

## Training to deliver

# Microsoft Project Standard 2010 Basic

### Course Summary:

Successful completion of this course will enable delegates to more fully understand the capabilities of Microsoft Office Project 2010 Standard/Professional and be able to apply these to enhance their own projects.

The course will cover these essential topics, enabling the delegate to understand:

- Getting to know Microsoft Office Project 2010
- Views – Task and Resource views
- Getting started (Creating the project plan)
- Developing the schedule (Tasks)
- Creating a logical sequence (Dependencies & Constraints)
- Work equation (Task Types)
- Creating, allocating and resolving conflicts of resources
- Tracking using baselines and progress lines
- Updating the Plan
- Printing reports and Output Visual Reports
- Customizing and Making the most of the Environment including the Ribbon

### Delegate Profile

Aimed at the Project Manager, Line Manager, Team Leader or Planner who needs to create and manage plans and resources using Microsoft Project.

### What are the Pre-requisites?

A prerequisite understanding of planning concepts and processes is required. Experience at using Microsoft Office tools would be beneficial.

### What you will learn

At the end of the class the delegate will be able to develop structured, logically linked, resourced plans and monitor them using baseline and tracking techniques.

Course Dates	Times	Length of Course	Venue	PDU Value
Call or view online	09.30 – 16.30	1 Day	CPS, Marlow	<i>Under Review</i>

### Professional Development Units (PDU's)

As a Project Management Institute (PMI) Registered Education Provider, CPS are able to issue category three Professional Development Units. These units can be used for maintaining the PMP® credential, as well as for the “contract hours” that are required to apply to sit for the PMP and CAMP® credential examinations.

### Do I need to bring anything?

Note taking material will be provided.

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