

Microsoft Project 2010 - Level 1: Instructor Setup Guide

- General Hardware Requirements for Office Professional Plus 2010
 - Software Setup Notes
 - Classroom Data
 - Courseware Timing
-

1.1 General Hardware Requirements for Office Professional Plus 2010

■ Workstation

COMPONENT	DESCRIPTION
Operating system	Windows XP with Service Pack (SP) 3 (32-bit operating system only) or Windows Vista with SP1, Windows 7, Windows Server 2003 R2 with MSXML 6.0, Windows Server 2008, or later 32 or 64 bit.
Processor	500 MHz processor; 1 GHz required for Outlook with Business Contact Manager
Disk space	3.5 gigabyte (GB)
Memory	256 MB RAM; 512 MB recommended for graphics features, Outlook Instant Search, and other advanced functionality
Display	1024x768 or higher resolution

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 7 Professional as the operating system. Other operating systems described above may be used; however, the screen captures within the course may not appear the same in terms of the user-interface. This should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2010. If desired, you may save disk space by installing only Project 2010.

The workstation could be configured to connect to the Internet, although there are no exercises that require it.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **M101en_data.exe** for this course to install the class data to the **C:\M101en_data** folder. The table below indicates the classroom data files that are included in the archive, as well as the section in which the file is first opened for use.

DATA FILE	FILE TYPE	USED IN
1Basics	.mpp	Section 1.7 Moving Within a View , in the exercise Getting Started
2Outline	.mpp	Section 2.3 Editing Task Lists , in the exercise Editing the Task List
2Link	.mpp	Section 2.5 Task Dependencies , in the exercise Creating Task Dependencies
2Depend	.mpp	Section 2.7 Task Information , in the exercise Modifying Task Dependencies
3Resource	.mpp	Section 3.3 Assigning Resources , in the exercise Adding and Assigning Project Resources
3ProjCal	.mpp	Section 3.4 Working with Project Calendars , in the exercise Working with Project Calendars
3ResCal	.mpp	Section 3.5 Working with Resource Calendars , in the exercise Working with Resource Calendars
3TaskCal	.mpp	Section 3.6 Working with Task Calendars , in the exercise Creating and Applying Task Calendars
3Costs	.mpp	Section 3.7 Entering Project Costs , in the exercise Entering Resource Costs
4Print	.mpp	Section 4.3 Printing Project Information , in the exercise Page Setup and Print Options
5TaskType	.mpp	Section 5.3 Changing Task Types , in the exercise Using Task Type Settings
5Constraint	.mpp	Section 5.4 Task Constraints , in the exercise Applying Task Constraints
5Critical	.mpp	Section 5.7 Formatting the Critical Path , in the exercise Formatting the Critical Path
6Contours	.mpp	Section 6.3 Editing Resource Assignments , in the exercise Applying a Preset Contour
6Locating	.mpp	Section 6.5 Locating Resource Overallocations , in the exercise Locating Resource Overallocations
6Leveling	.mpp	Section 6.6 Resolving Resource Overallocations , in the exercise Resolving Resource Overallocations Using Resource Leveling
6Resolving	.mpp	Section 6.6 Resolving Resource Overallocations , in the exercise Resolving Resource Overallocations Manually
6Baseline	.mpp	Section 6.7 Saving the Baseline , in the exercise Setting the Baseline

DATA FILE	FILE TYPE	USED IN
7Update	.mpp	Section 7.3 Updating the Remaining Schedule, in the exercise Tracking Project Progress by Updating Tasks
7Compare	.mpp	Section 7.4 Comparing Baseline and Actual Data, in the exercise Comparing Baseline and Actual Data
8Filter	.mpp	Section 8.3 Grouping Tasks and Resources, in the exercise Sorting, Filtering, and Grouping Project Information
9Formatting	.mpp	Section 9.2 Formatting the Gantt Chart, in the exercise Formatting Views

The C:\M101en_data folder may be deleted after the class.

1.4 Courseware Timing

The following table lists an estimated amount of time to be allocated per chapter and section based on a two seven-hour training sessions. Time required for pre-class introductions or greetings has not been included. Please note that these are estimates only and that other variables may dictate the amount of time you spend on each chapter and section.

CHAPTER/SECTION	ESTIMATED TIME
The Basics	95 min
1.1 Project Management Concepts	10 min
1.2 Getting Started	15 min
1.3 Application and Project Windows	15 min
1.4 Ribbon and Tabs	15 min
1.5 Saving Projects	15 min
1.6 Changing the View	15 min
1.7 Moving Within a View	10 min
Project Creation	95 min
2.1 Project Information	15 min
2.2 Creating Task Lists	15 min
2.3 Editing Task Lists	15 min
2.4 Outlining Task Lists	15 min
2.5 Task Dependencies	15 min
2.6 Modifying Task Dependencies	15 min
2.7 Task Information	5 min
Project Resources and Costs	100 min
3.1 Project Resources	15 min
3.2 Resource Assignment Concepts	15 min
3.3 Assigning Resources	15 min
3.4 Working with Project Calendars	15 min
3.5 Working with Resource Calendars	15 min
3.6 Working with Task Calendars	15 min
3.7 Entering Project Costs	10 min
Printing Schedule Information	30 min
4.1 Page Setup Options	10 min
4.2 Previewing Views and Reports	10 min

CHAPTER/SECTION	ESTIMATED TIME
4.3 Printing Project Information	10 min
Changing Scheduling Methods	100 min
5.1 Resource Assignment Concepts	15 min
5.2 Task Type Settings	15 min
5.3 Changing Task Types	15 min
5.4 Task Constraints	15 min
5.5 Identifying Factors Affecting Tasks	15 min
5.6 Defining the Critical Path	15 min
5.7 Formatting the Critical Path	10 min
Resolving Resource Conflicts	195 min - Day 2
6.1 Preset Contours	25 min
6.2 Applying Preset Contours	25 min
6.3 Editing Resource Assignments	25 min
6.4 Resource Overallocations	30 min
6.5 Locating Resource Overallocations	30 min
6.6 Resolving Resource Overallocations	30 min
6.7 Saving the Baseline	30 min
Tracking Project Progress	120 min
7.1 Tracking Task Progress	30 min
7.2 Updating Tasks	30 min
7.3 Updating the Remaining Schedule	30 min
7.4 Comparing Baseline and Actual Data	30 min
Sorting, Filtering and Grouping	65 min
8.1 Sorting Views	20 min
8.2 Filtering Views	20 min
8.3 Grouping Tasks and Resources	25 min
Formatting the Project Environment	40 min
9.1 Formatting Views	20 min
9.2 Formatting the Gantt Chart	20 min

