Microsoft Project 2010: Level 2

Course Summary

Description

You will manage and customize project plans during the implementation stage of a project.

Objectives

At the end of this course, students will be able to:

- Exchange project plan data with other applications.
- Update a project plan.
- Manage project costs.
- Report project data visually.
- Reuse project plan information.

Topics

- Exchanging Project Plan Data with Other Applications
- Updating a Project Plan
- Managing Project Costs
- Reporting Project Data Visually
- Reusing Project Plan Information
- Appendix A: Synchronizing with SharePoint

Audience

This course is designed for a person who has an understanding of project management concepts, who has the basic skills to create and modify project plans using Microsoft Project 2010, and who needs to use Microsoft Project 2010 to manage and customize those plans through the implementation stage of a project.

Prerequisites

Students enrolling in this class should have the ability to create and update project plans using Microsoft Project 2010. You can obtain this level of skills and knowledge by taking the following course:

- Microsoft Project 2010: Level 1

A general understanding of project management concepts is helpful, but is not required. To obtain this general understanding, you may choose to take the following course:

- Project Management Fundamentals: (Second Edition)

Knowledge of other Microsoft Office 2010 applications would also be helpful, but is not required.

Duration

One day

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically

ProTech
protechtraining.com

"Charting the Course ...

... to Your Success!"

Microsoft Project 2010: Level 2

Course Outline

I. Exchanging Project Plan Data with Other Applications
- A. Import Project Information
- B. Export Project Plan Cost Data to an Excel Workbook
- C. Copy a Picture of the Project Plan Information

II. Updating a Project Plan
- A. Enter Task Progress
- B. Enter Overtime Work
- C. Edit Tasks
- D. Reschedule a Task
- E. Filter Tasks
- F. Set an Interim Plan
- G. Create a Custom Table
- H. Create a Custom Field

III. Managing Project Costs
- A. Update Cost Rate Tables
- B. Group Costs
- C. Link Documents to a Project Plan

IV. Reporting Project Data Visually
- A. Create a Visual Report
- B. Customize a Visual Report
- C. Create a Visual Report Template

V. Reusing Project Plan Information
- A. Create a Project Plan Template
- B. Create a Custom View
- C. Make Custom Views Available to Other Project Plans
- D. Share Resources
- E. Create a Master Project

VI. Appendix A: Synchronizing with SharePoint

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically