Microsoft Project 2010 Introduction

Duration:	Two days
Course Objectives:	This course covers the basics of Microsoft Project and will allow delegates to create and track a Project.
Who should Attend:	Anyone who wants to learn to use MS project as the tool for them and their team.
Prerequisite Knowledge:	No previous experience of MS Project is required for this course although familiarity with the Windows operating system and with using a mouse are both essential.

COURSE CONTENTS:

1: Project Management overview and introduction to the Project 2010 interface

New features and edition comparison
The new user interface with ribbon and Quick Access Toolbar
Using the new TimeLine feature
Introduction to Project Views
Exercise: Opening and viewing a project
Using the 'Group By' Feature
Using the 'Highlight Feature
Viewing and changing the Project Information
Viewing the Network Diagram
Applying a filter
Introduction to Project Management
Understanding how MS Project helps you plan and adjust your projects
Project Terminology

2: Planning the Project

Defining the Project
Completing the Project Definition
Project Planning
Completing the Project Plan
Where to begin with MS Project
Setting the project start date
Project Properties
Amending the Standard Calendar
Creating a New Base Calendar
Displaying a Specific Calendar on the Gantt Chart
Saving the New Project File
Ending a Project Session

3: Task Entry and Task Linking

Entering tasks, milestone and summary tasks
Inserting, deleting and moving tasks
Adding a recurring task
Adding a note to a task
Understanding the new Task Mode in Project 2010
Working with task durations and relationships
Using lag time and lead time
Exercise: Creating a new project
Creating constraints for tasks in Auto Schedule Mode
Resolving scheduling conflicts
Setting a deadline on a task
Quick Reference

4: Resources and Resource Entry

Using the Resource Sheet to enter resources
Assigning and amending a resource calendar
Setting Resource Availability Dates
Understanding Resource Costs
Assigning resources to tasks using Auto Schedule Mode
Using Material Resources
Exercise: Assigning resources to tasks - Manual vs Auto Schedule Mode
Exercise: Using the Task Inspector and Team Planner to view and change assigned resources
Baselining your project

5 Managing the project and understanding project views

Exercises: Preparing a project for analysis and tracking and performing Resource Leveling
Customising the Gantt Chart bars
Displaying the Critical Path
Using the Formatting Tab of the ribbon
Using Network Diagrams
Displaying Tables

6 Examining and Updating the Project

Amending tasks using various views
Using Resource Leveling
Understanding baseline and interim plans
View project baseline information
Compare baseline and scheduled information
Tracking and Updating Tasks Effectively
Exercise: Updating the Holiday project
Viewing Progress Lines

Inserting and hiding columns
Creating a New Table
Applying Filters
Using AutoFilters
Understanding and viewing WBS Codes

Exercise: Show the Project Progress Line
Understanding project costs
Exercise: Adding costs
Creating a budget
Viewing total resource costs
Viewing total task costs
Reducing project costs
Understanding Project Deliverables

7 Printing and Reporting

Printing project views
Viewing and changing the print settings
Add a header, footer, or legend to a view
Viewing the built in Reports
Editing Reports
Visual Reports
What You Can Print
Reports by Report Type

8 Multiple Projects and Resource Sharing

The Resource Pool
Exercise: Create a resource pool from an existing project and share the resources
Updating the Resource Pool
Review and update assignments
Update resource availability or cost information
Stop sharing resources (temporarily)
Stop sharing resources from a Resource Pool (permanently)
Consolidating projects
When to use a master project and subprojects
Insert subprojects into a master project
Compare Project Versions