**Microsoft Project 2010 Workshop**

**Duration**: ½ Day

**Overview**

Microsoft Project 2010 builds on the Microsoft Office Project 2007 foundation with flexible work management solutions and the right collaboration tools for occasional and professional project managers. Project 2010 includes a pathway to more advanced project and portfolio management capabilities as business needs evolve.

In this workshop, we will take a quick tour of new and important features that project 2010 offers, providing information on relevant project management concepts while also offering specific procedures to build and track your project plans. Most importantly, this workshop brings together Project features, Project Management concepts and procedures and mesh them with what you already know as project manager and help you get started with Project 2010.

**Agenda**

* A quick overview of Project Management and how Project 2010 helps you get better and quicker at how you plan and execute your projects
* Explore Project 2010 features and navigate your way around the brilliant Project 2010 interface.
* Create your first plan and get the Scope and Schedule in place; Work on WBS, Duration, Dependency, Calendar etc
* Assign Resources to Tasks and get budget for your project; Create Resource, associate cost structure with each resource type and assign them to tasks
* Fine Tune the plan, Baseline and start the execution
* Track and report on the Project progress
* A round up and QA session

**References:** None

**Prerequisite:** None; However, Audience with inclination towards Project Management should get most out of the session