

## Project Management with Microsoft Project 2010

### Detailed Course Agenda

#### Day 1

Introduction and Course Objectives

Project Management and Microsoft Project

Getting Oriented in Microsoft Project

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Microsoft Project 2010 Versions  
Components of the User Interface  
Making Changes to the File  
The Fluent User Interface  
Backstage View  
Viewing and Setting Project Options  
The Status Bar  
The Entry Bar  
Views  
The Timeline View  
Combination Views  
Tables  
Field Types  
Dialog Boxes  
User Assistance  
Navigation Tips

Developing a Preliminary Plan

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Setting Up the Project  
    Documenting File Properties  
    Entering Project Information  
    Defining a Day, Week and Month  
    Establishing the Project Calendar  
    Making the Project Calendar Available to Others

Defining Project Scope  
    Building a Work Breakdown Structure  
    Establishing Task Hierarchy  
    Numbering the Tasks--The Outline Number  
    Establishing Recurring Tasks

*Case Study—Defining Project Scope*

Building the Team of Resources  
    Identifying Resources for the Project

- Developing a Preliminary Schedule
  - Estimating Task Duration
  - The Team Planner View
  - Sequencing Tasks & Assigning Task Owners
- Case Study—Developing a Preliminary Schedule*

#### Refine the Plan

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- Sequencing the Work
  - The Task Mode Setting
  - Setting Scheduling Parameters
  - Relationship Types
  - Lag and Lead Time
  - Linking Tasks
  - Managing Links Between Manually Scheduled Tasks
  - Converting from a Manually Scheduled to an Auto Scheduled Schedule
  - Working in the Network Diagram View
  - Changing the Layout of the Network Diagram
  - Establishing Task Constraints
  - Setting Deadlines
  - Establishing Milestones

#### Day Two

##### Day One Review

- Case Study—Building a Network Diagram*

- Refining the Team of Resources
  - Types of Resources
  - Editing Resource Calendars
  - Entering Material Resources
  - Entering Cost Resources

- Assigning Resources to Tasks
  - Understanding “Work”
  - Understanding “Duration”
  - “Work” versus “Duration”
  - The Work Formula
  - The Work Formula Precedence
  - Assigning Resources and Work
  - Establishing Task Length When Resources are Not Assigned
  - Assigning Cost Resources

- Tailoring Schedule Calculations to Fit the Work Environment
  - Different Environments Require Different Scheduling Techniques
  - The Various Types of Units
  - Task Types
  - Revisiting the Work Formula
  - Effort-Driven Tasks
  - Establishing Task Calendars

- Entering Fixed Costs
  - Entering Fixed Costs

- Case Study—Assigning Resources*

## Optimize the Plan

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- Understanding the Project Plan
  - Identifying Total and Free Slack
  - Identifying and Assessing the Critical Path
- Planning for Uncertainty
  - Adding Schedule Reserve
- Improving the Schedule
  - Understanding the Driver Resource
  - Evaluating Options for Improving the Schedule
- Establishing the Baseline
  - Setting the Baseline
- Case Study—Evaluating & Optimizing the Schedule*

## Communicate the Plan

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- Communicating the Plan to Others
  - Sorting & Grouping
  - Using Filters
  - Utilizing Auto Filters
  - Creating and Printing Tabular Reports
  - Creating and Printing Visual Reports
  - Creating a Picture or PDF of the Plan
  - Defining and Printing Views
  - Saving the Plan in Other Formats

## Execute the Plan

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- Preparing to Track Progress
  - Determining the Level of Detail to Track
  - Task Progressing Methods
  - The Tracking Gantt View
- Entering Actuals
  - Tracking Progress at the Task Level
  - Updating Progress for Many Tasks
  - Tracking Progress by Resource
  - Tracking Progress by Resource & Time Period
- Revising the Plan
  - Rescheduling the Project
  - Rescheduling Tasks
  - Adding and Removing Tasks to and from the Plan
  - Tracking Changes to the Plan
  - Discontinuing Work on a Task
  - Delaying Work on a Task
- Evaluating Project Status
  - The Variance Table

## Course Wrap Up