

Microsoft Project 2010/2013 Level 2

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| Audience | This class is designed for learners who use Microsoft Project to schedule and track resources and integrate multiple projects. Participants should know how to set up projects, enter tasks, sequence tasks using dependencies, set and clear constraints, and print files. |
| Description | This course uses a combination of lecture, hands on practice, and independent exercises to teach learners how to define a Resource Pool, enter resources (both human and material), understand fixed and total costs, define a resource calendar, calculate project costs, assign resources, assign multiple resources using the “effort driven” method, share resources, and resolve scheduling conflicts. |
| Objectives | Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Create a resource pool■ Calculate costs for tasks, resources, and projects.■ Assign resources to tasks■ Edit resource assignments■ Resolve resource overallocations■ Update resource and cost data■ Share resources between projects■ Consolidate projects |
| Length | 1 day |

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| I. Defining a Resource Pool | C. Assigning Resources Using the Task Form |
| A. What are Resources? | D. Understanding the Work Formula |
| B. Project Setup Procedure | E. Applying the Work Formula |
| C. Entering Resources | F. Assigning Multiple Resources |
| D. Understanding Resource Fields | G. Distributing Work Across Tasks |
| E. Understanding Cost Calculations | |
| F. Defining a Resource Calendar | III. Optimizing Resource Workloads |
| II. Assigning Resources to Tasks | A. Identifying Resource Overallocations |
| A. Using the Assign Resources Dialog Box | B. Customizing the Usage Views |
| B. Viewing Resource Graph in Assign Resources Dialog Box | C. Using Team Planner |
| | D. Understanding the Resource Update Process |



- E. Controlling Update Calculations
- F. Controlling Durations and Actual Work
- G. Selecting an Update Method
- H. Manually Delaying Tasks and Assignments
- I. Leveling Resources Automatically
- J. Understanding the Leveling Process

IV. Managing Multiple Projects

- A. Understanding Multi-Project Options
- B. Sharing Resources Between Projects
- C. Editing Shared Resources
- D. Inserting Projects
- E. Linking Tasks in Separate Projects
- F. Consolidating Projects
- G. Using a Single File for Multiple Projects