

COURSE NAME	TRAINING CONTENT	DATES AND VENUES			
		Venue	Sep'19	Oct'19	Nov'19
MS PROJECT 2016 LEVEL 1 1 FULL DAY (9:00 - 16:00) R3500 pp excl VAT	The MS Project 2016 Level 1 course is designed for individuals who will use MS Project Professional 2016. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments. Click here	Venue	Sep'19	Oct'19	Nov'19
		PTA	On request	On request	05
MS PROJECT 2016 LEVEL 2 1 FULL DAY (9:00 - 16:00) R3500 pp excl VAT	The MS Project 2016 Level 2 course is designed for a person who has an understanding of project management concepts, who has the basic skills to create and modify project plans using Microsoft Project 2016, and who needs to use Microsoft Project 2016 to manage and customize those plans through the implementation stage of a project. Click here	Venue	Sep'19	Oct'19	Nov'19
		PTA	On request	On request	07
MS PROJECT ONLINE FOR PROJECT MANAGERS 3 FULL DAYS (9:00 - 16:00) R9750 pp excl VAT	MS Project Online 2016 For Project Managers is a comprehensive 3-day course specifically designed for the EPM Administrator responsible for setting up, configuring and customizing the Microsoft Office Project, web Access and advanced analysis tools required to utilize the powerful capabilities of Microsoft Office Project as an Enterprise Project Management tool. Click here	Venue	Sep'19	Oct'19	Nov'19
		PTA	On request	On request	On request
MS PROJECT ONLINE ADMINISTRATION 3 FULL DAYS (9:00 - 16:00) R9750 pp excl VAT	The MS Project Online 2016 Administration course is a comprehensive 3 day course specifically designed for the EPM Administrator responsible for setting up, configuring and customizing the Microsoft Office Project, web Access and advanced analysis tools required to utilize the powerful capabilities of Microsoft office project as an enterprise project management tool. Click here	Venue	Sep'19	Oct'19	Nov'19
		PTA	On request	On request	On request
MS PROJECT ONLINE PORTFOLIO MANAGEMENT 1 FULL DAY (9:00 - 16:00) R4750 pp excl VAT	Learn the integrated tools for demand management and portfolio selection that will assist organizations in selecting projects that are aligned with the organization's strategic goals. The goal of this course is to provide Proposal Submitters, Portfolio Managers and Project Management Office staff with an understanding of the components that enable the demand management functionality of Project Server 2013. This includes collecting the new proposed project information from proposal submitters and analyzing which of those proposals are recommended for approval based on contribution to strategic business drivers and taking into consideration organizational cost and/or resource constraints. Click here	Venue	Sep'19	Oct'19	Nov'19
		PTA	On request	On request	On request

For more information on group training and assessments, or to book for a course kindly email us!

Class dates and times are subject to change

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Company name _____ VAT Reg _____ Order Nr _____ VIP Acc Nr _____

Your name _____ Tel no _____ Fax no _____ Mobile _____

Postal address _____ Email _____

Food Allergies or Vegetarian of delegate attending _____ Job Title _____

COURSE NAME	NAME AND SURNAME	DATES	VENUE
MS Project Level 1			
MS Project Level 2			
MS Project Online for Project Managers			
MS Project Online Administration			
MS Project Online Portfolio Management			

Terms and Conditions

AccTech Systems Cancellation Obligations

AccTech Systems reserves the right to cancel courses for any reason, including when course registrations do not meet minimum levels. AccTech Systems will notify attendees of a cancelled course at least 2 calendar days prior to the course start date. In this case, registration fees will be refunded to the original form of payment. AccTech Systems is not responsible for airfare penalties incurred because of cancelled courses. AccTech Systems will not reimburse registrants for any travel or hotel cancellation fees or penalties.

Attendee Cancellation Obligations

Attendees may cancel or transfer to a different course date without penalty up to 14 calendar days prior to the course start date. Attendees that cancel or request transfers less than 14 days prior to the course start date will incur a R1000 Service Fee. The Service Fee will be charged to the payment method used to originally purchase the course. Cancellations received less than 48 hours prior to the course start time will result in forfeiture of the course fee.

REFERRED BY: _____

DATE: _____

Signed on behalf of the company: _____

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