

FastTrack

Resource & Portfolio Management

- Class Overview:** This class is designed to teach you how manage your project resources, costs, and multiple projects as well as how to effectively communicate task assignments within a workgroup.
- You will be given the opportunity to create and manage resource assignments in your own project plan. You will also get a chance to estimate and monitor costs of your own project in this class.
- Class Duration:** This class will last 2 days.
- Selected Audience:** This class has been designed for people who need to manage resources and multiple projects and want to use Microsoft Project as their project management tool.
- Prerequisites:** You should have attended the **FastTrack Essentials** class. You should also bring a project plan of your own to work on throughout the class.
- Objectives:** The following areas will be covered in this class:

Resource Management

- Skills assessment
- Acquisition
- Team Development
- Assignment of tasks
- Impact of resource inefficiencies
- Overallocation and leveling
- Resource pooling

Cost Management

- Cost estimating
- Cost tracking and control

Portfolio Management

- Create and use master projects
- Create hyperlinks to other projects or files
- Save a project as a picture for use in other applications
- Save a project as an HTML file
- Make task assignments using Microsoft Project's Team Assign
- Track task work using Microsoft Project's Team Status
- View project portfolios and their status using Project Central
- Make task assignments using Project Central