

## Microsoft® Project 2010 – At a Glance

Microsoft® Project 2010 delivers powerful, visually enhanced ways to effectively manage a wide range of projects and programs. From meeting crucial deadlines, to selecting the right resources and empowering your teams, Project 2010 offers easier and more intuitive experiences to simply be productive and realize amazing results.

Project 2010 is a significant release that delivers innovative features across the entire family of products: Project Standard 2010 and Project Professional 2010 for occasional and professional project managers, and Project Professional 2010, combined with Microsoft® Project Server 2010, for the power and depth to meet the needs of larger organizations. Project 2010, built on SharePoint 2010, offers flexibility and choice by providing tailored work management solutions for individuals, teams, and the enterprise.

With Project Standard 2010, you have a new and easier way to manage simple tasks and projects. With significant updates and visual enhancements, Project Standard 2010 delivers a better experience for you to simply be more productive and to successfully complete any type of project. Building on the new features and visual enhancements in Project Standard 2010, Project Professional 2010 meets your project management needs with at-a-glance resource management and team collaboration tools using Microsoft SharePoint® Foundation 2010 (formerly Windows® SharePoint Services). In addition, you and your organization can realize the power of unified project and portfolio management by combining Project Professional 2010 with Project Server 2010. Together, Project Professional 2010 and Project Server 2010 create the Microsoft Enterprise Project Management

(EPM) Solution, and give you the tools to prioritize investments and optimize resources, gain control of all types of work, and visualize performance using powerful dashboards.

***Project 2010 is a significant release with innovative capabilities across the Microsoft Project 2010 family of products.***

### Get a Quick Start

- **Get started quickly with the intuitive Microsoft® Fluent™ user interface.** Project 2010 offers the Microsoft Fluent user interface, which incorporates the Ribbon, a new design on the Microsoft Office Ribbon introduced in the Microsoft Office 2007 system. Using the simpler graphical menus and familiar experience of the Ribbon, your favorite tools are always at your fingertips, to help you create and manage projects more easily.
- **Work smarter and faster with the Microsoft Office Backstage view.** In the new Project 2010 Microsoft Office Backstage view, you can save, print, share, and publish your projects with fewer clicks to save time and effort.
- **Integration with Microsoft Office applications.** Integration with other Office applications is

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simple and hassle-free so you can manage your project with less effort for better results. Get your project plan started by copying outlines and brainstorming notes from Office applications like Microsoft Word and Microsoft Excel®. Enhanced copy-and-paste capabilities preserve formatting from the source file, including fonts, colors, and text. Efficiently share and communicate your project plan with other Office applications using the same copy-and-paste functions.

- **Familiar, essential functions.** Like other Office applications, in Project 2010 you will save time and effort by using familiar and essential functions like text wrapping, auto-complete, scroll, zoom, and enhanced filtering. You can easily insert new columns for entering data; data types are readily identified so you can quickly and effectively organize and analyze details. New tooltips, context-sensitive help, and a larger selection of templates quickly get you started and working effectively.
- **Expanded template selection.** Select from a wide range of new project templates of all types, from all industries, to get started quickly. In addition, you can share with team members the templates that you have created or customized to help promote consistency and best practices.

## Build Dynamic Schedules

- **User-controlled scheduling puts you in control.** Bringing together the flexibility and ease of a tool like Excel 2010 with the power of the Project 2010 scheduling engine, user-controlled scheduling offers flexible choices for developing and managing projects. Manually scheduled tasks let you set values in **Start**,

**Finish**, and **Duration** fields, leave them blank, or insert notes for future reference.

- **The new Task Inspector offers intuitive analysis and guidance.** Gain insight on resource conflicts and scheduling issues using the Task Inspector tool, so you can identify and take action to resolve issues.
- **Simplify planning with Inactive tasks.** Using Project Professional 2010, inactive tasks lets you easily experiment with your project plan and perform what-if analysis. A simple toggle inserts or removes one or more tasks and their effect on the project schedule.

## Better Plans, Better Results

- **New Timeline and visual cues.** With a completely new Timeline view, you will have a clearer view of tasks, milestones, and phases associated with your project. Newly expanded color palettes and text effects help you make every timeline and plan look its best, so you can swiftly see and share important dates and deliverables. Visual indicators alert you to potential issues.
- **Create summary-level plans in Manually Scheduled task mode.** Early in a project you can use limited details to enter high-level summary tasks in the Manually Scheduled task mode. You can add task, resource, and date details later, when they become available, and then visually compare the result of a schedule constructed of cumulative details against top-level summary plans.
- **New font and graphics formatting controls.** Use color and font formatting controls with the Timeline view to highlight and communicate key aspects of your project.

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- **Share your timeline easily.** Enhanced copy-and-paste functionality means swiftly arranging and rearranging your timeline, while retaining fidelity of colors, fonts, and graphics.
- **Save projects in PDF and XPS format.** You can easily save a file in PDF or XPS format, so you can share with others and to save snapshots of the evolution of your project for reference.

## Take Charge of Resources

- **New Team Planner in Project Professional 2010—an interactive tool for visualizing team assignments.** The new interactive Team Planner tool in Project Professional 2010 combines at-a-glance resource management with drag-and-drop simplicity for moving tasks between resources. Inactive task's capabilities promote enhanced scheduling and what-if scenarios. Use drag-and-drop actions to easily move assignments between team members. Visual cues in Team Planner resource views call out resource overload conditions.
- **Enhanced resource leveling.** Take advantage of enhanced leveling capabilities to pinpoint and selectively resolve resource issues.
- **Improved Visual Reports feature.** Using improved Visual Reports you can create stunning project summary charts and more intuitive, detailed data analyses.

## Manage Projects and Programs

- **Easy updates.** Update task assignments and schedules more easily using Ribbon commands and Team Planner functions.

- **SharePoint-based status updates.** Enhance team collaboration to realize results—connect your teams with Microsoft SharePoint Foundation 2010 synchronization.
- **Compare Projects tool.** Perform what-if analyses using the enhanced capabilities of the Project 2010 Compare Projects feature.

## Collaborate and Connect

- **Utilize bi-directional task status updates with SharePoint Foundation 2010 for team synchronization and collaboration.** Project Professional 2010 connects your teams with SharePoint Foundation 2010 synchronization to help you work better together.
- **Turn SharePoint lists into projects.** Using Project Professional 2010 it's easy to use a SharePoint Foundation 2010 task list as the basis for a new project plan. An easy-to-use wizard maps the fields in your SharePoint task list to Project fields—this means reduced data entry and no redundant formatting for you.
- **Share your project using SharePoint.** Team members can save project files directly to a SharePoint Foundation 2010 site for enhanced collaboration on and control of their projects.
- **Team up with Project Server 2010 for an end-to-end project and portfolio management solution.** In addition, you can choose to combine Project Professional 2010 with Project Server 2010 to realize the results of unified project and portfolio management.

## Microsoft® Enterprise Project Management (EPM) Solution

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## Microsoft Project 2010

Over the past century, the discipline of project management has evolved to meet the organizational requirements of diverse industries and to take advantage of new technologies (see Figure 1). Today, project and portfolio management helps organizations improve visibility and control across varied portfolios, align spending with strategic priorities, and drive team collaboration to deliver projects on time and within budget.

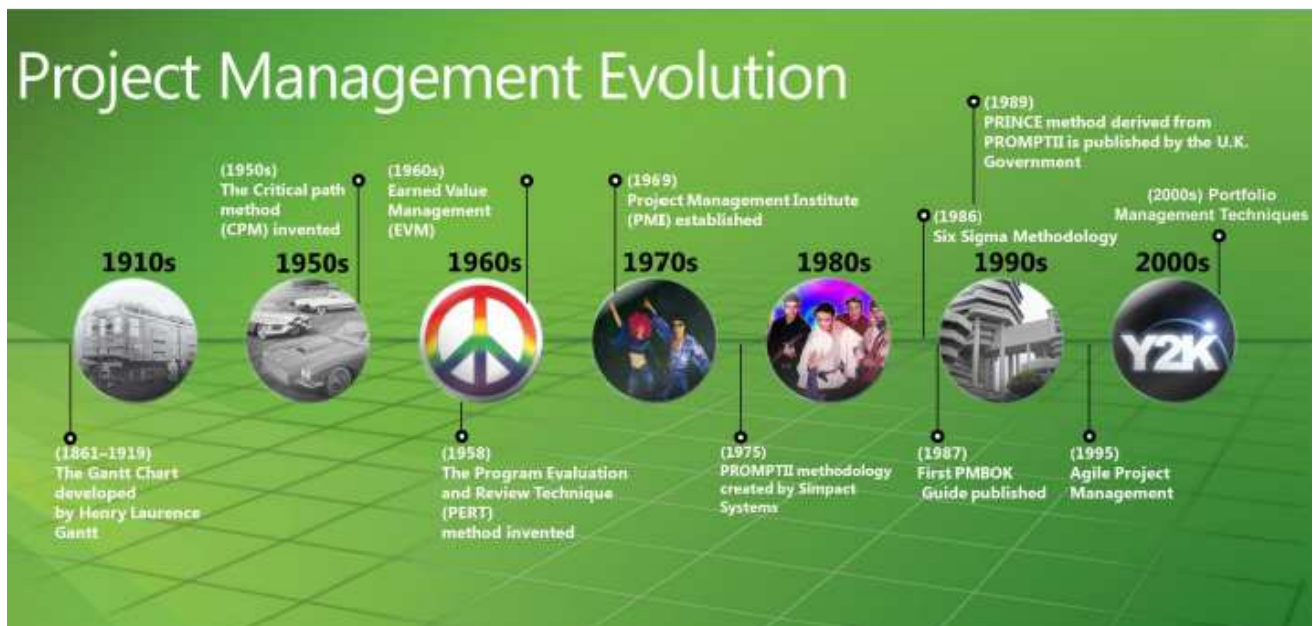


Figure 1. The evolution of project management methodologies

As customer requirements and technology have evolved, in turn, Microsoft® Project has grown from the most recognized desktop scheduling and resource management tool into a unified PC and Web-based project and portfolio management (PPM) solution. Microsoft Project 2010 continues the evolution and is arguably the most significant release of Project in over a decade. Project 2010 delivers new and innovative capabilities across the Microsoft Project family of products: Project Server 2010, Project Professional 2010, and Project Standard 2010.

Microsoft Project 2010 offers flexibility and choice by providing tailored work management solutions for individuals, teams, and the enterprise. Microsoft recognizes that there is no such thing as a one-size-fits all PPM solution, and Project 2010 reflects this. Effective PPM solutions need to provide organizations of different sizes and maturity levels with the right tools to ensure that teams can successfully collaborate to deliver projects on time and realize their anticipated return on investment (ROI). A small or mid-size

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Microsoft EPM company is likely to have different PPM requirements than a multinational organization. Even departments within a large organization might have divergent PPM requirements; for example, a marketing team might not require the same rigor in a PPM solution as an IT business unit. The flexible approach of Microsoft Project 2010 helps ensure that organizations can select the right tools, at the right scale, to meet their current and future business requirements on any level.

The architectural improvements implemented in Microsoft Office Project 2007 provided a strong foundation for the innovative and advanced capabilities in Project 2010. Building on these capabilities, Project 2010 provides executives, portfolio analysts, managers, and team members with productivity tools to effectively manage all work throughout its life cycle, and to ensure alignment with an organization's business strategy.

Project 2010 offers enhancements in the following investment areas (see Figure 2):

- **Unified Project and Portfolio Management**
- **Simple and Intuitive User Experience**
- **Enhanced Collaboration and Reporting**
- **Scalable and Connected Platform**



Figure 2. Microsoft Project 2010 investment areas

## Microsoft® Enterprise Project Management (EPM) Solution

### Unified Project and Portfolio Management

In Microsoft Project 2010, the best-in-class portfolio management techniques in Microsoft Office Project Portfolio Server 2007 are incorporated into Project Server 2010, and provide a single-server platform with end-to-end PPM capabilities to support strategic planning and project execution. The unified solution helps organizations achieve the following business goals:

- **Simplify Project Initiation and Business Case Development:** Project Server 2010 streamlines and centralizes project capture and initiation with a *new demand management* module, and provides customizable governance workflows to ensure that projects are guided by the appropriate controls throughout their life cycles.
- **Select Project Portfolios That Align with Strategic Priorities:** Project Server 2010 helps organizations select projects that align with their business priorities by providing techniques to objectively prioritize business strategy, score competing projects, and run what-if analyses under diverse budgetary constraints.
- **Maximize Resource Utilization and Control:** The new *capacity planning* module in Project Server 2010 helps analysts effectively manage resources by proactively identifying surpluses and deficits and rescheduling proposed projects to maximize available resources.

### Simple and Intuitive User Experience

Organizations use a variety of tools to plan and manage different types of projects. Project 2010 offers the right tools to support all types of projects, and the right blend of power and flexibility for both the professional and the occasional project manager.

- **Microsoft Office Fluent™ User Interface:** Quickly realize results and work more efficiently with the simple and intuitive Ribbon, part of the Office Fluent interface, so that the tools you need for planning and managing your project are always at your fingertips. Contextual menus reveal powerful features, so it is easier to get started and reduce training costs.
- **Simplified Scheduling:** Project 2010 puts you in control. User-controlled scheduling brings together the flexibility and ease of use of a tool like Microsoft Excel® 2010, with the power of the Project scheduling engine, to better support project managers at all levels.
- **Intuitive Timeline View:** Effectively communicate the schedule using the intuitive Timeline view. Quickly publish key tasks and milestones in a concise Timeline view, and then easily copy the timeline into Microsoft Office applications, such as Microsoft Outlook® and Microsoft PowerPoint®, to enhance communication.
- **Visual Team Planner:** Project Professional 2010 includes an interactive module to help you more effectively visualize and manage resources. Using this resource-centric view, you can move assignments by dragging, quickly identify and resolve overallocations, and view task status information.
- **Web-Based Project Editing:** Project Server 2010 brings the power of Project Professional 2010 to the browser with Web-based project editing. You can easily build or edit your project online, anywhere you are working.

# Microsoft® Enterprise Project Management (EPM) Solution

## Enhanced Collaboration and Reporting

Project 2010 recognizes the importance of team collaboration in successfully delivering projects, and the key role that reporting plays in maintaining transparency and control across project portfolios.

- **Sync with SharePoint:** Enhance workgroup collaboration by publishing Project Professional 2010 schedules to Microsoft SharePoint® Foundation 2010 (formerly Windows® SharePoint Services) task lists; implement round-trip synchronization so team members can receive and update project tasks using SharePoint.
- **Built on SharePoint Server 2010:** Microsoft Project Server 2010 is built on Microsoft SharePoint Server 2010, so it combines powerful business collaboration platform services with structured PPM capabilities to provide flexible work management solutions for teams of all sizes.
- **Experience the Microsoft Business Intelligence (BI) Platform:** Project 2010 integrates the strength and depth of the Microsoft BI platform so you can easily create reports and powerful dashboards using Microsoft Excel Services, PerformancePoint® Services, Visio® Services, SQL Server® Reporting Services, and more.
- **Time Reporting Enhancements:** Save time and unify task status updates and timesheet submissions using Single Entry Mode.

## Scalable and Connected Platform

The improvements in Project 2010 make the solution easier to administer. Enhanced connection with related Microsoft technologies provides a familiar and connected work management solution that continues to evolve the scalable and extensible platform, and offers organizations:

- **Simplified Administration:** New and improved administration capabilities in Project Server 2010 make it easier than ever for Project Management Offices (PMOs) and IT pros to successfully configure and manage the Microsoft Enterprise Project Management (EPM) Solution.
- **An Efficient Work Management Platform:** Project 2010 connects with familiar Microsoft technologies like Office 2010, Exchange Server, and SharePoint Products and Technologies to provide powerful work management capabilities delivered using familiar tools.
- **Enterprise Scalability and Performance:** Project 2010 builds on the scalability investments in Office Project 2007; it offers 64-bit compatibility to ensure that the solution continues to meet and exceed enterprise performance requirements.
- **An Extensible and Programmable Solution:** Improvements to the Project application programming interface (API), Project Server Interface (PSI), and integration with SharePoint Server 2010 and Visual Studio® 2010 give developers a robust development platform for rapidly building and deploying custom solutions that integrate with line-of-business (LOB) systems.

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*“A comprehensive PPM tool investment is likely to provide an ROI of more than 250%” (Forrester: The ROI of Project Portfolio Management Tools, May 2009)*

In the present economic climate, organizations are working with shrinking budgets; they have to be judicious about where they spend their money and how they allocate resources. Organizations are looking for PPM tools to help reduce costs, drive efficiencies, and ultimately, to help plant the seeds to grow their business (see Figure 3).

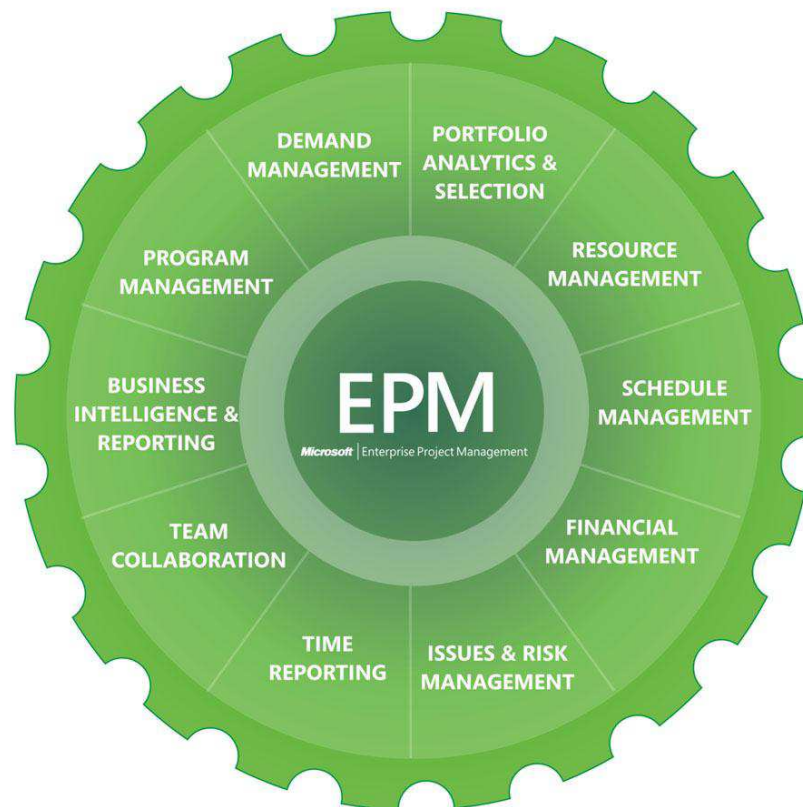


Figure 3. PPM capabilities that the Microsoft EPM Solution addresses

The Microsoft Enterprise Project Management (EPM) Solution is a flexible, end-to-end PPM platform, used by organizations across a broad variety of industries to automate primary PPM processes. The EPM Solution helps organizations accomplish the following business imperatives:

- Intuitively capture all requests within a central repository, and manage them using governance workflow – **Demand Management**
- Objectively prioritize, optimize, and select project portfolios that best align with the organization’s business strategy – **Portfolio Selection and Analytics**
- Proactively and reactively manage resources throughout the project life cycle – **Resource Management**
- Easily create and communicate both simple and complex project schedules – **Schedule Management**
- Control and measure project and portfolio financial performance – **Financial Management**
- Simplify the collection of time and task status updates from team members – **Time and Task Management**
- Better connect disparate teams to share information and drive collaboration – **Team Collaboration**

## Microsoft® Enterprise Project Management (EPM) Solution

- Identify, mitigate, and communicate issues and risks that could adversely affect project success – **Issues and Risk Management**
- Effectively measure project performance and gain visibility and control across all portfolios – **Business Intelligence and Reporting**
- Initiate, plan, and deliver strategic programs – **Program Management**

The Microsoft EPM Solution is recognized by industry analysts as a leading PPM solution. In 2007, 2008, and 2009 the Microsoft EPM Solution was named a leader in Gartner's Magic Quadrant for IT Project and Portfolio Management (ITPPM), and is recognized by IDC as a leading product life-cycle management (PLM)/new product development (NPD) solution. The Microsoft EPM Solution includes the following products from the Project 2010 family, to provide a comprehensive PC- and Web-based PPM solution (see Figure 4).

- **Microsoft Project Server 2010:** Microsoft Project Server 2010 brings together the business collaboration platform services of SharePoint Server 2010 with structured execute capabilities to provide flexible work management solutions. Project Server 2010 unifies project and portfolio management to help organizations align resources and investments with business priorities, gain control across all types of work, and visualize performance using powerful dashboards.
- **Microsoft Project Professional 2010:** Project Professional 2010 delivers powerful, visually enhanced ways to simplify planning, collaboration, and resource management so managers can successfully tackle all types of projects. Connecting Project Professional 2010 with Project Server 2010 ensures that organizations can realize the added business benefits of unified PPM.

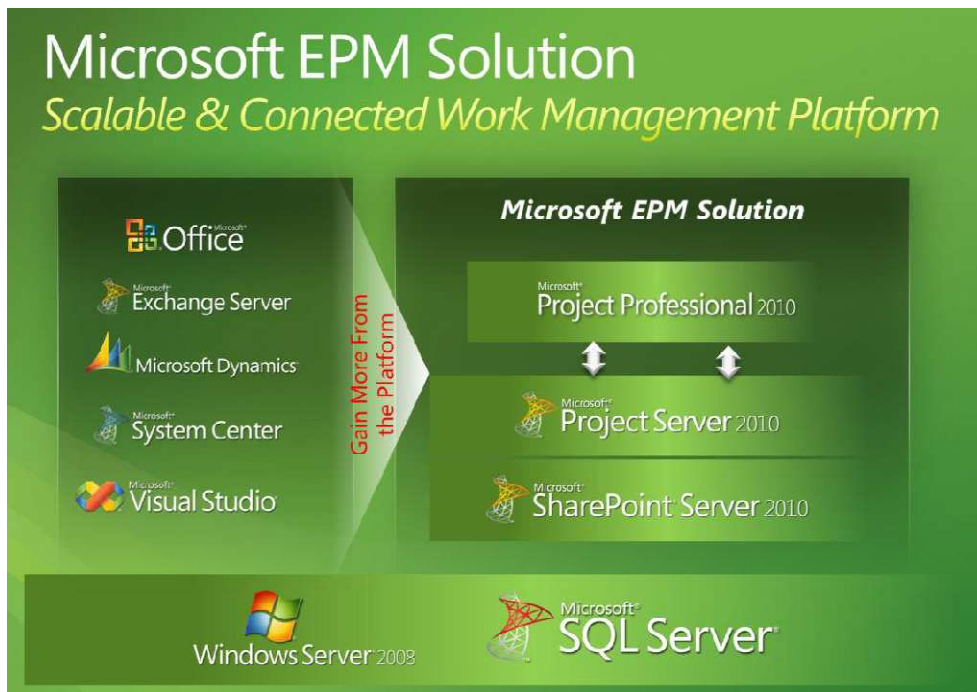


Figure 4. Microsoft EPM Solution architecture