

BUILDING & CONSTRUCTION EDUCATION

Designed specifically for anyone involved in contract acceptance or project management, and will be of particular interest to Construction and Project Managers, Project Coordinators and Site and Works Managers involved in, or intending to be involved in, the area of executing and managing project contracts.



INTRODUCTORY MS PROJECT 2007

Aimed at the Building and Construction Industry

Course Overview:

This **ONLINE** course is delivered via a combination of video instructions and examples, course workbook and exercises.

The course covers the critical skills necessary to create modify a project plan that contains task, resources and resource assignments. It has been tailored for those in the building industry with appropriate examples.

Introduction to Microsoft Project - Designed by Builders for Builders

- Planning, & Scheduling Overview
- Introduction to MS Project
- Starting a project
- Tasks, duration & milestones
- Leads & Lags
- Headers and Sub-Tasks
- Multiple critical paths
- Adjusting timescale and zoom
- Recurring Activities
- Dealing with calendars
- Resources, Labour, Plant, Material
- Assigning resources & costs
- Updating & Baselines
- Workshops