Project 2010 Essentials Course Details

Department: Certification Courses

Presented by Magna Skills Development Institute

Date Created: 09-May-2025

Training Coordinator: Denis Wunganayi

Course Summary

The Project 2010 Essentials course offered by Magna Skills is designed to equip participants with fundamental skills and knowledge necessary for effective project management using Microsoft Project 2010. This hands-on course provides a comprehensive understanding of the essential features and functionalities of Microsoft Project 2010, enabling participants to plan, track, and manage projects successfully.

Through a combination of lectures, practical exercises, and real-world scenarios, participants will gain confidence in utilizing Project 2010 to streamline project workflows and enhance overall project management efficiency.

Course Objectives

By the end of the Project 2010 Essentials course, participants will be able to:

1. **Navigate and Customize the Project 2010 Interface:**
   - Familiarize themselves with the Project 2010 environment.
   - Customize the ribbon and options to suit project management preferences.
2. **Create and Manage Project Plans:**
   - Develop a project plan by defining tasks, durations, and dependencies.
   - Set project milestones and deadlines.
   - Assign resources and manage resource allocation.
3. **Utilize Task and Resource Calendars:**
   - Create and modify task calendars to accommodate project-specific timelines.
   - Manage resource calendars to optimize resource availability.
4. **Track and Monitor Project Progress:**
   - Implement tracking tools to monitor project progress.
   - Utilize baselines and Gantt charts for visualizing project timelines.
5. **Generate Reports and Analysis:**
   - Create customized reports to communicate project status and progress.
   - Utilize built-in analysis tools for project performance evaluation.
6. **Collaborate and Communicate Effectively:**
   - Share project plans with team members and stakeholders.
   - Collaborate on project tasks and updates in real-time.

Course Outline

Module 1: Introduction to Microsoft Project 2010

- Overview of Project Management
- Introduction to Microsoft Project 2010 Interface

Module 2: Creating a Project Plan

- Defining Project Scope and Objectives
- Creating Tasks and Subtasks
- Setting Task Durations and Dependencies

Module 3: Resource Management

- Assigning Resources to Tasks
- Managing Resource Allocation
- Understanding Resource Calendars

Module 4: Project Tracking and Monitoring

- Implementing Project Tracking Tools
- Baselines and Gantt Charts for Project Visualization
- Monitoring and Adjusting Project Schedules

Module 5: Reporting and Analysis

- Generating Customized Reports
- Analyzing Project Performance
- Troubleshooting and Problem-Solving

Module 6: Collaboration and Communication

- Sharing Project Plans with Team Members
- Real-time Collaboration Features
- Effective Communication in Project Management

This course is suitable for project managers, team leads, and professionals seeking to enhance their project management

skills using Microsoft Project 2010. Join us at Magna Skills to unlock the full potential of Microsoft Project 2010 and take your project management capabilities to the next level.

Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers

- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	**Course Details**
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Onine[_____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.