



Course Location:
AGC San Diego Training Center
6212 Ferris Square
San Diego, CA 92121
858-558-7444 | 858-731-8155
www.agcsd.org
Contact: Becca Schaffer
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Title: Microsoft Project Workshop: Learn How to Effectively Plan and Control Projects

Overview: Learn to use Microsoft Project to manage small to large-scale projects successfully and efficiently. In this workshop, Seyi Kuks introduces you the Microsoft Project user interface. You'll plan a project, including creating filters, layouts, baselines, and print reports. You'll also update an un-resourced project, create and assign roles and resources, and control the project with resources and costs. A completion of "Microsoft Project Essentials Training" certification will be awarded by Kuks & Co.

Workshop Outline:

- Introduction
- Configuring preferences
- Creating a project
- Maintaining calendars
- Creating the WBS
- Adding activities
- Formatting the schedule
- Printing reports
- Updating schedule and baseline comparison
- Creating resources
- Assigning resources and expenses
- Updating a Resourced Schedule

Prerequisites: Experience in a project environment and understanding of how projects are planned and controlled. This includes knowledge of the following subjects:

- Basic project management processes,
- How to plan a project including the development of a Work Breakdown Structure,
- Experience in the use of PCs and an understanding of the operating system.
- You will need a personal laptop (Instructions to download the free trial software will be provided).

Speaker Bio: Seyi Kuks is a Consultant and Educator, with over ten years of experience, providing services to organizations that include; INTEL, LAUSD, LinkedIn, L.A. Rams, and Disney. He helps organizations, project management firms, general contractors, and subcontractors bring their projects to life. He also teaches and mentors professionals on how to plan and control projects effectively. Specialities: project planning, CPM project scheduling, microsoft project training, primavera p6 training, schedule delay claims analysis, and risk / earned value management.

***** Participants are encouraged to bring their own (Windows) laptops (Instructions to download the free trial software will be provided). Limited Laptops will be available to use call Becca Schaffer to reserve yours 858-731-8155**

Date: February 26, April 30 & June 30, 2019

Time: 7:30 am - 3:30 pm

Course Tuition: AGC Members \$325 | Non Members \$425

Registration: Online Registration Must be completed WWW.AGCSD.ORG

Cancellations and/or Changes Policy: Cancellation notification must be received in writing no later than three business days prior to the scheduled course date. Substitute registrants can be named at any time. A full refund - minus a 5% processing fee if paid by credit card - will be given if notification is received by AGC San Diego three business days prior to the course start date. If a cancellation is received within the three business day time frame, or if registrant(s) elects not to attend, attendee will forfeit the entire course fee. Those participants using using AGC Journeyman Trust funds must adhere to the cancellation policy. If a late cancellation or NO SHOW occurs the participating COMPANY and not the AGC Apprenticeship Trust is liable for the tuition.

Payment: Payment can be made online by credit card or PayPal. Master Card, Visa, Discover and American Express are accepted. Checks to be made payable to AGC San Diego. Invoice option is only available for AGC San Diego Chapter members. Full course payment must accompany each registration for all attendees at least seven days prior to the course start date. Contact Inna Alizade in Accounting for payment confirmations, refunds or receipts. inna@agcsd.org