



**A National Leader
in Learning Resources
for Project Managers**



1989 Sawbury Blvd • Columbus, OH 43235-4586 • 614-309-6565
customerservice@ProjectManagementResourceGroup.com

**Earn 24 PMI PDUs • Online Course
5 Days • 5 hours per day**

Microsoft Project 2010 Online Boot Camp

Master the latest release of Microsoft Project and earn a certificate of preparation for Microsoft 70-178 certification!



Designed for all beginning and intermediate users of Microsoft Project who need to master this application, or who wish to pass Microsoft's Project 2010 70-178 exam.

★ Bonus Benefits included with your attendance:

- Each participant will be able to schedule an additional 30 minute one-on-one consultation with the instructor at the completion of the course.
- Participants will have access to free monthly webinars on timely project management and Microsoft Project topics.

Upon completion of this course, you will be able to:

- Use the exam specifications that will guide your preparation for the Microsoft 70-178 exam
- Understand the discipline of project management as it applies to using Microsoft Project.
- Leverage the new Ribbon to navigate the application
- Create a Work Breakdown Structure
- Identify Task Relationships
- Define Resources within Microsoft Project
- Make Work Package Estimates
- Create an Initial Schedule
- Create a Resource Leveled Schedule
- Capture actual performance data
- Format Output and Print Reports
- Create new projects in SharePoint and Excel
- Set up a Project with a Calendar, Start date, and scheduling method
- Understand Manually Schedule vs. Auto Schedule modes
- Set project baselines and use them to measure progress
- Integrate Multiple Projects

Exam 70-178:
Microsoft® Project 2010
Managing Projects

**Save up to \$200
with Early Bird Registration!**

**Each Boot Camp runs for
5 days, 5 hours per day**

7:00-10:00 am, 11:00 am-1:00 pm, PDT

>>CLICK for details

- May 7-11, 2012
- May 21-25, 2012
- June 4-8, 2012
- July 9-13, 2012
- August 6-10, 2012
- Sept 10-14, 2012

Earn 24 PMI PDUs

**Early-Bird
Pricing Still
Available!
SAVE UP TO
\$200!**

Visit our web site

www.projectmanagementresourcegroup.com
for details on all of PMRG's programs

**Detailed lesson outline
begins on next page...**



Project Management Resource Group is a Project Management Institute (PMI) Registered Education Provider (R.E.P.). All of the programs we offer are eligible for Level A PDUs. Each seminar/workshop is assigned its own unique ID number. Attendees who are certified

PMPs can reference that ID number to claim their PDUs. In addition, all attendees will receive a certificate of completion which can also be used to claim their PDUs.

Although Project Management Resource Group is not a certified CEU provider with The International Association for Continuing Education Training (IACET), most of our seminars/ workshops are eligible for CEU credit to fulfill the continuing education requirements for many certifications.

We would be happy to provide any information about our seminars/ workshops to assist you in determining if our programs would fulfill your specific certification's continuing education requirements.

Accreditation

Many of The Project Management Resource Group's programs are accredited through Baker University, and are eligible for tuition reimbursement.

Microsoft Project 2010 Online Bootcamp

Master the latest release of Microsoft Project and earn a certificate of preparation for 70-178 certification!



ABOUT YOUR INSTRUCTOR, SAM HUFFMAN —PMP, MCITP, MCT

Sam Huffman is a Microsoft Certified Trainer, Project Management Professional, and Microsoft Project MVP. He has also served as a member of the Board of Directors at Project Management Institute (PMI)—Puget Sound Chapter; Microsoft project product support at Microsoft; and was a Software Engineer, Support Engineer, and Product Liaison at Microsoft .



• Course Outline

Microsoft Project 2010 Boot Camp

Lesson 1 — Introduction to Mastering Microsoft Project

- The value of project management software!
- How does Microsoft Project integrate with the project management discipline?
- The best strategies for navigating the application using the new Ribbon.
- Includes introduction of features that are new in Microsoft Project 2010.

Lesson 2 — A Quick and Easy Overview of Managing with Microsoft Project

- Get the big picture on using Microsoft Project to plan and manage a project.
- See the high-level process that will be the basis for the remainder of the course.

Lesson 3 — Setting Up a New Project

- Start a project off right.
- Open it from Excel or SharePoint or create a new project within Microsoft Project.
- Establish a calendar and set the basic parameters for the scheduling engine.

Lesson 4 — Manually Schedule vs. Auto Schedule

- A major new feature in Microsoft Project 2010!
- Understand how to turn off Microsoft Project's scheduling engine and when to do it.

Lesson 5 — Building a Work Breakdown Structure (WBS)

- What is a WBS?
- Get a grip on tasks, summary tasks and milestones.
- Know the difference between WBS numbering and outline numbering.
- Guidelines for a better WBS.

Microsoft Project 2010 Online Bootcamp

Master the latest release of Microsoft Project and earn a certificate of preparation for 70-178 certification!

Lesson 6 — Establish Task Relationships

- Introducing task dependencies and network diagrams.
- What are lag, lead and delay?
- Format the network diagram.

Lesson 7 — Defining Resources Within Project

- Resources accomplish the work on projects.
- Know the different resource types and how to establish their characteristics.

Lesson 8 — Making Work Package Estimates

- Create duration estimates and effort driven schedules.
- Use effort and task types to control Microsoft Project's scheduling engine.
- Lesson 9 — Creating an Initial Schedule
- Use critical path analysis to create a schedule.
- Understand scheduling constraints.
- "Crash" a schedule.

Lesson 10 — Create a Resource Leveled Schedule

- Balance the available people and other resources with the need for speed on your project.
- Realistic schedules have realistic expectations about resource availability.

Lesson 11 — Managing the Project

- Capture plan vs actual information to identify performance problems and communicate project progress.
- Use a project baseline to find variance.
- How to split tasks and reschedule work.

Lesson 12 — Formatting Output and Printing Reports

- Communicate effectively.
- Format the immense amount of information in Microsoft Project into meaningful reports.

Lesson 13 — Managing Multiple Projects

- Combine many smaller projects together to see multi-project views of resource use or coordinate among projects.

Lesson 14 — Advanced Topics

- Powerful, useful, and rarely used features to take you to the next level of effectiveness.

Lesson 15 — Exam Study Tips

- Know what to study and what to expect on the exam.



Microsoft Project 2010 Online Bootcamp

Master the latest release of Microsoft Project and earn a certificate of preparation for 70-178 certification!

System requirements for Microsoft Project 2010 Online Boot Camp

Microsoft Project 2010 must be loaded in order to complete training labs and exercises.

A 60-day evaluation copy is [available from Microsoft](#).

Audio: To Use VoIP (Voice over Internet)

Required: Fast Internet connection (384 kbps or more recommended)

Headset (USB highly recommended) or microphone and speakers

Linux is not supported

If you use a Windows-based computer

Required: Windows® 7, Vista, XP

Required: Internet Explorer® 7.0 or newer, Mozilla® Firefox® 3.0 or newer, or Google® Chrome® 5.0 or newer

Required: Browser must have JavaScript™ and Java™ enabled

Required: Internet connection, with cable modem, DSL or better recommended

If you use a Mac computer

Required: Mac OS® X 10.5 (Leopard®), OS X 10.6 (Snow Leopard®), OS X 10.7 (Lion®)

Note: Organizers on Mac OS X 10.7 Lion must be using GoToMeeting 4.8 or later. Please see our Mac OS X 10.7 FAQs for more information.

Required: Safari® 3.0 or newer, or Firefox 3.0 or newer

Required: Browser must have JavaScript and Java enabled

Required: Internet Connection: Cable modem, DSL or better recommended

Required: Intel processor with 512 MB of RAM or better recommended

Chrome® is not supported