

**North Shore Innovations, Ltd**  
**MS Project 2010 Course Descriptions**

MS Excel 2010			
Course Title	Description	Features	Delivery Methods
<b>Project Planning and Design (1 hour)</b>	This course investigates how MS Project can assist with project management. Designed for those who are new to MS Project, it provides an overview of Project capabilities and outlines how to plan for effective use of MS Project	<ul style="list-style-type: none"> <li>• Outlining essential planning elements</li> <li>• Exploring the Project interface</li> <li>• Reviewing MS Project features</li> </ul>	<p style="text-align: center;">ILT Webinar</p>
<b>Creating Projects (2 hours)</b>	This course introduces participants to creating projects in MS Project. The focus of this course is effective creation and linking of tasks to create a project timeline. Participants will explore tasks, milestones, deadlines, recurring and linking tasks. In addition, exploring task constraints, lead and lag time, and splitting tasks is included to address special project considerations.	<ul style="list-style-type: none"> <li>• Creating a project</li> <li>• Working with tasks</li> <li>• Using milestones, constraints, and deadlines</li> <li>• Creating recurring tasks</li> <li>• Splitting tasks</li> <li>• Using lag and lead time</li> <li>• Linking tasks</li> </ul>	<p style="text-align: center;">ILT Webinar</p>
<b>Gantt Chart Tools (1 hour)</b>	This course focuses on using and customizing the MS Project Gantt chart. Participants will explore creating fully customized Gantt charts to visually communicate project timelines. <b>Note:</b> Participants should have experience with creating projects prior to registering for this course.	<ul style="list-style-type: none"> <li>• Choosing a style and layout</li> <li>• Wrapping text and bar styles</li> <li>• Formatting columns, bar styles and gridlines</li> <li>• Showing and hiding chart elements</li> <li>• Adding and formatting shapes</li> </ul>	<p style="text-align: center;">ILT Webinar</p>
<b>Working With Resources (2 hours)</b>	This course explores how to create and manage Project resources. Participants will create and edit resources and use resource views, calendars, and the team planner. In addition, participants manage resource conflicts through leveling. <b>Note:</b> Participants should have experience with creating projects prior to registering for this course.	<ul style="list-style-type: none"> <li>• Creating and editing resources</li> <li>• Creating the project calendar</li> <li>• Using resource views</li> <li>• Exploring the team planner</li> <li>• Resolving resource conflicts</li> <li>• Leveling resources</li> </ul>	<p style="text-align: center;">ILT Webinar</p>

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<b>Project Tracking Tools (2 hours)</b>	Designed for project managers who wish to track the progress of their projects, this focus of this course is project progress. Participants will learn how to set and use project baselines and interim plans, view the critical path, track Project progress and use progress lines. <b>Note:</b> Participants should have experience with creating projects <b>and</b> managing resources prior to registering for this course.	<ul style="list-style-type: none"> <li>• Setting project baselines</li> <li>• Setting interim plans</li> <li>• Analyzing the critical path</li> <li>• Completing tasks and tracking progress</li> <li>• Creating progress lines</li> </ul>	<p style="text-align: center;">ILT Webinar</p>
<b>Creating Reports (2 hours)</b>	This course focuses on creating and editing Project reports. Beyond the standard MS Project reports, this course focuses on creating network diagrams, calendars, and custom reports.	<ul style="list-style-type: none"> <li>• Printing your project</li> <li>• Exploring standard reports</li> <li>• Creating custom reports</li> <li>• Designing network diagrams</li> <li>• Designing project calendars</li> </ul>	<p style="text-align: center;">ILT Webinar</p>
<b>Managing Project Views (1 hour)</b>	Designed for experienced Project users, this course explores advanced views and their customization. Participants will explore task and resource views, tables, timelines, and how to customize tables and views.	<ul style="list-style-type: none"> <li>• Exploring task and resource views</li> <li>• Applying advanced views</li> <li>• Working with timelines</li> <li>• Viewing tables</li> <li>• Customizing views and tables</li> </ul>	<p style="text-align: center;">ILT Webinar</p>
<b>Working With Multiple Projects (1 hour)</b>	This course is designed for experienced Project users who manage multiple projects and do not use Project Server. This course introduces master projects and subprojects, managing resources across projects with resource pools, and how to compare projects.	<ul style="list-style-type: none"> <li>• Working with resource pools</li> <li>• Using master projects and subprojects</li> <li>• Comparing projects</li> </ul>	<p style="text-align: center;">ILT Webinar</p>
<b>Advanced Topics (2 hours)</b>	Designed for experienced Project users, this course explores managing costs and advanced Project tips and tricks.	<ul style="list-style-type: none"> <li>• Managing Project costs</li> <li>• Working with task and cost variance</li> <li>• Adding custom fields</li> <li>• Adding work breakdown structure code</li> <li>• Using graphical indicators</li> </ul>	<p style="text-align: center;">ILT Webinar</p>

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<b>Project Integration Options (2 Hours)</b>	This customized course, designed for experienced Project users, explores MS Project integration tools with SharePoint, OLAP cubes, and Visio. <b>Note:</b> Participants must actively use and have access to SharePoint, Visio, OLAP databases to enroll in this course.	<ul style="list-style-type: none"> <li>• Creating visual reports with MS Project and Visio</li> <li>• Using the Organizer</li> <li>• Syncing your task list with SharePoint</li> <li>• Saving cube data</li> </ul>	ILT Only – due to the customized nature of this course.
<b>Using Macros (2 hours)</b>	This course introduces participants to Project’s macro capabilities. Designed for those who wish to explore macros for automating tasks, participants will learn macro creation and editing.	<ul style="list-style-type: none"> <li>• Creating macros</li> <li>• Editing macros</li> <li>• Exploring Visual Basic and Macros</li> </ul>	ILT Webinar

ILT = Instructor Led Training

Webinar = Online, line, instructor led training