

Project 2010 © Introduction



**Sutherland
Computer
Training**

Duration: 1 Day

TARGET AUDIENCE

This One-Day Course intended for those who wish to learn how to schedule and manage projects using Microsoft Project 2010.

LEARNING OUTCOMES

This Course focuses on all of the essential information required to create a reasonably complex project schedule.

Project Basics

- Overview of Project
- The Project Screen
- Working with Views
- Working with Combination Views
- Working with Tables
- Working with the Gantt Chart View
- Understanding Project Menus
- Understanding Toolbars
- Working with Existing Project Files
- Exiting from Project
- Creating a New Project
- New Project Overview
- Understanding your Project

Creating a New Project

- Saving a New Project File
- Changing Time Unit Options
- Pitfalls in Changing Options
- Understanding Working Time in Project
- Understanding Calendars in Project
- Modifying the Standard Calendar
- Specifying Holidays
- Creating a New Calendar
- Specifying Project Summary Information
- Specifying Project File Properties

Project Management

- What is a Project?
- Tasks and Resources
- The Importance of Planning
- Steps in Project Management
- Project Management Tools
- Using a Computer
- The Advantages of Microsoft Project
- The Disadvantages of Microsoft Project

Creating Tasks

- Overview of Creating Tasks
- Reviewing a Project
- Entering Tasks
- Creating Summary Tasks
- Moving about a Sheet
- Working with Summary Tasks

Task Durations

- Task Duration Overview
- Entering Task Durations
- Displaying Critical Tasks
- Checking Project Status
- Understanding Project Slack
- Entering Milestones

Creating Relationships

- Overview of Creating Relationships
- Linking Tasks
- Creating Relationships using Task Entry
- Using Task information for Relationships
- Using Task information for Relationships
- Staying on Schedule using Relationships
- Entering Lag Time and Lead Time

Resourcing a Project

- Overview of Resourcing
- Creating a Resource Pool
- Entering Materials
- Assigning Calendars to Resources
- Adjusting Resource Information
- Changing the Unit Display

Assignment Concepts

- Understanding the Resource Assignment
- Project's Calculation Methodologies
- Understanding Effort
- Creating Simple Assignments
- Understanding Task Types
- Working with Fixed Unit Assignments
- Working with Fixed Duration Assignments
- Working with Fixed Work assignments
- Working with the Driver Resource
- Understanding Effort Driven Resourcing
- Disabling Effort Driven Resourcing

Assigning Resources

- Overview of Assigning Resources
- Assigning Resources using Task Entry View
- Assigning Part Time Resources
- Contouring Resource Usage
- Assigning Specific Work Times
- Problem Assignments
- Assigning Resources through Task information
- Assigning Resources through a Sheet
- Assigning Resources that you don't have

Resource Levelling

- Resource Levelling overview
- Creating Resource Chaos
- Tracking Down Overallocations
- Fix 1: Changing the Work Effort
- Fix 2: Assigning Overtime
- Fix 3: Hiring Contract Labour
- Fix 4: Switching Work Assignments
- Fix 5: Rescheduling Tasks

Assigning Materials

- Overview of Assigning Materials
- Assigning Resources using Task Entry View

Costs

- Costing Overview
- Reviewing the Current Cost Status
- Variable Resource Costs
- Assigning Daily Costs for Equipment Hire
- Assigning Fixed Costs to a Task
- Assigning Material Costs
- Using Multiple Cost Tables
- Changing Resources Rates during a Project
- Viewing Project Costs

Constraints and Deadlines

- Overview of Constraints and Deadlines
- Reviewing our Project
- Adding a Constraint
- Using Elapsed Time to Resolve Conflicts
- Creating a Deadline

Project Monitoring

- Overview of Project Monitoring
- Creating a Baseline
- Getting Microsoft Project to Update Progress
- Manually Updating Task Progress
- Entering Delayed Tasks
- Tracking Actuals on a Gantt Chart
- Using the Tracking Box
- Viewing Task Slippage

Printing

- Overview of Printing
- Printing a Gantt Chart
- Printing Sheet Views
- Printing Job Lists
- Printing Resource Lists