



ICDL Module 13 – Project Planning

Course Aims

This course introduces the basic skills necessary for using MS Project 2010.

It includes learning project basics, work with tasks, making adjustments to tasks, outlining tasks, working with views and working with resources. It also includes tasks such as working with calendars, adjusting resources, assigning costs, working with the critical path.

Pre-requisites

An understanding of Windows / MS Project 98/2000/2003/2007 will be an added advantage

Level	Duration	Time
Basic - Intermediate	2 Day / 16 Hours	9:00 am to 6:00 pm

Module 1. Learning Project Basics (1.5 hr)

- Starting Microsoft Project
- Exploring the new interface
- Using the Interface
- Customizing the Quick Access Toolbar
- Setting Preferences
- Opening an Existing Project
- Closing a Project
- Creating a New Blank Project
- Defining a New Project
- Defining the Project Working Times
- Adding a Nonworking Day
- Changing Project Information
- Using a Project Template
- Learning Project Basics

Module 2. Working with Tasks (1.5 hr)

- Entering data
- Entering Tasks
- Editing Tasks
- Entering a Milestone Task
- Entering a Recurring Task
- Viewing and Hiding Recurring Tasks
- Editing Recurring Tasks
- Multilevel Undos
- Filtering Tasks
- Working with Tasks
- Manual vs Automatic Scheduling

Module 3. Working with Other Views (1 hr)

- Network Diagram Views
- Managing Network Diagram Views
- Calendar View
- Managing Calendar Views

Module 4. Organizing Tasks (1 hr)

- Easily Summarize Data
- Indenting and Outdenting Tasks
- Collapsing and Expanding an Outline
- Inserting a Task
- Deleting a Task
- Moving a Task
- Documenting a Task
- Creating a Project Summary Task
- Viewing the WBS Codes
- Organizing Tasks
- Use Formatting to get critical project information

Module 5. Scheduling Tasks (1 hr)

- Linking Tasks
- Linking Summary Tasks
- Unlinking Tasks
- Changing Task Relationships
- Applying Lag and Lead Time

- Applying a Constraint
- Entering a Start or Finish Date
- Setting a Deadline Date
- Rolling Up Gantt Bars to a Summary Bar
- Modifying Linked Tasks
- Scheduling Tasks
- Recalculation Highlights

Module 6. Working with Resources (2 hrs)

- Creating a Work Resource
- Creating a Material Resource
- Creating a Cost Resource
- Assigning a Work Resource to a Task
- Assigning Cost Resources to a Task
- Adding More Resources to a Task
- Removing a Resource Assignment
- Assigning a Material Resource to a Task
- Assigning Cost to Task
- Using the Task Inspector to identify resource issues.

Module 7. Assigning Costs (2 hr)

- Assigning Standard Rates
- Assigning Overtime Rates
- Assigning a Per-Use Cost to a Resource
- Selecting an Accrual Method
- Assigning Resource Codes
- Creating a Resource Rate Table
- Assigning a Resource Rate Table
- Assigning Fixed Material Resource Costs
- Viewing Resource Costs
- Viewing Task Costs
- Assigning a Fixed Cost to a Task
- Assigning Costs
- Cost Resource
- Assigning Cost Resource

Module 8. Working with Calendars (1 hr)

- Modifying Individual Resource Calendars
- Changing Resource Availability Over Time
- Creating a Base Calendar
- Calendar exceptions
- Assigning a Base Calendar to Resources
- Assigning a Base Calendar to a Project
- Assigning a Calendar to a Task
- Working with Calendars

Module 9. Using the Team Planner (1 hr)

- Assigning Tasks to a Resources
- Identifying Overallocation with Team Planner
- Removing Tasks from Resources

Module 10. Working with Baselines (1.5 hr)



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- Saving a Project Baseline
- Updating a Project Baseline
- Updating Tasks in a Baseline
- Saving Additional Baselines
- Saving a Project Interim Plan
- Clearing a Baseline
- Viewing Baselines

Module 11. Tracking Your Progress (1 hr)

- Updating a Task
- Setting the Status Date
- Viewing Slippage
- Updating Projects on Schedule
- Entering the Percent Complete
- Entering Completed and Remaining Work

- Entering Actual and Remaining Durations
- Entering Timephased Work Values

Module 12. Evaluating and Distributing Data (1.5 hr)

- Viewing Earned Value Data
- Viewing Earned Value Indicators
- Creating a Report
- Creating a Custom Report
- Creating a Crosstab Report
- Using the Print Preview Window
- Changing Page Setup Options
- Printing a Report