



Kugan & Associates in Cooperation with Associated General Contractors of America

Managing Projects with Microsoft Project

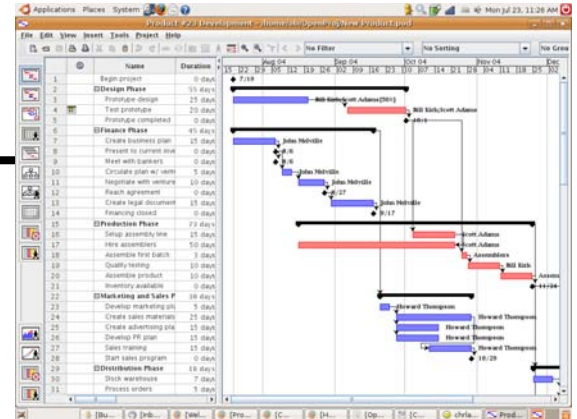
October 19, 2009

December 21, 2009

Time: 7:30 am - 4:30 pm

Tuition: \$350 AGC Member
\$499 Non Member

Location: Kugan & Associates Training Lab
9663 Tierra Grande Street, Suite 106
San Diego, CA 92126



Microsoft Project 2003/2007: Level 1 is the first in a series of courses designed for individuals who will use Microsoft Office Project Standard or Professional 2003/2007 as a tool to assist them in managing projects. After successful completion of this course, students will be able to create a project plan file and enter task information, create a work breakdown structure by organizing tasks and setting task relationships, assign project resources and finalize the project plan file and set baseline.

Workshop Objectives

- Understand the Steps Required Creating a Project Plan
- Create Project File
- Create Calendars
- Add Tasks (Activities)
- Define Task (Activity) Types
- Understand when to use Effort Driven
- Create Work Breakdown Structure
- Add Logic (Relationships)
- Use Notes
- Create Resources
- Assign Resources
- Create Target (Baseline) Schedule

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ONLINE

www.agcsd.org

For more information:

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Instructor: Kugan Panchadsaram

PE, PMP

Kugan is the founder and principal of a technical training center catering to the general construction industry, located in San Diego, CA. Using a dynamic and interactive teaching method, he offers training covering project management, construction management, construction safety and scheduling at his facility. Kugan also teaches at UCSD, UCI and AGC. To round out his services and fully leverage his more than 28 years experience, he is a consultant to the general construction industry in the areas of project control and scheduling. His firm is a Project Management Institute (PMI) Registered Education Provider and one of the leading trainers for Primavera scheduling programs, such as P3, SureTrak, P3EC/P6 and Primavera Contractor. Kugan is a certified Project Management Professional (PMP) and a registered Professional Engineer (PE) in the state of California.