

Chapter Exercises

Chapter 2

1. List the names of all the Available Templates found within Microsoft Project 2010.

The underlying point of this exercise is that you never want to start with a blank project plan but you should want to reuse project work you've done before as a starting point or use a template that is similar to the project you are working on. Why? Because it saves time, helps to define your organization's standards or checklists and takes advantage of other's expertise to improve yours results.

If you are in Project 2010 and connected to the internet, you can choose File→New and under Office.com Templates choose Plans and Proposals and then Business plans to see the growing library of useful project templates. As of 9/8/12 there are 71 different project templates that you can download. You need to select the project plan template (e.g., PMI Process, commercial construction, engineering, new product and infrastructure deployment) that relates to your project and modify it as needed.