

MICROSOFT PROJECT 2019 BEGINNER & ADVANCED WEBINAR

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.



Facilitator:



Dave Fourie

WHO SHOULD ATTEND

Construction Project Managers, Regulatory agencies, Project staff in the Construction and Engineering Environment, Local Government Groups, Risk Management Specialists, Civil Engineers, Architectural and Engineers, Geotechnical Experts, Financial Specialists, Contractors, Construction Industry Tradesmen and Professionals.

Accredited by ECSA: 2 CPD Points



Book and pay
before **7 Dec 2020**
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JANUARY
25-27, 2021

✉ info@cpdafrica.co.za

☎ +27 21 100 3448

13:30PM - 18:30PM CAT

MICROSOFT PROJECT 2019 BEGINNER & ADVANCED WEBINAR OUTLINE

SESSION 1

- Course Overview
- Overview of project management concepts
 - The Microsoft® Project Ribbon
- Creating a Microsoft® Project file
- Setting project level information
 - Exercise 1 – Creating the MSP Project file
- Project default values
 - Exercise 2 Setting Project default values
- The role of calendars
 - Exercise 3 Creating/setting up & assigning project calendars
- Adding resources
 - Exercise 4 Adding resources

SESSION 2

- Resource cost
 - Optimize a Project Plan
 - Exercise 5 Cost rates for material resources
 - Exercise 6 Cost rates for work resources
- Setting resource availability
 - Exercise 7 Setting resource availability
 - Exercise 8 Change resource working time
- Creating tasks
 - Exercise 9 Review task durations
 - Exercise 10 Add more tasks
- Task dependencies
 - Exercise 11 Add task dependencies
- Assigning resources
 - Exercise 12 Assigning resources
 - Exercise 13 Replacing a cost resource with a work resource
 - Exercise 14 Assigning material resources
- Estimates for fixed price contractors
 - Exercise 15 Estimates for fixed price contractors
- Time constraints
 - Exercise 16 Time constraints

SESSION 3

- Resolving conflicts in the project schedule
 - Exercise 17 Resolving conflict
- Setting and authorizing the project baseline
 - Exercise 18 Set a project baseline
- Project progress
 - Exercise 19 Update progress
- Project progress: Mark on track
 - Exercise 20 Update progress: Mark on track
- Project progress: Percent complete on ribbon
 - Exercise 21 Update progress: Percent complete from ribbon
- Project progress: Update task dialog box
 - Exercise 22 Update progress: Update task dialog box

SESSION 4

- Project progress: Task information dialog box
 - Exercise 23 Update progress: Task information dialog box
- Project progress: Cost
 - Exercise 24 Update progress: Material cost
 - Exercise 25 Update progress: Fixed cost
- Task types
 - Exercise 26 Task types
- Project variance
 - Exercise 27 Variance
 - Exercise 28 Variance
- Corrective action
 - Exercise 29 Corrective Action
- Progress reporting
 - Exercise 30 Reporting
- Customized reports
 - Exercise 31 Customized reports
 - Exercise 32 Re-baselining
- Templates
 - Exercise 33 Creating a template
- Additional MSP features

REQUIREMENTS

Each delegate will need the following to attend:

- Steady Internet connection for the duration of the training
- Laptop / PC / Smart Phone and Power supply (Charger)
- Microsoft Project 2019, 2016, 2013 or 2010 software installed on their laptop / PC
- Microsoft Office Suite 2019, 2013 or 2010 software installed on their laptop / PC
- Zoom Meeting Software installed onto your device
- Download the Microsoft Project Exercise Book and MSP Data Files from the Eclass Portal (Sign up upon registration)

Preferable but not compulsory:

- Headset / Ear Phones to clearly hear the facilitator
- Quiet Space

Each delegate will receive:

Digital Training manual, The Knowledge Learnt, Digital Certificate of Attendance & CPD Points / Hours from the relevant union/ body

ABOUT THE SPEAKER

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), Portfolio, Programme and Project Offices (P30), Managing Successful Programs (MSP) and in PRINCE2.

WEBINAR REGISTRATION FORM

REGISTRATION INFO / FEES

Event: Microsoft Project 2019 Beginner & Advanced Training Webinar

Date: 25-27 January 2021

Time: 13:30PM-18:30PM CAT Daily

Price: (excluding VAT and per delegate)

Early Bird R4490 + vat (book and pay before 7 Dec. 2020)

Standard: R4999 + vat

Group Discount: 5-7 5%
8-15 10%
16+ 15%

Members: Additional 3% off

calculated on standard price

COMPANY DETAILS

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AUTHORISATION

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DELEGATES DETAILS

Title	Full name/s and Surname	Designation	I.D Number	Cell Number	Email Address

TERMS AND CONDITIONS

Payment Terms:

Payment is required within five (5) working days on receipt of tax invoice. Following completion and return of the registration form, full payment is required within five (5) working 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.

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 training events, the dates or speakers change, or the event is cancelled due to an act of terrorism, extreme weather conditions or industrial action, CPD Africa training shall endeavour to reschedule but the client hereby indemnifies and holds CPD Africa 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.

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