

Project 2010

Duration: 2 days

Overview:

In this course, students will create and manage a project schedule, exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information using Microsoft® Project 2010.

Target Audience:

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

Pre-requisites:

Students enrolling in this class should have the following: A general introductory-level understanding of project management concepts.

At Course Completion:

Upon successful completion of this course, students will be able to:

- Identify the basic features and components of the Microsoft Project environment.
- Create a new project plan file and enter project information.
- Manage tasks by organizing tasks and setting task relationships.
- Manage resources for a project.
- Finalize a project plan.
- Exchange project plan data with other applications.
- Update a project plan.
- Manage project costs.
- Report project data visually.
- Reuse project plan information.

Lesson 1: Getting Started with Microsoft Project

- Explore the Microsoft Project 2010 Environment
- Display an Existing Project Plan in Different Views

Lesson 2: Creating a Project Plan

- Create a Project Plan
- Assign a Project Calendar
- Add Tasks to a Project Plan
- Enter the Task Duration Estimates
- Add Resources to a Project Plan

Lesson 3: Managing Tasks in a Project Plan

- Outline Tasks
- Link Dependent Tasks
- Set Task Constraints and Deadlines
- Add Notes to a Task
- Add a Recurring Task

Lesson 4: Managing Resources in a Project Plan

- Create a Resource Calendar
- Assign Resources to Tasks
- Enter Costs for Resources
- Resolve Resource Conflicts

Lesson 5: Finalizing a Project Plan

- Shorten a Project Using the Critical Path
- Set a Baseline
- Print a Project Summary Report

Lesson 6: Exchanging Project Plan Data with Other Applications

- Import Project Information
- Export Project Plan Cost Data into Excel
- Copy a Picture of the Project Plan Information

Lesson 7: Updating a Project Plan

- Update Task Progress Enter Overtime Work Edit Tasks
- Reschedule a Task
- Filter Tasks
- Set an Interim Plan
- Create a Custom Table
- Create a Custom Field
- Create a Custom Report

Lesson 8: Manage Project Costs

- Update Cost Rate Tables
- Group Costs
- Link Documents to a Project Plan

Lesson 9: Reporting Project Data Visually

- Create a Visual Report
- Customize a Visual Report
- Create a Visual Report Template

Lesson 10: Reusing Project Plan Information

- Create a Project Plan Template
- Create a Custom View
- Make Custom Views Available to Other Project Plans
- Share Resources
- Sync Project Information with SharePoint
- Create a Master Project