Project 2010: Basic

Code: CT11-561
Duration: 1 day(s)

Outline

Using templates and importing data
Working with templates
Creating projects from other programs

Managing a project
Setting baselines
Updating an active project
Monitoring progress

Analysing and adjusting the plan
Analysing the plan
Delays and conflicts
Team Planner view

Working with reports
Standard reports
Visual reports

Customising Project
Custom views
Macros
Gantt chart formatting
Custom fields

Managing multiple projects
Consolidating and sharing projects
Sharing resources among projects

Exchanging project information
Collaboration
Hyperlinks
Exporting to Office applications

After completing this course, students will know how to:

- Apply templates, convert a project file to a template, and import data from other programs, such as Microsoft Outlook, Excel, or Access.
- Create and update a baseline plan, track progress, mark tasks as being on track or completed, update actual start and finish dates and actual work performed, analyze costs over time, and use Network Diagram view to monitor progress.
- Examine project statistics and task slippage to make effective rescheduling decisions, split tasks to indicate a work interruption, delay resource work on a task, shorten a task?s duration, resolve conflicts and inactivate tasks, and use Team Planner view to manage resources.
- Create reports for review or sharing with project stakeholders, print project information and specify a date range to narrow the output, save a project in PDF or XPS format, and create and modify visual reports.
- Create custom views, customize the Quick Access toolbar, automate repetitive tasks by creating macros, customize Gantt chart elements, apply bar styles, customize the timescale, use the drawing tools, create custom fields, and apply formulas and graphical indicators.
- Consolidate projects by inserting subprojects into a master project, link tasks across projects, set project and task priorities, share custom elements globally and with specific projects, and use a shared resource pool.
- Connect to a Project Server for team collaboration, share information with a workgroup using a SharePoint site, link tasks or resources to supporting information, export project information to Office applications, and create an image of project information for sharing with stakeholders.

Prerequisites
Project 2010: Basic or equivalent experience.