

Microsoft®  
**Project** 2010

Work Management Solutions for  
Individuals, Teams and the Enterprise

Mike Kremer, PMP  
Project and Visio Solutions  
Microsoft

**Microsoft®**

# Choose the Right Tools that Can Evolve with You

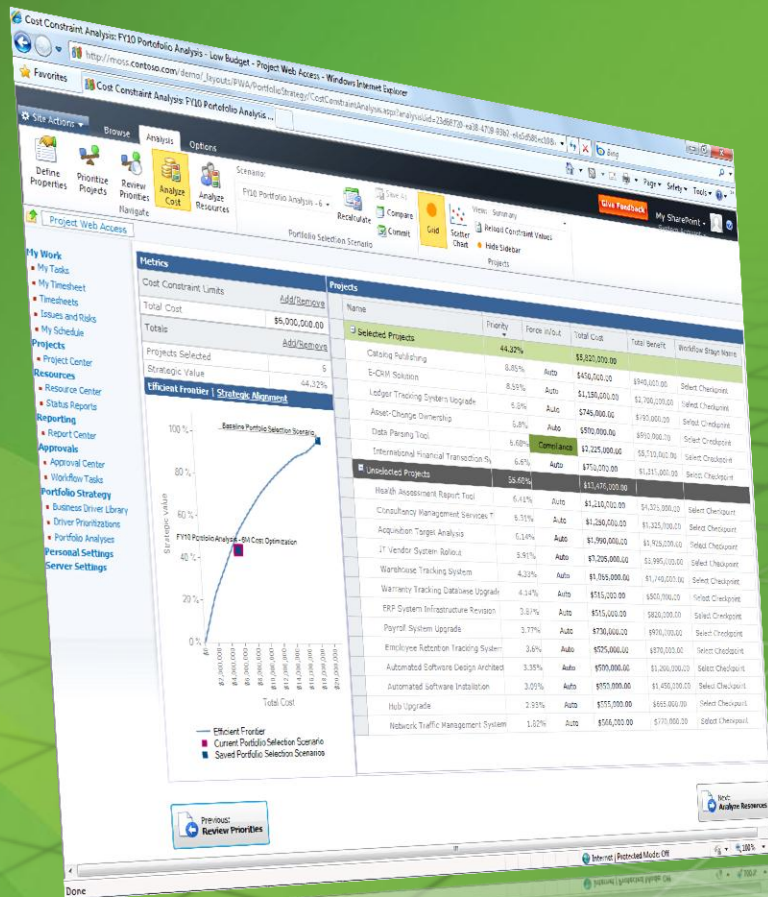
*Work Management Solutions for Individuals, Teams and the Enterprise*



# Microsoft Project 2010

## Unified Project and Portfolio Management

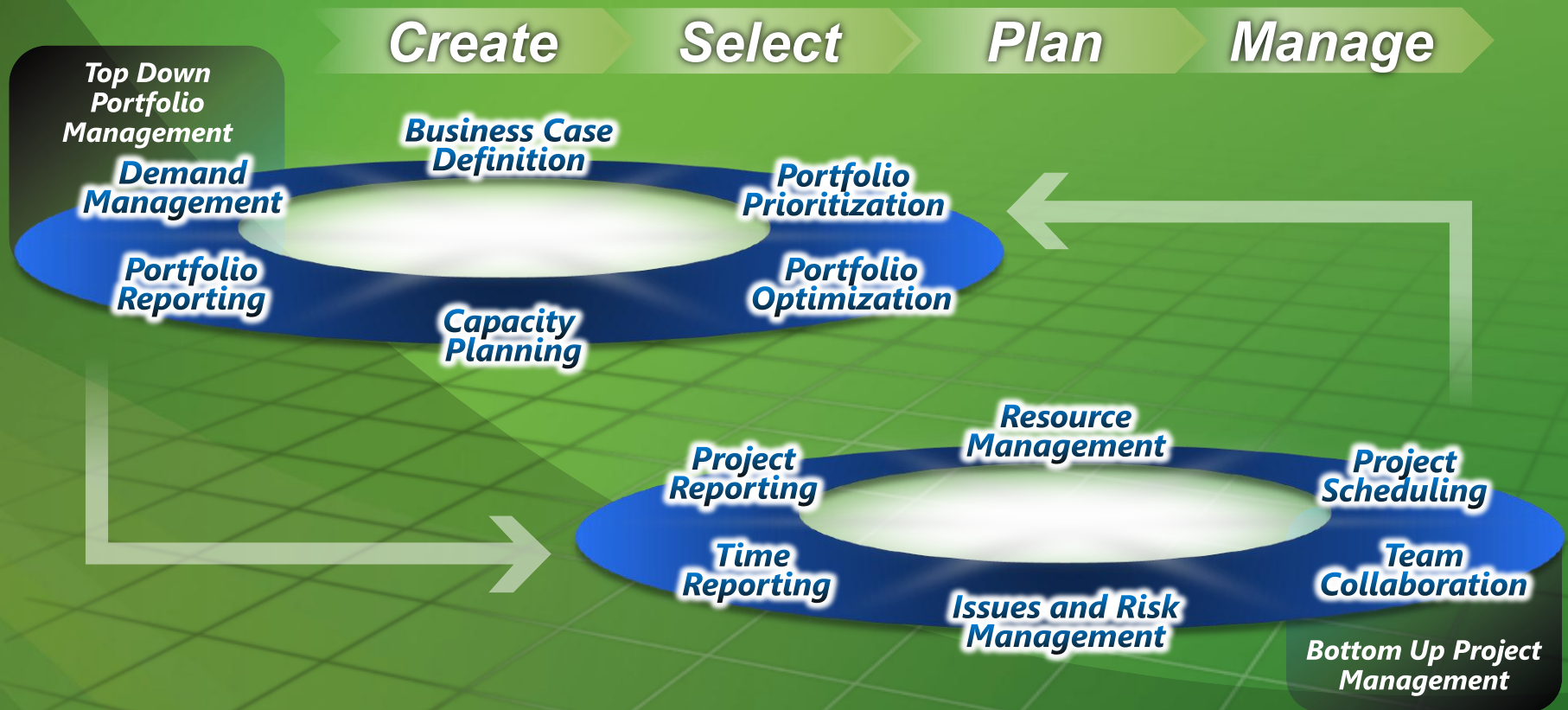
- Single server with end to end PPM capabilities
- Flexible project capture and initiation
- Enhance governance through workflow
- Powerful portfolio selection analytics



Unified Project and  
Portfolio Management

# Unify Project and Portfolio Management

*Merge top down and bottom up capabilities*



# Create New Project Proposal from Template

The screenshot displays the SharePoint Project Center interface. On the left, a 'Projects' menu is open, showing various project proposal templates such as 'Sample Proposal', 'Basic Project Plan', 'Software Development', 'Marketing Campaign Proposal', 'New Product Development Proposal', 'Infrastructure Deployment Pr...', and 'Minor Project Proposal'. The main area shows a Gantt chart with project bars and a data table below it.

Project Name	Project Department	Total Cost	Total Benefit	Start	End
<b>Workflow Phase Name: 1. Create</b>					<b>12/24/2009</b>
<b>Workflow Stage Name: 1. Initial Review</b>					<b>12/24/2009</b>
Automated Software Design Architecture Upgrade	IT			12/24/2009	12/24/2009
Corporate Web Site Server Software Upgrade	IT			10/14/2010	10/14/2010
ERP System Infrastructure Revision	IT			10/13/2010	10/13/2010
Human Capital Management	HR			9/23/2010	9/23/2010
Identity Integration	IT			9/1/2010	9/1/2010
Internal Web Page Design	IT			3/22/2011	3/22/2011
Knowledge Management System Enhancements	IT			11/2/2010	11/2/2010
Production System Upgrade	IT			8/12/2010	8/12/2010
Proposal Preparation	IT			3/10/2010	3/10/2010
Skills Inventory Management	HR			4/21/2011	4/21/2011
Skills Tracking Database	IT			8/30/2010	8/30/2010
System Log Collection	IT			2/11/2011	2/11/2011
<b>Workflow Stage Name: 2. Define (Major Proj)</b>					<b>6/10/2010</b>
Audit Tracking Solution	Legal	\$600,000.00	\$885,000.00	6/9/2011	6/9/2011
E-commerce Portal Development	Finance	\$950,000.00	\$2,900,000.00	2/21/2011	2/21/2011
EPM Software Implementation	IT	\$630,000.00	\$1,940,000.00	5/26/2011	5/26/2011
Knowledge Management outsourcing	HR	\$565,000.00	\$1,610,000.00	1/13/2011	1/13/2011
Partner Help Desk	IT	\$530,000.00	\$1,200,000.00	9/22/2010	9/22/2010
Project Management Professional Training	HR	\$720,000.00	\$2,190,000.00	8/17/2011	8/17/2011
Update Logistics tracking system	Sales and Marke	\$535,000.00	\$1,570,000.00	1/24/2011	1/24/2011
Warehouse Pick-n-Pack solution	Operations	\$480,000.00	\$1,450,000.00	6/10/2010	6/10/2010
Warranty Tracking Database Upgrade	IT	\$945,000.00	\$2,880,000.00	1/6/2011	1/6/2011
<b>Workflow Phase Name: 2. Select</b>					<b>3/30/2010</b>
<b>Workflow Stage Name: 3. Select Checkpoint</b>					<b>3/30/2010</b>
Acquisition Target Analysis	Finance	\$850,000.00	\$1,400,000.00	7/5/2010	7/5/2010
Apparel ERP Upgrade	IT	\$1,200,000.00	\$3,170,000.00	8/2/2010	8/2/2010
Auditing Services Training	HR	\$1,130,000.00	\$3,295,000.00	7/5/2010	7/5/2010
Automated Software Installation	IT	\$850,000.00	\$1,465,000.00	9/6/2010	9/6/2010
Catalog Publishing	IT	\$450,000.00	\$1,430,000.00	7/12/2010	7/12/2010

# New Project Proposal Workflow

Give Feedback

Carol Phil

Site Actions ▾ Browse **Project**

Edit Save Close Status Submit Options Project Site Build Team Documents Deliverables Issues Project Permissions Previous Next  
 Risks Resource Plan

Project Workflow Navigate Page

Status: Checked-out to you since 4/27/2010 2:44 PM Last Modified: 4/27/2010 2:44 PM

- Web Catalog Publishing Tool
- Project Initiation
- Projects
- Project Center
- Approval Center
- Workflow Approvals
- My Work
- Tasks
- Timesheet
- Issues and Risks
- Business Intelligence



## Workflow Status

Current Workflow Stage: 1. Initial Review

Your proposal is in the initial review process - there is no action needed from you. If approved, it will move to the 'Proposal Details' workflow stage. If rejected, it will move to the 'Rejected' workflow stage and you will be notified by e-mail.

### Workflow Stage Status

Waiting for initial approval

### Available Pages in this Workflow Stage

Pages below may require attention. Click "Next" in the ribbon above to scroll through each page or select an individual page by clicking on it below.

Page Name	Status	Description
Project Initiation	Complete	

Pages marked with "\*" require attention

### All Workflow Stages

Workflow Stage status may not show current information until the project is either Submitted or the page is Refreshed.

Stage	State	Entry Date	Completion Date	Status Info
<b>Workflow Phase: 1. Create</b>				
1. Initial Review	In Progress (Waiting for Approval)	4/27/2010 2:45 PM		Waiting for initial approval
Rejected	Not Started			
<b>Workflow Phase: 2. Select</b>				
3. Select Checkpoint	Not Started			

# Resource Plan

Give Feedback

Carol Phil

Site Actions

Browse

Plan

Save Publish Close

Build Team Edit Details Edit Custom Fields

Calculate from: Resource Plan

Date Range From: 7/1/2010 To: 4/15/2011  Total Work

View: Resource Plans Work Units: Full-time Equiva Timescale: Months

Export to Excel Print

You will not be able to publish your Resource Plan until you publish the corresponding project schedule. You can publish the project schedule by navigating to the schedule page of the project and clicking on the "Publish Schedule" button.

### Resource plan start/finish dates

The resource plan dates are computed based on entered timephased resource work.

Start Date (the earliest date of all resource assignments)	7/1/2010
Finish Date (the latest date of all resource assignments)	4/15/2011

Resource Name	Booking Type	7/1/2010 - 7/31/2010	8/1/2010 - 8/31/2010	9/1/2010 - 9/30/2010	10/1/2010 - 10/31/2010	11/1/2010 - 11/30/2010	12/1/2010 - 12/31/2010	1/1/2011 - 1/31/2011	2/1/2011
Analyst	Committed	0.05	0.2	0.2	0	0	0	0	0
Creative Designer	Committed	0	0	0	0	0	0	0.4	0.25
Marketing Manager	Committed	1.05	1.05	0.85	1.9	2.35	1.05	0.8	0.5
Personal Relationship Manager	Committed	0	0	0	0.15	0	0	0	1.15
Project Manager	Committed	0	0	0	0	0.15	0.1	0	0
Sales Associate	Committed	0	0	0	0	0	0	0	0
SME	Committed	0	0	0	0	0.2	0	0	0
Sponsor	Committed	0.1	0	0	0	0	0	0.25	0
Vendor	Committed	0	0	0	0	0	0.05	0	1.05

# Strategic Impact Questionnaire

Give Feedback

Carol Phil

Site Actions ▾ Browse **Project**

Edit Save Close Status Submit Options Project Site Build Team Documents Deliverables Issues Project Permissions Previous Next

Project Workflow Navigate Page

Status: Checked-in Last Modified: 12/9/2009 5:32 AM

- E-CRM Solution
- Project Details
- Strategic Impact**
- Cost and Benefit
- Risk Evaluation

- Projects
- Project Center
- Approval Center
- Workflow Approvals
- My Work
- Tasks
- Timesheet
- Issues and Risks
- Business Intelligence

- Resources
- Resource Center
- Status Reports

- Strategy
- Driver Library
- Driver Prioritization
- Portfolio Analyses

- Settings
- Personal Settings
- Server Settings
- Manage Timesheets

- Documents
- Shared Documents

## Project Strategic Impact

Rate the impact of this project on the business drivers below.

### Expand into new markets and segments

Expand revenue growth aggressively by penetrating new markets and expanding reach to segments of penetrated markets

- No Rating
- None: Does not grow revenue from any markets and segments
- Low: Grows revenue from new markets and segments by up to \$500K
- Moderate: Grows revenue from new markets and segments by \$500K to \$1M
- Strong: Grows revenue from new markets and segments by \$1M to \$3M
- Extreme: Grows revenue from new markets and segments by more than \$3M

### Improve customer satisfaction score

Measurably improve scores on customer satisfaction surveys through implementing standardized customer service processes, grow the number of customer service relationships, and improve the nature of each relationship

- No Rating
- None: Does not change customer satisfaction index
- Low: Increases customer satisfaction by up to 2%
- Moderate: Increases customer satisfaction by 2% to 3%
- Strong: Increases customer satisfaction by 3% to 5%
- Extreme: Increases customer satisfaction by 5% or more

### Improve employee satisfaction

Implement approved morale-boosting techniques in order to measurably improve employee satisfaction on standardized employee satisfaction surveys

- No Rating
- None: Does not change retention rate
- Low: Increases retention rate by up to 2 points
- Moderate: Increases retention rate by 2 to 3 points
- Strong: Increases retention rate by 3 to 5 points
- Extreme: Increases retention rate by more than 5 points

### Improve product quality

Implement process improvements and best practices in order to improve product quality, as measured by defects per million and SLA levels

- No Rating
- None: Reduces defects by less than 5%, or attains a service-level agreement of 90% or less
- Low: Reduces defects by up to 10%, or attains a service-level agreement between 90% and 95%
- Moderate: Reduces defects by up to 15%, or attains a service-level agreement between 95% and 97%
- Strong: Reduces defects by up to 20%, or attains a service-level agreement between 97% and 98%
- Extreme: Reduces defects by more than 20%, or attains a service-level agreement of 99% or more

### Increase market share in existing markets

Improve market share percentage or market position in already penetrated markets

- No Rating
- None: Improves share in penetrated markets by less than 1%
- Low: Improves share in penetrated markets by 1% to 3%
- Moderate: Improves share in penetrated markets by 3% to 7%
- Strong: Improves share in penetrated markets by 7% to 15%
- Extreme: Improves share in penetrated markets by more than 15%

### Reduce expense base

- No Rating

# Project Financial Data

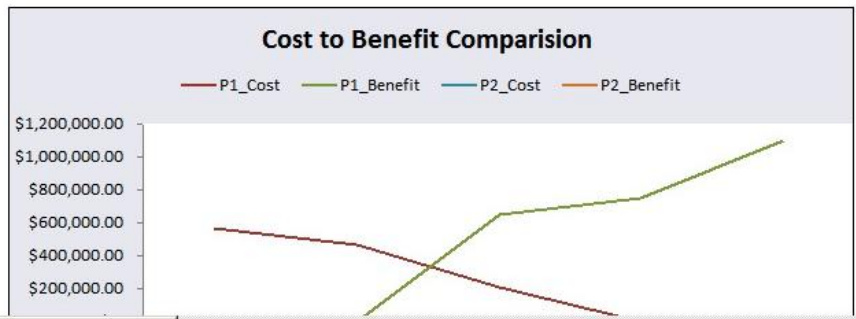
Site Actions ▾ Browse Project

Edit Save Close Status Submit Options Project Site Build Team Documents Deliverables Issues Project Permissions Previous Next

Project Workflow Navigate Page

- Project Center
- Approval Center
- Workflow Approvals
- My Work
- Tasks
- Timesheet
- Issues and Risks
- Business Intelligence
- Resources
- Resource Center
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- Strategy
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- Project Risk Forms
- Contoso Projects
- Site Pages
- Major Projects

Financial Summary							
<b>Financial Summary</b>							
<b>Phase 1 Cost Assessment</b>		<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Total</b>
P1_Cost	\$	570,000.00	\$ 470,000.00	\$ 210,000.00	\$ -	\$ -	\$ 1,250,000.00
P1_Benefit	\$	-	\$ -	\$ 650,000.00	\$ 750,000.00	\$ 1,100,000.00	\$ 2,500,000.00
Net Cash Flow	\$	(570,000.00)	\$ (470,000.00)	\$ 440,000.00	\$ 750,000.00	\$ 1,100,000.00	\$ 1,250,000.00
<b>Phase 2 Cost Assessment</b>		<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Total</b>
P2_Cost	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
P2_Benefit	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cash Flow	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>Phase 1 Cost Assessment</b>		<b>Phase 2 Cost Assessment</b>			
IRR		32.77%		0			
ROI		100.00%		0			



# Risk Questionnaire

GIVE FEEDBACK

Carol Phil

Site Actions ▾ Browse Project Edit

Project: Edit Save Close Status Submit Options Workflow

Build Team: Project Site Documents Deliverables Issues Risks Project Permissions Resource Plan Navigate

Page: Previous Next

Status: Checked-in Last Modified: 12/9/2009 5:32 AM

- E-CRM Solution
- Project Details
- Strategic Impact
- Cost and Benefit
- Risk Evaluation**

- Projects
- Project Center
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## Risk Evaluation Form

**Business Risk** Technology Risk Implementation Risk

### 1. Previous Experience:

Does the organization have experience with this type of project/idea and has it dealt with similar products/customers in the past?

- No, the organization does not have any experience with this type of project/idea. The project involves a new offering or innovation that the organization does not have experience with.
- Yes, the organization has some experience or testing has been done but no implementation has not occurred with similar projects/ideas.
- Yes, this project/idea is not new to the organization and this is business as usual.

### 2. Legal Framework:

Is the legal and regulatory framework defined?

- No, it is not defined and there is no target date for final regulation.
- No, it is not defined but there is a target date for final regulation.
- Yes, but the current regulation might change.
- Yes, the regulatory framework is fully defined.
- N/A, there is no regulatory framework related to this project.

### 3. Funding:

Is the funding secured?

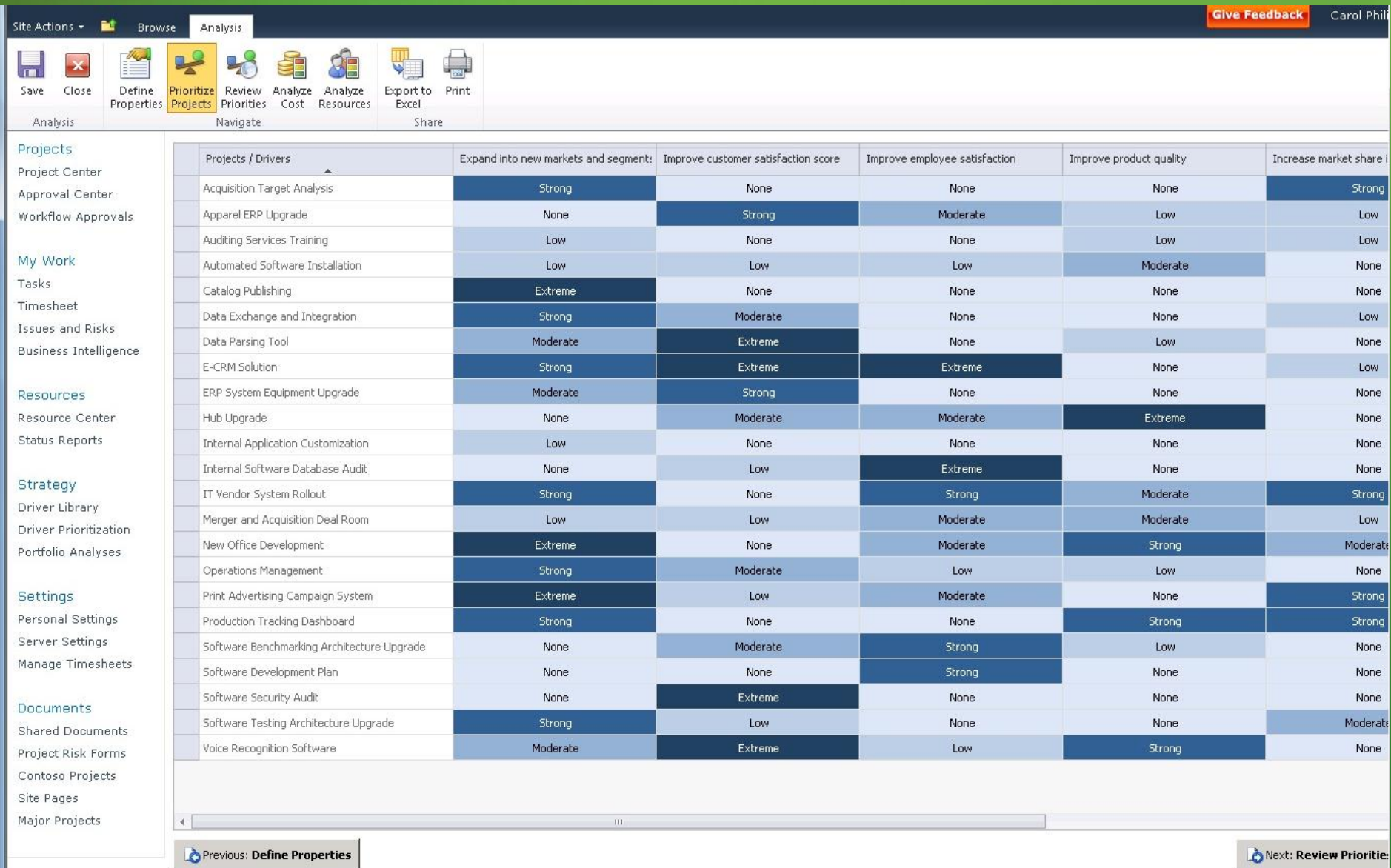
- No, no commitment on funding from sponsors or cost is not known.
- No, sponsor has reviewed budget but additional approvals are needed.
- Yes, costs are known and funding is secured.

### 4. Business Case:

Has there been a business case been developed with all reviews and approvals finalized?

- No, there are many unknowns or assumptions around the business case, target population, strategy, customer information or product.
- Yes, but there are some unknowns or assumptions around the business case, target population, customer information or product.
- Yes, business case is in place fully finalized and approved.

# Project Heat Map



# Portfolio Optimization

Give Feedback

Carol Phil

Site Actions ▾ Browse **Analysis** Options

Close Define Properties Prioritize Projects Review Priorities **Analyze Cost** Analyze Resources

Analysis Navigate

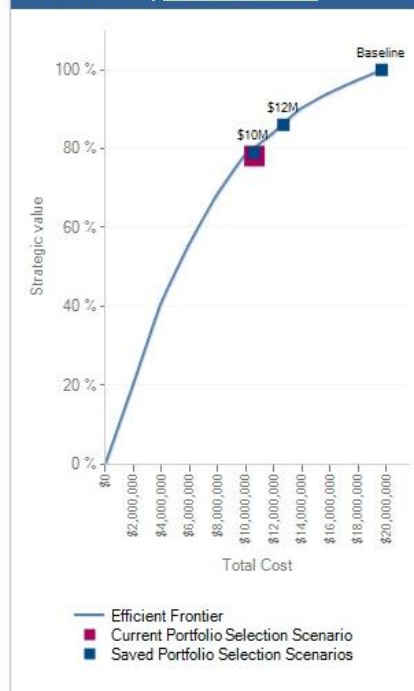
Scenario: **Current Portfolio Sel** Recalculate Save As Compare Commit Grid Scatter Chart View: **Summary** Reload Constraint Values Hide Metrics

Portfolio Selection Projects

- Projects
- Project Center
- Approval Center
- Workflow Approvals
- My Work
- Tasks
- Timesheet
- Issues and Risks
- Business Intelligence
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- Status Reports
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- Personal Settings
- Server Settings
- Manage Timesheets
- Documents
- Shared Documents
- Project Risk Forms
- Contoso Projects
- Site Pages
- Major Projects

Metrics	
Cost Limits	<a href="#">Modify</a>
Total Cost	\$10,684,000.00
Totals	<a href="#">Modify</a>
Projects Selected	13
Strategic Value	78.19%

**Efficient Frontier | Strategic Alignment**



Projects								
Project Name	Priority	Force in/out	Total Cost	Moved in/out	Enterprise Project	Workflow Stage N		
<b>Selected Projects</b>		<b>78.19%</b>	<b>\$10,629,000.</b>					
Production Tracking Dashboard	9.28%	Auto	\$1,140,000.00	Unchanged	Marketing Campaign	3. Select Checkpoint		
Print Advertising Campaign System	9.15%	Auto	\$735,000.00	Unchanged	Marketing Campaign	3. Select Checkpoint		
Acquisition Target Analysis	8.8%	Auto	\$850,000.00	Unchanged	Merger and Acquisit	3. Select Checkpoint		
New Office Development	8.24%	Auto	\$854,000.00	Unchanged	Merger and Acquisit	3. Select Checkpoint		
IT Vendor System Rollout	8.19%	Auto	\$1,200,000.00	Unchanged	New Product Develc	3. Select Checkpoint		
E-CRM Solution	6.77%	Compliance	\$1,250,000.00	Moved-in	Marketing Campaign	3. Select Checkpoint		
Catalog Publishing	6.54%	Auto	\$450,000.00	Unchanged	Software Developm	3. Select Checkpoint		
Software Testing Architecture Upgrade	5.48%	Auto	\$800,000.00	Unchanged	Software Developm	3. Select Checkpoint		
Data Exchange and Integration	4.39%	Auto	\$715,000.00	Unchanged	Software Developm	3. Select Checkpoint		
Voice Recognition Software	3.99%	Auto	\$450,000.00	Unchanged	Software Developm	3. Select Checkpoint		
Operations Management	3.88%	Auto	\$485,000.00	Unchanged	Internal Readiness	3. Select Checkpoint		
Automated Software Installation	2.09%	Auto	\$850,000.00	Moved-in	Infrastructure Deplc	3. Select Checkpoint		
Software Development Plan	1.38%	Auto	\$850,000.00	Moved-in	Software Developm	3. Select Checkpoint		
<b>Unselected Projects</b>		<b>21.81%</b>	<b>\$9,055,000.0</b>					
Data Parsing Tool	3.24%	Auto	\$850,000.00	Moved-out	New Product Develc	3. Select Checkpoint		
Merger and Acquisition Deal Room	2.89%	Auto	\$630,000.00	Moved-out	Software Developm	3. Select Checkpoint		
Hub Upgrade	2.78%	Auto	\$700,000.00	Moved-out	Infrastructure Deplc	3. Select Checkpoint		
Auditing Services Training	2.59%	Auto	\$1,130,000.00	Unchanged	Internal Readiness	3. Select Checkpoint		
ERP System Equipment Upgrade	2.31%	Auto	\$1,285,000.00	Unchanged	Software Developm	3. Select Checkpoint		
Software Security Audit	2.2%	Auto	\$725,000.00	Moved-out	Software Developm	3. Select Checkpoint		
Internal Software Database Audit	1.95%	Auto	\$850,000.00	Unchanged	Software Developm	3. Select Checkpoint		
Apparel ERP Upgrade	1.85%	Auto	\$1,200,000.00	Unchanged	Software Developm	3. Select Checkpoint		
Internal Application Customization	1.07%	Auto	\$950,000.00	Unchanged	Software Developm	3. Select Checkpoint		
Software Benchmarking Architecture Upgrade	0.95%	Auto	\$735,000.00	Unchanged	Software Developm	3. Select Checkpoint		

Previous: **Review Priorities**

Next: **Analyze Resource**

# Portfolio Schedule

Give Feedback Carol Phil

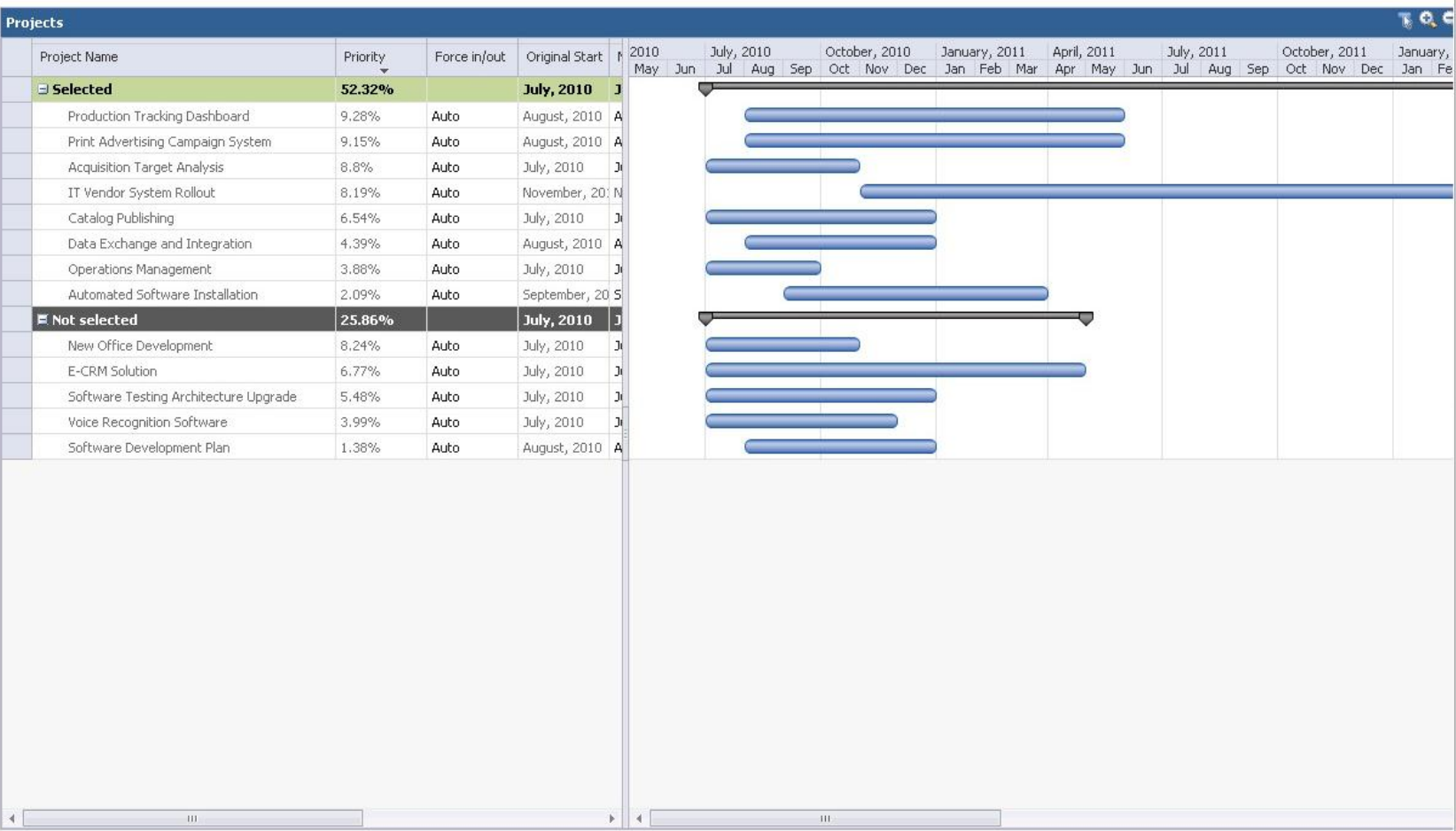
Site Actions ▾ Browse Analysis Options

Close Define Properties Prioritize Projects Review Priorities Analyze Cost Analyze Resources

Scenario: Baseline Recalculate Save As Compare Commit Reports Gantt Chart Requirements Details View: Summary Filter: Hide Metrics

Analysis Navigate Portfolio Selection Projects

- Projects
  - Project Center
  - Approval Center
  - Workflow Approvals
- My Work
  - Tasks
  - Timesheet
  - Issues and Risks
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Previous: Analyze Cost

# Resource Optimization

Site Actions ▾ | Browse | Analysis | Options | [Give Feedback](#) | Carol Ph

Close | Define Properties | Prioritize Projects | Review Priorities | Analyze Cost | Analyze Resources | Recalculate | Save As | Compare | Commit | Reports | Gantt Chart | Requirements Details | View: Summary | Filter: No Filter | Hide Metrics

analysis | Navigate | Portfolio Selection | Projects

**Projects**

- Project Center
- Approval Center
- Workflow Approvals
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**Resource Availability**  Highlight Def

Name	July, 2010	August, 2010	September	October, 2010	November	December	January, 2011	February	March, 2011	April, 2011	May, 2011	June, 2011
Developer	8.64	8.77	7.45	7.95	8.55	8.39	9	9	9	9	9	9
Executive	3.32	4	3.91	4	4	4	4	4	4	4	4	4
Investment Banker	3	2	2.64	3	3	3	3	3	3	3	3	3
Legal	1.45	2	0.77	1.33	1.02	1.47	1.02	1.48	1.67	1.92	1.92	1.92
Manufacturing Engineer	3.63	1.95	2.89	2.13	2.96	2.73	3.67	3.33	3.73	3.77	3.77	3.77
Marketing	3.58	2.87	2.24	2.58	3.06	0.98	4.93	4.91	6.16	5.21	6.58	7.28

**Project Requirements**

Name	Priority	Force In/Out	July, 2010	August, 2010	September	October, 2010	November	December	January, 2011	February	March, 2011	April, 2011	May, 2011	June, 2011
Selected	52.32%		2.88	7.49	10.86	10.91	12	11.9	6.12	7.02	8.18	6.27	2.9	1.97
Not selected	25.86%		3.43	6.05	10.16	10.25	7.2	2.55	1.45	2.95	2.15	0.31	0	0
<input type="checkbox"/> New Office Development <ul style="list-style-type: none"> <li>Executive: 8.24% Auto, 0.34, 0, 0.1, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0</li> <li>Investment Banker: 8.24% Auto, 0.02, 1, 0.45, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0</li> <li>Legal: 8.24% Auto, 0.27, 0, 1.35, 0.13, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0</li> <li>Project Manager: 8.24% Auto, 0.05, 0.1, 0.1, 0.07, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0</li> </ul>	6.77%	Auto	1.2	1.25	1.05	2.05	2.7	1.2	1.45	2.95	2.15	0.31	0	0
<input type="checkbox"/> E-CRM Solution <ul style="list-style-type: none"> <li>Analyst: 6.77% Auto, 0.05, 0.2, 0.2, 0, 0, 0, 0, 0, 0, 0, 0.15, 0, 0, 0</li> <li>Creative: 6.77% Auto, 0, 0, 0, 0, 0, 0, 0, 0, 0.4, 0.25, 0, 0, 0, 0</li> <li>Marketing: 6.77% Auto, 1.05, 1.05, 0.85, 1.9, 2.35, 1.05, 0.8, 0.5, 1.15, 0.31, 0, 0, 0</li> <li>Personal Relation: 6.77% Auto, 0, 0, 0, 0.15, 0, 0, 0, 0, 1.15, 0, 0, 0, 0, 0</li> <li>Project Manager: 6.77% Auto, 0, 0, 0, 0, 0.15, 0.1, 0, 0, 0, 0, 0, 0, 0, 0</li> <li>Sales: 6.77% Auto, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0.35, 0, 0, 0, 0</li> <li>SME: 6.77% Auto, 0, 0, 0, 0, 0, 0.2, 0, 0, 0, 0, 0, 0, 0, 0</li> <li>Sponsor: 6.77% Auto, 0.1, 0, 0, 0, 0, 0, 0, 0.25, 0, 0, 0, 0, 0, 0</li> <li>Vendor: 6.77% Auto, 0, 0, 0, 0, 0, 0, 0.05, 0, 1.05, 0.5, 0, 0, 0, 0</li> </ul>	6.77%	Auto	0.45	0.91	2.32	3.05	1.48	0.5	0	0	0	0	0	0
<input type="checkbox"/> Software Testing Architecture Upgrade <ul style="list-style-type: none"> <li>Analyst: 5.48% Auto, 0.3, 0.64, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0</li> </ul>	5.48%	Auto	0.3	0.64	0	0	0	0	0	0	0	0	0	0

Previous: Analyze Cost

# Compare Portfolio Scenarios

## Compare Portfolio Selection Scenarios

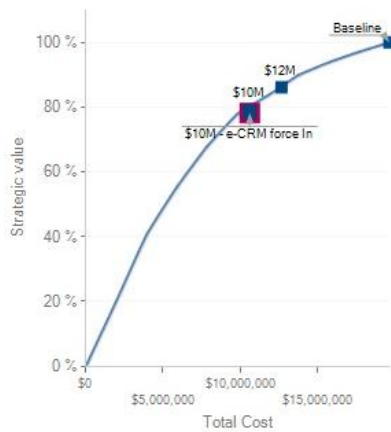
Compare metrics and project decisions for all portfolio selection scenarios.

Help

### Compare Metrics

Portfolio Selection Scenario Name ▲	Projects Selected	Strategic Value	Total Cost
\$10M	14 out of 23	79.04%	\$10,684,000.00
\$10M - e-CRM force In	13 out of 23	78.19%	\$10,684,000.00
\$12M	16 out of 23	86.05%	\$12,684,000.00
Baseline	23 out of 23	100%	\$19,684,000.00

### Efficient Frontier



— Efficient Frontier  
■ Current Portfolio Selection Scenario  
■ Saved Portfolio Selection Scenarios

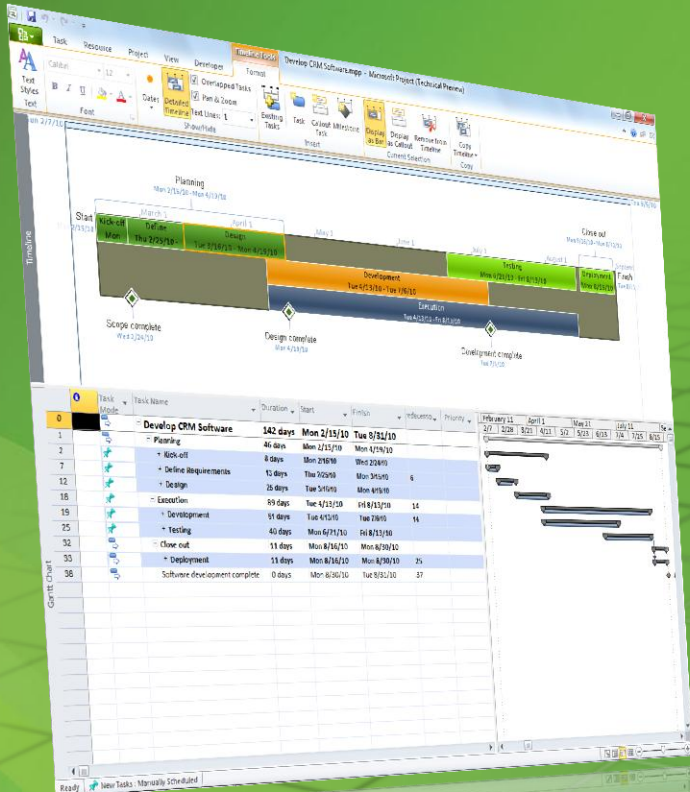
### Compare Project Selection

Projects ▲	Priority ▼	\$10M	\$10M - e-CRM force I...	\$12M	Baseline
Production Tracking Dashboard	9.28%	Selected	Selected	Selected	Selected
Print Advertising Campaign System	9.15%	Selected	Selected	Selected	Selected
Acquisition Target Analysis	8.8%	Selected	Selected	Selected	Selected
New Office Development	8.24%	Selected	Selected	Selected	Selected
IT Vendor System Rollout	8.19%	Selected	Selected	Selected	Selected
E-CRM Solution	6.77%	Not Selected	Compliance	Selected	Selected
Catalog Publishing	6.54%	Selected	Selected	Selected	Selected
Software Testing Architecture Upgrade	5.48%	Selected	Selected	Selected	Selected
Data Exchange and Integration	4.39%	Selected	Selected	Selected	Selected
Voice Recognition Software	3.99%	Selected	Selected	Selected	Selected
Operations Management	3.88%	Selected	Selected	Selected	Selected
Data Parsing Tool	3.24%	Selected	Not Selected	Not Selected	Selected
Merger and Acquisition Deal Room	2.89%	Selected	Not Selected	Selected	Selected
Hub Upgrade	2.78%	Selected	Not Selected	Selected	Selected
Auditing Services Training	2.59%	Not Selected	Not Selected	Not Selected	Selected
ERP System Equipment Upgrade	2.31%	Not Selected	Not Selected	Not Selected	Selected
Software Security Audit	2.2%	Selected	Not Selected	Selected	Selected
Automated Software Installation	2.09%	Not Selected	Selected	Selected	Selected
Internal Software Database Audit	1.95%	Not Selected	Not Selected	Not Selected	Selected
Apparel ERP Upgrade	1.85%	Not Selected	Not Selected	Not Selected	Selected
Software Development Plan	1.38%	Not Selected	Selected	Selected	Selected
Internal Application Customization	1.07%	Not Selected	Not Selected	Not Selected	Selected

# Microsoft Project 2010

## *Simple and Intuitive User Experience*

- Ribbon UI and Backstage view
- Intuitive Excel-like behavior
- Timeline and Team Planner views
- Web-based project editing



Simple and Intuitive  
User Experience

# Web Based Project Management

Project Detail Pages - Schedule

Site Actions | Browse | Project | Task | Options

Clipboard | Project | Editing | Tasks | Data

View: Tasks Summary | Filter: No Filter | Group By: No Group

Zoom In | Zoom Out | Scroll to Task

Status: Checked-in Last Modified: 4/27/2010 9:18 PM Version: Published

ID	Mode	Task Name	Duration	Start	Finish	%
0		<b>Payroll System Upgrade</b>	75d	3/1/2010	6/11/2010	0%
1		<b>Scope</b>	4.5d	3/1/2010	3/5/2010	0%
2		Determine project scope	4h	3/1/2010	3/1/2010	0%
3		Secure project sponsorship	2d	3/1/2010	3/3/2010	0%
4		Define preliminary resources	1d	3/3/2010	3/4/2010	0%
5		Secure core resources	1d	3/4/2010	3/5/2010	0%
6		Scope complete	0d	3/5/2010	3/5/2010	0%
7		<b>Analysis/Software Requirements</b>	15d	3/5/2010	3/26/2010	0%
8		Conduct needs analysis	3d	3/5/2010	3/10/2010	0%
9		Draft preliminary software specifications	3d	3/10/2010	3/15/2010	0%
10		Develop preliminary budget	2d	3/18/2010	3/19/2010	0%
11		Review software specifications/budget with team	0.5d	3/22/2010	3/22/2010	0%
12		Incorporate feedback on software specifications	1d	3/22/2010	3/23/2010	0%
13		Develop delivery timeline	1d	3/23/2010	3/24/2010	0%
14		Obtain approvals to proceed (concept, timeline, budget)	1d	3/24/2010	3/25/2010	0%
15		Secure required resources	1d	3/25/2010	3/26/2010	0%
16		Analysis complete	0d	3/26/2010	3/26/2010	0%
17		<b>Design</b>	19.5d	3/26/2010	4/22/2010	0%
25		<b>Build</b>	29d	4/23/2010	6/2/2010	0%
50		<b>Documentation</b>	11d	5/26/2010	6/9/2010	0%
59		<b>Deployment</b>	3d	6/3/2010	6/7/2010	0%
66		<b>Post Implementation Review</b>	4d	6/8/2010	6/11/2010	0%
71		Project closeout	0d	6/11/2010	6/11/2010	0%

March, 2010 | April, 2010

Navigation: Payroll System Upgrade | Schedule | Cost and Benefit | Plan Checkpoint | Project Details | Projects | Project Center | Approval Center | Workflow Approvals | My Work | Tasks | Timesheet | Issues and Risks | Business Intelligence | Resources | Resource Center | Status Reports | Strategy | Driver Library | Driver Prioritization | Portfolio Analyses | Settings | Personal Settings

Give Feedback | Jan Kot

# Simple and Intuitive User Experience

*Excel like experience enhances productivity*

Add New Column

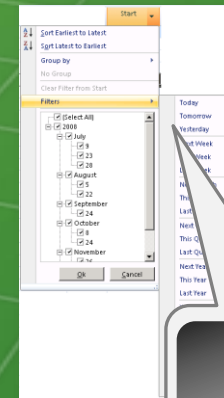
Task Mode	Task Name	Duration	Start	Finish	Priority	Add New Column
0	Develop CRM Software	142 days	Mon 2/15/10	Tue 8/31/10		
1	Kick-off	8 days	Mon 2/15/10	Wed 2/24/10		
2	Determine project scope	1 day	Mon 2/15/10	Mon 2/15/10	High	\$10000
3	Secure project sponsorship	3 days	Tue 2/16/10	Thu 2/18/10	Low	
4	Assign Resource	3 days	Mon 2/22/10	Wed 2/24/10	High	
5	Scope complete	0 days	Wed 2/24/10	Wed 2/24/10		
6	Define Requirements	13 days	Thu 2/25/10	Mon 3/15/10		
7	Conduct needs analysis	3 days	Wed 2/24/10	Fri 2/26/10	High	
8	Draft preliminary software specifications	5 days	Sat 2/27/10	Wed 3/3/10	Low	
9	Software requirements reviewed and approved	5 days	Fri 3/5/10	Thu 3/11/10	Medium	
10	Analysis complete	0 days	Thu 3/11/10	Thu 3/11/10	Medium	
11	Design	25 days	Tue 3/16/10	Mon 4/19/10		
12	Review preliminary software specifications	5 days	Tue 3/16/10	Mon 3/22/10		
13	Develop functional specifications	5 days	Tue 3/23/10	Mon 3/29/10		

## Just Like Excel

- **Add New Column:** Simply start typing text in a new column and Project will create right custom field and perform data validations
- **Text Wrapping:** Easier to view project data with automatic text wrapping
- **Auto-Complete:** Save time and effort with the new text auto-complete function
- **Auto-Filter:** Grid improvements make it easier to filter, group, sort, and customize your data just like Excel

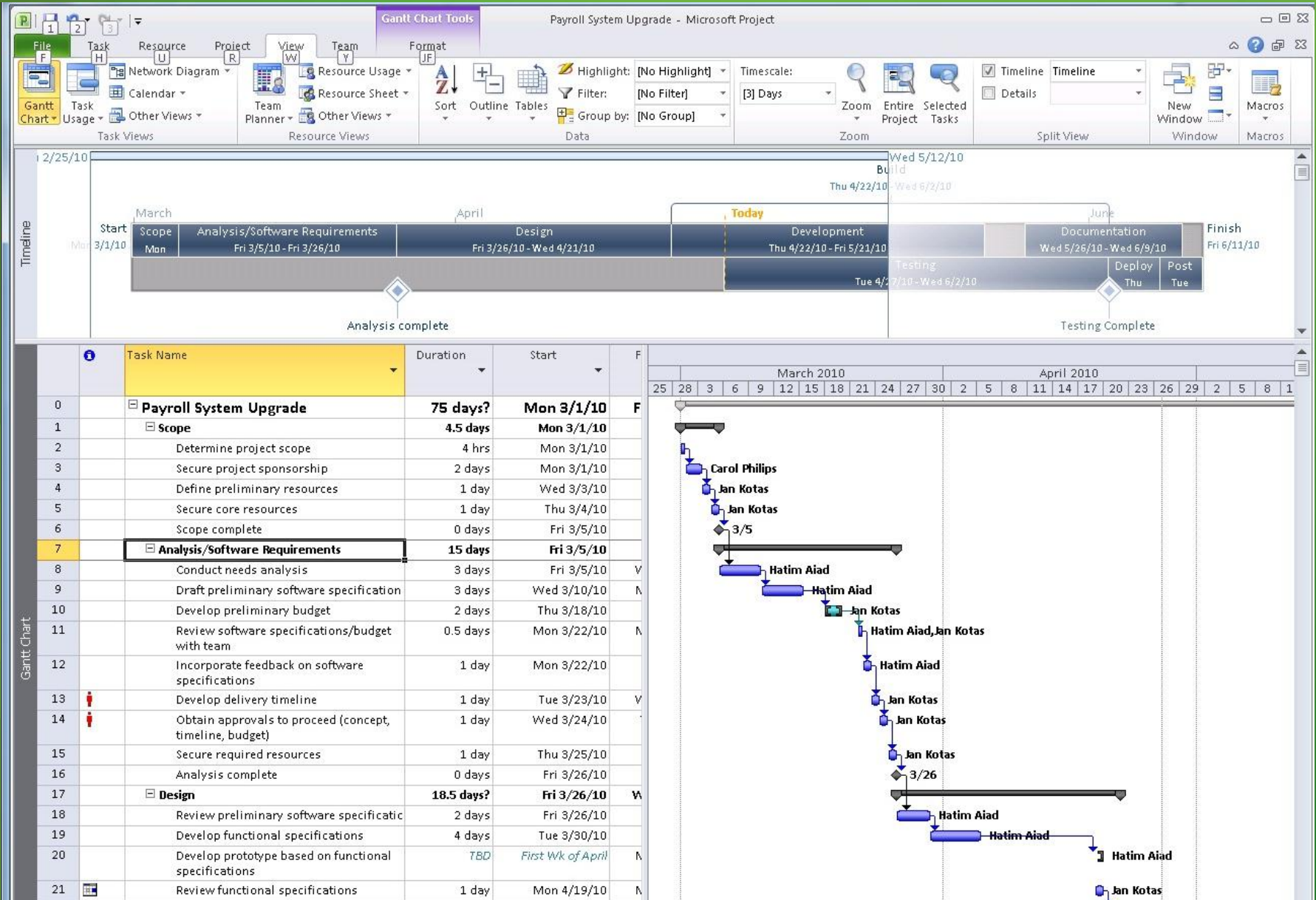
Auto Complete

Text Wrapping



Filter, Sort & Group

# Timeline View





# Enhanced Collaboration & Reporting

## Simply create powerful reports and dashboards

Build Powerful Dashboards



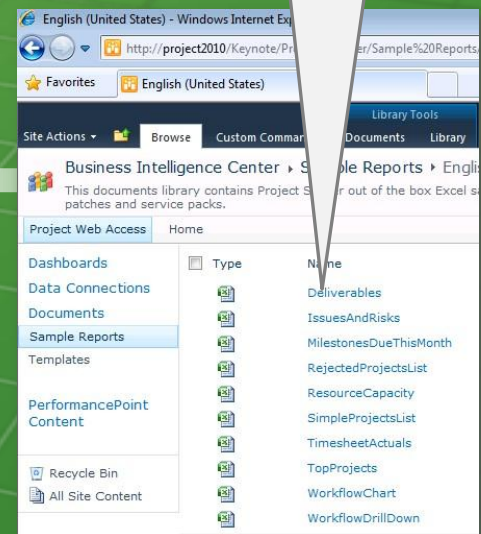
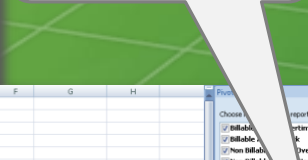
## Business Intelligence Center

- Quickly create reports from predefined and localized best practice templates
- Customize in Excel and render through Excel Services
- Create powerful audience based dashboards to monitor portfolio performance

Customize in Excel

Best Practice Report Templates

Excel Services Webparts



# Top Level Dashboard

- Corporate Dashboard
- Sales & Marketing
- Finance
- Operations
- Connections
- Documents
- Sample Reports
- Templates
- Pages
- PerformancePoint Content

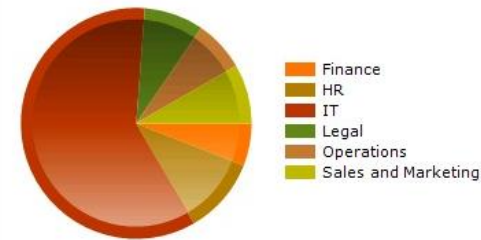
## Corporate KPI



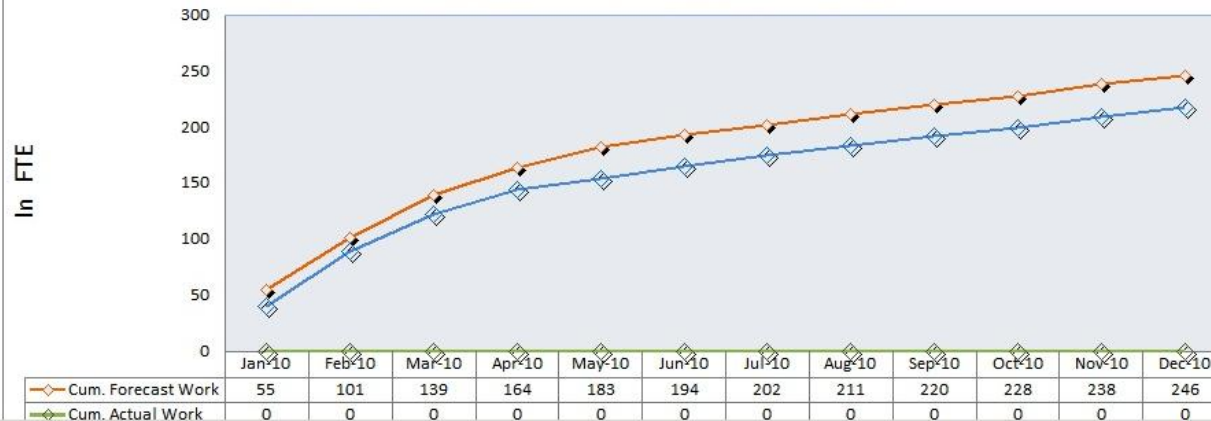
## Projects by Phase



## Projects by Department



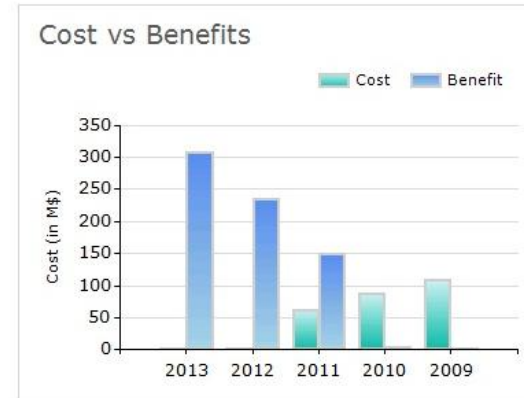
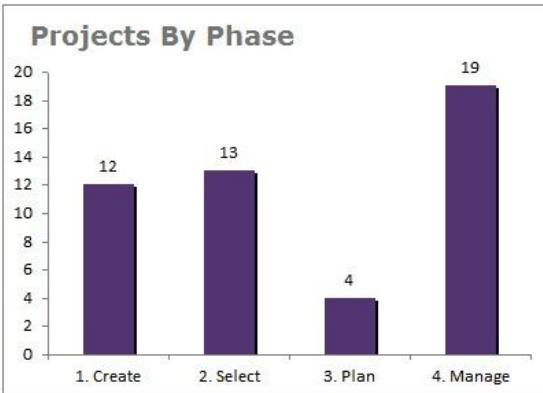
## Cumulative Work Planned Vs. Actual Vs. Forecast



# Departmental Dashboard

- Corporate Dashboard
- Sales & Marketing
- Finance
- Operations
- IT
- Human Resources
- Legal & Compliance
- IT Connections
- Documents
- Sample Reports
- Templates
- Pages
- PerformancePoint Content

## IT Department KPIs



## Projects KPI Status Report

Project Name	Owner	Cost	Resource	Schedule	Risk	Quality	Strategic Score	% Complete	Total Cost	Total Benefit
Online News Publishing Tool	Jan Kotas	<span style="color: green;">✓</span>	<span style="color: orange;">?</span>	<span style="color: red;">!</span>	<span style="color: orange;">?</span>	<span style="color: red;">!</span>	4.12	0%	\$570,000	\$1,790,000
Product Accessory Design	Ben Spain	<span style="color: green;">✓</span>	<span style="color: green;">✓</span>	<span style="color: orange;">?</span>	<span style="color: green;">✓</span>	<span style="color: orange;">?</span>	3.19	3%	\$595,000	\$1,950,000
Storage Planning and Management	Jan Kotas	<span style="color: orange;">?</span>	<span style="color: red;">!</span>	<span style="color: red;">!</span>	<span style="color: green;">✓</span>	<span style="color: red;">!</span>	3.06	22%	\$450,000	\$1,825,000
IT Architecture Deployment	Martin Berka	<span style="color: green;">✓</span>	<span style="color: orange;">?</span>	<span style="color: green;">✓</span>	<span style="color: orange;">?</span>	<span style="color: green;">✓</span>	2.93	38%	\$715,000	\$2,195,000
Software Patch Management	Lori Penor	<span style="color: red;">!</span>	<span style="color: red;">!</span>	<span style="color: orange;">?</span>	<span style="color: green;">✓</span>	<span style="color: orange;">?</span>	2.79	10%	\$555,000	\$1,815,000
Network Defect Tracking System	Steve Masters	<span style="color: green;">✓</span>	<span style="color: green;">✓</span>	<span style="color: green;">✓</span>	<span style="color: orange;">?</span>	<span style="color: green;">✓</span>	2.29	60%	\$535,000	\$1,895,000

# Project Dashboard

Storage Planning and Management

Microsoft Project Server Site

Initiation Execution Reports

PLAN PLAN CHECKPOINT MANAGE PROJECT CLOSURE

### Baseline Work vs Actual vs Forecast

Month	Base Line (Hrs)	Actual (Hrs)	Forecast (Hrs)
Aug-09	350	250	350
Sep-09	550	150	350
Oct-09	700	50	700
Nov-09	250	0	700
Dec-09	150	0	250
Jan-10	250	0	250
Feb-10	150	0	150

### Milestone Completion

Month	Baseline Count	Actual Count
Aug-09	2	2
Sep-09	3	0
Oct-09	3	1
Nov-09	1	0
Dec-09	1	0
Jan-10	2	0
Feb-10	3	0

### Task Status Review

Task Name	Status	Due
Secure deployment resources	✘	29/12/2009
Distribute to team members	✘	23/02/2010
Test infrastructure component	✘	16/02/2010
Deploy infrastructure component	✔	11/01/2010

### Project Financial Metrics

Original Budget	\$450,000.00
Approved Changed Orders	\$52,423.44
Revised Budget	\$502,423.44
Total Cost to Date	\$34,480.00
Forecast Cost	\$139,000.00

Local intranet | Protected Mode: Off

# Microsoft Project 2010 Product Packaging

Microsoft®  
Office Project 2007

Microsoft®  
Office Project Standard 2007

Microsoft®  
Office Project Professional 2007

Microsoft®  
Office Project Portfolio Server 2007

Microsoft®  
Office Project Server 2007

Microsoft®  
Project 2010

Microsoft®  
Project Standard 2010

Microsoft®  
Project Professional 2010

Microsoft®  
Project Server 2010

## Target Audience

Individual and  
Part-Time  
Project Managers

Professional  
Project Managers

IT, PMO, Engineering,  
R&D, Product  
Development,  
Operations

# Project 2010 Product SKU's

Microsoft®  
Project 2010



Microsoft®  
Project Standard 2010



Microsoft®  
Project Professional 2010



Microsoft®  
Project Server 2010

Target Audience

Individual and Part-Time Project Managers

Professional Project Managers

CIO, PMO, Operations, R&D, Product Development

Key Changes

- Fluent User Interface
- User Controlled Scheduling
- Timeline View

- Project Standard PLUS
- Enhanced Scheduling
- Team Planner
- Project Synch to SharePoint

- Web Based Scheduling
- Unified Project and Portfolio Management
- Enhanced BI and Reporting

CAL

CAL Not Required

Project Server CAL Included

CAL Required

Key Dependencies

- Windows XP, Vista, or Windows 7

- Windows XP, Vista, or Windows 7

- SharePoint Server 2010
- SharePoint Enterprise CAL
- 64-bit Windows Server 2008



Thank you

Thank you

# **Microsoft<sup>®</sup>**

*Your potential. Our passion.<sup>™</sup>*

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# Index

# Project Status

# Tasks

Develop CRM Software | Tasks - Project Web Access

Site Actions | Browse | **Tasks** | Give Feedback | Hatim Ai

Planned
  Overtime
  Comment on Submit

Task Name	Start	Finish	Remaini	% Work	Work	Period Total	Sun 4/25	Mon 4/26	Tue 4/27	Wed 4/28	Thu
<b>In Progress for Current Period</b>	<b>10/30/20</b>	<b>4/19/201</b>	<b>508h</b>	<b>0%</b>	<b>508h</b>						
<b>General Ledger (GL) currency update</b>	<b>12/3/200</b>	<b>1/7/2010</b>	<b>164h</b>	<b>0%</b>	<b>164h</b>						
<input type="checkbox"/> Conduct needs analysis <small>NEW</small>	12/3/2009	12/10/2009	40h	0%	40h						
<input type="checkbox"/> Draft preliminary software specifications <small>NEW</small>	12/10/2009	12/15/2009	24h	0%	24h						
<input type="checkbox"/> Review software specifications/budget with team <small>NEW</small>	12/17/2009	12/17/2009	4h	0%	4h						
<input type="checkbox"/> Incorporate feedback on software specifications <small>NEW</small>	12/18/2009	12/18/2009	8h	0%	8h						
<input type="checkbox"/> Review preliminary software specifications <small>NEW</small>	12/23/2009	12/25/2009	16h	0%	16h						
<input type="checkbox"/> Develop functional specifications <small>NEW</small>	12/25/2009	1/1/2010	40h	0%	40h						
<input type="checkbox"/> Develop prototype based on functional specifications <small>NEW</small>	1/1/2010	1/7/2010	32h	0%	32h						
<b>Localize partner website for EMEA</b>	<b>10/30/20</b>	<b>12/4/200</b>	<b>164h</b>	<b>0%</b>	<b>164h</b>						
<input type="checkbox"/> Conduct needs analysis <small>NEW</small>	10/30/2009	11/6/2009	40h	0%	40h						
<input type="checkbox"/> Draft preliminary software specifications <small>NEW</small>	11/6/2009	11/11/2009	24h	0%	24h						
<input type="checkbox"/> Review software specifications/budget with team <small>NEW</small>	11/13/2009	11/13/2009	4h	0%	4h						
<input type="checkbox"/> Incorporate feedback on software specifications <small>NEW</small>	11/16/2009	11/16/2009	8h	0%	8h						
<input type="checkbox"/> Review preliminary software specifications <small>NEW</small>	11/19/2009	11/23/2009	16h	0%	16h						
<input type="checkbox"/> Develop functional specifications <small>NEW</small>	11/23/2009	11/30/2009	40h	0%	40h						
<input type="checkbox"/> Develop prototype based on functional specifications <small>NEW</small>	11/30/2009	12/4/2009	32h	0%	32h						
<b>Payroll System Upgrade</b>	<b>3/5/2010</b>	<b>4/19/201</b>	<b>180h</b>	<b>0%</b>	<b>180h</b>						
<input type="checkbox"/> Conduct needs analysis <small>NEW</small>	3/5/2010	3/10/2010	24h	0%	24h						
<input type="checkbox"/> Draft preliminary software specifications <small>NEW</small>	3/10/2010	3/15/2010	24h	0%	24h						
<input type="checkbox"/> Incorporate feedback on software specifications <small>NEW</small>	3/22/2010	3/23/2010	8h	0%	8h						
<input type="checkbox"/> Review software specifications/budget with team <small>NEW</small>	3/22/2010	3/22/2010	4h	0%	4h						
<input type="checkbox"/> Review preliminary software specifications <small>NEW</small>	3/26/2010	3/30/2010	16h	0%	16h						
<input type="checkbox"/> Develop functional specifications <small>NEW</small>	3/30/2010	4/5/2010	32h	0%	32h						
<input type="checkbox"/> Develop prototype based on functional specifications <small>NEW</small>	4/7/2010	4/19/2010	72h	0%	72h						

# Time Entry

Develop CRM Software | Timesheet - Project Web ...

Site Actions | Browse | Timesheet | Give Feedback | Hatim Ai

Save |  Send Status |  Send Timesheet |  Insert Row |  Import |  Reassign |  Remove Task |  Previous |  Next |  Select Period |  View: My Work |  Planned |  Totals |  Overtime |  Comment on Submit |  Non-Billable |  Units |  Export to Excel |  Print

Filter: No Filter |  Group By: No Group |  Show/Hide |  Share

**Status:** In progress (Pending Save), **Total:** 40h, **Period:** 3/7/2010 12:00 AM - 3/13/2010 11:59 PM

Projects	Task Name/Description	Project Name	Time Type	Sun 3/7	Mon 3/8	Tue 3/9	Wed 3/10	Thu 3/11	Fri 3/12
Project Center Workflow Approvals	<input type="checkbox"/> Develop prototype based on functional specifications	General Ledger (GL) currency update	Actual						
	<input type="checkbox"/> Develop prototype based on functional specifications	Localize partner website for EMEA	Planned						
My Work Tasks	<input type="checkbox"/> Draft preliminary software specifications	General Ledger (GL) currency update	Actual						
	<input type="checkbox"/> Draft preliminary software specifications	Localize partner website for EMEA	Planned						
Issues and Risks	<input type="checkbox"/> Draft preliminary software specifications	General Ledger (GL) currency update	Actual						
	<input type="checkbox"/> Draft preliminary software specifications	Localize partner website for EMEA	Planned						
Resources Status Reports	<input type="checkbox"/> Draft preliminary software specifications	Payroll System Upgrade	Actual				4h	8h	8h
	<input type="checkbox"/> Incorporate feedback on software specifications	General Ledger (GL) currency update	Planned						
Settings Personal Settings Manage Timesheets	<input type="checkbox"/> Incorporate feedback on software specifications	Localize partner website for EMEA	Actual						
	<input type="checkbox"/> Review preliminary software specifications	General Ledger (GL) currency update	Planned						
Documents Shared Documents	<input type="checkbox"/> Review preliminary software specifications	Localize partner website for EMEA	Actual						
	<input type="checkbox"/> Review preliminary software specifications	General Ledger (GL) currency update	Planned						
Contoso Projects Site Pages Major Projects	<input type="checkbox"/> Review software specifications/budget with team	Localize partner website for EMEA	Actual						
	<input type="checkbox"/> Review software specifications/budget with team	Administrative	Planned						
	<input type="checkbox"/> Jury Duty	Administrative	Actual						
	<input type="checkbox"/> Sick time	Administrative	Planned					0h	0h
	<input type="checkbox"/> Vacation	Administrative	Actual				8h	8h	8h
		Total work	Planned		8h	8h	8h	8h	8h
					16h	16h	16h	16h	16h

# Resource Management

# Build Team

Build Team: Payroll System Upgrade - Project Web Access - Windows Internet Explorer

http://moss.contoso.com/pwa/\_layouts/PWA/RM/BuildTeam.aspx?\_projectUID=3d9b6930-04b8-4f94-96e0-00321ecde871&ret=0

Build Team: Payroll System Upgrade - Project Web Ac...

Site Actions | Browse | **Team** | Give Feedback | Jan Kot...

Save & Close | Close | Resource Plan | Outline | View: All Resources | Filter: No Filter | Group By: Type | Export to Excel | Print | Resource Assignments | Resource Availability

Resource Name	Type	Generic	Cost Center	Timesheet Manage	Default Assignmen
<b>Work</b>	<b>Work</b>				
<input type="checkbox"/> Amy Strande	Work	No		Amy Strande	Amy Strande
<input type="checkbox"/> Analyst	Work	Yes			
<input type="checkbox"/> Ben Spain	Work	No		Ben Spain	Ben Spain
<input type="checkbox"/> Chris Gray	Work	No		Chris Gray	Chris Gray
<input type="checkbox"/> Hatim Aiad	Work	No		Hatim Aiad	Hatim Aiad
<input type="checkbox"/> Lori Penor	Work	No		Lori Penor	Lori Penor
<input type="checkbox"/> Martin Berka	Work	No		Martin Berka	Martin Berka
<input type="checkbox"/> ProjUser	Work	No		ProjUser	ProjUser
<input type="checkbox"/> Steve Masters	Work	No		Steve Masters	Steve Masters
<input type="checkbox"/> Stuart Rivchun	Work	No		Stuart Rivchun	Stuart Rivchun
<input type="checkbox"/> TiAnna Jones	Work	No		TiAnna Jones	TiAnna Jones

Add >
< Remove
Replace >
< Match
Clear Match

Resource Name	Booking Type
<input checked="" type="checkbox"/> Analyst	Committed
<input type="checkbox"/> Attila Biber	Committed
<input type="checkbox"/> Carol Philips	Committed
<input type="checkbox"/> Erlingur Jonsson	Committed
<input type="checkbox"/> Jan Kotas	Committed
<input type="checkbox"/> Jonas Brandel	Committed
<input type="checkbox"/> Luis Bonifaz	Committed
<input type="checkbox"/> Osama Shabaneh	Committed

# View Remaining Availability

Site Action

Save & Close

Tear

Remaining Availability
Export to Excel
Print
Resource Center
Resource Assignments

Views
Share
Navigate

### Remaining Availability

**Legend:**

- Analyst
- Ben Spain
- Hatim Aiad
- TiAnna Jones

**View Options**

Date Range: 3/1/2010

To: 7/31/2010

Units: Months

Include proposed bookings

Apply

**Details:**

Name	3/1/2010	4/1/2010	5/1/2010	6/1/2010	7/1/2010
Analyst	268h	308h	36h	76h	484.8h
Ben Spain	40h	144h	608h	734h	574h
Hatim Aiad	0h	0h	0h	0h	0h
Availability	184h	176h	168h	176h	176h
Capacity	184h	176h	168h	176h	176h
General Ledger (GL) currency update	0h	0h	0h	0h	0h
Localize partner website for EMEA	0h	0h	0h	0h	0h
TiAnna Jones	0h	0h	0h	0h	0h

Done
Local intranet | Protected Mode: Off
100%