

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

Christian G. Meyer



Ms Project 2010 Quick Reference Guide:

Unveiling the Magic of Words: A Overview of "**Ms Project 2010 Quick Reference Guide**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**Ms Project 2010 Quick Reference Guide**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

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