

# Microsoft Project for Construction

## Instructor-Led Webinar

(Scheduling, Resource Management, Tracking Changes, and Cost Control)



CCA has accredited this course for **4 Gold Seal** Special Industry Credits (SIC)



*Create Gantt Charts that automatically update your project plan when you change one date.*

*Produce 2 week look-ahead reports and To-Do lists at the press of a button.*

*Manage your project better and control the paperwork.*

Every project manager understands scope creep, pressure on the schedule, and the necessity for cost control. One of the most effective tools for scheduling and cost control is MS Project. It is a communication tool that provides the project manager with a road map for project execution. It is a tool for managing deadlines and minimizing cost overruns.

This is why, increasingly, government organizations require MS Project schedules as part of the bidding process. Even subcontractors are being requested to provide such schedules.

*Learn to utilize MS Project effectively.*

The typical PM must juggle dozens of functions and hundreds of tasks while staying on budget, meeting deadlines, and keeping every stakeholder informed. This instructor-led webinar will demonstrate how to use MS Project to meet these challenges. Participants will learn to:

- Translate estimates into schedules in MS Project and verify accuracy.
- Submit electronic project plans and Gantt charts with bids.
- Manage workloads and workflow.

This webinar is delivered in four 3 hour sessions and will give you a comprehensive understanding of how Microsoft Project can be used as a practical approach to project management.

### What differentiates this course from other generic MS Project courses:

1. MS Project has vast capabilities applicable to a multitude of industries. Our course covers those features that a member of the Canadian Construction Association will utilize.
2. We use terminology specific to the construction industry.
3. Our work with numerous construction companies over the years allows us to present a conglomeration of industry best practices.

## OVERVIEW

Microsoft Project for Construction will show the project manager how to plan, monitor, and schedule projects using resources such as people, equipment, time, and money. This course will demonstrate how to effectively track and analyze projects with a better understanding of the impact of changes. Construction business management is improved with better information such as current and interactive project status and financial data.

The instructor-led webinar is delivered in four 3 hours sessions covering the following topics

### 1. Scheduling

- Create a basic project plan including Work Breakdown Schedule and dependencies
- Incorporate Milestones and Significant dates
- Identify/Manage the Critical Path
- Incorporate Job Deadlines
- Identify slack and project float
- Create an 'Early Start' and 'Early Finish' Schedule
- Create a 'Late Start' and 'Late Finish' Schedule
- Create a basic Impact Analysis using the Network Diagram
- Add a tolerance to the Critical Path
- Create a Trade Tracking Resource Schedule
- Incorporate changes to the Project Start Date.

### 2. Resources

- Create work assignments for trades, employees, subcontractors.
- Add costing and availability information.
- Incorporate the work quantities from estimates.
- Assign and manage overtime at overtime rates.
- Re-distribute and re-assign actual work.
- Resolve over-allocated personnel, equipment issues. Adjust individual workloads.
- Share heavy equipment or specialized personnel over multiple projects and monitor availability.
- Assign Saturday or off-hours work by trade or task
- Monitor resources by tasks, work completion rates, availability, costs, projects

### 3. Trade Tracking

- Update projects and tasks.
- Record actual starts, work durations, finish dates.
- Record a delay and demonstrate the effect of the delay on other tasks.
- Record splits in work.
- Postpone or move work to alternate times.
- Create a 2, 3, or 4 week look ahead.
- Create a delay report.
- Compare actuals to planned dates and costs.
- Re-assign work.
- Accelerate schedules and note the effects on costs and time.
- Compare costs and schedules between projects.

#### 4. Cost Control

- Create weekly and monthly cash flow reports
  - Including subcontractor pricing
  - Including variable cost rates for trades, personnel, and equipment
- Monitor budgeted Costs, Price, Profit Margins, Actual Costs and projected costs.
- Identify Project status when ahead or behind schedule and/or over or under budget
- Reassign work and identify the effect on costing.
- Reschedule work and identify an effect on costs.
- Create cost reports showing weekly performance from a cost perspective.
- Compare costs between projects.

The cost for the course is \$1,081 + tax. Enrollment is limited to 10 persons to ensure that each participant receives individualized attention. This is a hands-on webinar. We will utilize screen sharing software and file-sharing software to present the course and exercises. Attendees can share their screen to get personalized assistance with their work. The course is offered in four 3-Hour sessions.