

# PROJECT 2010 COURSES



## PROJECT 2010

Learn how to use Microsoft Project to assist with project planning. Prerequisite: Comfortable working in the Windows environment; an awareness of formal project management terminology, tools, and techniques, centered on tasks, resources and assignments.

### Level:

For beginners

### Prerequisites:

Basics of Windows (starting a program, maximising/minimising windows, closing a program, using the Windows file explorer).

### Audience:

Students who have an awareness of formal project management terminology, tools, and techniques and wish to implement it in Microsoft Project.

### Aim:

of this course is for students to learn the basics of Microsoft Project, how to create a project file, set up project specifications and a list of tasks. And to fine tune tasks and resources settings such as resources availability, calendars, costs, managing overtime, using contours on assignments, etc. The second part of the course focuses on tracking changes as work progresses, analyze variance and create various reports.

### Overview:

#### Module 1: The Environment

- Running MS Project
- The Project Screen
- Accessing Help
- Opening a Project
- Changing Views
- The Planning Wizard
- Starting a New Project
- Setting Defaults
- Updating the Calendar
- Customizing the Gantt Chart
- Saving The Project
- Printing the Project
- Changing the Page Setup
- Checking the Project status

#### Module 2: Tasks

- Creating the Plan
- Creating Milestones
- Working with Outlines
- Adding Recurring Tasks
- Linking Tasks
- Viewing the Network Diagram
- Formatting the Network Diagram
- Drawing objects

#### Module 3: Resources

- Working with Resources
- Changing Resource Calendars

#### Module 4: Assignments:

- Assigning resources
- Scheduling formula
- Removing resources

#### Module 5: Working with Views

- View types
- Dual pane
- "Table" view
- Sorting
- Filtering
- Custom tables and views

#### Module 6: Fine Tuning Tasks

- Adding lag/lead
- Adding Constraints
- Adding Deadlines
- Analyzing slack / critical path
- Adding fixed costs to tasks
- Task types
- Effort-driven scheduling

#### Module 7: Fine Tuning Resources

- Overtime pay
- Applying overtime rate
- Over-Allocation
- Identify over-allocation
- Using the Resource Graph
- Using the resource allocation view
- Resource management toolbar
- Leveling resources

#### Module 8: Tracking Changes

- Setting the baseline
- Viewing variance
- Changing the status date
- Tracking changes
- Update Project
- Completion percentage
- Entering Actuals (Update task)
- Tracking costs

#### Module 9: Reports

- Using preset reports and charts
- Creating reports using WYSIWYG

### Venue:

Advantage  
Training Centre

46 Grey Street,  
Palmerston North,  
Manawatu 4410

### Duration:

Two days