

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

Ms Project 2010 Quick Reference Guide

Puja Mehta



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