

Project Level 2



A one day course for people moderately experienced with Microsoft Project

Prerequisites

This course assumes the student to have completed the preceding Levels, or have equivalent knowledge.

Chapter 1 - Create a Resource Pool

Why use Project?
Course Prerequisite
A Note to the Trainer
Resource Views
Enter Work Resources
Edit the Other Fields
Enter Materials Resources
Enter Cost Resources
View the Resource Information

Chapter 2 - Assigning Resources

The Assign Resources Dialog Box
Assign Resources with Modified Calendars
Change the Calendar for a Resource
Assign at Less Than 100%
Assigning Multiple Resources to a Task
Assign a Resource to an Elapsed Time Task
Remove a Resource from a Task
Controlling Effort Driven Scheduling
Resource Driven Scheduling
Changing Task Types
Assign Materials Resources
Assign Cost Resources
Assign Resources in the Team Planner

Chapter 3 - Level Overallocated Resources

Identifying Overallocated Resources
Automated Levelling
The Leveling Gantt
Clear Automatic Levelling
Fix an Overallocation using Resource Driven Scheduling
Methods of Manual Levelling
Locate an Underallocated Resource

Separate the Tasks
Substitute an Overallocated Resource
Divide Time Between the Tasks
Split a Task
Level using Team Planner
Split the Work in Team Planner

Chapter 4 - Resource Costs

Project Statistics
Fixed Costs for Tasks Revisited
Standard Rates for Resources
Overtime Rates for Resources
Cost per Use Resources
View the Cost for Each Resource
Rate Increase Partway Through the Project
Using Different Rates for Different Tasks
The Baseline
A More Realistic Method of Tracking
Enter Work Details in the Task Form

Chapter 5 - Sharing Resources

Create a Shared Resource Pool
Share the Resources to Other Projects
Assigning Shared Resources
Assigning Shared Resources with Team Planner
Resolve Overallocations in Shared Resource Pools
Viewing a Master File
Break the Sharing

Chapter 6 - Reporting on Resources

Filter Tasks by Resources
Highlight Filters
Filtering Resources
Built-In Reports
Use Visual Reports - Excel Chart
Use Visual Reports – Visio Drawing