

Microsoft Project 2010

Level 2 Course:

Length: 1 Day

Prerequisites: General knowledge of Windows, a basic understanding of project management concepts and material covered in Level 1 course.

OUTLINE:

Review of Level 1 Course

Fine-Tuning Task Details

- Adjusting tasks
- Setting task constraints
- Interrupting work on a task
- Adjusting working time for individual tasks
- Changing task types
- Entering deadline dates
- Entering fixed costs
- Setting up a recurring task
- Viewing the project's critical path
- Scheduling summary tasks manually
- Inactivating tasks

Fine-Tuning Resource Assignment Details

- Setting up resource availability to apply at different times
- Entering multiple pay rates for a resource
- Setting up pay rates to apply at different times
- Setting up material resources

Fine-Tuning Assignment Details

- Delaying the start of assignments
- Applying contours to assignments
- Applying different cost rates to assignments
- Assigning material resources to tasks
- Viewing resource capacity
- Adjusting assignments in the team planner view

Fine-Tuning the Project Plan

- Examining resource allocation over time
- Resolving resource overallocations manually
- Leveling overallocated resources
- Checking the project's cost and finish date

Tracking Progress on Tasks and Assignments

- Updating a baseline
- Tracking actual and remaining values for tasks and assignments
- Tracking time phased actual work for tasks and assignments
- Rescheduling incomplete work

Viewing and Reporting Project Status

- Identifying tasks that have slipped
- Examining task costs
- Examining resource costs
- Reporting project cost variance with a stoplight view

Getting Your Project Back on Track

- Troubleshooting time and schedule problems

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- Troubleshooting cost and resource problems
- Troubleshooting scope-of-work problems

Applying Advanced Formatting and Printing

- Formatting a Gantt chart view
- Formatting a timeline view
- Formatting a network diagram view
- Formatting a calendar view
- Printing views: Advanced options
- Printing reports: Advanced options

Customizing Project

- Sharing custom elements between project plans
- Recording macros
- Editing macros
- Customizing the ribbon and Quick Access Toolbar

Sharing Project Information with Other Programs

- Copying Project data to other programs
- Opening other file formats in Project
- Saving to other file formats from Project
- Generating visual reports with Excel and Visio