Mastering Microsoft Project 2010

Code:	50413
Length:	24 days
URL:	View Online

Master the new release of Microsoft Project and earn the 70-178 certification! This course takes you step-by-step through the features and concepts you'll need to plan and manage projects effectively with Microsoft Project 2010. Versatile integrates the discipline of project management with a deep understanding of Project 2010.

Your instructor is a Microsoft certified product expert. His knowledge is a result of exhaustive exploration of new features as well as hands-on experience using the tool to manage projects. These same instructors teach our project management discipline courses providing you a unique combination of software and professional knowledge.

Skills Gained

Understand the discipline of project management as it applies to using Microsoft 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.

Who Can Benefit

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.

Prerequisites

- There are no prerequisites for this course. However, it is helpful to have taken an introductory project management course, such as Versatiles Principles of Project Management.

Course Details

Outline

Module 1: Introduction to Mastering Microsoft Project
This module provides an overview of how the features of Project relate to the job of the project manager.
Lessons
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.

Lab 1: There arent any labs for the first module

- There arent any labs for the first module

After completing this module, students will be able to: Have a fundamental understanding of how Microsoft Project will help them track their projects
Understand what is new in Project 2010 and how it will increase their productivity
Learn how the ribbon will help them get the most of out of this productivity tool
Learn how to quickly changes views and see what is going on with their projects
Understand the 5 essential steps in building a successful project plan

Module 2: A Quick and Easy Overview of Managing with Project
This module demonstrates the steps required to create and use Project through the life cycle of a project.
Lessons
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.

Lab 1: No Labs in module 2..

- There arent any labs for the second module. We demonstrate the different features and have the students follow the instructor

  to help them become familiar with the new interface how things should be done.

After completing this module, students will be able to: Prepare a new project plan and set the date and other basic information
Enter detailed project information
Understand how to sequence tasks
Understand and Define resource types
Assign resources to tasks
Understand the benefits of baselining a project or specific tasks
Understand the basics of how to track project progress

Module 3: Setting Up a Project
This module explains how to create a new project and establish the basic constraints that Project will use for its calculations.
Lessons
- Use multiple methods to create a new project, including opening an Excel file and a SharePoint Tasks list.

- 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 1: Setting Up a Project
Adding Holidays to the company calendar.
Making a custom calendar.
Setting the Project Start date.
- Setting of the constraints.

After completing this module, students will be able to: Set up a Project Calendar

Make custom calendars
Establish the Project Date for the Project
Establishing and setting constraints on Project tasks

Module 4: Manually Schedule vs. Auto Schedule
This module explains how to how to manually schedule project tasks and how to leverage the auto schedule feature.
Lessons
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.

Lab 1: Exploring Manually Schedule mode

- Students practice switching tasks between Manually Schedule and Auto Schedule modes and identify the impact that makes

  on the project schedule and the individual tasks.

After completing this module, students will be able to: Understand how to turn on Manually Schedule and Auto Scheduling.
Understand when to use Manually Schedule.
Understand the limitations of Manually Scheduling

Module 5: Creating a Work Breakdown Structure
This module explains how to create a useful work breakdown structure and enter it into Project.
Lessons
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 1: Manipulate a WBS
Creating notes within tasks.
Utilize Outline.
WBS Templates.
Using a Template.
Editing a Template.
Creating a Template.
After completing this module, students will be able to: 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

Module 6: Identifying Task Relationships
This module explains the rules for establishing dependency links between tasks and presents the features to use Project to establish and display these dependencies.
Lessons
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 1: Display the sequence
Formatting Network diagram.
Modifying dependency lines.
Modifying items to be shown on the critical path.
After completing this module, students will be able to:

- Understand the rules for establishing dependency links between tasks and be able to use Project to establish and display

  these dependencies

- Understand and use the types of task relationships.

- Understand and use various methods to create relationships.

- Determine and display task sequence.

- Understand how to use Lag, Lead and Delay.

Module 7: Defining resources within Project
After completing this module, students will be able to: Understand the rules for establishing dependency links between tasks and be able to use Project to establish and display these dependencies.
Lessons
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 1: Resource Calendar and Availability
Add holidays to a standard calendar.
Applying calendars and analyzing the impact to the project schedule.
Applying vacation schedules to the calendar.
Replacing resources based upon the resources calendar.
After completing this module, students will be able to:
Enter resources and resource related information into 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.

Module 8: Making Work Package Estimates
This module explains how Microsoft Project calculates task duration, task work (effort) and task resources. Students will be able to choose among three task types as they enter task estimates and they will know which task type is appropriate for the type of estimate they are making.
Lessons
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 1: Work, Duration and Labor
Analyze the impact of duration, work, and labor.
Create material resources and assigning cost to the resource.
Apply material resource to project and examine the impact to project costs.
After completing this module, students will be able to:
Enter estimates for duration and costs for each task.
Assign values for resources, duration and labor.
Understand types.
Understand Effort Driven scheduling.
Understand material resources and their costs to a project plan.

Module 9: Creating an Initial Schedule
This module explains how Project calculates a schedule based on task relationships and task duration. Students will understand the purpose of identifying critical path tasks and will be able to identify schedule float within the project.
Lessons
Calculate the Schedule: The Theory Behind the Software.
Critical Path.
Schedule Float.
Constraints.
Deadlines.
Task Relationships and Crashing a Schedule.
Milestones.
Task Inspector.

Lab 1: Calculating an Initial schedule
Display float for all non-critical tasks.
Reviewing the impact to the Project plan.
Reviewing changes that can have a positive impact on the project plan.
After completing this module, students will be able to: .

- Calculate float and identify a projects critical path

Module 10: Create a Resource Leveled Schedule

This module explains how over-allocated resources create unrealistic schedules and shows methods for rescheduling in order to create a realistic schedule based on resource availability.

Lessons

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 1: Resource Leveling
Evaluate the projects resource plan using the resource views.
Adjusting the schedule manually.
Adjust the schedule using the leveling feature.
After completing this module, students will be able to: Adjust a project schedule to account for limited people and other resources.
View the overall cost and schedule of a project.
Identify resources that are over- allocated for a project schedule.
Use multiple ways to adjust tasks and assignments to remove over- allocation for any resource.

Module 11: Managing the Project
This module explains how to use Project to control a project. Students will save their plan to a baseline and see how entering actual task performance data enables them to view differences between planned and actual performance.

Lessons

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 1: The Baseline
Using Project Statics to see the changes in your project plan.
Using the variance tables to understand the changes in your project plan.

Lab 2: Baselining & Tracking Performance
Baseline the project.
Entering Actuals.

Lab 3: Variance

- Interpreting a variety of variance reports.

After completing this module, students will be able to: Set a baseline.
Enter and manage project performance data.
Pick a tracking method.
Perform variance analysis.

Module 12: Formatting Output and Printing Reports
This module explains how to format the many views and reports available in Project.

Lessons

Formatting the Timeline
Formatting Gridlines
Using the Gantt Chart Style Feature
Format Text Styles
Formatting Cells

Copy Picture
Sort
Group
Grouping Customized Fields
Filters
Custom Filters
Standard Reports
Custom Reports
Editing a Custom Report
Reports
Visual Reports
Saving as another file Typ for sharing
Exporting Data to Excel

Lab 1: Reporting
Create a custom field
Grojuping on a custom fieldrt
After completing this module, students will be able to: Lab 2 Using Standard Reports and Creatng a Custom Report
Create standardized reports
Customize a variety of standard reports
Use Visual Reports
Export reports to a variety of formats

Module 13: Managing Multiple Projects
This module explains how to view many projects as parts of one very large project in order to gain new views on resource availability and task relationships among projects.
Lessons
Integrating Multiple Projects
Consolidating Project Files
Resource Pools
Summary

Lab 1: Project Consolidation of Shared Resources

- Leveraging shared resources across multiple projects

After completing this module, students will be able to: Use common resources among multiple projects
Link tasks between projects
Create a consolidated view of multiple pr

Module 14: Advanced Topics
This module explains how to leverage some of the advanced features of Project.
Lessons
Customizing WBS Prefix
Applying Grouping & Grouping customized Fields
Applying Filtering functions
Leveraging Global Templates
Identify resource delay within a Task
Applying Deadlines to a project

Lab 1: Grouping

- Grouping

After completing this module, students will be able to: Ability to take advantage of Projects advance features
Leverage the the power to filter and grouping
Apply global templates
Identify resource delays

Module 15: Summary
This module provides an overview of the topics presented in the course
Lessons
- Review all the major sections of Project

Lab 1: No labs just a review
- Review all prior labs

After completing this module, students will be able to:

- Be able to manage projects more profieciently.

Schedule (as of 4)

Date   **Location**