

## Microsoft Project 2010 Essentials

### Overview

**Length:** 2 Days

**Course Description:** This 2-day, instructor-led class 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.

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
- Understand and 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

### 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®)
- Eligibility for PMP® certification holders to claim 14 PDUs for attending this course.

### Prerequisites

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.

## 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 and Team Planner view
- 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
- Rebaseling Methodologies

## Project Reporting

- Views
- 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