



**KARRATHA  
THURSDAY  
26<sup>th</sup> FEBRUARY 2015**

# MICROSOFT PROJECT PLANNING Advanced

**Master Builders and Successful Projects present  
1-Day Microsoft PROJECT™ Planning – Advanced course**

The 1-Day Microsoft Project™ Planning – Advanced course teaches more strategies to boost your productivity, results and analysis capability with Microsoft Project. This course is backed with real life Building industry examples, with relevant construction case studies, exercises and scenarios used.

- How to check your program for accuracy and completeness
- How to structure a more complex Programs for Reporting e.g. Contract Programs
- How to Track and Report Project progress
  - How to record Variations, Changes and Delays to the project
  - How to substantiate the impact of changes and delays to the project
- How to produce a Cost Schedule for clients and for quotation purposes
- Advanced Calenders for Shifts/Rosters/FIFO
- Manage and Analyse Multiple Projects (Master Projects)

Skills learnt in this course will increase the participant's value to their sponsor by being able to efficiently record project change, report project progress and substantiate claims.

***Please note: The Microsoft Project Planning Essentials course is a pre-requisite  
and both courses can be attended in consecutive days***

Bring in your current project plans to practice on, learning how to review, prepare and update current schedules that are relevant to your workplace. Learn our approach to recording delay and changes to the project, identifying the project critical path and supporting delay claims.

Each student has individual use of a PC and Microsoft PROJECT™. A certificate of attendance is provided.

**TIME:** 8.30am – 5.00pm

**TRAINER:** Brett Anderson – Successful Projects

**VENUE:** To be advised

**DATE:** Thursday, 26<sup>th</sup> February 2015

**COST:**

|                                     | <u>Course Fee</u>    | <u>Total</u>     |
|-------------------------------------|----------------------|------------------|
| MBA Member                          | \$600.00             | <b>\$600.00*</b> |
| Non-member                          | \$670.00             | <b>\$670.00*</b> |
| MBA Member eligible for CTF subsidy | \$600.00 - \$256.00^ | <b>\$344.00*</b> |
| Non-member eligible for CTF subsidy | \$670.00 - \$256.00^ | <b>\$414.00*</b> |



*The Construction Training Fund provides funding support for training of eligible workers in the construction industry.  
We acknowledge the support of the Construction Training Fund in reducing costs of training for eligible workers*

\*Prices subject to change. ^Construction Training Fund (CTF) subsidy available for eligible course participants.

Please contact our friendly training team for assistance on 9921 5061  
or email [megan@mbawa.com](mailto:megan@mbawa.com) for any further information.



## MICROSOFT PROJECT PLANNING ADVANCED COURSE – 1 DAY (mbma) KARRATHA

**Please Note:** This course is subsidised by the Construction Training Fund. The CTF requires that each participants personal contact details be provided, otherwise the full fee applies.

|   |  |
|---|--|
| <b>Course Time:</b> 8.30am – 5.00pm             | <b>Course Date:</b> Thursday, 26 <sup>th</sup> February 2015 |
| <b>Full Name of Participant:</b>                |  |
| <b>Date of Birth of Participant:</b>            |  |
| <b>Residential Address of Participant:</b>      |  |
| <b>Suburb:</b>                                  | <b>Postcode:</b>   |
| <b>Mobile phone contact:</b>                    |  |
| <b>Participant email address:</b>               |  |
| <b>Participant Job Title:</b>                   |  |
| <b>Job Description</b> (brief detail required): |  |

|  |                                     |   |
|--|-------------------------------------|---|
| <b>Company/Employer:</b>                                 |                                     |   |
| <b>Address:</b>  |                                     | <b>Postcode:</b>  |
| <b>Contact person:</b>                                   |                                     |   |
| <b>Phone:</b>  | <b>Fax:</b>                         | <b>Mobile:</b>  |
| <b>Email:</b>  |                                     |   |
| <b>Please tick the industry sector in which you work</b> | Commercial <input type="checkbox"/> | Housing <input type="checkbox"/> Engineering <input type="checkbox"/> |

### Payment and Registration Details

|   |   |                    |                               |
|---|---|--------------------|-------------------------------|
| <b>Registration</b>   | To guarantee your place on the course please return form, with fees, to:<br><b>FAX:</b> 9965 5025<br><b>EMAIL:</b> <a href="mailto:megan@mabwa.com">megan@mabwa.com</a>                       |                    |                               |
| <b>Eligible for CTF</b>   | MBA member  | \$344.00 p.p. .... | non-member \$414.00 p.p. .... |
| <b>Not eligible for CTF</b>   | MBA member  | \$600.00 p.p. .... | non-member \$670.00 p.p. .... |
| <b>Course costs subject to change.</b>  |   |                    |                               |
| <b>Method of Payment</b>  | Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order <input type="checkbox"/>   |                    | <b>Amount: \$</b>             |
| <b>Credit Card Details (please tick):</b> Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> |   |                    |                               |
| <b>Card number:</b> _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _   |   |                    | <b>Expiry Date:</b> _ _ / _ _ |
| <b>Cardholders name:</b>  |   | <b>Signature:</b>  |                               |
| <b>EFT Direct Credit Details:</b> BSB: 306 051 Account: 0398729 Reference: “Company name – MS Adv”  |   |                    |                               |
| <b>Cancellation Notice</b>  | Please note, fees should accompany registration form. A refund will only be provided if at least 48 hours working/business days notice is given. You may, however, substitute another person. |                    |                               |

Please contact our friendly training team for assistance on 99215061  
or email [megan@mabwa.com](mailto:megan@mabwa.com) for any further information.