

Project 2010/2013 Level 1

Audience	This course is intended for a new Microsoft Project user with no prior experience in the software. Learners should be comfortable with basic commands on a personal computer. Formal project management experience or training is not required but is helpful.
Description	This course uses a combination of lecture, hands-on practice, and independent exercises to teach learners the basic concepts of Microsoft Project 2010 or 2013. This includes project setup procedures, creating and editing calendars; creating a task list; linking and constraining tasks; Project update procedures; tracking or revising a schedule; displaying a critical path; tracking progress.
Objectives	<p>After completing this class, and with additional practice, students should be able to:</p> <ul style="list-style-type: none">■ Identify concepts used in project management■ Use Project to make decisions■ Work with ribbon interface and program components■ Start a new project■ Change from manual to automatic scheduling■ Add holidays to a project calendar■ Create a project template■ Enter, edit, insert and delete tasks and durations■ Create summary and subtasks (Outlining)■ Sequence tasks using dependencies■ Set and clear task constraints and deadlines■ Identify a critical path■ Shorten a schedule■ Set and revise baselines for tracking progress■ Update a project in progress and report variances from a plan■ View, sort, group, and filter project data■ Create tables, filters, groups, and views■ Create custom fields that include formulas, value lists, and graphical indicators■ Manage filters, fields, tables, and views using the Organizer■ Print project views and reports■ Export Project data to Excel spreadsheets and charts
Length	2 days



Beyond this Level When you have successfully completed this class, the next class you should consider is Project Level 2. The Level 2 course covers defining a resource pool including entering resources, both human and material; understanding both fixed and total costs; defining a resource calendar; assigning and calculating tasks and project costs.

Day 1 - Essentials

I. Project Management Overview

- A. What is a Project?
- B. What is Project Management?
- C. Definition of a Project
- D. The Gantt Chart
- E. The Critical Path
- F. Resource Management

II. Microsoft Project Basics

- A. What is Microsoft Project?
- B. Using Project to Make Decisions
- C. Starting and Exiting Microsoft Project
- D. Identifying Objects on the Screen
- E. Understanding the Ribbon
- F. Customizing the Quick Access Toolbar
- G. Using the File Tab to Open, Close, and Save Files
- H. Working with Project Views
- I. Moving Around a Project Schedule

III. Project Setup

- A. Creating a New Project
- B. Changing from Manual to Automatic Scheduling
- C. Adding Holidays to a Calendar
- D. Creating a Template
- E. Project Setup Procedure

IV. Creating a Task List

- A. Entering Tasks
- B. Entering Task Duration
- C. Selecting, Editing, and Clearing Data
- D. Inserting and Deleting Tasks
- E. Moving and Copying Tasks
- F. Creating a Summary Task (Outlining)
- G. Hiding and Showing Tasks with Outlining
- H. Changing Outline Display Options
- I. Splitting a Task

V. Linking Tasks

- A. What is a Dependency?
- B. Entering Task Relationships
- C. Modifying Relationship Types & Lag Time
- D. Linking Summary Tasks
- E. Active and Inactive Active Tasks

VI. Constraining Tasks

- A. What is a Constraint?
- B. Assigning Constraints and Deadlines
- C. Managing Constraints
- D. Reviewing Task Dependencies using the Task Inspector
- E. Creating Recurring Tasks
- F. Applying a Calendar to a Task

VII. Displaying the Critical Path

- A. Identifying a Critical Path
- B. Displaying Critical Tasks Using a Filter
- C. Displaying Critical Tasks in a Gantt Chart
- D. Displaying Critical Tasks by Formatting Text
- E. Shortening the Schedule

Day 2 – Views and Reports

VIII. Using Baselines to Track Progress

- A. Shortening the Schedule (Review)
- B. Setting the Baseline
- C. Viewing the Baseline
- D. Revising the Baseline
- E. Setting Multiple Baselines
- F. Clearing a Baseline

IX. Updating the Project

- A. What is Updating?
- B. Understanding Update Calculations
- C. Using a Quick Update Method
- D. Updating a Complex Plan
- E. Rescheduling the Project
- F. Reporting Variance
- G. Recovery Planning
- H. Procedure to Update a Schedule

X. Using Filters to Select Data

- A. What is a Filter?
- B. Using Standard Filters
- C. Using AutoFilter
- D. Creating a Custom Filter
- E. Creating a Calculated Filter
- F. Creating an Interactive Filter
- G. Managing Filters

XI. Creating Custom Tables

- A. What is a Table
- B. Using the Standard Tables
- C. Creating a Custom Table
- D. Modifying a Table
- E. Creating a Custom Field
- F. Creating a Custom Field - Value List
- G. Creating a Custom Field - Formula
- H. Creating a Custom Field – Graphical Indicators
- I. Managing Tables
- J. (Optional) Adding a Hyperlink to a Task

XII. Creating and Modifying Views

- A. What is a View
- B. Using the Standard Views
- C. Creating a Single Pane View
- D. Formatting a View
- E. Formatting Text
- F. Formatting Gantt Bars
- G. Changing the Layout
- H. Sorting Tasks in a View
- I. Grouping Tasks in a View
- J. Creating a Combination View
- K. Managing Views

XIII. Printing a View and Reports

- A. Printing a View
- B. Changing Page Setup
- C. Changing Headers and Footers
- D. Changing the Legend
- E. Changing the Print Content
- F. Viewing and Printing Reports
- G. Exporting Project Data to Excel

Appendix: Calendars