

Intermediate MS Project – 1 day (\$1,500+VAT)

This workshop aims to provide experienced users of MS Project with a deeper understanding of the software and its use as a more advanced project management tool. Candidates will receive a Certificate of Attendance.

- Project monitoring (actual vs baseline vs forecast)
- Resourcing, Manpower loading and Calendars (working days, Naming people, graphs)
- Cost analysis using Resource costs
- Working with calendars
- Using Views
- Using Reports
- Using lag and lead times
- Recurring tasks
- Setting constraints
- Setting deadlines
- Using the critical path
- Workshop example

The presenter is a chartered civil engineer and a registered engineer and has over 15 years' experience in project planning and the use of planning software. He has conducted similar MS project training courses for both external and internal audiences, and is currently the Project Manager for a diverse range of projects, all of which adopt MS Project as the central planning platform.

Candidates can be first-time users should understand basic planning and scheduling concepts, and must attend with a laptop running Windows XP (or Vista) with the software (2003 or above).

DATE Thursday 2nd DECEMBER 2010

TIME 7:30am to 4:30pm

LOCATION PRESTIGE MANAGEMENT BUILDING, FREEPORT

For more detailed enquiries, please contact us via the above numbers, or email your registration details to the noted email address.

NAME

ADDRESS

CELL CONTACT OTHER CONTACT

PLACE EMPLOYED