

## MICROSOFT PROJECT INTERMEDIATE LEVEL COURSE

### Prerequisites:

Attendees should have attended, or have knowledge equivalent to the Introductory Level course.

### Duration:

One day course.

### Resourcing A Project

- Overview Of Resourcing
- Creating A Resource Pool
- Entering Materials
- Assigning Calendars To Resources
- Adjusting Resource Information
- Changing The Unit Display

### Assignment Concepts

- Understanding Resource Assignment
- Understanding Effort
- Creating Simple Assignments
- Understanding Task Types
- Working With Fixed Unit Assignments
- Working With Fixed Duration Assignments
- Working With Fixed Work Assignments
- Understanding Effort Driven Resources
- Disabling Effort Driven Resources

### Assigning Resources

- Assigning Resources
- Assigning Part Time Resources
- Contouring Resource Usage
- Assigning Specific Work Times
- Assigning Resources In Task Information

### Resource Levelling

- Resource Levelling Overview
- Tracking Down Over allocations
- Changing Work Effort
- Assigning Overtime
- Hiring Contract Labour
- Switching Work Assignments
- Rescheduling Tasks

### Costs

- Costing Overview
- Reviewing The Current Cost Status
- Variable Resource Costs
- Assigning Daily Costs For Equipment Hire
- Assigning Resource Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Multiple Cost Tables
- Changing Resources Rates During A Project
- Viewing Costs

### Project Monitoring

- Overview Of Project Monitoring
- Creating A Baseline
- Getting Project To Update Progress
- Manually Updating Task Progress
- Entering Delayed Tasks
- Tracking Actuals On A Gantt Chart
- Using The Tracking Toolbar
- Viewing Task Slippage

### Printing

- Overview Of Printing
- Printing A Gantt Chart
- Printing Sheet Views
- Printing Jobs For Resources
- Printing Resources For Tasks