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Microsoft Project 2010 Training

Introduction:

The skills and knowledge acquired in this course are sufficient for the learner to be able to use Microsoft Project 2010 to create a new project, enter and work with tasks and resources, schedule and track a project, manage and monitor project costs, and print effective project information

Learning Outcomes:

At the completion of MS Project you should be able to:

- start Microsoft Project and identify how it works
- explain some of the key concepts associated with project management
- enter tasks into a project file
- create relationships between tasks in a project
- understand and use resource assignment calculations
- assign resources to tasks using a number of different methods
- use various techniques for levelling over allocation of resources
- assign material resources in a project
- assign and track costs within a project
- apply constraints and deadlines to tasks in a project
- track the progress of a project
- print various aspects of a project

Target Audience:

This course is designed for people who need to know how to use Microsoft Project 2010 to manage projects and all elements such as tasks, resources, and costs, associated with projects.

Duration:

2 Days

Courseware:

High quality learning materials are available for purchase by participants.

Participants will also be presented with a certificate of achievement upon completion of the course.

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Course Content

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
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 Don't Have
The Case Study Resources

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Resource Levelling

- Understanding Resource Levelling
- Creating Resource Chaos
- Tracking Down Over Allocations
- Checking Resource Usage
- Creating An Over Allocation
- Changing Work Effort
- Understanding Overtime
- Assigning Overtime
- Hiring Contract Labour
- Switching Work Assignments
- Rescheduling Tasks

Assigning Materials

- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Assignments
- Assigning Variable Usage Material
- Adding To A Material Assignment
- Checking Work For Materials

Costs

- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Case Study Variable Costs
- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Another Cost Table
- Applying A Different Cost Table
- Changing Rates During A Project
- Assigning Cost Resources
- Viewing Project Costs

Constraints And Deadlines

- Understanding Constraints And Deadlines
- Reviewing Our Project
- Adding A Constraint
- Using Elapsed Time
- Rescheduling Tasks
- Creating A Deadline

Project Tracking

- Creating A Baseline
- Updating The Project Actuals
- Manually Updating Tasks
- Entering Delayed Tasks
- Tracking Actuals On A Gantt Chart
- Using The Tracking Box
- Viewing Task Slippage

Printing

- Printing A Gantt Chart
- Printing Sheet Views
- Printing Tasks For Resources
- Printing Resources For Task

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