



## 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"/> | 11-Feb-2022 8:00AM to 4:00PM MDT | <input type="checkbox"/> | 10-Mar-2022 8:00AM to 4:00PM MDT |
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**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](mailto:lloydca3@telus.net)**

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