Exam 70-178: Microsoft Project 2010, Managing Projects
Microsoft Certified Technology Specialist (MCTS)

Kontaktieren Sie uns gern. Wir stimmen die Seminarplanung und die Themen nach Ihrem Bedarf zusammen ab und schicken Ihnen gern ein Angebot.

Weitere Seminare als Vorbereitungskurse zu Microsoft Project 2007/2010 und Microsoft Project Server 2007/2010 empfehlen wir Ihnen unter www.project-train.de/.

Exam 70-632 primarily used multiple choice and scenario questions to measure your abilities with the Project 2007 products. Exam 70-178 will be similar, but cover all of the new and relevant topics for Project 2010 desktop products.

This exam uses multiple-choice questions.

Initializing Project 2010

Know how to create a new project: This includes:
- Creating a template from a completed project
- Creating a project from an existing template
- Creating a project from an existing project
- Creating a project from a SharePoint task list
- Creating a project from a Microsoft Office Excel workbook

Know how to create and maintain calendars: This includes:
- Setting working or non-working hours and days (exceptions and work weeks) for calendars
- Setting up a base calendar
- Setting up a resource calendar
- Setting hours per day
- Applying calendars at the project level
- Applying calendars at the task level
- Applying calendars at the resource levels

Know how to create custom fields. This includes:
- Creating basic formulas
- Creating graphical indicator criteria
- Creating a lookup table
- Creating task custom fields
- Creating resource fields

Know how to customize option settings. This includes:
- Customizing default task types
- Customizing manual vs. auto-scheduling
- Customizing project options
- Customizing calendar options (for example, working hours per day and hours per week)
- Customizing the ribbon
- Customizing a quick access toolbar (for example, settings to share with others)

Creating a Task-Based Schedule

Know how to set up project information. This includes:
- Defining the project start date
- Applying calendars and current date
- Entering project properties
- Displaying the project summary task on a new project

Know how to create and modify a project task structure. This includes:
- Creating and modifying summary tasks and subtasks
- Rearranging tasks
- Creating milestones
- Creating manually scheduled tasks
- Outlining

Know how to build a logical schedule model. This includes:
- Date constraints
- Deadlines
- Setting or changing the task mode (manual or auto)
- Setting dependencies (links)

Know how to create a user-controlled schedule. This includes:
- Entering duration
- Entering estimated durations
- Entering user-controlled summary tasks

Know how to manage multiple projects. This includes:
- Shared resource pool
- Links between projects
- Inserting sub-projects

Managing Resources and Assignments

Know how to enter and edit resource information. This includes:
- Max units
- Resource types
- Cost rate table
- Cost per use
- Availability
- Resource group
- Generic

Know how to apply task types and scheduling calculations. This includes:
- Effort-driven tasks
- Formula (work = duration x units)
- Choosing a task type

Know how to assign resources. This includes:
- Assigning multiple resources
- Assigning resources to task using units that represent part time work (vs. fulltime work)

Know how to edit assignments. This includes:
- Task usage
- Resource usage
- Task forms
- Editing assignments by setting the appropriate task type

Know how to manage resource allocation. This includes:
- Viewing availability across multiple projects
- Changing assignments
- Leveling
- Replacing resources (for example, resolving overallocation and replacing generics with specifics)

Know how to manage resource allocations by using Team Planner. This includes:
- Displaying current resource allocations and assignments
- Managing unassigned tasks
- Resolving resource conflicts
- Leveling resource overallocations
- Substituting resources (moving task assignments from one resource to another)

Know how to model project costs. This includes:
- Resource-based costs (work and materials)
- Cost per use
- Fixed costs
- Accrual method

Tracking and Analyzing a Project

Know how to set and maintain baselines. This includes:
- Baselining an entire project
- Baselining selected tasks
- Setting multiple baselines
- Updating a baseline (for example, rolling up to summary tasks)
- Resetting the baseline)

Know how to update actual progress. This includes:
- Percentage completion
- Actual or remaining duration
- Actual work
- Remaining work
- Status date
- Current date
- Rescheduling uncompleted work
- Actual start and actual finish
- Actual work and usage views
- Cancelling an unneeded task (for example, inactivating a task, setting an active flag or zeroing out Remaining work)

Know how to compare progress against a baseline. This includes:
- Date variance
- Work variance
- Cost variance
- Showing variance of the current plan against baseline (tracking Gantt)
- Task slippage
- Selecting a view to display variance

Know how to resolve potential schedule problems by using the Task Inspector. This includes:
- Warnings and suggestions
- Task drivers
- Identifying resource overallocations

Know how to display Critical Path information. This includes:
- Single or master projects
- Viewing total slack
- Displaying progress against deadlines

Communicating Project Information

Know how to apply views. This includes:
- Applying views
- Grouping
- Filtering
- Highlighting
- Applying auto-filter
- Sorting
- Tables

Know how to customize views. This includes:
- Customizing views
- Grouping
- Filtering and highlighting
- Sorting
- Tables
- Sharing a view with the Organizer

Know how to format views. This includes:
- Gridlines
- Gar styles
- Gantt chart styles
- Text styles
- Timeline
- Cell formatting

Know how to share data with external sources. This includes:
- Creating visual reports
- Doing enhanced copy and paste
- Copying a picture
- Syncing to SharePoint (for example, upload schedule, sync with SharePoint list, and e-mail timeline)
- Attaching or linking to supporting information
- Exporting data to Excel

Know how to print schedules and reports. This includes:
- Reporting a progress status
- Saving to PDF or XPS
- Printing Gantt information
- Reporting scheduling
- Reporting the timeline
- Printing based on date range