

Microsoft Project 2010

Level 1 Course

Length: 1 Day

Prerequisites: General knowledge of Windows and a basic understanding of project management concepts. Some experience with Excel will be beneficial.

OBJECTIVES:

- Develop a project plan with tasks, resources and assignments.
- Master the tools for presenting your plan and creating reports.
- Track your progress and costs – and make real-time adjustments.

OUTLINE:

A Guided Tour of Project

- The BackStage view
- The Ribbon and Tabs
- Views

Creating a Task List

- Creating a new project plan
- Entering the plan's title and other properties
- Entering task names
- Entering task durations
- Entering a milestone
- Organizing tasks into phases
- Creating task dependencies

- Switching task scheduling from manual to automatic
- Setting holidays on project calendar
- Checking the plan's statistics
- Documenting tasks and the project plan

Setting up Resources

- Setting up resources
- Entering resource capacity
- Entering resource pay rates
- Adjusting individual calendars
- Documenting resources

Assigning Resources to Tasks

- Assigning work resources to tasks
- Controlling work when adding or removing resource assignments

Formatting and Sharing Your Plan

- Customizing a Gantt chart view
- Customizing a Timeline View
- Drawing on a Gantt chart
- Copying views
- Printing views
- Customizing and printing reports

Tracking Progress on Tasks

- Saving a project baseline
- Tracking a project as scheduled
- Entering actual values for tasks

Organizing Project Details

- Sorting Project details
- Grouping Project details
- Filtering Project details
- Customizing tables and views

Consolidating Projects and Resources

- Creating a resource pool

- Viewing assignment details in a resource pool
- Updating assignments in a sharer plan
- Updating a resource's information in a resource pool
- Updating all plans' working times in a resource pool
- Linking new plans to a resource pool
- Consolidating project plans
- Creating dependencies between projects