MS PROJECT® 2013
Basic

Microsoft® Project is one of the world's most popular project management software applications. This course introduces you to the primary functions, features, tools and techniques of this dynamic and value-adding application.

- Introduction to the various components that make up the software package;
- Build a basic list of tasks grouped under summary tasks;
- Create a project calendar with working hours relevant to your organisation;
- Add public holidays and any company closure times to the project calendar;
- Create this calendar as a default for all projects;
- Link the tasks in your task list in the order in which they are going to be done;
- Learn about task relationships and task dependencies;
- Format your Gantt chart;
- Format your task list;
- Format the various views you use;
- Review the standard reports provided in MS Project.

DATE: **Monday 9 March, 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	$450.00	$450.00*
Non-member	$500.00	$500.00*
MBA Member eligible for CTF subsidy	$450.00 - $203.00^	$247.00*
Non-member eligible for CTF subsidy	$500.00 - $203.00^	$297.00*

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

*Prices subject to change. ^Construction Training Fund (CTF) subsidy available for eligible course participants. This course is GST free.

REGISTRATION FORM - MS Project® 2013 Basic (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 9 March, 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 <u>tick</u> 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 <u>**Not**</u> **eligible for CTF**	MBA member $247.00 p.p. ………….... non-member $297.00 p.p. ……………… MBA member $450.00 p.p………….... non-member $500.00 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 <u>must</u> 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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