



**MICROSOFT®
PROJECT 2016
LEVEL 1+2**
PREMIER HOTEL THE WINKER,
NELSPRUIT

**PROJECT MANAGEMENT
SOFTWARE BROKEN DOWN
STEP-BY-STEP & MADE EASY**

Part 1 of this course covers the critical knowledge and skills a project manager needs to create a project plan with Microsoft Project during the planning phase of a project. In other words, if the supervisor assigns him/her to lead a project, this course will enable him/her to draft a project plan with Microsoft Project and share it with his/her supervisor (and others) for review and approval.

Part 2 of this course is designed to familiarize delegates with the advanced features and functions of Microsoft Project so that they can use it effectively and efficiently in a real-world environment.

Requirements: Each delegate to provide their laptop with Microsoft Project Professional 2016, 2013 or 2010 software installed.

JUN.

4-5, 2020

8:30AM - FINISHED

Book and pay before
11 May 2020
and get a discount per
delegate.

in association with:

PMTA Project
Management
Training
Africa
pmta.co.za

accredited by:



ECSA: 2 CPD Points

DAY ONE

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

PART 1:

- Getting Started with Microsoft Project
 - Identify Project Management Concepts
 - Navigate the Microsoft Project Environment
- Defining a Project
 - Create a New Project Plan
 - Define a Project
 - Assign a Project Calendar
- Creating and Organizing Tasks
 - Add Tasks to a Project Plan
 - Import Tasks From Other Programs
 - Create a Work Breakdown Structure
 - Define Task Relationships
 - Schedule Tasks

13:00 LUNCH BREAK

14:00 AFTERNOON SESSION

- Managing Project Plan Resources
 - Add Resources to a Project Plan
 - Create a Resource Calendar
 - Enter Costs for Resources
 - Assign Resources to Tasks
 - Resolve Resource Conflicts
- Finalizing a Project Plan
 - Optimize a Project Plan
 - Set a Baseline
 - Share a Project Plan

16:00 END OF DAY ONE

DAY TWO

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

PART 2:

- Executing a Project
 - Enter Task Progress
 - Update Task Progress with SharePoint
 - Update Work & Update Costs

DAY TWO AFTERNOON SESSION CONTINUED...

- Monitoring Project Progress
 - View Project Progress
 - Add Custom Fields
 - Create Custom Views
 - Create a Network Diagram
 - Analyse a Project Plan
- Controlling a Project Plan
 - Edit the Task List
 - Reschedule Tasks
 - Update a Baseline

13:00 LUNCH BREAK

13:30 AFTERNOON SESSION

- Reporting on Progress
 - Format and Share a Chart View
 - View Existing Reports
 - Create Custom Reports
 - Create a Visual Report
- Customizing the Application
 - Change Project Options
 - Create a Project Plan Template
 - Share Resources
 - Link Project Plans

16:00 END OF DAY TWO

ABOUT THE TRAINER

Having been a practicing consultant in project management for more than twenty-five years, Dave Fourie's long career in program and project management

brought him in contact with various project management

methodologies and best practices in private as well as public organisations. Dave brings his theoretical knowledge linked to vast practical experience into the training environment with a genuine desire to assist delegates in becoming practicing project management professionals.

Certified as a Project Management Professional (PMP) since 1998, he also holds several other portfolio, program and project management certifications such as certificates in Portfolio, Programme and Project Offices (P3O), Managing Successful Programs (MSP)

REGISTRATION INFO / FEES

Event: Microsoft® Project 2016 Level 1+2 Training Seminar
Date: 4-5 JUN. 2020
Venue: PREMIER HOTEL THE WINKER
 NELSPRUIT
Price: (excluding VAT and per delegate)
Early Bird: R6999 + vat (pay before 11 May 2020)
Standard: 7999
Group Discount:

4-6	10%	calculated on standard price
7-11	13%	
12+	20%	

AUTHORIZATION

Full Name:
Tel (Direct Line):
Signature + date:
Person responsible for payment:
Tel (Direct Line):
Email Address:

COMPANY DETAILS

Company / Organization Name:
Physical Address:
Postal Address:
Tel (Direct Line):
Tel (S/Board):
Fax:
Email:
VAT Registration:

OFFICE USE

STATUS

DELEGATE DETAILS

Title:	Full Name:	Designation:	I.D. Number:	Cell:	Email:

TERMS AND CONDITIONS

Payment Terms:
 Payment is required within five (5) days on receipt of tax invoice
 Following completion and return of the registration form, full payment is required within five (5) days from receipt of tax invoice and an invoice will be sent as receipt of payment. We reserve the right to refuse admission and withhold CPD points and certificate if payment is not received on time, a payment or an official purchase order must be received prior to the conference or training seminar.
Fees:
 Fees are exclusive of VAT
 Bulk discounts are not calculated on early bird price. Invoiced amounts need to be paid on or before the early bird date to receive the rate. If names and/or ID numbers are not confirmed before documents are sent through to the venue, you will be liable to pay the courier fee.
Cancellation Policy: Written cancellations made within 48 hours of the receipt of the signed registration form will receive a full refund. Cancellation received in writing 1 month prior to the start of the event will receive a 50% refund or discount on the invoiced amount. Cancellation within 1 month of the start of the event will not receive any refund and will be liable for the full invoiced amount, however a substitution of the delegate will be allowed.
Indemnity: Should for any reason outside the control of CPD Africa conferences or training events, the venue or speakers change, or the event is cancelled due to an act of terrorism, extreme weather conditions or industrial action, CPD Africa conferences and training shall endeavour to reschedule but the client hereby indemnifies and holds CPD Africa conferences and training harmless from and against any and all costs, damages and expenses, including attorney's fees, which are incurred by the client. The construction, validity and performance of this agreement shall be governed in all respects by the laws of South Africa and to the exclusive jurisdiction of whose courts the parties hereby agree to submit.
No-shows: Registrants who do not attend the event, without written notices as per the cancellation policy will be liable for 100% of the invoiced amount.

***Important Notice:

This booking form constitutes as a legal binding contract.
 Whilst every reasonable effort will be made to adhere to the advertised brochure(s), CPD Africa reserves the right to change venues or location.



BANKING DETAILS:

Bank: FNB
Branch: Woodstock
Account No: 6251 8971 264
Branch Code: 201909
Acc Holder: Continuous Professional Developments (Pty)Ltd

Reg No: 2014/277281/07
VAT No: 4910268376