MASTER BUILDERS
WESTERN AUSTRALIA

Monday
16 February, 2015

MS PROJECT® 2013 Intermediate/Advanced

Microsoft® Project is one of the world's most popular project management software applications. This course will build on the topics covered in the basic course.

- Quick overview of topics covered in the basic course;
- Create a resource list including people, equipment, material and cost resources;
- Create calendars for your resources;
- Learn about different task types and how this affects resource allocation;
- Allocate resources to tasks;
- Review your project to find over-allocated resources using various tools and views;
- Learn how to resolve these over-allocations;
- Create a Project Budget and view how costing is done;
- Create the initial baseline for your project and learn how to add additional baselines as required;
- Track the progress on your project using various methods;
- Report on progress using built in views and reports;
- Create a project template;
- Export your project data to Excel and print your project plan as a PDF.

DATE: **Monday 16th February, 2015**
TIME: **8.30am – 4.00pm**
VENUE : **Master Builders' Training Centre, 594 Hay St, Jolimont**
TRAINER: **Jackie in't Veld (BCom.) – X-Pert Group (Australia)**

	Course Fee	Total
MBA Member	$500.00	**$500.00***
Non-member	$550.00	**$550.00***
MBA Member eligible for CTF subsidy	$500.00 - $232.00^	**$268.00***
Non-member eligible for CTF subsidy	$550.00 - $232.00^	**$318.00***

If you require further assistance please contact Carolyn Fitzgerald, Training Coordinator on **9441 8020** or email **training@mbawa.com**

CONSTRUCTION TRAINING FUND

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. This course is GST free.

REGISTRATION FORM - MS Project® 2013 Intermediate/Advanced (mbms)

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 – 4.00pm**	**Course Date:**	**Monday 16 February, 2015**
Participants first name:		**Surname:**	
Participants birth date:			
Participants home address:			
Suburb:		**Postcode:**	
Participants mobile phone contact:			
Participants email address:			
Participants job title:			
Job Description (brief detail):			

Company/Employer:			
Address:		**Postcode:**	
Contact person:			
Phone:	**Fax:**	**Mobile:**	
Email:			
Please tick the industry sector in which you work	Commercial □ Housing □ Engineering □		

Payment and Registration Details

Registration	To guarantee your place on the course please return form, with fees, to: **FAX: 9441 8001** **EMAIL: training @mbawa.com** **POST: Master Builders Training Centre, 594 Hay Street, Jolimont 6014**
Eligible for CTF	MBA member $268.00 p.p. ……..... non-member $318.00 p.p. …….
Not eligible for CTF	MBA member $500.00 p.p……..... non-member $550.00 p.p. ....……..

Course costs subject to change. This course is GST free

Method of Payment	Cash □ Cheque □ Credit Card □ EFT □	**Amount: $**

Credit Card Details:	Bankcard □ MasterCard □ Visa □	
Card number: __ __ __ __ / __ __ __ __ / __ __ __ __ / __ __ __ __		Expiry Date: __ __ / __ __
Cardholders Name:	Signature:	

You must please quote **INVOICE NUMBER** as the reference when paying by Direct Deposit

Cancellation Notice	*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.*

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on **9441 8020** or email **training@mbawa.com**