Microsoft Project 2013: Part 1

Unit 04 - Working with Project Resources

WORKBOOK

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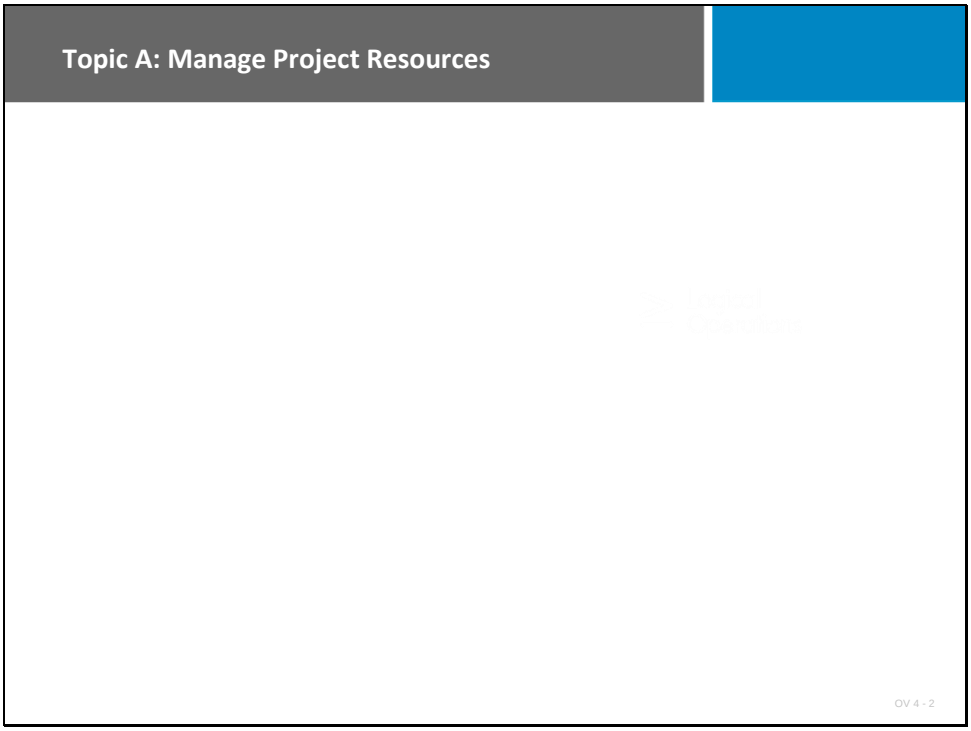
Slide 1

Unit 04: Working with Project Resources

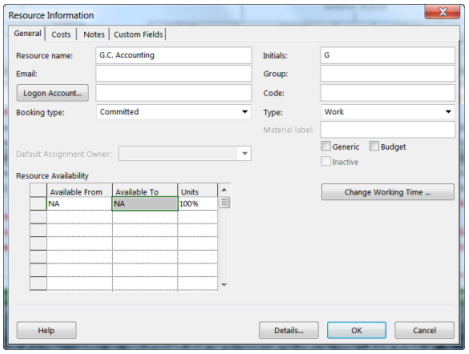
- **Manage Project Resources**
- **Allocate and Level Work Resources**

Slide 2



Slide 3

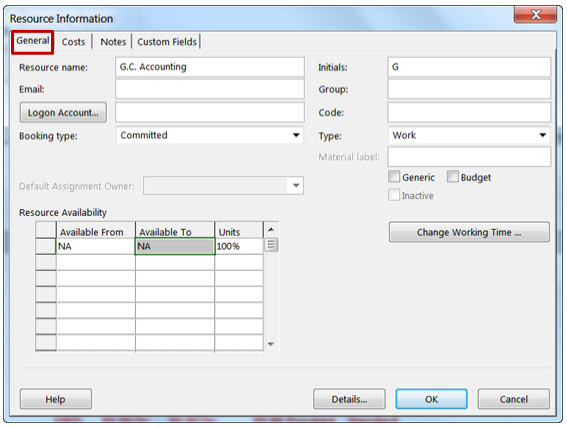
Resource Information Dialog Box



OV 4 - 3

Slide 4

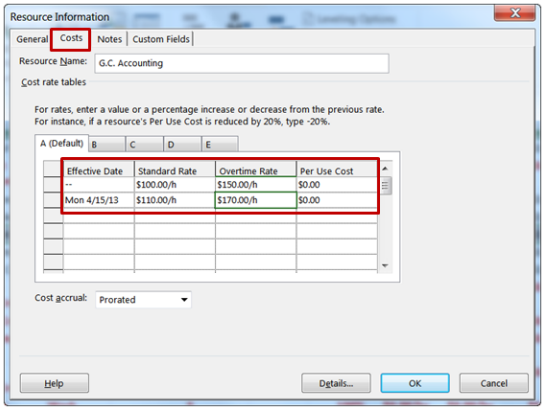
General Tab



OV 4 - 4

Slide 5

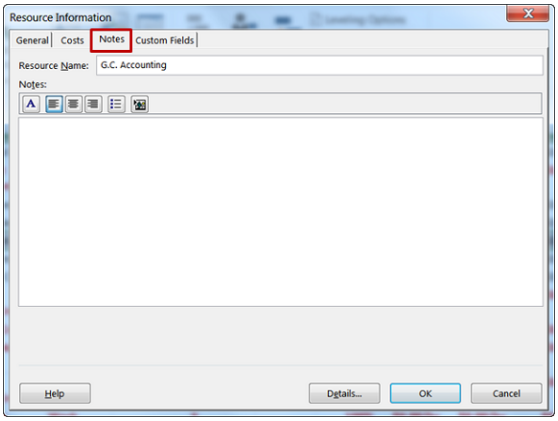
Costs Tab



OV 4 - 5

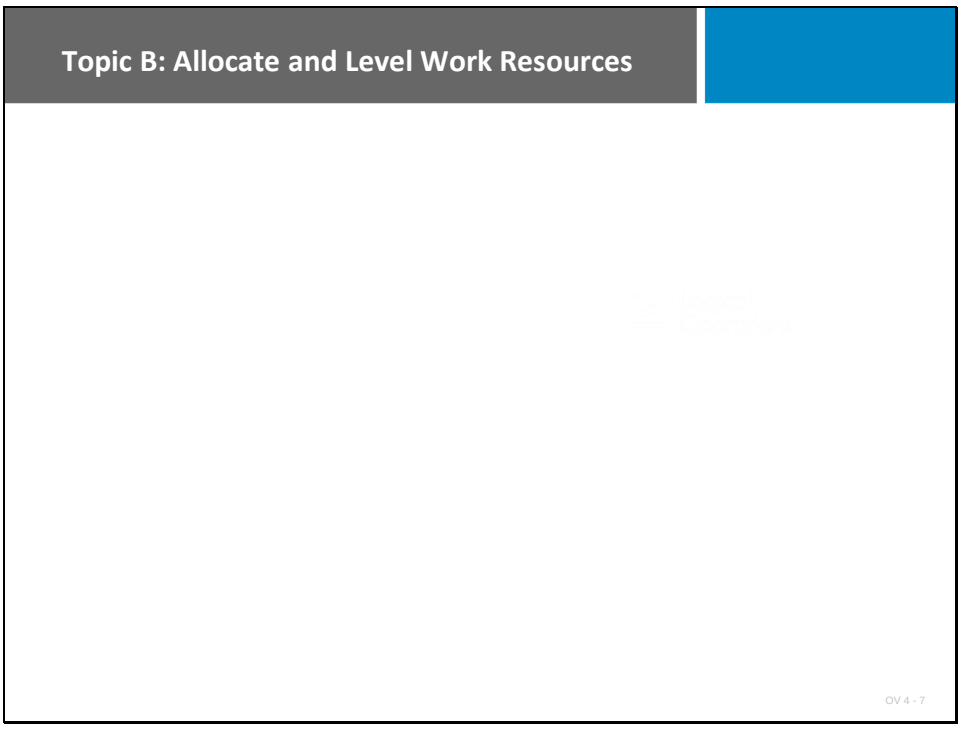
Slide 6

Notes Tab

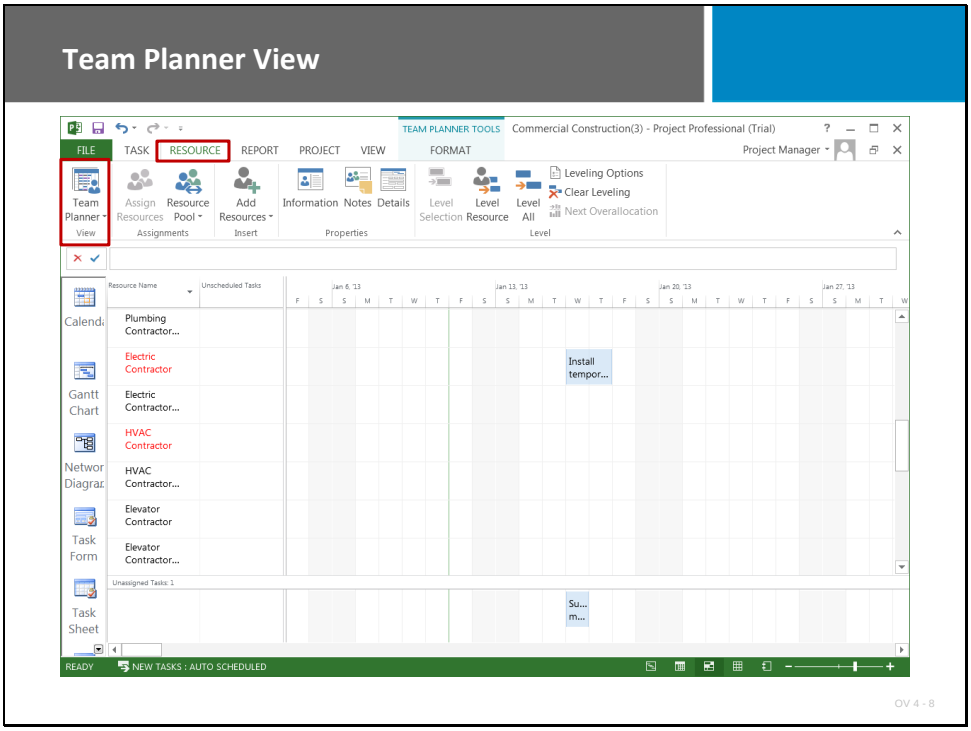


OV 4 - 6

Slide 7

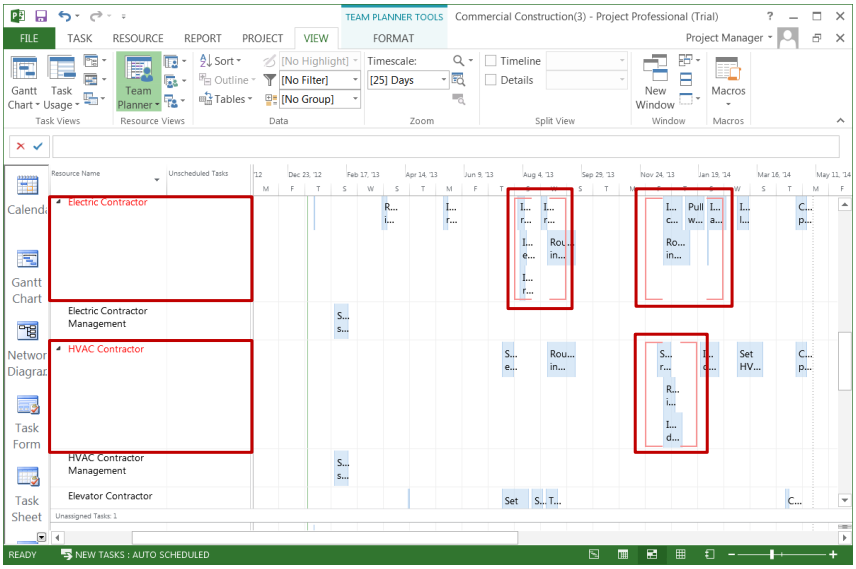


Slide 8


Team Planner View
TEAM PLANNER TOOLS
Commercial Construction(3) - Project Professional (Trial)
FILE
TASK
RESOURCE
REPORT
PROJECT
VIEW
FORMAT
Project Manager
Team Planner
View
Assign Resources
Resource Pool
Assignments
Add Resources
Insert
Information
Notes
Details
Properties
Level Selection
Level Resource
Level All
Leveling Options
Clear Leveling
Next Overallocation
Level
Resource Name
Unscheduled Tasks
Plumbing Contractor...
Electric Contractor
Electric Contractor...
HVAC Contractor
HVAC Contractor...
Elevator Contractor
Elevator Contractor...
Unassigned Tasks: 1
Install tempor...
Su... m...
Calenda
Gantt Chart
Networ Diagra
Task Form
Task Sheet
READY
NEW TASKS : AUTO SCHEDULED
OV 4 - 8

Slide 9

Over-allocated Resources



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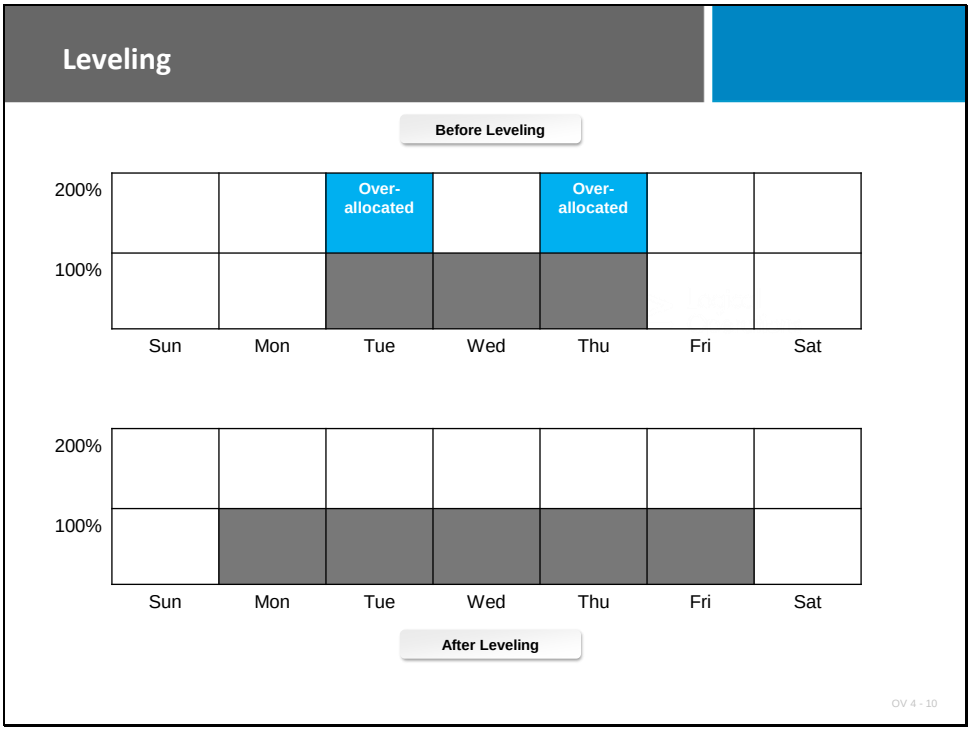
Slide 10


Leveling
Before Leveling
200%
100%
Over-allocated
Over-allocated
Sun
Mon
Tue
Wed
Thu
Fri
Sat
200%
100%
Sun
Mon
Tue
Wed
Thu
Fri
Sat
After Leveling
OV 4 - 10

Slide 11

The Level Group

Slide 12

Reflective Questions

1. **Which features of the Resource Information dialog box are you most likely to use during your next project?**

2. **Which leveling method will you use during your next project, and why?**

Questions and Answers

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Review Questions:

1. Which of the following is not a resource type in Microsoft Project 2013?
    A. Work
    B. Scope
    C. Material
    D. Cost

2. Which of the following is NOT a valid option for associating costs with a resource?
    A. Standard Rate
    B. Overtime Rate
    C. Project Cost
    D. Per Use Cost

3. _____ is the scheduling of tasks and resources, taking into account both resource availability and project duration.
    A. Overallocation
    B. Estimating
    C. Leveling
    D. Allocation

4. Which of the following is the process of rescheduling and reassigning tasks to resolve resource overallocation?
    A. Allocation
    B. Scheduling
    C. Leveling
    D. Summarizing

5. True or False: You can specify different resource rates beginning on specified dates.
    A. True
    B. False

Answer Key:

1. B
   The three valid resource types in Microsoft Project 2013 are work, material and cost.

2. C
   You can set a resource's normal Standard Rate, Overtime Rate, and Per Use Cost.

3. D
   Allocation is the scheduling of tasks and resources, taking into account both resource availability and project duration.

4. C
   Leveling is the rescheduling and reassignment of tasks to resolve resource overallocations.

5. A
   True. You can specify different resource rates beginning on specified dates.