

# Project Pro 2010 - Project Manager Quick Reference Guide

## Setup

*Workstation Setup (One Time Only)* - URL: <http://<Project Web App URL>>

- For MS Project Professional 2010
  - Add your Project Server logon account: 'File>Info>Manage Accounts'
  - When prompted about https, click OK - then click 'Set as Default'
- For Project Web Access using Internet Explorer 6 and above
  - Start Internet Explorer and go to Project Server Address: <http://<Project Server Address>>

## Initiate

The Initiating stage proposes a project's basic idea and the initial scope is determined. An initial Project Plan is created.

Create a New Project:

Note

- Start with a New Project: 'File>New>Blank Project or'
- Start with template: 'File>New>Project Server Templates'
- Fill out project start data and custom project fields using 'Project>Project Information'
  - Set the Start Date and Calendar and Custom Project fields
- Save to Project Server: 'File>Save'

## New Project

## Plan

The Planning stage devises and maintains a workable scheme to accomplish the project's purpose. In the Planning Stage, determine a course of events or tasks in writing. Create a logical sequence of tasks.

Enter or Edit Tasks:

- Add / change tasks to meet unique needs of the project
- Estimate Duration, Set Dependencies, and Build the Outline Structure
- Use 'Meetings (0d Duration)' for deliverables

## Tasks

# Microsoft Project Quick Reference Guide 2010

**Susan G. Salvo**

## **Microsoft Project Quick Reference Guide 2010:**

**Microsoft Project 2010 Quick Reference Guide** Beezix, Inc Staff, 2011-04-15 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2010 at the intermediate level. This guide is suitable as a training handout or simply an easy to use reference guide for any type of user. The following topics are covered: Indenting, Outdenting, Tasks, Hiding, Displaying, Tasks under a Summary, Understanding, Precedence, Using the Network Diagram, Creating, Deleting, Relationships, Moving a Task in the Network Diagram, Showing Slack, Hiding Negligible Amounts of Slack, Examining the Critical Path, Filtering Tasks, Adjusting Date Constraints, Using a Deadline, Entering or Reading Task Notes, Using a Different Relationship Type, Lag, Lead Time, Changing Relationship Type or Lag, Recurring Tasks, Splitting Tasks, Adding Resources on the Fly, Noting a Resource's Vacation or Special Hours or Rate, Getting a Task Done Faster, Changing Calculation of Task Values, Permitting Overtime, Booking Additional Resources to a Task Using Effort Driven Scheduling, Adjusting when a Resource Works, Checking Resource Usage, Determining Resource Load, Leveling Resources, Quickly Viewing Different Field Collections, Showing or Deleting a Progress Line, Monitoring Progress, Accessing a Subproject File, Communicating Plans and Progress. This guide is one of two titles available for Project 2010.

**The Security Risk Assessment Handbook** Douglas Landoll, 2021-09-27 Conducted properly, information security risk assessments provide managers with the feedback needed to manage risk through the understanding of threats to corporate assets, determination of current control vulnerabilities and appropriate safeguards selection. Performed incorrectly, they can provide the false sense of security that allows potential threats to develop into disastrous losses of proprietary information, capital and corporate value. Picking up where its bestselling predecessors left off, *The Security Risk Assessment Handbook: A Complete Guide for Performing Security Risk Assessments* Third Edition gives you detailed instruction on how to conduct a security risk assessment effectively and efficiently, supplying wide ranging coverage that includes security risk analysis, mitigation and risk assessment reporting. The third edition has expanded coverage of essential topics such as threat analysis, data gathering, risk analysis and risk assessment methods, and added coverage of new topics essential for current assessment projects e.g. cloud security, supply chain management and security risk assessment methods. This handbook walks you through the process of conducting an effective security assessment and it provides the tools, methods and up to date understanding you need to select the security measures best suited to your organization. Trusted to assess security for small companies, leading organizations and government agencies including the CIA, NSA and NATO, Douglas J. Landoll unveils the little known tips, tricks and techniques used by savvy security professionals in the field. It includes features on how to better negotiate the scope and rigor of security assessments, effectively interface with security assessment teams, gain an improved understanding of final report recommendations, deliver insightful comments on draft reports. This edition includes detailed guidance on gathering data and

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Susan G. Salvo, 2015-03-25 Covering massage fundamentals techniques and anatomy and physiology Susan Salvo's Massage Therapy Principles and Practice 5th Edition brings a whole new meaning to the word comprehensive This student friendly text boasts more than 700 illustrations and expanded sections on neuroscience research and special populations plus new

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Experimental Methods in Wastewater Treatment Mark C. M. van Loosdrecht, Per Halkjaer Nielsen, C. M. Lopez-Vazquez, Damir Brdjanovic, 2016-05-15 Over the past twenty years the knowledge and understanding of wastewater treatment has advanced extensively and moved away from empirically based approaches to a fundamentally based first principles approach embracing chemistry, microbiology and physical and bioprocess engineering often involving experimental laboratory work and techniques. Many of these experimental methods and techniques have matured to the degree that they have been accepted as reliable tools in wastewater treatment research and practice. For sector professionals especially a new generation of young scientists and engineers entering the wastewater treatment profession the quantity, complexity and diversity of these new developments can be overwhelming particularly in developing countries where access to advanced level laboratory courses in wastewater treatment is not readily available. In addition information on innovative experimental methods is scattered across scientific literature and only partially available in the form of textbooks or guidelines. This book seeks to address these deficiencies. It assembles and integrates the innovative experimental methods developed by research groups and practitioners around the world. Experimental Methods in Wastewater Treatment forms part of the internet based curriculum in wastewater treatment at UNESCO IHE and as such may also be used together with video records of experimental methods performed and narrated by the authors including guidelines on what to do and what not to do. The book is written for undergraduate and postgraduate students, researchers, laboratory staff, plant operators, consultants and

other sector professionals [Project 2010 For Dummies](#) Nancy C. Muir,2010-05-10 A friendly reference guide to Microsoft Project the leading enterprise project management software As project management software Microsoft Project allows you to oversee your business activities effectively You can manage resources share project info perform modeling and scenario analysis and standardize reporting processes This easy to understand guide is completely updated to cover the latest changes and newest enhancements to Project 2010 and shows you how to get Project 2010 to work for you After an introduction to basic project management concepts you ll discover the mechanics of using Project software to create and manage projects Other topics covered include working with calendars using and sharing resources budgeting formatting taskbars gathering and tracking data working with reports and creating templates Microsoft Project allows you to manage resources share project information perform scenario analysis and standardize reporting processes Offers completely updated coverage of the new Project 2010 which is expected to implement the Office Ribbon Reviews formatting taskbars gathering and tracking data and working with reports Addresses using and sharing resources creating templates and managing projects Let the friendly For Dummies writing style guide you through maximizing the new features of Project 2010

### **Planning and Control**

**Using Microsoft Project 2010 and PMBOK Guide Fifth Edition** Paul E. Harris,2014-06-24 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK Guide Fifth Edition processes and wish to learn how to use Microsoft Office Project 2010 to plan and control their projects in a PMBOK r Guide environment and discover how to gain the most from the software The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software It starts with the basics required to create a schedule through resource planning and on to the more advanced features A chapter is dedicated to the new functions and it outlines the differences from the earlier versions throughout the book A Microsoft Project user guide and training manual written for Project Management Professionals following the PMBOK Guide Fifth Edition who wish to learn how to schedule projects in a single project environment with or without Resources with Microsoft Project The book is packed with screen shots constructive tips and is suitable as a training course handout for learning the software or as a reference book The book contains workshops with solutions at the end of each chapter for the reader to practice the skills taught in the chapter Microsoft Project 2010 is an extensive software update with many new functions and as a result this is a complete rewrite of the author s previous book It is primarily a Microsoft Project book and has been written for people learning to use Microsoft Project in a project environment applying the PMBOK Guide Fifth Edition processes It aims to teach readers how to plan and control projects created within the software package and stays focused on explaining how to use Microsoft Project to schedule projects by Explaining which PMBOK Guide processes the software will support and which it will not support Concentrating on the core functions required to plan a project Presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software Explains some of the important difference

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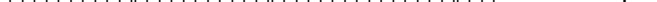
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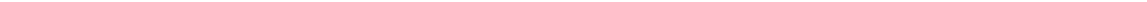
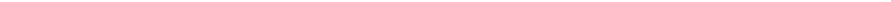
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