Microsoft® Project 2010: Level 1

Training Course Content

Course Objective: You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

Prerequisites: Students enrolled for this course should a basic understanding of project management concepts, as well as a basic familiarity with using Microsoft Windows and Office, such as browsing for files, opening, closing and saving files.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

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 New Project Plan
Topic 2B: Assign and Update a Project Calendar
Topic 2C: Add Tasks to the Project Plan
Topic 2D: Enter the Task Duration Estimates
Topic 2E: Add Resources in the Project Plan

Lesson 3: Managing Tasks in a Project Plan

Topic 3A: Create Task Outline and Phases
Topic 3B: Add a Recurring Task
Topic 3C: Link Dependent Tasks
Topic 3D: Set a Constraint to a Task
Topic 3E: Set a Task Deadline
Topic 3F: Add Notes to a Task
Topic 3G: Identify Milestones and Deliverables
Topic 3H: Display the Overall Project Summary Task and WBS Outline Numbers

Lesson 4: Managing Resources in a Project Plan

Topic 4A: Create a Resource Calendar
Topic 4B: Assign Resources to Tasks
Topic 4C: Assign Additional Resources to a Task
Topic 4D: Enter Costs for Resources
Topic 4E: Resolve Resource Conflicts

Lesson 5: Finalizing the Project Plan

Topic 5A: Display the Critical Pat
Topic 5B: Shorten the Project Duration
Topic 5C: Set a Baseline
Topic 5D: Print a Project Summary Report