

## Microsoft® Project 2010

This introductory workshop helps project managers and team leaders master the basic features and functionality of Microsoft® Project 2010, such as initiating projects, planning, executing, controlling and reporting on progress. Emphasis is placed on using software to effectively create and manage project schedules using accepted project management principles and techniques. Students are encouraged to bring real life examples to class to gain insight into their execution. This ensures that key project management concepts are transformed into experiential knowledge, which can be immediately applied to real-life projects when participants get back to work.

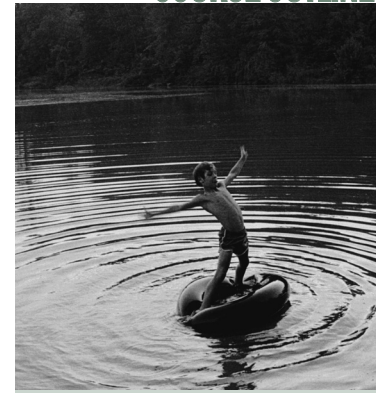
### FEATURES

- Our facilitators bring real-world experience to every workshop.
- Participants will be led, not lectured, through a combination of presentations and hands-on exercises.
- Our workshops provide an experiential environment where participants can take risks and make adjustments based on their results before approaching large projects.
- Our workshop is consistent with the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*.

### DISCOVER HOW TO

- Use the new ribbon interface to develop a project schedule with ease.
- Setup the WBS using manual and auto scheduling along with Microsoft® Project's summary and task hierarchy.
- Control the scheduling of project tasks using task dependency relationships and task constraints.
- Focus on key tasks in a simplified and easy to understand timeline.
- Control, schedule, and optimize resources using the team planner.
- Set and use the project baseline to implement variance analysis to the schedule and budget.

PMBOK is a registered mark of the Project Management Institute, Inc.



**DURATION:**  
Traditional - 2 days.  
Virtual - 16 hours.

**CAPACITY:** 20 people.

**WHO SHOULD ATTEND:** project managers, team leaders, and team members who need the primary functions and features of Microsoft® Project at the skill level.

**PREREQUISITES:** a solid understanding of project management principles is recommended. Familiarity with Microsoft® Windows fundamentals is required.

**PDU:** 16 credits.

**COMPETENCIES**

Schedule Development  
 Information Distribution  
 Cost Estimating  
 Schedule Control  
 Cost Budgeting  
 Cost Control  
 Project Plan Execution  
 Performance Reporting  
 Scope Definition  
 WBS Development

**PM KNOWLEDGE AREAS**

Scope Management  
 Time Management  
 Cost Management  
 Communication Management  
 Integration Management  
 Risk Management  
 Human Resource Management

**OUTLINE SUMMARY**

**Creating a Project**

- Understanding views, tables, fields, and the new fluent ribbon
- Creating the project base calendar
- Establishing tasks using auto or manual scheduling by providing Microsoft® Project the information you have
- Entering the project start date

**Sequencing**

- Determining task duration and work
- Establishing relationships by sequencing tasks

**Scheduling**

- Using top-down planning with summary tasks and manual scheduling
- Focusing on date ranges with the timeline view
- Managing task constraints
- Inactivating tasks you don't think you will need

**Managing Resources**

- Creating a resource pool
- Setting up resource calendars
- Reviewing and optimizing resource allocations using the drag and drop Team Planner
- Using the Team Planner to identify resource conflicts and the impact of resource availability

**Sorting, Filtering, Grouping, and Customizing**

- Filtering and sorting tasks and resources
- Creating groups for tasks and resources
- Customizing tables and views

**Controlling and Establishing the Critical Path and Baseline(s)**

- Understanding the importance of the critical path
- Identifying and analyzing the critical path
- Setting a project baseline

**Meeting your Reporting Needs**

- Previewing and printing standard reports
- Using visual reports to display in Excel and Visio
- Using a timeline for presentation reports

**Tracking and Managing Variances**

- Using the task inspector
- Reviewing and adjusting project costs
- Determining duration compression methods

**Closure**

- Saving customization with the Microsoft® Project organizer
- Creating a template

**Summary**



Get to the Heart of the Matter.®