

# Microsoft Project for the Construction Industry

## Course Information Sheet

### About the course

This course is delivered by **Solid Support Pty Ltd.**

This course is designed to provide you with the necessary skills to plan and schedule a construction project. The course focuses on setting up a project in MS Project, updating and revising project schedules, assigning resources and dealing with constraints. You will be shown how to create time-scaled diagrams (bar charts), resolve activity clashes/problems and update and monitor activity completion

### Learning outcomes

Students will have gained the skills and knowledge to:

- Set up a project program
- Input tasks, durations and milestones
- Identify activity relationships and links
- Plot critical paths
- Assign labour, plant and material resources
- Assign costs
- Update the program
- Monitor and compare progress on the program
- Print out programs and reports

### Who should study this course?

This course is suitable for people currently working in project related roles or those who would like to extend their project management skills using MS Project 2010.

## Training recommendations

Participants will need to have basic computer skills, including a working knowledge of MS Office, Excel and ability to switch between screens.

Master Builders encourages all individuals regardless of their disabilities and social, racial, cultural or educational background to apply for training courses in accordance with the requirements of the *Equal Opportunity Act (Vic) 2010* and related legislation.

## Learning support

Master Builders at the time of recruitment can offer a range of support services to students who experience literacy, digital literacy and numeracy difficulties.

Solid Support offers learner support services within the scope of its operations. The nature of the support depends on an assessment of individuals' needs. If you know of anything that may prevent you or your employee/s from progressing through training, you are invited to call our Training Manager (**03 9822 0992**) to discuss and design a suitable support strategy. For further information regarding training, assessment requirements Solid Support Pty Ltd policies and procedures we request that you and your employee/s visit the Student Information Area of our website <http://www.solidsupport.com.au/training.html>.

## Course structure and duration

The course is delivered in face-to-face classes for **2 days**.

Upon successful completion of this course, student will receive a Statement of Attendance from **Solid Support Pty Ltd** for participating in the Microsoft Project for the construction industry course.

## Course fees

Please note the following fee categories:

Category	Fee
Master Builders Member	\$1,240
Master Builders Member + Incolink contributor *	\$175
Non-Member + Incolink contributor*	\$480
Non Member	\$2,290

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Alink Student Member	\$1,945
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**Note:**

- The student tuition fees as published are subject to change given individual circumstances at enrolment.
- Eligible Incolink contributors are current Incolink financial members who pay into the Incolink Training Levy.

For a full **statement of fees** please contact 9411 4555 or email [training@mbav.com.au](mailto:training@mbav.com.au).

## Master Builders training policies

<http://www.mbavtraining.com.au/content/policies-and-procedures/>

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