Activity schedule

How to use the Project schedule sheet

1. Enter the start date for the plan in cell C5 and chart dates will update automatically.

2. Enter key tasks and activities to deliver those tasks.

3. Shade weeks to show where tasks/activities will be done.

4. To add rows, drag the table down from the bottom right hand corner.

5. Group activities with Key tasks by selecting the Activity rows under a key task then go to the Excel'Data' menu and click on 'Group'.

Project start date Schedule last updated	21/06/2019 13/06/2019		
Scriedule last updated	13/06/2019		
Task	Key dependencies/notes	Person responsible	١
Establishment of the Terms of Reference for TA delivery consultant	British Council	I-Work Programme Manager	
Open call for the TA delivery consultant	British Council	I-Work Programme Manager	+
Selection of the TA delivery consultant Compilation of Data of Companies from various	British Council and National Apprenticeship Expert	I-Work Programme Manager	
government agencies			
Introduction meeting to HRDF and FMM	Human Resource Development Fund, Federation of Malaysian Manufacturers	Delivery Consultant	
Introduction meeting to MIDA	Malaysian Investment Development Authority	Technical Assistance Project Delivery Consultant	7
	Department of Skills and Development	Technical Assistance Project	7
Introduction meeting to DSD	Malaysian Qualification Agency	Delivery Consultant Technical Assistance Project	+
Introduction meeting to MQA	malaysian qualification Agency	Delivery Consultant Technical Assistance Project	4
	All agencies, TA Consultant, British Council	Delivery Consultant, I-Work Programme Manager, National	
Agreement development and finalisation		Apprenticecship Expert	
Survey Design (Quantitative and Qualitative)			
Survey Host/Platform establishment	TBC by TA Concultant	Technical Assistance Project Delivery Consultant	
Questionaire development	TBC by TA Concultant	Technical Assistance Project Delivery Consultant	Ī
	TBC by TA Concultant	Technical Assistance Project Delivery Consultant	7
Information management & content development	TBC by TA Concultant	Technical Assistance Project	+
Survey finalisation	TBC by TA Concutant	Delivery Consultant	
Implementation of the Online Survey (Stage 1)			
Survey dissemination	TBC by TA Concultant	Technical Assistance Project Delivery Consultant	
1st premilinary report	TBC by TA Concultant	Technical Assistance Project Delivery Consultant	
Final report and selection of companies for Stage 1	TBC by TA Concultant	Technical Assistance Project	7
Relationship Establishment with Selected Companies	-	Delivery Consultant	+
(Stage 2)		Technical Assistance Project	4
Introduction Meeting with selected companies	TBC by TA Concultant	Delivery Consultant, I-Work	4
Resource preparation and establishment	TBC by TA Concultant	Technical Assistance Project Delivery Consultant	
		Technical Assistance Project Delivery Consultant, I-Work	
Confirmation of action-based research by companies	TBC by TA Concultant	Programme Manager, National Apprenticecship Expert	
Model Development and Validation			
First meeting with company heads - Selection of relevant key	TBC by TA Concultant	Technical Assistance Project Delivery Consultant, I-Work	+
departments involved Meeting with selected key stakeholders in company - interview	. ,	Technical Assistance Project	4
to analyze and understand issues faced	TBC by TA Concultant	Delivery Consultant, I-Work Programmo Manager, National	4
Study and development of apprenticeship practices to suit needs of case study employers	TBC by TA Concultant	Technical Assistance Project Delivery Consultant	
Dissemination on new apprenticeship structure to review impact and change in interest level from employers to participate	TBC by TA Concultant	Technical Assistance Project Delivery Consultant	
relevant government agencies to see credibility and validity of	TBC by TA Concultant	Technical Assistance Project	7
proposed changes Confirmation on status change between "non-participating" to	TBC by TA Concultant	Delivery Consultant Technical Assistance Project	+
"participating" Summary and outcome report for stage 2 Action based		Delivery Consultant Technical Assistance Project	+
research section	TBC by TA Concultant	Delivery Consultant	
Cross Government Workshop (Stage 3)			
Venue and Catering	TBC by TA Concultant	Technical Assistance Project Delivery Consultant	
Accommodation	TBC by TA Concultant	Technical Assistance Project Delivery Consultant	7
Content preparation	TBC by TA Concultant	Technical Assistance Project	†
Contra propulation	The sy The Grand and	Delivery Consultant Technical Assistance Project	+
Collaterals	TBC by TA Concultant and British Council	Delivery Consultant, I-Work	
		Programme Manager Technical Assistance Project	+
Comms and media engagament	TBC by TA Concultant and British Council	Delivery Consultant, I-Work	
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Execution of Cross-Government Workshop	TBC by TA Concultant	Delivery Consultant	
Final Stage of Project Report			
Report development	TBC by TA Concultant	Technical Assistance Project Delivery Consultant Technical Assistance Project	
Report printing and design	TBC by TA Concultant and British Council	Delivery Consultant, I-Work	7
Proofreadina	TBC by TA Concultant and British Council	Technical Assistance Project Delivery Consultant, I-Work	†
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Report finalisation	TBC by TA Concultant	Delivery Consultant	

