



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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