

Microsoft Project Level 3

Duration: 1 Day **Course Code: MSPRL3**

Overview:

Having learnt how to plan and develop a project schedule in MS Project, you are now looking to improve your skills by understanding how to manage these abilities across multiple projects using shared resources. You will also discover more effective ways to manage costs alongside advanced calculation methods when updating your project.

Target Audience:

This course is designed for MS Projects users who already have existing knowledge on how to create and modify project plans and are looking to further their skills especially when working with multiple project and shared resources.

Objectives:

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| ■ On completion of this course you will be able to: | ■ Managing Multiple Projects |
| ■ Managing Costs | ■ |
| ■ | ■ Sharing Resources and Working with Resource Pools |
| ■ Advanced Options when Updating a Project | ■ |
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Prerequisites:

To be successful in this course, we recommend that you attend the following courses or have equivalent knowledge:

[Microsoft Project Level 1](#)

[Microsoft Project Level 2](#)

You should also have an understanding of project management concepts.

Follow-on-Courses:

MSPRL4 - Microsoft Project Level 4

Content:

Managing Costs	Calculation Options for Scheduling	
Working with Cost Rate Tables		
	Advanced Calculation Options	Sharing Resources
Changing Costs Rates for Specific Tasks		Understanding Resource Pools and Sharer Files
	Updating Actual Overtime Work	
Using Rate Tables with a Resource Pool		Connect a Project to a Resource Pool
	Updating Actual Assignment Information	
Alter Costs based on Time Periods		Assign Resources across Multiple Projects
	Managing Multiple Projects	
Managing Overtime Costs	Consolidating and Sharing Projects	Resolve Resource Overallocation
Understanding Budget Costs and Resources	Viewing the Critical Path across Multiple Projects	Priority Settings and Levelling Resources
Advanced Options when Updating a Project	Comparing Projects	

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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