

# 50413 Mastering Microsoft Project 2010

## Course Overview

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This is a 3-day class

This course provides students with the knowledge and skills to plan and manage projects using Microsoft Project 2010. NOTE: This course will earn you 14 PDUs.



## Who Should Attend

This course is intended for both novice and experienced Project Managers and projects support personnel who need to apply the discipline of project management using Microsoft Project Professional/Standard 2010.

## Course Objectives

After completing this course, students will be able to:

- Understand the discipline of project management as it applies to using Project.
- Learn how to leverage the new Graphic User Interface.
- Create a Work Breakdown Structure.
- Identify Task Relationships.
- Define Resources within Project.
- Make Work Package Estimates.
- Create an Initial Schedule.
- Create a Resource Leveled Schedule.
- Manage and track the project through the software.
- Format Output and Print Reports.
- Integrate Multiple Projects.
- Set up a Project with a Calendar, Start date, and scheduling method.
- Understand Manually Schedule vs. Auto Schedule.
- Manage multiple projects.

## Course Outline

### 1 Introduction to Mastering Microsoft Project

Describe how Project relates to the discipline of Project management.

Know the significant new features of Project 2010.

Navigate to the primary views available using the Ribbon. Choose Views that display task, resource, or assignment information.

Select table within views to change the information that is available to see and edit.

Relate the features of Project to the 5 steps for building a plan in Project.

### 2 A Quick and Easy Overview of Managing with Project

Create a new project and prepare it for data entry.

Enter project tasks.

Sequence the tasks.

Define resources.

Estimate Task duration and assign resources.

Baseline the project.

Track project progress.

### 3 Setting Up a Project

Establish one or more calendars to constrain resource availability.

Configure Project to calculate the schedule from the Start Date forward, or from the Finish Date backward.

Lab : Setting Up a Project

# 50413 Mastering Microsoft Project 2010

## 4 Manually Schedule vs. Auto Schedule

Describe which project functions are turned off for tasks using Manually Schedule mode.

Change the task mode from Manually Schedule to Auto Schedule and back.

Identify tasks that are in Manually Schedule mode by the task mode column and shape on the Gantt chart.

Describe situations that are particularly appropriate for using Manually Schedule.

Describe the limitations that a user must be aware of when using Manually Schedule mode.

## 5 Creating a Work Breakdown Structure

Build and use summary and subordinate tasks.

Understand and use milestones.

Develop WBS Outlines.

Assign completion criteria.

Evaluate the WBS.

Understand and use WBS templates.

Lab : Manipulate a WBS

## 6 Identifying Task Relationships

Understand and use the types of task relationships.

Understand and use various methods to create relationships.

Determine and display task sequence.

Understand and use lag, lead, and delay.

Lab : Display the sequence

## 7 Defining resources within Project

Define individual resources that will be used on the project.

Record the cost (s) of using each type of resource.

Record the limit of availability for each type of resource by establishing a resource calendar and defining the maximum units of that resource.

Lab : Resource Calendar and Availability

## 8 Making Work Package Estimates

Enter estimates for duration and costs for each task.

Distinguish between task types and describe when each is appropriate.

Describe the relationship between work, units, and duration.

Describe the way Effort Driven scheduling is affected by work, units, and duration.

Assign tasks to resources using the Team Planner view.

Lab : Work, Duration and Labor

# 50413 Mastering Microsoft Project 2010

## 9 Creating an Initial Schedule

Calculate the Schedule: The Theory Behind the Software.  
Critical Path.  
Schedule Float.  
Constraints.  
Deadlines.  
Task Relationships and Crashing a Schedule.  
Milestones.  
Task Inspector.  
Lab : Calculating an Initial schedule

## 10 Create a Resource Levelled Schedule

Project Statistics.  
Resource Graph and Resource Sheet.  
Resource Usage View.  
Resource Allocation.  
Task Usage View.  
Realistic Resource Planning.  
Resource Leveling.  
Leveling Settings.  
Leveling Settings Defined - Leveling Calculations.  
Leveling Settings Defined - Resolving Over-allocations.  
The Leveling Gantt Demonstrates Results of Leveling.  
Manual Leveling.  
Lab : Resource Leveling

## 11 Managing the Project

Tracking Field Definitions.  
Creating the Project Baseline.  
Displaying the Baseline on a Gantt Chart.  
The Tracking Gantt.  
Recording Progress Using % Complete.  
Updating Task and Resource Status.  
Recording Progress Using Actual Work.  
Variance.  
Percent Complete.  
Cost.  
Evaluating and Displaying Variance.  
Scheduling interruptions.  
Splitting tasks.  
Rescheduling Work.  
Lab : The Baseline  
Lab : Baselining and Tracking Performance  
Lab : Variance

# 50413 Mastering Microsoft Project 2010

## 12 Formatting Output and Printing Reports

- Formatting the Timeline
- Using the Gantt Wizard
- Visual Reports
- Standard Reports
- Custom Reports
- Editing a Custom Report
- Reports
- Copy Picture to Office Wizard
- More Formatting for the Gantt Chart
- Reporting Against Budget
- Creating a Budget
- Lab : Reporting

## 13 Managing Multiple Projects

- Integrating Multiple Projects
- Consolidating Project Files
- Resource Pools
- Summary
- Lab : Project Consolidation of Shared Resources

## 14 Advanced Topics

- Customizing WBS Prefix
- Applying Grouping and Grouping customized Fields
- Applying Filtering functions
- Leveraging Global Templates
- Identify resource delay within a Task
- Applying Deadlines to a project
- Lab : Grouping

## 15 Summary