

# Course Outlines

Course Name	<b>Microsoft Project Professional 2010</b>
Conducted By	Techno Management
Duration:	3 Days
Preparations	<ul style="list-style-type: none"><li>• Classroom with Computers, Data Show and whiteboard or flipchart.</li><li>• Computers must have MS Project 2010 installed.</li></ul>
Audience	<ul style="list-style-type: none"><li>• New users who want to learn how to use MS Project 2010 tool.</li><li>• Users with some knowledge of MS Project tool and want to learn more about the advanced functions.</li></ul>
Pre-Requisites	<ul style="list-style-type: none"><li>• Basic Project Management Knowledge</li><li>• Project Management Essentials course is preferable</li></ul>
General Notes	None

## **Course Description:**

This course will complement the theoretical knowledge of Project management and add a lot of practical experience to the students. Immediately after attending this course, students can practice managing their projects with Microsoft Project tool, which will highly enhance their abilities to control and close projects successfully. The final project wraps up all the theoretical and practical knowledge in one application within teams to ensure that concepts are well understood and applied.

1. Task Entry
2. Calendar Setting
3. System Different Views
4. Handling Resources
5. Project Tracking
6. Multi Project Files
7. Reporting

## **Course Deliverables**

1. Course materials in electronic form
2. Course session

## Microsoft Project Professional 2010

### Course Contents

#### ***1- Task Entry***

- Task entry
- Task summary
- Project phases
- Assigning duration
- Linking tasks (dependencies)
- Linking tasks from the Gantt chart
- Types of dependencies
- Lag time

#### ***2- Calendar***

- Calendar types
- Base calendar
- Project calendar
- Task calendar
- Resources calendar
- Working times
- Time scale

#### ***3- Display***

- Views
- Tables
- Critical path
- Network Diagram
- Gridlines
- Zoom Levels
- Gantt Wizard

#### ***4- Resources***

- Resource types
- Entering the resources in the resource sheet
- Assigning resources to tasks
- Assigning work percentage to a resource
- Resource over allocation
- Resource leveling

#### ***5- Tracking***

- Saving a base line
- Work variance
- Cost variance
- Posting actual progress
- Percentage complete
- Showing planned Gantt vs. actual
- Changing the status date
- Earned Value

#### ***6- Multi Project Files***

- Sharing resources between two (multiple) files
- Viewing resource usage after sharing resources
- Inserting files into an overall view file
- Resource leveling and changes reflected on the original files

#### ***7- Reports***

- Task sorting
- Task filtering
- Producing reports
- Project overview reports
- Current activities reports
- Costs reports
- Resources usage reports
- Reports Customization

#### ***8- Advanced Features***

- Customizing Fields
- Adding Traffic Light Controls
- Task Reschedule
- PERT Calculation
- Multi Resource Rates