

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 24 August, 2015
TIME: 8.30am – 4.00pm
VENUE: Master Builders, 3rd floor, 35-37 Havelock Street, West Perth
TRAINER: Jackie in't Veld (BCom.) – X-Pert Group (Australia)

| | <u>Course Fee</u> | <u>Total</u> |
|-------------------------------------|----------------------|------------------|
| MBA Member | \$450.00 | \$450.00* |
| Non-member | \$500.00 | \$500.00* |
| MBA Member eligible for CTF subsidy | \$450.00 - \$240.00^ | \$210.00* |
| Non-member eligible for CTF subsidy | \$500.00 - \$240.00^ | \$260.00* |

If you require further assistance, please contact Carolyn Fitzgerald, Training & Safety Coordinator on **9441 8000** or email 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.



MS PROJECT® 2013 - Intermediate/Advanced (mspa)

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

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|------------------------------------------|--------------------------------------------|
| Course Time: 8.30am – 4.00pm | Course Date: Monday 24 August, 2015 |
| Participant First name: | Last name: |
| Participant birth date: | |
| Participant home address: | |
| Suburb: | Postcode: |
| Participant mobile phone contact: | |
| Participant email address: | |
| Participant Job Title: | |
| Job Description (brief detail): | |

| | | |
|----------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------|
| Company/Employer: | | |
| Full 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

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|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Registration | To guarantee your place on the course please return this registration form, with fees, to: FAX: 9476 9801 EMAIL: training @mbawa.com POST: Master Builders Training Department, PO Box 167, West Perth WA 6872 |
| Eligible for CTF | MBA member \$210.00 p.p. non-member \$260.00 p.p. |
| Not eligible for CTF | MBA member \$450.00 p.p. non-member \$500.00 p.p. |
| <i>Course costs subject to change. This course is GST free</i> | |

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

| | |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Credit Card Details: | Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> |
| Card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _ | Expiry Date: _ _ / _ _ |
| Cardholders Name: | Signature: |

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

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| Cancellation Notice | <i>A refund will not be provided for no shows on the day of the course or cancellations less than 5 working days prior to the course date. You may, however, substitute another person up to 48 hours prior to the course.</i> |
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If you require further assistance, please contact Carolyn Fitzgerald, Training & Safety Coordinator on **9441 8000** or email training@mbawa.com

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