



PERTH METRO



MASTER BUILDERS
WESTERN AUSTRALIA

Monday
8 February, 2016

Microsoft® Project

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 8 February, 2016
TIME: 8.30am – 4.00pm
TRAINER: Jackie in't Veld – X-Pert Group (Australia)
VENUE: Master Builders, Level 3, 35-37 Havelock Street, West Perth
COST:

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

If you require further assistance, please contact us 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.



MICROSOFT® PROJECT 2013 - INTERMEDIATE/ADVANCED
Monday 8 February, 2016 8.30am - 4.00pm

Please Note: This course is subsidised by the Construction Training Fund (CTF) for eligible participants. Master Builders requires participants details be provided as indicated below, otherwise the full fee will apply.

PARTICIPANT DETAILS:

Surname:		First name:	
Date of birth:			
Mobile:		Email:	
Home address:			
Suburb:			Postcode:
Job/Trade title:			
Job description (brief detail):			

EMPLOYER/COMPANY DETAILS:

Master Builders member name:			
Employer/company name:			
Address:			
Suburb:			Postcode:
Contact name:		Email:	
Phone:	Fax:	Mobile:	
Please tick the industry sector in which you work		Commercial <input type="checkbox"/> Housing <input type="checkbox"/> Engineering <input type="checkbox"/>	

PAYMENT & REGISTRATIONS DETAILS

Payment must be received prior to the course date to secure your place & receive your confirmation.

EMAIL: training@mbawa.com **FAX:** 9476 9881

POST: Master Builders Training Department, P.O. Box 167, West Perth WA 6872

Course Costs	Master Builder member	Non-member
Eligible for CTF subsidy	\$210.00 per person	\$260.00 per person
Not eligible for CTF subsidy	\$450.00 per person	\$500.00 per person

Please note that 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: \$
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Credit Card Details (please tick):	Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>
Card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry date: _ _ / _ _
Cardholders name:	Signature:
You <u>must</u> quote your INVOICE NUMBER as the reference when paying by Direct Deposit.	

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 24 hours prior to the course.</i>
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on **9441 8000** or email **training@mbawa.com**

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