

Project 2010 - Level 1

Days of Training: 1

Overview

In this course, students will create and manage a project schedule using Microsoft® Project 2010.

Prerequisites

Students enrolling in this class should have the following:

A general introductory-level understanding of project management concepts. Courses that help fulfill this requirement include: Project Management Fundamentals (Second Edition).

Basic end-user skills with any current Windows operating system. Courses that help fulfill this requirement include: Microsoft® Windows® XP Professional: Level 1 or Microsoft® Windows® Vista™: Level 1 or Microsoft® Windows® 7: Level 1.

Next Steps

Project 2010 - Level 2

3618LGEE-ILT

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

Project 2010 - Level 2

Days of Training: 1

Overview

In this course, students will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

Prerequisites

Project 2010 - Level 1

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Lesson 1: 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 2: 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 3: Manage Project Costs

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

Lesson 4: Reporting Project Data Visually

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

Lesson 5: 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