

Course Syllabus

Ultimate Microsoft Project 2010 – Exam Prep Boot Camp 70-178

Course Overview

This intensive three-day boot camp delivers the fundamental through intermediate level scheduling skills that you need to manage projects successfully with Microsoft Project 2010, and prepares you for the Microsoft 70-178 certification exam (Microsoft Project 2010, Managing Projects).

Mastering the Microsoft Project scheduling engine is the key to enjoying your work with the software. This course shows you how to drive the tool through each stage of the project management life cycle and offers multiple best practices for using the software while defining, planning, executing, and closing a project. Although framed around PMI's project life cycle, the course content is methodology-agnostic and focuses on hands-on learning methods. As you learn how to manage projects properly using Microsoft Project 2010, you will also master the foundational through intermediate knowledge needed for the challenging Microsoft 70-178 certification exam.

As preparation for the Microsoft 70-178 certification exam, each student receives the following:

- A copy of the *Ultimate Study Guide: Foundations, Microsoft Project 2010* book, which serves as both the course manual and a valuable reference book
- A detailed Preparation Guide document detailing the competencies and knowledge required to pass the certification exam
- An in-class practice exam that simulates the actual certification exam
- Guidance from a Microsoft certified instructor

For courses taken via Cyberspace, each student must use his or her own computer to access the virtual training environment. A high-speed internet connection is recommended. Participants do not need to have Microsoft Project installed in order to participate in the hands-on exercises.

Target Audience

Everyone who manages projects using Microsoft Project 2010 should take this course, whether in an enterprise or desktop-only environment. We target this course at the needs of full-time project managers, as well as those who function as project schedulers or project support technicians. If you need to take the Microsoft 70-178 certification exam, this course is especially for you!

Pre-Requisites

Although not required, it is helpful for students to have hands-on project management experience or a high-level understanding of project management principles.

Learning Objectives

After completing this course, you will be able to:

- Describe the stages of the project management process
- Understand the Microsoft Project user interface
- Understand the Microsoft Project Data Model as it relates to views, tables, filters, and groups
- Define a new project using a 6-step process
- Perform all required task planning and understand how to use task dependencies and task constraints properly
- Understand how to use Manually Scheduled tasks
- Add Work, Material, and Cost resources to a project
- Assign Work, Material, and Cost resources to tasks
- Use the new Team Planner view to analyze resource assignment data
- View the Critical Path in a project
- Save a baseline for a project
- Enter task progress using three different methods of tracking progress
- Analyze project variance
- Create custom views, tables, filters, and groups
- Create a custom view and table by modifying an existing view and table
- Customize any view
- Revise a project based on project variance
- Change a project based on change control methodologies and re-baseline the project using multiple methods
- Report on project progress by printing views and reports
- Report on project progress by using Visual Reports with Microsoft Excel and Microsoft Visio
- Close a completed project
- Prepare to take the Microsoft 70-178 certification exam

Topical Outline

PROJECT MANAGEMENT OVERVIEW

What is a Project?

Understanding the Project Management Process

Definition

Planning

Execution

Control

Closure

MICROSOFT PROJECT 2010 OVERVIEW

Introducing the Global.mpt File

Understanding the User Interface

Understanding the Ribbon

Using the Task Ribbon

Using the Resource Ribbon

Using the Project Ribbon

Using the View Ribbon

Using the Format Ribbon

Collapsing the Ribbon

Using the Backstage (File Tab)

Using Navigation Features

Using Shortcut Menus

Using Built-In Keyboard Shortcuts

Zooming the Timescale

Tips for Using the Scroll Bars

Using the Scroll to Task button

Using Screen Tips and Tool Tips

Customizing the User Interface

Customizing the Ribbon

Showing/Hiding a Ribbon Tab

Creating a New Ribbon Tab

Renaming a Ribbon Tab, Group, or Button

Creating a New Ribbon Group

Adding/Removing Buttons on a Ribbon Tab

Moving Items in the Ribbon

Resetting the Ribbon

Customizing the Quick Access Toolbar

Adding/Removing Buttons on the Quick Access Toolbar

Moving Items in the Quick Access Toolbar

Resetting the Quick Access Toolbar

Importing/Exporting a Custom Ribbon

Understanding the Planning Wizard

Understanding Gantt Chart Symbols

Reading a Gantt Chart

Understanding Gantt-Optimized Scheduling Benefits

Creating a Three-Tiered Timescale

Displaying Fiscal Year in a Three-Tiered Timescale

INSIDE MICROSOFT PROJECT 2010

Understanding the Microsoft Project Data Model

Understanding Views

Using Single Views and Combination Views

Understanding Tables

Understanding Filters

Applying a Standard Filter

Applying a Highlight Filter

Understanding Groups

Applying a Group

PROJECT DEFINITION

Creating a New Project from a Template

Creating a New Project Using a Template

Creating a New Project from an Existing Project

Creating a New Project from a SharePoint Task List

Defining a New Project

Step #1 - Set the Project Start Date

Step #2 - Enter the Project Properties

Step #3 - Display the Project Summary Task

Step #4 - Set the Project Working Schedule

Adding Nonworking Time to the Standard Calendar

Setting the Working Schedule

Creating a New Base Calendar

Setting the Project Calendar

Step #5 - Set Options Unique to this Project

Setting the Task Mode Option

Setting Options in the Project Options Dialog

Setting General Options

Setting Display Options

Setting Schedule Options

Setting Proofing Options

Setting Save Options

Backward Compatibility and Save Option Behavior

Setting Language Options

Setting Advanced Options

Setting Add-Ins Options

Setting Trust Center Options

Step #6 - Save the Project

Saving a Project as an Alternate File Type

Saving a Project File as a PDF or XPS Document

Understanding Reduced Functionality with Older Project File Formats

Opening a Project Created in an Older Version of Microsoft Project

Saving a Project to SharePoint

Sharing a Project via E-Mail

PROJECT TASK PLANNING

Understanding the Task Planning Process

Auto-Wrapping Task Names

Understanding Change Highlighting

Understanding Manually Scheduled vs. Auto Scheduled Tasks

Using Basic Task Planning Skills

Entering and Editing Tasks

Entering Manually Scheduled Tasks

Moving Tasks

Inserting Tasks

Deleting Tasks

Creating the Work Breakdown Structure (WBS)

Inserting Summary Tasks

Creating a Manually Scheduled Summary Task

Creating Milestones

Inserting a Milestone Task

Using Task Notes and Cell Background Formatting

Using Task Dependencies

Understanding Task Dependencies

Setting Task Dependencies

Linking Manually Scheduled Tasks

Removing a Task Dependency

Using Lag Time with Dependencies

Using Lead Time with Dependencies

Understanding Schedule Warnings and Suggestions

Using the Respect Links Feature

Using the Task Inspector

Using Alternate Methods to Set Dependencies

Setting Task Constraints and Deadline Dates

Setting Constraints

Adding Notes on Tasks with Constraints

Understanding Flexible and Inflexible Constraints

Understanding Planning Wizard Messages about Constraints

Understanding Task Scheduling Changes

Using Deadline Dates

Viewing Missed Constraints and Deadline Dates

Assigning Task Calendars

Understanding Duration-Based and Effort-Based Planning

Estimating Task Durations

Using the Task Inspector to Determine Task Drivers

Creating Recurring Tasks

Planning for Known Fixed Costs

PROJECT RESOURCE PLANNING

Defining Project Resources

Creating Work Resources

Entering Custom Resource Information

Entering General Information

Changing Working Time

Setting an Alternate Working Schedule

Entering Nonworking Time

Setting Working Schedule Changes

Entering Cost Information

Entering Resource Notes

Using the Custom Fields Page

Creating Generic Resources

Creating Material Resources

Creating a Budget Cost Resource

Creating an Expense Cost Resource

Sorting Resources in the Resource Sheet View

Inserting New Resources in the Resource Sheet View

PROJECT ASSIGNMENT PLANNING

Understanding Assignments

Using a Work Estimation Methodology

Assigning Resources Using a Best Practice

Assigning Resources to Tasks

Using the Task Entry View

Using the Assign Resources Dialog

Understanding the Duration Equation

Understanding Task Types

Understanding the Peak and Assignment Units Fields

Setting the Cost Rate Table

Assigning Material Resources

Assigning Cost Resources

Using Expense Cost Resources

Using Effort Driven Scheduling

Using Non-Effort Driven Scheduling

Replacing Resources Assigned to Tasks

Using the Team Planner View

Leveling an Overallocated Resource in the Team Planner View

Dragging Tasks in the Team Planner View

Changing Schedule Information in the Team Planner View

Understanding Resource Overallocation

Locating Resource Overallocations

Leveling Overallocated Resources

Using a Leveling Methodology

Setting Leveling Options

Leveling an Overallocated Resource

Viewing Leveling Results

Clearing Leveling Results

Setting Task Priority Numbers

Leveling Resource Overallocations in a Task View

Understanding the Intricacies of Manually Scheduled Tasks

Understanding Unsupported Task Features

Understanding Work Value Calculations for Calendar Exceptions

PROJECT EXECUTION

Understanding the Execution Process

Rescheduling an Unstarted Project

Viewing the Critical Path

Working with Project Baselines

Saving a Project Baseline

Saving a "Rolling Baseline"

Saving Over a Previous Baseline

Viewing the Project Baseline

Clearing the Project Baseline

Using Additional Baselines

Tracking Project Progress

Entering Progress Using Percent Complete

Entering Progress Using Actual Work and Remaining Work

Entering Progress Using a Daily Timesheet

Entering Progress for an Expense Cost Resource

Rescheduling Uncompleted Work

Rescheduling a Task

Setting Tasks to Inactive

Synchronizing with a SharePoint Tasks List

Adding Fields to the Task Synchronization Process

Modifying the Project Tasks View in SharePoint

Reporting Progress Using a SharePoint Tasks List

VARIANCE ANALYSIS, PLAN REVISION, AND CHANGE CONTROL

Understanding Variance

Understanding Variance Types

Calculating Variance

Understanding Actual vs. Estimated Variance

Analyzing Project Variance

Analyzing Date Variance

Analyzing Work Variance

Analyzing Cost Variance

Understanding Custom Views

What Is A View?

Creating a New Custom View Using a Four-Step Method

Creating a Custom Table

Creating a Custom Filter

Creating a Custom Group

Creating a New Custom View

Creating a Combination View

Using the Organizer

Copying Custom Objects

Renaming and Deleting Custom Objects

Revising a Project Plan

Potential Problems with Revising a Plan

Using a Change Control Process

Inserting New Tasks in a Project

Rebaselining Your Project

Backing Up an Original Baseline

Rebaselining the Entire Project

Baselining Only Selected Tasks

Rebaselining Only Unstarted Tasks

Rebaselining the Entire Project Using an Alternate Baseline

Viewing Multiple Baselines

PROJECT REPORTING

Reporting in Microsoft Project 2010

Using Enhanced Copy and Paste

Using the Timeline with the Gantt Chart View

Adding a Task to the Timeline

Formatting the Timeline View

Using the Text Tools

Using Font Tools

Using Show/Hide Tools

Adding Tasks Using the Contextual Format Ribbon

Exporting the Timeline View

Creating a New Table by Customizing an Existing Table

Customizing an Existing Table and Creating a New Table

Customizing a Table Using the Add New Column Feature

Creating a New View by Customizing an Existing View

Resetting a Default View and Table after Customization

Formatting the Gantt Chart

Using the Format Tools

Formatting Text Styles

Formatting Gridlines

Displaying and Formatting Progress Lines

Formatting the Display of Gantt Bars

Using the Columns Tools

Using the Bar Styles Tools

Using the Gantt Chart Style Tools

Using the Show/Hide Tools

Using the Drawing Tools

Customizing the Team Planner View

Formatting Other Views

PRINTING VIEWS, REPORTS, AND VISUAL REPORTS

More about Project Reporting

Printing Views

Using Page Setup

Creating a Header or Footer

Setting Print Options

Printing Reports

Understanding Report and View Interaction

Understanding Report Definition

Creating Custom Reports

Creating Custom Monthly Calendar Reports

Creating Custom Crosstab Reports

Using Visual Reports

Viewing a Visual Report

Customizing a Microsoft Excel Visual Report

Customizing a Microsoft Visio Visual Report

Saving Local OLAP Cube Data

Creating Visual Report Templates

Editing Visual Report Templates

Managing Your Visual Report Templates

PROJECT CLOSURE

Using Project Closure Methodologies

Closing a Project

Cancelling Unnecessary Tasks

Cancelling a Task Using Microsoft Project Standard 2010

Cancelling a Task Using Microsoft Project Professional 2010

Marking Milestones as Complete

Saving a Completed Project as a Template

Creating a New Project from a Template

Using the Compare Project Versions Tool

MICROSOFT 70-178 CERTIFICATION EXAM PREPARATION

Certification Exam Information

Certification Exam Overview

Registering for the Certification Exam

Review of Certification Exam Knowledge and Competency Requirements

Tips for Taking and Passing the 70-178 Certification Exam

Microsoft 70-178 Certification Exam Practice