**Course Objective:**
You will manage and customize project plans during the implementation stage of a project.

**Target Student:**
This course is designed for a person who has an understanding of project management concepts, who has the basic skills to create and modify project plans using Microsoft Project 2010, and who needs to use Microsoft Project 2010 to manage and customize those plans through the implementation stage of a project.

**Prerequisites:**
To ensure your success, we recommend you first have equivalent knowledge:
- An understanding of project management concepts.
- Knowledge of a Windows operating system, XP or Vista.
- Microsoft Office Project 2010: Level 1
- Project Management Fundamentals
- Knowledge of Microsoft Office 2010 applications

**Delivery Method:**
Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Performance-Based Objectives:**
Upon successful completion of this course, students will be able to:
- Exchange Project Plan Data with other Applications.
- Update a project plan.
- Manage project costs.
- Report project data visually.
- Reuse project plan information.

**Course Content**

**Lesson 1: Exchanging Project Plan Data with Other Applications**
Topic 1A: Import Project Information
Topic 1B: Export Project Plan Data into an Excel Workbook
Topic 1C: Copy a Picture of the Project Plan Information

**Lesson 2: Updating a Project Plan**
Topic 2A: Enter Task Progress
Topic 2B: Enter Overtime Work
Topic 2C: Edit Tasks
Topic 2D: Reschedule a Task
Topic 2E: Filter Tasks
Topic 2F: Set an Interim Plan
Topic 2G: Create a Custom Table
Topic 2H: Create a Custom Field

**Lesson 3: Managing Project Costs**
Topic 3A: Update Cost Rate Tables
Topic 3B: Group Costs
Topic 3C: Link Documents to a Project Plan
Lesson 4: Reporting Project Data Visually
Topic 4A: Create a Visual Report
Topic 4B: Customize a Visual Report
Topic 4C: Create a Visual Report Template

Lesson 5: Reusing Project Plan Information
Topic 5A: Create a Project Plan Template
Topic 5B: Create a Custom View
Topic 5C: Make Custom Views Available to Other Project Plans
Topic 5D: Share Resources
Topic 5E: Create a Master Project

Appendix A: Synchronizing with SharePoint