

Intro to MS Project Scheduling

For Construction Project Managers



About the Course

Never developed a schedule, but work with them all the time? This class will review the definitions and development for schedules through an introduction to MS Project. By the end of this class, you will understand scheduling terminology and be able to develop, print and update a simple schedule.

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

Instructor

Daphene Koch, Owner
Build Your Know, LLC

When

Wednesday | February 04, 2026
8:00 am to 3:00 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. 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 | \$650 |

Attendee Registration Form (you may also register at 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.

Cancellation Policy: Cancellation requests must be received in writing via email at least 7 business days before the training. In those circumstances, registration fees will be refunded, minus a 10% processing fee. Cancellation requests received less than 7 business days before training cannot be refunded. The request must be sent in writing via email to parham@agcga.org. Substitutions are encouraged and can also be requested via email to Cindy Parham. Confirmation to registered participants will be provided prior to the event via email one week prior to the course.