

MASTERING MICROSOFT PROJECT 2010

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| Unit Standard | 120385 |
| NQF Level | 4 |
| Credits | 7 |
| Duration | 3 Days |
| Pre-Requisite Training | Computer Essentials Practical knowledge of the Principles of Project Management |

SYNOPSIS

This three-day course provides delegates 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. Delegates will learn the functions of the software and the project management concepts which make the software effective. This course begins with the basic concepts and leads delegates through all the functions they will need to plan and manage a small to medium-sized project, including how to level resources and capture cost and schedule progress.

COURSE OUTLINE

- Introduction to Mastering Microsoft Project 2010;
- A Quick and Easy Overview of Managing with Project 2010;
- Setting Up a Project;
- Manually Schedule vs. Auto Schedule;
- Creating a Work Breakdown Structure;
- Identifying Task Relationships;
- Defining resources within Project 2010;
- Making Work Package Estimates;
- Creating an Initial Schedule;
- Create a Resource Leveled Schedule;
- Managing the Project;
- Formatting Output and Printing Reports;
- Managing Multiple Projects;
- Advanced Topics.

COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Understand the discipline of project management as it applies to Project;
- Learn how to leverage the new Graphic User Interface;
- Create a Work Breakdown Structure;
- Identify Task Relationships;
- Define Resources within Project 2010;
- Make Work Package Estimates;
- Create an Initial Schedule;
- Create a Resource Leveled Schedule;
- Manage and track the project through the software;
- Format Outputs and Print Reports;
- Integrate Multiple Projects;
- Set up a Project with Calendar, Start date, and scheduling method;
- Understand Manually Schedule vs. Auto Schedule;
- Manage Multiple projects.