

Microsoft Project – Resource Management and Controlling («MSPRRV»)

In this course you will learn how to plan your resource management and build your controlling using Microsoft Project.

Duration: 1 day

Price: 680.–

Course documents: Project 2021 book by Herdt Verlag, including exercises and solutions (digital)

Content

- Resource Management Basics
 - Entering resources
 - Allocating resources (resource triangle in theory and practice)
 - Viewing resource usage
 - Identifying and resolving resource overload
 - Budgeting projects
- Project Reporting
 - Reports in Microsoft Project
 - Pivot reports in Microsoft Excel or Microsoft Visio
- Target vs. actual comparisons
 - Working with baselines
 - Entering and displaying actual values

Key Learnings

- Overview of resource planning in Microsoft Project
- Managing your own project controlling with Microsoft Project
- Visualizing the target/actual variance of a project

Target audience

This course is aimed at project managers, administrators and managers who want to use the basic functionality of Microsoft Project for resource planning and evaluation of their own projects and for controlling.

Requirements

Knowledge of project management, scheduling with Microsoft Project and good Microsoft Office skills are required. We recommend attending the following course or have equivalent knowledge:

- [Microsoft Project – Basics and Bar Charts \(«MSPRB»\)](#)

Additional information

The training takes place on the Project Online Desktop Client (Plan 3), which is delivered through Microsoft 365. If you are using Microsoft Project 2016/2019/2021, you can also take this course.

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-project-visio/course-microsoft-project-resource-management-and-controlling

