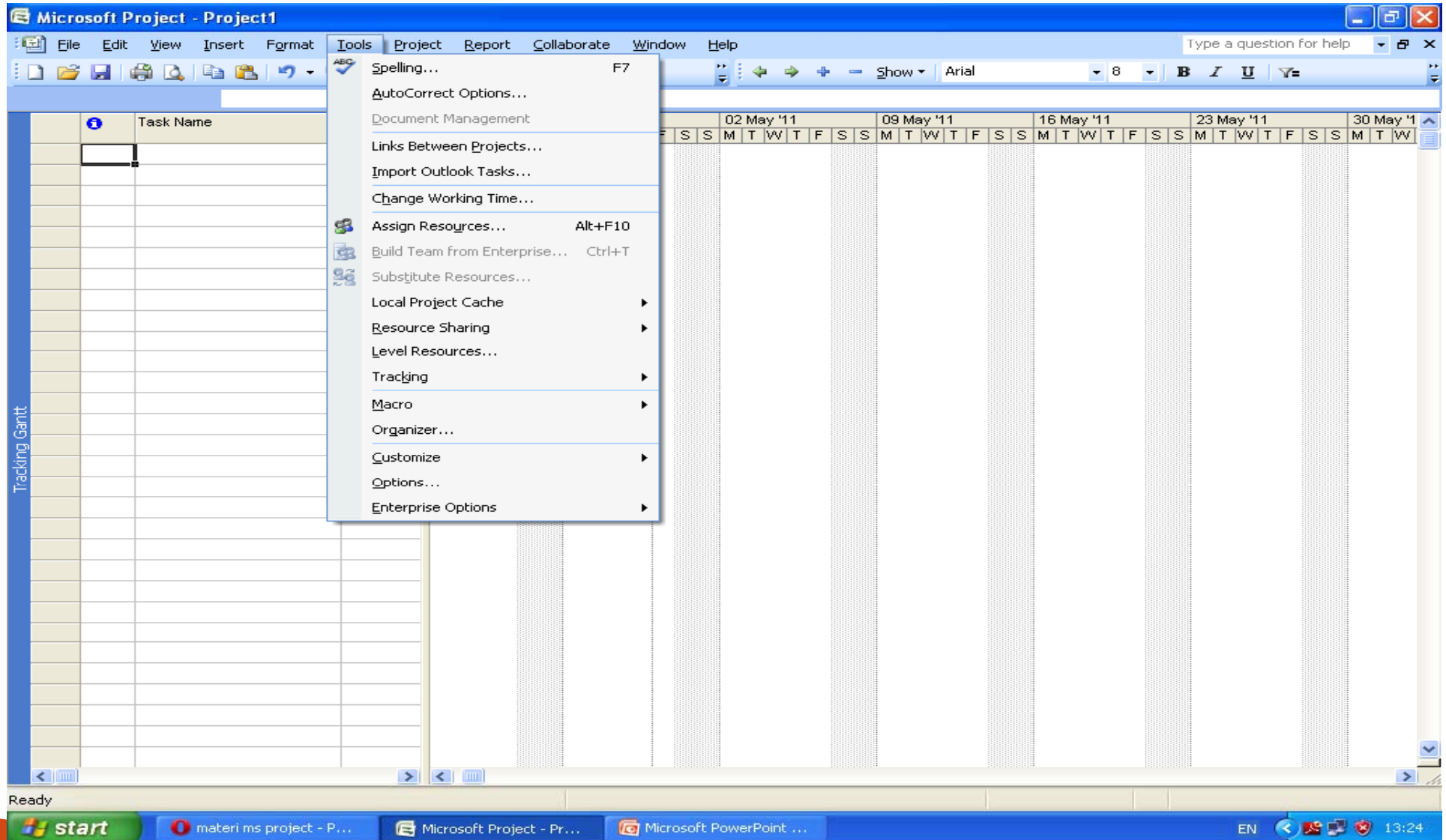
Menu Insert



Menu Format



Menu Tools



Gantt Table

- Terdapat beberapa kolom:
 1. ID
 2. Indicator
 3. Task Name
 4. Duration
 5. Start
 6. Finish
 7. Predecessor = Tugas yang mendahului
 8. Resources = sumber daya yang di pakai.

Gantt Table

	i	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1		Pekerjaan Persiapan	1 day?	Fri 29/04/11	Fri 29/04/11		
2		Pembersihan lapangan	1 day?	Fri 29/04/11	Fri 29/04/11		
3		Bouwplank	1 day?	Fri 29/04/11	Fri 29/04/11		
4		Direksi keet dan Gudang	1 day?	Fri 29/04/11	Fri 29/04/11		
5		Pekerjaan Tanah	1 day?	Fri 29/04/11	Fri 29/04/11		
6		Galian Tanah	1 day?	Fri 29/04/11	Fri 29/04/11		
7		Urugan tanah	1 day?	Fri 29/04/11	Fri 29/04/11		
8		Urugan pasi	1 day?	Fri 29/04/11	Fri 29/04/11		
9		Pekerjaan Beton	1 day?	Fri 29/04/11	Fri 29/04/11		
10		Lantai kerja	1 day?	Fri 29/04/11	Fri 29/04/11		
11		Beton Foot Plat	1 day?	Fri 29/04/11	Fri 29/04/11		
12		Beton sloof	1 day?	Fri 29/04/11	Fri 29/04/11		
13		Beton kolom lantai 1	1 day?	Fri 29/04/11	Fri 29/04/11		
14		Beton kolom praktis lt1	1 day?	Fri 29/04/11	Fri 29/04/11		
15		Beton Balok & plat lt2	1 day?	Fri 29/04/11	Fri 29/04/11		
16		Beton kolom lt2	1 day?	Fri 29/04/11	Fri 29/04/11		
17		Beton praktis lt 2	1 day?	Fri 29/04/11	Fri 29/04/11		
18		Beton Ringbaik	1 day?	Fri 29/04/11	Fri 29/04/11		
19		Beton rabat	1 day?	Fri 29/04/11	Fri 29/04/11		
20		Beton tangga	1 day?	Fri 29/04/11	Fri 29/04/11		

1. Latihan isi Task Name

	i	Task Name	Duration	Start	Finish	Pi
1		Pekerjaan Persiapan	1 day?	Fri 29/04/11	Fri 29/04/11	
2		Pembersihan lapangan	1 day?	Fri 29/04/11	Fri 29/04/11	
3		Souwplank	1 day?	Fri 29/04/11	Fri 29/04/11	
4		Direksi keet dan Gudang	1 day?	Fri 29/04/11	Fri 29/04/11	
5		Pekerjaan Tanah	1 day?	Fri 29/04/11	Fri 29/04/11	
6		Galian Tanah	1 day?	Fri 29/04/11	Fri 29/04/11	
7		Urugan tanah	1 day?	Fri 29/04/11	Fri 29/04/11	
8		Urugan pasi	1 day?	Fri 29/04/11	Fri 29/04/11	
9		Pekerjaan Beton	1 day?	Fri 29/04/11	Fri 29/04/11	
10		Lantai kerja	1 day?	Fri 29/04/11	Fri 29/04/11	
11		Beton Foot Plat	1 day?	Fri 29/04/11	Fri 29/04/11	
12		Beton sloof	1 day?	Fri 29/04/11	Fri 29/04/11	
13		Beton kolom lantai 1	1 day?	Fri 29/04/11	Fri 29/04/11	
14		Beton kolom praktis lt1	1 day?	Fri 29/04/11	Fri 29/04/11	
15		Beton Balok & plat lt2	1 day?	Fri 29/04/11	Fri 29/04/11	
16		Beton kolom lt2	1 day?	Fri 29/04/11	Fri 29/04/11	
17		Beton praktis lt 2	1 day?	Fri 29/04/11	Fri 29/04/11	
18		Beton Ringbaik	1 day?	Fri 29/04/11	Fri 29/04/11	
19		Beton rabat	1 day?	Fri 29/04/11	Fri 29/04/11	
20		Beton tangga	1 day?	Fri 29/04/11	Fri 29/04/11	
21		Pekerjaan besi baja	1 day?	Fri 29/04/11	Fri 29/04/11	
22		kolom baja pabrik	1 day?	Fri 29/04/11	Fri 29/04/11	
23		konsol baja pabrik	1 day?	Fri 29/04/11	Fri 29/04/11	
24		rangkap atap pabrik	1 day?	Fri 29/04/11	Fri 29/04/11	
25		rangkap atap ruang	1 day?	Fri 29/04/11	Fri 29/04/11	
26		Pekerjaan Atap	1 day?	Fri 29/04/11	Fri 29/04/11	
27		Asbes gelombang	1 day?	Fri 29/04/11	Fri 29/04/11	
28		Genting Beton	1 day?	Fri 29/04/11	Fri 29/04/11	
29		Pekerjaan Plafon	1 day?	Fri 29/04/11	Fri 29/04/11	
30		Palfonpabrik	1 day?	Fri 29/04/11	Fri 29/04/11	

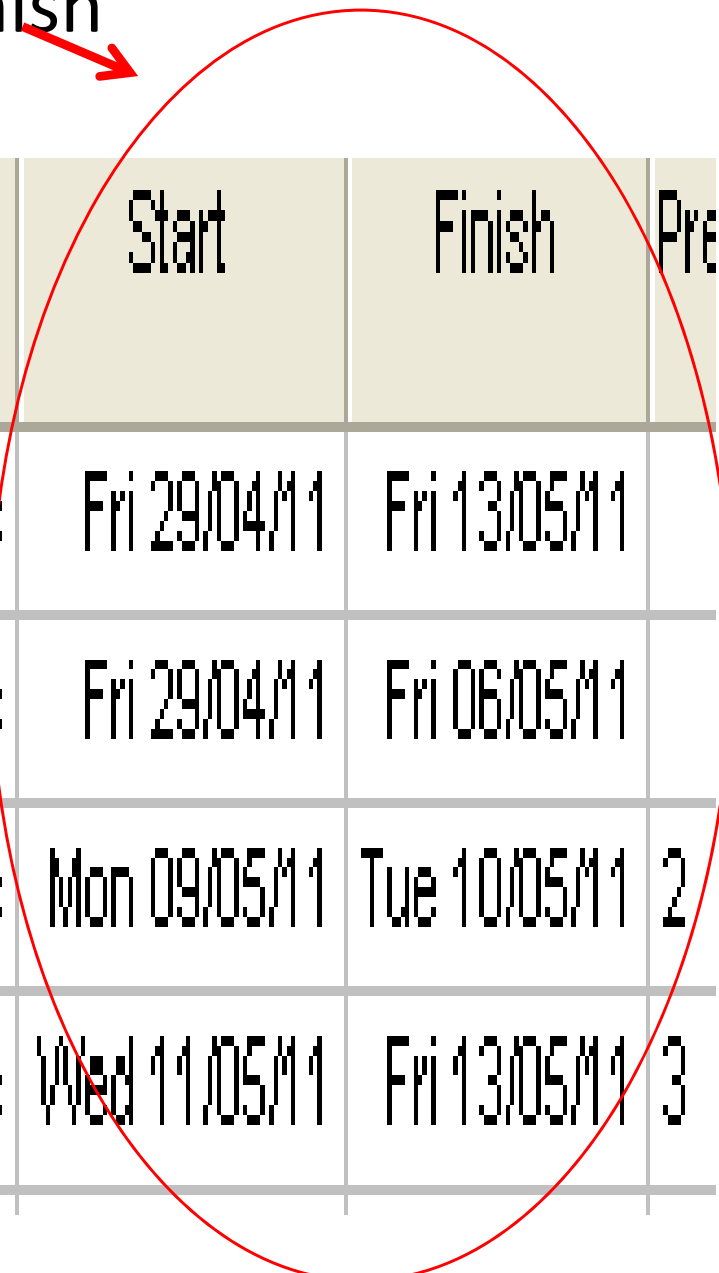
2. Latihan Durasi 20/4/2012

Ganti Durasi

	i	Task Name	Duration	Start	Finish
1		Pekerjaan Persiapan	11 days	Fri 29/04/11	Fri 13/05/11
2		Pembersihan lapangan	6 days	Fri 29/04/11	Fri 06/05/11
3		Bouwplank	2 days	Fri 29/04/11	Mon 02/05/11
4		Direksi keet dan Gudang	3 days	Fri 29/04/11	Tue 03/05/11
5		Pekerjaan Tanah	22 days	Fri 29/04/11	Mon 30/05/11
6		Galian Tanah	10 days	Fri 29/04/11	Thu 12/05/11
7		Urugan tanah	6 days	Fri 29/04/11	Fri 06/05/11
8		Urugan pasir	6 days	Fri 29/04/11	Fri 06/05/11
9		Pekerjaan Beton	63 days	Fri 29/04/11	Tue 26/07/11
10		Lantai kerja	3 days	Fri 29/04/11	Tue 03/05/11
11		Beton Foot Plat	5 days	Fri 29/04/11	Thu 05/05/11
12		Beton sloof	3 days	Fri 29/04/11	Tue 03/05/11
13		Beton kolom lantai 1	7 days	Fri 29/04/11	Mon 09/05/11
14		Beton kolom praktis lt1	5 days	Fri 29/04/11	Thu 05/05/11
15		Beton Balok & plat lt2	14 days	Fri 29/04/11	Wed 18/05/11
16		Beton kolom lt2	6 days	Fri 29/04/11	Fri 06/05/11
17		Beton praktis lt 2	3 days	Fri 29/04/11	Tue 03/05/11
18		Beton Ringbaik	7 days	Fri 29/04/11	Mon 09/05/11
19		Beton rabat	3 days	Fri 29/04/11	Tue 03/05/11
20		Beton tangga	7 days	Fri 29/04/11	Mon 09/05/11
21		Pekerjaan besi baja	25 days	Fri 29/04/11	Thu 02/06/11
22		kolom baja pabrik	7 days	Fri 29/04/11	Mon 09/05/11
23		konsol baja pabrik	3 days	Fri 29/04/11	Tue 03/05/11
24		rangkap atap pabrik	7 days	Fri 29/04/11	Mon 09/05/11
25		rangkap atap ruang	8 days	Fri 29/04/11	Tue 10/05/11
26		Pekerjaan Atap	7 days	Fri 29/04/11	Mon 09/05/11
27		Asbes gelombang	4 days	Fri 29/04/11	Wed 04/05/11
28		Genting Beton	3 days	Fri 29/04/11	Tue 03/05/11
29		Pekerjaan Plafon	3 days	Fri 29/04/11	Tue 03/05/11
30		Plafon pabrik	3 days	Fri 29/04/11	Tue 03/05/11

3. Lanjutan

Ganti start-finish



Task Name	Duration	Start	Finish	Pre
Pekerjaan Persiapan	11 days	Fri 29/04/11	Fri 13/05/11	
Pembersihan lapangan	6 days	Fri 29/04/11	Fri 06/05/11	
Bouwplank	2 days	Mon 09/05/11	Tue 10/05/11	2
Direksi keet dan Gudang	3 days	Wed 11/05/11	Fri 13/05/11	3

Lanjutan

Pekerjaan Tanah	22 days	Fri 29/04/11	Mon 30/05/11
Galian Tanah	10 days	Fri 29/04/11	Thu 12/05/11
Urugan tanah	6 days	Fri 29/04/11	Fri 06/05/11
Urugan pasir	6 days	Fri 29/04/11	Fri 06/05/11

Pekerjaan Beton	63 days	Fri 29/04/11	Tue 26/07/11
Lantai kerja	3 days	Fri 29/04/11	Tue 03/05/11
Beton Foot Plat	5 days	Fri 29/04/11	Thu 05/05/11
Beton sloof	3 days	Fri 29/04/11	Tue 03/05/11
Beton kolom lantai 1	7 days	Fri 29/04/11	Mon 09/05/11
Beton kolom praktis lt1	5 days	Fri 29/04/11	Thu 05/05/11
Beton Balok & plat lt2	14 days	Fri 29/04/11	Wed 18/05/11
Beton kolom lt2	6 days	Fri 29/04/11	Fri 06/05/11
Beton praktis lt 2	3 days	Fri 29/04/11	Tue 03/05/11
Beton Ringbaik	7 days	Fri 29/04/11	Mon 09/05/11
Beton rabat	3 days	Fri 29/04/11	Tue 03/05/11
Beton tangga	7 days	Fri 29/04/11	Mon 09/05/11

Lanjutan

Pekerjaan besi baja	25 days	Fri 29/04/11	Thu 02/06/11
kolom baja pabrik	7 days	Fri 29/04/11	Mon 09/05/11
konsol baja pabrik	3 days	Fri 29/04/11	Tue 03/05/11
rangkap atap pabrik	7 days	Fri 29/04/11	Mon 09/05/11
rangkap atap ruang	8 days	Fri 29/04/11	Tue 10/05/11

Pekerjaan Atap	7 days	Fri 29/04/11	Mon 09/05/11
Asbes gelombang	4 days	Fri 29/04/11	Wed 04/05/11
Genting Beton	3 days	Fri 29/04/11	Tue 03/05/11

Pekerjaan Plafon	3 days	Fri 29/04/11	Tue 03/05/11
Plafon pabrik	3 days	Fri 29/04/11	Tue 03/05/11

4. Latihan Membuat Tugas Utama dan Rincian

1. Blok Kegiatan Rincinya

Pekerjaan Rincian	Time	Start Date	End Date	
Direktur rapat	6 days	Fri 29/04/11	Fri 06/05/11	
pembersihan lapangan	2 days	Mon 09/05/11	Tue 10/05/11	2
Pengerasan lapangan	3 days	Wed 11/05/11	Fri 13/05/11	3
Pekerjaan Tanah	22 days	Fri 29/04/11	Mon 30/05/11	

2. Pilih Menu Task, Indent

The screenshot shows the Microsoft Project 2010 ribbon with the 'Task' menu highlighted by a red circle. The 'Task' menu is part of the 'Gantt Chart Tools' ribbon. Below the ribbon, a tooltip for the 'Indent Task' button (a yellow box with a right-pointing arrow) is displayed. The tooltip contains the following text:

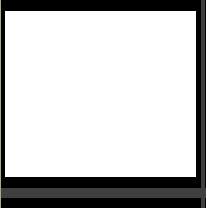
Indent Task (Alt+Shift+Right)

Indent the selected tasks one level at a time.

When you indent a task, it becomes a subtask of the nearest preceding task at a higher level in the task list.

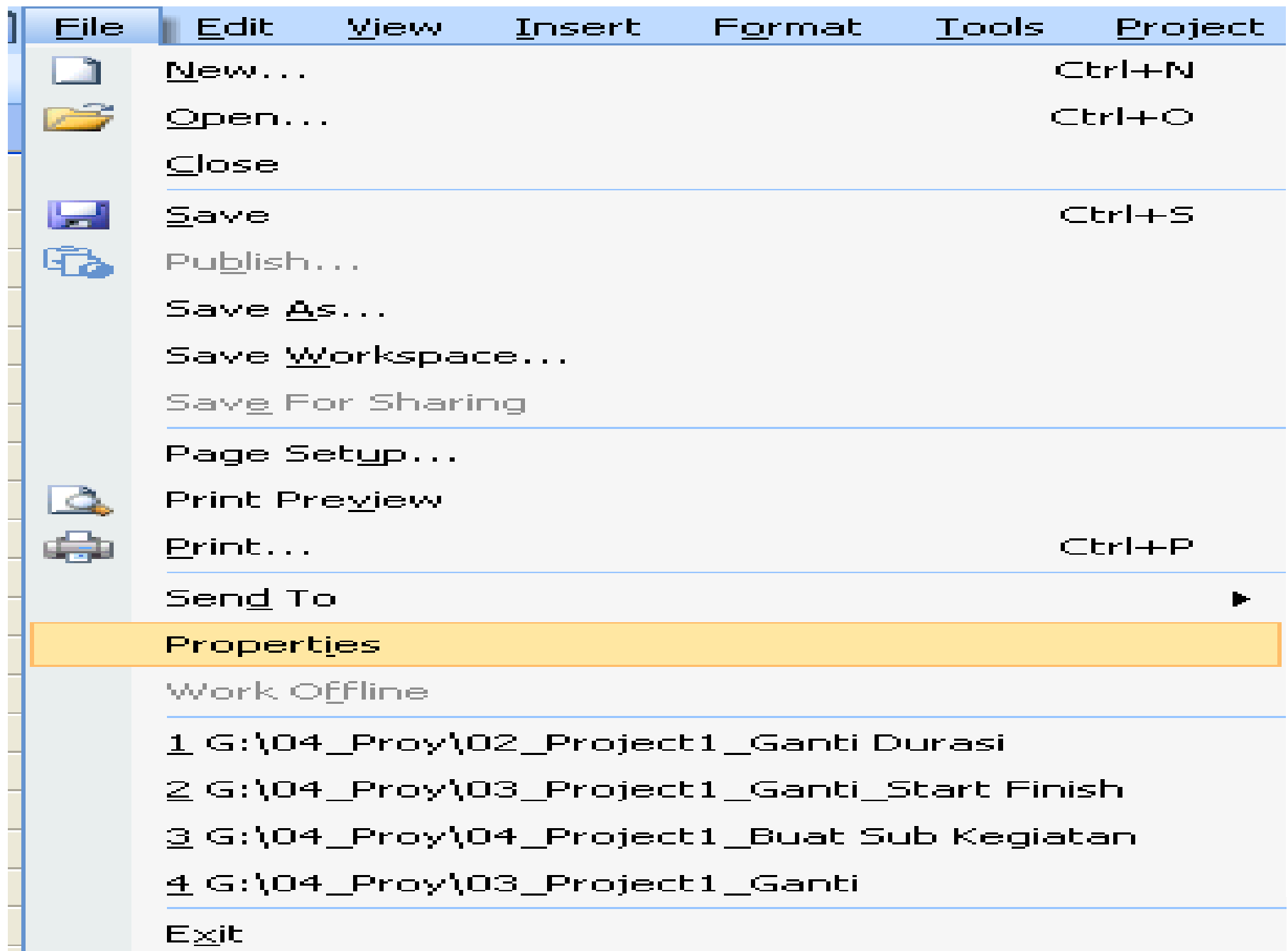
The background shows a Gantt chart with a task bar starting on 'Fri 5/25/12'.

3. Hasilnya

	Task Name	Duration	Start	Finish	Pre
	 Pekerjaan Persiapan	11 days	Fri 29/04/11	Fri 13/05/11	
	Direktur rapat	6 days	Fri 29/04/11	Fri 06/05/11	
	pembersihan lapangan	2 days	Mon 09/05/11	Tue 10/05/11	2
	Pengerasan lapangan	3 days	Wed 11/05/11	Fri 13/05/11	3

Data-Data Proyek

1. Pilih File
2. Pilih Properties



02_Project1 Properties



General

Summary

Statistics

Contents

Custom



02_Project1

Type: Microsoft Office Project Document
Location: G:\04_Proj
Size: 320KB (327.680 bytes)

MS-DOS name: 02_PRO~1.MPP
Created: 29 April 2011 16:06:00
Modified: 29 April 2011 17:18:46
Accessed: 29 April 2011 16:06:00

Attributes: ☐ Read only ☐ Hidden
☒ Archive ☐ System

OK

Cancel

03_Project1 Properties [?] [X]

General Summary Statistics Contents Custom

Title: 03_Project1

Subject:

Author: dosen

Manager:

Company:

Category:

Keywords:

Comments:

Hyperlink base:

Template:

☐ Save preview picture

OK Cancel

03_Project1 Properties



General

Summary

Statistics

Contents

Custom

Created: 29 April 2011 12:59:00

Modified: 29 April 2011 18:35:08

Accessed: 29 April 2011 18:35:07

Printed:

Last saved by: dosen

Revision number: 17

Total editing time: 8 Minutes

OK

Cancel

GeneralSummaryStatisticsContentsCustom

Document contents:

Start

Fri 29/04/11

Finish

Tue 26/07/11

Duration

63d

Work

88h

Cost

Rp0

% Complete

0%

% Work Complete

0%

OK

Cancel

General
Summary
Statistics
Contents
Custom

Name:

Add
Delete

Checked by
Client
Date completed
Department
Destination
Disposition

Type:
Text

Value:
☐ Link to content

Properties:

Name	Value	Type
% Compl...	0%	Text
Cost	Rp0	Text
Duration	63d	Text
Finish	26/07/2011	Date
Start	29/04/2011	Date
Work	88h	Text
% Work ...	0%	Text

OK
Cancel

Tugas

Task Name	Duration	Start	Finish	Predecessors
Start	0 days	10/27/2008 8:00	10/27/2008 8:00	
Pekerjaan persiapan	14 days	10/27/2008 8:00	11/11/2008 17:00	1
Pembersihan lahan	7 days	10/27/2008 8:00	11/3/2008 17:00	1
Galian dan urugan	14 days	11/4/2008 8:00	11/19/2008 17:00	3
Galian pondasi	7 days	11/20/2008 8:00	11/27/2008 17:00	4
Pekerjaan pondasi	29.67 days	11/28/2008 8:00	1/1/2009 14:20	5
Pekerjaan bekisting sloof	4.17 days	1/1/2009 14:20	1/6/2009 15:40	6
Pembuatan sloof	7.17 days	1/6/2009 15:40	1/14/2009 17:00	7
Pembuatan bekisting kolom	7 days	1/15/2009 8:00	1/22/2009 17:00	8
Pengecoran kolom	4.5 days	1/23/2009 8:00	1/28/2009 12:00	9
Pembuatan ring balk kayu	14.17 days	11/12/2008 8:00	11/28/2008 9:20	2
Pembuatan dinding	30.33 days	1/28/2009 13:00	3/4/2009 15:40	10
Instalasi listrik	13.83 days	1/28/2009 13:00	2/13/2009 10:40	10
Konstruksi kuda-kuda	14.17 days	3/4/2009 15:40	3/20/2009 17:00	12
Rangka penutup atap	30.17 days	3/21/2009 8:00	4/25/2009 9:20	14
Penutup atap	7.5 days	4/25/2009 9:20	5/4/2009 14:20	15,11
Pembuatan flapond	17.83 days	5/4/2009 14:20	5/25/2009 12:00	16
Pembuatan lampu	6.83 days	5/25/2009 13:00	6/2/2009 10:40	17,13
Pembuatan k.m & w.c	60 days	1/28/2009 13:00	4/8/2009 12:00	10
Pembuatan lantai	13.83 days	5/4/2009 14:20	5/20/2009 12:00	16
Pembuatan septictanc	14.33 days	11/20/2008 8:00	12/6/2008 10:40	4
Pengecatan dinding	10 days	5/20/2009 13:00	6/1/2009 12:00	12,20
Pemasangan jendela pintu	24.67 days	3/4/2009 15:40	4/2/2009 12:00	12
Pemasangan kunci	13.67 days	4/2/2009 13:00	4/18/2009 9:20	23
Perapian taman	7.5 days	4/18/2009 9:20	4/27/2009 14:20	24,21
End	0 days	6/2/2009 10:40	6/2/2009 10:40	25,18,19,22

TERIMA
KASIH