Grand Valley Construction Association Education
25 Sheldon Drive, Cambridge ON. N1R 6R8
P: 519-622-4822 x20 F: 519-621-3289 E: admin@gvca.org

# Microsoft Project for Construction

Microsoft Project for construction is a powerful course that will show you how to plan, monitor, and schedule projects using resources such as people, equipment, time, and money. This 2 day hands-on workshop will give you a comprehensive understanding of *Microsoft Project* using a practical approach to project management.

During the course you will participate in various hands-on exercises, ranging in complexity and type. It will provide you with the skills to effectively track and analyze projects with a better understanding of the schedule and impact of changes.

## Topics Covered

- Project Planning
- Milestones
- Tasks: Work Breakdown Structure
- Network Diagram
- The Critical Path
- Over allocation of Resources
- Slack
- PERT Analysis
- Handling Multiple Projects
- Tracking Gantt View
- Financial Reports
- Manage costs and cash flow
- Project Success & an Exit Strategy

***Earn Two (2) Gold Seal Credits***

**When:** Tuesday November 6th and Wednesday November 7th, 2012 8:00am – 4:00pm
**Where:** GVCA, 25 Sheldon Drive, Cambridge
**Instructor:** Doug Mack, ES Computer Training
**Cost:** $750 +HST per member, $800 +HST per non-member ***Material, use of laptop and lunch included.**

**Class is limited to 10 participants – please register early**

---

## Registration Form

**Company Name**

**Contact Name** **Email**

**Phone** **Fax**

**Attendee(s)** **Attendee(s)**

**METHOD OF PAYMENT**
**Full payment is due 5 days prior to course start date**

☐ Cheque
☐ Credit Card
☐ GVCA Account

**We accept** MasterCard & VISA

**Member Price: $750.00**
**Non-Member Price: $800.00**

_____ **Attendee(s) @ $** _____ **each** _____

**HST (R107447609)** _____

**Total Due** _____

**Cardholder**
**3 digit security number from back of card** ____ ____ ____

**Credit Card #** **Exp Date**

**Signature**

The cardholder agrees to pay the issuer of the charge card the amount in accordance with the cardholder's agreement