

# AMS REALTIME Projects Fundamentals - Course Outline

## Session objectives

### Session 1 - Introduction

- Load REALTIME Projects
- Load REALTIME Projects schedules
- Save REALTIME Projects schedules
- Discard changes to REALTIME Projects schedules
- Exit from REALTIME Projects
- Use the REALTIME Projects help system

### Session 2 - Calendars

- Set up and modify a calendar
- Define the calendar timeframe
- Modify calendar grid and tier time periods
- Define the project start of week day

### Session 3 - Activities

- Create project activities
- Select these activities in various ways
- Adjust these activities
- Define title and Milestone activities
- Roll up summary information into Title and Schedule Summary bars
- Assign calendars to activities
- Define and use "user-defined" fields against activities and the project as a whole
- Enter data into these "user defined" fields

### Session 4 - Dependencies

- Create simple and complex dependencies/logic between activities
- Define target dates for activities
- View and analyse activities using:
  - Forward/Backward scheduling
  - Critical path
  - Path To ....

### Session 5 - Resources

- Define the people working on a project
- Assign these people to activities
- Define person availability
- Identify people/time conflicts
- Manually resolve people/time conflicts

### Session 6 - Manual Levelling & Filtering

- Manually resolve people/time conflicts by
  - Adjusting activities
  - Adjusting resources
- Use filtering options to help resolve resource conflicts

### Session 7 - Views & Analysis

- Use the split screen to view Gantt and Tabular data
- Sort, select and analyse the data on the screen in various ways
- Define views of the data on the screen for future use

### Session 8 - Publishing with Vision

- Create simple reports via the automatic report form
- Utilize the standard reports
- Change the schedule format
- Change the page format
- Change the calendar format
- Understand the basic Vision modes

### Session 9 - Tracking Progress

- Baseline the plan
- Carry out basic project progressing

### Session 10 - Tracking Progress

- Create baselines of your plan
- Progress activities
- Highlight variances between actual dates and planned dates

### **Session 11 – Scenario exercise**

- Pull together and begin to integrate what has been learned throughout the course via practical application

### **Session 12 – Client objectives review and feedback**

- Review what has been learned over the two days in relation to the objectives documented at the start of the course
- Evaluate the course