

Microsoft Project Introduction

Getting Started with Microsoft Project

- Explore the Microsoft Project 2010 Environment
- Display an Existing Project Plan in Different Views

Creating a Project Plan

- Create a Project Plan with start and finish dates
- Assign a Project Calendar
- Add Tasks to the Project Plan
- Enter the Task Duration Estimates
- Auto scheduled vs. manually scheduled tasks

Organizing Your Tasks in a Project Plan

- Outline Tasks
- Link Dependent Tasks
- Set Task Constraints and Deadlines
- Add Notes to a Task
- Add a Recurring Task

Managing Resources and Costs in a Project Plan

- Entering a Project Resource
- Assign Resources to Tasks
- Create a Resource Calendar
- Resolve Resource Conflicts
- Enter Costs for the project

Finalizing the Project Plan

- Shorten the Project Duration
- Set a Baseline
- Print a Project Summary Report
- Reports and views to aid in the project plan

Tracking Project progress including:

- Tracking progress
- Updating the schedule with actual information
- Comparing results
- Restricting task start and finish dates
- Comparing baseline vs. actual
- Changing task information