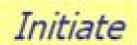
Project Pro 2010 - Project Manager Quick Reference Guide

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://wp



The Initiating stage proposes a project's basic idea and the initial scope is deter 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 Inf Set the Start Date and Calendar and Custom Project fields
- Save to Project Server. \(\mathbb{File\)\(\mathbb{Save}\)

New Project

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

Enter or Edit Tasks: Tasks

- Add / change tasks to meet unique needs of the project.
- Estimate Duration, Set Dependencies, and Build the Outline Structure
- Lise Milestopes (Od Dumbos) for deliverables.



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IM Harris

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