

Microsoft Project 2010 Essentials and Certification

Length: 3 Days

Course Description: This intense 3-day, instructor-led course blends hands-on exercises, instruction from a professional project management practitioner and the best courseware available on the market to teach students how to create, update, and report progress of project schedules using Microsoft Project 2010. In addition, students will acquire all of the knowledge and preparation necessary to pass the Microsoft Project Certification Exam 70-178. **Students will take the actual certification exam on the last day of the course.**

After completing this course, students will be able to:

- Describe the stages of the project management process
- Navigate the Microsoft Project user interface
- Define a new project
- Perform all required task planning and understand how to use task dependencies and task constraints properly
- Add resources to a project and assign resources to tasks
- View the Critical Path in a project
- Save a baseline for a project
- Enter task progress using three different methods of tracking progress
- Analyze project variance
- Create custom Views, Tables, Filters, and Groups
- Revise a project based on project variance
- Change a project based on change control methodologies and re-baseline the project using multiple methods
- Report on project progress by printing Views and Reports, and by using Visual Reports with Microsoft Office Excel and Visio
- Close a project
- Create and use Cost resources
- Take the Microsoft 70-178 certification exam - Microsoft Project 2010, Managing Projects

Course Includes:

- A copy of the "Ultimate Study Guide: Foundations Microsoft Project 2010" book, which serves as both the course manual and a valuable reference book
- Instruction from an experienced Microsoft Certified Technology Specialist (MCTS) and certified Project Management Professional (PMP®)
- The Exam Fee of \$125 to sit on Day 3 for the Microsoft Project 2010 Certification Exam
- Eligibility for PMP® certification holders to claim 20 PDUs for attending this course.

The course is intended for novice project schedulers and managers as well as experienced users of previous versions of Microsoft Project. Anyone responsible for creating project task lists, schedules, budgets, resource lists, and project progress reports would benefit from taking this course. Although not required, it is helpful for students to have hands-on project management experience or a general understanding of project management principles.

Overview

Outline

Project Management Overview

- Definition
- Planning
- Execution
- Control
- Closure

MS Project 2010 Overview

- Project Guide
- Planning Wizard
- Navigating using Ribbon
- Gantt Chart Symbols
- Data Model
- Views, Tables, Filters and Groups
- Single Pane and Combination Views

Project Definition

- Project Information
- Properties
- Project Summary Task
- Standard Calendar

Project Task Planning

- Work Breakdown Structure
- Tasks (inserting, moving, deleting, notes)
- Milestones
- Setting Dependencies
- Leads and Lags
- Setting Constraints and Deadlines
- Setting Task Calendars
- Estimate task effort and duration
- Manually Scheduled Tasks
- Creating Recurring Tasks

Project Resource Planning

- Resource Types

- Resource Sheet
- Alternate Work Schedule
- Cost Rates

Project Assignment Planning

- Work Estimation Methodology
- Assign Resources and Work Estimates
- Duration Equation
- Task Types
- Cost Rate Table
- Material Resources
- Effort Driven Scheduling
- Assign Resource Dialog
- Resource Filtering and Substitution
- Resource Overallocation
- Resource Leveling

Project Execution

- Critical Path Method
- Baselines, Rolling Baselines, Multiple Baselines and Interim Plans
- Tracking Project Progress
- Rescheduling Uncompleted Work
- Synchronizing SharePoint Task Lists

Variance Analysis

- Variance Types
- Analyzing Schedule, Date, Work and Cost variance
- Custom Views, Tables, Filters, and Groups
- Plan Revision and Change Control
- Methods for Revising a Project Plan
- Revising Resources
- Change Control Management Process
- Rebaselining Methodologies

Project Reporting

- Views

Overview

- Reports
- Visual Reports

Project Closure

- Canceling unnecessary tasks
- Entering actuals
- Setting remaining Milestones to complete
- Saving project as a template

Project Costing

- Cost Formulas
- Analyzing Total Costs
- Cost Accrual Methods
- Resource Cost Rate Tables
- Multiple Fixed Costs
- Cost Resource
- Earned Value Analysis