

# 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 login 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. The initial Project Plan is created.

Create a New Project:

- 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

Note

## New Project

## Plan

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

## 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 Milestones (0d Duration) for deliverables

# Ms Project 2010 Quick Reference Guide

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Stevens, Sarah Salvilla, Aziz Sheikh**



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

Eventually, you will completely discover a additional experience and completion by spending more cash. nevertheless when? pull off you say you will that you require to get those all needs subsequently having significantly cash? Why dont you try to get something basic in the beginning? Thats something that will guide you to understand even more just about the globe, experience, some places, once history, amusement, and a lot more?

It is your no question own time to perform reviewing habit. accompanied by guides you could enjoy now is **Ms Project 2010 Quick Reference Guide** below.

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