



Project 2010 - Level 1

In this course, students will create and manage a project schedule using Microsoft® Project 2010.

Prerequisites

Students enrolling in this class should have the following:

A general introductory-level understanding of project management concepts. Courses that help fulfill this requirement include: Project Management Fundamentals (Second Edition).

Basic end-user skills with any current Windows operating system. Courses that help fulfill this requirement include: Microsoft® Windows® XP Professional: Level 1 or Microsoft® Windows® Vista™: Level 1 or Microsoft® Windows® 7: Level 1.

Target Audience

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

Course Objectives

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

- identify the basic features and components of the Microsoft Project environment.
- create a new project plan file and enter project information.
- manage tasks by organizing tasks and setting task relationships.
- manage resources for a project.
- finalize a project plan.

Course Outline

1 - Getting Started with Microsoft Project

Explore the Microsoft Project 2010 Environment

Display an Existing Project Plan in Different Views

2 - Creating a Project Plan

Create a Project Plan

Assign a Project Calendar

Add Tasks to a Project Plan

Enter the Task Duration Estimates

Add Resources to a Project Plan

3 - Managing Tasks in a Project Plan

Outline Tasks

Link Dependent Tasks

Set Task Constraints and Deadlines

Add Notes to a Task

Add a Recurring Task

4 - Managing Resources in a Project Plan

Create a Resource Calendar

Assign Resources to Tasks

Enter Costs for Resources

Resolve Resource Conflicts

5 - Finalizing a Project Plan

Shorten a Project Using the Critical Path

Set a Baseline

Print a Project Summary Report