Red Deer Construction Association

Microsoft Project: Intermediate

Course Description: Gain an in-depth understanding of Microsoft Project 2016 as a project management tool. This course is for any person who has used Microsoft Project 2016 at the basic level and would like to improve their skills.

Prerequisites:

- A General Understanding of Project Management Concepts
- Basic Skills with any Windows Operating System.
- Basic Skills with Microsoft Project (any version)
- Must Bring Your Own Laptop loaded with Microsoft Project 2016
- Students Should Have Two (2) Monitor - One for Their MS Project Schedule and One for the Instructor's Screen

Course Content:

1. **Changing Scheduling Methods**
   - Task Type Settings
   - Task Constraints
   - Task Relationships (Finish-to-Start, Start-to-Start, Finish-to-Finish, Lags)
   - Identifying Factors Affecting Tasks
   - Defining the Critical Path
   - Formatting the Critical Path
2. **Change Project Calendars**
   - Explore Default Calendars (Standard, Night Shift, 24 Hour)
   - Create Project Specific Calendars (e.g. 6 day x 10 hour/day)
   - Assign a special Calendar to a specific task
   - Assign a special Calendar to a specific resource
3. **Tracking Project Progress**
   - Saving the Baseline
   - Tracking Task Progress
   - Updating Tasks
   - Updating the Remaining Schedule
   - Comparing Baseline and Actual Data
4. **Resolving Resource Conflicts**
   - Assigning Resources
   - Editing Resource Assignments
   - Resource Overallocations
   - Locating Resource Overallocations
   - Resolving Resource Overallocations
   - Applying Preset Contours to Resources
5. **Sorting, Filtering and Grouping**
   - Sorting Views
   - Filtering Views
   - Grouping Tasks and Resources
6. **Formatting the Project Environment**
   - Formatting Views
   - Formatting the Gantt Chart

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.

Date: Thursday October 22, 2020
Location: Online
Time: 8:00am to 4:00pm

RDCA Members: $ 250.00 (+GST); Non-Members: $ 350.00 (+GST)

Company: _____

Attendee(s): _____

E-mail/Phone: _____

☐ Visa ☐ Mastercard ☐ Cheque ☐ Invoice (Members Only)

_____

Credit Card Number Expiry Date

E-mail to: info@rdca.ca or Fax to: 403-343-3280 – No refunds will be made after October 19, 2020

RDCA Cancellation Policy

- This Version Supersedes all Previous Versions -