



MICROSOFT PROJECT PLANNING Essentials

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

This 1-Day Microsoft Project Planning – Essentials course will teach the core skills in developing project schedules and the essential knowledge you need for using Microsoft Project. It sets a solid foundation for applying Microsoft Project practically in your work environment:

- How to develop your project schedule correctly
- Determine your resourcing requirements, work hours and project costs
- How to find the true Critical Path and how you use this knowledge
- Communicating schedule with team, clients and upper management ... and more

This training is designed especially to suit building projects with relevant case studies, exercises and examples used. Our simple and practical approach will assist in determining Resource requirements, Costs and Timeframe.

Skills learnt in this course will help build Tender and Contract Schedules required in Project Tender, Contract Award and Project Delivery. It also helps with creating detailed cost estimates for quotation purposes. Bring in your current project plans to practice on, learning how to review, prepare and update current schedules that are relevant to your workplace.

No pre-requisites are necessary. This training is suitable from beginners through to experienced planners and users of Microsoft PROJECT™

The course is presented by the principal of Successful Projects. Brett Anderson has extensive experience in the Building and Construction Industry on both the client and contractor sides. Each student has individual use of a PC and Microsoft PROJECT™. There are no pre-requisites.

TIME: 8.30am – 5.00pm
TRAINER: Brett Anderson - Successful Projects
VENUE: Master Builders, 4 Walton Close, Geraldton
DATE/S: Wednesday, 11th March 2015
COST:

| | <u>Course Fee</u> | <u>Total</u> |
|-------------------------------------|----------------------------------|------------------|
| MBA Member | \$799.00 | \$799.00* |
| Non-member | \$869.00 | \$869.00* |
| MBA Member eligible for CTF subsidy | \$799.00 - \$256.00 [^] | \$543.00* |
| Non-member eligible for CTF subsidy | \$869.00 - \$256.00 [^] | \$613.00* |



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 for any further information.



MICROSOFT PROJECT PLANNING ESSENTIALS COURSE - 1 DAY (mbms) GERALDTON

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.

| | | | |
|---|--|--------------------------------------|----------------------------------|
| Course Time: 8.30am – 5.00pm | Course Date: Wednesday, 11 th March 2015 | | |
| Full Name of Participant: | | | |
| Date of Birth of Participant: | | | |
| Residential Address of Participant: | | | |
| Suburb: | | | Postcode: |
| Mobile phone contact: | | | |
| Participant email address: | | | |
| Participant Job Title: | | | |
| Job Description (brief detail required): | | | |
| Company/Employer: | | | |
| Address: | | | Postcode: |
| Contact person: | | | |
| Phone: | Fax: | Mobile: | |
| Email: | | | |
| Please tick the industry sector in which you work | | Commercial <input type="checkbox"/> | Housing <input type="checkbox"/> |
| | | Engineering <input type="checkbox"/> | |
| Payment and Registration Details | | | |
| Registration | To guarantee your place on the course please return form, with fees, to: FAX: 9965 5025 EMAIL: megan@mbawa.com | | |
| Eligible for CTF | MBA member | \$543.00 p.p. | non-member \$613.00 p.p. |
| Not eligible for CTF | MBA member | \$799.00 p.p. | non-member \$869.00 p.p. |
| Course costs subject to change. | | | |
| Method of Payment | Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order <input type="checkbox"/> | | Amount: \$ |
| Credit Card Details (please tick): Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> | | | |
| Card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _ | | | Expiry Date: _ _ / _ _ |
| Cardholders name: | | Signature: | |
| EFT Direct Credit Details: BSB: 306 051 Account: 0398729 Reference: “Company name – MS Ess” | | | |
| Cancellation Notice | <i>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.</i> | | |

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