



PSIS604 - Managing Project Schedule Using Microsoft Project 2010 (Bundled Level 1 & 2 Courses)

Course length: 2 day(s)

Course Objective:

You will create and manage a project schedule using Microsoft® Project 2010.

Who should attend

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 Microsoft Project 2010 to manage and customize those plans through the implementation stage of a project.

Prerequisites: Students enrolling in this class should have the following:

- A general introductory-level understanding of project management concepts.
- Basic end-user skills with any current Windows operating system.

What you will learn

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.
- exchange project plan data with other applications.
- update a project plan.
- manage project costs.
- report project data visually.
- reuse project plan information.
- finalize a project plan.

Day 1 - Level 1 - 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

Day 2 - Level 2 - Course Content

Lesson 1: Exchanging Project Plan Data with Other Applications

Topic 1A: Import Project Information

Topic 1B: Export Project Plan Cost Data to an Excel Workbook

Topic 1C: Copy a Picture of the Project Plan Information

Lesson 2: Updating a Project Plan

Topic 2A: Enter Task Progress

Topic 2B: Enter Overtime Work

Topic 2C: Edit Tasks

Topic 2D: Reschedule a Task

Topic 2E: Filter Tasks

Topic 2F: Set an Interim Plan

Topic 2G: Create a Custom Table

Topic 2H: Create a Custom Field

Lesson 3: Managing Project Costs

Topic 3A: Update Cost Rate Tables

Topic 3B: Group Costs

Topic 3C: Link Documents to a Project Plan

Lesson 4: Reporting Project Data Visually

Topic 4A: Create a Visual Report

Topic 4B: Customize a Visual Report

Topic 4C: Create a Visual Report Template

Lesson 5: Reusing Project Plan Information

Topic 5A: Create a Project Plan Template

Topic 5B: Create a Custom View

Topic 5C: Make Custom Views Available to Other Project Plans

Topic 5D: Share Resources

Topic 5E: Create a Master Project

Appendix A: Synchronizing with SharePoint

PSI Solutions Co., Ltd.

27 Fl, Q House Lumpini Tower

1 South Sathorn Road

Thungmahamek, Sathorn

Bangkok 10120, Thailand.

Tel: + 66 (0) 2 610 3963

Fax: + 66 (0) 2 885 0935

Email: training@coepm.net

Webpage: www.coepm.net

Contact Person: Yodchai Apisitpisarn, PMP

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