LLOYDMINSTER CONSTRUCTION ASSOCIATION

PERRY EDUCATIONAL SERVICES **|>**

Microsoft Project - Intermediate

Course Description: Gain an in-depth understanding of Microsoft Project 2016 as a project management tool. This course is for any person who has used Microsoft Project 2016 at the basic level and would like to improve their skills.

Prerequisites:
- A General Understanding of Project Management Concepts
- Basic Skills with any Windows Operating System.
- Basic Skills with Microsoft Project (any version)
- Must Bring Your Own Laptop loaded with Microsoft Project 2016

Course Content:

1. Changing Scheduling Methods
- Task Type Settings
- Task Constraints
- Task Relationships (Finish-to-Start, Start-to-Start, Finish-to-Finish, Lags)
- Identifying Factors Affecting Tasks
- Defining the Critical Path
- Formatting the Critical Path

2. Change Project Calendars
- Explore Default Calendars (Standard, Night Shift, 24 Hour)
- Create Project Specific Calendars (e.g. 6 day x 10 hour/day)
- Assign a special Calendar to a specific task
- Assign a special Calendar to a specific resource

3. Tracking Project Progress
- Saving the Baseline
- Tracking Task Progress
- Updating Tasks
- Updating the Remaining Schedule
- Comparing Baseline and Actual Data

4. Resolving Resource Conflicts
- Assigning Resources
- Editing Resource Assignments
- Resource Overallocations
- Locating Resource Overallocations
- Resolving Resource Overallocations
- Applying Preset Contours to Resources

5. Sorting, Filtering and Grouping
- Sorting Views
- Filtering Views
- Grouping Tasks and Resources

6. Formatting the Project Environment
- Formatting Views
- Formatting the Gantt Chart
- **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.

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

Dates & Times: **Location: Online**

☐   27-Jan-2021   8:00AM to 4:00 MDT
☐   24-Mar-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 or Fax: 780-875-8874

No refunds will made after course link has been sent.