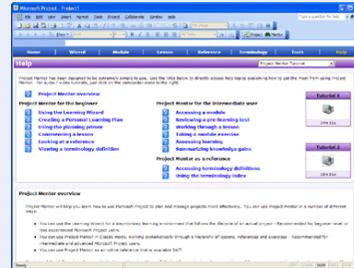


Project Mentor help

To get the most from using Project Mentor, take some time to explore the wealth of help available:

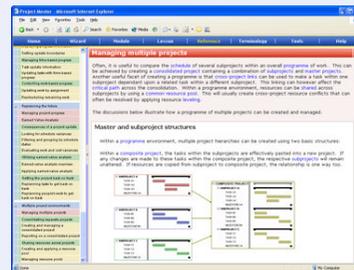
- Use Tutorial 1 to find out how beginners use Project Mentor to be learning straight away.
- Explore Project Mentor's more powerful features as explained in Tutorial 2.
- Access mode-specific help from module, lesson and reference home pages.



The Planning Primer

Use the Planning Primer as an invaluable reference about project management in general and how to apply best-practice techniques and disciplines in your use of Microsoft Project. Within the twelve primer references you will learn about:

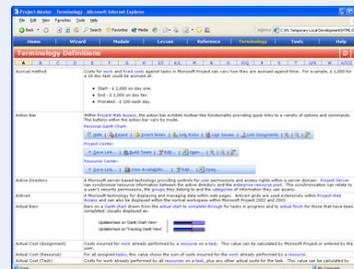
- How to structure projects and relate tasks to each other.
- How a project is scheduled and how a Gantt chart displays this schedule.
- How resource assignments are created, scheduled and optimized.
- How a project is progressed with actual information, together with ways to keep a project on track.
- How programmes of multiple projects are created and optimized.



Terminology mode

Terminology mode provides the definitions to help you understand project management better and apply it to your use of Microsoft Project. Almost 550 definitions, all of which are interlinked, mean that you can review one definition and follow links to many other related definitions. In addition, a Terminology Index provides links to lessons, references and primers from the keywords themselves, providing you with an invaluable post-learning reference.

- Review terminology definitions within lessons and reference topics.
- Access terminology mode directly for an immediate lookup of particular keywords.
- Use the Terminology Index for detailed explanations about specific keywords.



Quick
Reference

Getting Started

Project Mentor™ is the cornerstone of a comprehensive set of Microsoft Project and project management learning solutions. It has been designed to be comprehensive and informative, yet extremely easy to use. For an overview of how to get the best from Project Mentor, please see below:

Installation instructions

1. Insert the Project Mentor disc into the CD Rom drive.
2. When the 'Installers' page appears, please read carefully the install considerations, relative to which operating system you are using.
3. Choose install option A or install option B dependant upon your install consideration preferences.



Notes:

- Be sure to have your installation key code at hand. You can find this in the 'Project Mentor Installation Instructions' email you will have received when you purchased Project Mentor.
- If the CD does not "Autoplay" when inserted, choose run from the START menu, and select the file start.htm on the Project Mentor CD.
- Use the 'Information' tab to access additional installation and system information.

Option A install - How to start Project Mentor

The Project Mentor installer does not create any icons on your desktop. To start Project Mentor, simply:

1. Click on the START button on your Windows start bar.
2. Select 'Project Mentor IE' from the Project Mentor group.

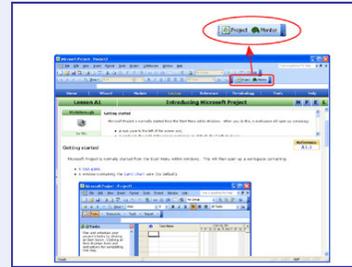


Option B install - How to start Project Mentor

If you are using Microsoft Project 2007 / 2003 / 2002, you can get a much richer experience by running Project Mentor within the user interface of Microsoft Project. To do this, you must first of all proceed through a simple integration process. You can find step-by-step integration instructions:

- From the 'Information' tab on the Project Mentor CD.
- From the following web page:
http://www.projectlearning.net/mentor_download.htm

Once integrated, simply switch between Microsoft Project and Project Mentor using buttons on the 'Mentor' toolbar.



The Learning Wizard

For a step-by-step way to learn Microsoft Project, use the Learning Wizard. Interact with the wizard as it guides you through each module, primer and lesson; helping you gain skills and abilities in a straightforward and progressive manner:

- Use simple next and previous buttons for step-by-step navigation.
- Receive guidance on what to do and why to do it, how to do it and what to do next.
- Mark completions to track your progress.



Personal Learning Plans

Within each module you can create your own Personal Learning Plan (or PLP). In using a PLP you can tailor your learning and relate what you already know to what you need to know:

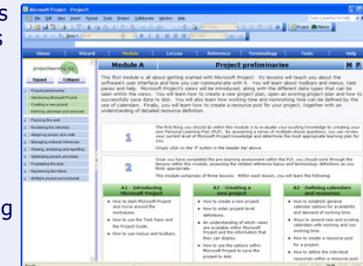
- Log in and take a pre-learning test.
- Evaluate your results and decide the depth and focus of your learning.
- Refer back to the PLP as you learn.
- Take a post-learning examination to evaluate the knowledge that you have gained.
- Review your overall PLP status at any time.



Module Mode

Module mode is the highest hierarchical level within Project Mentor. There are ten modules that take you through a typical sequence in creating and managing one or several projects. Modules can be used in a number of ways:

- Use the module introduction page to advise you about the module in general, access its sub-modes, or access the module's lessons directly.
- Modules help you create your own PLP. With a PLP you can tailor your learning so that you learn just what you need.
- Module exercises allow you to test your skills and abilities by creating and managing a theme project. You can therefore evaluate what you have learned.



Lesson mode

Within Project Mentor there are thirty lessons. Within these lessons you will acquire the skills and abilities you need to use Microsoft Project more effectively. Intuitive audio/video walkthroughs demonstrate key features and functionality. Each lesson breaks down to a number of objectives where you will learn how to achieve something, or gain an understanding of how a particular feature works:

- Use step-by-step illustrations to achieve objectives and gain skills.
- Create an example project as you learn.
- Refer to hints, tips and terminology definitions to broaden your understanding.
- Confirm your learning with an end of lesson quiz.



Reference mode

Within Project Mentor there are almost one hundred reference topics, each containing several discussions. Each of these discussions provides a detailed explanation on how to achieve a specific Microsoft Project objective. Overall, there are more than four hundred discussions within Project Mentor. Use reference mode:

- To provide additional information and knowledge to back up and reinforce the learning points contained within a lesson.
- As a background reference following learning.

