



Microsoft Partner

Gold Project and Portfolio Management

Gold Collaboration and Content

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Registration number: 2006/008848/07

Course Outline:

Managing Projects with Microsoft Project 2010

This in-depth, hands-on, instructor-led course provides the Project Manager or Scheduler with the basic skills needed to create and manage projects using Microsoft Project 2010 while following a standard project lifecycle process.

Each student will follow the instructor and complete hands-on exercises on their own computer workstation that is pre-loaded with the Microsoft Office 2010 application suite and Microsoft Project 2010. Each student will create and manage projects with Microsoft Project and follow the same steps that they would follow if they were creating and managing live projects.

Course Length: Three (3) days

Prerequisites: Prior knowledge of Project Management is helpful.

Role: [Project Managers](#) [Planners](#) [Resource Managers](#) [Schedulers](#)

Cost: R2500, 00 per delegate per day

Certification: Attendance

Course Topics:

Introduction to Microsoft Project 2010

Review Microsoft Project's main features and terminology; review how Microsoft facilitates the life of a project; review the project schedule creation process.

Using the Microsoft Project 2010 Interface

Learn how to navigate the Microsoft Project interface; learn how to use the Backstage, the Quick Access Toolbar, and the Ribbon interface.

Using Data Fields, Views, Tables, Filters, and Groups

Learn how to view and manipulate data fields; learn how to view and manipulate task, resource, and assignment data in a project using Views, Tables, Filters, and Groups.

Initiating a Project

Learn how to create a new project schedule by starting with a blank project; learn how to create a new project schedule by using a project schedule template; learn how to define the summary information for a project such as its start date, working calendar, and project properties.

Planning Tasks

Learn how to use manually-scheduled and auto-scheduled tasks in a project schedule; learn how to add and remove tasks and milestones, set up a Work Breakdown Structure, and set up task dependencies; learn how to apply scheduling constraints, deadlines, and calendars to tasks.

Planning Resources

Review the types of resources available in Microsoft Project; learn how to create and configure Work, Material, and Generic resources for a project; learn how to assign resources to project tasks and understand the assignment planning variables.

Balancing Resource Workloads and Base lining

Learn how to identify and manage resource over allocations in a project schedule; learn how to understand and manage project baselines.

Tracking Project Progress

Review the methods of tracking task progress in a project schedule; learn how to track progress using percent complete, actual work and remaining work, and actual daily work hours; learn how to manually mark milestone completions.

Closing the Project Update Cycle

Learn how to cancel unnecessary tasks in a project schedule; learn how to reschedule uncompleted work in a project schedule; learn how to apply a change control process with task formatting and notes.

Performance and Reporting

Learn how to identify and analyze critical tasks in a project schedule; learn how to review project variances and how to identify and analyze them for project performance; learn how to re-baseline a project schedule; learn how to display, hide, and configure the Timeline view in Microsoft Project; learn how to copy data from Microsoft Project to other programs; learn how to use Visual Reports in Microsoft Project.

Introduction to Microsoft Project Server 2010

Review Project Server's main features and terminology; review how Project Server facilitates the life of a project; review how Project Server uses its four databases; review the project schedule creation process; review how the web and desktop interfaces are used.

Using the Project Web App (PWA) Interface

Learn how to open Project Web App (PWA) web site, navigate through its interface, and use the main features of the interface such as the Home page, Project Center, and Resource Center.

Initiating Projects with PWA

Learn how Enterprise Project Types are used in Project Server; learn how to initiate, save, and close a project schedule in PWA.

Planning Tasks with PWA

Learn how to open a project for editing in the PWA Project Center; learn how to modify the properties of a project; learn how to add and remove tasks and milestones, set up a Work Breakdown Structure,

and set dependencies within a project schedule; learn how to save, publish, close, and check in a project schedule.

For a formal quotation or more information, please don't hesitate to contact Rozanne Meyer or Sihle Nkosi at TPG Africa 012 345 3518 or email us at info@theprojectgroup.co.za