

# 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

# Microsoft Project Quick Reference Guide 2010

**Y Pai**



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