

PERTH METRO

**MASTER BUILDERS**  
WESTERN AUSTRALIA

Monday  
22 June, 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 22 June, 2015  
**TIME:** 8.30am – 4.00pm  
**VENUE:** Master Builders, Level 3, 35-37 Havelock St, West Perth  
**TRAINER:** Jackie in't Veld (BCom.) – X-Pert Group (Australia)

	<u>Course Fee</u>	<u>Total</u>
MBA Member	\$450.00	<b>\$450.00*</b>
Non-member	\$500.00	<b>\$500.00*</b>
MBA Member eligible for CTF subsidy	\$450.00 - \$203.00^	<b>\$247.00*</b>
Non-member eligible for CTF subsidy	\$500.00 - \$203.00^	<b>\$297.00*</b>

If you require further assistance please contact Carolyn Fitzgerald, Training Coordinator on **9441 8020** or email [training@mbawa.com](mailto:training@mbawa.com)



*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 (mspa)

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

<b>Course Time:</b> 8.30am – 4.00pm	<b>Course Date:</b> Monday 22 June, 2015
<b>Participants first name:</b>	<b>Surname:</b>
<b>Participants birth date:</b>	
<b>Participants home address:</b>	
<b>Suburb:</b>	<b>Postcode:</b>
<b>Participants mobile phone contact:</b>	
<b>Participants email address:</b>	
<b>Participants job title:</b>	
<b>Job Description (brief detail):</b>	

<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: <b>FAX: 9441 8001</b> <b>EMAIL: training@mbawa.com</b> <b>POST: Master Builders, PO Box 167, West Perth 6872</b>
<b>Eligible for CTF</b>	MBA member \$247.00 p.p. .... non-member \$297.00 p.p. ....
<b>Not eligible for CTF</b>	MBA member \$450.00 p.p. .... non-member \$500.00 p.p. ....
<b>Course costs subject to change. This course is GST free</b>	

<b>Method of Payment</b>	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> EFT <input type="checkbox"/>	<b>Amount: \$</b>
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<b>Credit Card Details:</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>

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

<b>Cancellation Notice</b>	<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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If you require further assistance please contact the Training Centre  
on **9441 8020** or email [training@mbawa.com](mailto:training@mbawa.com)

To view our Terms & Conditions please visit [www.mbawa.com](http://www.mbawa.com)