

Microsoft Office Project 2010 Guide

Basic Overview: This software was designed to help project managers develop plans, track progress, assign resources to tasks, manage budgets, and analyze workloads. Users can develop schedules that can be resource leveled and displayed into a Gantt chart.

Creating a Project Plan Basics

- Setting a Start or Finish Date
- Creating a Project Calendar
- Adding Activities, Duration, and Dates

Setting a Start or Finish Date

1. Open "Microsoft Office Project 2010" by double-clicking on the icon on your desktop.
2. Click on the "File" tab in the upper left hand corner of the screen
3. Click on the "Info" option
4. On the right side of your screen, there will be a tab labeled "Project Information". Below this tab, there are several fill in options; "Start Date", "End Date", "Schedule From", "Current Date", "Status Date", "Project Calendar", and "Priority. Each of these options can be customized by clicking on the right of each option and typing in the preferred settings.

*"Start Date" is the date that your project end on will start from.

*"End Date" is the date that your project schedule will end on.

* "Schedule From" has two options, "Start" and "Finish". You can use the finish option to work backwards for your schedule. Use the start option to begin with your start date. It is recommended to use the "Start" option.

*"Project Calendar" has three options; "Standard", "24 hour shift", and "Night shift". The standard settings for "Standard" are 8 AM- 5 PM, 5 days a week workdays. This option can be adjusted to meet specific hours and work holidays. If the company works 24 hours a day, pick the "24 hour shift option". If not, use the "Night Shift" option.

*"Priority" has a standard value of 500. If you increase the value, its priority level increases and the more the master project will pay attention to the constraints. If you decrease the value, its priority level decreases and the priority is given to these tasks.

*You may adjust these settings any time through the project by going to File-→ info→Project information.

For video reference, visit: <http://www.youtube.com/watch?v=YexOONfGn54&feature=related>

Creating a Project Calendar

1. Click on the "Project Information" tab
2. Click on "Advanced Properties". This will open up another window in which you can adjust the "Title", "Subject", "Author", "Manager", "Company", "Category", "Keywords", "Comments", and "Hyperlink Base". Select "Ok" after you are satisfied with the settings.
3. Click on the "Options" tab on the left of your screen. This will open up another window. In this window, click on the "Advanced" option on the left of your screen.
4. Now scroll down until you find the check box "Show Project summary task". Check this box and then click "Ok".
5. You will now see a spreadsheet with a Gant chart on the right. On the top of your screen, click on the tab "Project".
6. Click on the option "Changing Working Time". This will open up a new window. In this window you may adjust the calendar's work times and days.
7. In the "Exceptions" tab you can add Holidays and other days in which you do not work on or there are special exceptions. In the name portion of the spreadsheet, enter the name of the day. To the right of that, there is another column for "Start" and "Finish". Input the beginning date and end of date of the holiday in this column. You may add more holidays in this spreadsheet. The changes you make in this spreadsheet will be displayed on the calendar right above by a black square. A black square represents no work on those days.
8. In the "Work Weeks" tab in the same window you can adjust specific work hours. The same way you adjusted the Holidays you can pick the specific date or dates in which the hours are different. Once you have made the event, you can click on the button "Details" to the right of it and adjust the specific hours there. This will open a new window. You can then adjust the times for the date, by selecting the "Set day(s) to these specific work times" and filling the spreadsheet. Click "Ok".
9. On the upper right hand corner of the window, click on the option "Create New Calendar". In the "Name" portion you can enter the name of the calendar. You can either select "Create new base calendar" or "Make a copy of _____ calendar".

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Adding Activities, Duration, and Dates

1. You will see a spreadsheet on your left and a Gant chart on your right. On this spreadsheet you can add tasks to your schedule. There is a column for "Task Name", "Duration", "Start", "Finish", and "Predecessors". In "Task Name", input the task. In the "Duration", input the number of days required to complete the task. In "Start" and "Finish", enter the dates of the beginning and end date of the project, respectively. In "Predecessors", input the tasks that are required to be completed before this specific task can be carried out. For example:

Task 1 is Buy Soap, Task 2 is Wash car, and Task 3 is Rinse car. In the column “Predecessors” for Task 3, put down the numbers “1, 2”. On the Gant chart it will now show these tasks connected to one another.

For Video Reference: <http://www.youtube.com/watch?v=mSH2rwRnGSs&feature=related>

In-depth Videos:

Beginner:

Part 1: http://www.youtube.com/watch?v=MIOzEaZRQE&feature=channel_video_title

Part 2: <http://www.youtube.com/watch?v=DqIRG1driQc>

Part 3: http://www.youtube.com/watch?v=8BD-1zTrQ5I&feature=channel_video_title

Intermediate:

Part 4: http://www.youtube.com/watch?v=sFDr5I2Bmvs&feature=channel_video_title

Part 5: http://www.youtube.com/watch?v=viRV2hVRRbM&feature=channel_video_title

Part 6: http://www.youtube.com/watch?v=cpCpxdB67QI&feature=channel_video_title

Advanced:

Part 7: http://www.youtube.com/watch?v=cBxmaFHnKgw&feature=channel_video_title

Part 8: http://www.youtube.com/watch?v=nQ3zYPtS7ck&feature=channel_video_title

Part 9: http://www.youtube.com/watch?v=B15UdtTUv4k&feature=channel_video_title

