MS Project Training
For Construction Project Managers

AGC Georgia
The Construction Association

About the Course
As a project manager, your job is to minimize risk on a project by participating in the planning, implementation and monitoring of the project schedule, budget and quality control. The schedule is a key tool used to communicate to all stakeholders on the project and create both big and small snapshots of actual and planned progress. Join this interactive class to review, discuss and demonstrate MS Project and best practices of construction project scheduling.

Topics Covered:
- Review type of schedule and their application
- Define scheduling terms and function
- Demonstrate MS Project software
- Practice creating a schedule in MS Project
- Expand on MS Project tools and best practices
- Update existing schedules in MS Project

When
Wednesday, | May 1, 2024
8:00 am to 5:00 pm
includes lunch.

Where
AGC Georgia Training Center
1940 The Exchange
Atlanta, GA 30339
*at intersection of Windy Hill Road
and I-75 / I-285 in Cobb County*

Registration Fee
AGC Georgia Members Save $20 when registering at www.agcga.org. There is a $20 increase if registration is within 2 weeks of course start date.

- AGC Georgia Member $295
- AGC Georgia YLP Member $265
- Non-AGC Georgia Member $445

Instructor
Daphene Koch, Owner
Build Your Know, LLC

Attendee Registration Form

Name: _____ Title: _____

Registrant's Email: _____ Phone: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____ Food Restrictions: _____

Primary contact for registration, if not registrant: _____ e-mail: _____

Check One:

❑ Check: Make checks payable to AGC Georgia. Mail copy of this form with your check to our lockbox:

    Wells Fargo Bank/ AGC Georgia; P. O. Box 934023; Atlanta, GA 31193-4023

❑ Charge My: ❑ AmEx   ❑ MC   ❑ Visa   ❑ Discover   Total Amount Due _____

Name on Card: _____ Card # _____ Exp._____

Regardless of payment method, please use one of the methods below to return this form:

- Electronically: Use "Click to Submit" button to attach to an automated email *(Doesn't work on all systems)*
- Fax: 678-298-4101
- Email: After completing form scan to registration@agcga.org.

Cancellation Policy: The registration fee is fully refundable up to one week prior to the event. If you do not cancel before this one-week period or do not attend the seminar, the registration fee <u>will not</u> be refunded. Substitutions are encouraged and may be made by emailing parham@agcga.org.