Microsoft Project 2010: Level 1

Course Summary

Description

Students will create and manage a project schedule using Microsoft® Project 2010.

Objectives

At the end 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.

Topics

- Getting Started with Microsoft Project
- Creating a Project Plan
- Managing Tasks in a Project Plan
- Managing Resources in a Project Plan
- Finalizing a Project Plan
- Appendix A: Additional Procedures to Create a Schedule in Microsoft Project 2010

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.

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.

Duration

One day

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Course Outline

I. Getting Started with Microsoft Project
- A. Explore the Microsoft Project 2010 Environment
- B. Display an Existing Project Plan in Different Views

II. Creating a Project Plan
- A. Create a Project Plan
- B. Assign a Project Calendar
- C. Add Tasks to a Project Plan
- D. Enter the Task Duration Estimates
- E. Add Resources to a Project Plan

III. Managing Tasks in a Project Plan
- A. Outline Tasks
- B. Link Dependent Tasks
- C. Set Task Constraints and Deadlines
- D. Add Notes to a Task
- E. Add a Recurring Task

IV. Managing Resources in a Project Plan
- A. Create a Resource Calendar
- B. Assign Resources to Tasks
- C. Enter Costs for Resources
- D. Resolve Resource Conflicts

V. Finalizing a Project Plan
- A. Shorten a Project Using the Critical Path
- B. Set a Baseline
- C. Print a Project Summary Report

VI. Appendix A: Additional Procedures to Create a Schedule in Microsoft Project 2010

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