

Microsoft Project 2010 Essentials

Learn via: **Classroom/AFA**

Duration: **2 Day**

Overview

You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Microsoft Office Project Professional 2010 acts as a tool that assists you in managing your projects. In this course, you will create and modify a project plan. Once the plan is created, you will set a baseline, track project actuals and report against the plan using Microsoft Project.

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 these project plans.

We review delegate feedback for every course we run at QA. The feedback for the existing course materials consistently showed that delegates felt the course was not written in a logical fashion and in addition, many delegates felt that the 1 day format did not allow adequate time to cover the technical subject matter in sufficient depth to ensure a full understanding.

We listen and respond to delegate feedback and so have decided to replace the existing Microsoft Project 2010 Level 1 course with this new 2 day QA Authored Microsoft Project 2010 Introduction course.

The courseware for the new Microsoft Project 2010 Introduction course has been written by QA's Microsoft Project experts. It covers the key topics required by users of this software with lots of in-depth explanations, step by step instructions, key questions and group and individual activities. All changes have been made in line with delegate feedback received.

Prerequisites

- An understanding of project management concepts.
- Knowledge of a Windows operating system, either Windows XP, Vista or 7.

What You Will Learn

At the end of this course you will be able to:

- Identify the components of the Microsoft Project environment
- Use views to work with a project plan
- Create a new project plan
- Create the project schedule
- Manage resources in a project plan
- Finalise a project plan
- Track progress
- View and report project plan information

Training Outline

Lesson 1: Getting Started with Microsoft Project

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

Lesson 2: Creating a Project Plan

- Create a New Project Plan
- Set Project Working Time

- Project Information
- Create Summary Stages
- Edit the Task List
- Define the Activity List
- Create and Apply Task Calendars
- Create the Work Breakdown Structure

Lesson 3: Creating the Project Schedule

- Understand Task Durations
- Define Milestones
- Work with Manual Scheduling and Finish Start Links
- Automatic Scheduling and Finish Start links
- Task Relationships - Types, Lag and Lead
- Add Tasks to the Timeline
- Identify the Critical Path
- Work with Constraints and Deadlines
- Add Recurring Activities
- Add Notes to a Task
- Reference Other Files in Tasks

Lesson 4: Managing Resources in a Project Plan

- Understand Resources Types
- Work with Resource Calendars and Availability
- Add Resource Costs
- Assign Resources to Tasks
- Effort Driven Scheduling
- Resolve Resource Overallocation
- Split Activities

Lesson 5: Introduction to Project Tracking

- Set a Project Baseline
- Enter Actuals Against Tasks
- View Progress Against a Baseline

Lesson 6: Viewing and Reporting Project Detail

- Filter and Group Project Data
- Print Microsoft Project Views
- Use Standard Reports in Microsoft Project
- Print Standard Reports to XPS