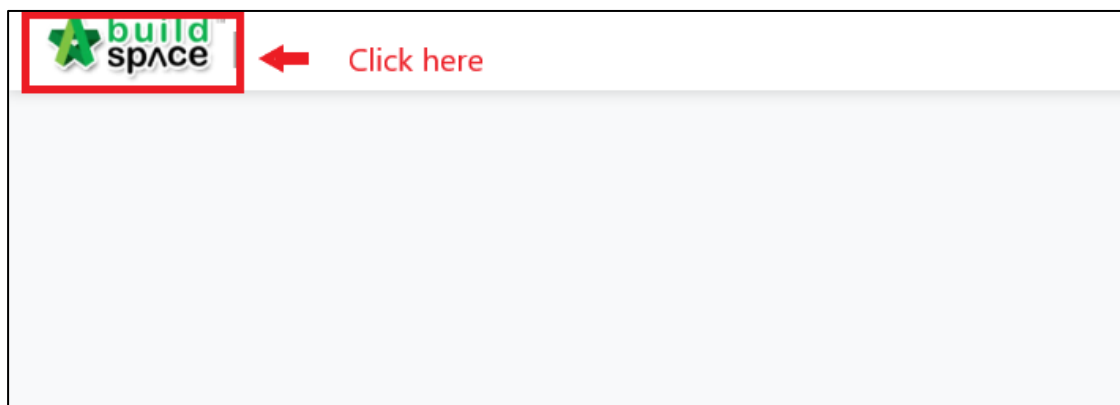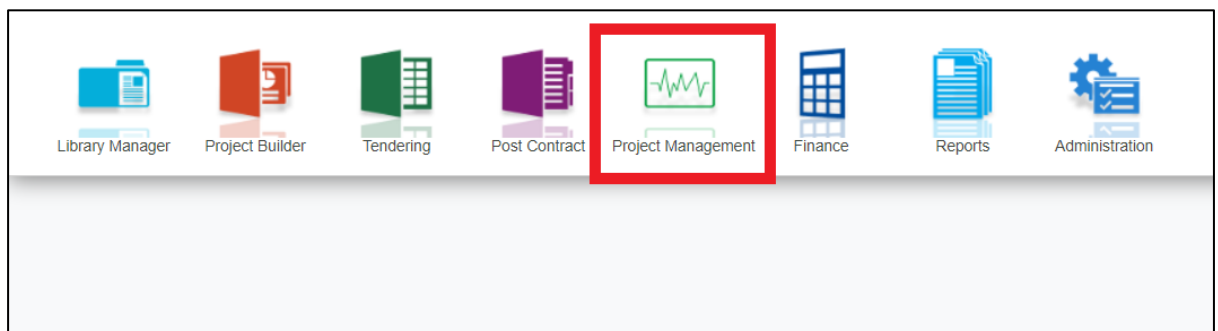# Project Scheduling

Notes: 1. Only those who have the access to Post Contract Module can access the Project Management Module.

2. Only project that is in the Post Contract Stage can be used to create Project Scheduling in Project Management Module.
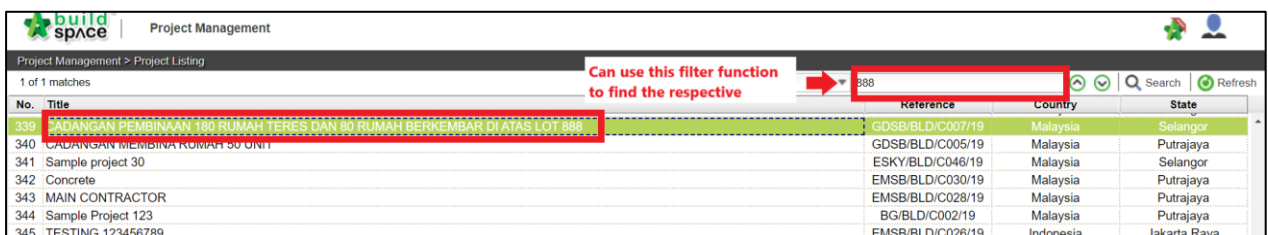
1. Login to **BuildSpace Pro** and click BuildSpace logo.

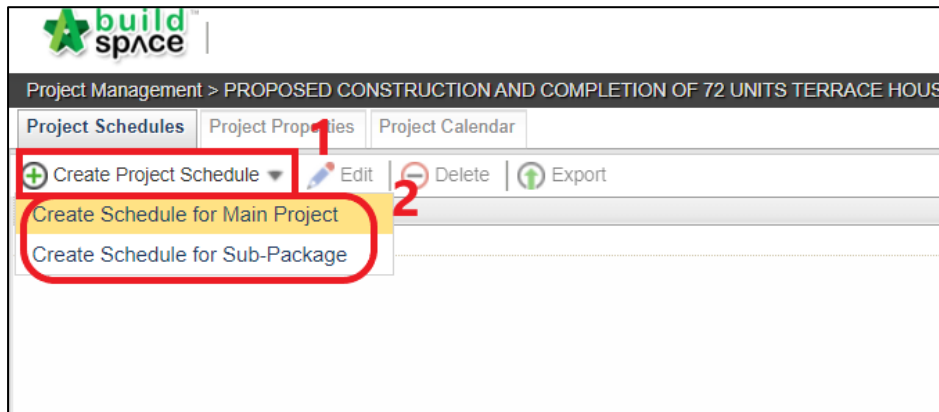2. On the menu bar, click **"Project Management Module".**

3. On the project listing, **double click** on the respective project. You can use the filter function on the top right to find your project quickly.

4. Click on **"Create Project Schedule".** Here you can choose either to create the project schedule for your main package or for sub-package.
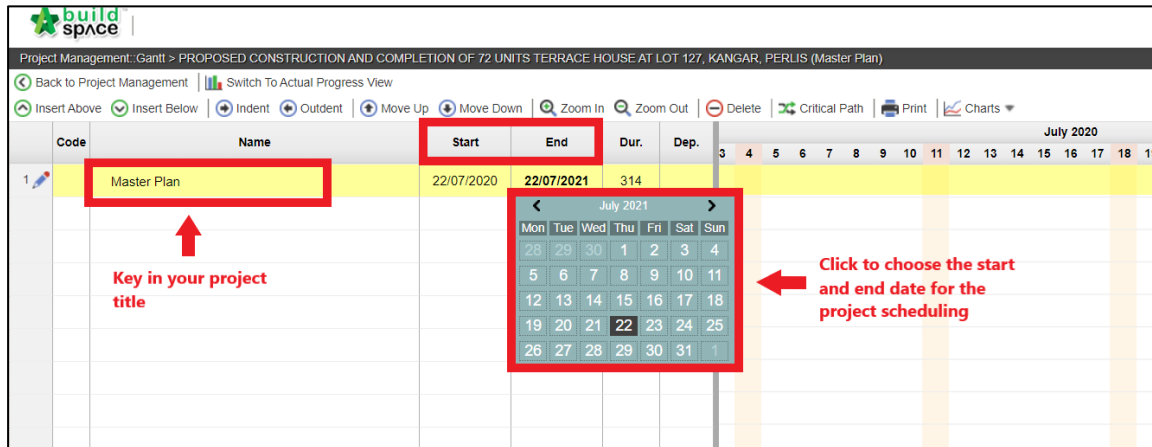

5. Once you have chosen the option, fill in the required information as stated in the **pop-out box.** Click on the dropdown to choose the start date. You can either choose to exclude particular day by simply **tick** on the check box. Once you are done, click **"Save"**.
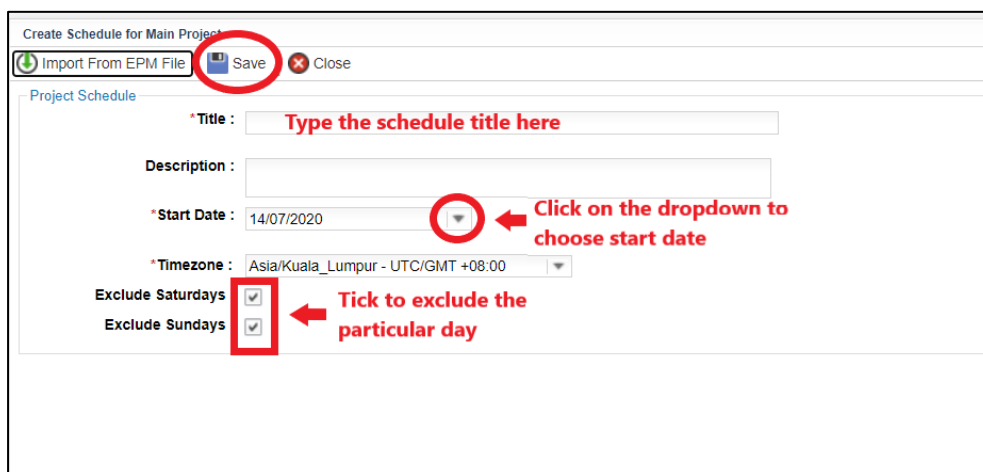
6. Your newly created Project Schedule will appear on top of the list. **Double click** to start designing your project scheduling.
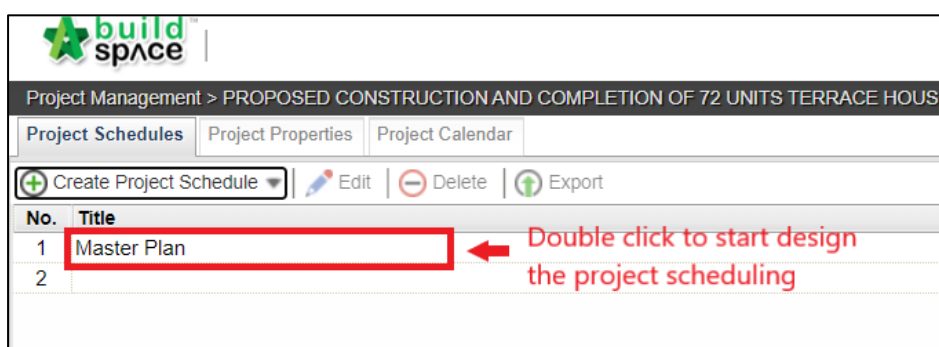
7. On the top table, **key in the project scheduling title** and **set the start and end date** for the whole project scheduling. Click on the desired date on the pop out calendar to choose the date. System will auto calculate the **total duration** based on the start/end date chosen.
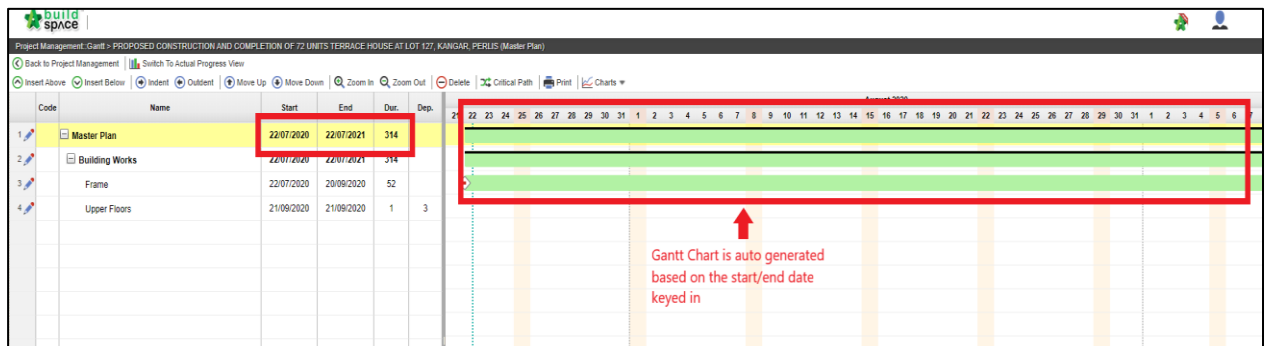

8. System will auto generate the Gantt chart on the right which is highlighted in green colour as accordance to the dates stated.
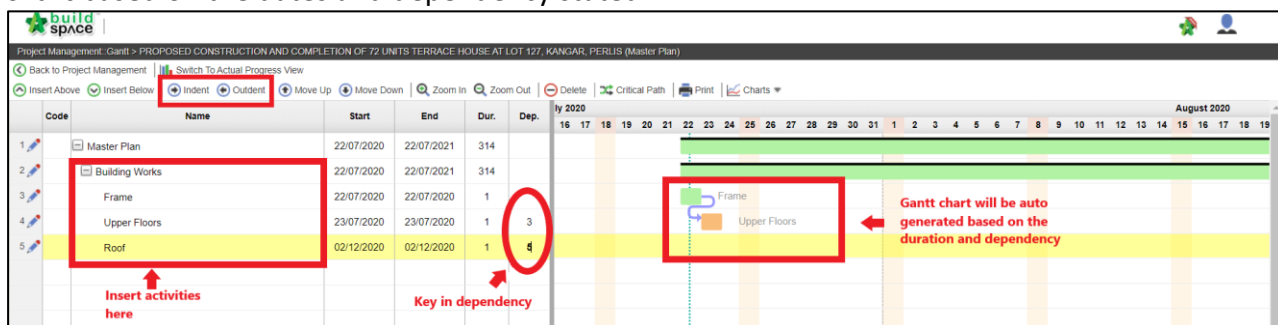

9. Key in activities under the project scheduling title. You can use the **indent/outdent** function to differentiate between type of works and elements. You can key in the **dependency** of the activities created as well. System will **auto generate the Gantt chart** based on the dates and dependency stated.
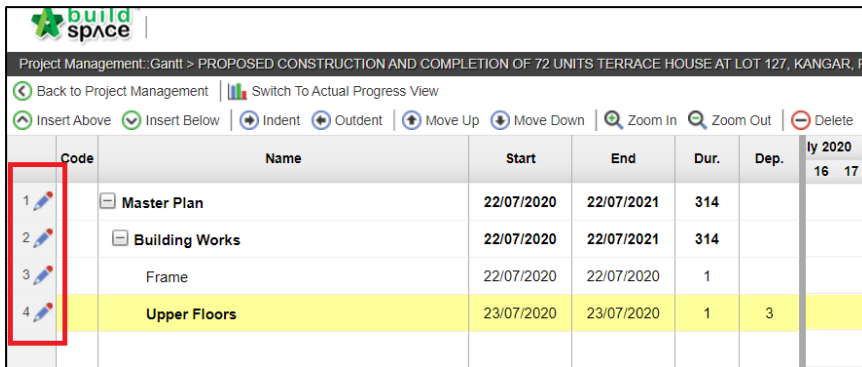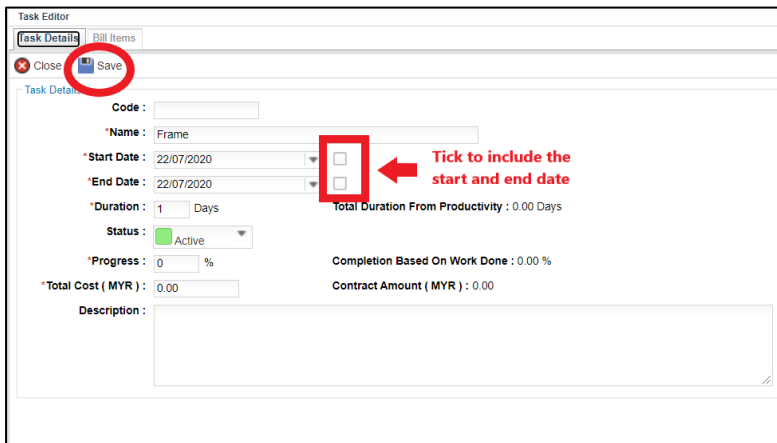
10. To **edit** the activity, click on the **pencil icon** next to the activity to go the "**Task Editor**".

11. You can edit the details in the **"Task Editor"** accordingly. **Tick** on the start/end date to include the dates in the project scheduling. Once you are done, click **"Save".**

12. To tag the project scheduling to the BQ items, click on the **"Bill Items"** and then Click on the **"Tag Bill Items".**

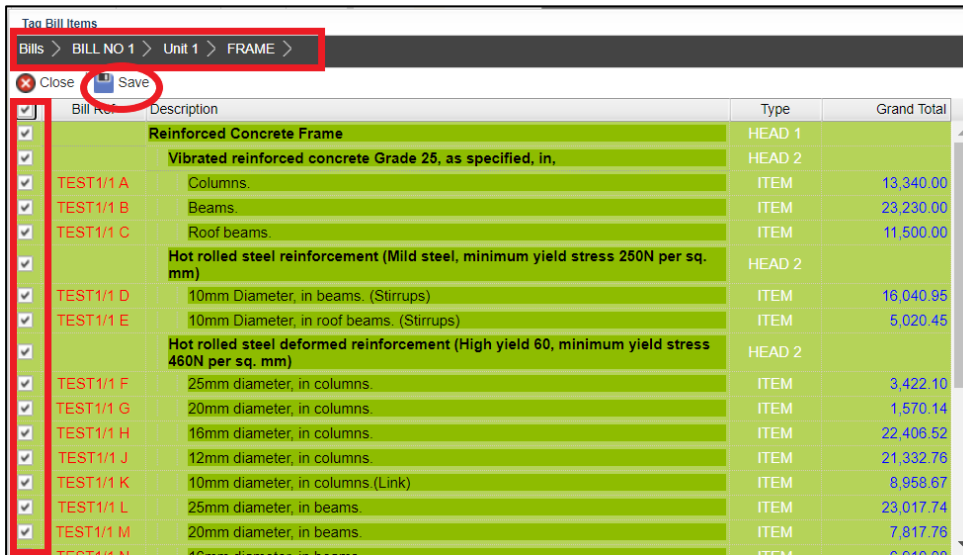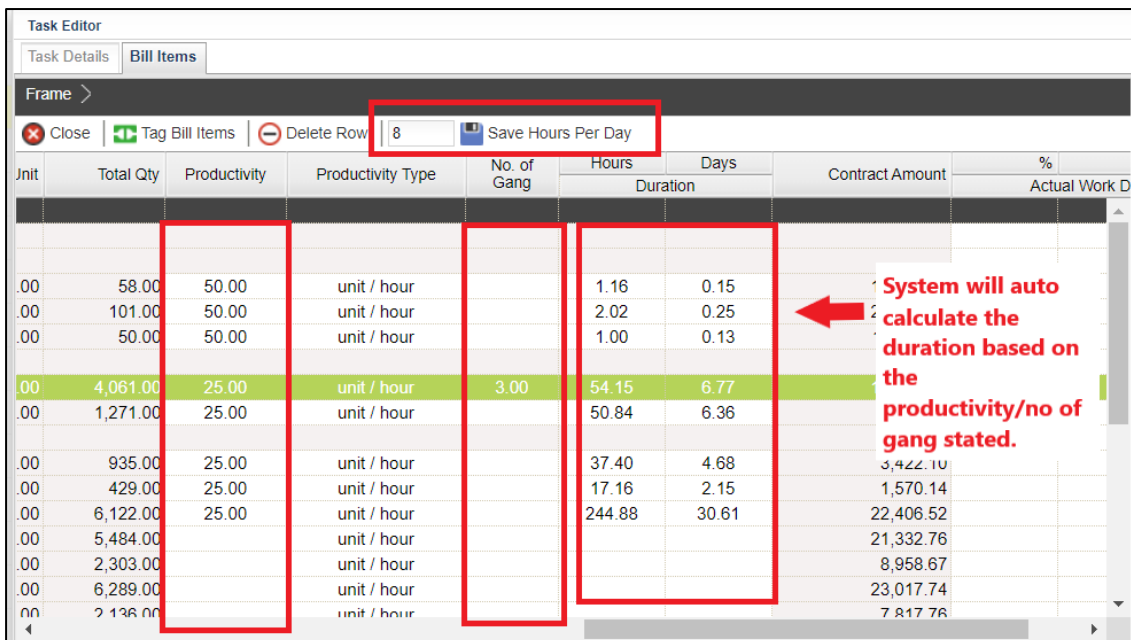13. Choose the respected Bills from your BQ by **double click** on the Bill, then double click on the respected Unit and Element to **go to the Item level**. You may **tick** on the bill Item to be tagged to the project scheduling, then click **"Save".**
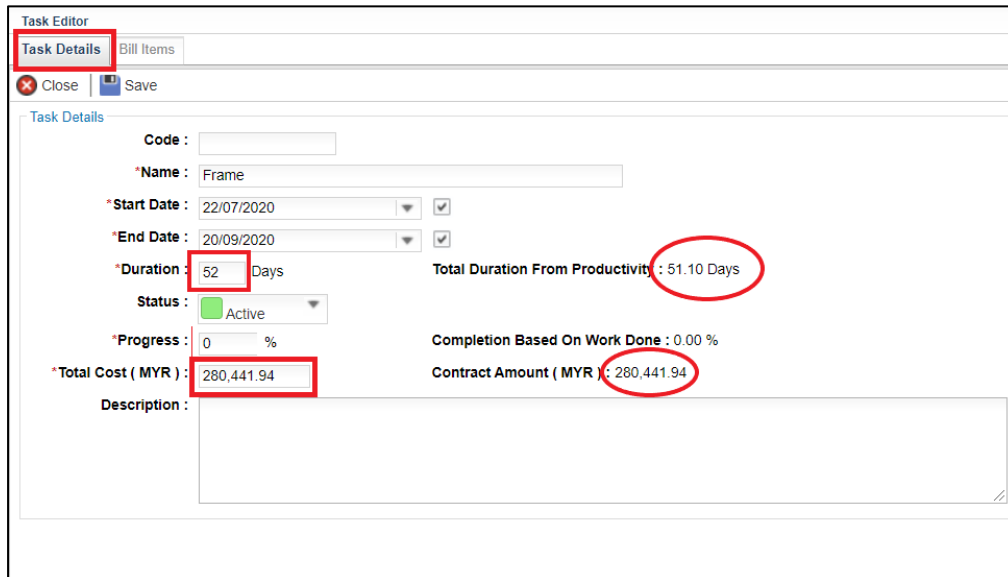

14. All ticked BQ item will be auto updated in the project scheduling as displayed in the **"Task Editor"**. **Scroll to the right** to key in the **productivity, number of gang** and also to amend the **working hours per day** accordingly. System will calculate the **duration** automatically. Press **enter** to key in data and press **enter** again to save.

15. Click on the "Task Details". System will auto calculate the **Total duration from productivity** and the **Contract Amount**. From there, you can update the Duration and Total Cost accordingly.


16. System will also **auto generate the S-curve** based on the keyed in data. To view the S-curve, click on **"Charts"** and choose either **"Cost Vs Time"** or **"Accumulative Cost"**.
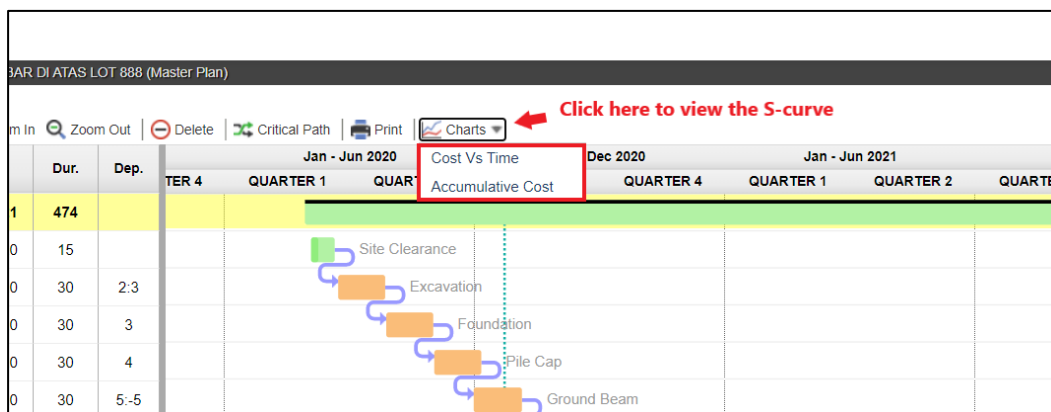
17. For example, click on "Cost Vs Time". System will preview the S-curve based on the data provided in the project scheduling. Move your cursor to each ⚬⚬ to view the cost.
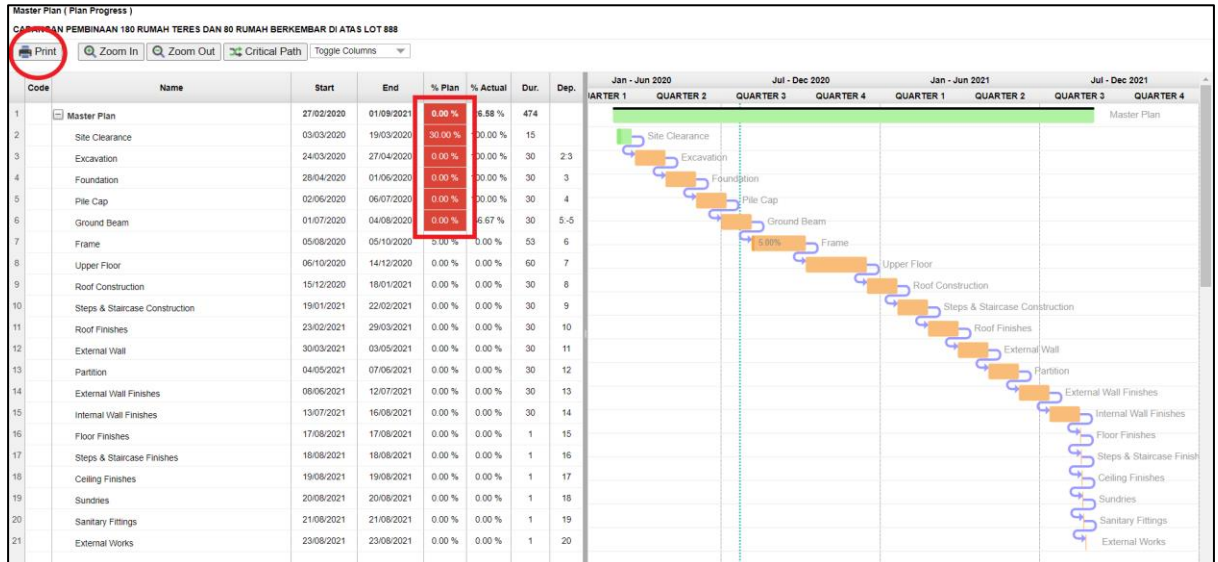

18. To print out the project schedule, Click on **"Print".**
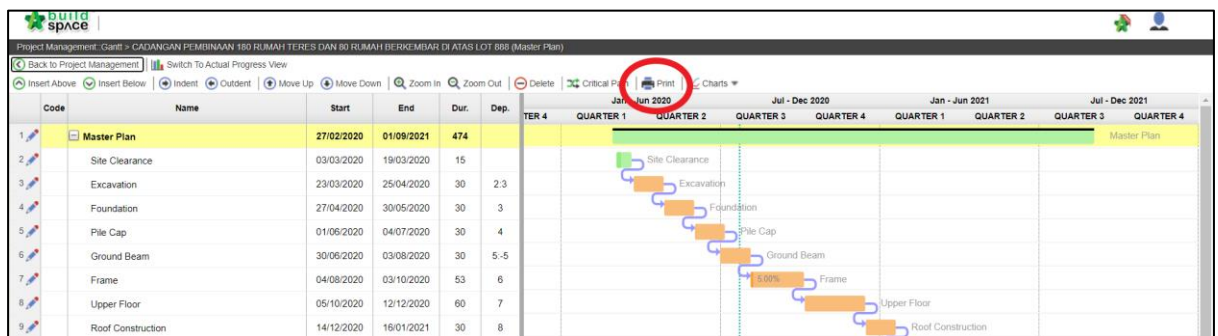
19. A preview on the project scheduling will be shown. Then simply click **"Print"**.
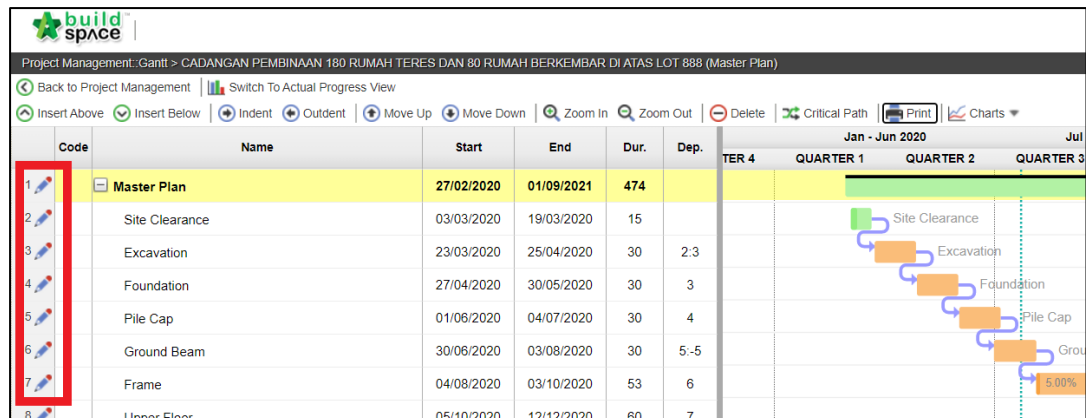   **Notes: The red coloured column indicates the activity is behind schedule**

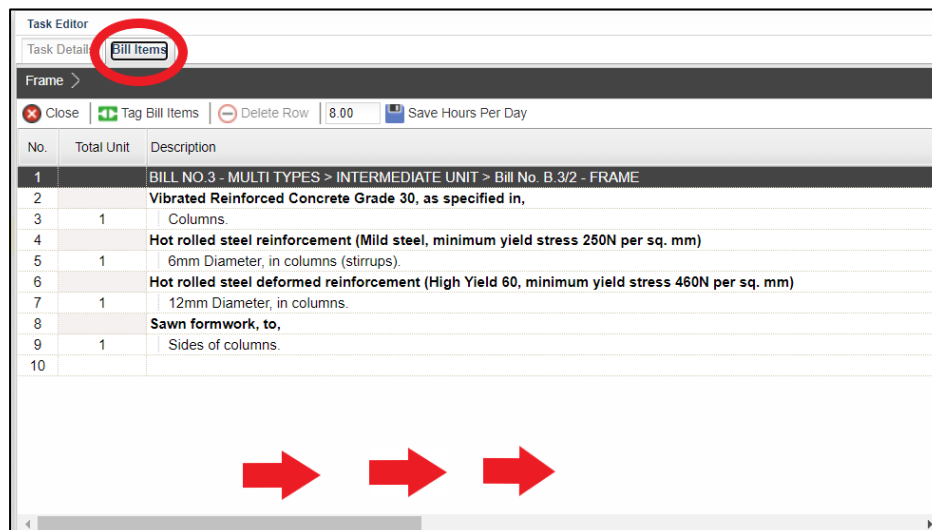## Update Work Done from Project Scheduling
Note: Only those who have the access to Post Contract Module can access the Project Management Module.

1. Besides updating progress work done in Post Contract Module, user who have access to the Project Management Module can also update the project progress work done in the Project Scheduling. Click on the **pencil logo** on the left to go to **"Task Editor".**

2. Click on **"Bill Items"** and scroll to the right.

3. From here, press **enter** to key in the progress work done, either by percentage or by amount. Then, press **enter** again to **save**.
Notes: Any figures updated (either by % or amount), system will help you to update the figure of work done in the Post Contract Module.

4. For example, the work done in the Post Contract Module has already been updated accordingly.

5. To update the progress in overall manner, click on the **pencil icon** next to the activity and go to **"Task Details"**. At **"Progress"** description, key in the figure (in %) then click **"Save".** System will auto update the progress in the Gantt chart.
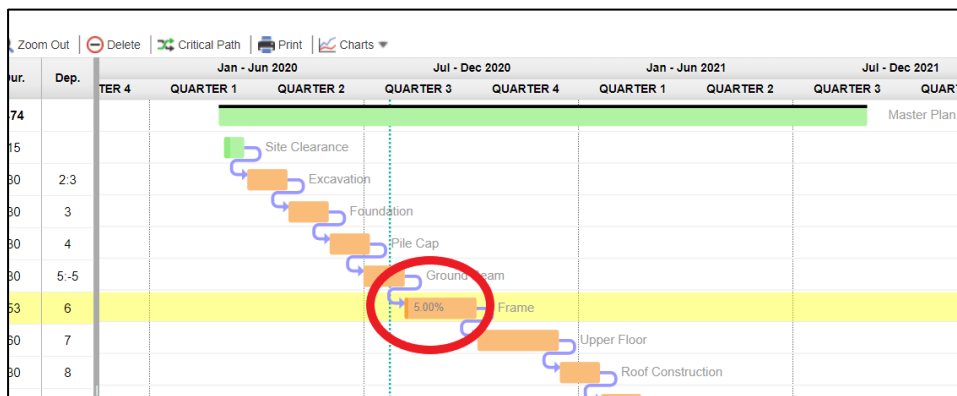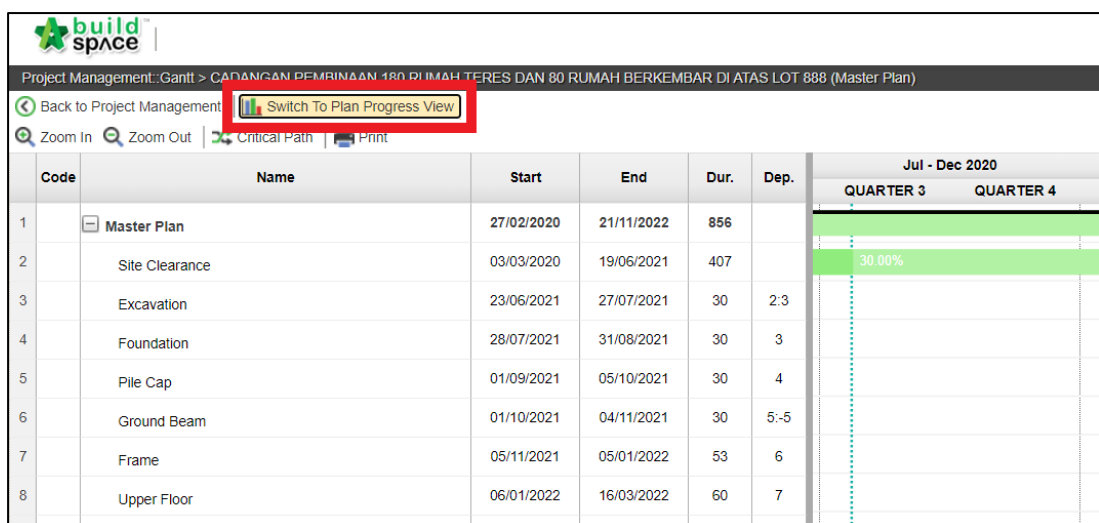
6. To compare work progress with the actual proposed work progress, click "Switch to Actual Plan Progress View" (if the current momentum is maintained).