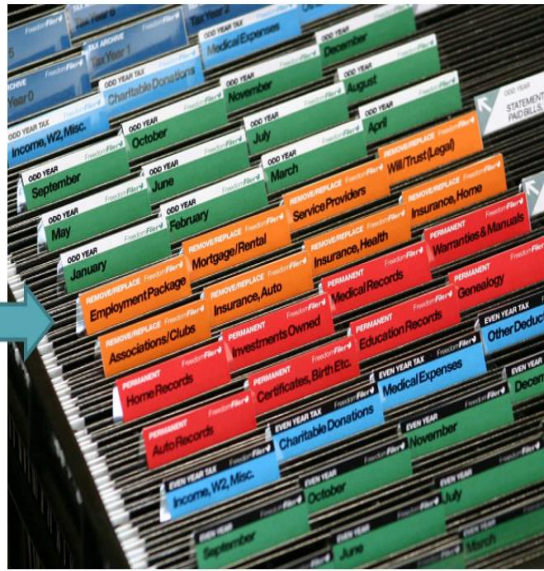




**Data Management and Planning Reporting Skills.**  
**Step by Step Course with a Case Study!**



# Data Management and Planning Reporting Skills

WWW.PLANNINGENGINEER.NET



## Data Management and Planning Reporting Skills

Self-study online course with support forums access.

PRESENTED BY:  
 HANY ISMAEL , MSC,PMP

	Recorded Videos	6	HRS
	Practicing Hours	14	HRS
	Total Duration	20	HRS



## Online Course

The Data Management and Planning Reporting Skills course has been developed in a manner that will aid planning engineers, project manager, construction managers, and site engineers in gaining the required knowledge, with the help of the study techniques and practical content that we develop and provide, which will empower them to manage data and report construction projects in a real construction projects environment. The aim of this course is to provide trainees with the right knowledge, content, and support which will enable them to comprehend and apply the theories they learn in an effective manner, thereby transforming them into smart and fast engineers in the professional world.

Courses for project management can be costly and in this way, it is essential to guarantee that the course you are going to sign up for will be worth your time and money. There should be a genuine profit for the preparation speculation, which is why this course has been specially formulated while keeping the end benefit of the trainee in mind.

## Why is this course any different?

A meagre amount time in construction projects is dedicated towards planning and making changes and amends to these plans; nearly 15% to 20% of the total project time. The remaining time is often directed and dedicated to other important project management activities, like monitoring, controlling, and reporting. Accordingly, it is essential to have special data management and reporting skills where you will spend 85% to 80% of your project time. Hence, the focus of this planning and project management course is to help engineers carry out efficient reporting of projects, with the help of a carefully formulated mega project case study. The aim of this course will not only be to provide engineers with book knowledge but

to be able to give practical knowledge as well, with the help of the case study.

## A: Project Management Plan:

The scope of the course will not be confined to just study material, , but will rather extend to hypothetical applications of the planning and reporting techniques as well. This will be done with the help of a project management development plan that will be carried out in this course. This project will be carried out from scratch and will be aimed at improving the project reporting capabilities and capacities of the engineers. The project will comprise of 164 buildings, 170 villas, external works, infrastructure works, and landscape works; all of which will be worth 600+ Millions U.S Dollars. The reason for the development of this technique as a part of the course curriculum is to help engineers polish various skills related to construction reporting and project management, like:

1. Time Management (detailed construction time reporting)
2. Resource Utilization (develop cost and resource reports)
3. Labor Management (monitor the productivity planned vs actual spent Hrs.)
4. Procurement (develop materials tracking and monitor the progress)
5. Shop drawings (develop shop drawings tracking and monitor the progress)
6. Progress reporting (different reports for different project team members)

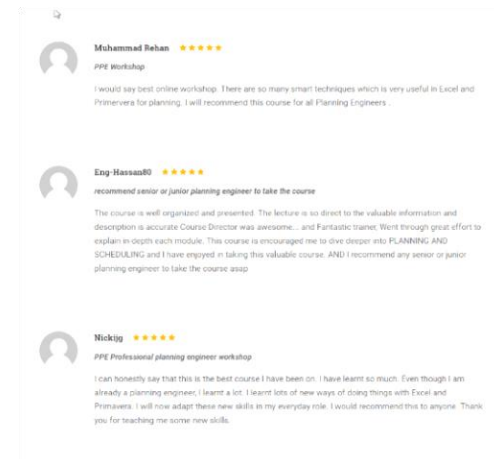
The scope of this course is not limited to the reports available in the course lessons, the course support forums will extend the creativity and we will develop new reports and dashboards based on your ideas and requirements. Since the core aim of this course is to help planning and site engineers/managers enhance their planning and management skills in relation to reporting projects, the focus will be on a smart techniques and tools to perform regular tasks much faster and accurate.

## Course Content:

The study material for this course has been developed with the help of a knowledgeable planning and control manager with 14 years of firsthand experience of project management. This practical experience comprises of project management of high

end, mega scale projects. Moreover, the course instructor has gained his degree in management of construction projects and infrastructure from the Liverpool University, United Kingdom. Our aim is to provide planning engineers with the best course content which will help them learn valuable planning techniques and gain the right skillset.

## Testimonials from previous courses attendees:



## B: Who should attend this course?



In the event that you are involved in construction projects reporting and wish to advance into the business, this course can help you gain the right skillset to begin with. This course aims to cater to anyone who is willing to learn and understand the data management and reporting of construction projects in depth using smart and fast techniques. Senior planning engineer, junior planning engineer, project manager, construction manager, site engineer, anyone and everyone can benefit from the contents of this course.

## Our Promise:

Our goal is to equip our trainees with not just the relevant information for project management but also to polish and enhance their present capacities. We acknowledge and understand a trainees' thirst to learn and improve his/her skillset and this is why we try our level best to create course content up to everyone's expectations. We promise to provide you with not just the traditional knowledge about project reporting and data management, but practical techniques as well. Our aim to ensure 100% satisfaction of our fellow trainees. If, however, by the end of the course you are not content with the course and its material, then we offer a full refund of the course.



## Who will benefit from this course?

1. Construction managers willing to improve their data management and reporting skills of projects, in order to improve the success ratio of big scale projects;
2. Engineers who wish to improve their project reporting and management skills and to improve the success ratio of planning projects;
3. Engineers who wish to shift their careers to planning engineer;
4. Builders and construction companies willing to take up large scale or government project management plans;

5. Fresh graduate engineers who are willing to start a profession in the field of project planning and management;

6. Site supervisors who are willing to improve their on-field project management and resource allocation skills;

7. Company directors seeking to increase the efficiency of projects

## C: what you will get from this course?

1- We will teach you why we need to manage the data.

2- What is the difference between excel sheet and excel database.

3- How to convert any excel sheet to excel database.

4- We will give you my special excel sheets and Macros to distribute project values, Man hours, Quantities by week and month using dates from primavera.

5- How to create effective database for the project.

6- How to link different tables with relationships.

7- How to solve excel relationships issues.

8- How to create very powerful dashboard that showing planned and actual values based on EVM (Money) and Man hours.

9- How to create a detailed report showing the planned value, earned value, planned %, actual %, Planned Quantity, Executed Quantity, by only updating our database with actual % completed.

10- How to find the activities which spent more working hours than your budget, how many hours your project lost and how many hours you saved.

11- Create project cash flow based on any level of your Work Breakdown Structure (WBS).

12- Create report for Man Hours required per month/week and per any WBS like (Stage, Zone, Area...etc.)

13- How to create a report showing the project planned quantity per wee/month and per Division of work, Bill of Quantity (BOQ) item, BOQ unit, Specific time frame...etc.

14- Continuous improvement: we will keep developing new reports based on your ideas and the discussions in the support forums.

15- The support forum will provide answers to trainee's queries and will also provide solutions to various reports/dashboards ideas.

## D: Course duration and study method:

The duration of the recorded videos is 6 hours. We expect you to spend around 14 hours to practice. Furthermore, we will add new lessons for new reports/dashboards when we receive your feedback and requests to do so. The course is self-paced. This means that all the course content will be made available on the portal and will be accessible to trainees since day 1. They can decide what, how, when, and how much content they wish to study. After the trainees register for the course, they will be given access to the course content, and there will be no time restrictions upon the content. The content can be viewed at any given time and can be used again if required.

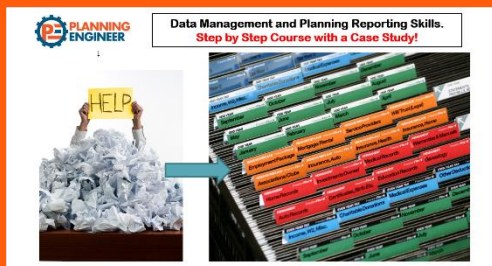
***Access to the course curriculum will be made available instantly, once the course registration fee has been paid.***

## F: Completion Certification:

At the time of the completion of the course, the trainees will be provided with a certificate testifying to their attendance of this course. This will add to your market value and can help open new professional doors for you in the future.

# Data Management and Planning Reporting Skills

## Course Contents:



### INTRODUCTION:

- Reporting 1.1-What you will learn
- Reporting 1.2-What Are Construction Project Data
- Reporting 1.3-Why we Need to Manage Project Data
- Reporting 1.4-Excel DataBase Concept to Store Data

### PREPARE PROJECT DATABASE

- Reporting 2.1-Good and Bad Database
- Reporting 2.2-Understand Case Study Project Data
- Reporting 2.3-Convert Columns To Rows part 1
- Reporting 2.3-Convert Columns To Rows part 2
- Reporting 2.4-Develop Project DataBase
- Reporting 2.5-Test Project DataBase

### REPORTS:

- Reporting 3.1-Report 1 part 1
- Reporting 3.1-Report 1 part 2
- Reporting 3.2-Report No. 2
- Reporting 3.3-Report No. 3
- Reporting 3.4-Report No. 4
- Reporting 3.5-Report No. 5
- Reporting 3.6-Report No. 6

### CONTINUOUS IMPROVEMENTS:

Different Reports and Dashboards as per support forums discussions and trainee's suggestions.

Course Link: <https://planningengineer.net/courses/data-management-and-planning-reporting-skills>