

# MS Project Training

## For Construction Project Managers



### 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, | October 9, 2024  
8:00 am to 5:00 pm  
*includes lunch.*

### In-Seat or Virtual

- In-seat participation offered at the AGC Georgia Training Center  
1940 The Exchange; Atlanta, GA  
at Windy Hill Road and I-75 / I-285 in Cobb County

Virtual participation in the live session will be via Zoom. The link will be emailed to virtual registrants the day before the session

### Registration Fee

AGC Georgia Members Save \$20 when registering at [www.agcga.org](http://www.agcga.org). There is a \$20 increase if registration is within 2 weeks of course start date.

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|--------------------------|-------|
| • AGC Georgia Member     | \$325 |
| • AGC Georgia YLP Member | \$293 |
| • Non-AGC Georgia Member | \$525 |

### Instructor

Daphene Koch, Owner  
Build Your Know, LLC

## Attendee Registration Form (you may also register at [www.agcga.org](http://www.agcga.org))

☐ In-person or ☐ Virtual via Zoom Name: \_\_\_\_\_ Title: \_\_\_\_\_

Registrant's Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Food Restrictions (if in-person): \_\_\_\_\_

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](mailto:registration@agcga.org).

Cancellation Policy: The registration fee is fully refundable up to one week prior to the session. If you do not cancel before this one-week period or do not attend the session, the registration fee will not be refunded. Substitutions are encouraged and may be made by emailing [parham@agcga.org](mailto:parham@agcga.org). Confirmation to registered participants will be provided prior to the event via email.

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