

# Project Level 2

<b>Audience</b>	This class is for those who will be using Microsoft Project to schedule and track resources and integrate multiple projects. Students should know how to create a project, enter a task list, sequence tasks using dependencies, set and clear constraints, and print files.
<b>Description</b>	This course uses a combination of lecture, hands on practice, and independent exercises to familiarize students with the concepts of the program. Defining a Resource Pool includes entering resources, both human and material, understanding both fixed and total costs and defining a resource calendar. Assigning the work formula to calculate task and project costs is discussed and then applied using the fixed term as units, work, and duration. Assigning multiple resources as effort driven vs. driver is covered. Three solutions for handling overallocations are covered including assigning overtime, delaying task and assignments, and leveling resources. Managing multiple project options are introduced including resource sharing, linking tasks between projects, and consolidating two or more projects into one file.
<b>Objectives</b>	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none"><li>■ create a resource pool,</li><li>■ calculate costs,</li><li>■ assign resources to tasks,</li><li>■ edit resource assignments,</li><li>■ resolve resource overallocations,</li><li>■ update resource and cost data,</li><li>■ share resources between projects,</li><li>■ consolidate projects.</li></ul>
<b>Length</b>	1 day

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## I. Defining a Resource Pool

- A. What are Resources?
- B. Entering Resources
- C. Understanding Resource Fields
- D. Understanding Cost Calculations
- E. Defining a Resource Calendar

## II. Assigning Resources to Tasks

- A. Using the Assign Resources Dialog Box
- B. Viewing Resource Graph in Assign Resources Dialog Box
- C. Resource Management Toolbar
- D. Assigning Resources Using the Task Form
- E. Understanding the Work Formula
- F. Applying the Work Formula



- G. Assigning Multiple Resources
- H. Distributing Work Across Tasks

### **III. Optimizing Resource Workloads**

- A. Identifying Resource Overallocations
- B. Customizing the Usage Views
- C. Assigning Overtime
- D. Delaying Tasks and Assignments
- E. Leveling Resources Automatically
- F. Understanding the Leveling Process
- G. Understanding the Update Process
- H. Controlling Update Calculations
- I. Selecting an Update Method

### **IV. Managing Multiple Projects**

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