

Managing Projects with Microsoft Project 2010 Desktop

The goal of this three-day instructor-led course is to provide students with the knowledge and skills necessary to effectively manage projects using Microsoft Project 2010 desktop.

Module 1: Overview of Microsoft Project 2010

Lessons presented in this module will review the success factors to project management and explore the new user interface (the Ribbon). You will learn about the project database, types of data included and what constitutes a database view.

Module 2: Initializing a Project

Lessons presented in this module will review how calendars work in Project and how to create and configure calendars. You will review the difference between duration and work/effort and understanding how they drive your project scheduling. You will also learn how to create project schedules from various methods.

Module 3: Creating a Work Breakdown Structure

Lessons presented in this module will review what a WBS is and why it is important. You will then create the WBS by entering tasks and estimating task lengths and how to set milestones and applying milestone filters.

Module 4: Creating Task Relationships

Lessons presented in this module will explain the difference between automatic and manual scheduling and when to use them. You will work with task dependencies, understanding predecessors, the difference between leads and lags and how they work.

Module 5: Configuring Advanced Task Information

Lessons presented in this module will explain task constraints and what actions create constraints automatically. You will learn about task deadlines, task form views. You will also learn how to split tasks and how to use the Task Inspector to examine your tasks to make suggestions.

Module 6: Creating Resources

Lessons presented in this module will explain the different resource types and how to create them. You will also learn how to assign material, cost and budget resources to the project schedule.

Module 7: Assigning and Leveling Work Resources

Lessons presented in this module will explain what an assignment is and how create various assignments. You will learn about factors that affect assignments and how to view resource assignments. You will also learn how to view and resolve resource allocations using manual and automatic resource leveling.

Module 8: Reviewing and Finalizing the Schedule

Lessons presented in this module will explain what are groups and filters and how to use them. You will learn the Critical Path Method and how to format and view the critical path of a project schedule. You will also learn about project baselines and how to set and update a baseline.

Module 9: Tracking and Updating Projects

Lessons presented in this module will explain tracking and how to use the various tracking methods. You will learn how to update milestones, material and cost resources. You will also learn about project status and how to update the project status.

Module 10: Managing Multiple Projects and Resource Pools

Lessons presented in this module will explain what a resource pool is and how to create and share them with other users. You will learn about linking multiple projects and analyzing the effects of changing values in one project. You will also learn about master projects, how to create them and how to insert sub-projects.

Appendix A: Customizing Project 2010 Features

Lessons presented in this module will detail how to customize the quick access toolbar, ribbon and the formats and styles of a Gantt view. You will learn about the Organizer and how to define and share the settings with other Project users. You will also learn about create custom fields, filters, groups, tables and views and how to create them.

Appendix B: Communicating Project Information

Lessons presented in this module will detail how to define print setting, work with Copy Picture, Project and Visual reports. You will also learn how to export project tables, publish a project schedule to a SharePoint list and how to import a SharePoint list into Project.