



- develop a plan
- assign tasks
- track progress
- manage the budget
- analyse workloads

Microsoft Project

CREATE, UPDATE AND MANAGE YOUR PROJECT PLANS

With the Christchurch rebuild beginning to get under way project management and in particular project management tools are becoming increasingly necessary.

Are your project plans currently in Word, Excel, a database? Do you have MS Project sitting in the office, but users are unsure how to use it.

Do you want consistency in your reporting, and have the ability to share your project plans with others?

Would you like to create Gantt Charts to visually show project timelines?

Are you managing resources and wanting to keep track of them?

Ripped Orange offer two MS Project courses:

- The first is a half day course aimed at those users who only want to create a Gantt Chart to plan and then track their Tasks.
- The second course is a full day course aimed that those who want to work with both Tasks and Resources. Again this course looks to set up a project, create a Gantt Chart and then add and assign resources. We then look at managing those resources and updating and tracking the project.



3 hour course - \$160

6 hour course - \$320

Email: info@rippedorange.co.nz

Phone: +64 3 377 9499

www.RIPPEDORANGE.co.nz