



Want to arrange this course for your organisation?

Call us on +44 (0)1202 736373 or email info@spoce.com for more information

Also available:

MS Project Introduction

Also relevant:

PRINCE2® Foundation & Practitioner

APM Project Management

### Implementation

SPOCE can work with your organisation to help implement the OGC methods. If you are looking to establish programme & project frameworks within your organisation and need assistance with guidance, tools and techniques, you can contact us on 01202 736373.

This course builds covers the resourcing features, both in standalone projects and across multiple projects. It helps to answer such questions as:

- How much will this project cost?
- Are we on budget?
- How much have we spent on material resources versus labor resources?
- Is this resource available or over allocated?

## Who is the course designed for?

The course is designed for existing Microsoft Project users who need to be able to resource and cost projects both in a standalone and multiple projects environment. Familiarity with the topics covered on the Introduction course is essential.

## What are the course objectives?

To give delegates the skills to be able to assign resources, identify over allocation of resources, use the leveling features, import and export data, filter the project, insert sub projects and view consolidated projects.

## What does the course cover?

### Assigning Resources

- Specify Work, Material and Cost Resources for Projects
- Assign resources to Tasks
- Determine Resource Working Hours
- Create new resource calendars
- Display Resource Allocations
- Understand Effort-Driven Scheduling
- Set Fixed-Units, Fixed Duration and Fixed Word Task Types
- View and edit project costs
- Assigning a Work Contour.

### Coordinating Multiple Projects

- Create Master Project
- Set Start Dates for Master Projects
- Arrange Project Files for Viewing
- Link Tasks between Sub-Projects
- Share Resources between Projects
- Assign Resources from Resource Pools.

### Re-using Project Plan Information

- Create a Project Plan Template
- Create a Custom Combination View
- Make Custom Views Available to Other Project Plans.

### Exchanging Project Plan Data with Other Applications

- Copy Sheet Data into MS Excel
- Link to Additional Task Information
- Import a Task List from an Excel File into a New Project Plan
- Create a Custom Import Map
- Export Project Plan Cost Data into Excel
- Copy a Picture into a Word Document
- Save Project Plan Information as a Web Page.

## What are the entry requirements?

Delegates should have completed the MS Project Introduction course, or have knowledge and experience of the topics covered on that course.

+44 (0)1202 736373 info@spoce.com www.spoce.com

Available as a Client Event for groups

