Microsoft Project 2010

Introduction

PREREQUISITES

No previous experience of MS Project is required.

BENEFITS

You Will Learn How To

- Leverage Microsoft Project 2010 to plan and manage project schedules and resources
- Build and optimise your project plan through best practice principles
- Create, modify and organise calendars in order to control the project schedule
- Track progress, update plans and monitor variances between target and actual project deliveries
- Assign resources to tasks and troubleshoot overallocation conflicts
- Structure dashboards and reports to effectively share project data

COURSE CONTENT

INTRODUCTION TO MICROSOFT PROJECT 2010

- Overview of project management terms and standards
- Navigating and customising the ribbon and user interface
- Identifying collaboration possibilities with other toolsets

INITIATING A PROJECT

- Outlining phases, activities and tasks from project goals
- Identifying and gathering prerequisites for the project plan
- Producing a work breakdown structure (WBS)

PLANNING ESSENTIALS

- Working through the differences between manual and automatic scheduling
- Conceptualising and identifying the critical path
- Analysing and managing slack in the project plan

BUILDING A PROJECT PLAN

- Identifying the relationships between tasks
- Estimating and entering task duration
- Sequencing and linking tasks
- Entering normal tasks, summary tasks, subtasks and milestones
- Adjusting the project schedule to target specific dates

OPTIMISING THE PROJECT PLAN

- Working with task link types
- Implementing lag and lead
- Applying deadline dates to the project plan
- Setting, locating and removing task constraints

CREATING AND MODIFYING CALENDARS

- Identifying types of calendars
- Revealing the calendar architecture at project, task and resource levels
- Updating existing calendars
- Configuring Project to accurately calculate working and nonworking time
- Changing default calendar options

APPLYING CALENDARS TO PROJECTS, TASKS AND RESOURCES

- Assigning calendars appropriately
- Determining updates to your project plan as a result of deploying calendar changes

SHARING PROJECT CALENDARS

- Saving calendar changes to the global template
- Sharing and organising calendars

PREPARING FOR TRACKING

- Validating the project plan
- Establishing the baseline

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TRACKING TASK PROGRESS

- Identifying key steps in the tracking process
- Updating the project plan with tracking data

TROUBLE SHOOTING SCHEDULE PROBLEMS

- Reviewing project task updates for timeline problems
- Resolving issues with the project scheduling plan

CREATING AND ASSIGNING RESOURCES

- Defining work, material and cost resources
- Reviewing cost and budget tracking options
- Handling work resources and assigning them to tasks
- Creating and managing a resource pool

TRACKING WITH RESOURCES

- Calculating and managing work effort
- Tracking resource assignments
- Troubleshooting resource assignments
- Predicting task behaviour
- Investigating and resolving resource overallocation

IDENTIFYING COMMUNICATION NEEDS

- Defining stakeholder groups
- Producing a project communication plan

CREATING REPORTS

- Examining basic and dynamic report types
- Selecting data for output
- Designing dashboard indicator reports
- Reporting on deadlines

INTERACTING WITH OTHER APPLICATIONS

- Sharing data with the timeline view
- Importing and exporting project data