



## Microsoft Project 2010: Level 1

**Course length:** 1 day

**Course Objective:** You will create and manage a project schedule using Microsoft® Project 2010.

**Target Student:** This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

**Prerequisites:** Students enrolling in this class should have the following: a general introductory-level understanding of project management concepts; and basic end-user skills with any current Windows operating system.

**Course Objectives:** Upon successful completion of this course, students will be able to:

- identify the basic features and components of the Microsoft Project environment.
- create a new project plan file and enter project information.
- manage tasks by organizing tasks and setting task relationships.
- manage resources for a project.
- finalize a project plan.

### Course Content

#### Lesson 1: Getting Started with Microsoft Project

**Topic 1A:** Explore the Microsoft Project 2010 Environment

**Topic 1B:** Display an Existing Project Plan in Different Views

#### Lesson 2: Creating a Project Plan

**Topic 2A:** Create a Project Plan

**Topic 2B:** Assign a Project Calendar

**Topic 2C:** Add Tasks to a Project Plan

**Topic 2D:** Enter the Task Duration Estimates

**Topic 2E:** Add Resources to a Project Plan

#### Lesson 3: Managing Tasks in a Project Plan

**Topic 3A:** Outline Tasks

**Topic 3B:** Link Dependent Tasks

**Topic 3C:** Set Task Constraints and Deadlines

**Topic 3D:** Add Notes to a Task

**Topic 3E:** Add a Recurring Task

#### Lesson 4: Managing Resources in a Project Plan

**Topic 4A:** Create a Resource Calendar

**Topic 4B:** Assign Resources to Tasks

**Topic 4C:** Enter Costs for Resources

**Topic 4D:** Resolve Resource Conflicts

#### Lesson 5: Finalizing a Project Plan

**Topic 5A:** Shorten a Project Using the Critical Path

**Topic 5B:** Set a Baseline

**Topic 5C:** Print a Project Summary Report

#### Appendix A: Additional Procedures to Create a Schedule in Microsoft Project 2010

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