

# Project 2010 © Introduction



**Sutherland  
Computer  
Training**

**Duration: 1 Day**

## TARGET AUDIENCE

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

## LEARNING OUTCOMES

The knowledge acquired in this Course is sufficient for the learner to be able to use Microsoft Project 2010 to create a new project, enter and work with tasks and resources, create a schedule, and print effective project information.

### Microsoft Project Basics

- How Microsoft Project Works
- Starting Microsoft Project
- The Microsoft Project Screen
- How Microsoft Project 2010 Works
- Using the Ribbon
- Understanding the Backstage View
- The Project Work Area
- Working with Views
- Working with Split Screens
- Understanding Sheet Views
- Working with Tables
- Gantt Chart View
- Working the Gantt Chart View
- Working with the QAT
- Working with Files
- Exiting from Microsoft Project

### Project Management

- Tasks and Resources
- The Importance of Planning
- Project Management Tools
- Using a Computer for Project Management

### Creating a New Project

- Steps in Creating a Project
- Understanding your Project
- Creating a New Project File
- Understanding the Calendar Options
- Changing the Calendar Options
- Working with Calendars
- Modifying the Standard Calendar
- Entering Public Holidays
- Creating a New Calendar
- Setting up Project Information
- Entering File Properties

### Creating Tasks

- Understanding Tasks
- Understanding Scheduling Icons
- The Rostadium Case Study Tasks
- Reviewing the Project
- Entering Tasks
- Creating Summary Tasks
- Assignment – Creating Summary Tasks
- Working in a Sheet View
- Working with Summary Tasks
- Working with Task Views
- Examining Task Information
- Understanding Task Durations
- Entering Task Durations
- Checking Progress
- Entering Milestones

### Scheduling

- Understanding Task Dependencies
- Creating Dependencies Automatically
- Creating Dependencies in Task Entry
- Creating Dependencies in Task Information
- Creating Dependencies in a Sheet View
- Fine Tuning a Schedule Using Dependencies
- Auto Scheduling Tasks
- Critical Path and Project Slack
- Viewing the Critical Path
- Examining Task Slack
- Understanding Lag Time
- Entering Lag Time
- Understanding Lead Time
- Entering Lead Time

### Resourcing a Project

- Understanding Resources
- Entering Work Resources
- Entering Material Resources
- Entering Cost Resources
- Assigning Calendars to Resources
- Understanding Resource Availability
- Adjusting Resource Availability
- Changing the Unit Display

### Resourcing Concepts

- Resource Assignment Calculations
- Task Types and Work Effort
- Creating a Simple Assignment
- Working with Fixed Unit Tasks
- Working with Fixed Duration Tasks
- Making Multiple Assignments
- Adding Additional Resources
- Adding More of the Same Resource
- More Resources in Multiple Assignments
- Understanding Effort Driven Scheduling
- Working with Non Effort Driven Tasks
- Working with Effort Driven Tasks

### Assigning Resources

- Simple Resource Assignments
- Assigning Part Time Resources
- Understanding Work Contouring
- Specifying Resource Usage
- Contouring Work Hours
- Assigning Specific Work Times
- Work Times for Multiple Assignments
- Problem Assignments
- Assigning Resources in Task Information
- Assigning Resources in a Sheet
- Assigning Resources You Do Not Have
- The Case Study Resources

### Printing

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