

# BASIC MICROSOFT PROJECT 2010

Duration: 2 Day(s)

## Course Summary

This course provides hands-on training for Microsoft Project solution, leading participants through the entire project life cycle, from planning to execution. Topics include Creating Task, assigning resources, Formatting and Sharing your plan. Participants also gain a thorough background in the concepts of planning and scheduling.

All workshops and instruction stress the three basic elements of project management: schedule, resource and costs.

## Learning Outcome

- Create a project
- Add activities
- Assign Resources
- Schedule a project
- Assignment Adjustment

## Course Objective

- Create A Project Plans
- Adding Task
- Adding resources
- Analyze resources
- Level resources
- Manage Task Cost & Works

## Suggested Prerequisites

Basic project management knowledge

## Targeted Audience

Project Controller  
Project Managers  
Project Engineer  
Planner & scheduler

## Outline

### A Guided Tour of Project

The backstage; Managing Files and Setting Options  
The Ribbon and Tabs  
Views : Working with Schedule Details

### Creating a Task List

Entering Task Names  
Entering Durations  
Entering a Milestone  
Organizing Tasks into Phases  
Linking Tasks  
Switching Task Scheduling from Manual to Automatic  
Setting Nonworking Days  
Checking the Plan's Duration  
Documenting Tasks and the Project Plan

### Getting Up Resources

Entering Resource Capacity  
Entering Resource Pay Rates  
Adjusting Working Time for Individual Resources  
Setting Up Cost Resources  
Documenting Resources  
Key Points

### Assigning Resources to Tasks

Controlling Work When Adding or Removing Resource Assignments  
Assigning Cost Resources to Tasks

### Formatting and Sharing Your Plan

Customizing the Timeline View  
Drawing on a Gantt Chart  
Copying Views  
Printing Views  
Customizing and Printing Reports

### Tracking Progress on Tasks

Tracking a Project as Scheduled  
Entering a Task's Completion Percentage  
Entering Actual Values for Tasks

### Fine-Tuning Task Details

Setting Task Constraints  
Interrupting Work on a Task  
Adjusting Working Time for Individual Tasks  
Changing Task Types  
Entering Deadline Dates  
Entering Fixed Costs  
Setting Up a Recurring Task  
Viewing the Project's Critical Path  
Scheduling Summary Tasks Manually  
Inactivating Tasks

### Fine-Tuning Resource Details

Entering Multiple Pay Rates for a Resource  
Setting Up Pay Rates to Apply at Different Times  
Setting Up Material Resources

### Fine-Tuning Assignment Details

Applying Contours to Assignments  
Applying Different Cost Rates to Assignments  
Assigning Material Resources to Tasks  
Viewing Resource Capacity  
Adjusting Assignments in the Team Planner View

### Fine-Tuning the Project Plan

Resolving Resource Over allocations Manually  
Levelling Over allocated Resources  
Checking the Project's Cost and Finish Date

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### PCSS Group of Companies

PCSS Consultancy Sdn Bhd (694039-P)  
PCSS Resources Sdn Bhd (919214-K)

#### Kuching

No. 46, 2nd Floor, Lot 5396 Block 16,  
RH Plaza, BDC 93250 Kuching  
Sarawak  
Tel: +6082-456770  
E-mail: admin@pcss.com.my

#### Miri

Lot 1917, Block E&F 2nd Floor  
Jalan Datuk Edward Jeli,  
98007 Miri, Sarawak  
E-mail: admin@pcss.com.my

#### Singapore

64c Pagoda Street  
059223, Singapore.  
Contact person: Jason Teoh  
E-mail: jason.teoh@pcss.com.my  
Phone: +65 9712228

