

ADVANCED RESOURCE AND COST MANAGEMENT WITH MICROSOFT PROJECT

COURSE DESCRIPTION

OVERVIEW

This course teaches students how to use Microsoft Project to manage resources and costs both on individual projects and across multiple, independent projects that draw from a shared resource pool. Multiple techniques for resolving resource overloads are presented including resource leveling. In addition, students are shown how to account for cash in-flows (revenues, investments, and/or cost savings) and Microsoft Project is used to perform breakeven analyses.

AUDIENCE

The target audience for this course is individuals that already have a solid understanding of basic project planning and control techniques and are interested in learning how to successfully plan and manage project resources and costs using Microsoft Project. In addition, the course is also applicable to individuals that are responsible for performing staffing analysis in organizations that share resources across multiple, independent projects.

COURSE DURATION

The course consists of 8 hours of instruction taught in a one-day program, including lecture and hands-on exercises, using Microsoft Project. The course includes exercises on the following topics:

- Developing a Resource Coding Structure and Setting-Up the Resource Table
- Assigning Resources to Project Activities and Resolving Resource Overloads
- Identifying Project Cost Types and Assigning Costs to Project Activities
- Reviewing Project Cost Reports and Performing Cash Flow and Breakeven Analysis
- Creating a Multi-Project Resource Pool and Resolving Overloads on Shared-Resources

COURSE CONTENT

Each student is provided a six-chapter notebook at the beginning of the course that is used during the program to follow the lecture material and to perform individual exercises. In addition, each student is provided a CD with advanced add-in utilities for Microsoft Project (the utilities are compatible with Microsoft Project 2000/2002/2003 as well as Primavera P3, and SureTrak) that enhance the functionality of the software and enable users to overcome limitations in the "out-of-the-box" version.

PREREQUISITES

Successful completion of PM Alliance's courses: Project Management; Duration-DrivenSM Planning and Control and Project Management; Advanced Microsoft Project (or equivalent) are prerequisites for this course. A basic understanding of personal computers and Microsoft Windows is also expected.



COURSE OUTLINE

INSTALLING PMALLIANCE UTILITIES

RESOURCE PLANNING ON INDIVIDUAL PROJECTS

- Defining Resource Types
- Resource Coding Structures
- Resource Loading
- Resource Reports

RESOLVING RESOURCE OVERLOADS

- Identifying Resource Overloads
- Resolving Overloads by Increasing Availability
- Resolving Overloads by Reallocating Assignments
- Resolving Overloads by Extending Activity Durations
- Resolving Overloads by Resource Leveling

COST PLANNING ON INDIVIDUAL PROJECTS

- Defining Cost Types
- Accounting for Revenue (Negative Costs)
- Cost Coding Structures
- Cost Loading
- Cost Reports and Cash Flow Analysis

MULTI-PROJECT RESOURCE PLANNING

- Creating a Shared Resource Pool
- Multi-Project Resource Reports
- Attaching Subprojects to a Master-Level Project
- Resolving Overloads by Sequencing Activities
- Resolving Overloads by Using Multi-Project Resource Leveling
- Multi-Project Cash Flow Analysis

RESOURCE MACRO-PLANNING EXAMPLE