

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 have 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 Path
Topic 5B: Shorten the Project Duration
Topic 5C: Set a Baseline
Topic 5D: Print a Project Summary Report



Microsoft® Project 2010: Level 2

Training Course Content

Course Objective: Students will exchange project plan data with other applications, update project plans, create custom reports, and reuse project plan information.

Prerequisites: To ensure your success in this course, you should have an 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. This can be accomplished by taking Microsoft® Project 2010: Part 1.

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: Exchanging Project Plan Data with Other Applications

Topic 1A: Import a List from an Excel File into Project
Topic 1B: Export Project Plan Data into Excel
Topic 1C: Copy a Project Plan for Distribution in Excel, PowerPoint, Outlook, or Word

Lesson 2: Updating a Project Plan

Topic 2A: Enter and View Task Progress
Topic 2B: Enter Overtime Work
Topic 2C: Split a Task
Topic 2D: Edit and Reschedule a Task
Topic 2E: Filter Tasks
Topic 2F: Set Multiple Baselines and Interim Plans
Topic 2G: Create Custom Fields and Tables

Lesson 3: Managing Project Costs

Topic 3A: Update Cost Rate Tables
Topic 3B: Group Costs
Topic 3C: Link Documents to a Project Plan

Lesson 4: Reporting Project Data

Topic 4A: Create a Custom Report
Topic 4B: Modify a Custom Report's Header and Footer
Topic 4C: View and Examine Visual Reports in Excel

Lesson 5: Customizing and Reusing Project Plan Information

Topic 5A: Create a Project Plan Template
Topic 5B: Create a Custom Gantt Chart View
Topic 5C: Make Custom Items Available to Other Project Plans
Topic 5D: Share Resources across Projects
Topic 5E: Create a Master Project with Multiple Sub-Projects

Additional Items:

Additional shortcuts and features used by Microsoft Project Power-Users.
2010 New Features

Microsoft® Project Level 3

Training Course Content

Course Objective: Students will learn to collaborate with other applications, take advantage of advanced scheduling features, utilize macros to repeat tasks and become more efficient in Project, as well as how Project reschedules uncompleted work.

Prerequisites: To ensure success in this course, you should be familiar with the material presented in Project: Level 1 and Project: Level 2.

Please note this class is currently taught using version 2010 due to the similarities between 2013 and 2010. Users of either version of Project should have no difficulties navigating in this class.

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: Working and Collaborating with other Applications

- Outlook (Office 365)
- SharePoint
- Visio

Lesson 2: Advanced Scheduling

- Scheduling Overtime Work to shorten durations
- Demo of 24 hour scheduling
- How to work across multiple time zones
- Using Task Calendars vs Project Calendar

Lesson 3: Earned Value Analysis

- Physical % Complete
- Fix Cost
- Fixed Cost Accrual
- Budgeted Cost of Work Performed

Lesson 4: Macros

- Using Macros
- Recording Macros

Lesson 5: Options for scheduling uncompleted work

- Reschedule uncompleted work to the current finish date
- Split in Progress Tasks Option
- Advanced Calculation Options for Project
 - Move End, or Move Start
 - Multiple Critical Paths
 - Edits to total task Options
- Work Contours
 - Types of Work Contours
 - Uses of Work Contours
 - Create Work Contours

Lesson 6: Concepts of Work

- % Work Complete
- % Complete
- Actual Work vs Actual Durations
- Fixed Work
 - Fixed Units
 - Fixed Durations

Lesson 7: Consolidating Projects

- Working with projects that have Resource Pool
- Updating Information in Resource Pool
- Quit Sharing information in Resource Pool
- Sharing of Calendars between projects and the Master Global template



Microsoft® Project Level 3 – Continued

Lesson 8: Setting multiple Baselines

- Comparing baselines
- Creating and using different baselines

Lesson 9: Custom Fields

- Using a Text field
- Using a Number field
- Using a Date field
- Using Formulas in custom fields
- Look up Table
- Graphical Indicators

Lesson 10: Excel Pivot Table and Pivot Chart Reporting

- Export Project to Pivot Tables and Pivot Charts
- S Curve Template

Lesson 11: Customizing the Project environment

- Creating new tabs in the Ribbon
- Creating New Groups and adding commands