

# Microsoft® Project 2010: Level 1

## Course Specifications

**Course number:** 084602

**Course length:** 1.0 day(s)

## Course Description

**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. Courses that help fulfill this requirement include: Project Management Fundamentals (Second Edition).
- Basic end-user skills with any current Windows operating system. Courses that help fulfill this requirement include: Microsoft® Windows® XP Professional: Level 1 or Microsoft® Windows® Vista™: Level 1 or Microsoft® Windows® 7: Level 1.

## 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