



Microsoft Project: Basic

Course Description: This course is intended for any person who is new or self-taught on MS Project or have never used it would like to learn how to use it as a tool to manage their projects.

Prerequisites: People enrolling in this course should have the following: • A general understanding of project management concepts • Basic skills in a Windows operating system This One-Day Workshop Covers: • Create a new project plan file and enter project information. • Manage tasks by organizing tasks and setting task relationships. • Determine Critical Path, Total Float and Free Float • Manage resources for a project such as Labour • Finalize a project plan by setting a Baseline • Track progress using the Tracking Gantt Chart Technical Recommendations: – Must have MS Project loaded on Student Computer – Students should have two (2) Monitors – one for their MS Project Schedule and one for the Instructor’s Screen

Your Presenter: Phil Perry has 30 plus years in the Construction Industry, most of which was Project Managing Industrial Projects for General Contractors. He has been teaching Post-Secondary Construction Management Courses for the last eight years.

Who Should Attend: Anyone whose work involves planning and scheduling the work: Project Managers, Project Coordinators, Construction Managers, Superintendents, General Foremen, Foremen and Estimators of all levels will benefit from the workshop. This course is for Contractors and Sub-Contractors in all segments of the Construction Industry.

Dates & Times (Please Select Session Date/Time):

Location: Online

<input type="checkbox"/>	12-Aug-2021 8:00 AM to 4:00 MDT	<input type="checkbox"/>	10-Nov-2021 8:00 AM to 4:00 MDT
<input type="checkbox"/>	15-Sept-2021 8:00 AM to 4:00 MDT	<input type="checkbox"/>	09-Dec-2021 8:00 AM to 4:00 MDT
<input type="checkbox"/>	15-Oct-2021 8:00 AM to 4:00 MDT		

LCA Members: \$ 295.00 (+GST); Non-Members: \$ 395.00 (+GST)

Company: _____

Attendee(s): _____

E-mail/Phone: _____

Payment Type: Visa ____ Mastercard ____ Cheque ____ Invoice (Members Only) ____

Credit Card Number

Expiry Date

E-mail: lloydca3@telus.net

No refunds will be made after course link has been sent.