



# 1 Day Project Management Refresher

CANBERRA 13 March 2009

## Introduction

Designed for participants who have attended either the two or three day course within the last 2 years. This course gives past participants a refresher on the key components of a project plan with a heavy emphasis on **Microsoft Project™**.

Each key component is explained and participants are then given an opportunity to form small groups and practice each component on a nominated project. All templates and additional notes are supplied to participants (participants should bring their old workbooks to insert additional material).

At the conclusion of the course, each participant is given a soft copy of their exercises from the day as well as a copy of the latest PMTT templates.

## Course Content

Scoping a project
Developing a WBS (post-it-notes)
Transferring the WBS to <b>Microsoft Project™</b>
Scheduling <b>Microsoft Project™</b>
Advanced scheduling in <b>Microsoft Project™</b>
Risk Assessment
Allocating Resources in <b>Microsoft Project™</b>
Monitoring and Control with <b>Microsoft Project™</b> and the Progress Report

## Cost:

<b>No additional assessment</b>	<b>\$620 + GST</b>
<b>Upgrade from Certificate IV to Diploma</b> Not yet awarded a Certificate	<b>\$1070</b>
<b>Upgrade from Certificate IV to Diploma</b> Certificate already awarded	<b>\$1,630</b>

## Enquiries

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