Microsoft Project 2010

In Part I, students will learn how to plan and manage their projects: create and modify a task list, link tasks, assign resources, and work with various data tables and views.
In Part II, students will learn how to track and manage task progress, resources, costs, and share information with stakeholders.
Microsoft Project 2010 will be used in the course.

Part I

- Discuss basic project management concepts and principles; identify project view options, interface components, and Gantt chart elements; create and save a project file; get help on using Microsoft Project
- Create a task list; set durations; modify a task list; establish a Work Breakdown Structure; set milestones; format the Gantt chart
- Link tasks to establish a project schedule; modify task predecessors; set lag time and lead time; add recurring tasks; work in Network Diagram view; modify task relationships; apply different task types; set task constraints
- Create a base calendar and edit the working time; create a resource pool, calendar, and assign resources to tasks; create and apply a task calendar; enter resource costs; use the Cost table
- Work in Calendar view and Resource Form view; add tasks and format the Timeline; create tables
- Apply filters; group and sort tasks and resources; create custom groups; renumber a sorted task list or resource list
- Display the critical path and slack; edit effort-driven schedules to fine-tune a project; resolve resource conflicts

Part II

- Create and update a baseline plan; track progress; analyze costs over time
- Examine project statistics; split tasks to indicate a work interruption; shorten a task's duration; use Team Planner view to manage resources
- Create reports for review or sharing with project stakeholders; create and modify visual reports
- Create custom views and macros; customize Gantt chart elements; use the drawing tools; create custom fields; apply formulas and graphical indicators
- Consolidate projects by inserting subprojects into a master project; set project and task priorities; use a shared resource pool
Share information for team collaboration; link tasks or resources to supporting information; export project information; create an image of project information for sharing with stakeholders

Prerequisites: Prior experience with Microsoft Windows

Cost: $279.00 per person (12 hour class)
Textbook included

For additional information, please contact
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