

# 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. 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

# Microsoft Project Professional 2010 User Guide

**Ian Pickup**



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## **Table of Contents Microsoft Project Professional 2010 User Guide**

1. Understanding the eBook Microsoft Project Professional 2010 User Guide
  - The Rise of Digital Reading Microsoft Project Professional 2010 User Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Project Professional 2010 User Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Project Professional 2010 User Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Project Professional 2010 User Guide
  - Personalized Recommendations
  - Microsoft Project Professional 2010 User Guide User Reviews and Ratings
  - Microsoft Project Professional 2010 User Guide and Bestseller Lists
5. Accessing Microsoft Project Professional 2010 User Guide Free and Paid eBooks
  - Microsoft Project Professional 2010 User Guide Public Domain eBooks
  - Microsoft Project Professional 2010 User Guide eBook Subscription Services

- Microsoft Project Professional 2010 User Guide Budget-Friendly Options
- 6. Navigating Microsoft Project Professional 2010 User Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Project Professional 2010 User Guide Compatibility with Devices
  - Microsoft Project Professional 2010 User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Project Professional 2010 User Guide
  - Highlighting and Note-Taking Microsoft Project Professional 2010 User Guide
  - Interactive Elements Microsoft Project Professional 2010 User Guide
- 8. Staying Engaged with Microsoft Project Professional 2010 User Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Project Professional 2010 User Guide
- 9. Balancing eBooks and Physical Books Microsoft Project Professional 2010 User Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Project Professional 2010 User Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Project Professional 2010 User Guide
  - Setting Reading Goals Microsoft Project Professional 2010 User Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Project Professional 2010 User Guide
  - Fact-Checking eBook Content of Microsoft Project Professional 2010 User Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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