



Microsoft Project 2010

Level 1 (Introduction)

One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:

The skills and knowledge acquired in this course are sufficient for the learner to be able to use Microsoft Project 2010 to create a new project, enter and work with tasks and resources, create a schedule, and print effective project information.

What You Will Learn:

At the completion of this course participants should be able to:

- start Microsoft Project and identify how it works
- explain some of the key concepts associated with project management
- create a new project file in Project
- enter tasks into a project file
- create relationships between tasks in a project
- add resources, including labour, materials and equipment to a project
- understand and use resource assignment calculations
- assign resources to tasks using a number of different methods
- print various aspects of a project

Target Audience:

This course is designed for people who need to know how to use Microsoft Project 2010 to manage projects and elements such as tasks and resources associated with projects.

Course Content

The course covers:

How Project 2010 Works

- Microsoft Project Basics
- How Microsoft Project Works
 - ▣ Starting Microsoft Project
- The Microsoft Project Screen
- How Microsoft Project 2010 Works
- Using The Ribbon
- Understanding The Backstage View
- The Project Work Area
- Working With Views

- Working With Split Screens
- Understanding Sheet Views
- Working With Tables
- Gantt Chart View
- Working The Gantt Chart View
- Working With The QAT
- Working With Files
- Exiting From Microsoft Project

Project Management

- Tasks And Resources
- The Importance Of Planning
- Project Management Tools

- Using A Computer For Project Management

Creating A New Project

- Steps In Creating A Project
- Understanding Your Project
- Creating A New Project File
- Understanding The Calendar Options
- Changing The Calendar Options
- Working With Calendars
- Modifying The Standard Calendar
- Entering Public Holidays



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- Creating A New Calendar
- Setting Up Project Information
- Entering File Properties

Creating Tasks

- Understanding Tasks
- Understanding Scheduling Icons
- The Rostadium Case Study Tasks
- Reviewing The Project
- Entering Tasks
- Creating Summary Tasks
- Assignment – Creating Summary Tasks
- Working In A Sheet View
- Working With Summary Tasks
- Working With Task Views
- Examining Task Information
- Understanding Task Durations
- Entering Task Durations
- Checking Progress
- Entering Milestones

Scheduling

- Understanding Task Dependencies
- Creating Dependencies Automatically
- Creating Dependencies In Task Entry
- Creating Dependencies In Task Information
- Creating Dependencies In A Sheet View

- Fine Tuning A Schedule Using Dependencies
- Auto Scheduling Tasks
- Critical Path And Project Slack
- Viewing The Critical Path
- Examining Task Slack
- Understanding Lag Time
- Entering Lag Time
- Understanding Lead Time
- Entering Lead Time

Resourcing A Project

- Understanding Resources
- Entering Work Resources
- Entering Material Resources
- Entering Cost Resources
- Assigning Calendars To Resources
- Understanding Resource Availability
- Adjusting Resource Availability
- Changing The Unit Display

Resourcing Concepts

- Resource Assignment Calculations
- Task Types And Work Effort
- Creating A Simple Assignment
- Working With Fixed Unit Tasks
- Working With Fixed Duration Tasks
- Making Multiple Assignments
- Adding Additional Resources

- Adding More Of The Same Resource
- More Resources In Multiple Assignments
- Understanding Effort Driven Scheduling
- Working With Non Effort Driven Tasks
- Working With Effort Driven Tasks

Assigning Resources

- Simple Resource Assignments
- Assigning Part Time Resources
- Understanding Work Contouring
- Specifying Resource Usage
- Contouring Work Hours
- Assigning Specific Work Times
- Work Times For Multiple Assignments
- Problem Assignments
- Assigning Resources In Task Information
- Assigning Resources In A Sheet
- Assigning Resources You Do Not Have
- The Case Study Resources

Printing

- Printing A Gantt Chart
- Printing Sheet Views
- Printing Tasks For Resources
- Printing Resources For Tasks



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**What You Take
Away:**

At the completion of the course, you get to take away the extensive coursebook for future reference.

**What You Need To
Know:**

This course assumes little or no knowledge of Microsoft Project 2010. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment. Some knowledge of working with files and folders on a computer are necessary.

Measure of Success:

A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.

Certificate:

Upon successful completion of the workshop, you will be issued with an official course certificate

**Which Course
Next?:**

Project Level 2

Dates & Times:

Please refer to separate workshop schedule.

**Course Policies
Warranty:**

There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course