

Microsoft® Project® 2010: Level 1

Duration: 1 Day

Method: Instructor-Led

Course Description

You will create and manage a project schedule using Microsoft® Project 2010.

Target Students

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

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

Course Objective

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 Topics

Lesson 1: Getting Started with 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