

# Microsoft Project Training

*Gain the Planning & Tracking Skills to  
Lead your Projects Effectively*



## MICROSOFT PROJECT Comprehensive

**MS Project Comprehensive** course will teach you the full capabilities of what can be achieved with Microsoft Project. It will step through building a detailed project plan that is fully linked, fully resourced and costed. It demonstrates the potential of the software and sets a solid foundation for applying Microsoft Project effectively in your workplace.

- A logical and concise approach to building a detailed Project Plan; including Scoping / Resourcing / Costing
- Analysing and Communicating your plan –Team, Clients and Upper Management
- How to find the true Critical Path and use to advantage
- Track and Update Schedule
- Formatting and Reporting
- Create/Review Own Schedule

*The Comprehensive course demonstrates the full potential of Microsoft Project and illustrates what can be achieved with the software.*

## MICROSOFT PROJECT Extension

**MS Project Extension** course builds on the Comprehensive course and teaches more advanced strategies to boost your productivity, results and analysis capability with Microsoft Project. This course is backed with **real life industry examples** that easily relate to your workplace.

- Prerequisite: Comprehensive course
- Project Plan Check to pinpoint accuracy
- How to structure more Complex Programs for Reporting
- How to Track and Report Project Progress
- How to demonstrate for EOT claims
- How to produce a Cost Schedule or Quotation for Clients
- Calendars for Shifts/Rosters/FIFO
- Manage and Analyse Multiple Projects

*The Extension course provides greater depth and fluency with the use of Microsoft Project, models industry requirements (Variations, Delays, EOT's) and improves reporting and analysis capabilities*

### Contact

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Microsoft Project Training  
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## MICROSOFT PROJECT – Comprehensive Course

### THOROUGH AND COMPREHENSIVE USE OF MICROSOFT PROJECT

#### 1. *Introduction to the structure of Microsoft Project*

An overview of how Microsoft Project is structured and organised.

- This will greatly improve ability to understand the various areas in the software and how the areas relate to each other; increase fluency and confidence with the software.

#### 2. *Detailed Planning Approach.*

Follow the logical and effective approach to developing the project program. We have designed a project schedule that includes Scoping (Tasks) and Resourcing of a real life project. This is designed to capture all the various aspects you may face whilst developing your own programme schedules.

- The aim is to demonstrate the approach to Scoping / Resourcing / Costing your project.

#### 3. *Analysing and communicating your plan*

This builds on the schedule developed in 2 above and demonstrates how to use filtering, grouping and reports to; Review the schedule and communicate project requirements to their team – who does what and when, Look ahead reports, Prepare reports – Milestone reports, Cashflow reports, Summary level reports.

- Learn how to communicate your plan clearly to clients, the team and management.

#### 4. *The Project Critical Path*

We identify the project Critical Path and explain the relevance of the critical path and how you use the Critical Path to better manage your project.

#### 5. *Resourcing the Program*

Assign work and materials to the project to develop a fully resourced schedule. This will outline the manning and material requirements of the project.

- Learn how to manage your resources optimally. Identify exactly where resources are over-allocated and how to resolve resource allocation issues.

#### 6. *Planning Analysis*

We further develop detail / new sections in the plan to refresh the approach. We take a look at Project look a-heads; Who does what and when; Manning levels and Program analysis.

#### 7. *How to Track Progress accurately*

We demonstrate correct Tracking techniques for recording actual progress. This will keep the program accurate and relevant and relevant.

- Setup for Tracking – we demonstrate how to set up and track progress accurately;
- Tracking actual scenarios. We use the existing schedule to record progress based on changing scenarios.

#### 8. *Calendars*

Prepare a calendar and assignment to the project. This exercise is to familiarise the participants with how the calendar works and how it is applied to the project.

#### 9. *Formatting and Printing*

We format and prepare the plan for printing, insert company logos, setup project information in your header and footer. We produce a standard template to presenting project information.

#### 10. *Build own Project Schedules*

Build your own project using the skills and procedures taught. Gain assistance and develop a functional project program for your current project.

- This time your opportunity to apply their new knowledge to start / or improve their project plans. Gain answers from the trainer to address specific issues and questions.
- To achieve the best outcome for attendees it is recommended that attendees bring projects that require planning before the training.

## MICROSOFT PROJECT – Extension Course

### STRATEGIES FOR MORE COMPLEX PROJECTS plus ANALYSE PROJECTS ACROSS YOUR ORGANISATION

*Microsoft Project Extension course builds on the foundation of the Comprehensive course and provides more advanced strategies to boost your productivity and results using Microsoft Project.*

**\*\*\*Prerequisite: Day 1 Comprehensive**

**11. Complete own Project Schedules**

Review your Project Programs; gain further assistance to finalise programs. Update, review and optimise your project plan.

**12. Program Checklist**

Learn when your Project program is ready to be implemented. During this time we outline the approach to making it easy to work on the plan and demonstrate our Integrity check to review the plan for completeness. Our approach will provide you with the confidence to lock in and commence the execution of your project plan.

**13. How to structure more Complex Programs for Reporting**

For complex projects such as Contract schedules, which require more detail and accuracy, we provide a recommended outline and structure to detail your program.

- Learn how to keep a detailed project program simple and easy to read and communicate to others.
- How to report your project progress including Earned Value, Manning Histograms and Percent Complete. Identify and report schedule slippage.

**14. Good modelling techniques**

Learn how to model tasks with long duration to keep it easy to track and monitor progress.

**15. How to customise Microsoft Project to suit your specific purpose**

We'll show you how customise fields in Microsoft Project to tailor the program towards your business. For example, how to incorporate Company Assets into

the project schedule or; How to produce Costed schedules for Quotation purposes; or Create your own Filters to Improve your Productivity and gain more Fluency with the software.

**16. Manage and Analyse Multiple Projects**

We incorporate your entire knowledge of building project plans and insert multiple projects into one Master Project. In this way, we can Analyse and Manage Multiple Projects across your organisation, create a combined resource pool and review your total projects requirements or whole of business requirements.

- Analyse your projects. Identify any Project Constraints, Resource Quantities, Task and Resource Costs, Project Work requirements and man-hours.

**17. Advanced Calendars**

Prepare more complex calendars and assign to the project. This exercise will demonstrate the strategies in creating complex calendars for Rosters, FIFO Night Shifts, Shutdowns, 24hrs. This knowledge will assist to manage individual issues you may encounter with your projects.

**18. Tracking Refresher**

Tracking is a very important function for keeping your project up to date and relevant at all times. We revisit the process taught the previous day to ensure we lock in the correct tracking process. Additionally, we'll demonstrate recording Variations, Changes and Delays in your project and how to substantiate the impact of Changes and Delays to the project.

- This will be particularly important to demonstrate Delays and EOT's (Extensions of Time).

# About the Trainer

## *Learn our proven methods and approach with Microsoft Project*

Project professional, Brett Anderson, bases his teaching off real project experience from industry work where he works for contractors preparing contract programmes, tracking progress and preparing extension of time claims. He also works for major clients reviewing and approving programmes and assessing extension of time claims. He takes pride on being able to respond to queries with practical examples that he has come across.

Brett is a skilful trainer with the ability to breakdown the complexity of Microsoft Project into clear and logical steps using real case industry examples.

*Brett has a background in Economics and is a certified Project Management Professional (PMP) with the Project Management Institute (PMI). He was also served on the Board of the WA Chapter of PMI 2009-11. Brett has project management experience from a broad range of industries including commercial and residential construction, mining non process and process infrastructure, civil construction, health and government (State and Local).*



He has trained Microsoft Project since 2006. His training has particular emphasis on a clear and practical approach to using MS Project with the outcome being increased productivity in the workplace and efficiency with planning and delivery of projects.

Brett can be reached on [brett.anderson@successfulprojects.com.au](mailto:brett.anderson@successfulprojects.com.au)  
0410 335 698

### Recent Projects include:

#### Construction

- Bob Hawke College
- Parliamentary Precinct
- Coast Apartments
- Perth Zoo Major Projects

#### Health

- Bunbury Hospital
- Fremantle Hospital
- Geraldton Hospital
- Kalamunda Palliative Hospital

#### Developments

- Armadale Aquatic Centre
- Baldivis Sport Complex
- Piara Waters SHS
- Surfing WA HQ
- Kalamunda Community Centre

#### Government

- Main Roads WA
- Department of Finance (Building and Contracts)
- Office of Strategic Projects

- Public Transport Authority
- City of Armadale
- City of Rockingham

#### Contact

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# TESTIMONIALS

*Simple, Concise, Easy to follow & understand. Captured everything a student needed to know about using the actual software. Gave practical uses of Planning, Estimating, Budgeting, Resource Management, Report making both for Client and Upper Management*

**JETCRETE OZ**

*“The course was delivered from a Base of Knowledge & better still – EXPERIENCE. Well paced and informative – Tracking and Budgeting.”*

**BEC ENGINEERING**



*Excellent tailored course, good level of information and very practical. Good way to get our project managers who are working on small capital or sub projects empowered to plan and track effectively. The experiences and recommendations for Planning and Tracking were very useful*

**CHEVRON AUSTRALIA**

*It's a very helpful course in today's construction and mining industry – for Building Construction Programme, Project Management and Tendering.*

**REL**

**For more Feedback from our Microsoft Project Courses**

<http://www.successfulprojects.com.au/microsoft-project-training/course-feedback>

## **Contact**

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# 2024 Classroom Training & Live Virtual Training Dates

Microsoft Project Comprehensive		Microsoft Project Comprehensive & Extension	
2024	TRAINING DATES	Conducted in <i>Perth</i> , otherwise stated	TRAINING DATES
	Jan 11		Jan 11 & 12
	Feb 8		Feb 8 & 9
	<b>Feb 19; Feb 22 Darwin</b>		<b>Feb 19 &amp; 20; Feb 21 &amp; 22 Darwin</b>
	Mar 14		Mar 14 & 15
	<b>Mar 21 Geraldton</b>		<b>Mar 21 &amp; 22 Geraldton</b>
	Apr 11		Apr 11 & 12
	<b>Apr 18 Kalgoorlie</b>		<b>April 18 &amp; 19 Kalgoorlie</b>
	May 9		May 9 & 10
	<b>May 30 Cairns</b>		<b>May 30 &amp; 31 Carins</b>
	Jun 13		Jun 13 & 14
	Jul 11		Jul 11 & 12
	<b>Jun 20 Canberra</b>		<b>Jun 20 &amp; 21 Canberra</b>
	Aug 8		Aug 8 & 9
	Sep 12		Sep 12 & 13
	Oct 10		Oct 10 & 11
	Nov 7		Nov 7 & 8
	Dec 5		Dec 5 & 6

## CLASSROOM TRAINING PERTH

**1 DAY Comprehensive**

**PERTH - \$799pp inc GST**

**2 DAY Comprehensive & Extension**

**PERTH - \$1,498pp inc GST**

## LIVE VIRTUAL CLASSROOM VIA ZOOM

**1 DAY Comprehensive**

**\$749pp inc GST**

**2 DAY Comprehensive & Extension**

**\$1,398pp inc GST**

**SYDNEY MELBOURNE BRISBANE CANBERRA ADELAIDE DARWIN**

**REGIONAL WA – Albany Broome Bunbury Geraldton Kalgoorlie Karratha Pt Hedland**

## OUTSIDE OF PERTH TRAINING

**\$899pp inc GST**

**\$1,698pp inc GST**

**WE TRAVEL TO ANY REGION, ANY STATE FOR ONSITE TRAINING. Minimum 10+**

**EMAIL [training@successfulprojects.com.au](mailto:training@successfulprojects.com.au) CALL 08 9206 3111**

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