

Prerequisites required for taking this course

- An understanding of project management concepts.
- Knowledge of a Windows operating system, either Windows XP or Windows Vista.

Performance Objectives for Microsoft Project 2010

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

Course Outline

Lesson 1: Intro Microsoft Project

Topic 1A: Explore the Microsoft Project 2010 Environment

Topic 1B: Display an Existing Project Plan in Different Views

Lesson 2: Creating a Project Plan

Topic 2A: Create a Project Plan

Topic 2B: Assign a Project Calendar

Topic 2C: Add Tasks to a Project Plan

Topic 2D: Enter the Task Duration Estimates

Topic 2E: Add Resources to a Project Plan

Lesson 3: Managing Tasks in a Project Plan

Topic 3A: Outline Tasks

Topic 3B: Link Dependent Tasks

Topic 3C: Set Task Constraints and Deadlines

Topic 3D: Add Notes to a Task

Topic 3E: Add a Recurring Task

Lesson 4: Managing Resources in a Project Plan

Topic 4A: Create a Resource Calendar

Topic 4B: Assign Resources to Tasks

Topic 4C: Enter Costs for Resources

Topic 4D: Resolve Resource Conflicts

Lesson 5: Finalizing a Project Plan

Topic 5A: Shorten a Project Using the Critical Path

Topic 5B: Set a Baseline

Topic 5C: Print a Project Summary Report

Lesson 6: Exchanging Project Plan Data with Other Applications

Topic 1A: Import Project Information

Topic 1B: Export Project Plan Cost Data to an Excel Workbook

Topic 1C: Copy a Picture of the Project Plan Information

Lesson 6: Updating a Project Plan

Topic 2A: Enter Task Progress

Topic 2B: Enter Overtime Work

Topic 2C: Edit Tasks

Topic 2D: Reschedule a Task

Topic 2E: Filter Tasks

Topic 2F: Set an Interim Plan

Topic 2G: Create a Custom Table

Topic 2H: Create a Custom Field

Lesson 7: Managing Project Costs

Topic 3A: Update Cost Rate Tables

Topic 3B: Group Costs

Topic 3C: Link Documents to a Project Plan

Lesson 8: Reporting Project Data Visually

Topic 4A: Create a Visual Report

Topic 4B: Customize a Visual Report

Topic 4C: Create a Visual Report Template

Lesson 9: Reusing Project Plan

Information

Topic 5A: Create a Project Plan Template

Topic 5B: Create a Custom View

Topic 5C: Make Custom Views Available to
Other Project Plans

Topic 5D: Share Resources

Topic 5E: Create a Master Project