



A Better Way To Work

This course covers getting started with OVERGantt by:

- Creating a Project Charter
- Creating resource-loaded schedules in a time scaled flow-diagram
- Allocating resources and costs
- Producing customised reports.

By the end of this course, users should be very comfortable:

- Understanding and navigating OVERGantt tables and views
- Writing a brief Project Charter that links to the project's deliverables
- Creating a new project plan from scratch
- Creating tasks, entering task durations, grouping tasks by deliverables, and creating milestones
- Entering and verifying complex relationships simply.
- Establish a resource pool, assigning resources, identifying over-allocations and levelling resources
- Applying task constraints and deadlines
- Establishing a Project budget using bottom up costing
- Visually determining the Critical Path
- Project monitoring including baseline analysis

Prerequisites

This course assumes the user understands the basics of using a computer. Students should be comfortable using the keyboard, mouse/trackpad, and menus. Knowledge of project management concepts and theories is also an asset, ~~but not required~~. No previous experience with other versions of OVERGantt is necessary.

Computer Requirements

Each participant will require their own Apple Laptop or Virtual PC with Catalina OS loaded. The latest Numbers application needs to be loaded and also the OVERGantt software. It is preferable that the computer you use has a minimum of 8GB of RAM.

Link to OVERGantt webpage:

www.endfirstplans.com

For more information and to see how Priority Management can help you work smarter, call your local Priority Management office or contact us at: **1300 139 126** or www.prioritymanagement.com.au