

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

Microsoft Project Professional 2010 User Guide

William A. Owings, Leslie S. Kaplan



Microsoft Project Professional 2010 User Guide:

The Enigmatic Realm of **Microsoft Project Professional 2010 User Guide**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Microsoft Project Professional 2010 User Guide** a literary masterpiece penned by way of a renowned author, readers attempt a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting affect the hearts and minds of those that partake in its reading experience.

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