

GUIDE TO USING MICROSOFT PROJECT 2010

This appendix provides a concise guide to using Microsoft Office Project Professional 2010 (often referred to as Project 2010) to assist in performing project management functions. The Office Project 2010 family includes several different products: Project Standard 2010, a non-Web-based, stand-alone program for individuals who manage projects independently, similar to earlier versions of Project Standard; Project Professional 2010, which is basically Project Standard 2010 plus the ability to connect to Project Server 2010, if available. (Note: This guide does not include information on connecting to Project Server 2010.) Project Server 2010, built on SharePoint Server 2010, delivers flexible work management solutions across organizations, departments, and teams. Organizations should develop and apply many standards, templates, codes, and procedures before using Project Server 2010 to make the best use of its capabilities.

Each version of Project 2010 can help users manage different aspects of all nine project management knowledge areas. (Consult Microsoft's Web site for more details on all of the versions of Project 2010.) Most users, however, focus on using Project 2010 to assist with scope, time, cost, human resource, and communications management. This guide uses these project management knowledge areas as the context for learning how to use Project 2010. The basic order of steps in this appendix follows best practices in project management. That is, you should first determine the scope of a project, then the time, and then the resource and cost information. You can then set a baseline and enter actuals to track and communicate performance information.

Hundreds of project management software products are available today, but Microsoft Project is the clear market leader among midrange applications. Before you can use Project 2010 or any project management software effectively, you must understand the fundamental concepts of project management, such as creating work breakdown structures, linking tasks, entering duration estimates, and so on. See the Suggested Readings on the companion Web site (www.cengage.com/mis/schwalbe) for recommendations on other resources to help you gain an even deeper understanding of Project 2010.

New Features of Project 2010

* Project 2010 is not just a run-of-the-mill update. Microsoft really listened to users and has revised Project to meet user needs. Learning some of the new features might seem like a chore, but it is well worth the effort. If you are familiar with Project 2007, it may be helpful to review some of the new features in Project 2010.

Improved user interface: Project 2010 now includes the ribbon interface instead of using the traditional menus and toolbars similar to Office 2003. Commands are organized in logical groups under tabs, such as File, Task, Resource, Project, View, and Format. The File tab takes you to the new Backstage feature, a one-stop graphical destination for

Microsoft Project 2010 User Guide

Carl S. Chatfield, Timothy D. Johnson



Microsoft Project 2010 User Guide:

Microsoft Project 2010 Quick Reference Guide Beezix, Inc Staff,2011-04-15 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2010 at the intermediate level This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Indenting Outdenting Tasks Hiding Displaying Tasks under a Summary Understanding Precedence Using the Network Diagram Creating Deleting Relationships Moving a Task in the Network Diagram Showing Slack Hiding Negligible Amounts of Slack Examining the Critical Path Filtering Tasks Adjusting Date Constraints Using a Deadline Entering or Reading Task Notes Using a Different Relationship Type Lag Lead Time Changing Relationship Type or Lag Recurring Tasks Splitting Tasks Adding Resources on the Fly Noting a Resource s Vacation or Special Hours or Rate Getting a Task Done Faster Changing Calculation of Task Values Permitting Overtime Booking Additional Resources to a Task Using Effort Driven Scheduling Adjusting when a Resource Works Checking Resource Usage Determining Resource Load Leveling Resources Quickly Viewing Different Field Collections Showing or Deleting a Progress Line Monitoring Progress Accessing a Subproject File Communicating Plans and Progress This guide is one of two titles available for Project 2010 Project 2010 Creating a Basic Project Project 2010 Managing Complexity *Planning and Scheduling Using Microsoft Project 2010* Paul Harris,2010 The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software

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