Project Orange Belt® 2010
Dynamic Scheduling with Microsoft® Project 2010 Workshop

Traditional Classroom
Course No. 8289
Duration: 3 Days
Education Hours/PDUs: 21
CEU Credits: 2.1

Virtual Classroom/ On-Demand Learning
Course No. 8966
Duration: Six 3-hour sessions
Education Hours/PDUs: 18
CEU Credits: 1.8

Prerequisites
A familiarity with key project management concepts and terminology is recommended, as well as basic Windows navigation skills and prior experience managing projects using Microsoft® Project. It is recommended that you attend Project White Belt® 2010 first.

Course Level
Intermediate

About the Program
This course is intended for both novice and experienced project managers and schedulers, or any user of Project 2010 stand-alone desktop features (this course excludes Project Server features). Participants may be involved in or responsible for scheduling, estimating, coordinating, controlling, budgeting, and staffing of projects and supporting other users of Project 2010.

Who Should Attend
- Individuals who would like to learn more about the dynamic scheduling process using Microsoft® Project
- Individuals in a project management career path that need to sharpen their skills in scheduling
- Professionals who are interested in obtaining IIL’s Project Orange Belt 2010 certification
- Individuals who currently use Microsoft® Excel as their primary project management tool. In Project 2010, with its new Excel-like ease, you can get started faster and easier, and create and manage your projects more effectively.
- Users of past versions of Microsoft® Project who want to get up-to-speed with the new features of Project 2010

Included Materials
- E-Book: Dynamic Scheduling with Microsoft® Project 2010
- Downloadable Exercises to enforce learning
- Downloadable Project Orange Belt® 2010 participant Workbook

Note: Courses in Microsoft® Project will also qualify for the required education hours for the PMP (Project Management Professional), CAPM (Certified Associate in Project Management), and the PMI-SP (Scheduling Professional) certification from PMI. Contact your sales representative for more information.

Individuals that complete this workshop will be able to:
- Initialize Project 2010 to start project planning
- Create a well-formed project schedule, including WBS, estimates, dependencies, constraints, deadlines, and calendar use
- Assign resources and costs to tasks
- Understand task types and the schedule formula
- Analyze resource utilization
- Set a baseline
• Track progress
• APPLY EARNED VALUE MANAGEMENT
• Create project reports and analyze project, resource, and task data
• Customize views and fields
• Manage multiple projects
• Use Project 2010 and SharePoint

Course Overview

Module 1 – Enterprise Project Management Concepts and Framework

Module 2 – Getting Started with Project 2010
• Project 2010 Overview
• Setting Up a New Project Schedule
• Setting the Project Calendar

Module 3 – Entering Tasks
• The Planning Processes
• Types of Tasks
• Creating the WBS in Project 2010

Module 4 – Entering Estimates
• Tendencies in Estimating
• The Rolling Wave Approach
• Entering Estimates in Project 2010

Module 5 – Entering Dependencies
• The Principle of Dynamic Scheduling
• Types of Dependencies
• Entering Dependencies in Project 2010

Module 6 – Entering Deadlines, Constraints, and Task Calendars
• Use of Deadlines and Constraints
• Entering Deadlines and Constraints in Project 2010

Module 7 – Entering Resources and Costs
• Types of Resources
• Entering Resources in Project 2010
• Calendars and Resources
• Entering Costs in Project 2010

Module 8 – Entering Assignments
• Assignments in a Schedule
• Entering Assignments in Project 2010
• Assignments and Costs

Module 9 – Optimizing the Schedule
• The Critical Path Method
• Resource Leveling
• Optimizing Time, Cost, and Resources in Project 2010

Module 10 – Updating the Schedule
• The Baseline
• Updating Strategies and Situations
• Prepare the Status and Forecast Report in Project 2010
Module 11 – Reporting
- Using Reports
- Using Visual Reports
- Formatting and Printing in Project 2010
- Customizing Fields in Project 2010

Module 12 – Earned Value Management (EVM)
- Overview of EVM
- Applying EVM with Project 2010

Module 13 – Evaluating the Project
- Evaluating the Project Performance
- Project Benefits and Results
- Templates for Future Projects

Module 14 – Summary
- Tools and Checklist
- Best Practices Checklist

Appendix 1 – Case Studies
- Hands-on Exercises
- Troubleshooting
- Case Studies

Appendix 2 – Consolidated Schedules
- Consolidated Schedules and Programs
- Creating Consolidated Schedules in Project 2010
- Links across Projects
- Analyzing the Critical Path across Projects
- Hands-on Exercise

Course Summary and Next Steps

This course contains multiple hands-on exercises and labs where you will need to bring a laptop with Microsoft® Project Standard 2010, or Project Professional 2010 desktop with the latest service packs. You may obtain a trial version of this software from https://www.microsoft.com/en-us/evalcenter/evaluate-project-professional-2010. This course is also available for Microsoft® Project 2013.

Certification Qualifications

IIL Certification: Candidates for IIL’s Project Orange Belt 2010 certification must attend the program and achieve a passing score (70% or higher) on a 45-questions, multiple-choice exam. Participants who conclude the program will be enrolled to complete the exam online.


Continue growing your capabilities with Microsoft® Technologies with the following IIL courses:

- Project Blue Belt® 2010
- Managing Projects with SharePoint