

Project 2010 © Intermediate



Sutherland
Computer
Training

Duration: 1 Day

TARGET AUDIENCE

This Two-Day Course is designed for people who need to know how to use Microsoft Project 2010 to manage projects and all elements such as tasks, resources, and costs, associated with projects.

LEARNING OUTCOMES

The skills and knowledge acquired in this course are sufficient for the learner to be able to use Microsoft Project 2010 to create a new project, enter and work with tasks and resources, schedule and track a project, manage and monitor project costs, and print effective project information.

INTERMEDIATE

Resource Levelling

- Understanding Resource Levelling
- Creating Resource Chaos
- Tracking Down Over Allocations
- Checking Resource Usage
- Creating an Over Allocation Report
- Changing Work Effort
- Understanding Overtime
- Assigning Overtime
- Hiring Contract Labour
- Switching Work Assignments
- Rescheduling Tasks

Assigning Materials

- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Assignments
- Assigning Variable Usage Material
- Adding to a Material Assignment
- Checking Work for Materials

Costs

- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Case Study Variable Costs
- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Fixed Costs

- Assigning Material Costs
- Using another Cost Table
- Applying a Different Cost Table
- Changing Rates during a Project
- Assigning Cost Resources
- Viewing Project Costs

Constraints and Deadlines

- Understanding Constraints and Deadlines
- Reviewing Our Project
- Adding a Constraint
- Using Elapsed Time
- Rescheduling Tasks
- Creating a Deadline

Project Tracking

- Creating a Baseline
- Updating the Project Actuals
- Manually Updating Tasks
- Entering Delayed Tasks
- Tracking Actuals on a Gantt Chart
- Using the Tracking Box
- Viewing Task Slippage

Printing

- Printing a Gantt Chart
- Printing Sheet Views
- Printing Tasks for Resources
- Printing Resources for Tasks