

Project 2010 Level 1

Audience	This course is for a new user of Microsoft Project with no prior experience in the product. Students should have experience with a PC and be comfortable with the keyboard, mouse, and Windows. Project management experience is not required but is recommended.
Description	<p>This course uses a combination of lecture, hands-on practice, and independent exercises to familiarize students with the concepts, basic commands, and features of Microsoft Project. In day one, students learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students also apply filters and groups, and sort task and resource data. Finally, you learn how to resolve resource conflicts.</p> <p>In day two, students learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, consolidate project files, share resources, and customize Project. You also learn how to communicate project information by using Project Server 2010 and how to integrate Project data with other Office applications.</p>
Objectives	<p>After completing this class, students should be able to:</p> <ul style="list-style-type: none">■ Identify concepts used in project management■ Create, modify, and schedule tasks■ Manage resources■ Work with views and tables■ Filter, group, and sort tasks and resources■ Handle conflicts and finalize the schedule■ Use templates■ Import data■ Set a baseline■ Analyze and adjust the plan■ Work with reports■ Customize a project■ Manage multiple projects■ Exchange project information
Length	2 days

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| I. Getting Started | C. Project files |
| A. Project management concepts | D. The Help window |
| B. The Project window | |



- II. Tasks**
 - A. Creating a task list
 - B. Modifying a task list
 - C. The Work Breakdown Structure
- III. Task Scheduling**
 - A. Task links
 - B. Task relationships
 - C. Task options
- IV. Resource Management**
 - A. The base calendar
 - B. Resources and calendars
 - C. Project costs
- V. Views and Tables**
 - A. Working with views
 - B. Working with tables
- VI. Filters, Groups, and Sorting**
 - A. Filters
 - B. Groups
 - C. Sorting tasks and resources
- VII. Finalizing the Task Plan**
 - A. Finalizing schedules
 - B. Handling resource conflicts
- VIII. Using Templates and Importing Data**
 - A. Working with templates
 - B. Creating projects from other programs
- IX. Managing a Project**
 - A. Setting baselines
 - B. Updating an active project
 - C. Monitoring progress
- X. Analyzing and Adjusting the Plan**
 - A. Analyzing the plan
 - B. Delays and conflicts
 - C. Team Planner view
- XI. Working with Reports**
 - A. Standard reports
 - B. Visual reports
- XII. Customizing Project**
 - A. Custom views
 - B. Macros
 - C. Gantt chart formatting
 - D. Custom fields
- XIII. Managing Multiple Projects**
 - A. Consolidating and sharing projects
 - B. Sharing resources among projects
- XIV. Exchanging Project Information**
 - A. Collaboration
 - B. Hyperlinks
 - C. Exporting to Office applications