



# Project 2010 Level 2

## Work with Resources

3 hours

This course is currently under development and should be available in June 2012.

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### Is this course for you?

You are familiar with building a basic schedule using Project 2010 and now want to add resources, assign them to tasks, analyse their workloads and share them with other projects.

*This course doesn't cover the use of Project Server.*

### Pre-requisites

The course assumes that delegates are familiar with:

creating a project plan using Project 2010

(see topics covered on the Level 1 course **Create a Project**)

### Course duration

3 hours, including a 15 minute break

### Course objectives

At the end of the course, delegates will be able to assign resources to tasks and understand the effect that resources have on the overall schedule. They will also be able to share resources between projects.

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#### Understand Project scheduling

- Recap building a task list
- Understand how Project schedules tasks
- Use manual and automatic scheduling

#### Create resources

- Why use resources?
- Understand resource types:
  - work; material; cost; budget
- Create a resource
- Change resource calendar
- Assign costs to a resource

#### Assign resources

- Understand the work equation
- Assign a resource to a task
- Change the assignment of resources
- Use the assignment Smart Tag

#### Find overworked resources

- Use Resource Usage view to identify overallocated resources
- Level a project
- Remove levelling
- Manually resolve overallocations

#### Share resources between projects

- Create a resource pool
  - Share resources from another project
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This is a provisional course outline and may change