skillsoft global knowledge™

Mastering Microsoft Project 2010

Duration: 2 Days   Course Code: M50413

Overview:

This three-day instructor-led course provides students with the knowledge and skills to plan and manage projects using Microsoft Project 2010. To get the most from any project management software, the user must understand the project management techniques upon which the software is based. This course presents the most popular project management software in the context of how a project manager will use it. Participants in this course learn the functions of the software and the project management concepts which make the software effective. This presentation begins with the basic concepts and leads participants through all the functions they'll need to plan and manage a small to medium-sized project, including how to level resources and capture both cost and schedule progress.

Target Audience:

This course is intended for both novice and experienced Project Managers and projects support personnel who need to apply the discipline of project management using Microsoft Project Professional/Standard 2010.

Objectives:

- After completing this course, students will be able to:

- Understand the discipline of project management as it applies to using Project.

- Learn how to leverage the new Graphic User Interface.

- Create a Work Breakdown Structure.

- Identify Task Relationships.

- Define Resources within Project.

- Make Work Package Estimates.

- Create an Initial Schedule.

- Create a Resource Leveled Schedule.

- Manage and track the project through the software.

- Format Output and Print Reports.

- Integrate Multiple Projects.

- Set up a Project with a Calendar, Start date, and scheduling method.

- Understand Manually Schedule vs. Auto Schedule.

- Manage multiple projects.

Prerequisites:

- There are no prerequisites for this course. However, it is helpful to have taken an introductory project management course, such as Versatile's Principles of Project Management.

www.globalknowledge.com/en-in/   INinfo@skillsoft.com   +91 40 23222555

Content:

Module 1: Introduction to Mastering Microsoft Project

- This module provides an overview of how the features of Project relate to the job of the project manager.

Module 2: A Quick and Easy Overview of Managing with Project

- This module demonstrates the steps required to create and use Project through the life cycle of a project.

Module 3: Setting Up a Project

- This module explains how to create a new project and establish the basic constraints that Project will use for its calculations.

Module 4: Manually Schedule vs. Auto Schedule

- This module explains how to how to manually schedule project tasks and how to leverage the auto schedule feature.

Module 5: Creating a Work Breakdown Structure

- This module explains how to create a useful work breakdown structure and enter it into Project.

Module 6: Identifying Task Relationships

- This module explains the rules for establishing dependency links between tasks and presents the features to use Project to establish and display these dependencies.

Module 7: Defining resources within Project

- This module explains how to enter resources and specific resource information in Microsoft Project and assign resources to specific tasks.

Module 8: Making Work Package Estimates

- This module explains how Microsoft Project calculates task duration, task work (effort) and task resources. Students will be able to choose among three task types as they enter task estimates and they will know which task type is appropriate for the type of estimate they are making.

Module 9: Creating an Initial Schedule

- This module explains how Project calculates a schedule based on task relationships and task duration. Students will understand the purpose of identifying critical path tasks and will be able to identify schedule float within the project.

Module 10: Create a Resource Leveled Schedule

- This module explains how over-allocated resources create unrealistic schedules and shows methods for rescheduling in order to create a realistic schedule based on resource availability.

Module 11: Managing the Project

- This module explains how to use Project to control a project. Students will save their plan to a baseline and see how entering actual task performance data enables them to view differences between planned and actual performance.

Module 12: Formatting Output and Printing Reports

- This module explains how to format the many views and reports available in Project.
  Lessons

Module 13: Managing Multiple Projects

- This module explains how to view many projects as parts of one very large project in order to gain new views on resource availability and task relationships among projects.

Module 14: Advanced Topics

- This module explains how to leverage some of the advanced features of Project.

Module 15: Summary

- This module provides an overview of the topics presented in the course.

Further Information:

For More information, or to book your course, please call us on +91 40 23222555

INinfo@skillsoft.com

www.globalknowledge.com/en-in/

Skillsoft Software Svs India Pvt Ltd, registered in India at its registered office address: 2nd Floor, # 20, Uniworth Plaza, Sankey Road,