



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

7224 Engle Road - Fort Wayne, IN 46804 - Phone: (260) 432-1364 - Fax: (260) 432.3168

Managing Projects Using Microsoft Project 2010

MS-PR-MPC-MV Rev 10.10

3 days

Description

The goal of this three-day instructor-led course is to provide students with the knowledge and skills necessary to effectively manage projects with Microsoft Project 2010 Standard or Professional Editions.

Audience Profile

This course is intended for Project Managers, Project Schedulers, Managers, Supervisors, Team Leads, and other people responsible for managing projects. These individuals are involved in or responsible for scheduling, estimating, coordinating, controlling, budgeting, and staffing of projects and supporting other users of Microsoft Project.

Typical products and technologies that are used include Microsoft Project 2010, Microsoft Excel 2010, and Microsoft SharePoint Server.

Prerequisites

Students should have a working knowledge of the following:

- *Basic project management concepts and terminology*
- *Basic Windows navigation and file management skills*

Course Outline Details

Module 1: Overview of Microsoft Project 2010

This module provides an overview of Project 2010. Lessons presented in this module will review the success factors to project management and explore the new user interface (the Ribbon). You will learn about the project database, types of data included, and what constitutes a database view.

- Success factors to Project Management
- Exploring the Ribbon
- Exploring the Project Database (.mpp file)
- Exploring Database Views

Module 2: Initializing a Project

This module describes how to initialize a project schedule prior to performing any work on your schedule. Lessons presented in this module will review how calendars work in Project and how to create and configure calendars. You will review the difference between duration and work/effort and understand how they drive your project scheduling. You will also learn how to create project schedules from various methods.

- Creating and Configuring Calendars
- Configuring Schedule/Display Options
- Creating and Saving a Project Schedule

Module 3: Creating a Work Breakdown Structure

This module describes working with a Work Breakdown Structure (WBS). Lessons presented in this module will review what a WBS is and why it is important. You will then create the WBS by entering tasks and estimating task lengths. You will also learn to set milestones and apply milestone filters.

- Overview of WBS
- Creating the Work Breakdown Structure
- Estimating Task Lengths
- Entering Milestones



Advanced Infrastructure Solutions
Information Worker Solutions
Learning Solutions
Unified Communication Solutions





Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

7224 Engle Road - Fort Wayne, IN 46804 - Phone: (260) 432-1364 - Fax: (260) 432.3168

Module 4: Creating Task Relationships

This module describes how task relationships work in a project schedule. Lessons presented in this module will explain the difference between automatic and manual scheduling and when to use each. You will create task dependencies and understand predecessors and how they work. You will also learn the difference between lead time and lag time and when to use each.

- Automatic vs. Manual Scheduling
- Working with Dependencies
- Understanding Leads and Lags

Module 5: Configuring Advanced Task Information

This module describes how to work with advanced task information. Lessons presented in this module will explain task constraints and what actions create constraints automatically. You will learn about task deadlines and task form views. You will also learn how to split tasks and how to use the Task Inspector to examine your tasks to make suggestions for eliminating scheduling conflicts.

- Working with Task Constraints
- Advanced Task Management

Module 6: Creating Resources

This module describes how to create resources in your project schedule. Lessons presented in this module will explain the different resource types and how to create each. You will also learn how to assign material, cost, and budget resources to the project schedule.

- Resource Types
- Creating Resources
- Assigning Material, Cost, and Budget Resources

Module 7: Assigning and Leveling Work Resources

This module describes how to assign and level work resources against a project schedule. Lessons presented in this module will explain what an assignment is and how to create various assignments. You will learn about factors that affect assignments and how to view resource assignments. You will also learn how to view and resolve resource allocations using manual and automatic resource leveling.

- Overview of Assignments
- Creating Assignments
- Factors that Affect Assignments
- Viewing Resource Assignments
- Resolving Resource Over-Allocations

Module 8: Reviewing and Finalizing the Schedule

This module describes how to review and finalize the project schedule. Lessons presented in this module will explain what groups and filters are and how to use each. You will learn the Critical Path Method and how to format and view the critical path of a project schedule. You will also learn about project management baselines and how to set and update a baseline.

- Working with Groups and Filters
- Understanding the Critical Path Method
- Setting a Project Baseline



Advanced Infrastructure Solutions
Information Worker Solutions
Learning Solutions
Unified Communication Solutions





Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

7224 Engle Road - Fort Wayne, IN 46804 - Phone: (260) 432-1364 - Fax: (260) 432.3168

Module 9: Tracking and Updating Projects

This module describes how to track and update a project schedule. Lessons presented in this module will explain tracking and how to use the various tracking methods. You will learn how to update milestones, material resources, and cost resources. You will also learn about project status and how to update the project status.

- Overview of Tracking Projects
- Tracking Projects
- Updating Milestones, Material Resources, and Cost Resources
- Updating Project Status

Module 10: Managing Multiple Projects and Resource Pools

This module describes managing multiple projects and resource pools. Lessons presented in this module will explain what a resource pool is and how to create and share resource pools with other users. You will learn about linking multiple projects and analyzing the effects of changing values in one project. You will also learn how to create master projects and insert sub-projects.

- Working with Resource Pools
- Linking Multiple Projects
- Working with Master and Sub-projects

Appendix A: Customizing Project 2010 Features

This module describes the Project 2010 features that can be customized and explains how to work with the Organizer. Lessons presented in this module will detail how to customize the Quick Access Toolbar, the Ribbon, and the formats and styles of a Gantt view. You will learn about the Organizer and how to define and share the settings for other Project users. You will also learn about custom fields, filters, groups, tables, and views, and how to create each.

- Customizing the User Interface
- Customizing Formats and Styles
- Working with the Organizer
- Creating Custom Objects

Appendix B: Communicating Project Information

This module describes the methods for communicating project information in your organization. Lessons presented in this module will detail how to define print settings, work with the Copy Picture command, and create project and Visual Reports. You will also learn how to export project tables, publish a project schedule to a SharePoint list, and how to import a SharePoint list into Project.

- Defining Print Settings
- Working with Project Reports
- Working with Visual Reports
- Collaborating Project Information



Advanced Infrastructure Solutions
Information Worker Solutions
Learning Solutions
Unified Communication Solutions

