

Microsoft®
Project Professional 2010

Microsoft®
Project Standard 2010

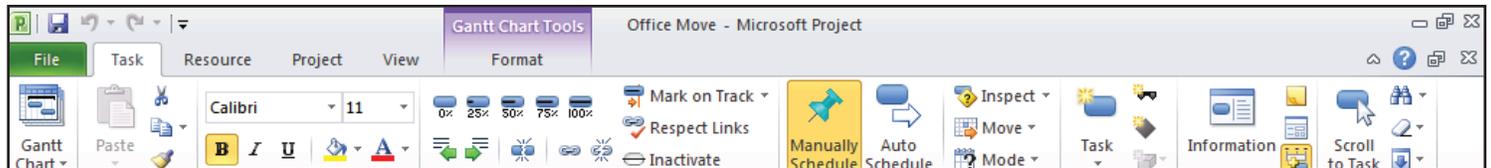
What's New

With significant updates and visual enhancements, Microsoft® Project 2010 gives you an intuitive and easier way to effectively complete all types of work.

What's New in Project Standard 2010

In Microsoft® Project Standard 2010, user-controlled scheduling puts you in control and brings together the flexibility and ease of a tool like Microsoft® Office Excel 2010 with the power of the Project scheduling engine. And, with a completely new and visually enhanced timeline view, you have an easier, more intuitive way to see and share key dates and deadlines.

Fluent™ User Interface



- Work more efficiently with the simple and intuitive Microsoft® Fluent™ user interface – new graphical menus and a familiar experience provide the tools you need to plan and manage your project.
- Task oriented tabs and contextual menu groupings reveal powerful features, making it easier to get started and realize results.
- Learn about features and rich formatting controls quickly with descriptive tooltips and drop down galleries.
- Simply be more productive by choosing your own menu options, quick access toolbar settings and setting defaults.
- Save to XPS or PDF. Share, print and publish project information with just one click using the new Microsoft® Office Backstage™ view.

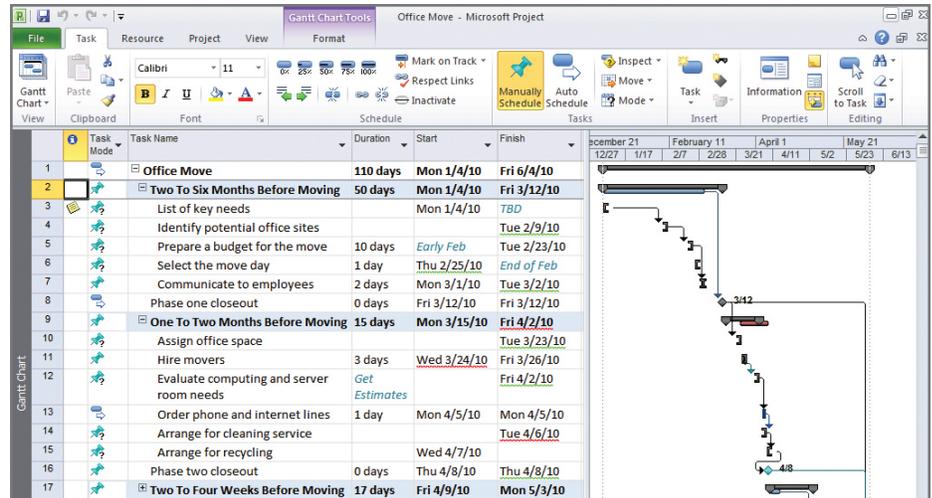
Excel-Like Experience

- Enhanced copy and paste makes it easy to share information effectively with other Microsoft Office applications while retaining formatting.
- Add columns dynamically by entering data without having to first select the data type.
- Simplify data entry with auto-complete which displays a list of previously used values to select from.
- Automatic text wrap eliminates extra formatting steps by adjusting row height to display full task names.
- Quickly mine data and analyze results with easy access filtering for all columns.
- Create emphasis with rich color options and text formatting to express ideas and solve problems in new ways.

Task ID	Task Name	Duration	Start	Finish	Priority	Cost
1	Office Move	79 days	Mon 1/4/10	Thu 4/22/10		
2	Two To Six Months Before Moving Day	38 days	Mon 1/4/10	Wed 2/24/10		\$1000
3	Make list of key needs that must be met by new office space	7 days	Mon 1/4/10	Tue 1/12/10	High	
4	Identify potential office sites	20 days	Wed 1/13/10	Tue 2/9/10	Medium	
5	Prepare a budget for the move	10 days	Wed 2/10/10	Tue 2/23/10	High	
6	Select the move day	1 day	Wed 2/24/10	Wed 2/24/10	High	
7	Communicate to employees	1 day	Wed 2/24/10	Wed 2/24/10	Medium	
8	Phase one closeout	0 days	Wed 2/24/10	Wed 2/24/10		
9	One To Two Months Before Moving Day	13 days	Thu 2/25/10	Mon 3/15/10		
10	Assign office space	5 days	Thu 2/25/10	Fri 3/5/10	Low	
11	Hire movers	1 day	Mon 3/8/10	Mon 3/8/10	Medium	
12	Evaluate computing and server room needs	2 days	Tue 3/9/10	Wed 3/10/10		
13	Order phone and internet lines	1 day	Thu 3/11/10	Thu 3/11/10		
14	Arrange for cleaning service	1 day	Fri 3/12/10	Fri 3/12/10		

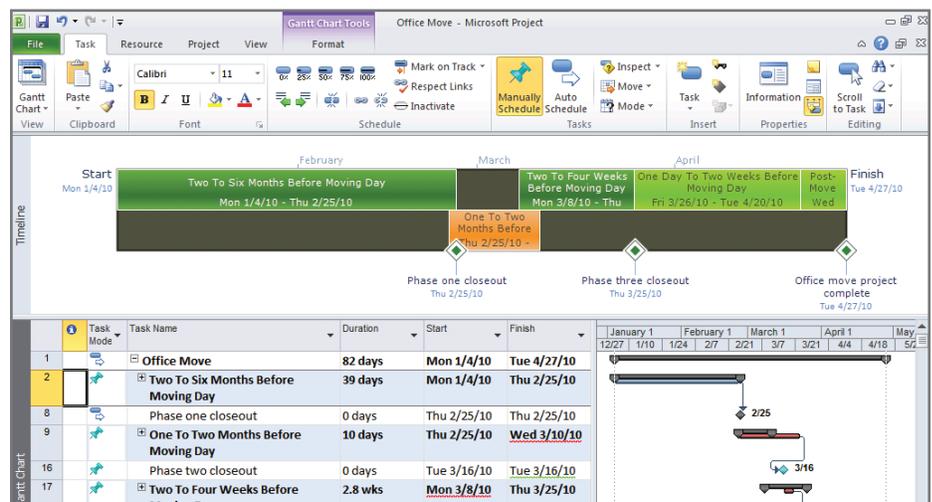
User-Controlled Scheduling

- Gain flexibility with user-controlled scheduling – manually schedule tasks with the information you have right now or choose to automatically schedule tasks with calculated dates and durations.
- Be alerted to potential scheduling concerns with squiggly lines and choose how to manage potential problems.
- Gain insight with the Task Inspector to recognize issues and take action early – solving problems by managing effectively.
- Support rolling wave planning and easily create high level forecasts using manually scheduled Top Down Summary tasks.
- Identify gaps by comparing manually scheduled summary tasks with information rolled up from subtasks.
- In Microsoft® Project Professional 2010, you can simplify planning with inactive and active tasks to perform what-if analysis.



Timeline View

- Simply create the ultimate graphical timeline to express your schedule and plan.
- It's easier to see and share – drill into details and visually recognize differences with a clear view of tasks, milestones and phases.
- Reach your audience with new impact by quickly copying the timeline into an email, presentation or any other document with formatting retained.

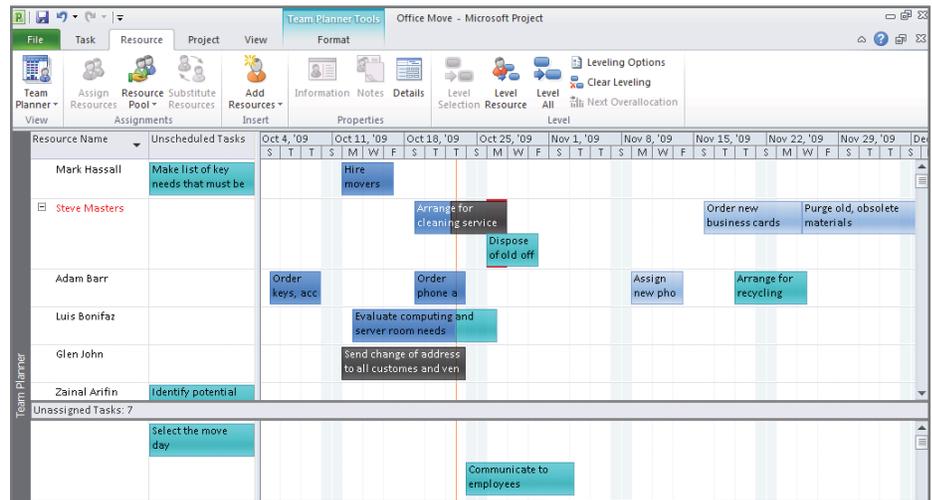


What's New in Project Professional 2010

Everything in Project Standard 2010 plus sophisticated features to manage a wide range of complex projects and programs.

Team Planner

- Visualize the right mix of resources and assignments with a simple and intuitive resource view.
- Simply drag and drop to effectively plan tasks and optimize resources for your entire team and project.
- Quickly identify unassigned or unscheduled tasks to proactively solve problems.
- Simply hover over tasks to instantly view task-level details to plan with ease.
- Be visually alerted to potential problems choose to manually level resources as you work.
- Automatically level over allocated resources on a task-by-task basis using Task Inspector to instantly realize results.



Enhanced Collaboration

- Enhance team collaboration by sharing information more efficiently – simply save, print or publish in one easy-to-manage Backstage™ view.
- Convert Microsoft® SharePoint® Foundation 2010 task lists to realize project schedules.
- Publish your project plans to SharePoint® Foundation 2010 task lists so team members can update task status – automatically synchronize to receive updates directly into your project plans.
- Save, share and manage – simply be more connected in the ways you expect with Project Professional 2010 and SharePoint Foundation 2010.
- Connect Project Professional 2010 with Microsoft® Project Server 2010 and gain control across all types of work, improve project selection and strategic alignment, maximize resource utilization and visualize performance through powerful dashboards.

