



INFOCUS COURSEWARE

# Microsoft Project 2010

## Module 1



Module Series

Order Code: INF1070

### ❖ General Description

The skills and knowledge acquired in this course are sufficient for the learner to be able to use **Microsoft Project 2010** to create a new project, enter and work with tasks and resources, schedule and track a project, manage and monitor project costs, and print effective project information.

### ❖ Learning Outcomes

At the completion of this course the learner should be able to:

- start **Microsoft Project** and identify how it works
- explain some of the key concepts associated with project management
- enter tasks into a project file
- create relationships between tasks in a project
- understand and use resource assignment calculations
- assign resources to tasks using a number of different methods
- use various techniques for levelling over allocation of resources
- assign material resources in a project
- assign and track costs within a project
- apply constraints and deadlines to tasks in a project
- track the progress of a project
- print various aspects of a project

### ❖ Target Audience

This course is designed for people who need to know how to use **Microsoft Project 2010** to manage projects and all elements such as tasks, resources, and costs, associated with projects.

### ❖ Prerequisites

This course assumes little or no knowledge of **Microsoft Project 2010**. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment. Some knowledge of working with files and folders on a computer are necessary.

### ❖ Pages

174 pages

### ❖ Nominal Duration\*

Anticipated duration of 14-16 hours self study or 1.5 days class led training.

### ❖ Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

## Product Information

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## Contents

### > Microsoft Project Basics

- ✓ How Microsoft Project Works
- ✓ Starting Microsoft Project
- ✓ The Microsoft Project Screen
- ✓ How Microsoft Project 2010 Works
- ✓ Using The Ribbon
- ✓ Understanding The Backstage View
- ✓ The Project Work Area
- ✓ Working With Views
- ✓ Working With Split Screens
- ✓ Understanding Sheet Views
- ✓ Working With Tables
- ✓ Gantt Chart View
- ✓ Working The Gantt Chart View
- ✓ Working With The QAT
- ✓ Working With Files
- ✓ Exiting From Microsoft Project

### > Project Management

- ✓ Tasks And Resources
- ✓ The Importance Of Planning
- ✓ Project Management Tools
- ✓ Using A Computer For Project Management

### > Creating A New Project

- ✓ Steps In Creating A Project
- ✓ Understanding Your Project
- ✓ Creating A New Project File
- ✓ Understanding The Calendar Options
- ✓ Changing The Calendar Options
- ✓ Working With Calendars
- ✓ Modifying The Standard Calendar
- ✓ Entering Public Holidays
- ✓ Creating A New Calendar
- ✓ Setting Up Project Information
- ✓ Entering File Properties

### > Creating Tasks

- ✓ Understanding Tasks
- ✓ Understanding Scheduling Icons
- ✓ The Rostadium Case Study Tasks
- ✓ Reviewing The Project
- ✓ Entering Tasks
- ✓ Creating Summary Tasks
- ✓ Working In A Sheet View
- ✓ Working With Summary Tasks
- ✓ Working With Task Views
- ✓ Examining Task Information
- ✓ Understanding Task Durations
- ✓ Entering Task Durations
- ✓ Checking Progress
- ✓ Entering Milestones

### > Scheduling

- ✓ Understanding Task Dependencies
- ✓ Creating Dependencies Automatically
- ✓ Creating Dependencies In Task Entry
- ✓ Creating Dependencies In Task Information
- ✓ Creating Dependencies In A Sheet View
- ✓ Fine Tuning A Schedule Using Dependencies
- ✓ Auto Scheduling Tasks
- ✓ Critical Path And Project Slack
- ✓ Viewing The Critical Path
- ✓ Examining Task Slack
- ✓ Understanding Lag Time
- ✓ Entering Lag Time
- ✓ Understanding Lead Time
- ✓ Entering Lead Time

### > Resourcing A Project

- ✓ Understanding Resources
- ✓ Entering Work Resources
- ✓ Entering Material Resources
- ✓ Entering Cost Resources
- ✓ Assigning Calendars To Resources
- ✓ Understanding Resource Availability
- ✓ Adjusting Resource Availability
- ✓ Changing The Unit Display

### > Resourcing Concepts

- ✓ Resource Assignment Calculations
- ✓ Task Types And Work Effort
- ✓ Creating A Simple Assignment
- ✓ Working With Fixed Unit Tasks
- ✓ Working With Fixed Duration Tasks
- ✓ Making Multiple Assignments
- ✓ Adding Additional Resources
- ✓ Adding More Of The Same Resource
- ✓ More Resources In Multiple Assignments
- ✓ Understanding Effort Driven Scheduling
- ✓ Working With Non Effort Driven Tasks
- ✓ Working With Effort Driven Tasks

### > Assigning Resources

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- ✓ Assigning Part Time Resources
- ✓ Understanding Work Contouring
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- ✓ Contouring Work Hours
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- ✓ Creating Resource Chaos
- ✓ Tracking Down Over Allocations
- ✓ Checking Resource Usage
- ✓ Creating An Over Allocation Report
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- ✓ Understanding Overtime
- ✓ Assigning Overtime
- ✓ Hiring Contract Labour
- ✓ Switching Work Assignments
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### > Assigning Materials

- ✓ Assigning Fixed Material Consumption
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- ✓ Assigning Variable Usage Material
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- ✓ Entering Variable Costs
- ✓ Case Study Variable Costs
- ✓ Assigning Daily Costs
- ✓ Assigning Per Usage Costs
- ✓ Assigning Fixed Costs
- ✓ Assigning Material Costs
- ✓ Using Another Cost Table
- ✓ Applying A Different Cost Table
- ✓ Changing Rates During A Project
- ✓ Assigning Cost Resources
- ✓ Viewing Project Costs

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➤ **Constraints And Deadlines**

- ✓ Understanding Constraints And Deadlines
- ✓ Reviewing Our Project
- ✓ Adding A Constraint
- ✓ Using Elapsed Time
- ✓ Rescheduling Tasks
- ✓ Creating A Deadline

➤ **Project Tracking**

- ✓ Creating A Baseline
- ✓ Updating The Project Actuals
- ✓ Manually Updating Tasks
- ✓ Entering Delayed Tasks
- ✓ Tracking Actuals On A Gantt Chart
- ✓ Using The Tracking Box
- ✓ Viewing Task Slippage

➤ **Printing**

- ✓ Printing A Gantt Chart
- ✓ Printing Sheet Views
- ✓ Printing Tasks For Resources
- ✓ Printing Resources For Tasks

➤ **Concluding Remarks**

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