

Apply work, material and cost resources to project tasks using fixed and pooled resource sources. Modify resource work calendars to reflect customized work availability. Change project task scheduling by applying resources with customized calendars. Create project baseline budgets to track the progress of your project in real-time. Easily manage multiple projects by linking them to a master project screen. Add indicators and alarms to your project views by inserting formulas. Apply conditional formatting to project views using formulas. Add new fields using formulas to existing project views and add existing fields as well. Use report templates to report on a project. Create macros to automate repetitive tasks.

CALENDARS – PROJECT AND RESOURCES

- Create and Apply a Project Calendar.
- Add Standardly Accepted Company Holidays.
- Modify Company Calendar to Reflect a 5-Day, 6-Day, and 7-Day Work Week.
- Modify the Daily Work Schedule Including the Number of Hours Available to Work per Day.
- Copy the Calendar to Project’s Global Template to be Made Available for Use by Other Existing and Future Projects.
- Editing and Modifying a Calendar Successfully.
- Calendar That Reflects the Workdays as in 5-Day, 6-Day or 7-day Work Week.

PROJECT RESOURCE SHEET

- Know Resource’s Role in a Project.
- Display Resource Sheet’s Entry View.
- Know Resource Types and Applications.
- Add *Work*, *Material* and *Cost* Resources.
- Attach Relevant Notes to Resources.
- Modify Resource Calendar to Reflect a Modified Work Schedule with Vacation and Personal Holidays, Different Working Days and Working Hours.
- Resource Sheet Listing – Group, Sort & Filter.

SHARED RESOURCE POOLS

- Resource Pool = Sharable Resource Sheet.
- Avoid Resource Over-Allocation Situations
- Share Resources Over Multiple Projects.
- Create a *Resource Pool* Ready to Share.
- Link Project to Using the Resource Pool.
- Removing a Project from the Shared Pool.

ASSIGNING RESOURCES TO TASKS

- Tasks - *Resource* Driven or *Work* Driven.
- Assign Resources using *Resource Window*, *Team Planner*, *Info Window* or *Directly*.
- Filter the List of Available Resources.
- Assign Multiple Resources to a Task.
- Assign Resources to Overlapping Tasks.
- Cut Hours Worked per Day by Resources.
- Apply Resources to Shorten Task Durations.

FIXED COST AND RESOURCE OVERTIME

- Adding Fixed Cost to a Task.
- Add Overtime w/o Over-Allocation.

RESOURCE OVER-ALLOCATION AND LEVELING

- Identify Over-Allocation Situations.
- Tools to Avoid and Rectify Over-Allocation.
- Fix Overallocation using the Contour Tool, Rescheduling Tool and Resource/Project Leveling Tools.

PROJECT – MULTI-SHIFT 24-HR OPERATIONS

- Learn How to Convert your Project into a 24-Hour Around the Clock or Less Operation.
- Add or Convert Existing Resources into Shift-Workers... Shift-1, Shift-2, and Shift-3.

PROJECT BASELINE BUDGETING

- Set Project Baseline to Track, measure and Compare Progress in Real-Time.
- Override Baselines as Project Evolves.
- Multiple Baselines for Interim Analysis.
- Compare Baselines in Project Table Views.

PROJECT TRACKING

- Use Tracking Tools to Update “% Complete” for Each Individual Task.
- Mark Task’s in Progress with %-Complete, On-Schedule, Late-Start or Reschedule.

PROJECT ANALYSIS AND COMPARISON

- Task Sheet Fields – Work, Cost, Baseline
- Gantt Display – Baseline and Slippage
- State of Project – Budget and Schedule.
- Compare Actual Costs with Budget Values.

MASTER AND CONDENSED PROJECTS

- Manage Multiple Projects Linked to a Master.
- Modify Projects on Master and Source Ends.

FORMULAS AND INDICATORS

- Add Existing and New Fields to Project Views.
- Create Criteria-Based Graphical Indicators.
- Create Calculated Fields using Formulas.
- Apply Conditional Formatting to Bars & Text.

PROJECT REPORTS

- Learn How Reports Measure Performance and Convey the Project’s “Big Picture”.
- Run Report Templates Like Resource, Cost, Dashboards, In-Progress and More.
- Create Reports from Scratch & Templates.
- Run Excel and Visio Based Visual Reports.

MACRO AUTOMATED VIEWS

- Automate Tedious Tasks w/ Recorded Macros.
- Learn Where to Find Useful Macros Online.