



Microsoft Project 2010: Introduction

Overview: Students will learn how to create and manage a project plan using Microsoft Project 2010.

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

Course Length: One Day

Course Content

Lesson 1: Getting Started with Microsoft Project

Explore the Microsoft Project 2010 Environment
Display an Existing Project Plan in Different Views

Lesson 2: Creating a Project Plan

Create a Project Plan
Assign a Project Calendar
Add Tasks to a Project Plan
Enter the Task Duration Estimates
Add Resources to a Project Plan

Lesson 3: Managing Tasks in a Project Plan

Outline Tasks
Link Dependent Tasks
Set Task Constraints and Deadlines
Add Notes to a Task
Add a Recurring Task

Lesson 4: Managing Resources in a Project Plan

Create a Resource Calendar
Assign Resources to Tasks
Enter Costs for Resources
Resolve Resource Conflicts

Lesson 5: Finalizing a Project Plan

Shorten a Project Using the Critical Path
Set a Baseline
Print a Project Summary Report

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