



Microsoft® Project 2010 Level 1

Course Description:

You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost 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.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

Upon successful completion of this course, students will be able to:

- Explore the Microsoft® Office Project environment and the various views in which you can survey a project file
- Create a new project plan
- Manage tasks by organizing them and setting task relationships
- Manage resources for a project
- Finalize the project plan

Target Student: This course is designed for a person who understands project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans.

Prerequisites: Before taking this course, students should be familiar with the basic functions of Windows, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files. In addition, the student should have:

- An understanding of project management concepts
- A basic knowledge of Microsoft® Word and Microsoft® Excel

Course Outline

Get Started with Microsoft Project

- Explore the Microsoft® Project 2010 environment
- Examine the changes from Project 2007 to Project 2010
- Display an existing project plan in different views

Create a Project Plan

- Create a new project plan
- Assign a project calendar
- Add tasks to the project plan
- Enter the task duration estimates
- Add resources in the project plan

Manage Tasks in a Project Plan

- Outline tasks
- Add a recurring task
- Link dependent tasks
- Set a constraint to a task
- Set a task deadline
- Add notes to a task

Manage Resources in a Project Plan

- Create a resource calendar
- Assign resources to tasks
- Assign additional resources to a task
- Enter costs for resources
- Enter values for budget resources
- Resolve resource conflicts

Finale the Project Plan

- Display the critical path
- Shorten the project duration
- Set a baseline
- Print a project summary report