

# 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.*

### 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](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

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](mailto: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 will not be refunded. Substitutions are encouraged and may be made by emailing [parham@agcga.org](mailto:parham@agcga.org).