

## MCTS Managing Projects with Microsoft Office Project 2010 CATALYST

The Microsoft Office Project 2010 family of products allows project and program team members to:

- Effectively plan, monitor performance, visualize trends and manage risk in projects.
- Accurately assess needs to effectively deploy resources and create future plans.
- Align organizations to strategic objectives and enact security requirements.
- Utilize a standard and objective mechanism for managing people and projects

The **CATALYST** is a unique and revolutionary training approach that tailors learning to individual and business requirements

Acumen uses a powerful approach to training that guarantees proficiency – the Acumen **CATALYST**. **CATALYST** prepare delegates via pre-course mentorship to accelerate learning. Preparation ensures readiness for intensive, high-paced training that significantly increases retention (standard course retention is typically 20%, while pre-course preparation increases retention to above 85%.) This style of training exponentially increases the ability of IT professionals to design, implement, maintain and troubleshoot reliable, secure and effective systems.

### Curriculum covered:

At course completion

After completing this part of the course, students will be able to:

- Get started with Microsoft Office Project 2010.
- Create and define projects.
- Work with estimates and dependencies.
- Work with deadlines, constraints, and task calendars.
- Work with resources.
- Predict behaviour by using task types and the scheduling formula.
- Customize and format Microsoft Project views.
- Analyze resource utilization.
- Track progress.
- Create project reports that analyze project, resource, and task data.
- Manage multiple projects.

The course will cover the following exam objectives:

#### Configuring Tools and Options

- Set up Schedule options.
- Set up Calculation options.
- Set up Interface options.
- Set up View options.
- Set up General options.
- Set up Calendar options.
- Set up Security options.

#### Setting Up a Project

- Create and modify a template.
- Select a template.
- Enter project information.
- Manage calendars.
- Import and export data.

#### Estimating, Scheduling, and Budgeting Tasks

- Create a WBS.
- Create and modify tasks.
- Estimate and budget tasks.
- Sequence tasks.
- Identify and analyze critical tasks and critical path.
- Manage multiple projects.

#### Resourcing Project Plans

- Forecast time-phased generic skill or role requirements.
- Create, modify, and use resource pools.
- Add, change, substitute, or remove resource assignments.
- Predict durations and work calculations.
- Optimize resource utilization.

#### Updating and Reporting on Project Performance

- Save and modify baselines.
- Enter task updates.
- Reschedule incomplete work.
- Track project progress.
- Analyze variance.
- Create, modify, and delete objects.
- Create reports.

For more information contact a Learning Services Consultant

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