



Advanced MS Project for Construction

(change management, resource loading, project tracking, templates, tools for efficiency)

CCA has accredited this course for **2 Gold Seal** Special Industry Credits (SIC)



December 19th and 20th - 8am to 5pm.

200 Brock St., Barrie

Cost: \$ 799.00 + HST

This is what we have been hearing from you, our customers:

Once you have put together documentation for a claim, or produce an As-Built project schedule, including changes, you realize the need for good project tracking.

When project managers or co-ordinators on a project change, due to employee turnover, or even vacation time, it is obvious how much better it would be if the company had standardized project plans.

To work effectively with the site, it must be easy to create the 2 week look-ahead. It should take no more than a few mouse clicks to let trades know when they will be onsite, based on the updated schedule. It should be easy to demonstrate to clients what effect a particular change will have on schedules and costs.

Based on your input, we created the Advanced MS Project course. In this workshop we will focus on industry best practises to address the issues mentioned above.

Objectives:

1. Use MS Project for better communication with site, trades, within your company and with customers.
2. Transfer your years of experience and the information you have to new hires.
3. Standardize Project Plans to facilitate communication and make project documents and Gantt Charts easier to read
4. Create a Master Template to streamline the project planning and project tracking processes.
5. Industry best practises for planning and tracking of projects. Save time by creating As-Built's as you go along. At the end of the project and in the event of claims or disputes, the records are complete.
6. Change Management and documentation of change orders.
7. Resource Management – Equipment, Subcontractors, Trades, Crews – creating updated work calendars.
8. Utilize Resource options to create 'Look-Ahead' reports and check lists for site supervisors.
9. Using early warning systems such as Earned Value, Cash Flow and other costing reports to identify problems early in the process to get the project back on track.

Learn to streamline project tracking. Create the As-Built's as you go along and reap the benefits of an improved PM process. Enable better communications between managers, site and subs. Have accurate records of what is going on onsite at all times. Be able to anticipate the effects of changes. Use the tools in MS Project to easily communicate these changes. Produce the reports and graphs at the press of a button.

Who should Attend:

For the PM, estimator, site super, who has used MS Project.

Prerequisites: MS Project for Construction or Intermediate User of MS Project

Course Topics

Industry best practises for planning and tracking of projects, resource management, management of subcontractors and cost control:

1. Advanced features in MS Project Scheduling and Cost Control.
 - a. Using filters, views and custom columns to generate project plans efficiently
 - b. Manageable sectioning and other industry best practises
 - c. Timelines
2. Resource Management – Equipment, Subcontractors, Trades, Crews
 - a. Manpower loading
 - b. Work profiles and reporting
 - c. Generating 2 week 'Look-Ahead' reports and check lists for site supervisors
 - d. Resource Schedules
 - e. Vacation Schedules
 - f. Rate tables
3. Standardize Project Plans to facilitate communication and make the project plans, reports and Gantt
 - a. Standardizing Calendars and Templates
 - b. Custom fields, functions and formulas
4. Change Management
 - a. Tracking and Reporting Project changes and delays
 - b. Multiple Baselines and Interim Plans
 - c. Hammock Tasks
 - d. Risk Management - anticipating then mitigating or capitalizing on changes
5. Reporting techniques
 - a. advanced filters and groups
 - b. understanding early warning systems such as Earned Value, Cash Flow and other costing reports to identify problems early in the process to get the project back on track
 - c. Reporting Actuals
 - d. Compare baselines and As-Built's for claims processes
 - e. Current activities, slipping task and completed task reports

Enrollment is a minimum of 6 to a maximum of 12 persons to ensure that each participant receives individualized attention. This is a hands-on workshop and laptops with software are provided for the duration of the course.