



# Microsoft Project for Construction

(costs, tracking, lists, schedules, estimates)

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



**November 28th and 29th - 8am to 5pm**

**200 Brock St., Barrie**

**Cost: \$799.00 + HST**

*Create Gantt Charts that automatically update your project plan when you change one date.*

*Produce 2 week look-ahead reports and To-Do lists at the press of a button.*

*Manage your project better and control the paperwork.*

Every project manager understands scope creep, pressure on the schedule, and the necessity for cost control. One of the most effective tools for scheduling and cost control is MS Project. It is a communication tool that provides the project manager with a road map for project execution. It is a tool for managing deadlines and minimizing cost overruns.

This is why, increasingly, government organizations are requiring MS Project schedules as part of the bidding process. Even subcontractors are being requested to provide such schedules.

*Learn to utilize MS Project effectively.*

The typical PM must juggle dozens of functions and hundreds of tasks all while trying to stay on budget, meet deadlines and keep every stakeholder informed. This workshop will demonstrate how to use MS Project to meet these challenges. Participants will learn to:

- Translate estimates into schedules in MS Project and verify accuracy.
- Submit electronic project plans and Gantt charts with bids.
- Manage workloads and workflow.

This 2-day hands-on workshop will give you a comprehensive understanding of how Microsoft Project can be used as a practical approach to project management.

## What differentiates this course from other generic MS Project courses:

1. MS Project has vast capabilities applicable to a multitude of industries. Our course covers those features that a member of the Canadian Construction Association will utilize.
2. We use terminology specific to the construction industry.
3. We use your work for the basis of the exercises and also provide numerous construction industry specific examples, (from water mains and pipelines to office towers and mine refuge stations).
4. Our work with numerous construction companies over the years allows us to present a conglomeration of industry best practises.

## OVERVIEW

Microsoft Project for Construction will show the project manager how to plan, monitor and schedule projects using resources such as people, equipment, time and money. This course will demonstrate how to effectively track and analyze projects with a better understanding of the impact of changes. Construction business management is improved with better information such as current and interactive project status and financial data.

### Topics include:

#### **I Project Planning,**

1. Create a basic project plan including Work Breakdown Schedule and dependencies
2. Verify against Estimates
3. Incorporate Milestones and significant dates
4. Identify/Manage the Critical Path
5. Incorporate Job Deadlines
6. Identify Slack and Project float
7. Create an 'Early Start' and 'Early Finish' Schedule
8. Create a 'Late Start' and 'Late Finish' Schedule
9. Incorporate subcontractors, crews, equipment, labour and skilled trades in resource assignments
10. Create Gantt Charts, Network Diagrams and Trade Calendars
11. Identify conflicts
12. Create time lines
13. Create Baseline schedules
14. Create a Trade Tracking and/or manpower resource schedule

#### **II Track Job Progress**

1. Generate Cash Flow reports
2. Performance against Budget
3. Look-Ahead and Trade Schedule reports
4. Compare Performance against Baseline
5. Project Closeout – best practices

#### **III Change Management**

1. Projected versus actual time lines
2. Projected versus actual costs
3. 2 week look-ahead for site supervisors
4. Rain days
5. Due dates
6. Changes in subcontractor timelines
7. Critical path changes and warnings
8. Working days
9. Milestones reports
10. Compare baselines and As-Built's for claims processes
11. Current activities, slipping task and completed task reports
12. Cash flows and earned value

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.