

Introduction to MS Project – 1 day (\$1,200+VAT)

MS Project has become the industry standard because of its relative ease of use for both the experienced user and the beginner. A deeper understanding of the software leads to a greater appreciation of project management, and the user is able to add more efficiency to their practical project execution. Candidates will receive a Certificate of Attendance.

- Introduction to project management
- Creating Tasks
- Establishing tasks and dependencies (Logic links, parallel tasks, dependent tasks)
- Programme formatting (Bar styles, text styles, resource indicators, milestones)
- Logic links (SS, FF, SF, FS Lag, Lead)
- Critical Path (Explanation, showing on Gantt chart)
- Filters and Milestones (Filters for critical, resources, dates, durations)
- Outlining
- Assigning Resources
- Printing Reports
- 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 11th NOVEMBER 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