

PERTH METRO

MASTER BUILDERS
WESTERN AUSTRALIA

2014
Wednesday 13th
August

Microsoft Project - Basic

Microsoft Project is recognised as being the most widely used scheduling tool available and its effective use is central to good project management.

This hands-on course aimed at those in the building industry who need to plan and manage the work of teams and projects.

The BASIC course shows participants how to create a project schedule, using information provided by various sources, and how to link these activities together to create a logical schedule with a start and end date. This course aims at giving participants the tools to create a good schedule at the beginning of the project.

The BASIC course also shows participants how to track actual work against planned work, and how to use some of the basic reporting functions available in the software.

Who is this for? This course is aimed at those who are new to MS Project.



DATE: Wednesday 13 August, 2014
TIME: 8.00am – 4.30pm
TRAINER: Irena Morris – Paradigma Solutions
VENUE: Master Builders Training Centre, 594 Hay Street, Jolimont
COST:

	<u>Course Fee</u>	<u>Total</u>
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*

Please contact our friendly training team for assistance on **9441 8000**
or email training@mbawa.com for any further information.



*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 participant.
This course is GST free.*



Microsoft Project – 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: 8.00am – 4.30pm	Course Date: Wednesday 13 August, 2014
Full Name of Participant:	
Date of Birth of Participant:	
Residential Address of Participant:	
Suburb:	Postcode:
Mobile 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

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 <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order <input type="checkbox"/>	Amount: \$
--------------------------	---	-------------------

Credit Card Details:	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.

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>
----------------------------	--

If you require further assistance please contact our friendly Master Builders Training team on **9441 8000** or email training@mbawa.com