Bradley University
College of Liberal Arts and Sciences
Department of Computer Sciences and Information Systems

CS591 Course: Software Project Management

Microsoft Office Project 2007:
Lab Manual

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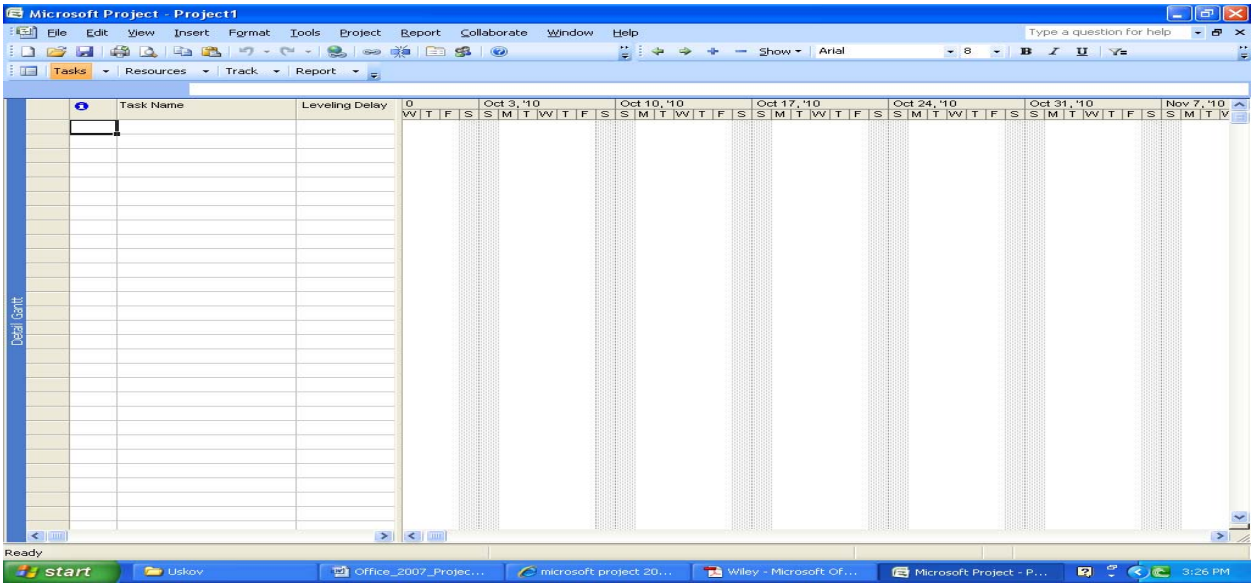
1. HOW TO START THE PROJECT

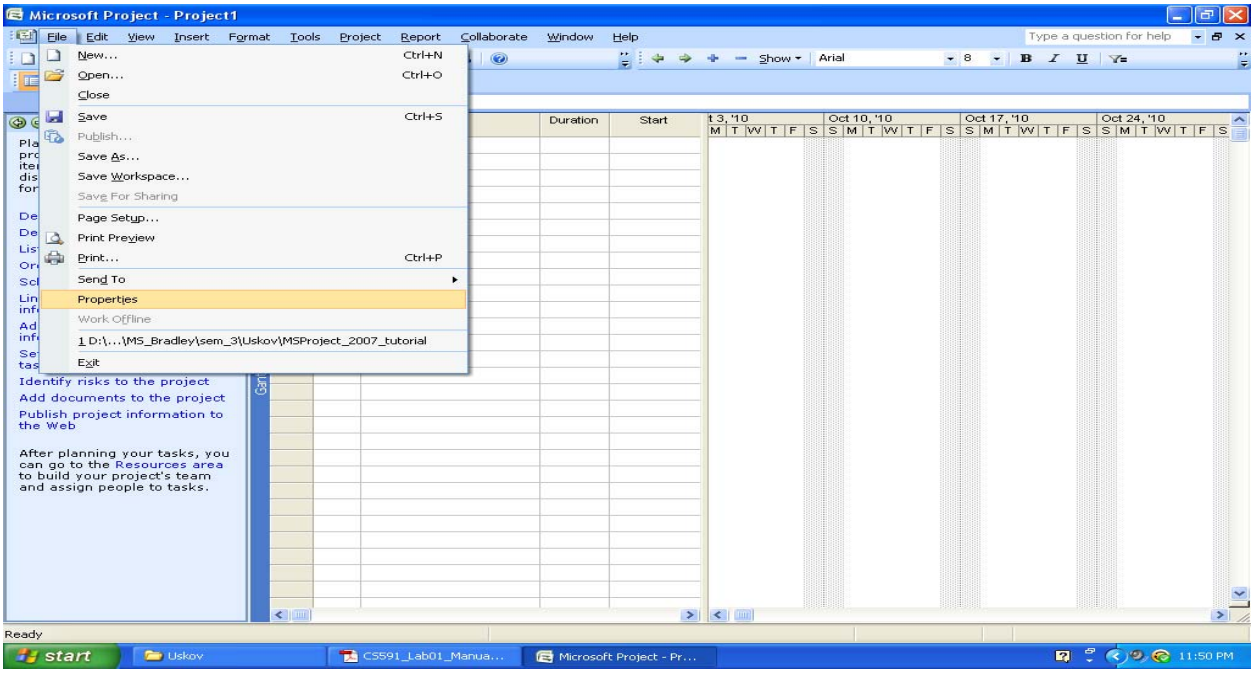
1.1 Starting Project

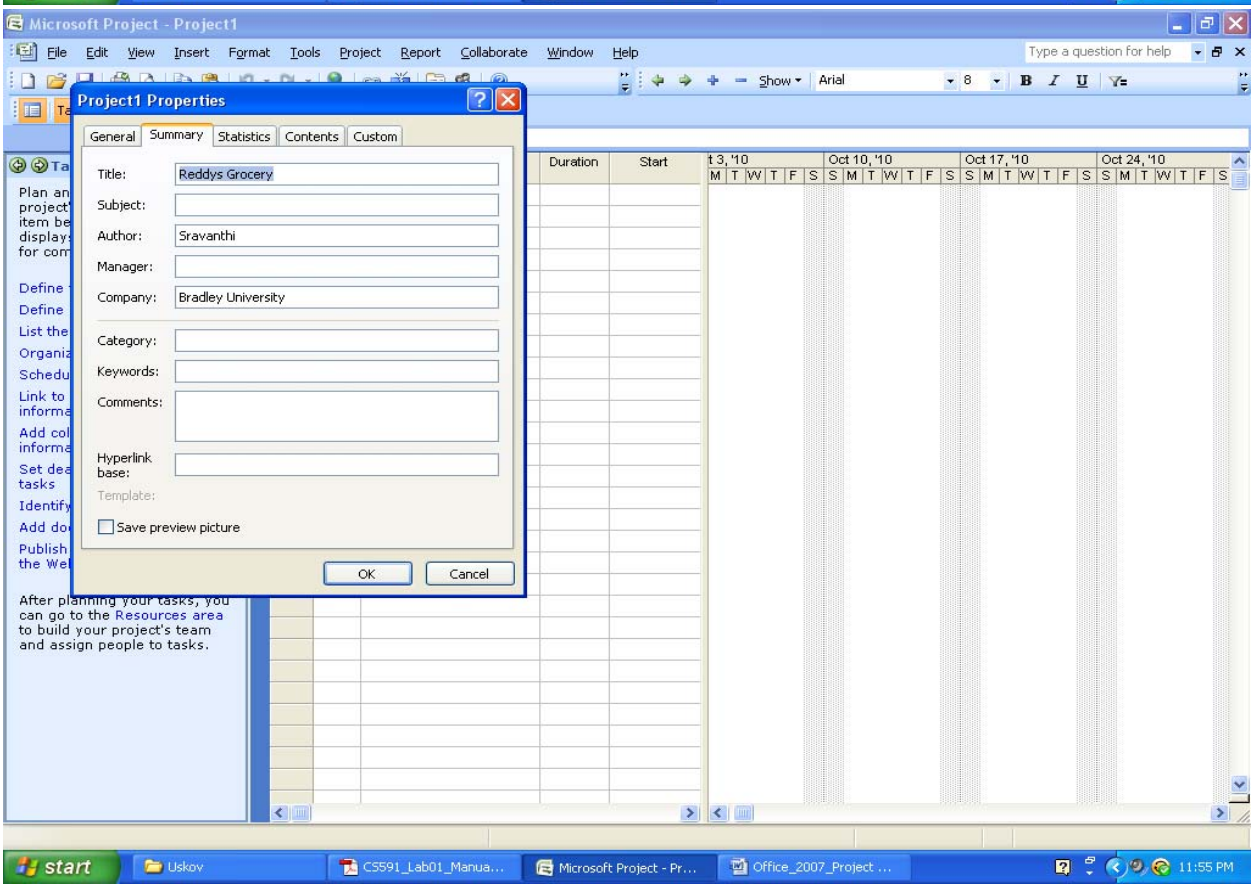
In order to start Microsoft Project 2007 in CS/IS labs, click the Windows Start menu item (in the left lower corner of computer screen), then click All Programs menu item, select Microsoft Applications menu item, and click on Microsoft Project 2007 icon. You should get the main window of Project 2007, as shown below



1.2 Entering the Project Title

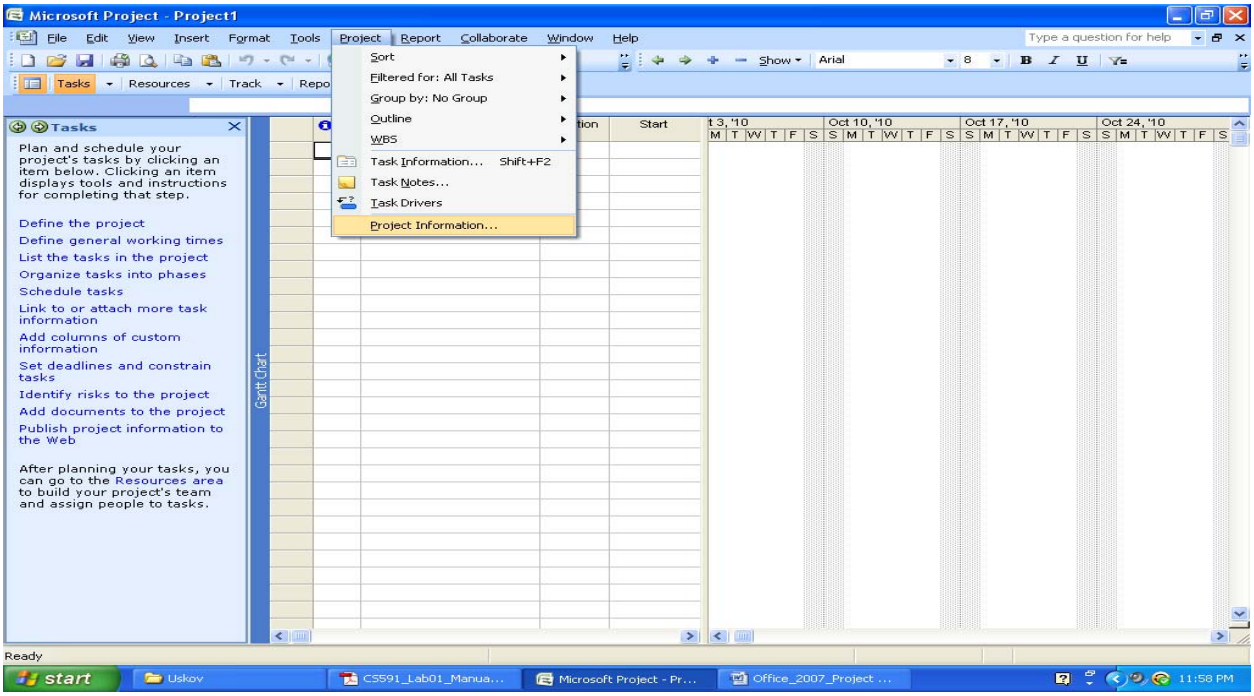
To enter a title for a project, navigate to File-> Properties. As shown below. Enter project title, Author & company.

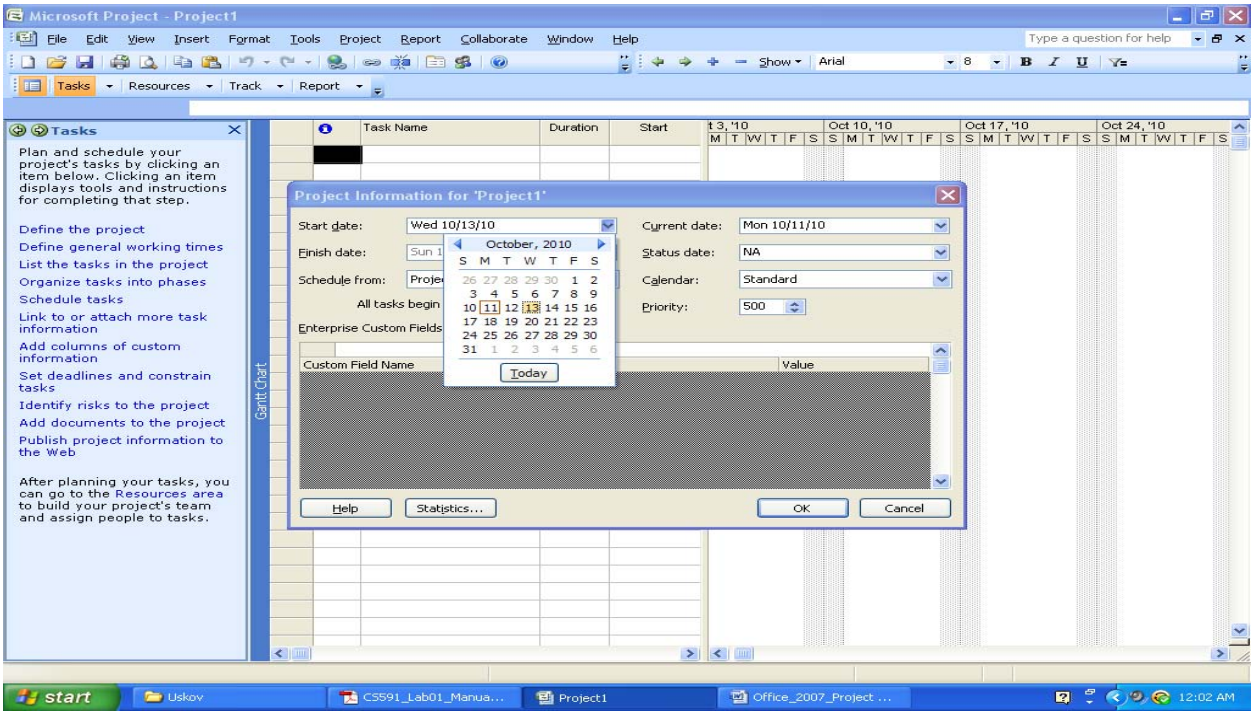




1.3 Entering the Project Start Date

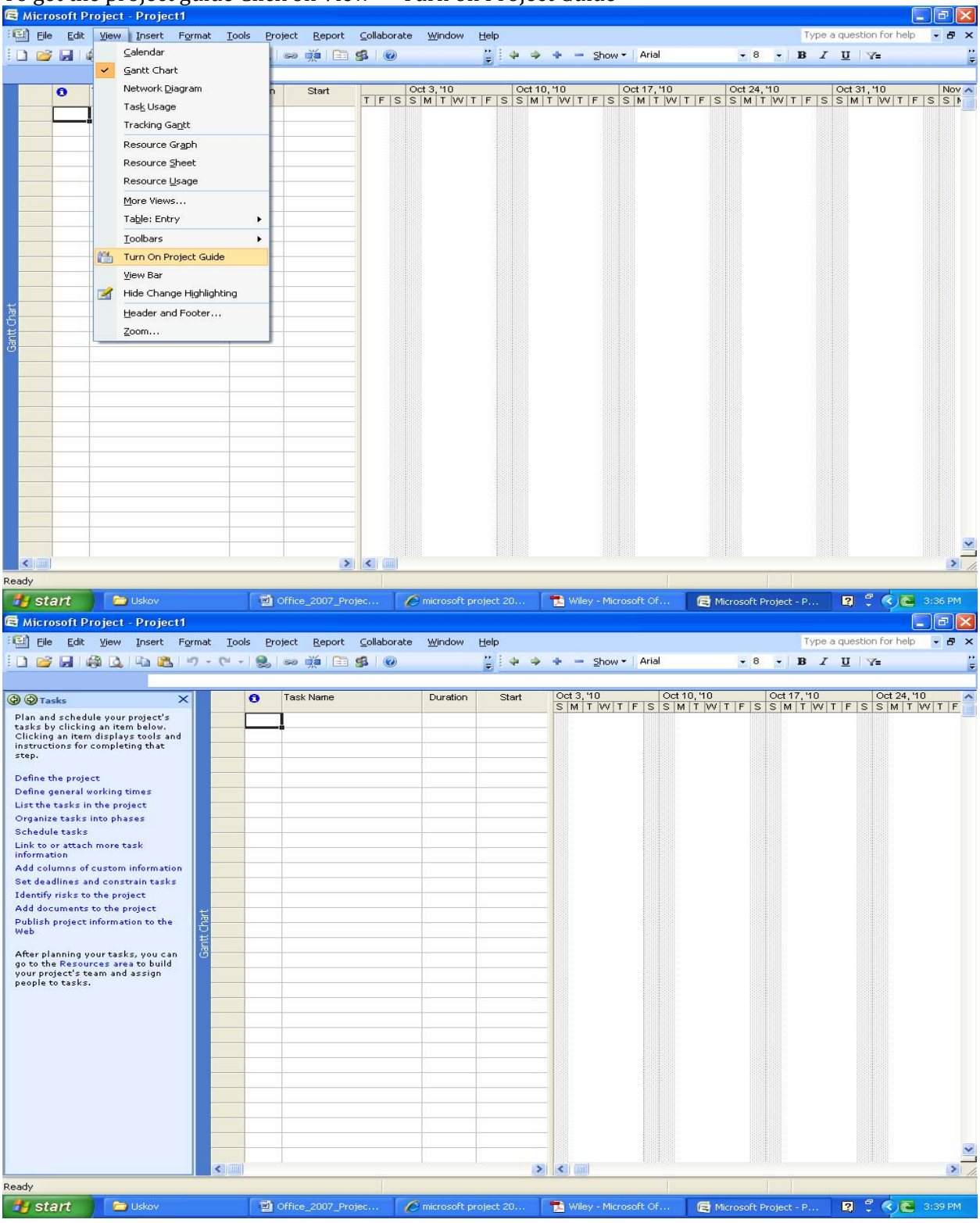
To set a start date for the project. Navigate to Project ->Project Information



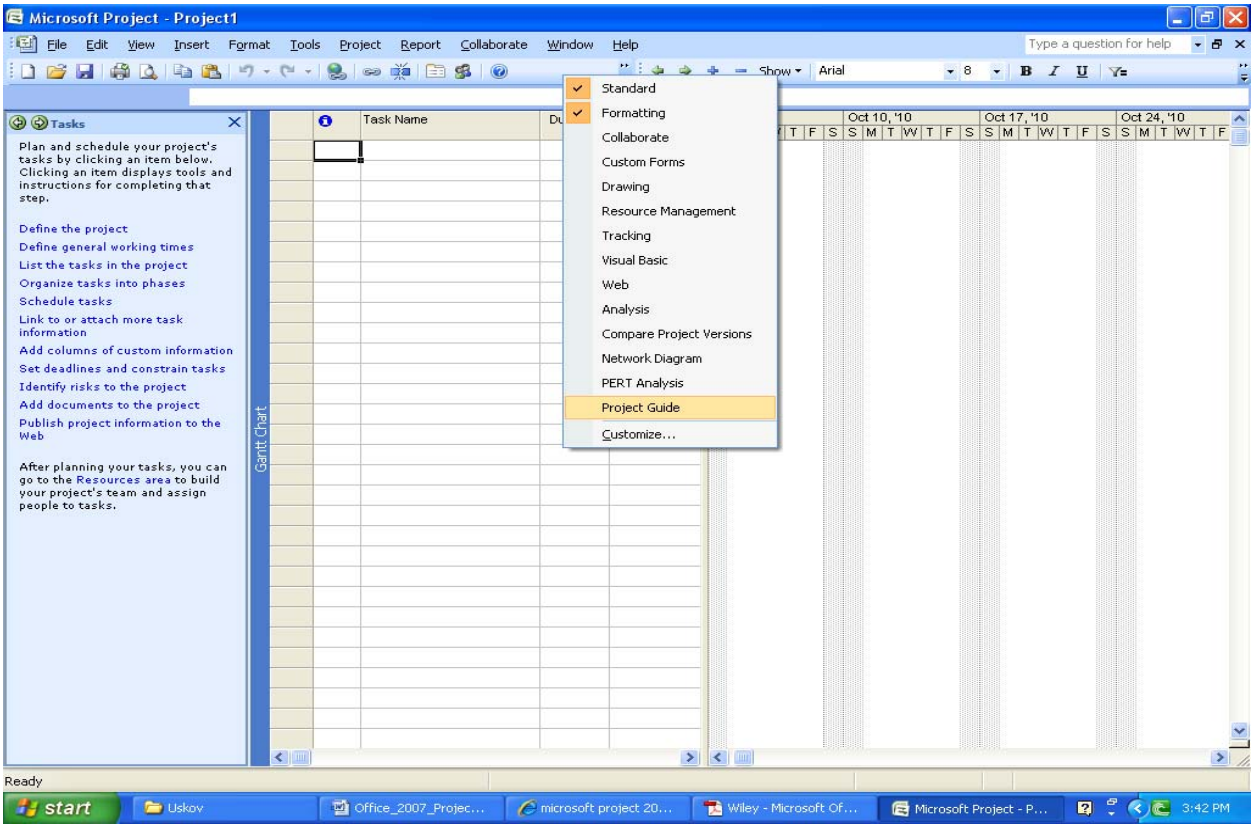


1.4 Project Guide Wizard

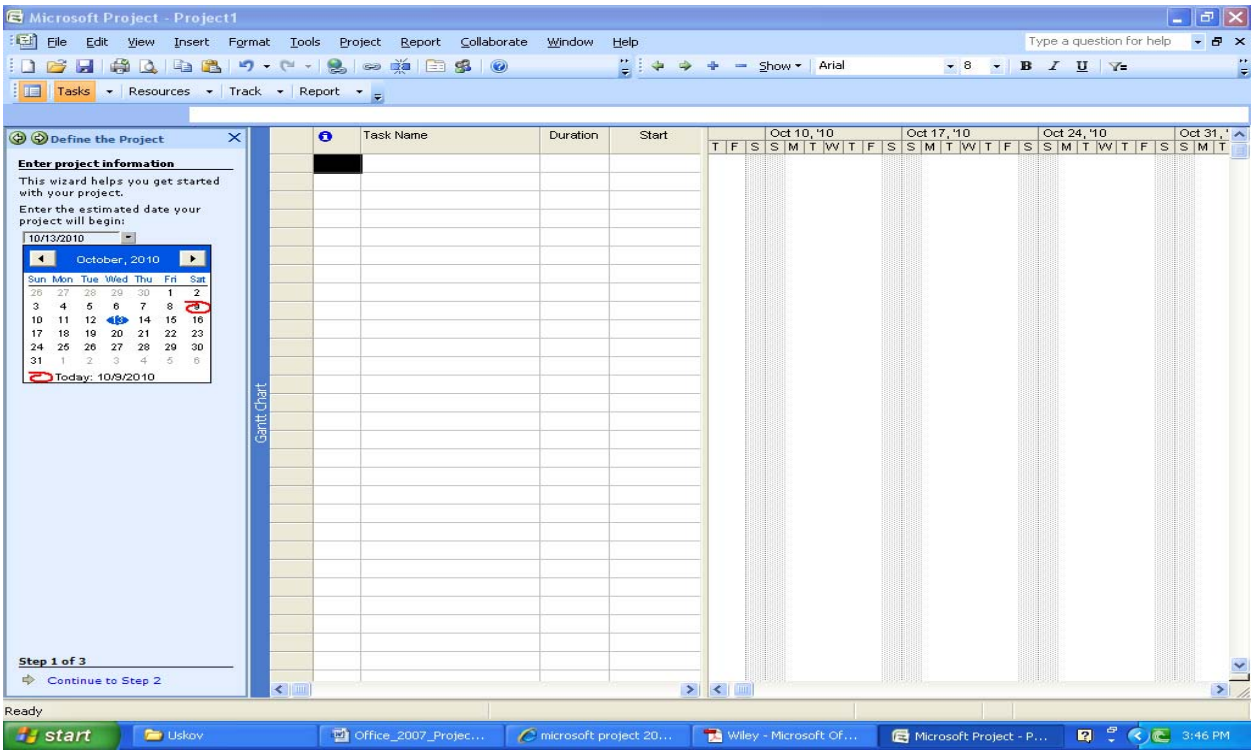
To get the project guide Click on View -> Turn on Project Guide

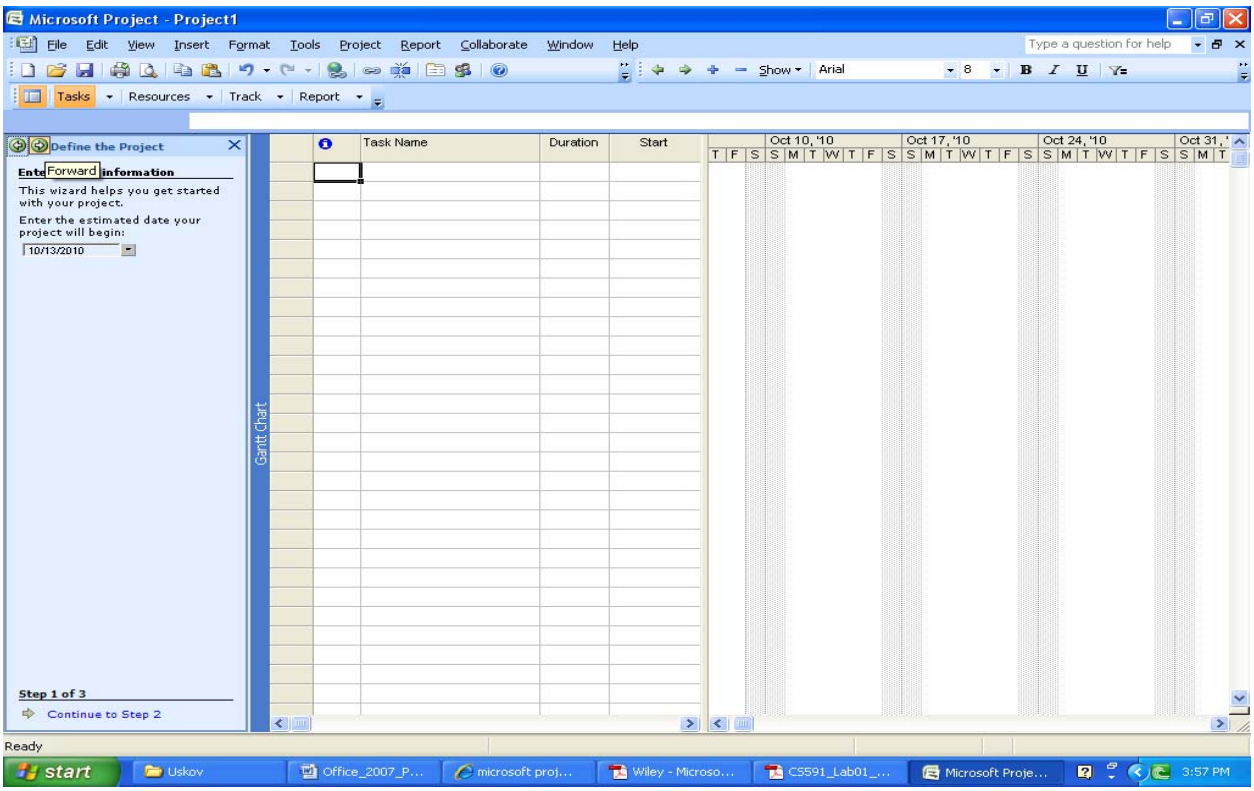


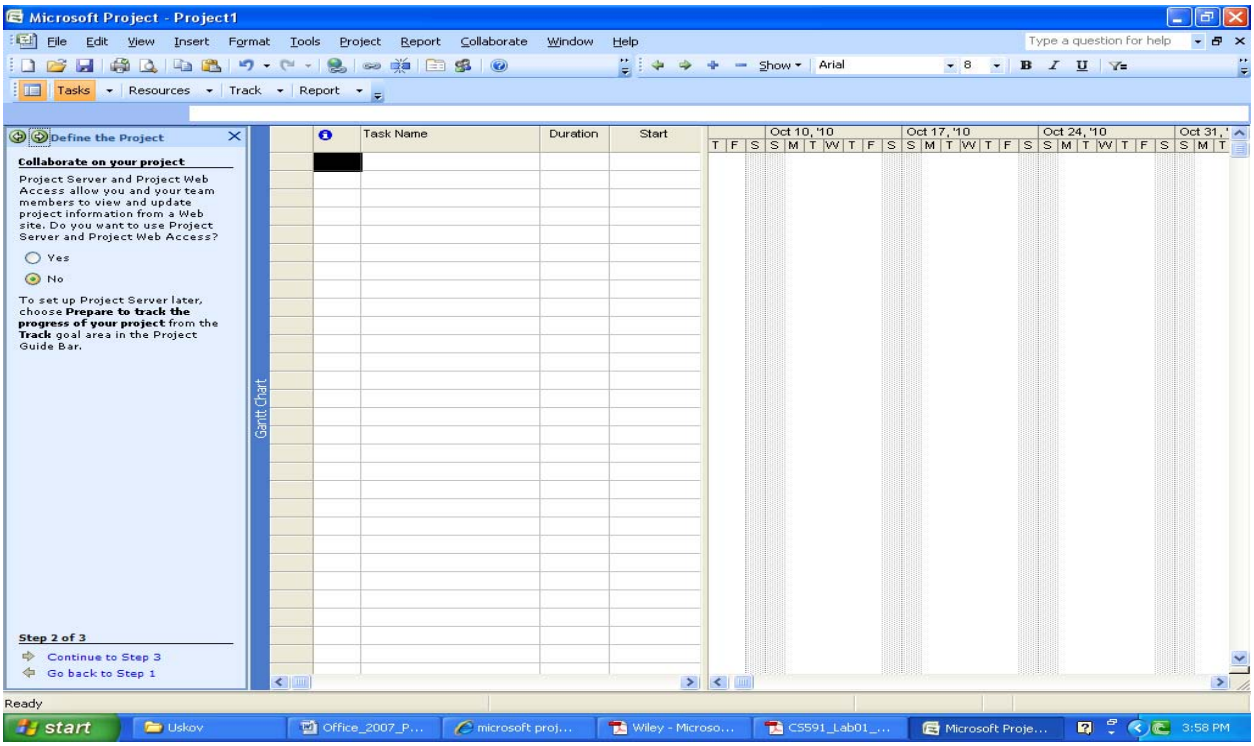
To get the project guide toolbar Click on View-> Toolbars-> Project Guide or right-click anywhere in the toolbar area at the top of the screen and choose Project Guide.

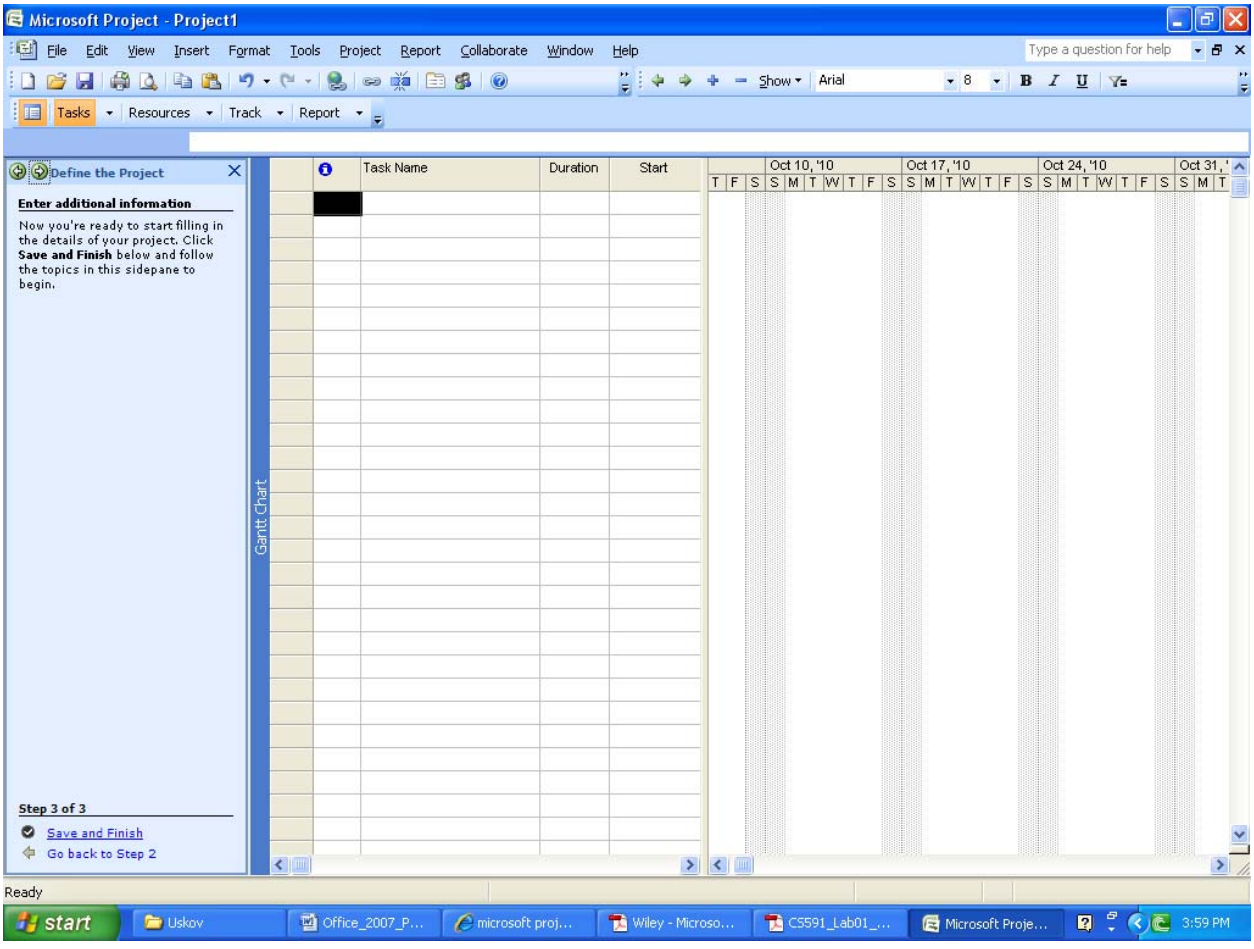


When you click a link in the Project Guide, a wizard starts and walks you through the process that's suggested by the link. For example, if you click the Tasks button on the Project Guide toolbar and then click the Define the project link, a three-step wizard walks you through starting a project.

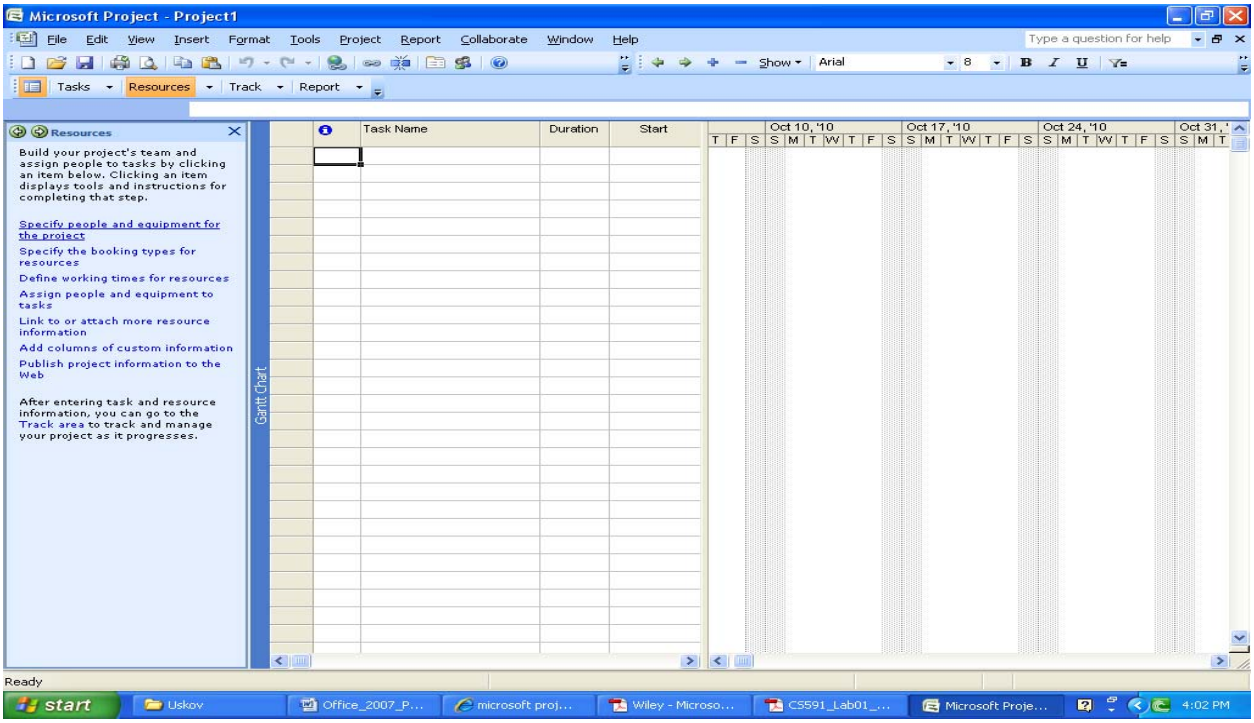

Microsoft Project - Project1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Tasks Resources Track Report
Show Arial 8
Define the Project
Enter project information
This wizard helps you get started with your project.
Enter the estimated date your project will begin:
10/13/2010
October, 2010
Sun Mon Tue Wed Thu Fri Sat
Today: 10/9/2010
Step 1 of 3
Continue to Step 2
Task Name
Duration
Start
Oct 10, '10
Oct 17, '10
Oct 24, '10
Gantt Chart
Ready
start
Uskov
Office_2007_Projec...
microsoft project 20...
Wiley - Microsoft Of...
Microsoft Project - P...
3:46 PM

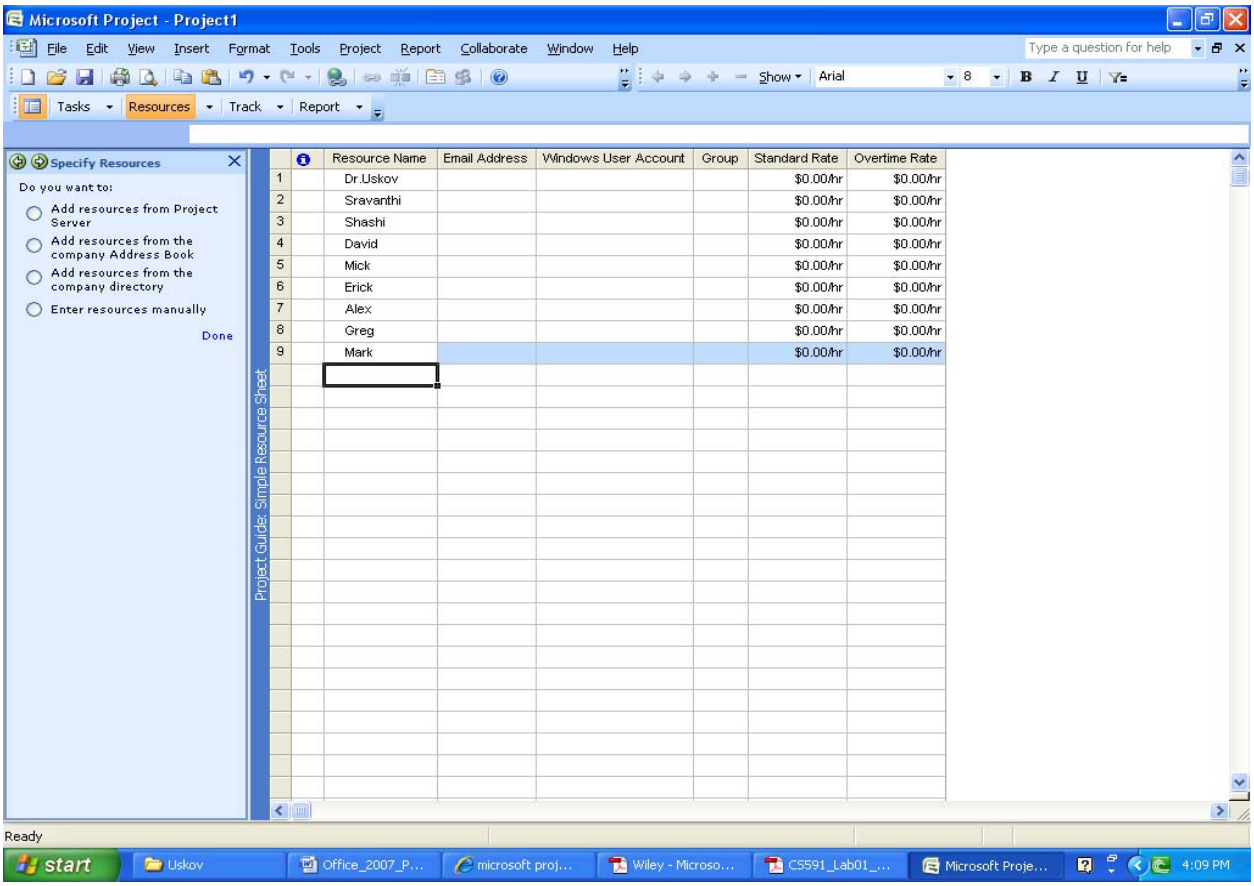

Microsoft Project - Project1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Tasks Resources Track Report
Show Arial 8
Define the Project
Forward
information
This wizard helps you get started with your project.
Enter the estimated date your project will begin:
10/13/2010
Step 1 of 3
Continue to Step 2
Task Name
Duration
Start
Oct 10, '10
Oct 17, '10
Oct 24, '10
Gantt Chart
Ready
start
Uskov
Office_2007_P...
microsoft proj...
Wiley - Microso...
CS591_Lab01_...
Microsoft Proje...
3:57 PM


Microsoft Project - Project1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Tasks Resources Track Report
Show Arial 8
Define the Project
Collaborate on your project
Project Server and Project Web Access allow you and your team members to view and update project information from a Web site. Do you want to use Project Server and Project Web Access?
Yes
No
To set up Project Server later, choose Prepare to track the progress of your project from the Track goal area in the Project Guide Bar.
Step 2 of 3
Continue to Step 3
Go back to Step 1
Task Name
Duration
Start
Oct 10, '10
Oct 17, '10
Oct 24, '10
Gantt Chart
Ready
start
Uskov
Office_2007_P...
microsoft proj...
Wiley - Microso...
CS591_Lab01_...
Microsoft Proje...
3:58 PM

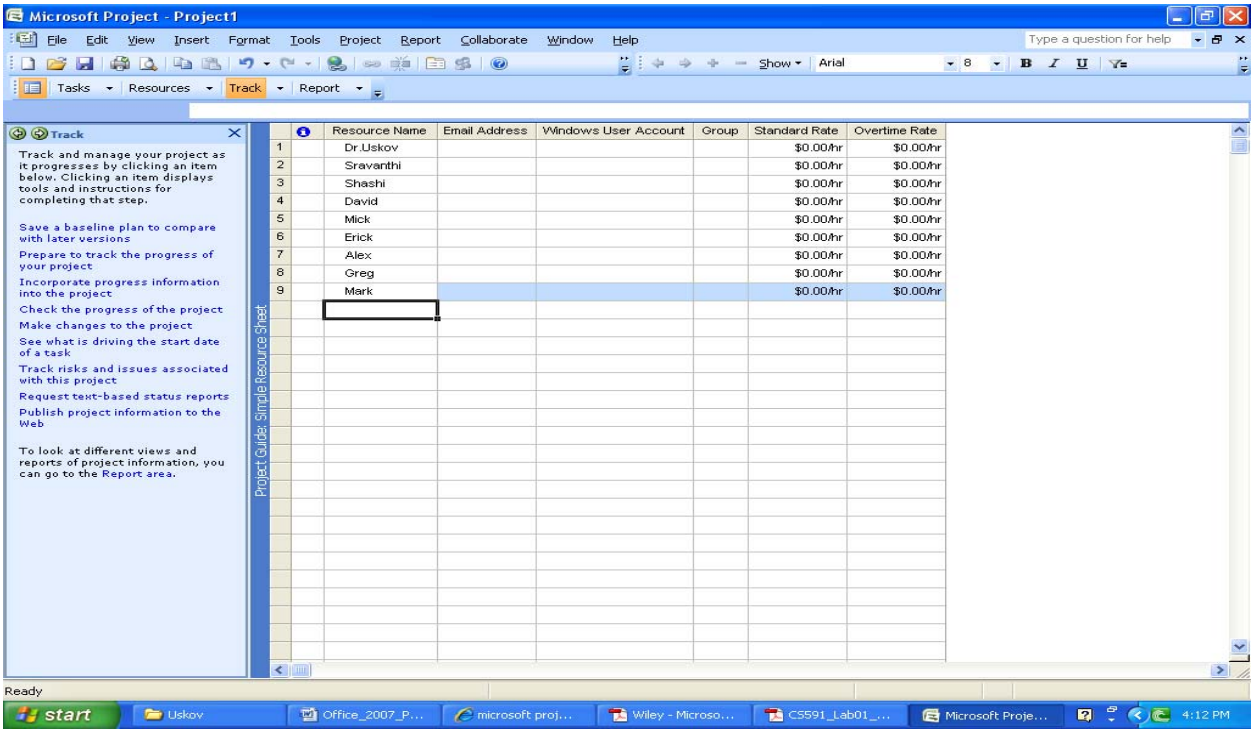

Microsoft Project - Project1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Tasks Resources Track Report
Show Arial 8
Define the Project
Enter additional information
Now you're ready to start filling in the details of your project. Click Save and Finish below and follow the topics in this sidepane to begin.
Step 3 of 3
Save and Finish
Go back to Step 2
Task Name
Duration
Start
Oct 10, '10
Oct 17, '10
Oct 24, '10
Gantt Chart
Ready
start
Uskov
Office_2007_P...
microsoft proj...
Wiley - Microso...
CS591_Lab01_...
Microsoft Proje...
3:59 PM

If you click the Resources button on the Project Guide taskbar and then click Specify people and equipment for the project, the Project Guide helps you set up resources for your project





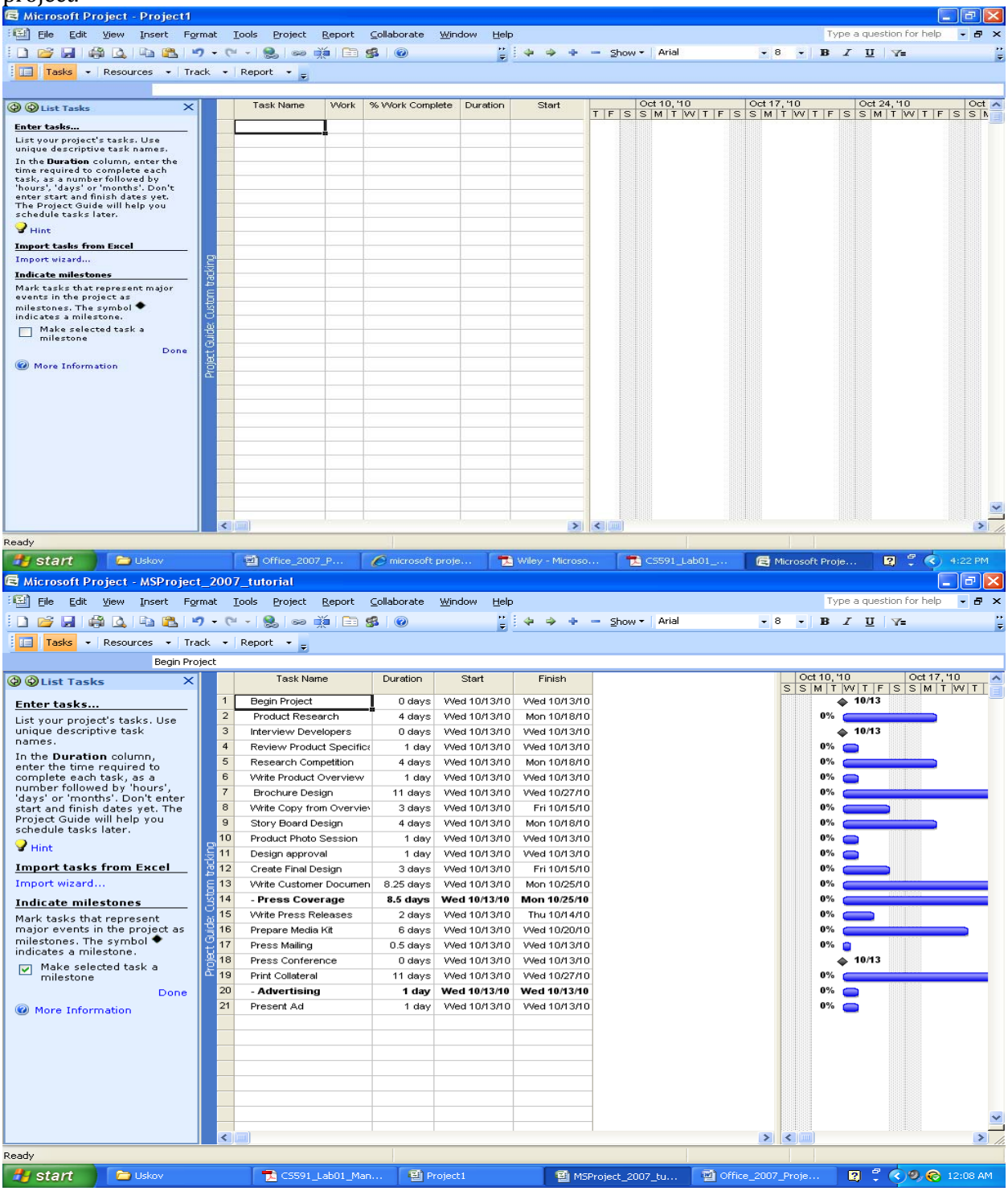
When you click the Track button on the Project Guide toolbar, you can perform a variety of tasks that are associated with tracking your project, including setting a baseline



2 CREATING A BASIC WORK BREAKDOWN STRUCTURE (WBS)

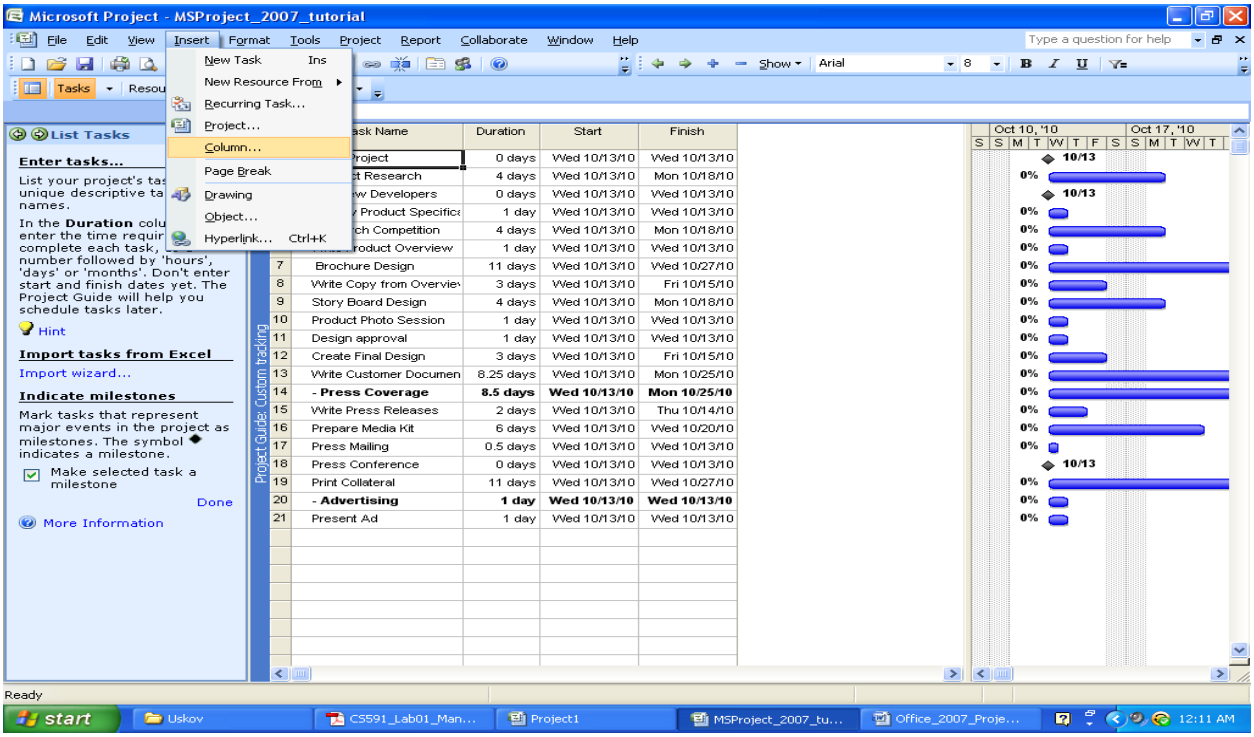
2.1 Entering the List of Tasks

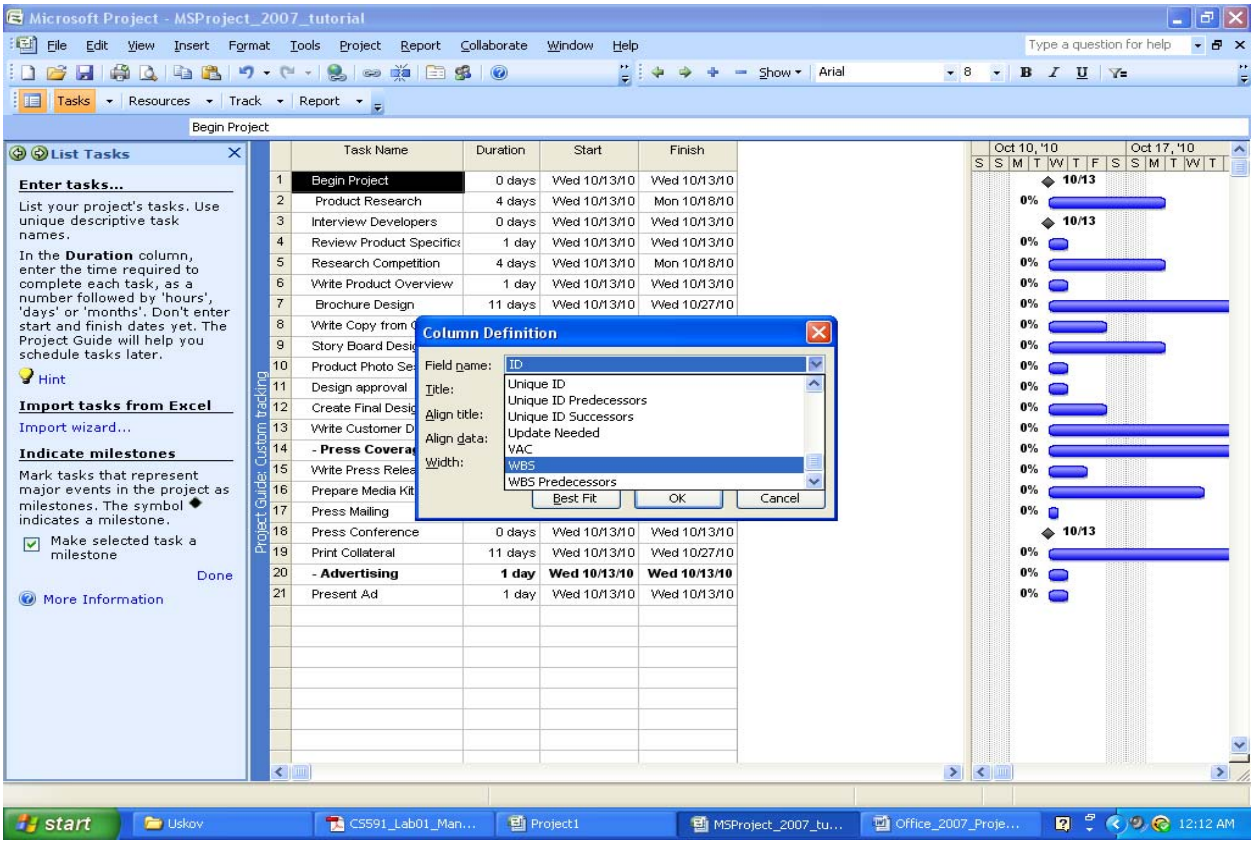
When you click the Task button on the Project Guide toolbar, you can enter the List of Task for your project.

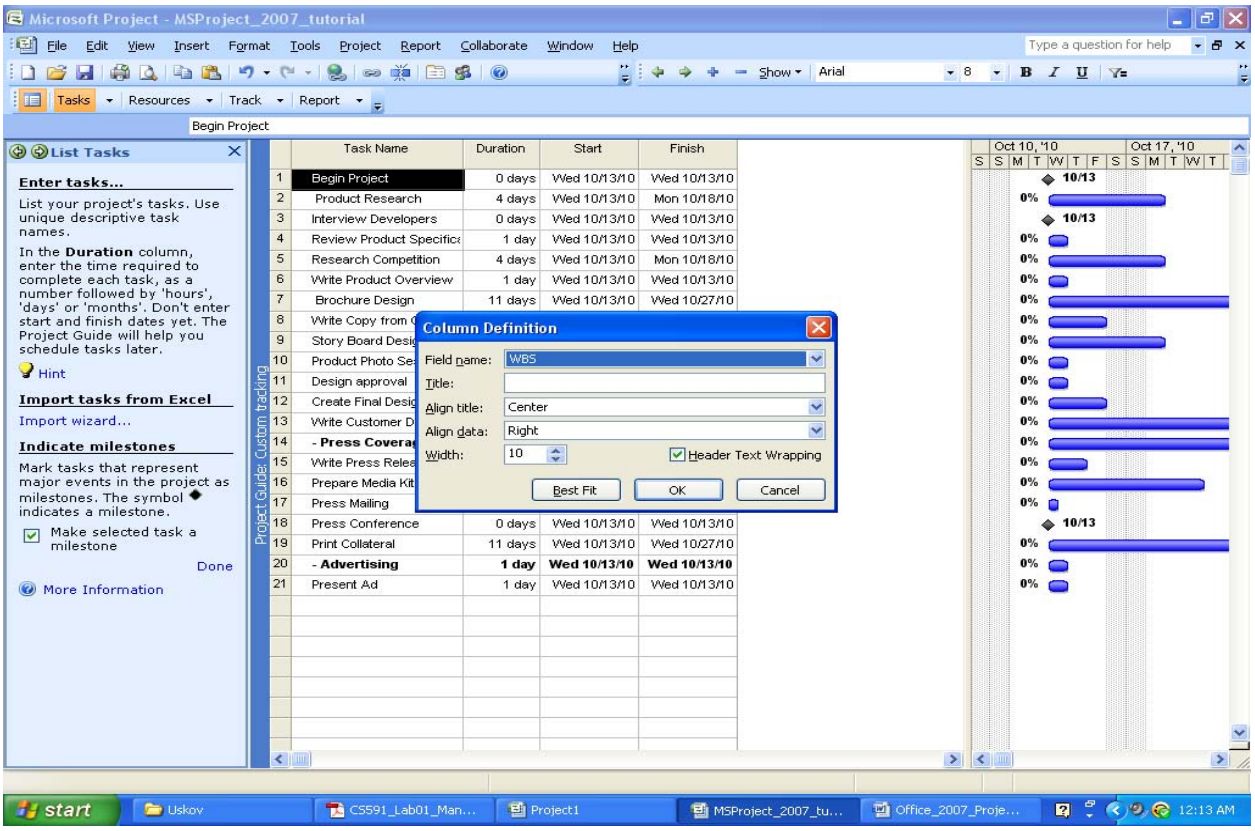


2.2 Inserting a New Column on the Task Sheet

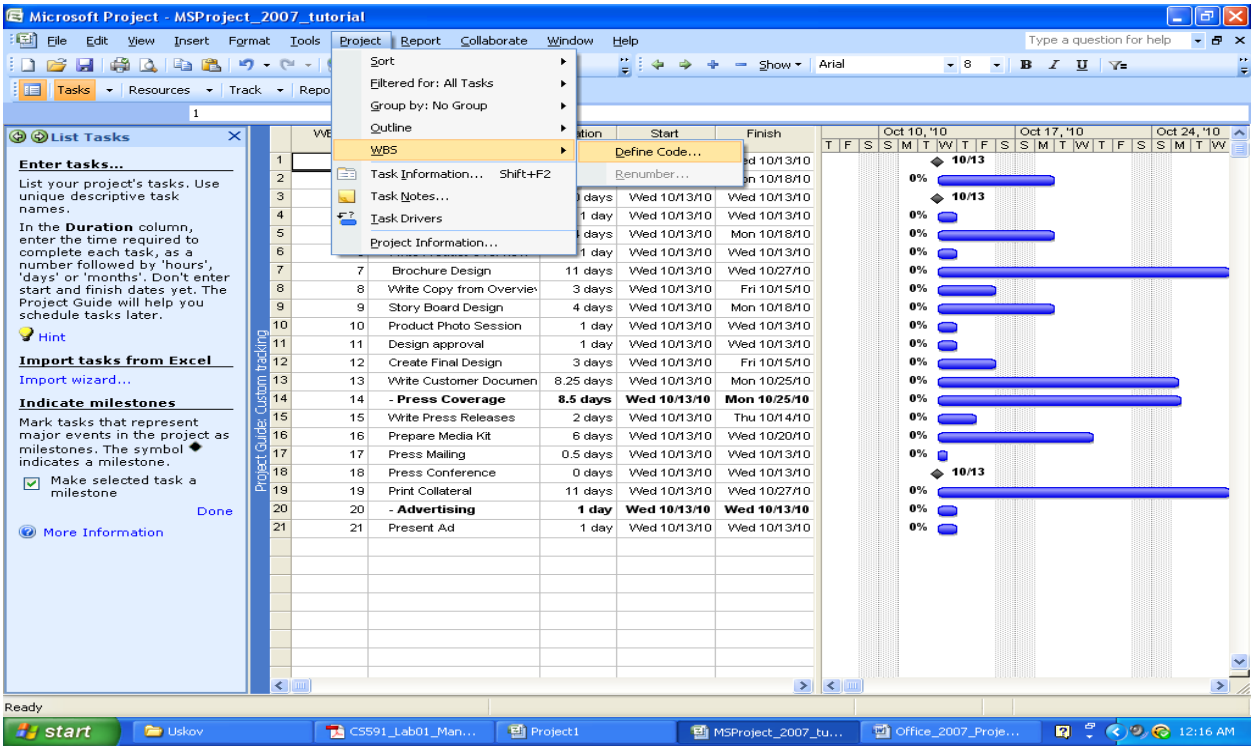
Select Insert->Column->WBS and then click OK.

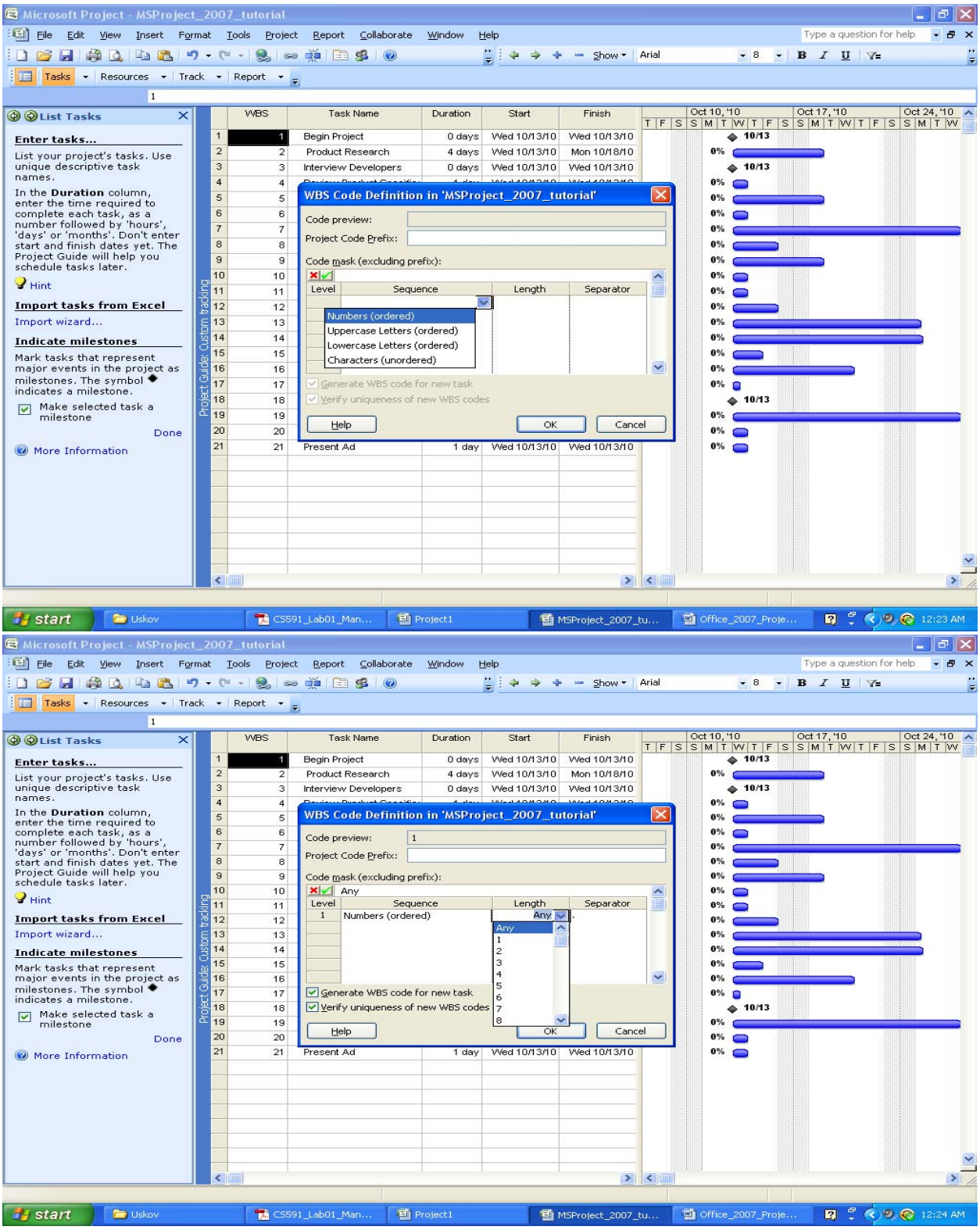




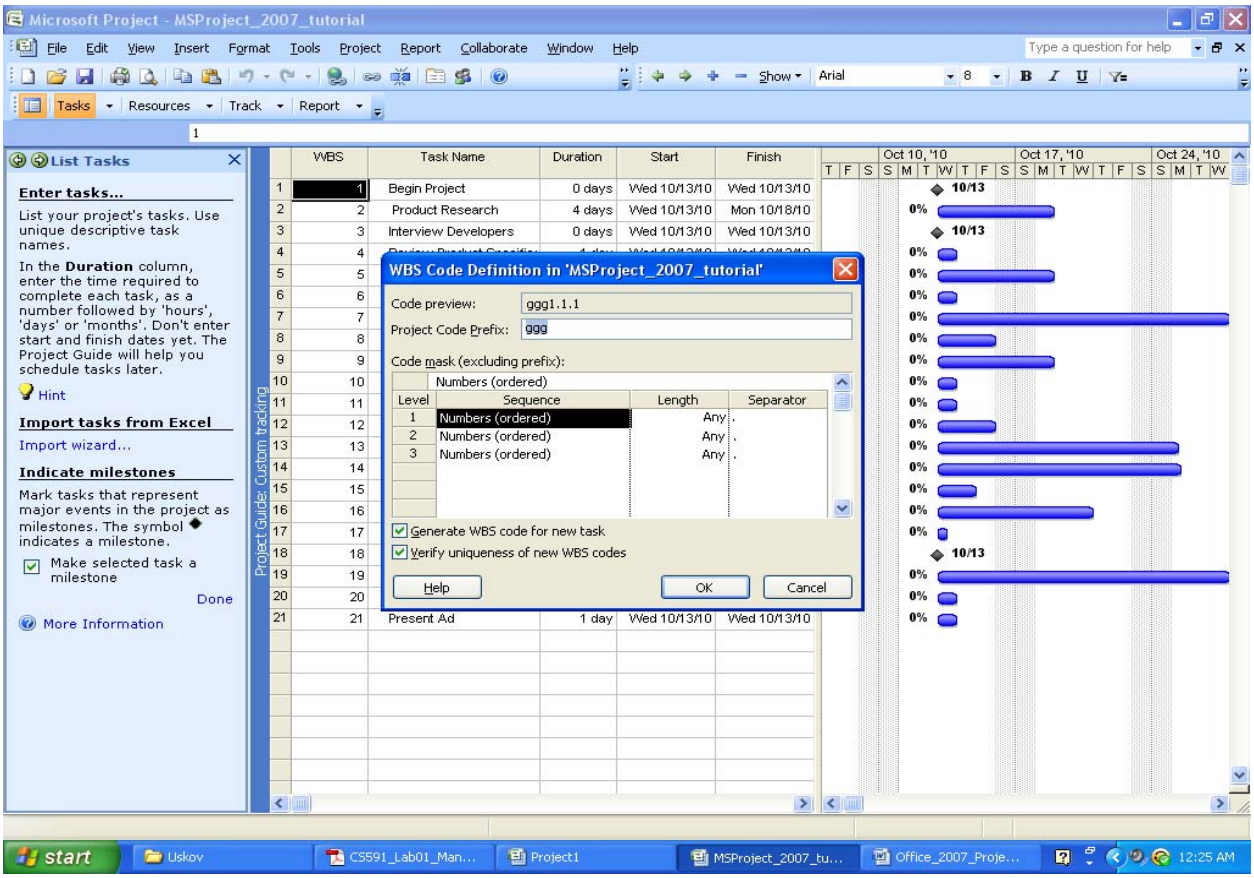


2.3 Creating a unique WBS Code



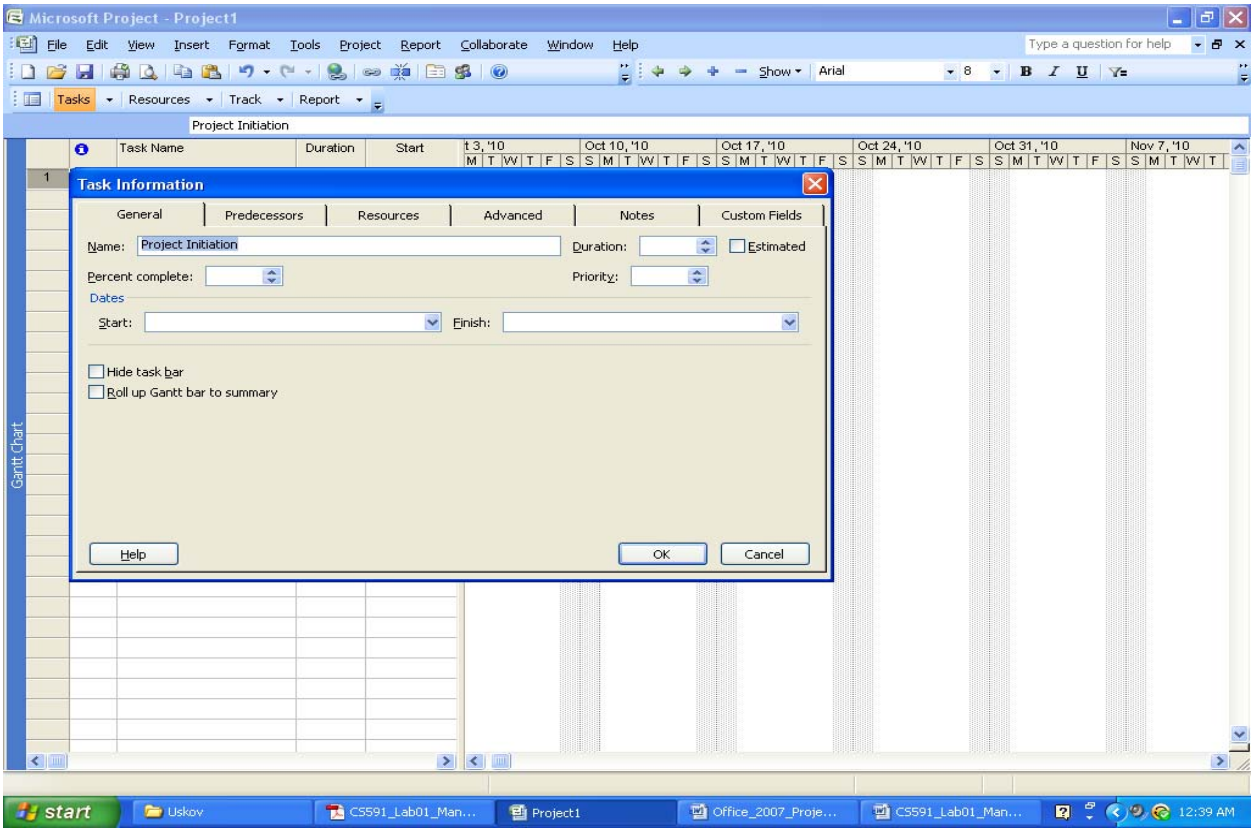


Enter the code Prefix as ggg as shown below


Microsoft Project - MSProject_2007_tutorial
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Tasks Resources Track Report
List Tasks
Enter tasks...
List your project's tasks. Use unique descriptive task names.
In the Duration column, enter the time required to complete each task, as a number followed by 'hours', 'days' or 'months'. Don't enter start and finish dates yet. The Project Guide will help you schedule tasks later.
Hint
Import tasks from Excel
Import wizard...
Indicate milestones
Mark tasks that represent major events in the project as milestones. The symbol ◆ indicates a milestone.
Make selected task a milestone
Done
More Information
Project Guide: Custom tracking
WBS Task Name Duration Start Finish
1 Begin Project 0 days Wed 10/13/10 Wed 10/13/10
2 Product Research 4 days Wed 10/13/10 Mon 10/18/10
3 Interview Developers 0 days Wed 10/13/10 Wed 10/13/10
21 Present Ad 1 day Wed 10/13/10 Wed 10/13/10
Oct 10, '10 Oct 17, '10 Oct 24, '10
WBS Code Definition in 'MSProject_2007_tutorial'
Code preview: ggg1.1.1
Project Code Prefix: ggg
Code mask (excluding prefix):
Numbers (ordered)
Level Sequence Length Separator
1 Numbers (ordered) Any .
2 Numbers (ordered) Any .
3 Numbers (ordered) Any .
Generate WBS code for new task
Verify uniqueness of new WBS codes
Help OK Cancel
start
Uskov
CS591_Lab01_Man...
Project1
MSProject_2007_tu...
Office_2007_Proje...
12:25 AM

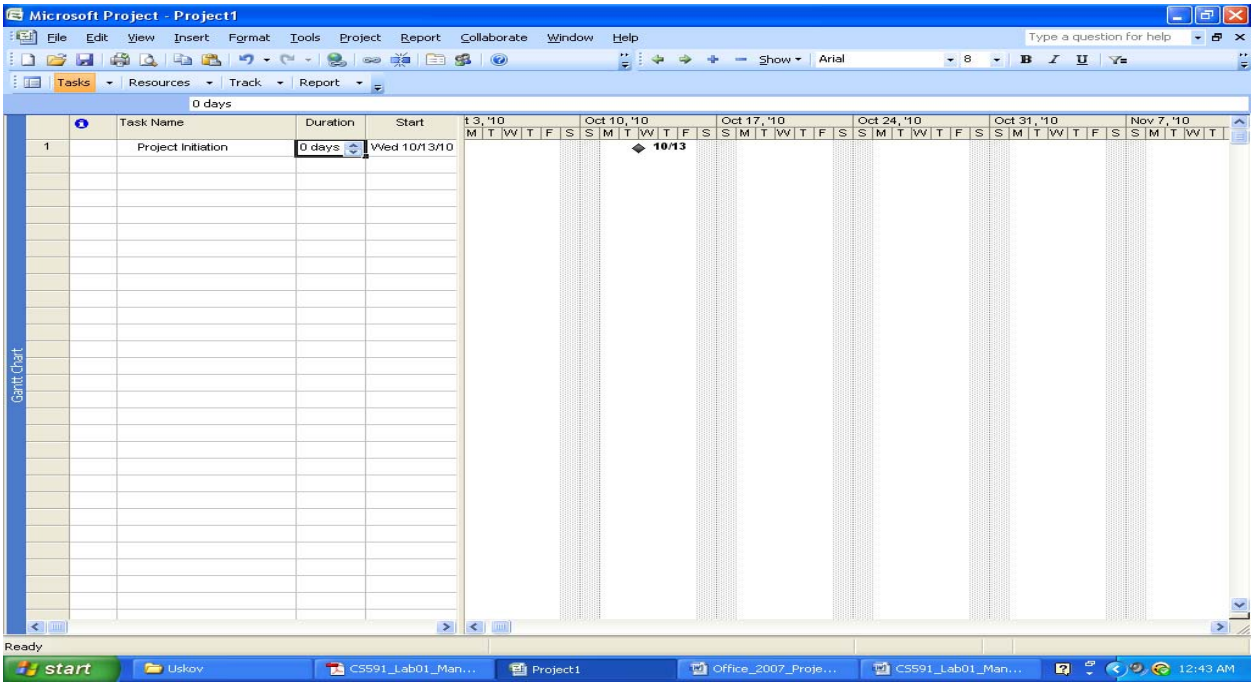
2.4 Entering a Task

Click on Tasks -> Double Click on task name field to show the task information screen.



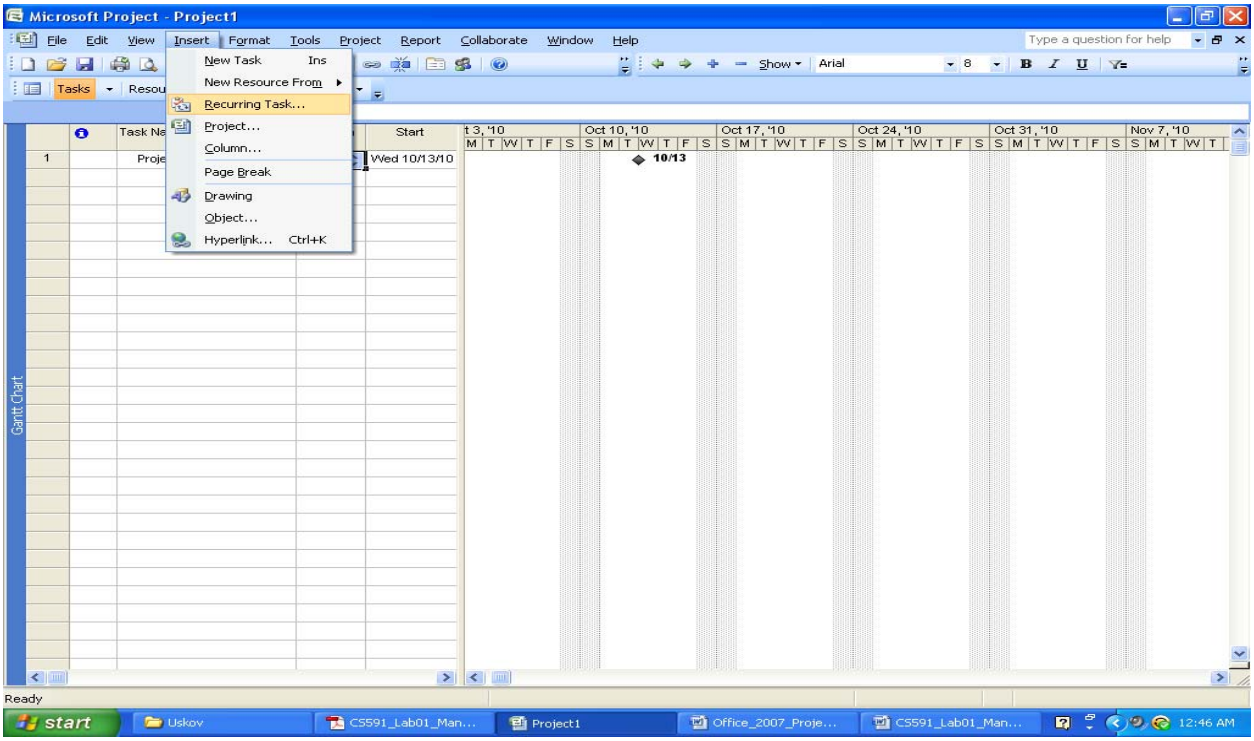
2.5 Making a Milestone

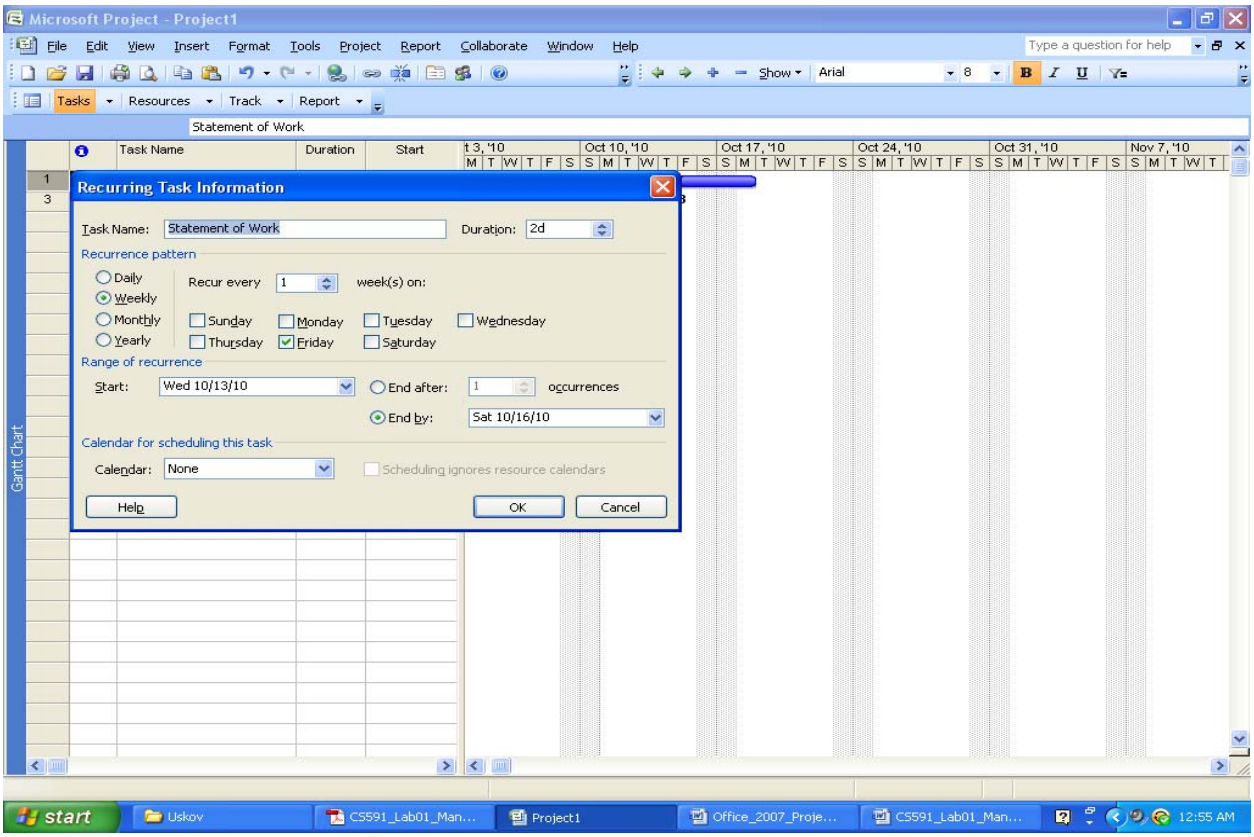
A milestone is a task with zero duration; it is generally used for tracking purposes.



2.6 Entering Recurring Tasks

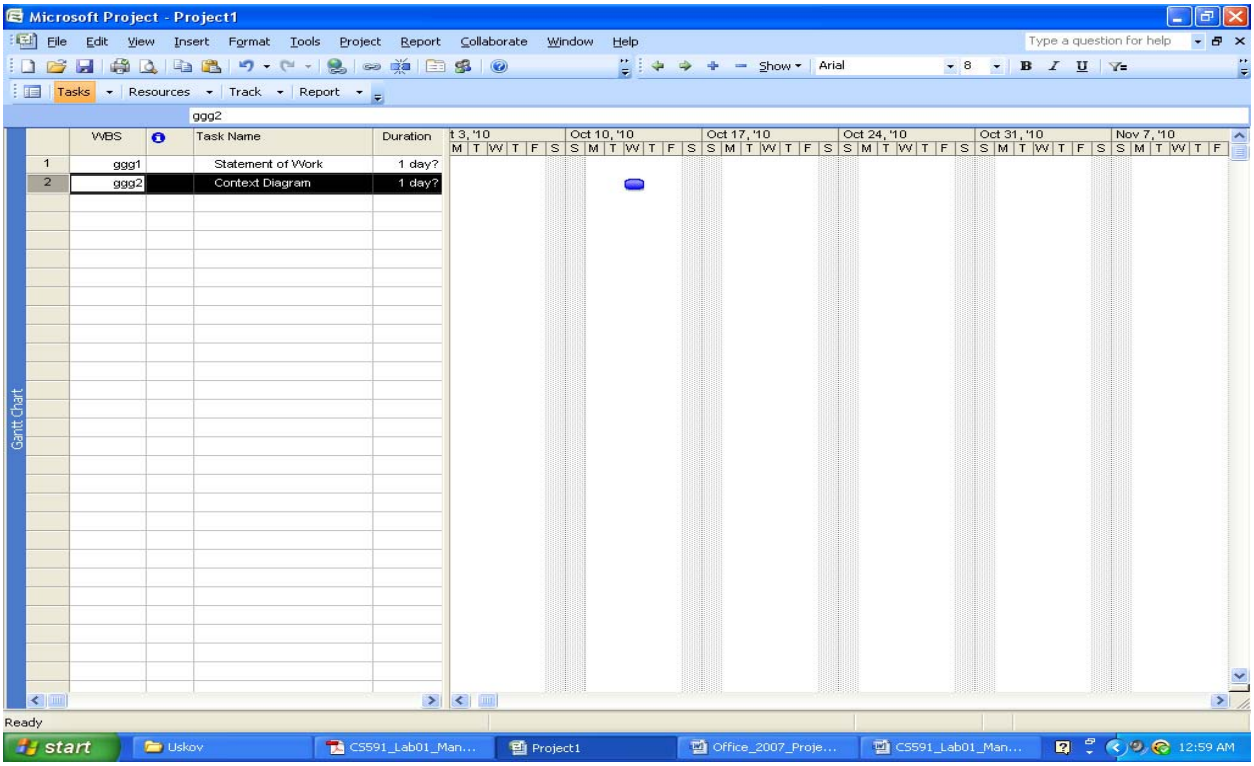
Navigate to Insert->Recurring Task

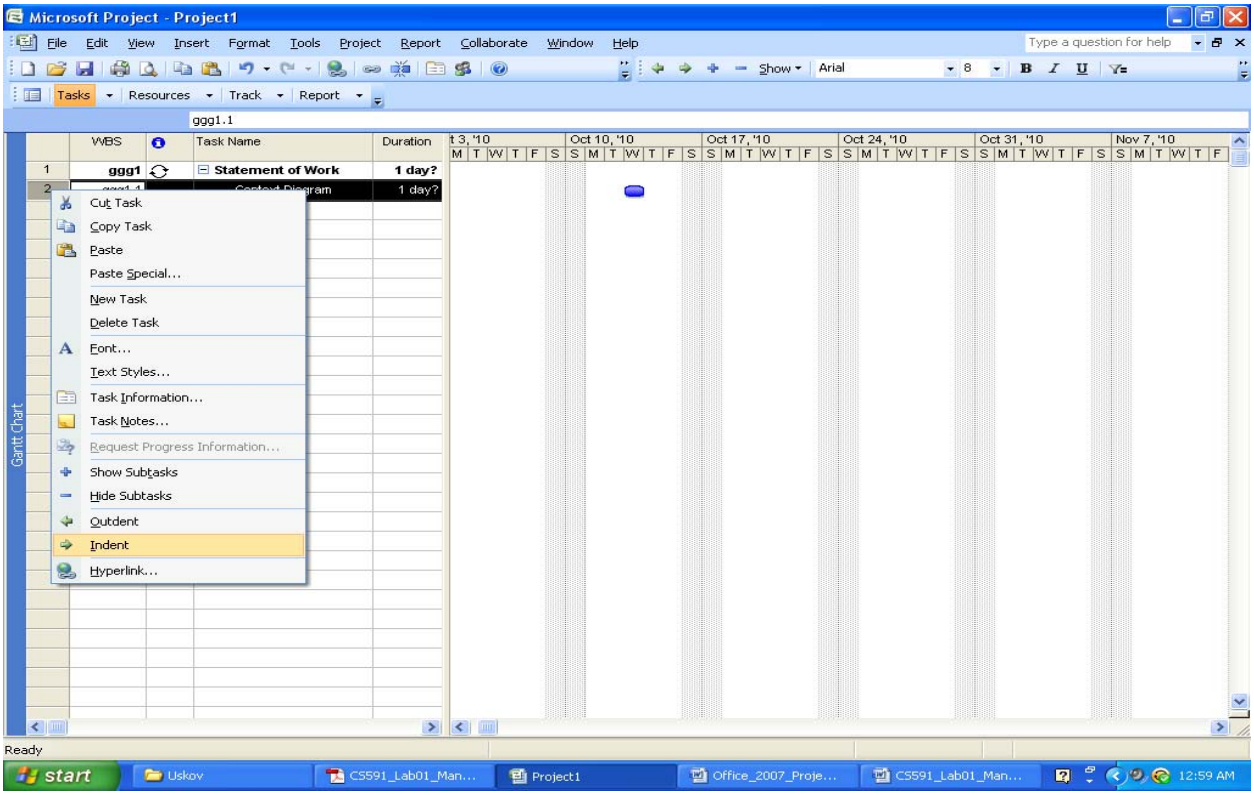


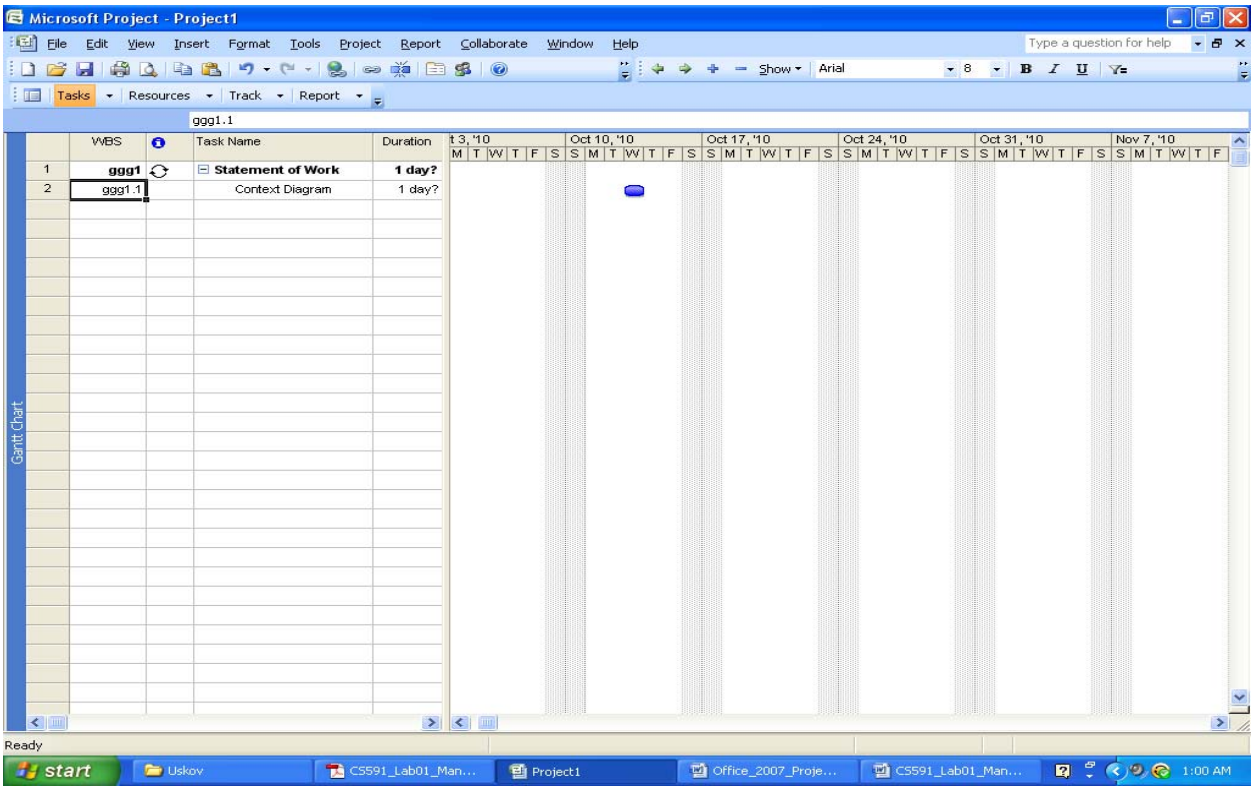

Microsoft Project - Project1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Tasks Resources Track Report
Statement of Work
Task Name Duration Start
Gantt Chart
Recurring Task Information
Task Name: Statement of Work
Duration: 2d
Recurrence pattern
Daily
Weekly
Monthly
Yearly
Recur every 1 week(s) on:
Sunday Monday Tuesday Wednesday
Thursday Friday Saturday
Range of recurrence
Start: Wed 10/13/10
End after: 1 occurrences
End by: Sat 10/16/10
Calendar for scheduling this task
Calendar: None
Scheduling ignores resource calendars
Help
OK
Cancel
start
Uskov
CS591_Lab01_Man...
Project1
Office_2007_Proje...
CS591_Lab01_Man...
12:55 AM

2.7 Creating a Hierarchy of Tasks

Select a task that is to be indented and then click the indent as shown below






Microsoft Project - Project1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Tasks Resources Track Report
ggg1.1
WBS
Task Name
Duration
1 ggg1 Statement of Work 1 day?
2 ggg1.1 Context Diagram 1 day?
Oct 10, '10
Oct 17, '10
Oct 24, '10
Oct 31, '10
Nov 7, '10
Gantt Chart
Ready
start
Uskov
CS591_Lab01_Man...
Project1
Office_2007_Proje...
CS591_Lab01_Man...
1:00 AM

2.8 Exercises

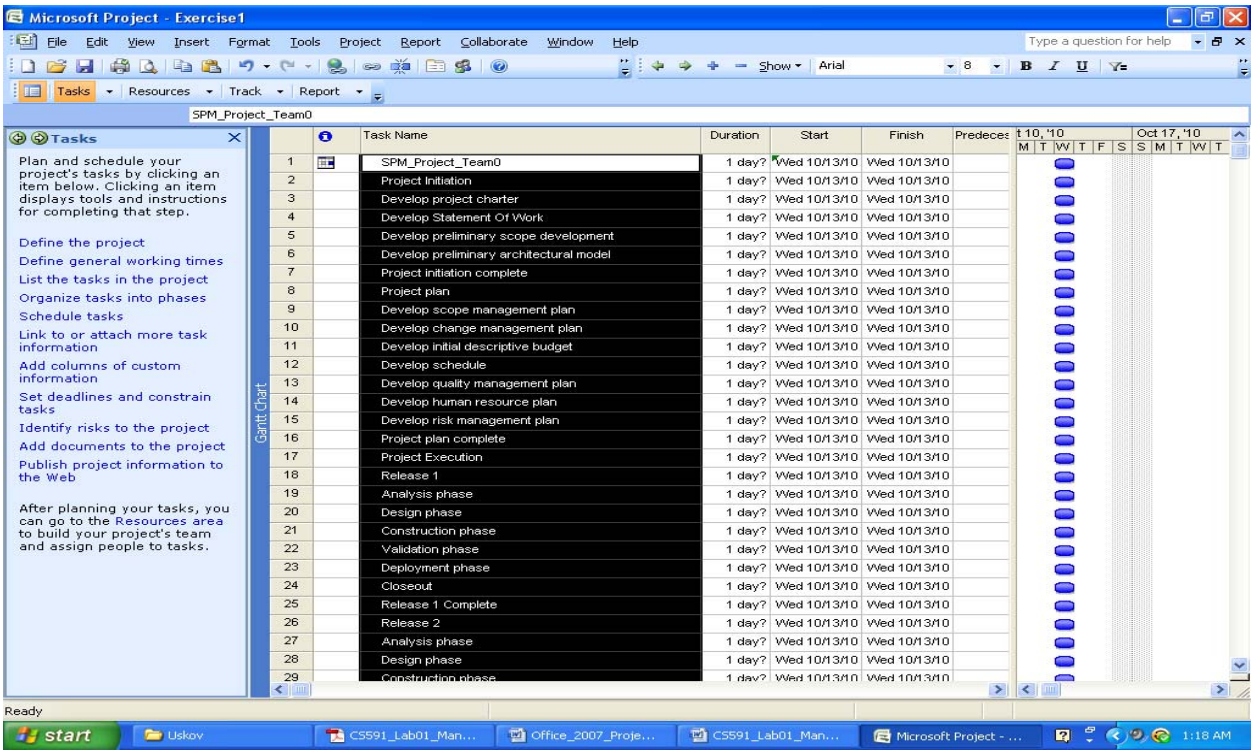
Enter the following tasks, in the hierarchy shown here. Do not enter the numbers-just the task names.

	Task No	Task Name	Duration	Predecessors
Column 0	**Column 1**	**Column 2**	**Column 3**	**Column 4**
1	1	SPM_Project_Team0		
2	1.1	Project Initiation		
3	1.1.1	Develop project charter	5 days	
4	1.1.2	Develop Statement Of Work	7 days	3
5	1.1.3	Develop preliminary scope development	3 days	4
6	1.1.4	Develop preliminary architectural model	4 days	5
7	1.1.5	Project initiation complete	0 days	3, 4, 5, 6
8	1.2	Project plan		
9	1.2.1	Develop scope management plan	1 day	2
10	1.2.2	Develop change management plan	2 days	2
11	1.2.3	Develop initial descriptive budget	10 days	9
12	1.2.4	Develop schedule	2 days	9
13	1.2.5	Develop quality management plan	2 days	2
14	1.2.6	Develop human resource plan	3 days	9
15	1.2.7	Develop risk management plan	2 days	9
16	1.2.8	Project plan complete	0 days	9 – 15
17	1.3	Project Execution		
18	1.3.1	Release 1		
19	1.3.1.1	Analysis phase	18 days	8
20	1.3.1.2	Design phase	15 days	19
21	1.3.1.3	Construction phase	12 days	20
22	1.3.1.4	Validation phase	12 days	21
23	1.3.1.5	Deployment phase	3 days	22
24	1.3.1.6	Closeout	1 day	23
25	1.3.1.7	Release 1 Complete	0 days	24
26	1.3.2	Release 2		
27	1.3.2.1	Analysis phase	9 days	18
28	1.3.2.2	Design phase	7 days	27
29	1.3.2.3	Construction phase	6 days	28
30	1.3.2.4	Validation phase	6 days	29
31	1.3.2.5	Deployment phase	1 day	30
32	1.3.2.6	Closeout	1 day	31
33	1.3.2.7	Release 2 Complete	0 days	32
34	1.3.3	Execution complete	0 days	
35	1.4	Project Closeout	1 day	17

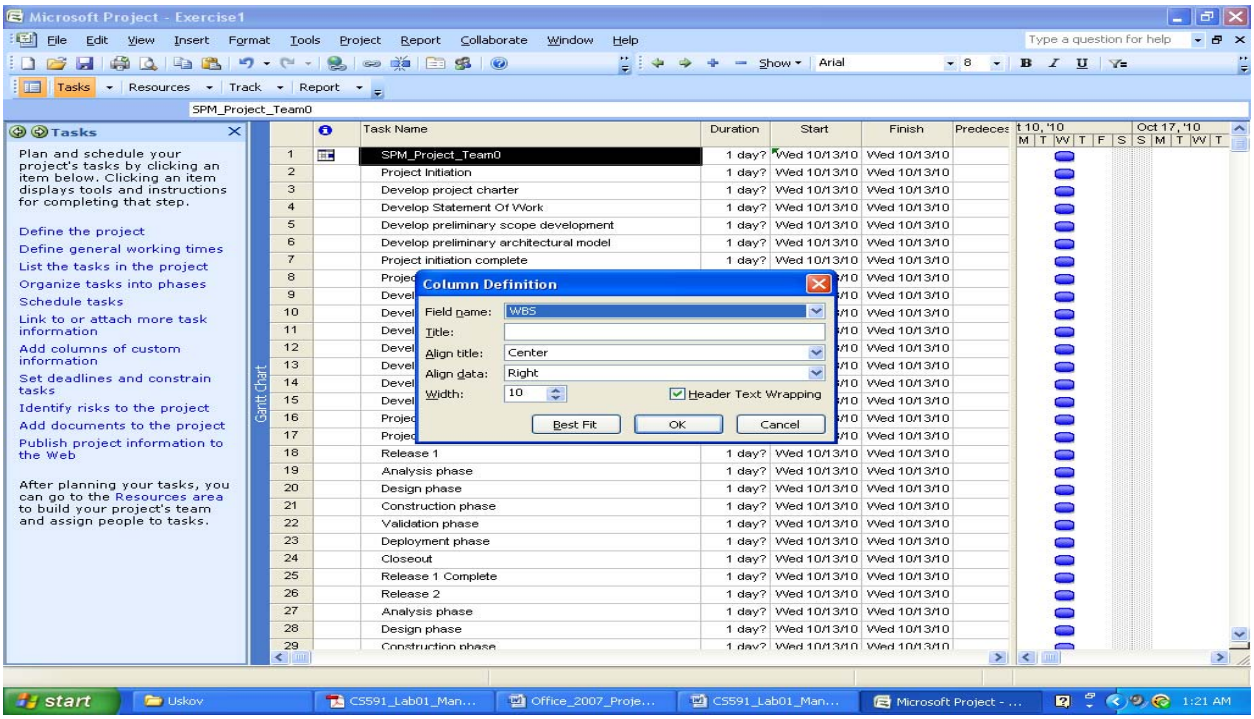
36	1.5	Project Complete	0 days	35

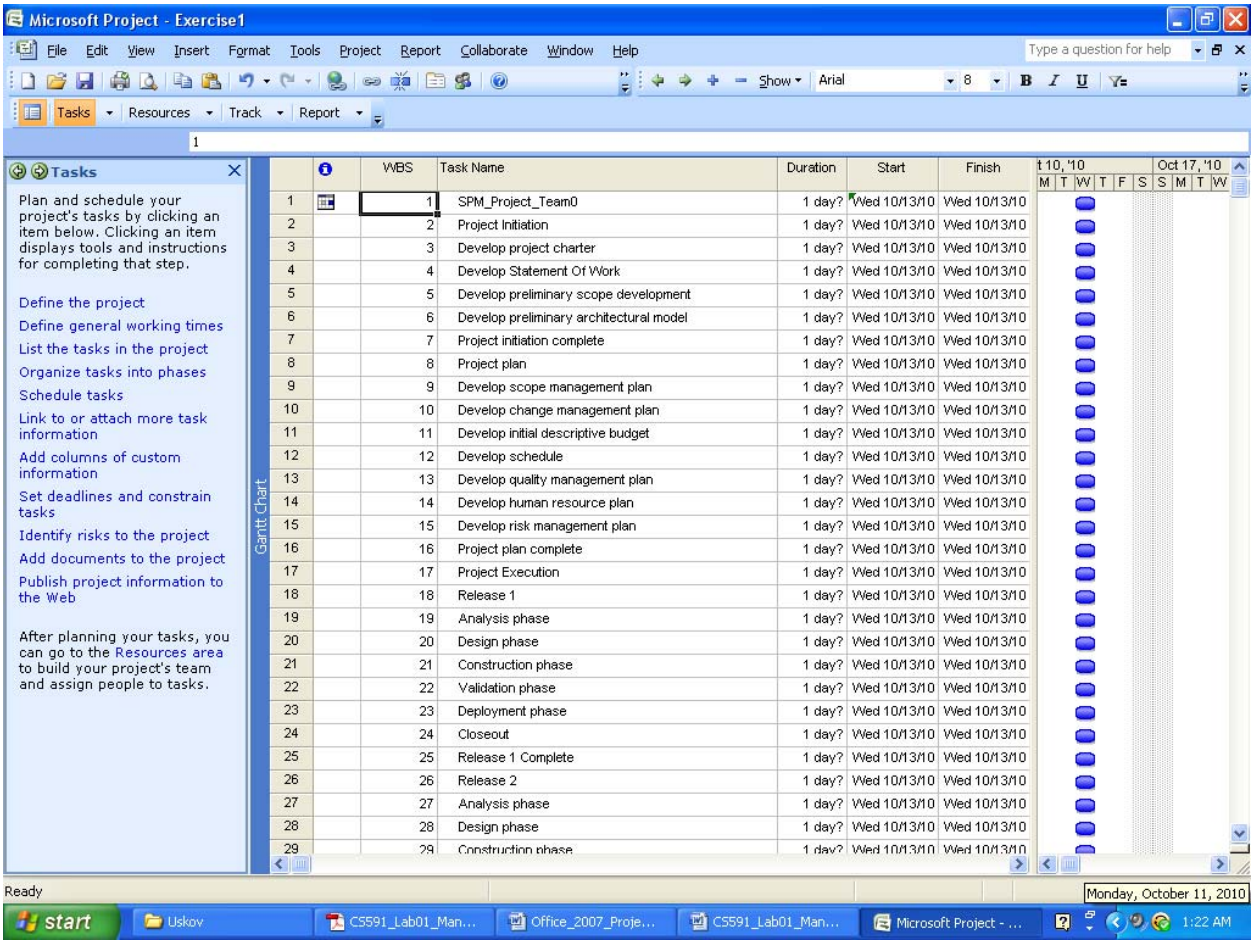
Steps to do the above task:

2.8.1 Enter the task name

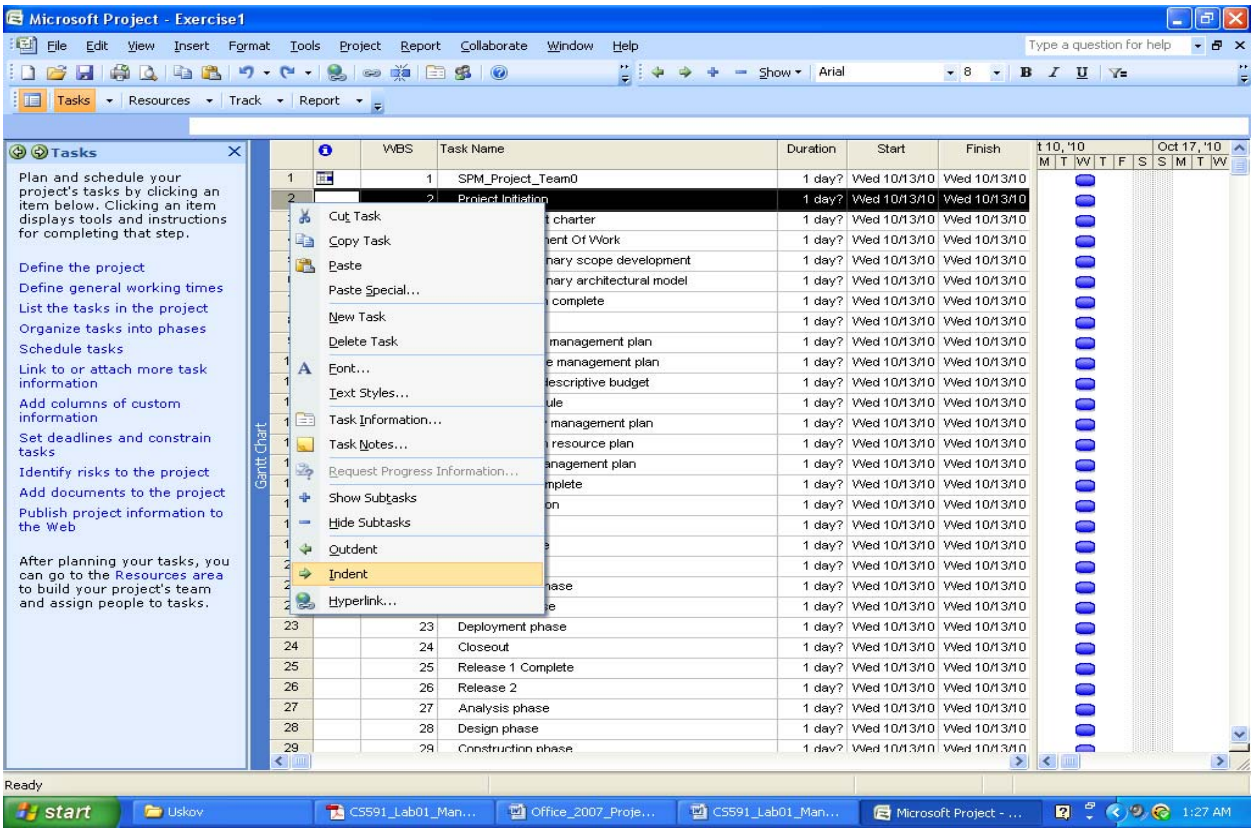


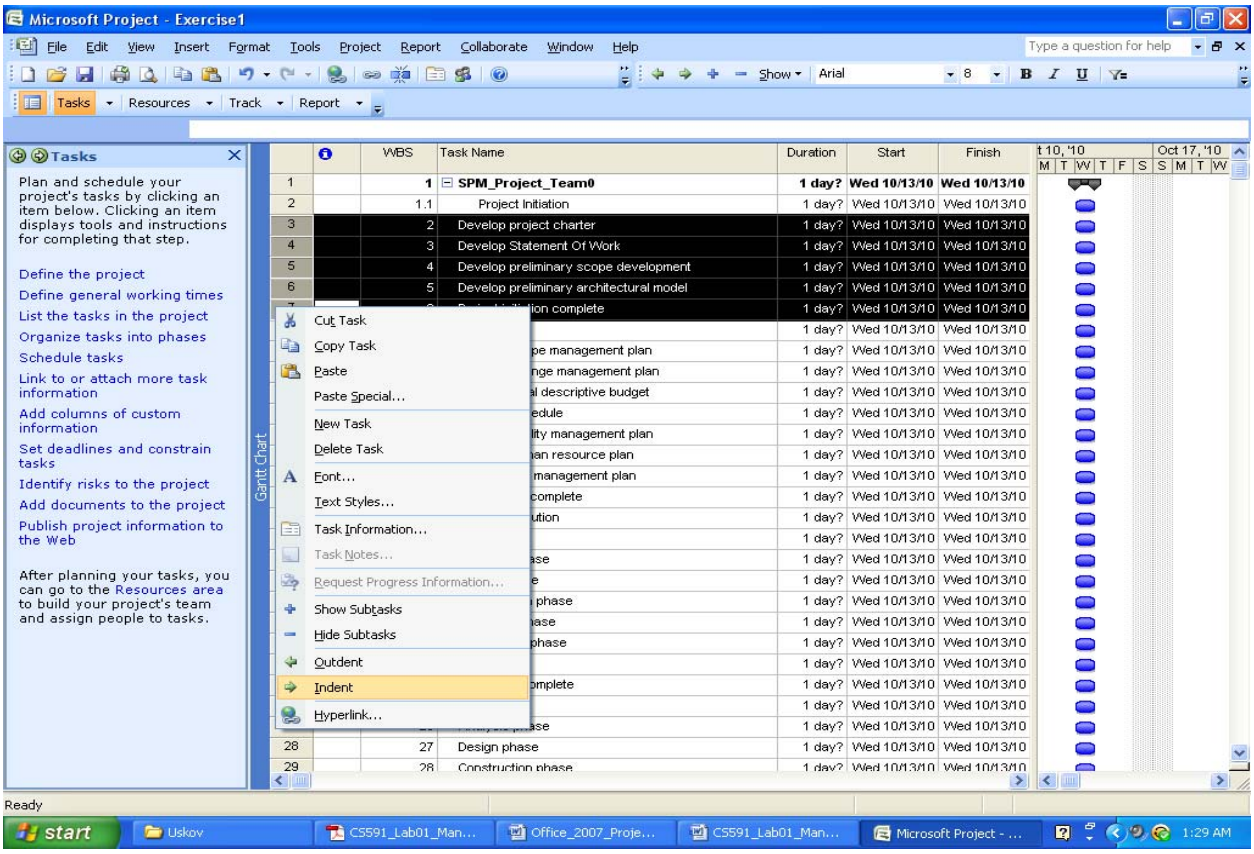
2.8.2 Creating WBS Column

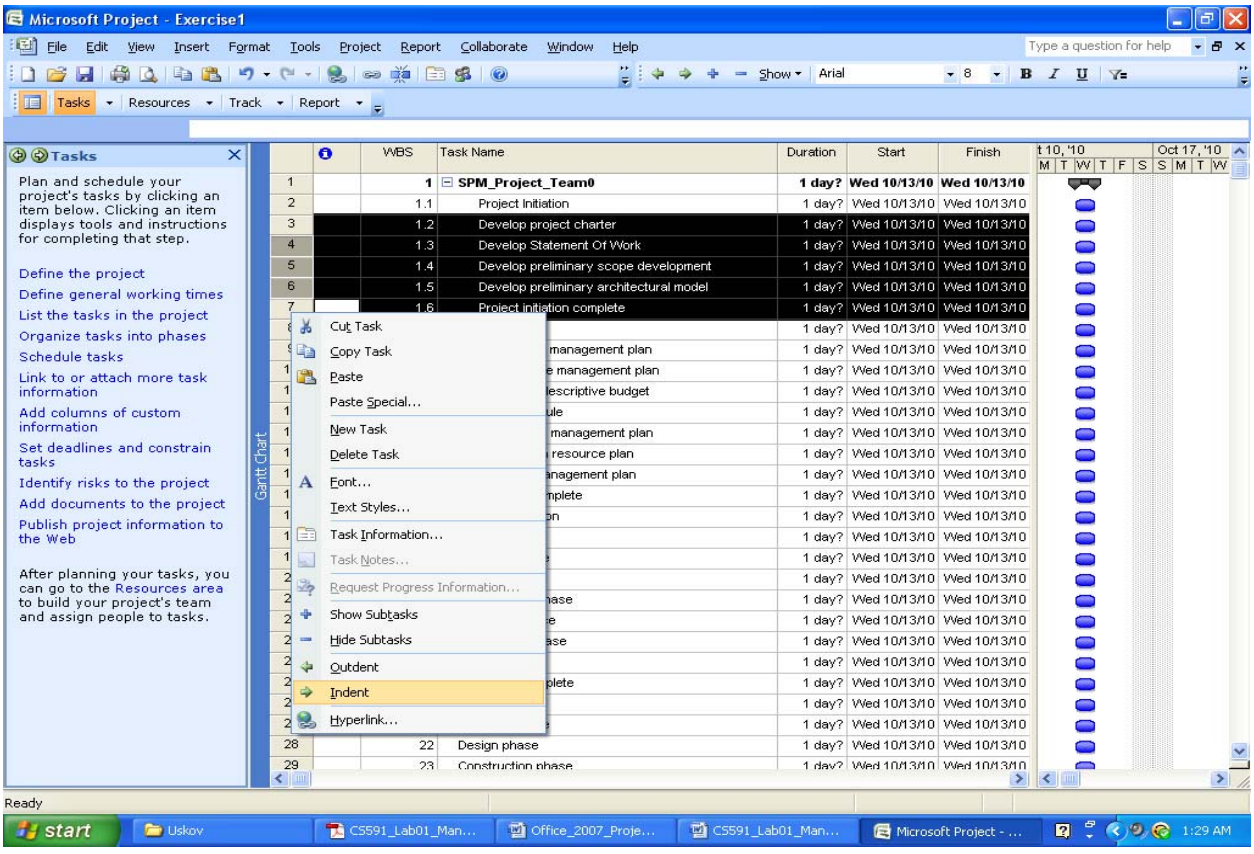


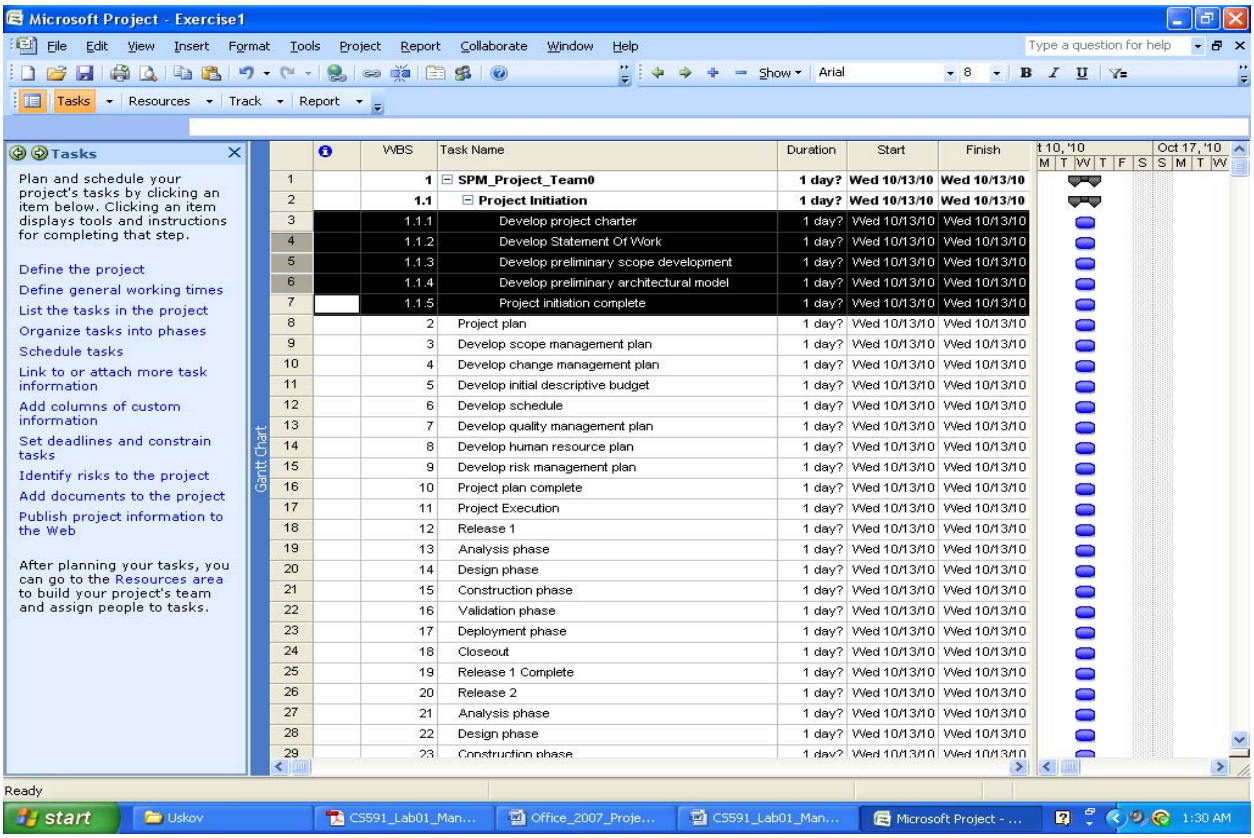


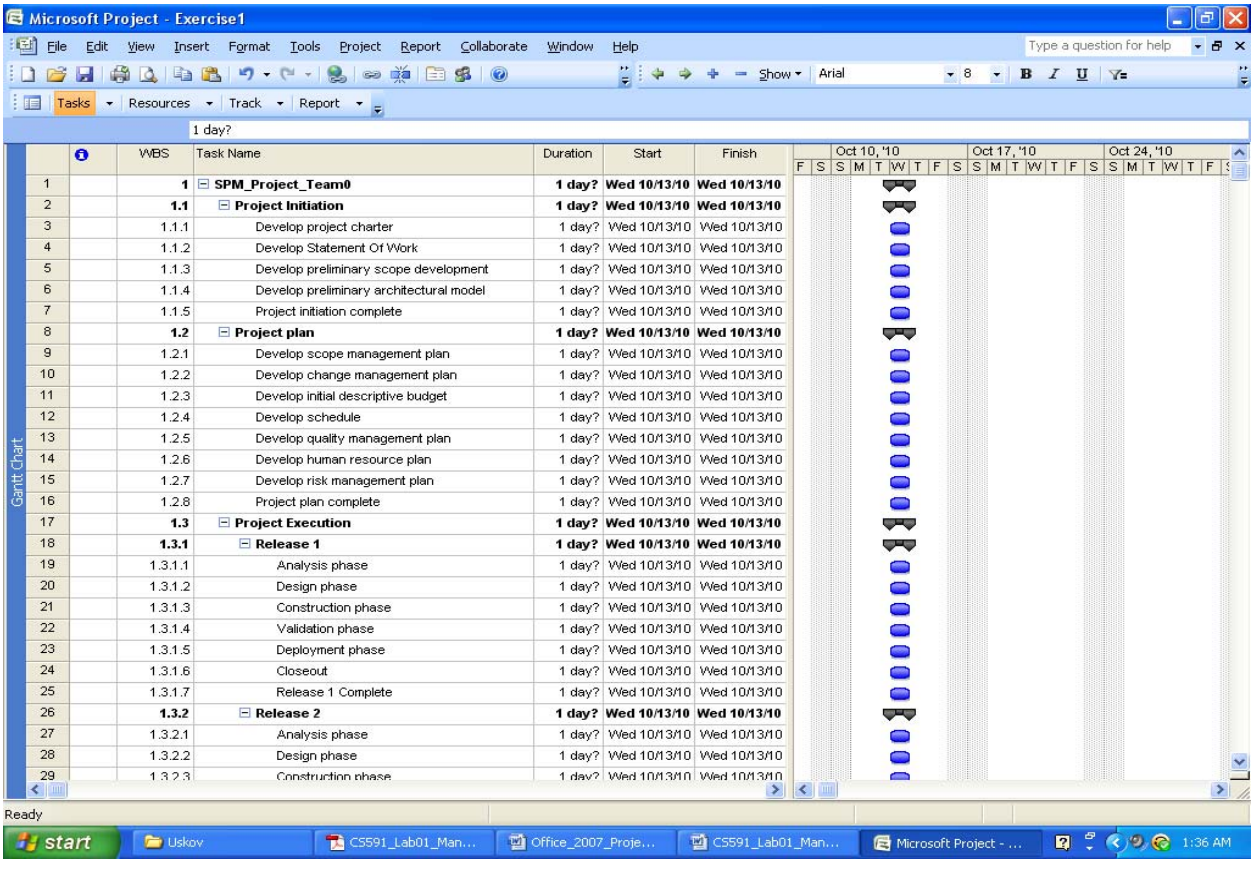
2.8.3 Creating Hierarchy of tasks




Microsoft Project - Exercise1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Tasks Resources Track Report
Show Arial 8
Tasks
Plan and schedule your project's tasks by clicking an item below. Clicking an item displays tools and instructions for completing that step.
Define the project
Define general working times
List the tasks in the project
Organize tasks into phases
Schedule tasks
Link to or attach more task information
Add columns of custom information
Set deadlines and constrain tasks
Identify risks to the project
Add documents to the project
Publish project information to the Web
After planning your tasks, you can go to the Resources area to build your project's team and assign people to tasks.
WBS Task Name Duration Start Finish
1 SPM_Project_Team0 1 day? Wed 10/13/10 Wed 10/13/10
2 1.1 Project Initiation 1 day? Wed 10/13/10 Wed 10/13/10
3 2 Develop project charter 1 day? Wed 10/13/10 Wed 10/13/10
4 3 Develop Statement Of Work 1 day? Wed 10/13/10 Wed 10/13/10
5 4 Develop preliminary scope development 1 day? Wed 10/13/10 Wed 10/13/10
6 5 Develop preliminary architectural model 1 day? Wed 10/13/10 Wed 10/13/10
Cut Task
Copy Task
Paste
Paste Special...
New Task
Delete Task
Font...
Text Styles...
Task Information...
Task Notes...
Request Progress Information...
Show Subtasks
Hide Subtasks
Outdent
Indent
Hyperlink...
28 27 Design phase 1 day? Wed 10/13/10 Wed 10/13/10
29 28 Construction phase 1 day? Wed 10/13/10 Wed 10/13/10
Gantt Chart
Oct 17, '10
Ready
start
Uskov
CS591_Lab01_Man...
Office_2007_Proje...
CS591_Lab01_Man...
Microsoft Project - ...
1:29 AM


Microsoft Project - Exercise1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Tasks Resources Track Report
Show Arial 8
Tasks
Plan and schedule your project's tasks by clicking an item below. Clicking an item displays tools and instructions for completing that step.
Define the project
Define general working times
List the tasks in the project
Organize tasks into phases
Schedule tasks
Link to or attach more task information
Add columns of custom information
Set deadlines and constrain tasks
Identify risks to the project
Add documents to the project
Publish project information to the Web
After planning your tasks, you can go to the Resources area to build your project's team and assign people to tasks.
WBS Task Name Duration Start Finish
1 SPM_Project_Team0 1 day? Wed 10/13/10 Wed 10/13/10
2 1.1 Project Initiation 1 day? Wed 10/13/10 Wed 10/13/10
3 1.2 Develop project charter 1 day? Wed 10/13/10 Wed 10/13/10
4 1.3 Develop Statement Of Work 1 day? Wed 10/13/10 Wed 10/13/10
5 1.4 Develop preliminary scope development 1 day? Wed 10/13/10 Wed 10/13/10
6 1.5 Develop preliminary architectural model 1 day? Wed 10/13/10 Wed 10/13/10
7 1.6 Project initiation complete 1 day? Wed 10/13/10 Wed 10/13/10
Cut Task
Copy Task
Paste
Paste Special...
New Task
Delete Task
Font...
Text Styles...
Task Information...
Task Notes...
Request Progress Information...
Show Subtasks
Hide Subtasks
Outdent
Indent
Hyperlink...
28 22 Design phase 1 day? Wed 10/13/10 Wed 10/13/10
29 23 Construction phase 1 day? Wed 10/13/10 Wed 10/13/10
Gantt Chart
Oct 17, '10
Ready
start
Uskov
CS591_Lab01_Man...
Office_2007_Proje...
CS591_Lab01_Man...
Microsoft Project - ...
1:29 AM

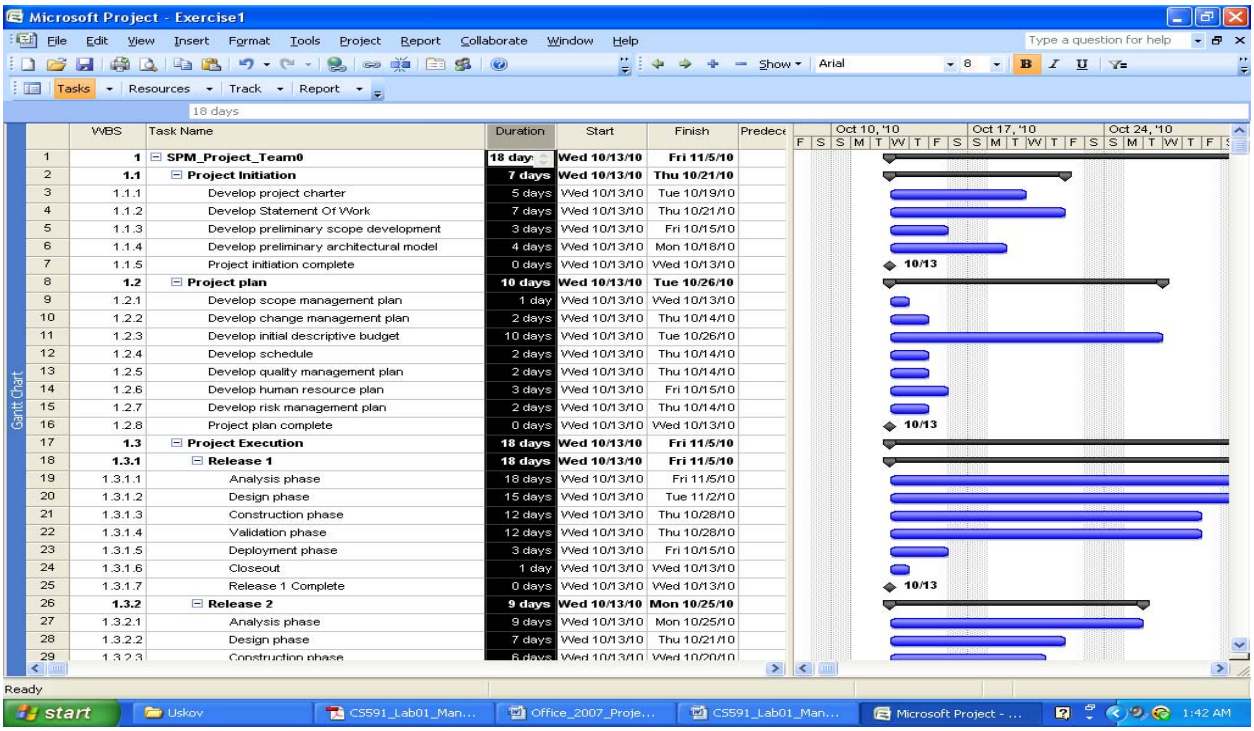




	WBS	Task Name	Duration	Start	Finish
1	**1**	**SPM_Project_Team0**	**1 day?**	**Wed 10/13/10**	**Wed 10/13/10**
2	**1.1**	**Project Initiation**	**1 day?**	**Wed 10/13/10**	**Wed 10/13/10**
3	1.1.1	Develop project charter	1 day?	Wed 10/13/10	Wed 10/13/10
4	1.1.2	Develop Statement Of Work	1 day?	Wed 10/13/10	Wed 10/13/10
5	1.1.3	Develop preliminary scope development	1 day?	Wed 10/13/10	Wed 10/13/10
6	1.1.4	Develop preliminary architectural model	1 day?	Wed 10/13/10	Wed 10/13/10
7	1.1.5	Project initiation complete	1 day?	Wed 10/13/10	Wed 10/13/10
8	2	Project plan	1 day?	Wed 10/13/10	Wed 10/13/10
9	3	Develop scope management plan	1 day?	Wed 10/13/10	Wed 10/13/10
10	4	Develop change management plan	1 day?	Wed 10/13/10	Wed 10/13/10
11	5	Develop initial descriptive budget	1 day?	Wed 10/13/10	Wed 10/13/10
12	6	Develop schedule	1 day?	Wed 10/13/10	Wed 10/13/10
13	7	Develop quality management plan	1 day?	Wed 10/13/10	Wed 10/13/10
14	8	Develop human resource plan	1 day?	Wed 10/13/10	Wed 10/13/10
15	9	Develop risk management plan	1 day?	Wed 10/13/10	Wed 10/13/10
16	10	Project plan complete	1 day?	Wed 10/13/10	Wed 10/13/10
17	11	Project Execution	1 day?	Wed 10/13/10	Wed 10/13/10
18	12	Release 1	1 day?	Wed 10/13/10	Wed 10/13/10
19	13	Analysis phase	1 day?	Wed 10/13/10	Wed 10/13/10
20	14	Design phase	1 day?	Wed 10/13/10	Wed 10/13/10
21	15	Construction phase	1 day?	Wed 10/13/10	Wed 10/13/10
22	16	Validation phase	1 day?	Wed 10/13/10	Wed 10/13/10
23	17	Deployment phase	1 day?	Wed 10/13/10	Wed 10/13/10
24	18	Closeout	1 day?	Wed 10/13/10	Wed 10/13/10
25	19	Release 1 Complete	1 day?	Wed 10/13/10	Wed 10/13/10
26	20	Release 2	1 day?	Wed 10/13/10	Wed 10/13/10
27	21	Analysis phase	1 day?	Wed 10/13/10	Wed 10/13/10
28	22	Design phase	1 day?	Wed 10/13/10	Wed 10/13/10
29	23	Construction phase	1 day?	Wed 10/13/10	Wed 10/13/10

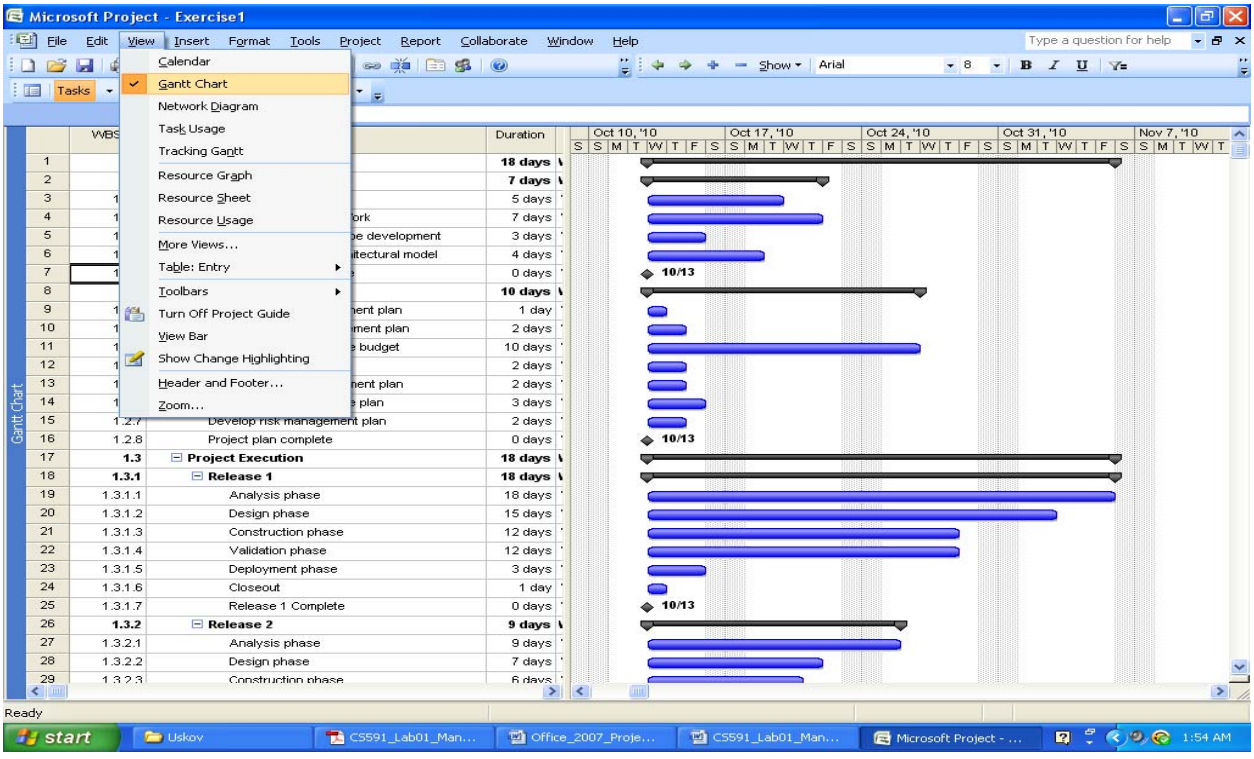
	WBS	Task Name	Duration	Start	Finish
1	**1**	**SPM_Project_Team0**	**1 day?**	**Wed 10/13/10**	**Wed 10/13/10**
2	**1.1**	**Project Initiation**	**1 day?**	**Wed 10/13/10**	**Wed 10/13/10**
3	1.1.1	Develop project charter	1 day?	Wed 10/13/10	Wed 10/13/10
4	1.1.2	Develop Statement Of Work	1 day?	Wed 10/13/10	Wed 10/13/10
5	1.1.3	Develop preliminary scope development	1 day?	Wed 10/13/10	Wed 10/13/10
6	1.1.4	Develop preliminary architectural model	1 day?	Wed 10/13/10	Wed 10/13/10
7	1.1.5	Project initiation complete	1 day?	Wed 10/13/10	Wed 10/13/10
8	**1.2**	**Project plan**	**1 day?**	**Wed 10/13/10**	**Wed 10/13/10**
9	1.2.1	Develop scope management plan	1 day?	Wed 10/13/10	Wed 10/13/10
10	1.2.2	Develop change management plan	1 day?	Wed 10/13/10	Wed 10/13/10
11	1.2.3	Develop initial descriptive budget	1 day?	Wed 10/13/10	Wed 10/13/10
12	1.2.4	Develop schedule	1 day?	Wed 10/13/10	Wed 10/13/10
13	1.2.5	Develop quality management plan	1 day?	Wed 10/13/10	Wed 10/13/10
14	1.2.6	Develop human resource plan	1 day?	Wed 10/13/10	Wed 10/13/10
15	1.2.7	Develop risk management plan	1 day?	Wed 10/13/10	Wed 10/13/10
16	1.2.8	Project plan complete	1 day?	Wed 10/13/10	Wed 10/13/10
17	**1.3**	**Project Execution**	**1 day?**	**Wed 10/13/10**	**Wed 10/13/10**
18	**1.3.1**	**Release 1**	**1 day?**	**Wed 10/13/10**	**Wed 10/13/10**
19	1.3.1.1	Analysis phase	1 day?	Wed 10/13/10	Wed 10/13/10
20	1.3.1.2	Design phase	1 day?	Wed 10/13/10	Wed 10/13/10
21	1.3.1.3	Construction phase	1 day?	Wed 10/13/10	Wed 10/13/10
22	1.3.1.4	Validation phase	1 day?	Wed 10/13/10	Wed 10/13/10
23	1.3.1.5	Deployment phase	1 day?	Wed 10/13/10	Wed 10/13/10
24	1.3.1.6	Closeout	1 day?	Wed 10/13/10	Wed 10/13/10
25	1.3.1.7	Release 1 Complete	1 day?	Wed 10/13/10	Wed 10/13/10
26	**1.3.2**	**Release 2**	**1 day?**	**Wed 10/13/10**	**Wed 10/13/10**
27	1.3.2.1	Analysis phase	1 day?	Wed 10/13/10	Wed 10/13/10
28	1.3.2.2	Design phase	1 day?	Wed 10/13/10	Wed 10/13/10
29	1.3.2.3	Construction phase	1 day?	Wed 10/13/10	Wed 10/13/10

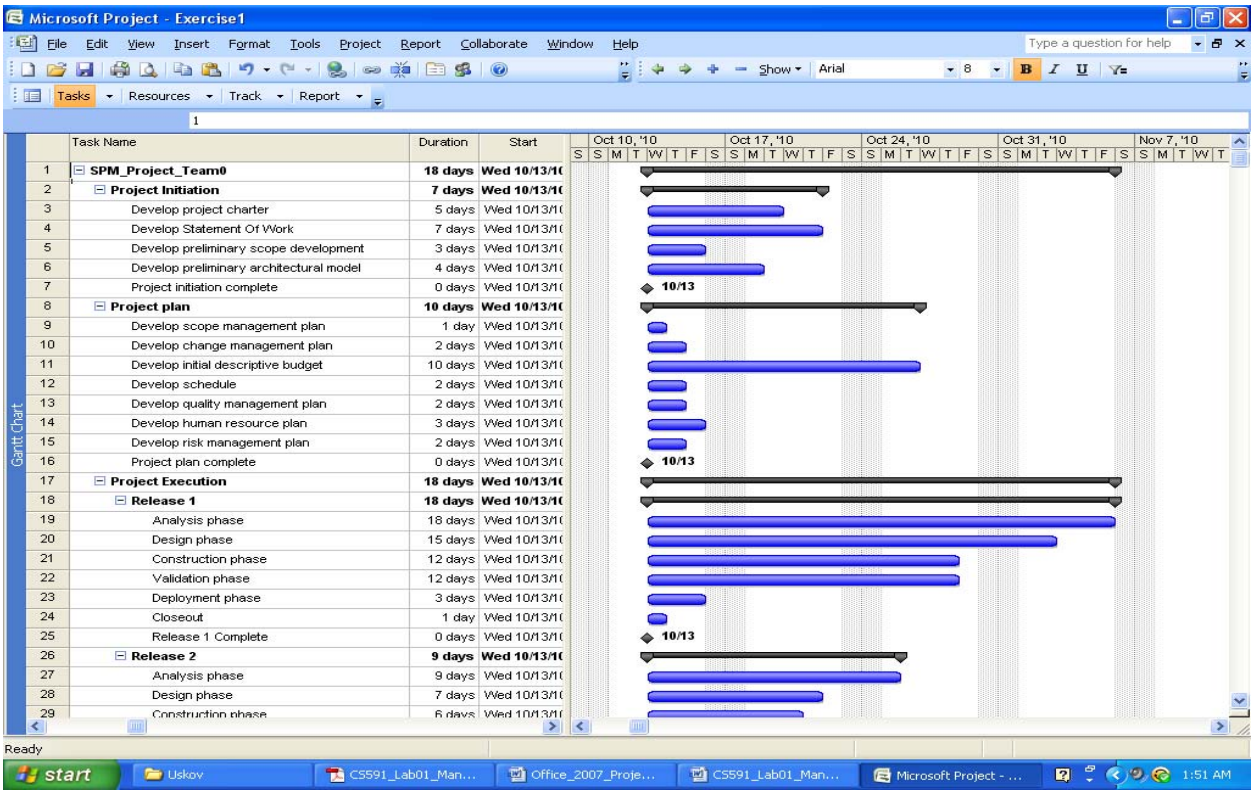
2.8.4 Entering the duration of the task



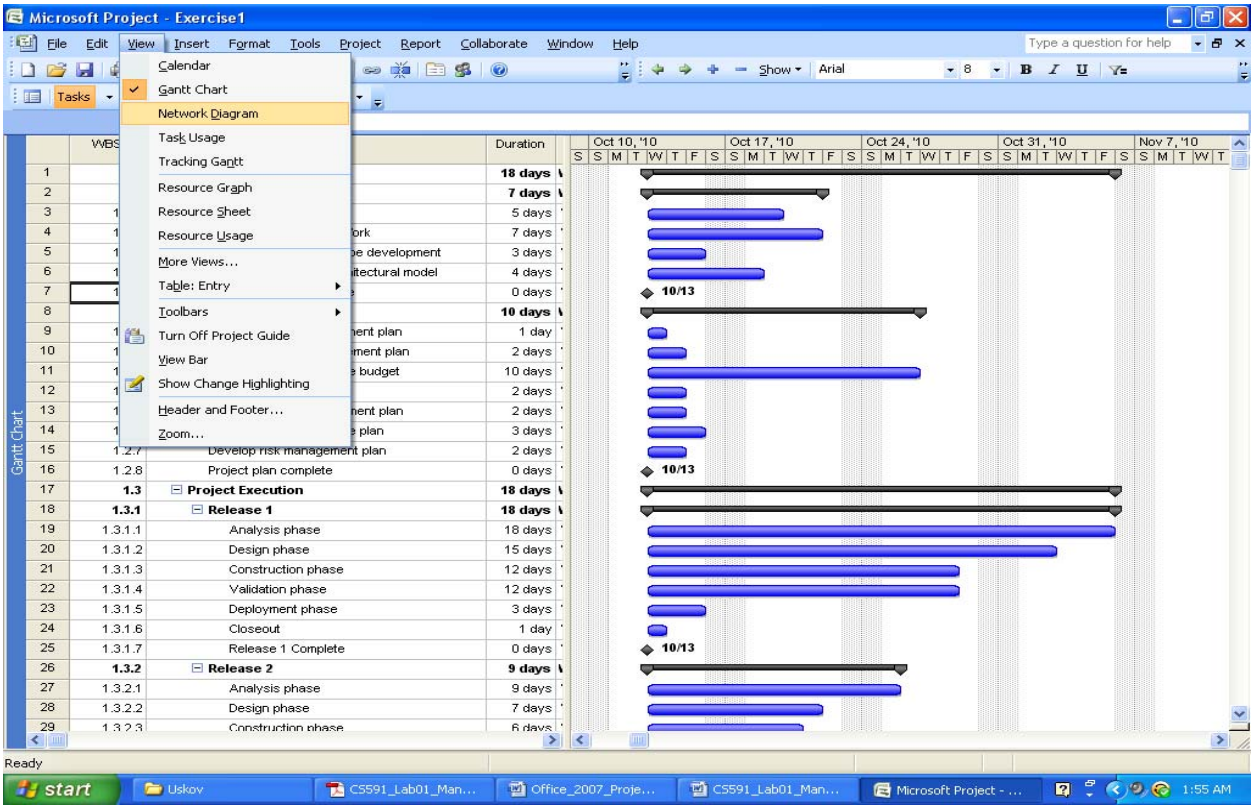
2.8.5 Gantt Diagram

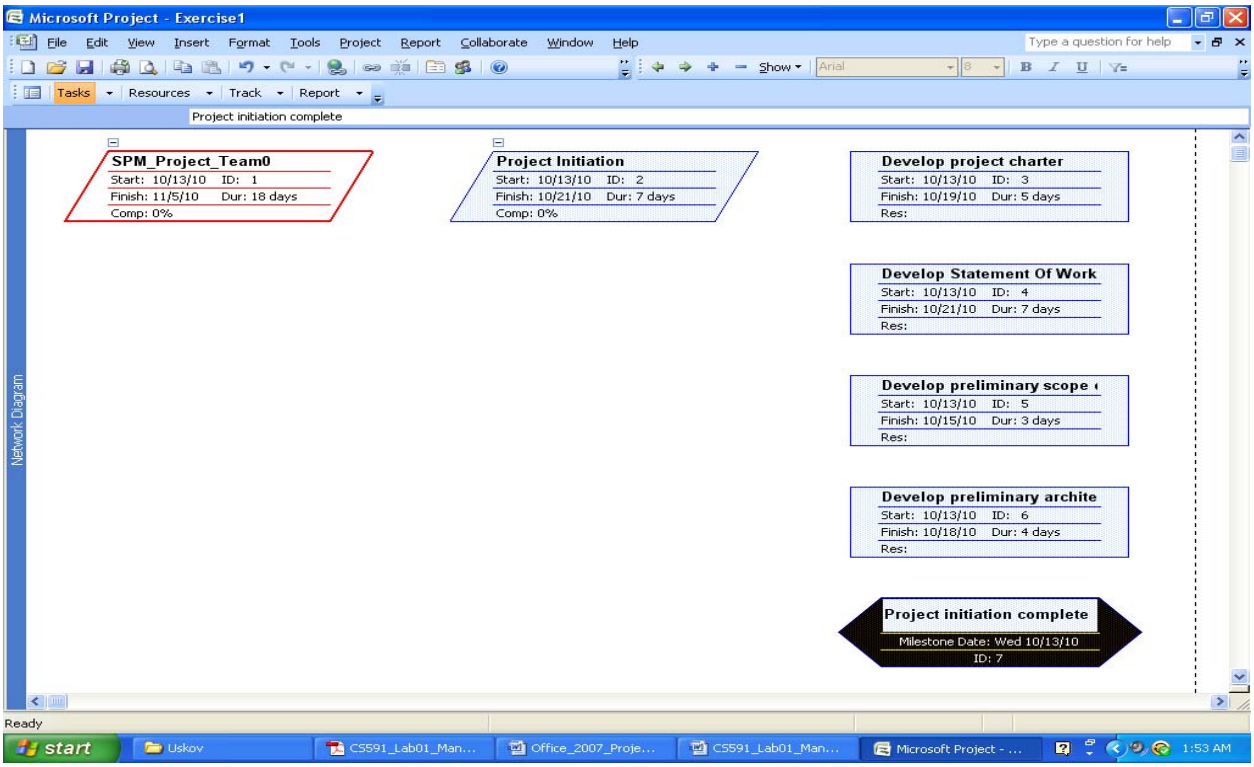
Select View -> Gantt Diagram





2.8.6 Network Diagram

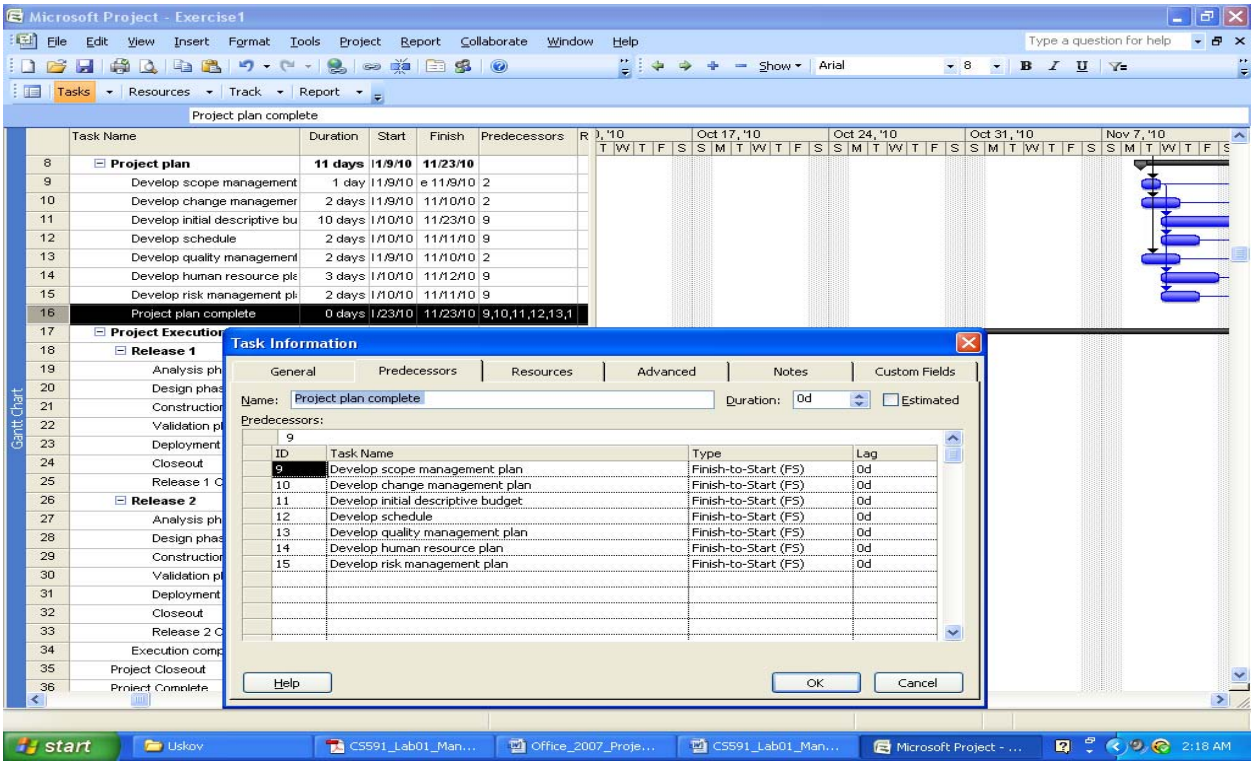


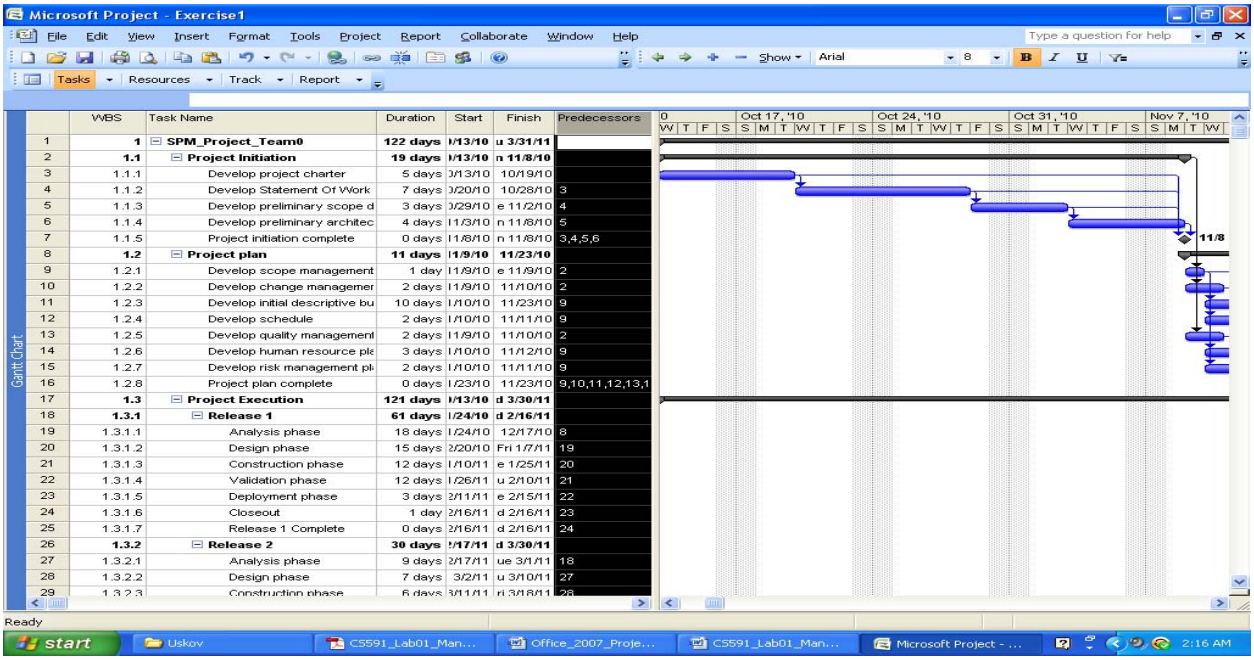

Microsoft Project - Exercise1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Tasks Resources Track Report
Project initiation complete
SPM_Project_Team0
Start: 10/13/10 ID: 1
Finish: 11/5/10 Dur: 18 days
Comp: 0%
Project Initiation
Start: 10/13/10 ID: 2
Finish: 10/21/10 Dur: 7 days
Comp: 0%
Develop project charter
Start: 10/13/10 ID: 3
Finish: 10/19/10 Dur: 5 days
Res:
Develop Statement Of Work
Start: 10/13/10 ID: 4
Finish: 10/21/10 Dur: 7 days
Res:
Develop preliminary scope
Start: 10/13/10 ID: 5
Finish: 10/15/10 Dur: 3 days
Res:
Develop preliminary archite
Start: 10/13/10 ID: 6
Finish: 10/18/10 Dur: 4 days
Res:
Project initiation complete
Milestone Date: Wed 10/13/10
ID: 7
Network Diagram
Ready
start
Uskov
CS591_Lab01_Man...
Office_2007_Proje...
CS591_Lab01_Man...
Microsoft Project - ...
1:53 AM

3 ADDING MORE DETAILS TO THE WBS

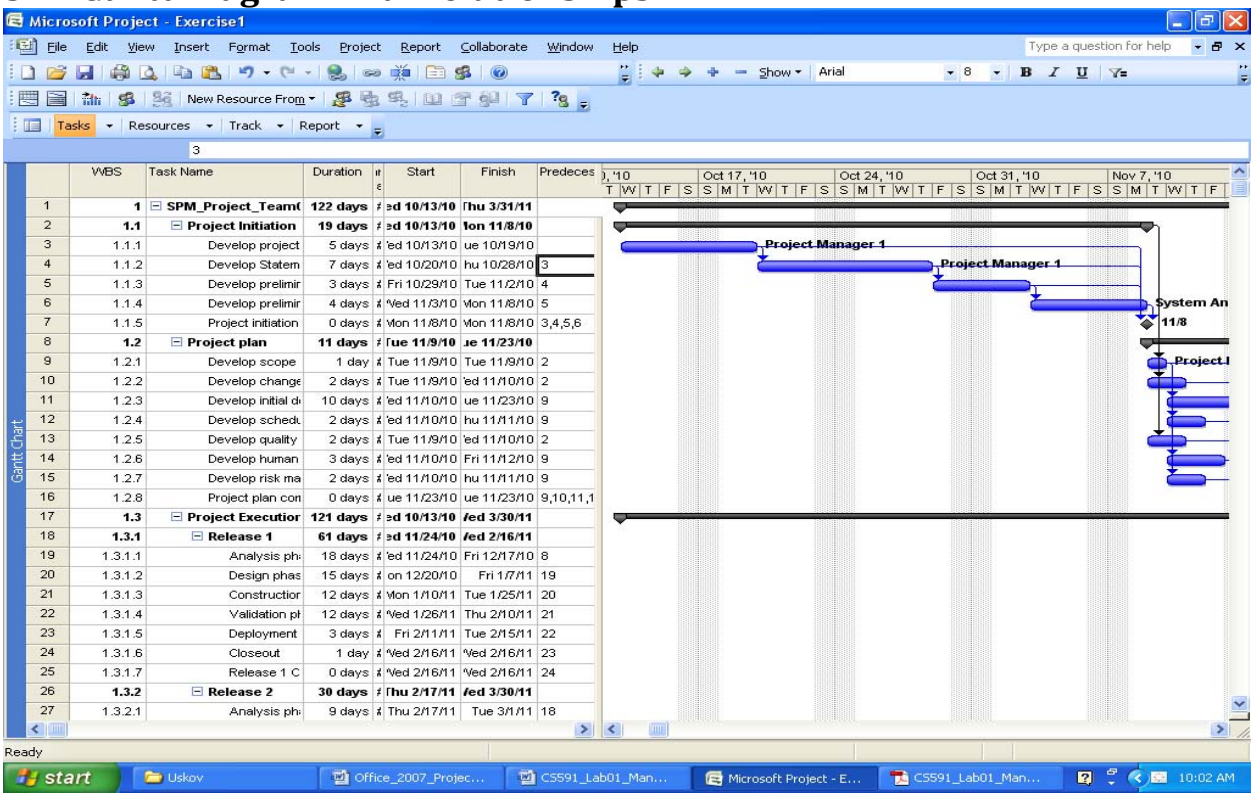
3.1 Assigning Predecessors to Tasks

Double-click the task that needs the predecessors. Select the Predecessors & enter the ID for the task on which selected task is dependent & then select the type of dependency needed.

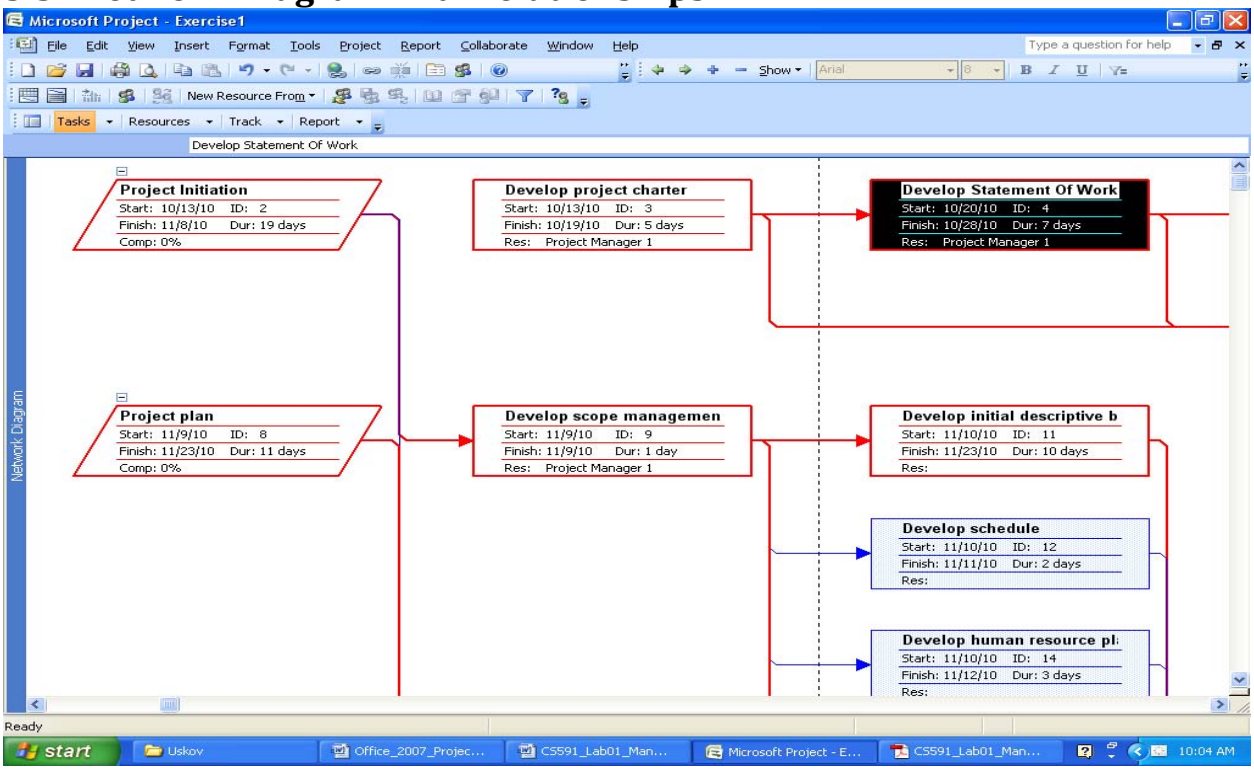




3.2 Gantt Diagram with relationships

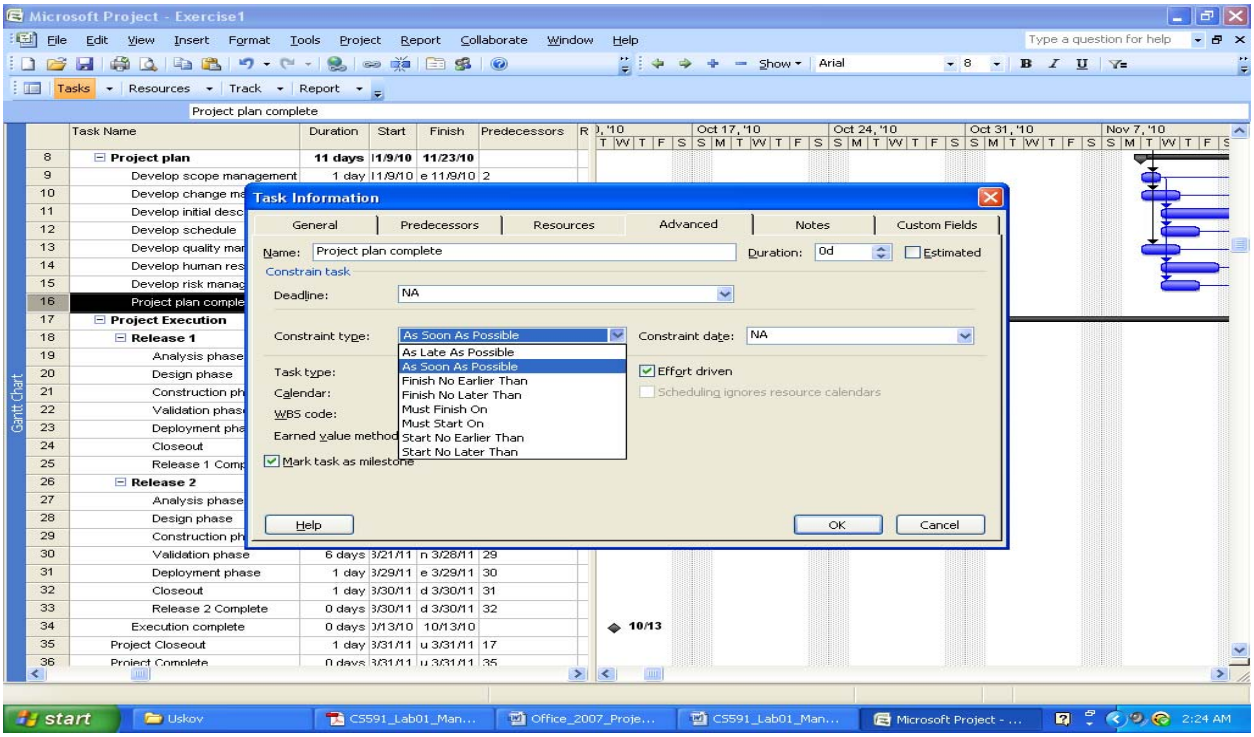


3.3 Network Diagram with relationships

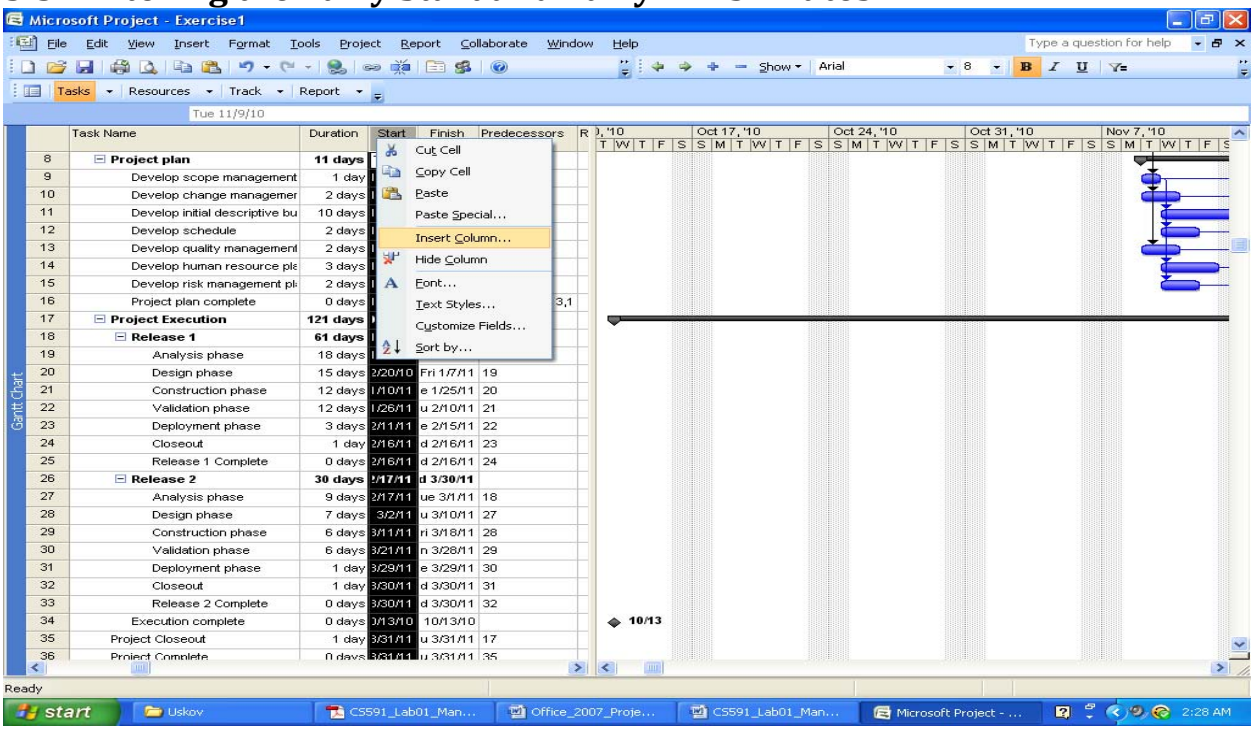


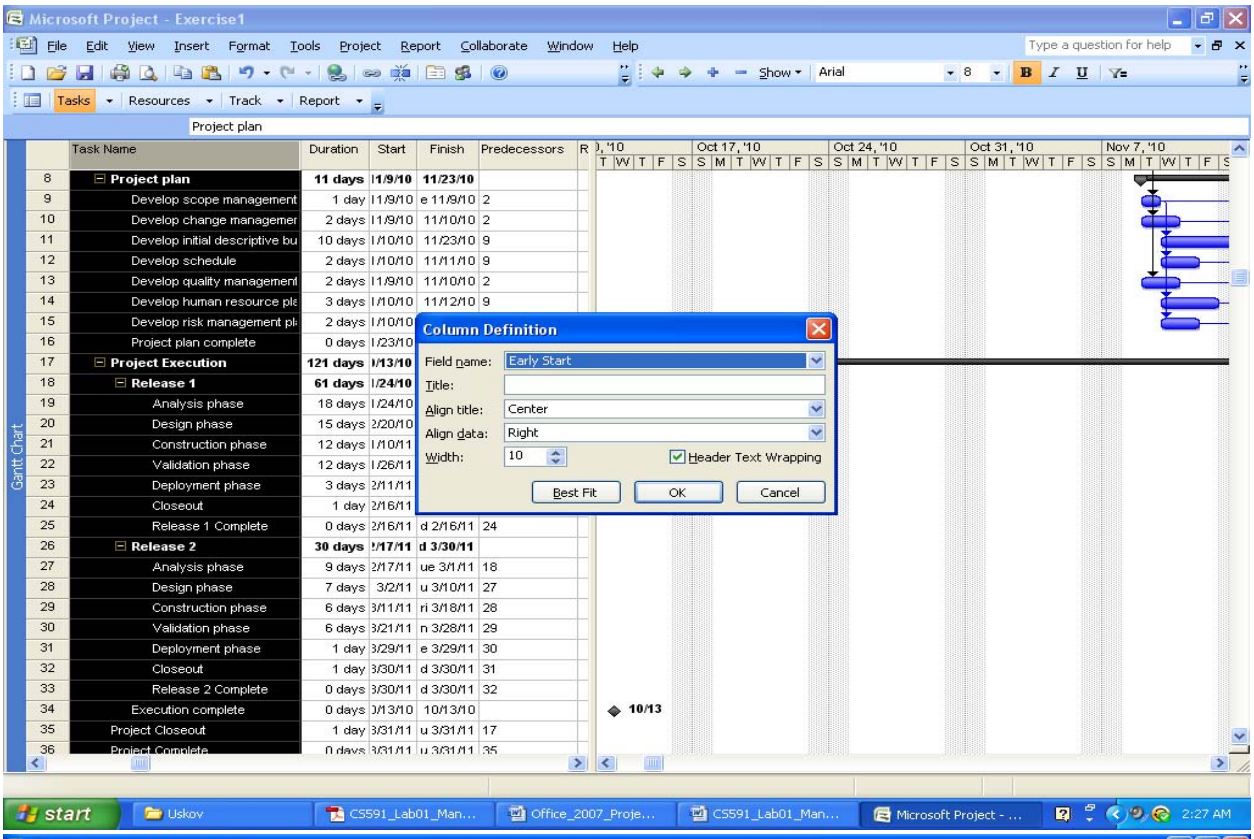
3.4 Setting Constraints on a Task

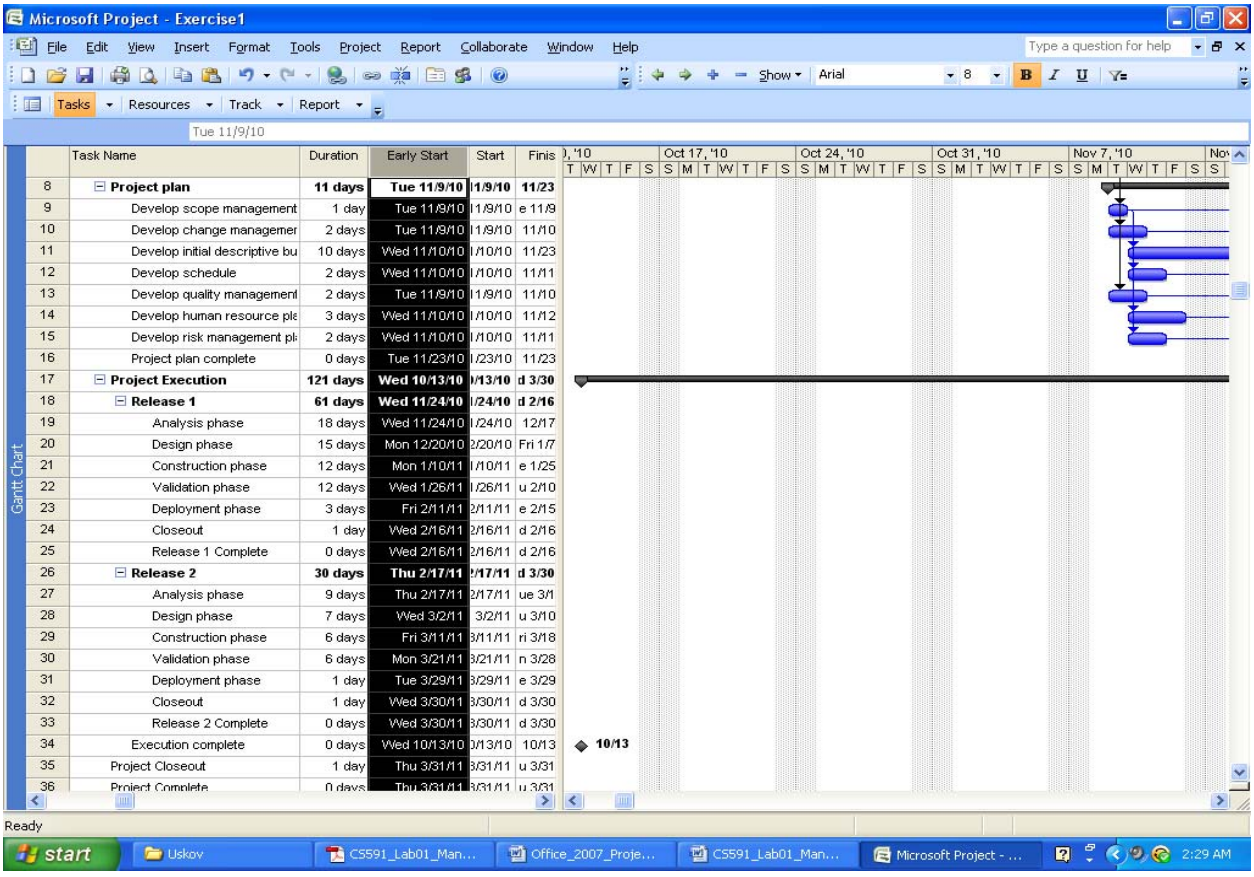
Double-Click the task, select the Advanced tab on the task information screen, click the drop-down arrow next to Constraint Type & select a constraint type.

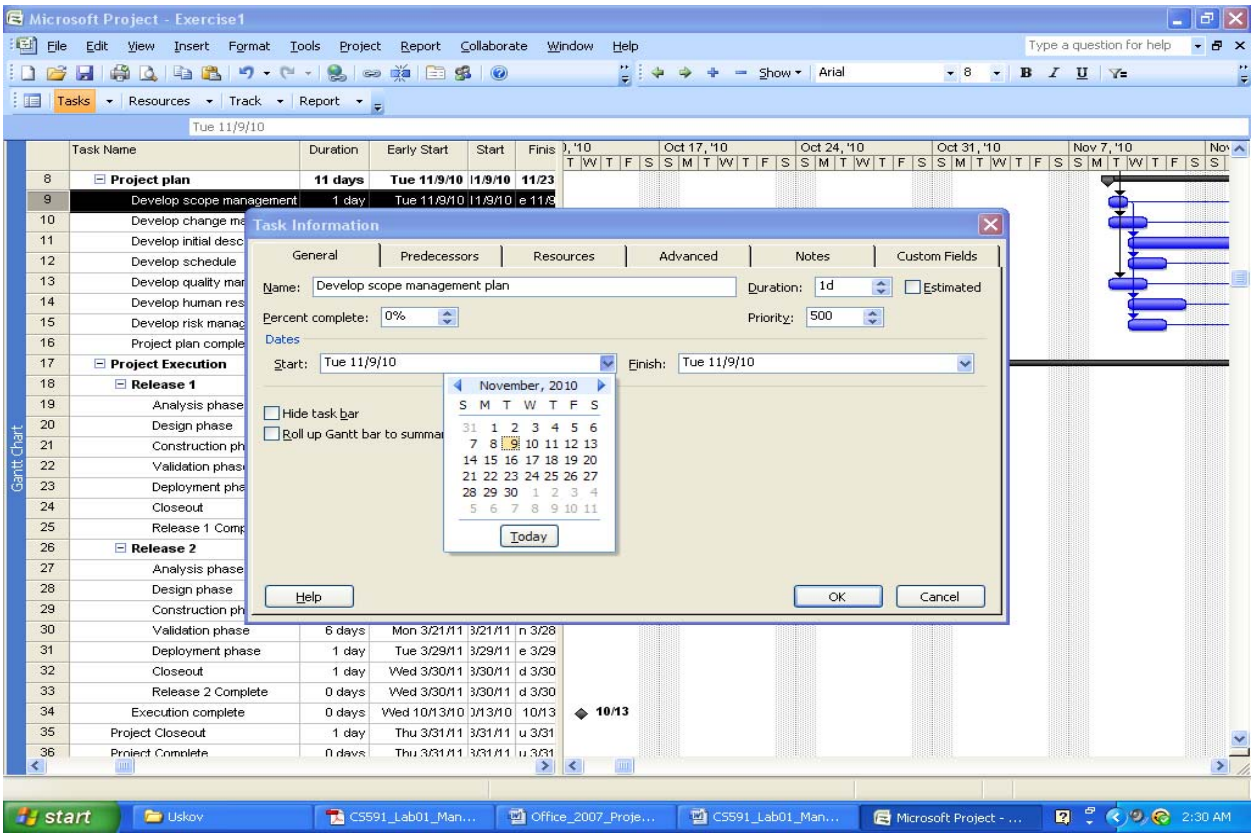


3.5 Entering the Early Start and Early Finish Dates




Microsoft Project - Exercise1
Column Definition
Field name: Early Start
Title:
Align title: Center
Align data: Right
Width: 10
Header Text Wrapping
Best Fit
OK
Cancel
Gantt Chart
10/13

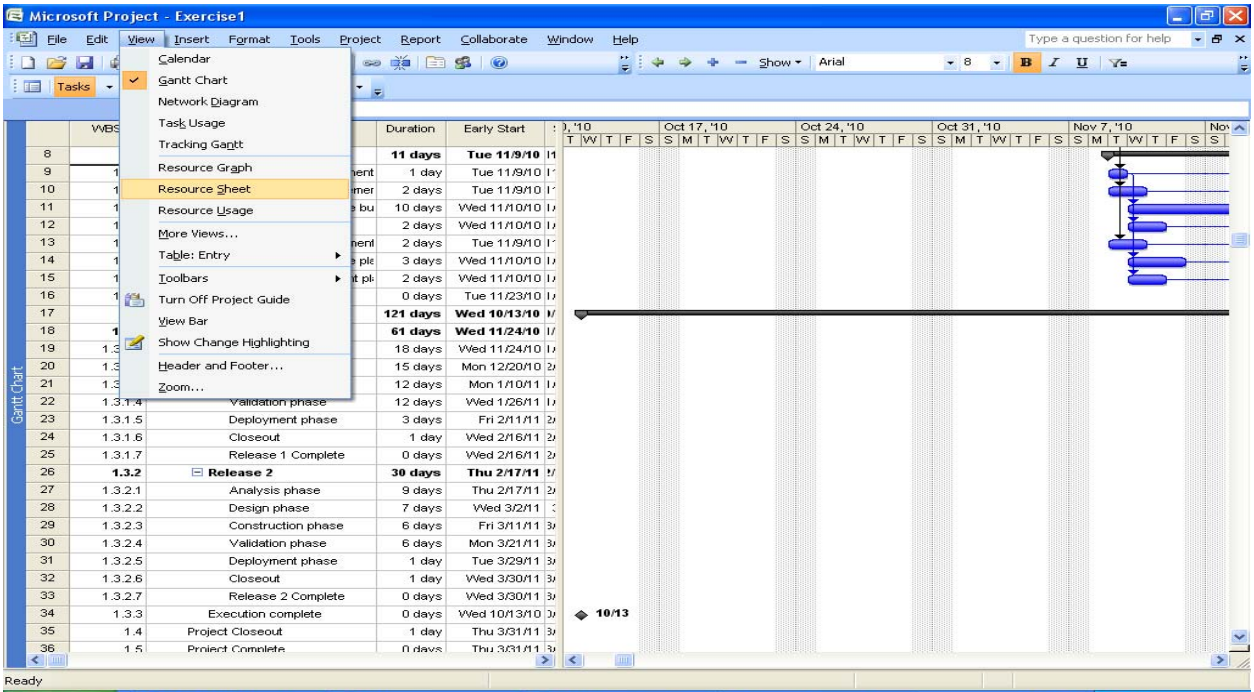

Microsoft Project - Exercise1
Gantt Chart
10/13
Ready

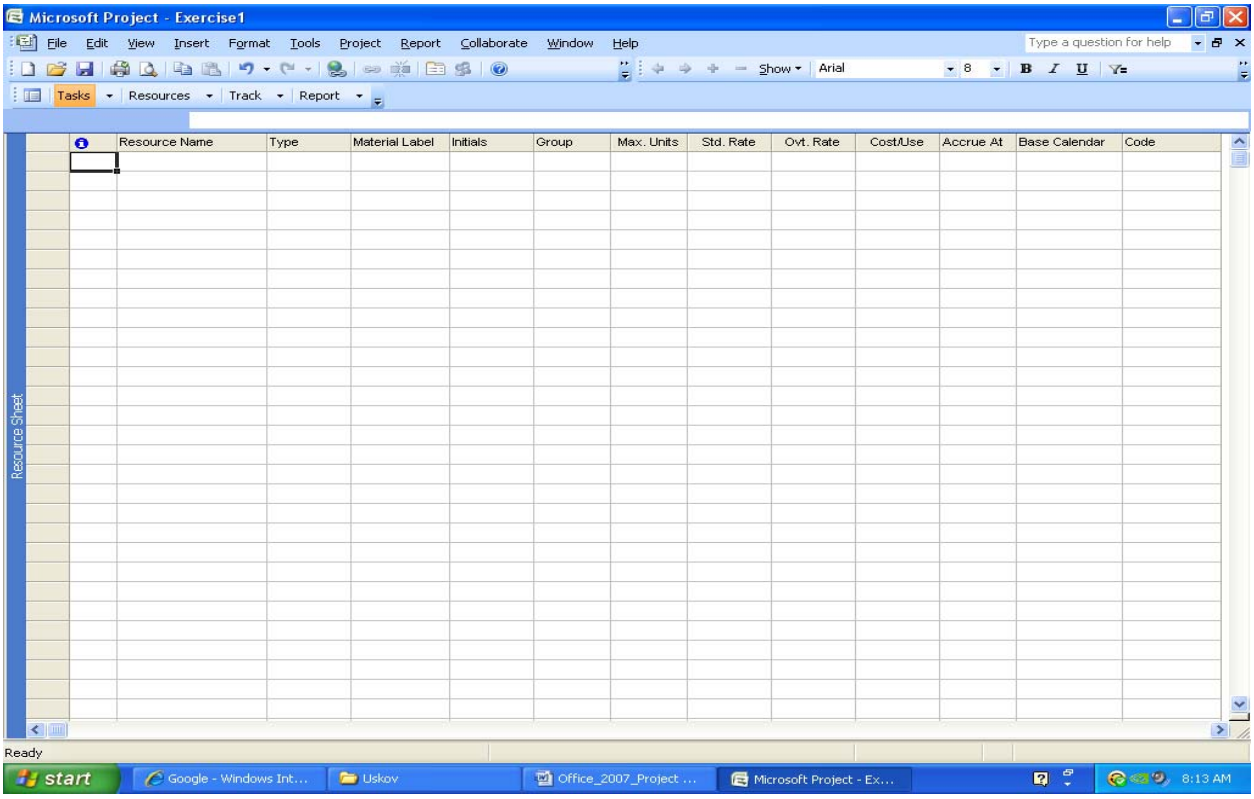

Microsoft Project - Exercise1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Tasks Resources Track Report
Tue 11/9/10
Task Name Duration Early Start Start Finis
8 Project plan 11 days Tue 11/9/10 11/9/10 11/23
9 Develop scope management 1 day Tue 11/9/10 11/9/10 e 11/
10 Develop change ma
11 Develop initial desc
12 Develop schedule
13 Develop quality mar
14 Develop human res
15 Develop risk manag
16 Project plan comple
17 Project Execution
18 Release 1
19 Analysis phase
20 Design phase
21 Construction ph
22 Validation phas
23 Deployment pha
24 Closeout
25 Release 1 Comp
26 Release 2
27 Analysis phase
28 Design phase
29 Construction ph
30 Validation phase 6 days Mon 3/21/11 3/21/11 n 3/28
31 Deployment phase 1 day Tue 3/29/11 3/29/11 e 3/29
32 Closeout 1 day Wed 3/30/11 3/30/11 d 3/30
33 Release 2 Complete 0 days Wed 3/30/11 3/30/11 d 3/30
34 Execution complete 0 days Wed 10/13/10 10/13/10 10/13
35 Project Closeout 1 day Thu 3/31/11 3/31/11 u 3/31
36 Project Complete 0 days Thu 3/31/11 3/31/11 u 3/31
Oct 17, '10
Oct 24, '10
Oct 31, '10
Nov 7, '10
10/13
Gantt Chart
Task Information
General Predecessors Resources Advanced Notes Custom Fields
Name: Develop scope management plan
Duration: 1d
Estimated
Percent complete: 0%
Priority: 500
Dates
Start: Tue 11/9/10
Finish: Tue 11/9/10
November, 2010
S M T W T F S
31 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 1 2 3 4
5 6 7 8 9 10 11
Today
Hide task bar
Roll up Gantt bar to summa
Help
OK
Cancel
start
Uskov
CS591_Lab01_Man...
Office_2007_Proje...
CS591_Lab01_Man...
Microsoft Project - ...
2:30 AM

4 ADDING RESOURCES TO THE WBS

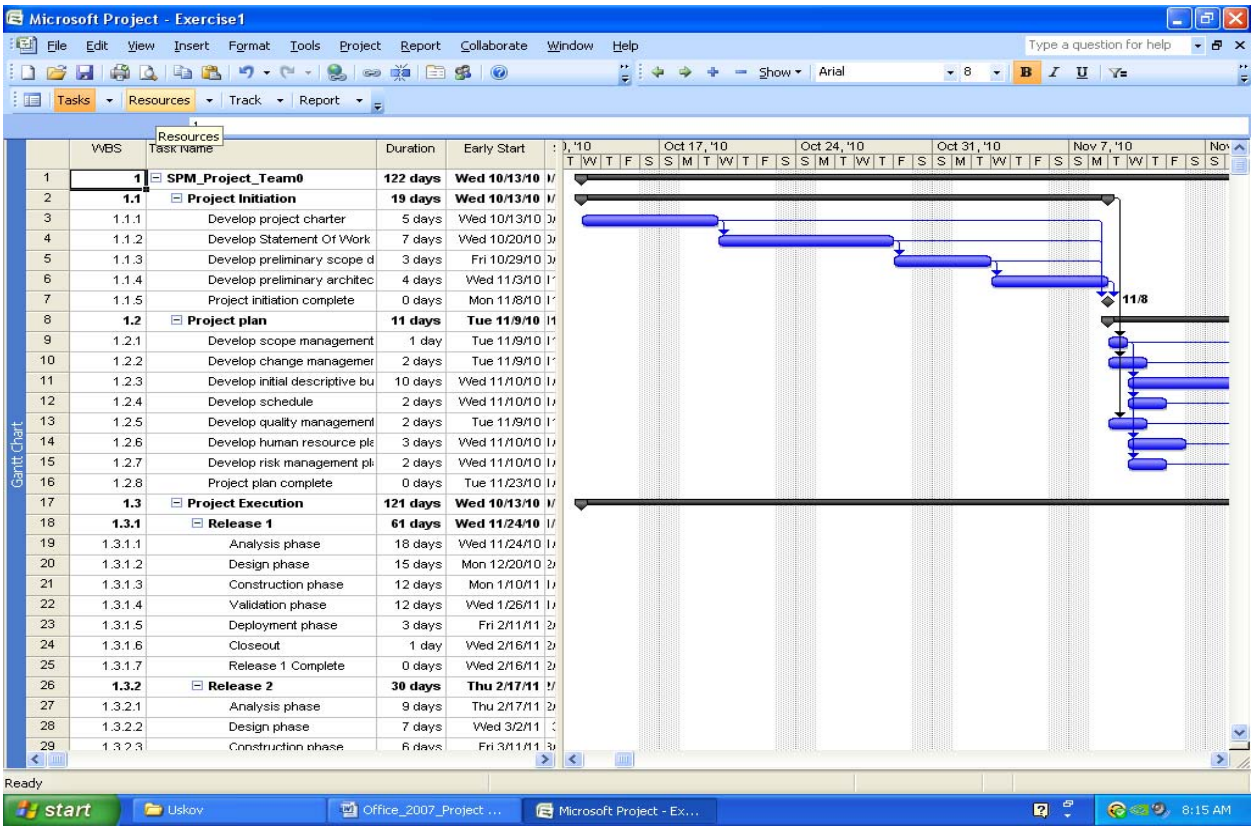
4.1 Displaying the Resource Sheet

Navigate to View->Resource Sheet.



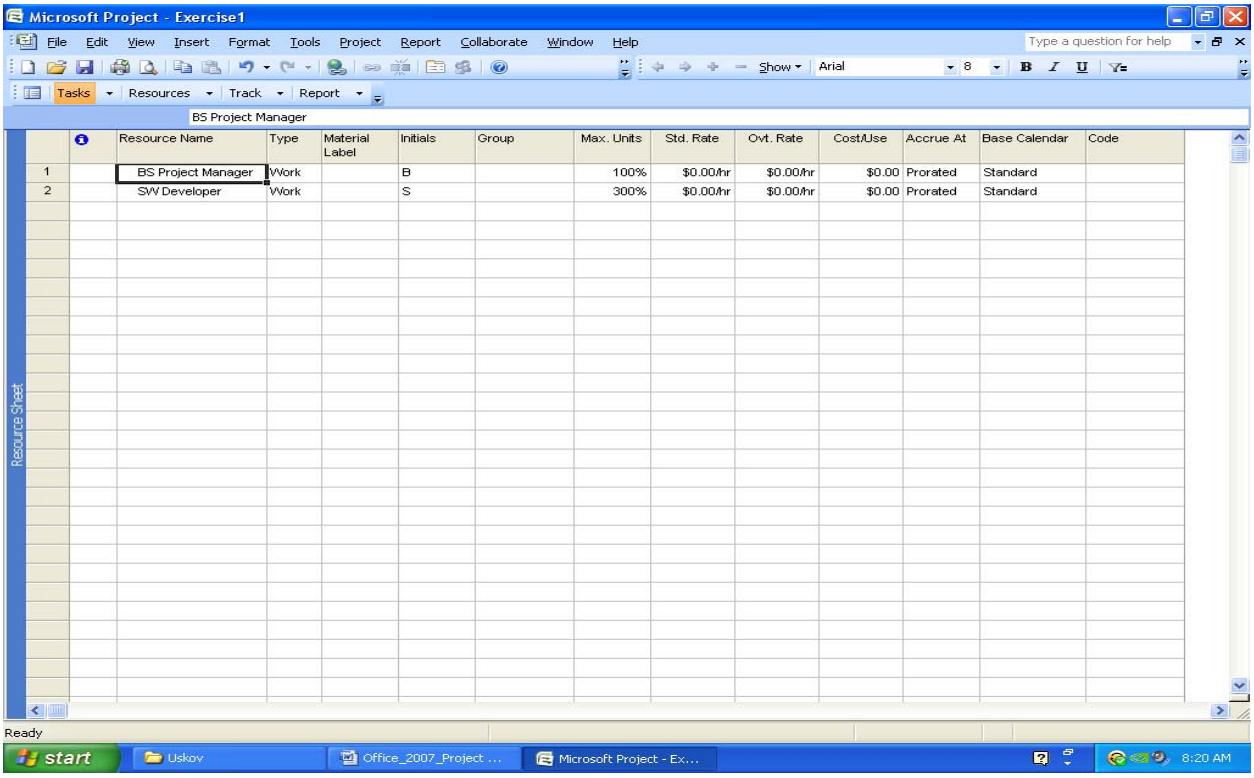


Or click on Project Guide Toolbar->Resources

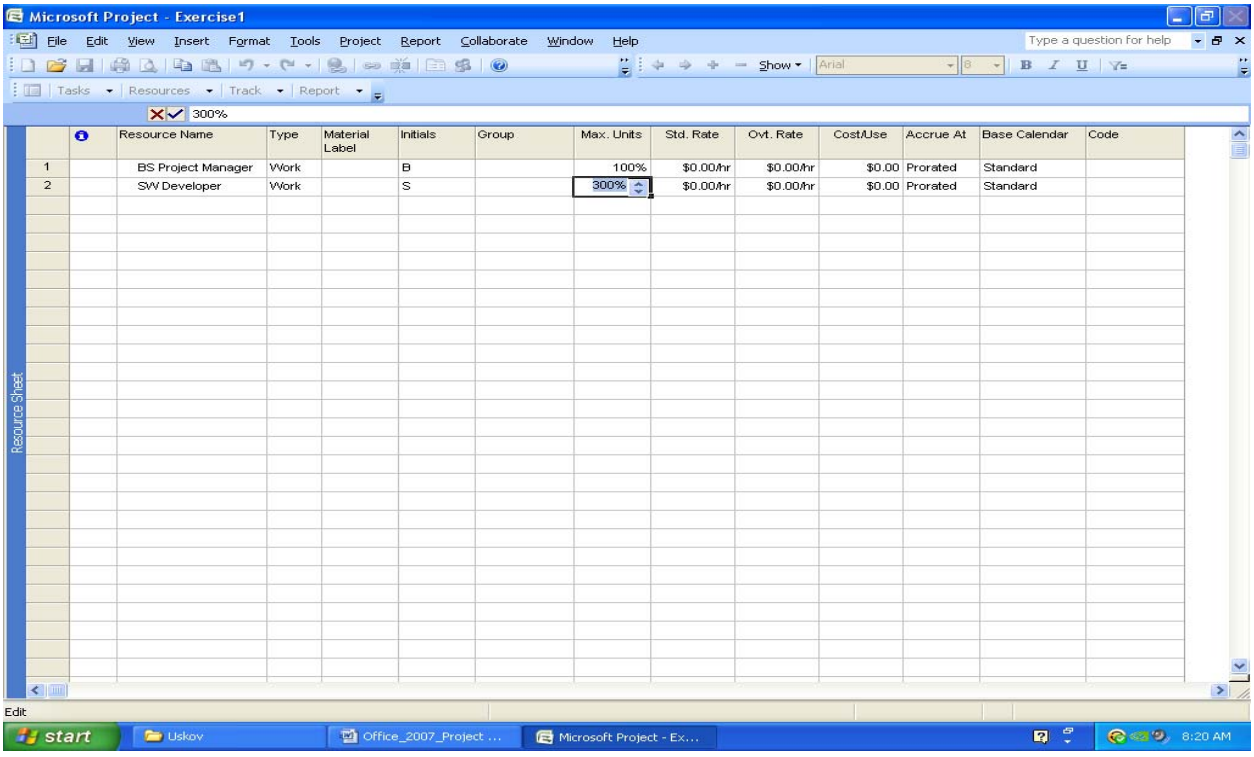


4.2 ADDING RESOURCE ATTRIBUTES

Resource Name is the title of resource to be used

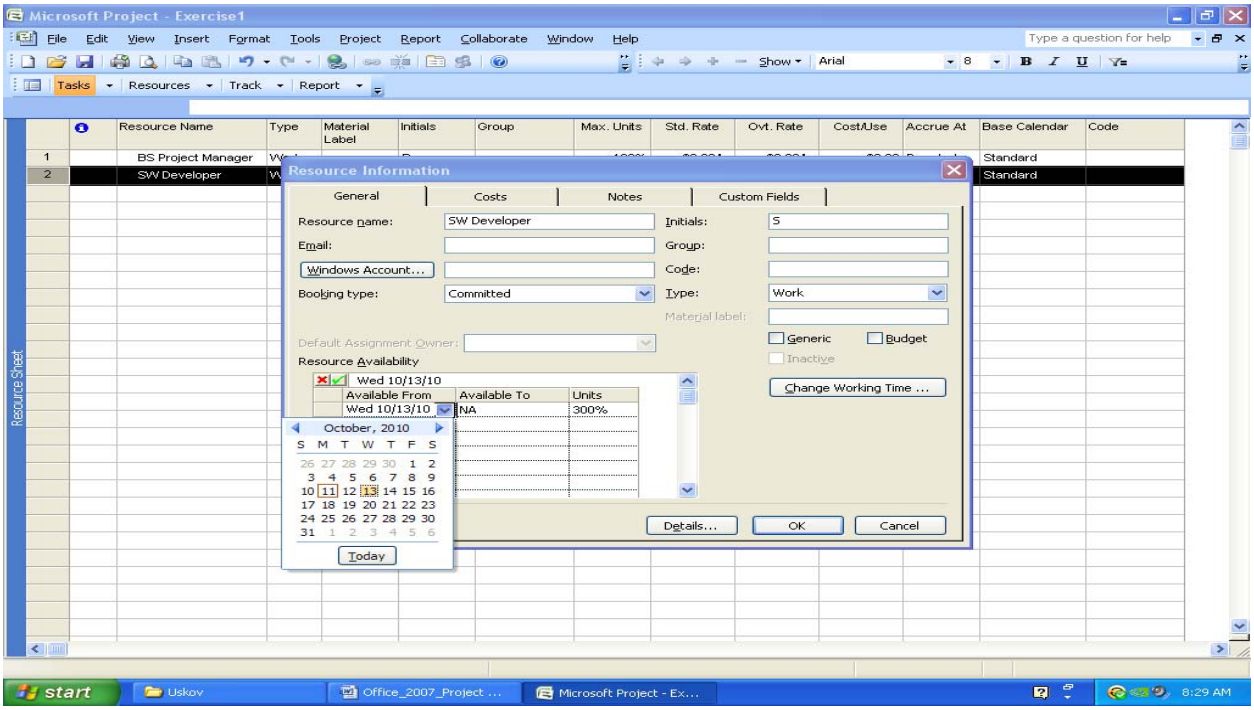


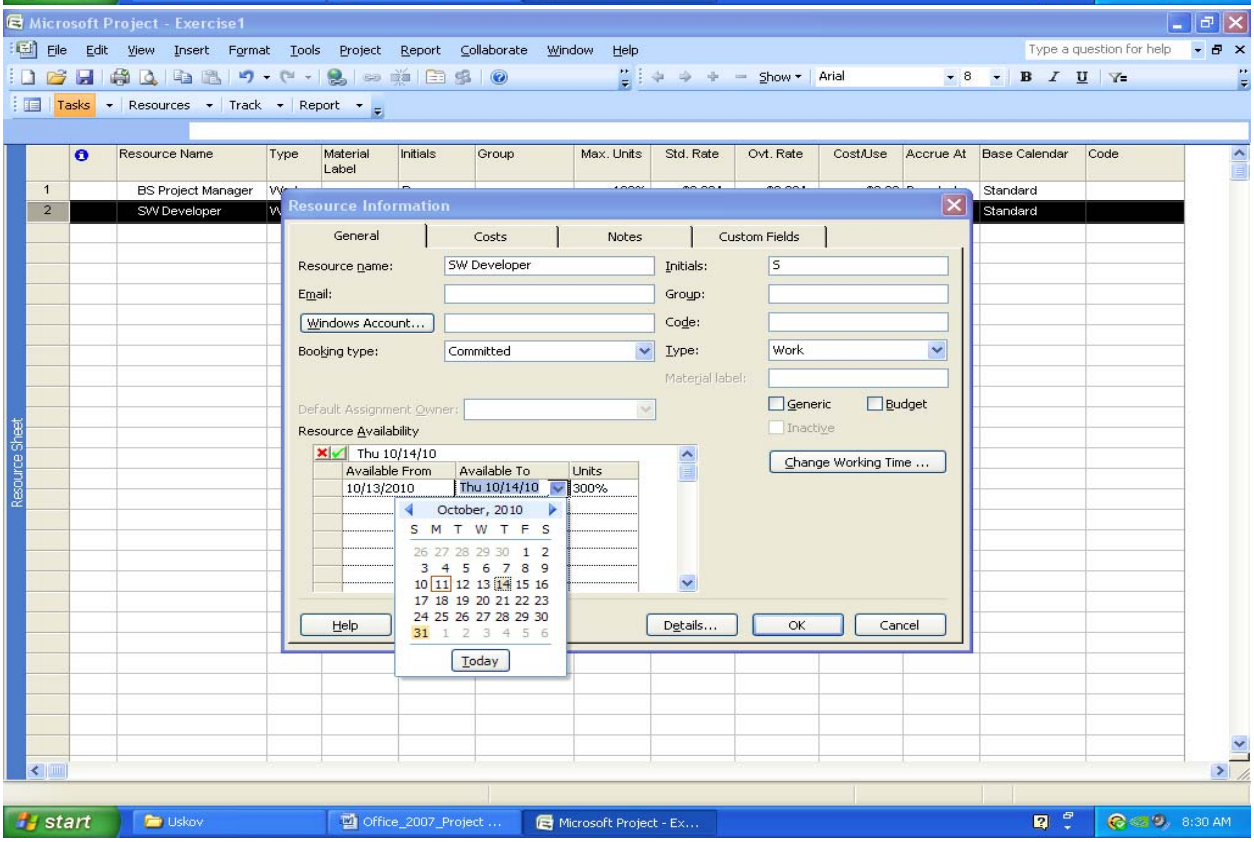
Max Units represents the maximum capacity for which resource is available to accomplish the task.

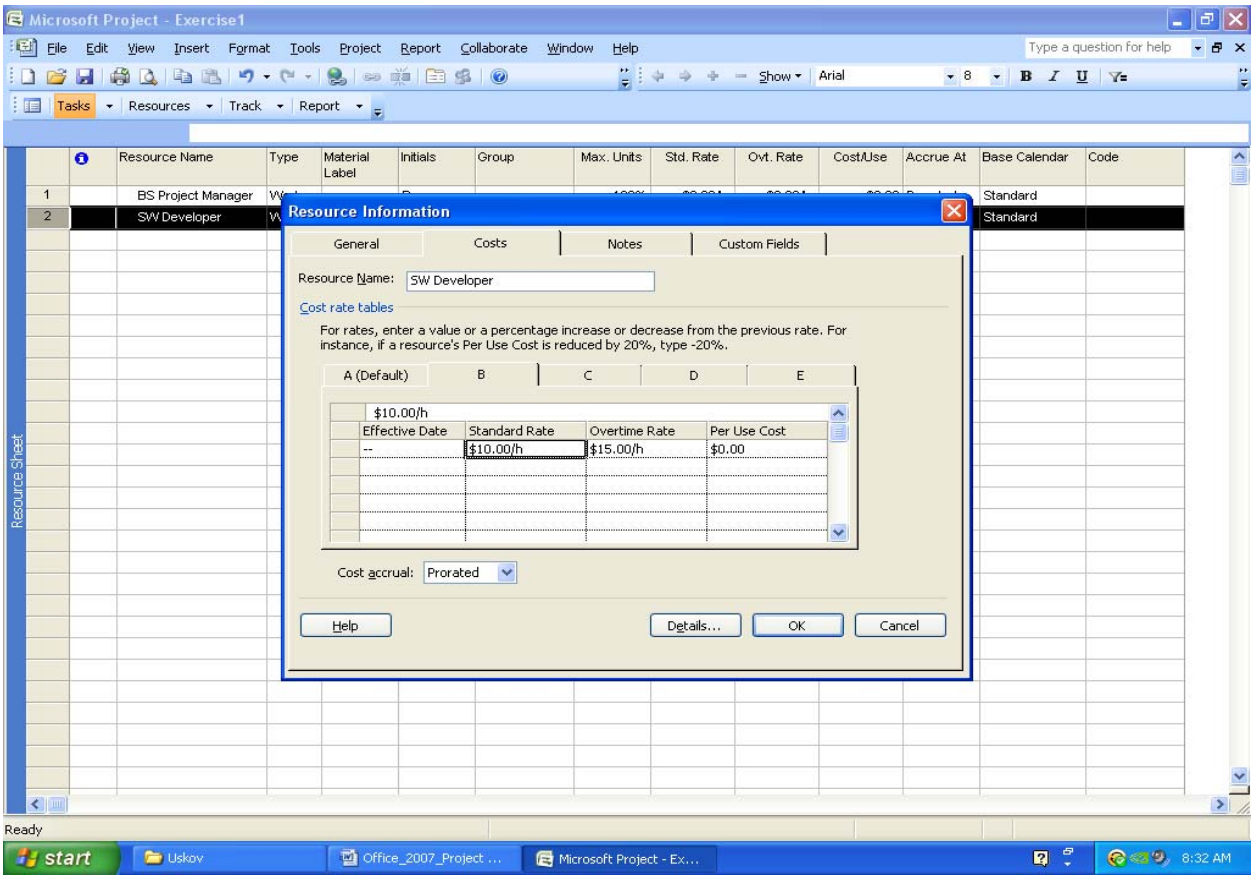


4.3 Entering Multiple Pay Rates

Double-clicking the resource and displaying the Resource Information Screen->Costs tab. Changing the rates for a given date range or specifying another pay rate for another calendar

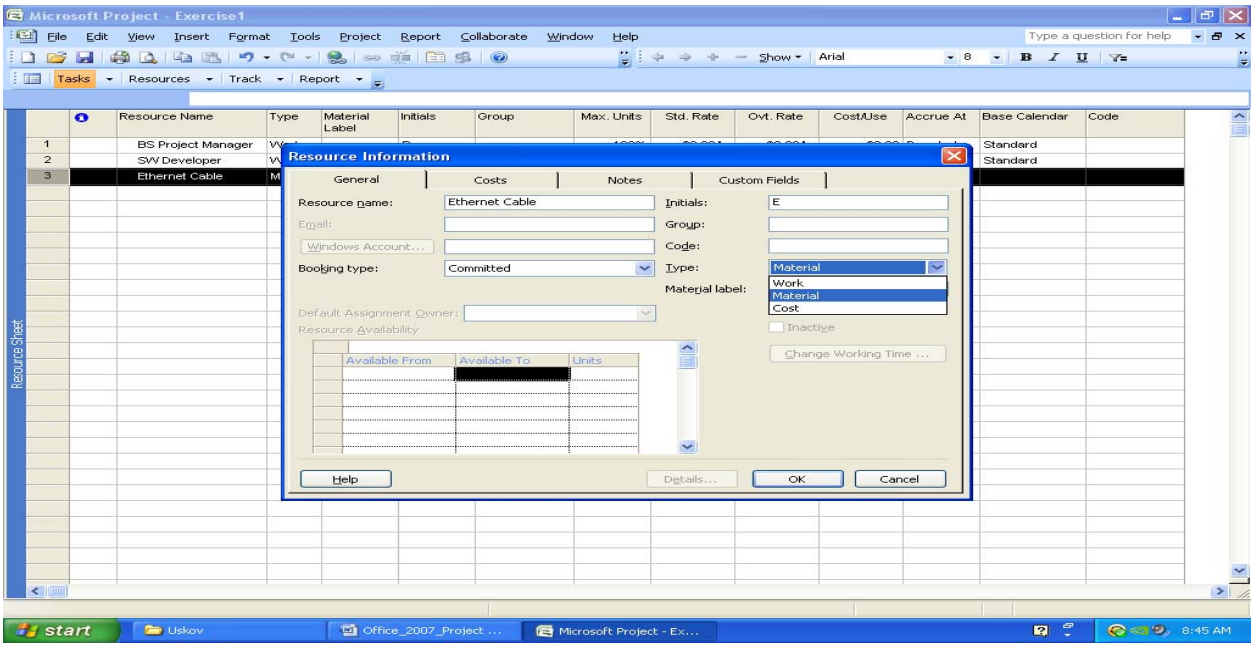


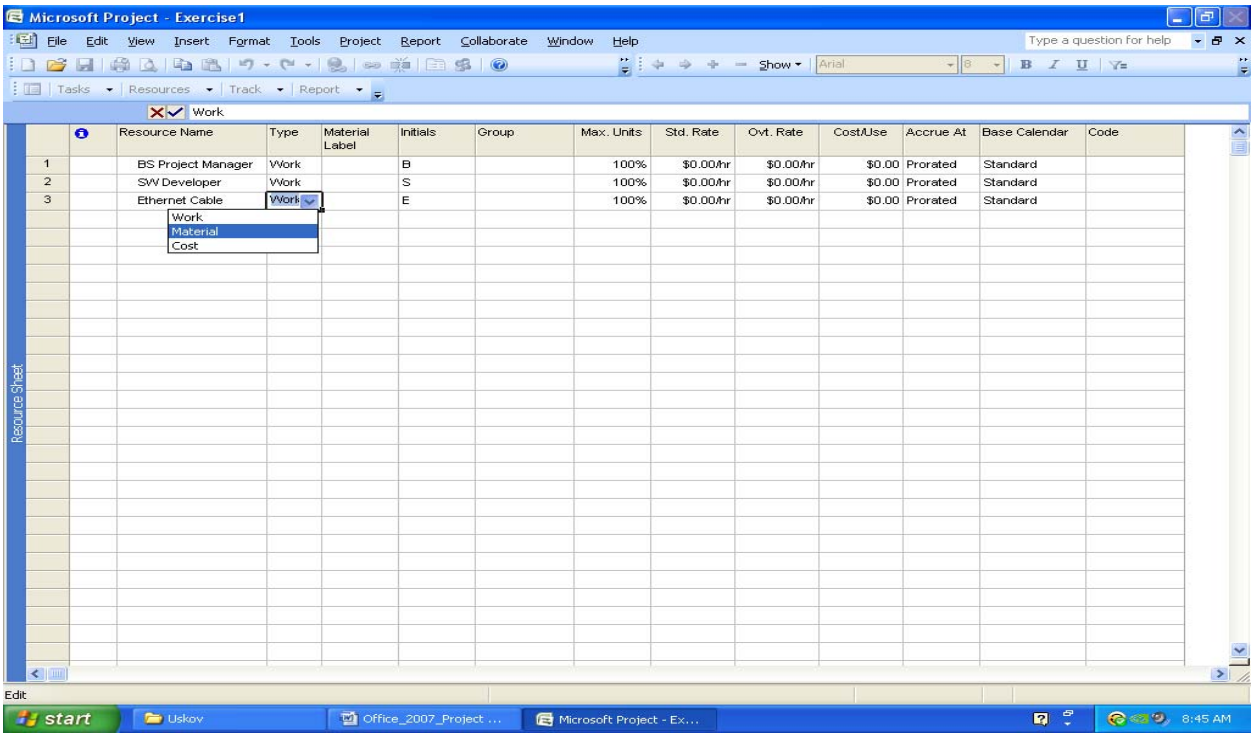




4.4 Entering Equipment and Material Resources

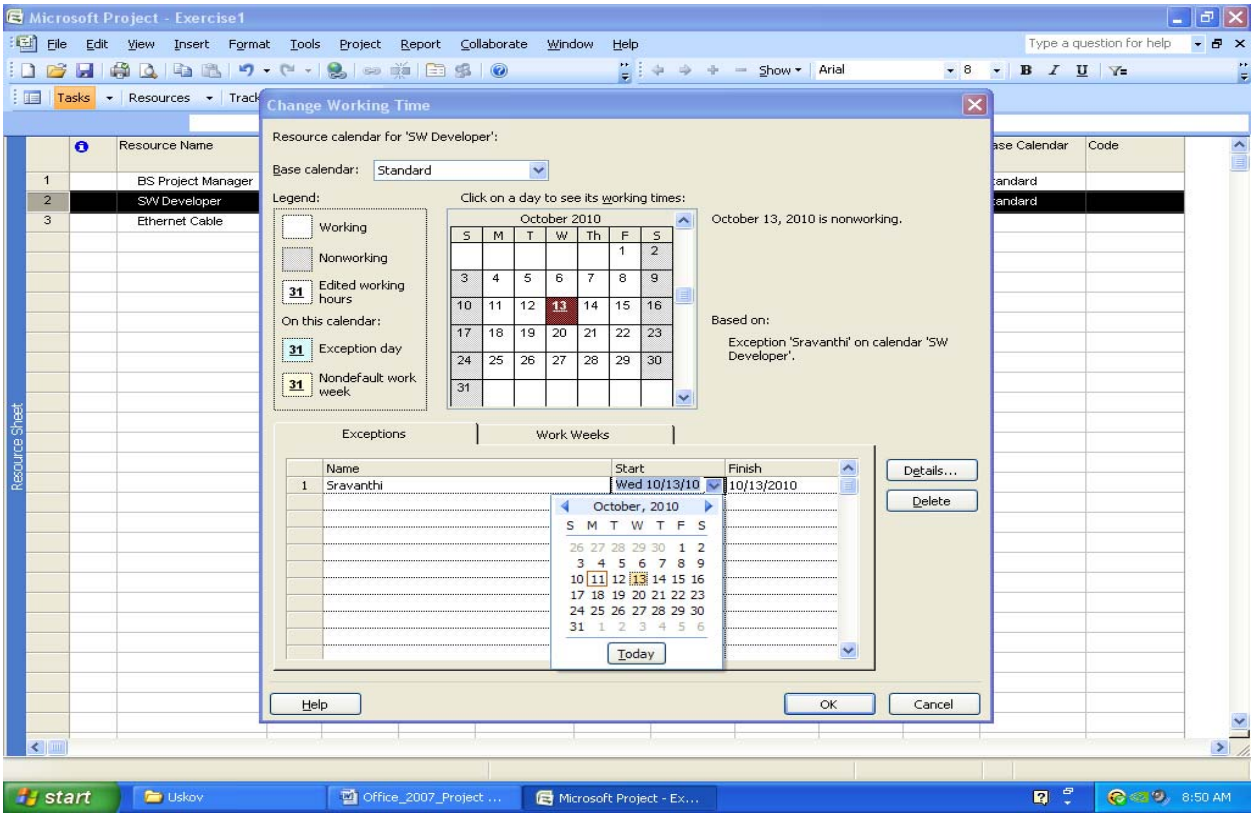
Double-Click an open row on resource sheet. Click a drop-down box in the Type Field and select Material

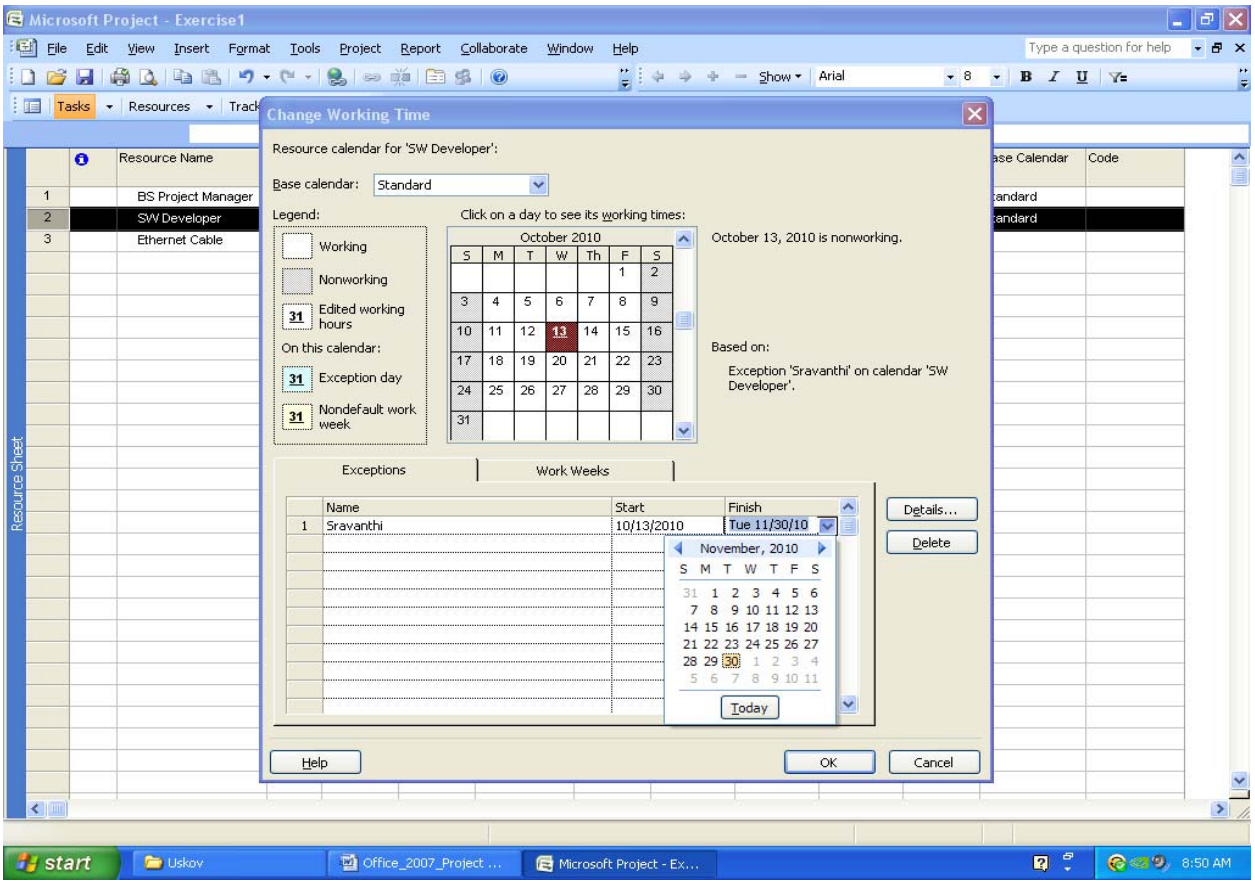




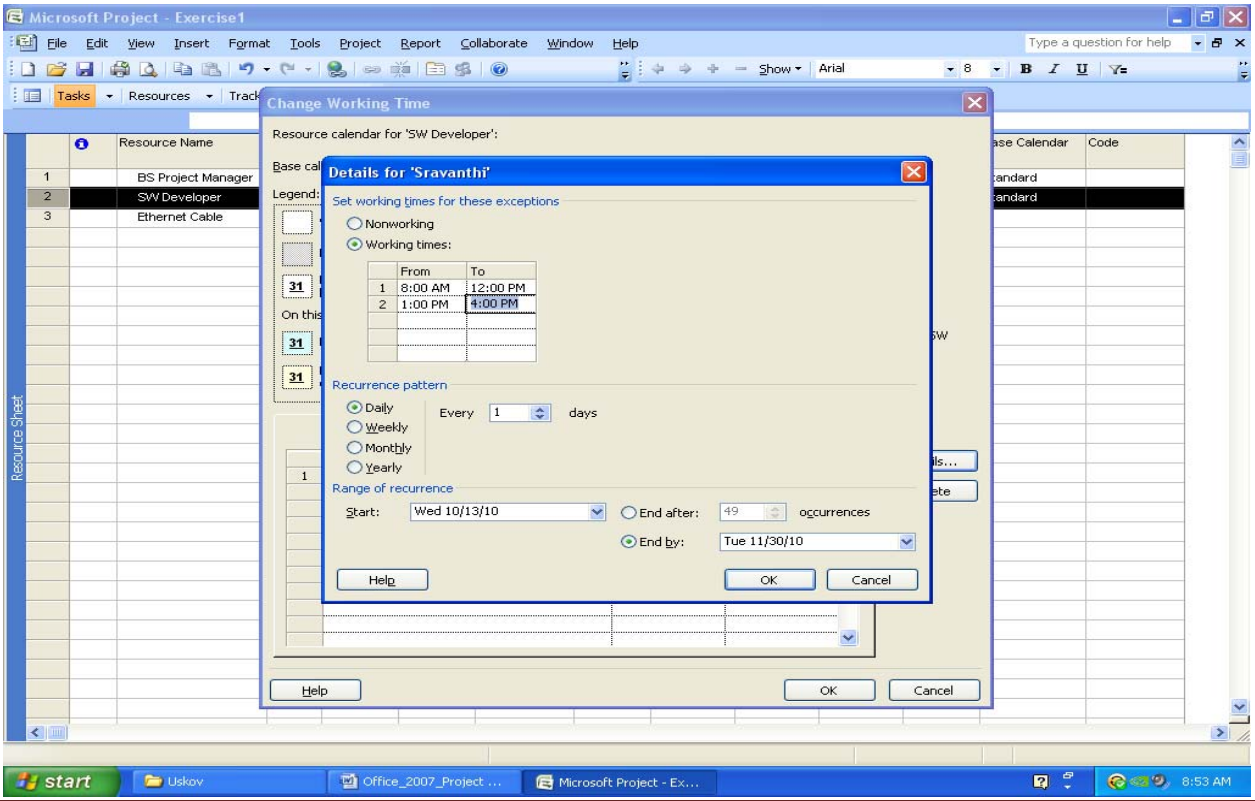
4.5 Editing the Resource Calendar

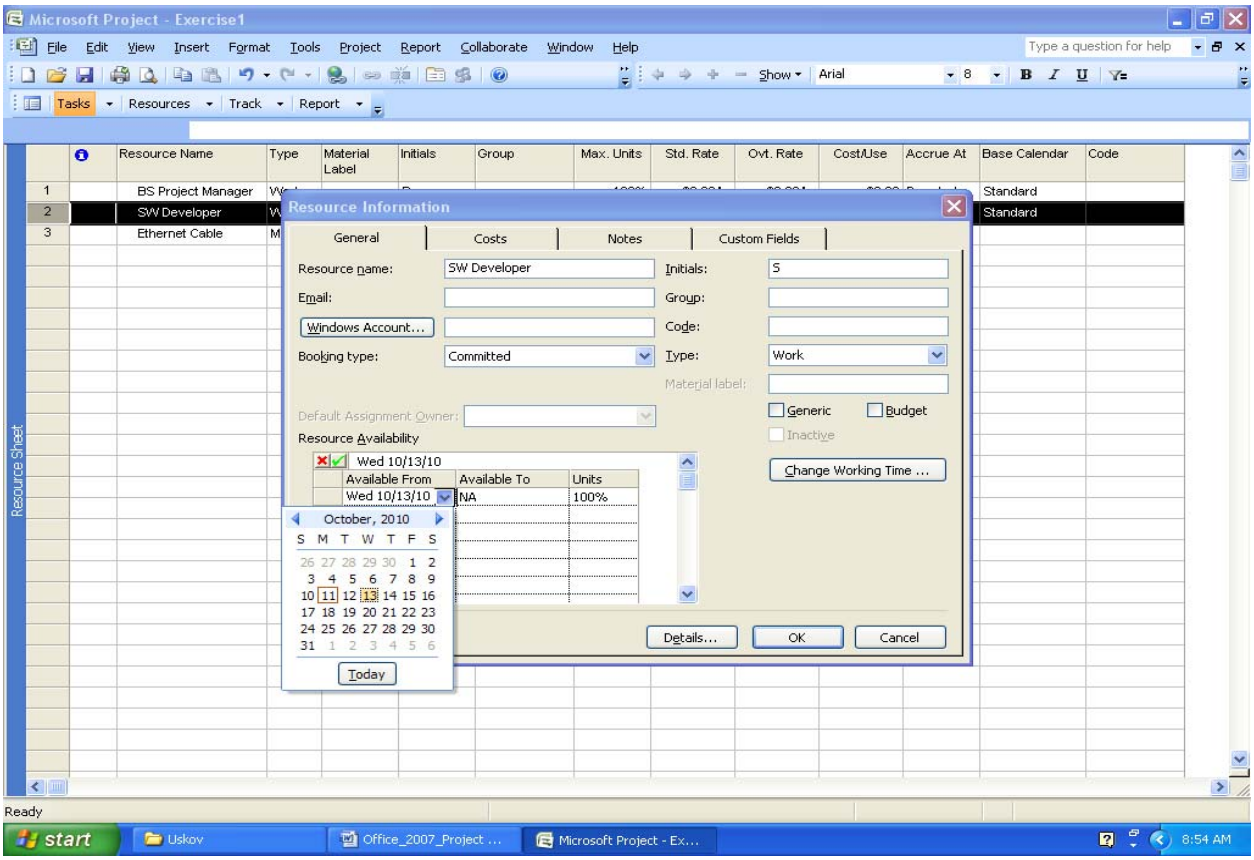
You can add specific working times and days by double-clicking the resource, selecting the Working Time Tab in the new window that appears & specifying the new work times.

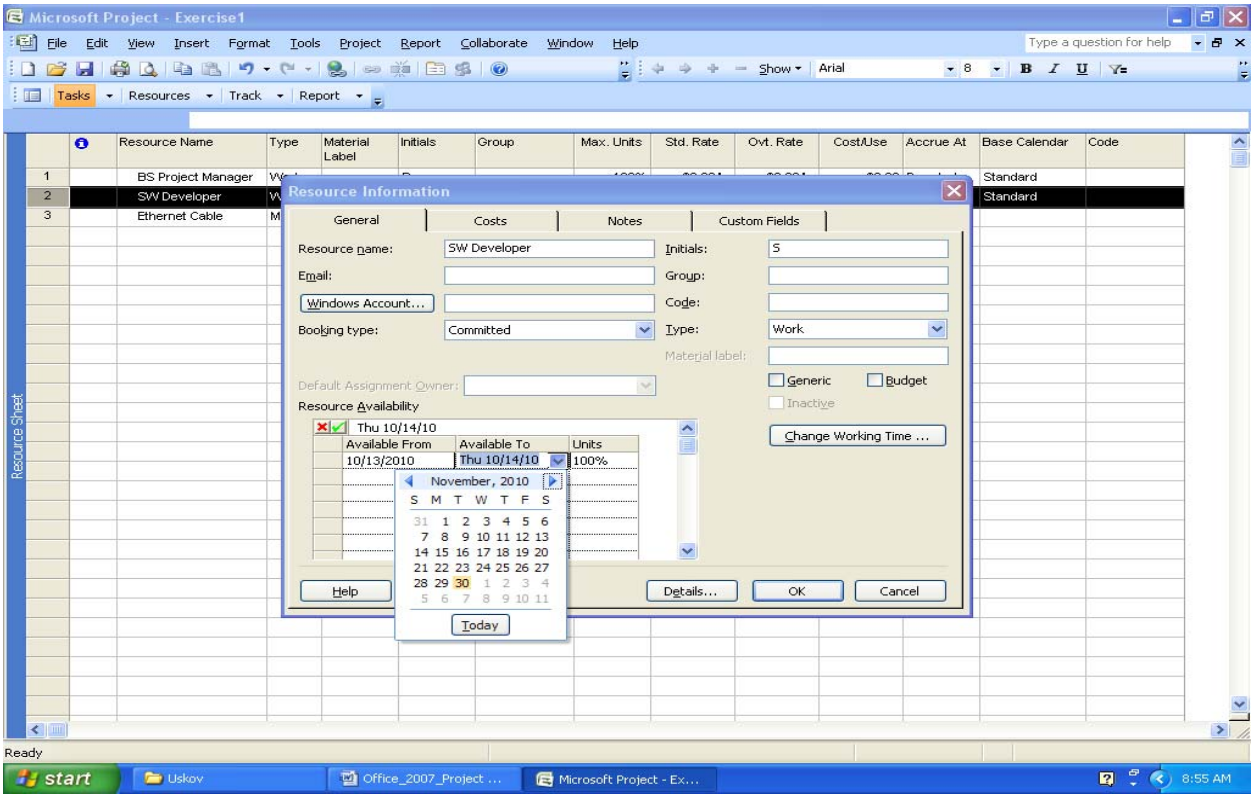




To change the work timings click on details button-> select working times as shown below

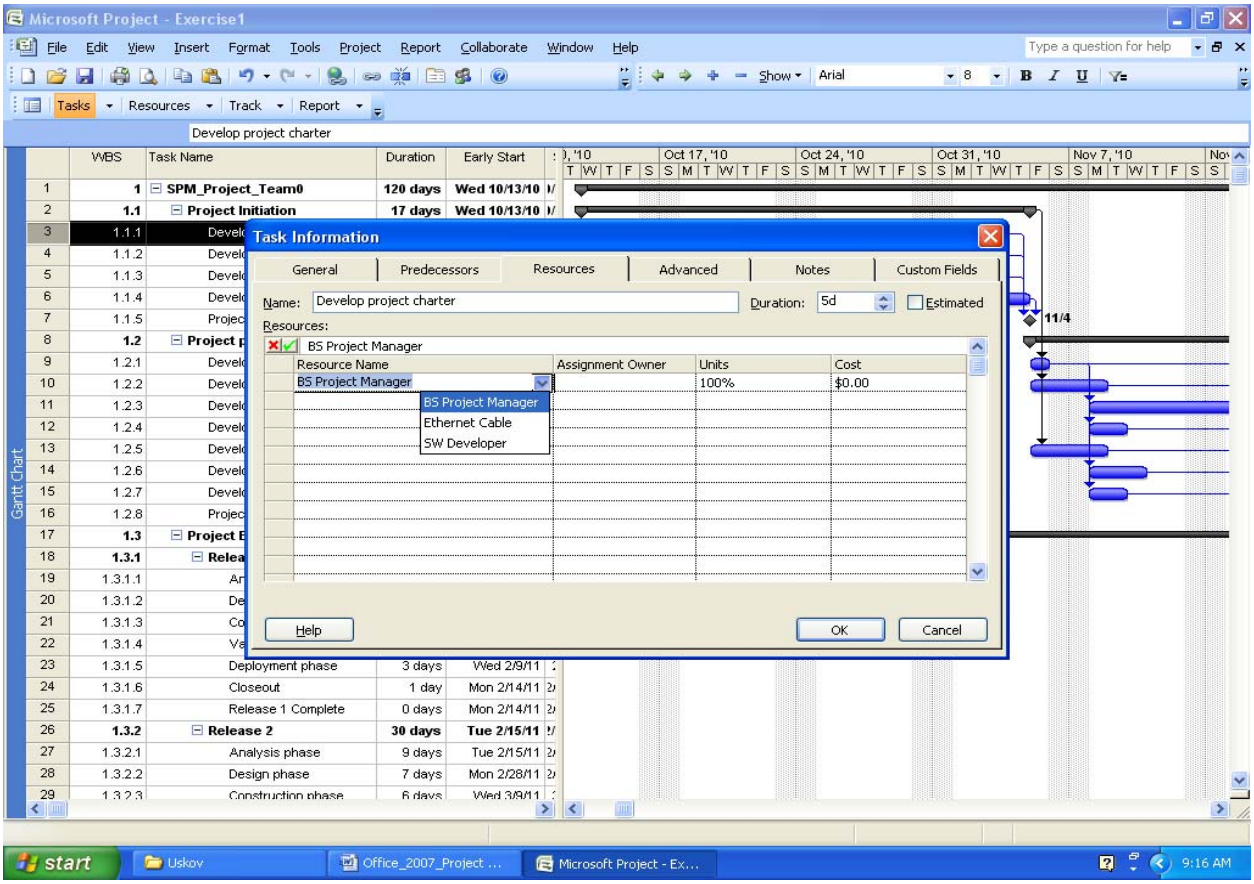


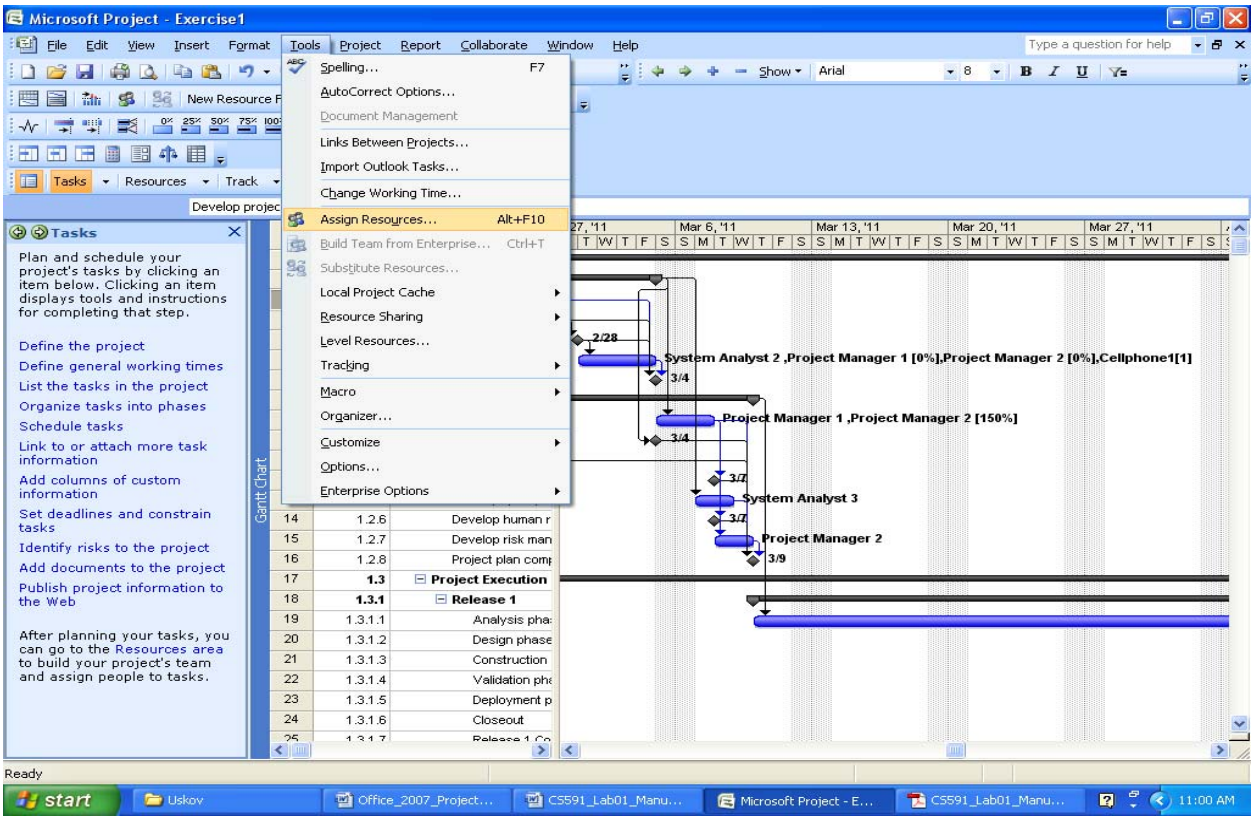

Microsoft Project - Exercise1
Resource Information
General
Costs
Notes
Custom Fields
Resource name: SW Developer
Initials: S
Email:
Group:
Windows Account...
Code:
Booking type: Committed
Type: Work
Material label:
Generic
Budget
Inactive
Default Assignment Owner:
Resource Availability
Wed 10/13/10
Available From
Available To
Units
Wed 10/13/10
NA
100%
Change Working Time ...
October, 2010
Today
Details...
OK
Cancel
Ready
start
Uskov
Office_2007_Project ...
Microsoft Project - Ex...
8:54 AM

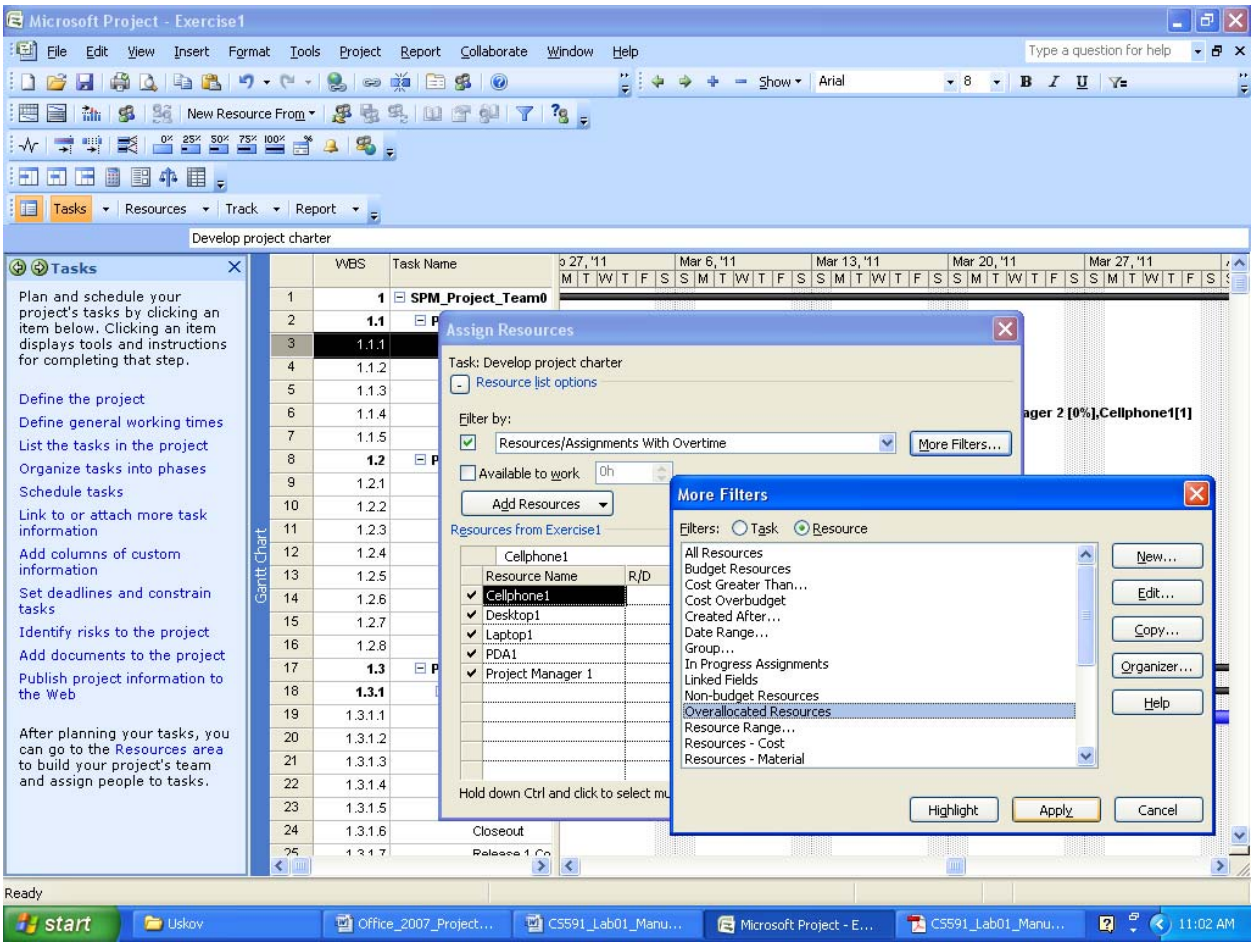

Microsoft Project - Exercise1
Resource Information
General
Costs
Notes
Custom Fields
Resource name: SW Developer
Initials: S
Email:
Group:
Windows Account...
Code:
Booking type: Committed
Type: Work
Material label:
Generic
Budget
Inactive
Default Assignment Owner:
Resource Availability
Thu 10/14/10
Available From
Available To
Units
10/13/2010
Thu 10/14/10
100%
Change Working Time ...
November, 2010
Today
Help
Details...
OK
Cancel
Ready
start
Uskov
Office_2007_Project ...
Microsoft Project - Ex...
8:55 AM

4.6 Dealing With Over Allocated Resources

Navigate to View ->Resource Usage to determine whether a resource is over allocated. Now, navigate to task->Double-click on task name -> Resources tab to assign resources to the task.




Microsoft Project - Exercise1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Spelling... F7
AutoCorrect Options...
Document Management
Links Between Projects...
Import Outlook Tasks...
Change Working Time...
Assign Resources... Alt+F10
Build Team from Enterprise... Ctrl+T
Substitute Resources...
Local Project Cache
Resource Sharing
Level Resources...
Tracking
Macro
Organizer...
Customize
Options...
Enterprise Options
Tasks
Plan and schedule your project's tasks by clicking an item below. Clicking an item displays tools and instructions for completing that step.
Define the project
Define general working times
List the tasks in the project
Organize tasks into phases
Schedule tasks
Link to or attach more task information
Add columns of custom information
Set deadlines and constrain tasks
Identify risks to the project
Add documents to the project
Publish project information to the Web
After planning your tasks, you can go to the Resources area to build your project's team and assign people to tasks.
Gantt Chart
Mar 6, '11
Mar 13, '11
Mar 20, '11
Mar 27, '11
2/28
System Analyst 2 ,Project Manager 1 [0%],Project Manager 2 [0%],Cellphone1[1]
3/4
Project Manager 1 ,Project Manager 2 [150%]
3/4
3/7
System Analyst 3
3/7
Project Manager 2
3/9
14 1.2.6 Develop human r
15 1.2.7 Develop risk man
16 1.2.8 Project plan comp
17 1.3 Project Execution
18 1.3.1 Release 1
19 1.3.1.1 Analysis pha
20 1.3.1.2 Design phase
21 1.3.1.3 Construction
22 1.3.1.4 Validation ph
23 1.3.1.5 Deployment p
24 1.3.1.6 Closeout
Ready
start
Uskov
Office_2007_Project...
CS591_Lab01_Manu...
Microsoft Project - E...
CS591_Lab01_Manu...
11:00 AM



4.7 LEVELING RESOURCES

Navigate to Task->tools->Level Resources. Please check the Exercise for the leveling Resources.

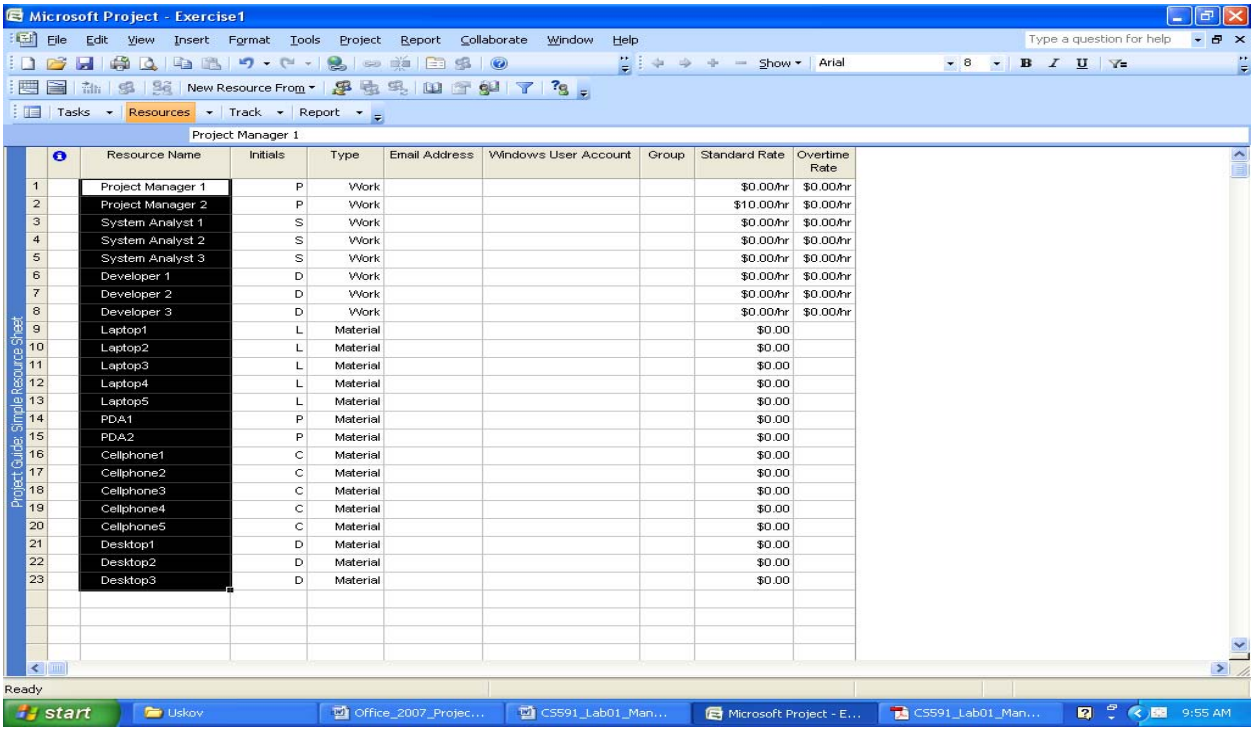
4.8 Exercises-2

4.8.1 Assigning Human and Material resources to tasks

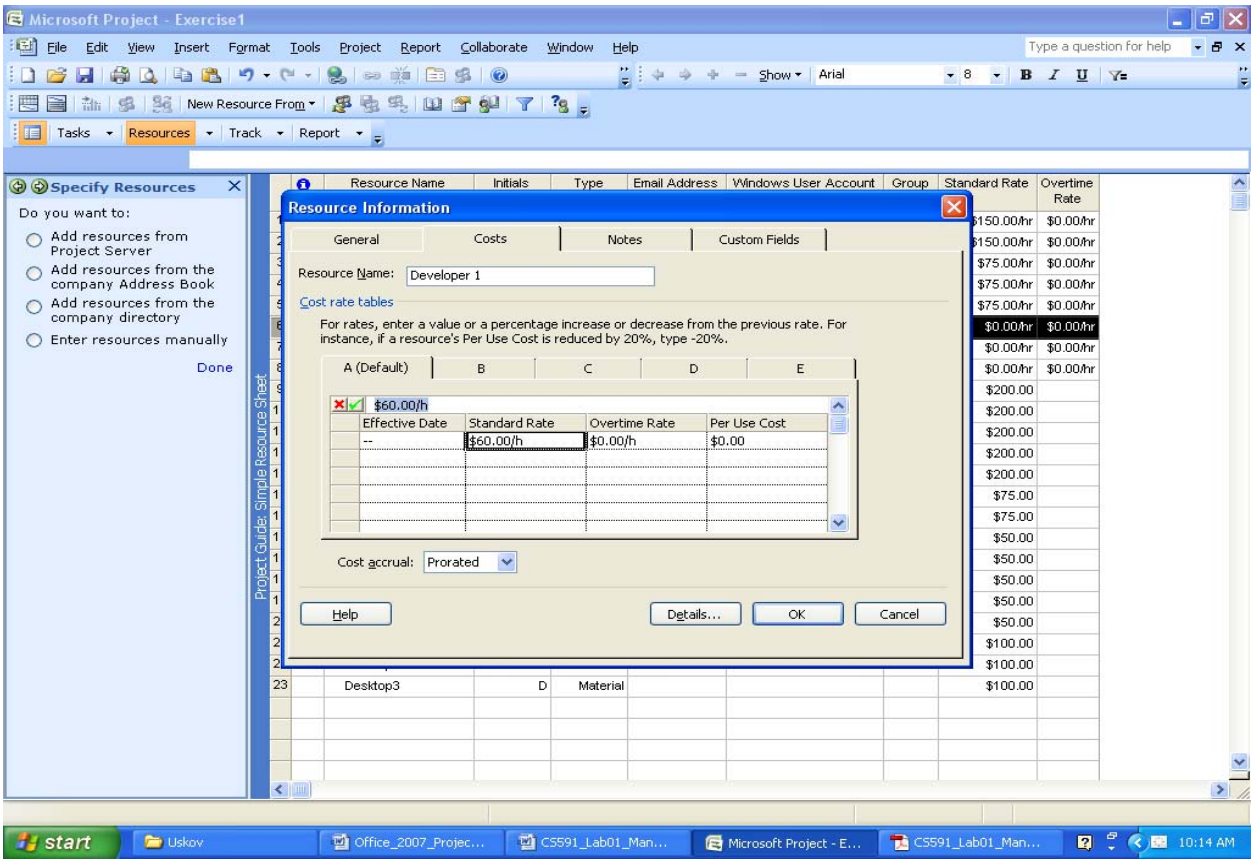
	Task No	Human Resources	Material Resources
Column 0	**Column 1**	**Column 5**	**Column 6**
1	1		
2	1.1		
3	1.1.1	Project Manager 1	Laptop1, PDA1,Cellphone1
4	1.1.2	Project Manager 2	Laptop2, PDA2,Cellphone2
5	1.1.3	Project Manager 2, System Analyst 1	Laptop2, PDA2,Cellphone2, Laptop3, Cellphone3
6	1.1.4	System Analyst 1, System Analyst 2	Laptop3, Cellphone 3, Laptop4, Cellphone 4
7	1.1.5	Project Manager 1, Project	Laptop1, PDA1,Cellphone1,

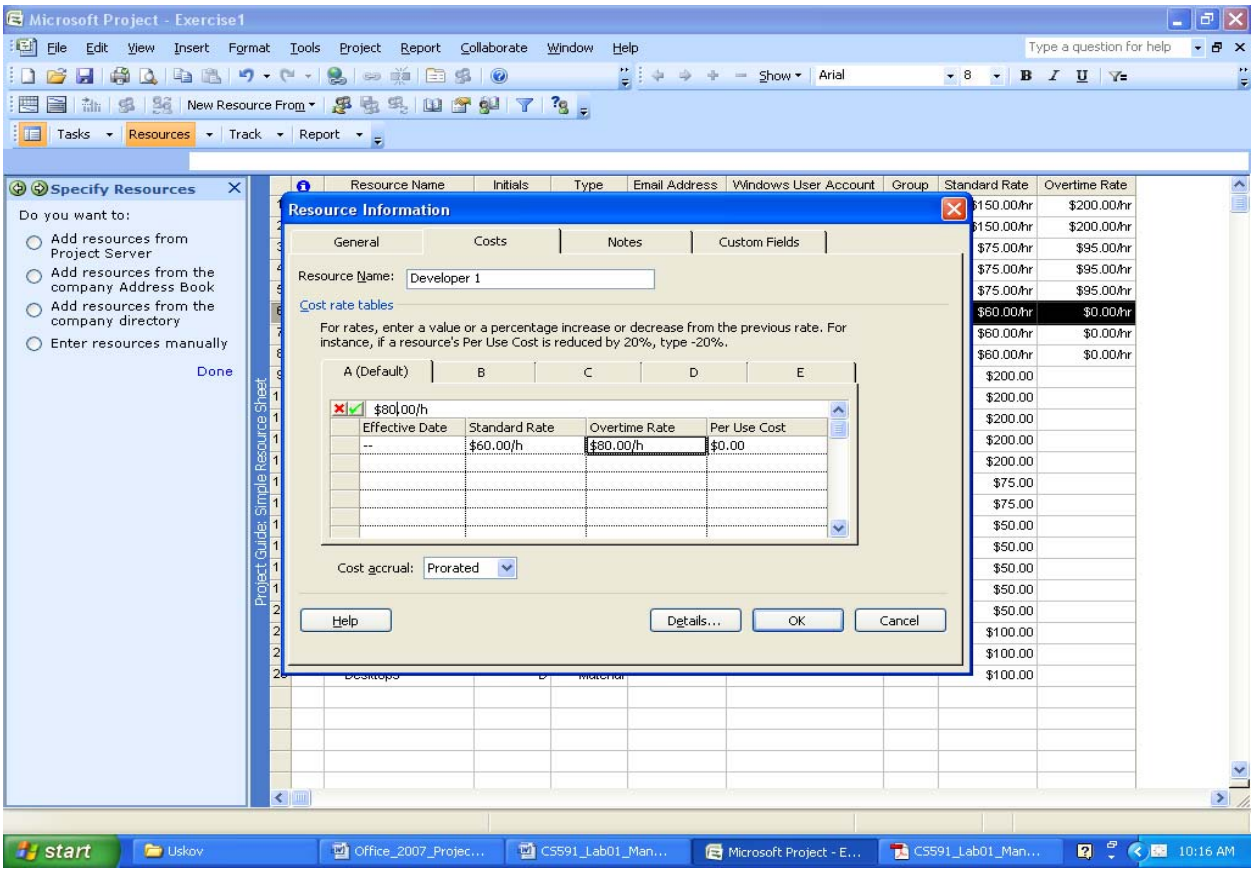
		Manager 2	Laptop2, PDA2,Cellphone 2
8	1.2		
9	1.2.1	Project Manager 1	Laptop1, PDA1,Cellphone1
10	1.2.2	Project Manager 1, System Analyst 1	Laptop1, PDA1,Cellphone1, Laptop3, Cellphone3
11	1.2.3	System Analyst 1	Laptop3, Cellphone3
12	1.2.4	System Analyst 2	Laptop4, Cellphone4
13	1.2.5	System Analyst 1, System Analyst 2	Laptop3, Cellphone3, Laptop4, Cellphone4
14	1.2.6	System Analyst 3	Laptop5, Cellphone5
15	1.2.7	System Analyst 2, System Analyst 3	Laptop4, Cellphone4, Laptop5, Cellphone5
16	1.2.8	Project Manager 1	Laptop1, PDA1,Cellphone1
17	1.3		
18	1.3.1		
19	1.3.1.1	Project Manager 1	Laptop1,PDA1,Cellphone1
20	1.3.1.2	Developer 1, Developer 2	Desktop1,Desktop2
21	1.3.1.3	Developer 2, Developer 3	Desktop2,desktop3
22	1.3.1.4	Developer 3	Desktop3
23	1.3.1.5	Developer1, Developer 3	Desktop1,Desktop3
24	1.3.1.6	System Analyst 1	Laptop3,Cellphone3
25	1.3.1.7	Developer 1, Project Manager 1	Laptop1,PDA1,cellphone1,Desktop1
26	1.3.2		
27	1.3.2.1	Project Manager 1	Laptop1,PDA1,Cellphone1
28	1.3.2.2	Developer 1, Developer 2	Desktop1,Desktop2
29	1.3.2.3	Developer 2, Developer 3	Desktop2,desktop3
30	1.3.2.4	Developer 3	Desktop3
31	1.3.2.5	Developer1, Developer 3	Desktop1,Desktop3
32	1.3.2.6	System Analyst 1	Laptop3,Cellphone3
33	1.3.2.7	Developer 1, Project Manager 1	Laptop1,PDA1,cellphone1,Desktop1
34	1.3.3		
35	1.4	Project Manager 2	Laptop2,PDA2,Cellphone2
36	1.5	Project Manager 1	Laptop1,PDA1,Cellphone1

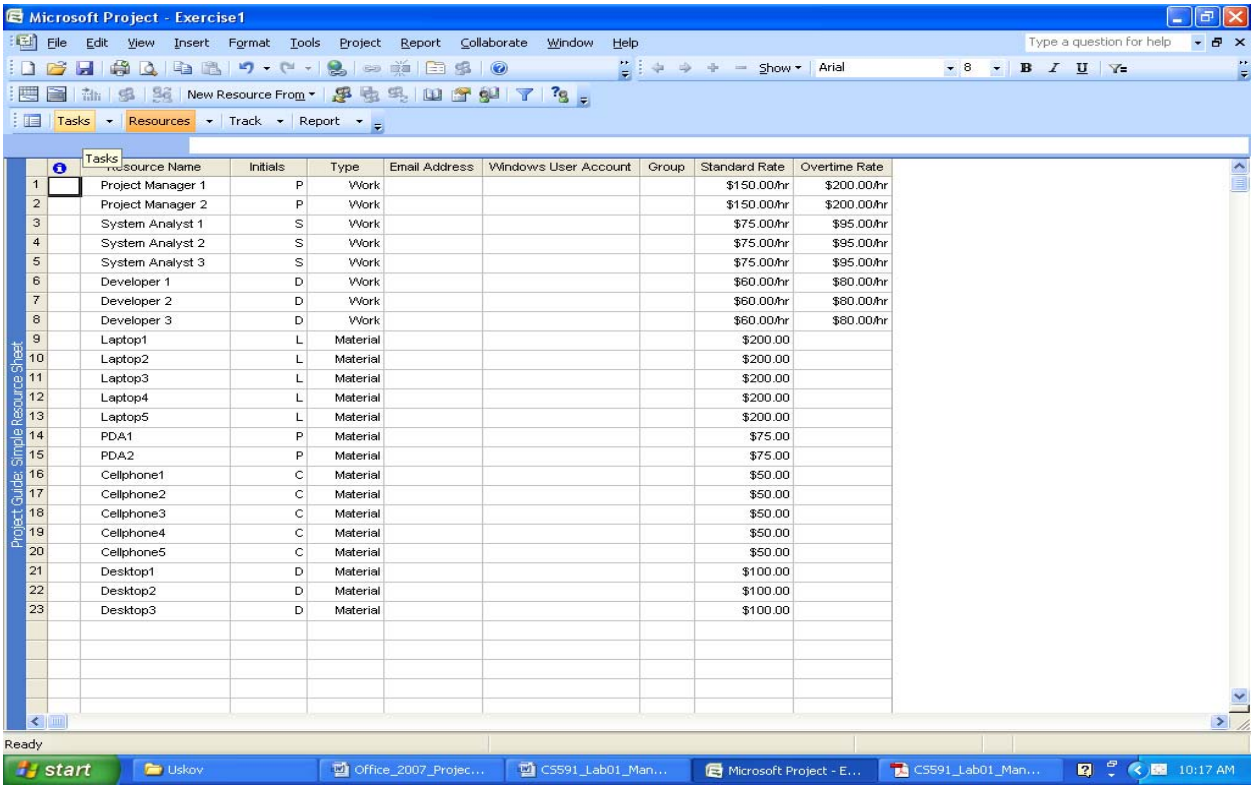
4.8.1.1 Enter the list of resources



4.8.1.2 Entering Cost for each Resource

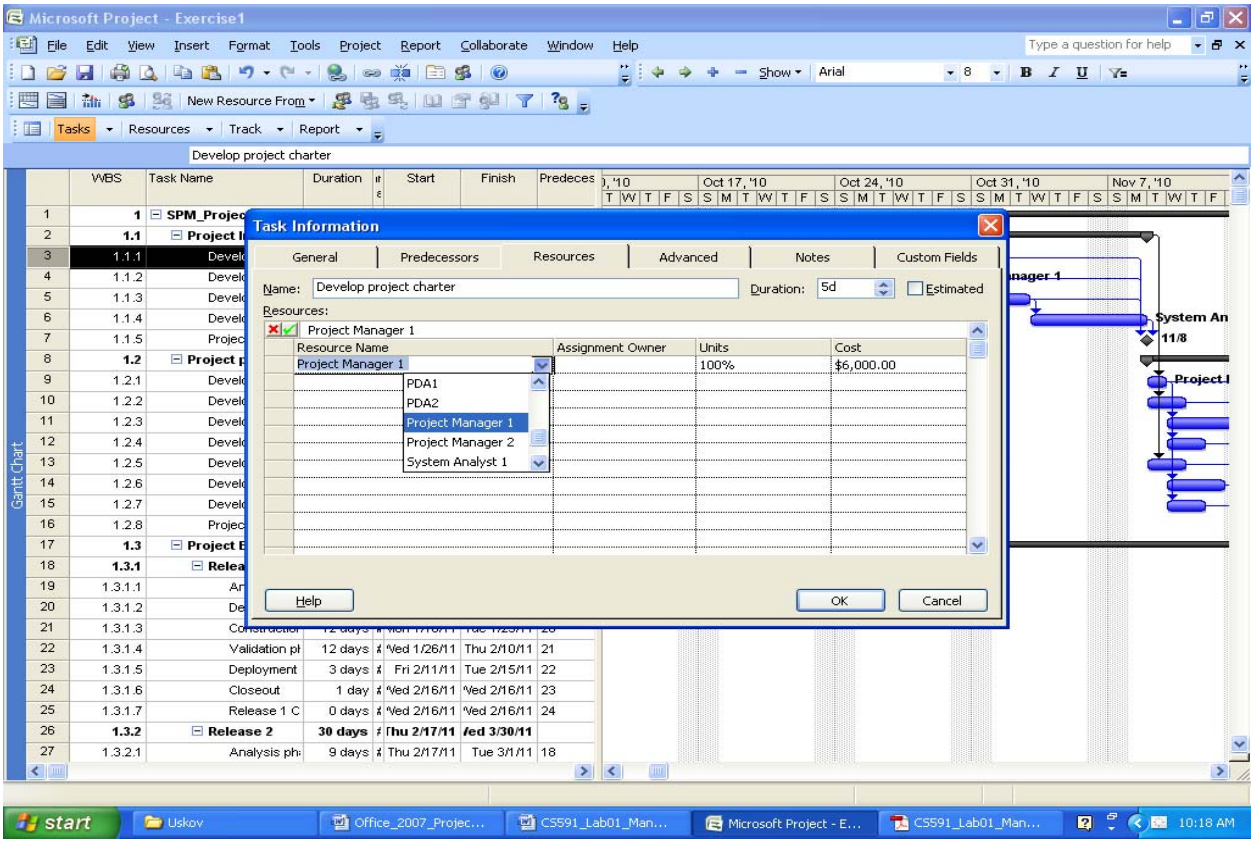




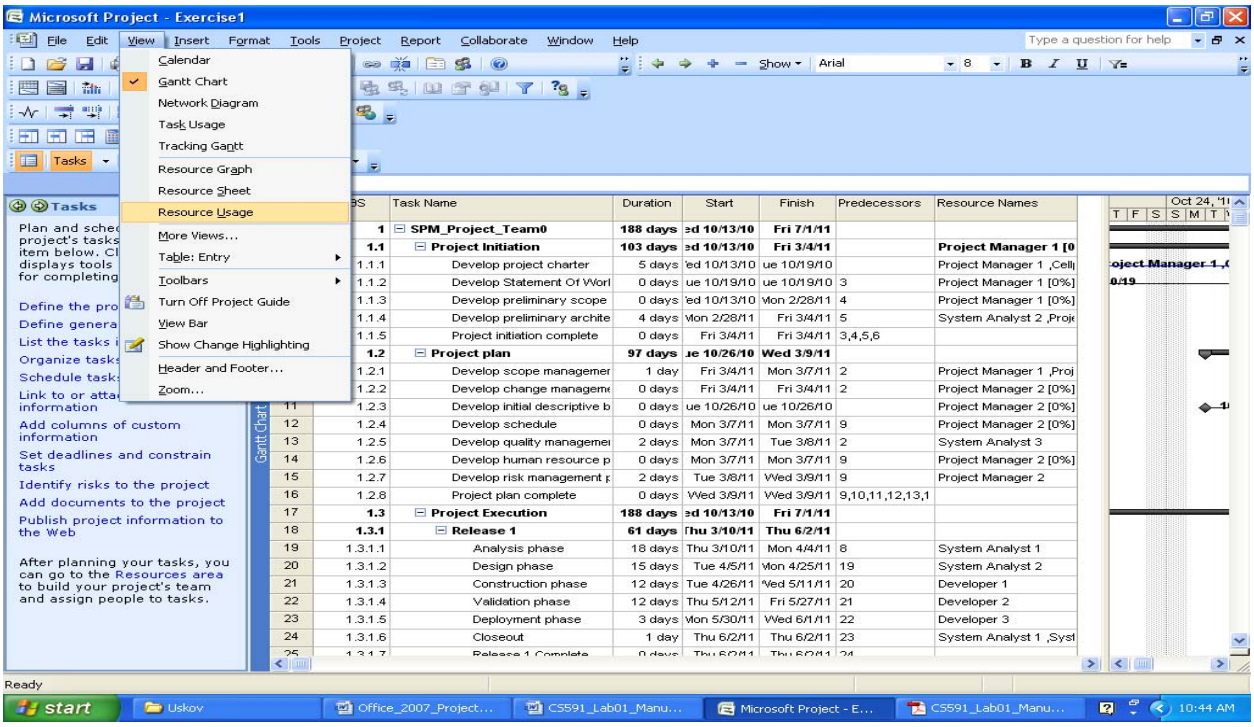


	Resource Name	Initials	Type	Email Address	Windows User Account	Group	Standard Rate	Overtime Rate
1	Project Manager 1	P	Work				$150.00/hr	$200.00/hr
2	Project Manager 2	P	Work				$150.00/hr	$200.00/hr
3	System Analyst 1	S	Work				$75.00/hr	$95.00/hr
4	System Analyst 2	S	Work				$75.00/hr	$95.00/hr
5	System Analyst 3	S	Work				$75.00/hr	$95.00/hr
6	Developer 1	D	Work				$60.00/hr	$80.00/hr
7	Developer 2	D	Work				$60.00/hr	$80.00/hr
8	Developer 3	D	Work				$60.00/hr	$80.00/hr
9	Laptop1	L	Material				$200.00	
10	Laptop2	L	Material				$200.00	
11	Laptop3	L	Material				$200.00	
12	Laptop4	L	Material				$200.00	
13	Laptop5	L	Material				$200.00	
14	PDA1	P	Material				$75.00	
15	PDA2	P	Material				$75.00	
16	Cellphone1	C	Material				$50.00	
17	Cellphone2	C	Material				$50.00	
18	Cellphone3	C	Material				$50.00	
19	Cellphone4	C	Material				$50.00	
20	Cellphone5	C	Material				$50.00	
21	Desktop1	D	Material				$100.00	
22	Desktop2	D	Material				$100.00	
23	Desktop3	D	Material				$100.00	

4.8.1.3 Assigning each resource to the task

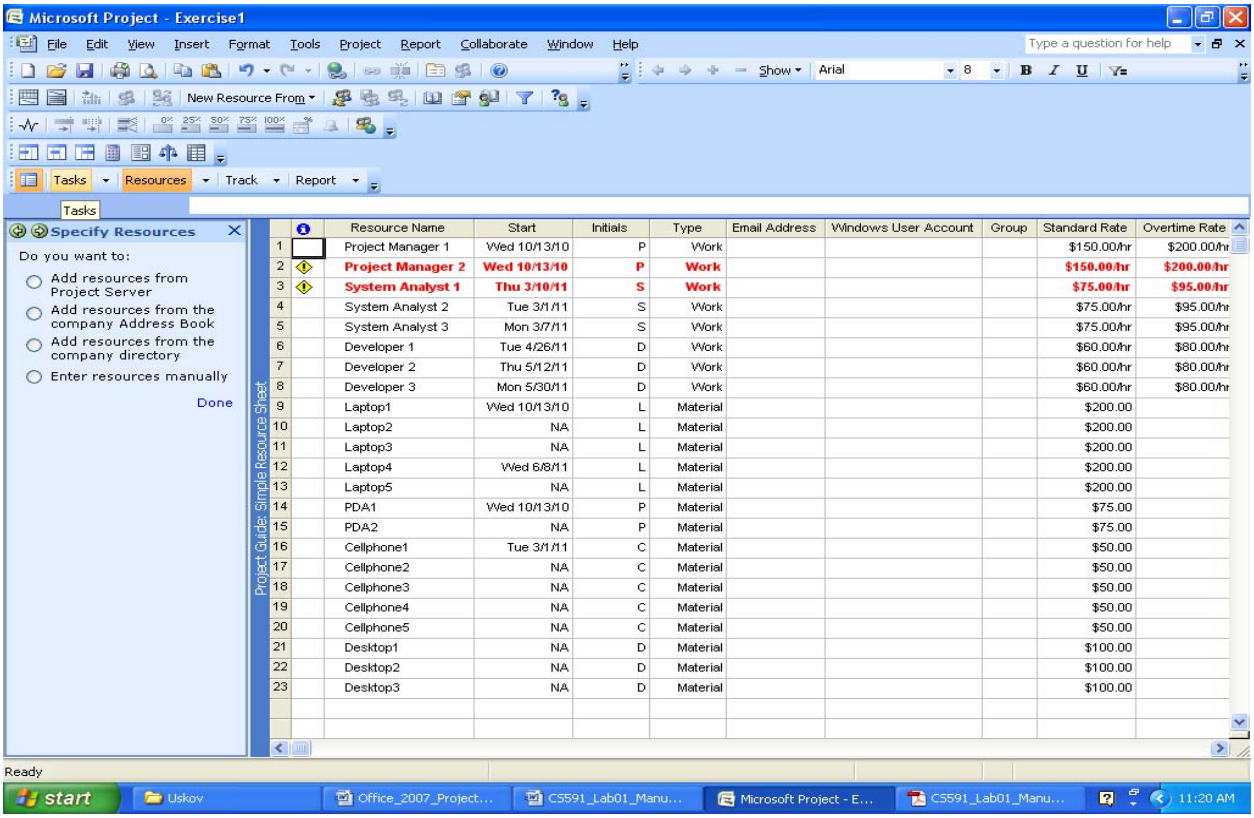


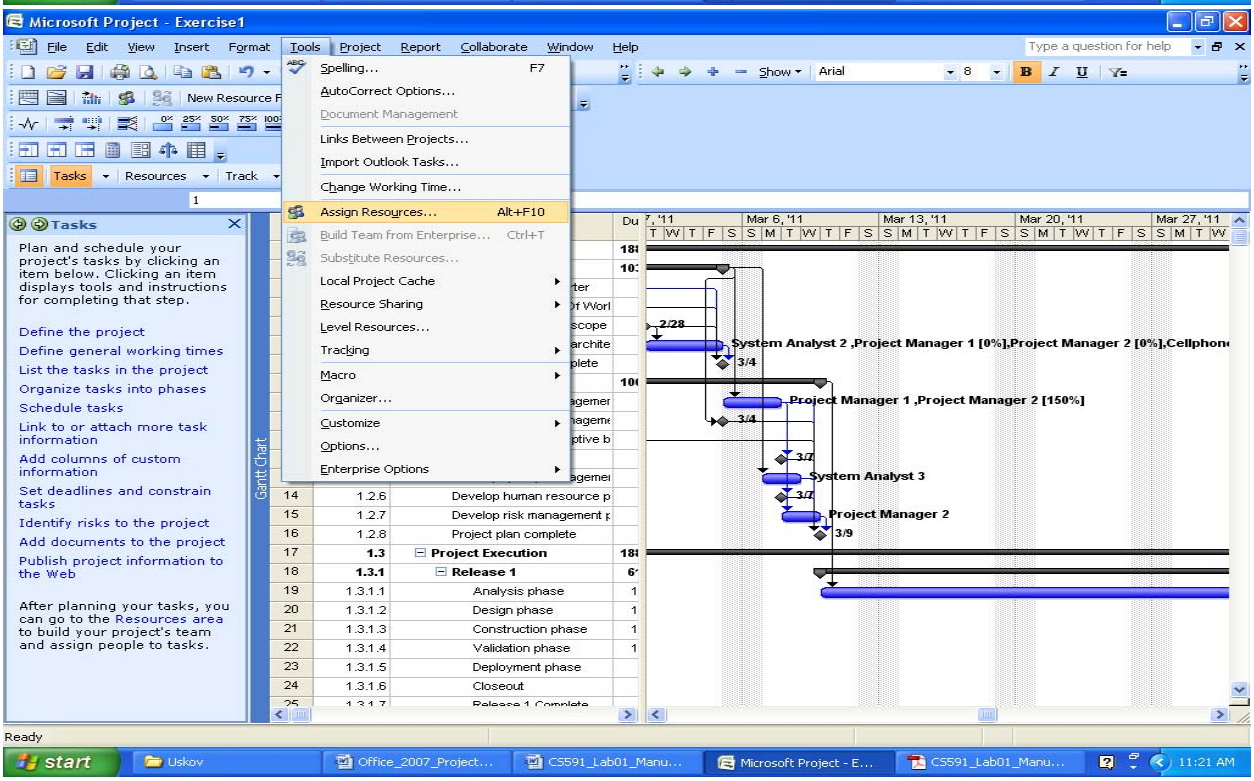
4.8.1.4 Resource Usage

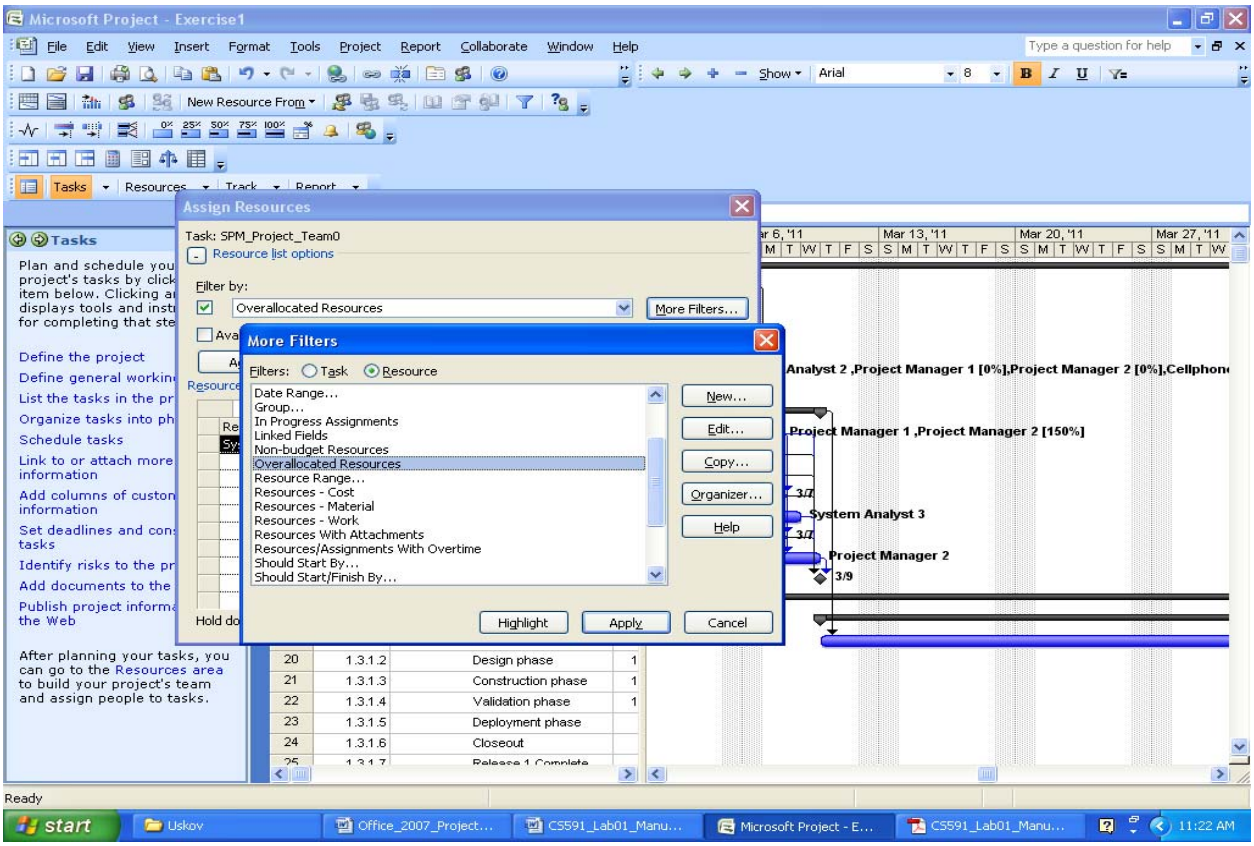


4.8.1.5 Dealing with over allocated Resource

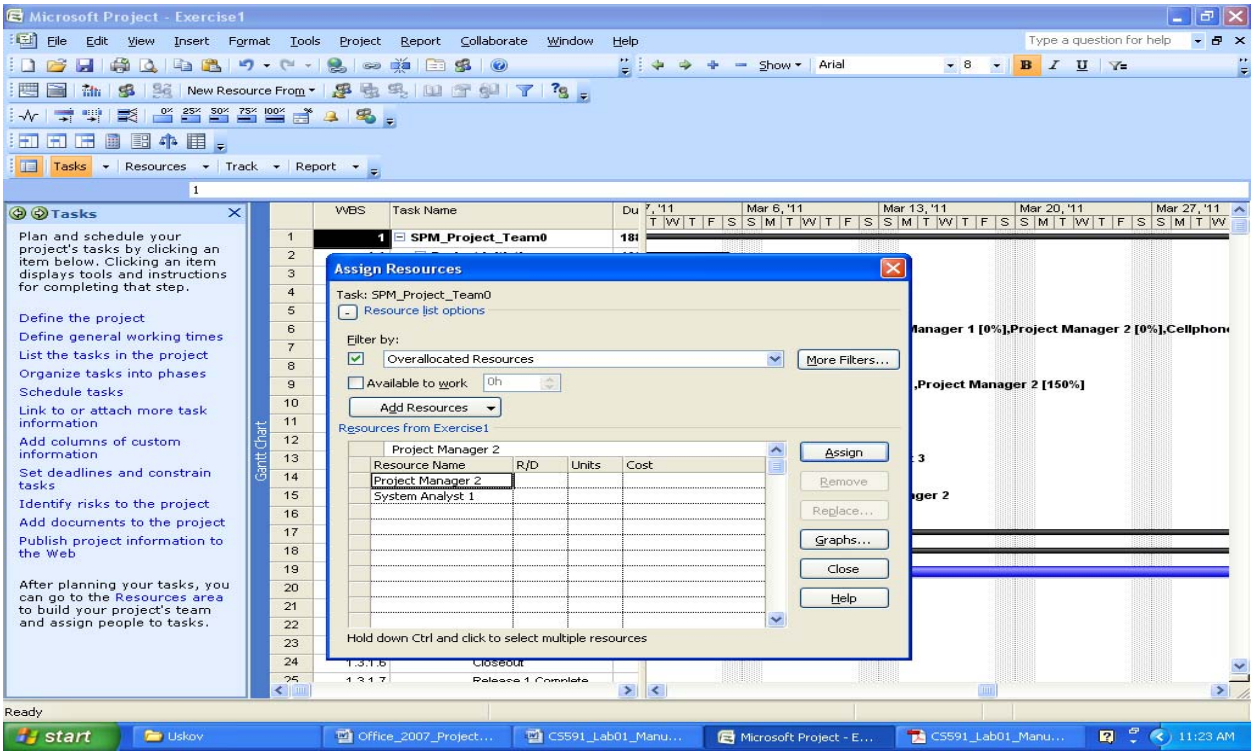
Navigate to task->Assign Resources

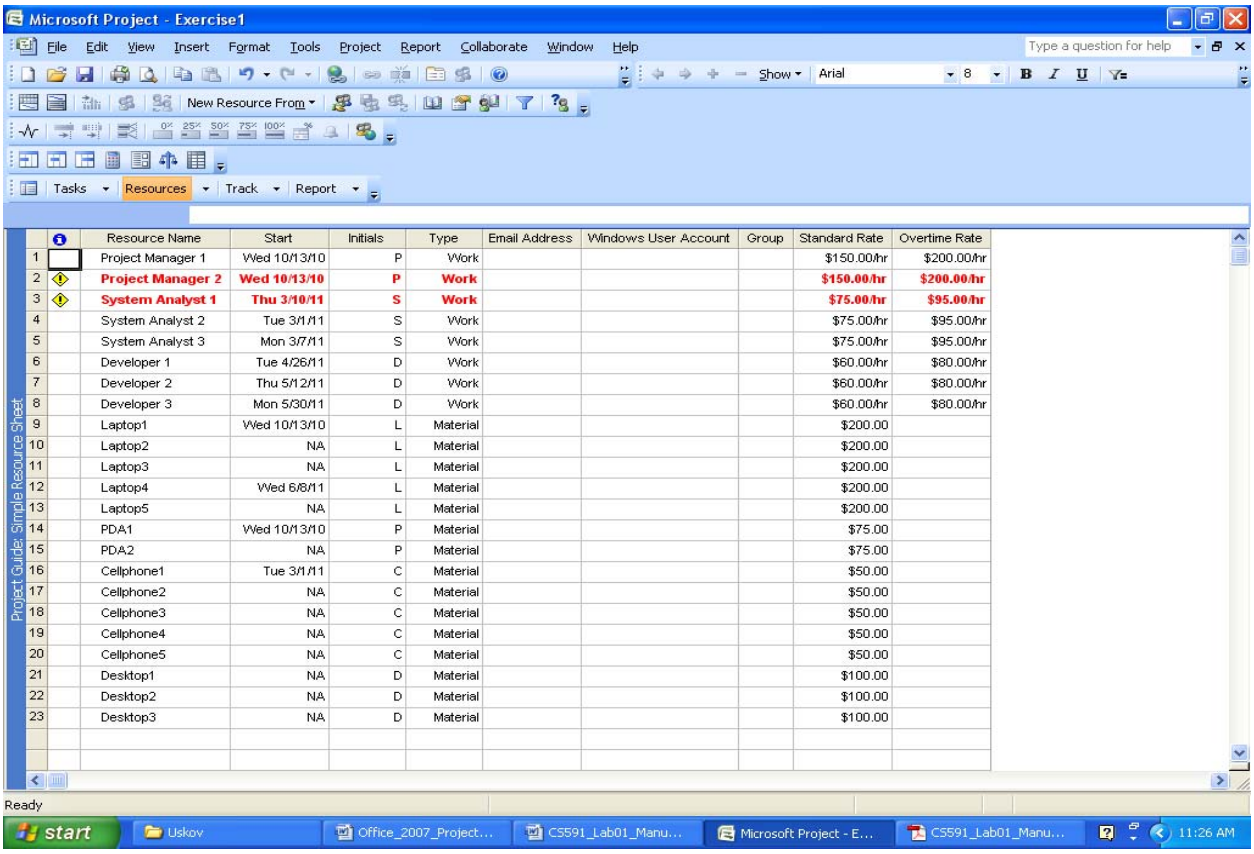






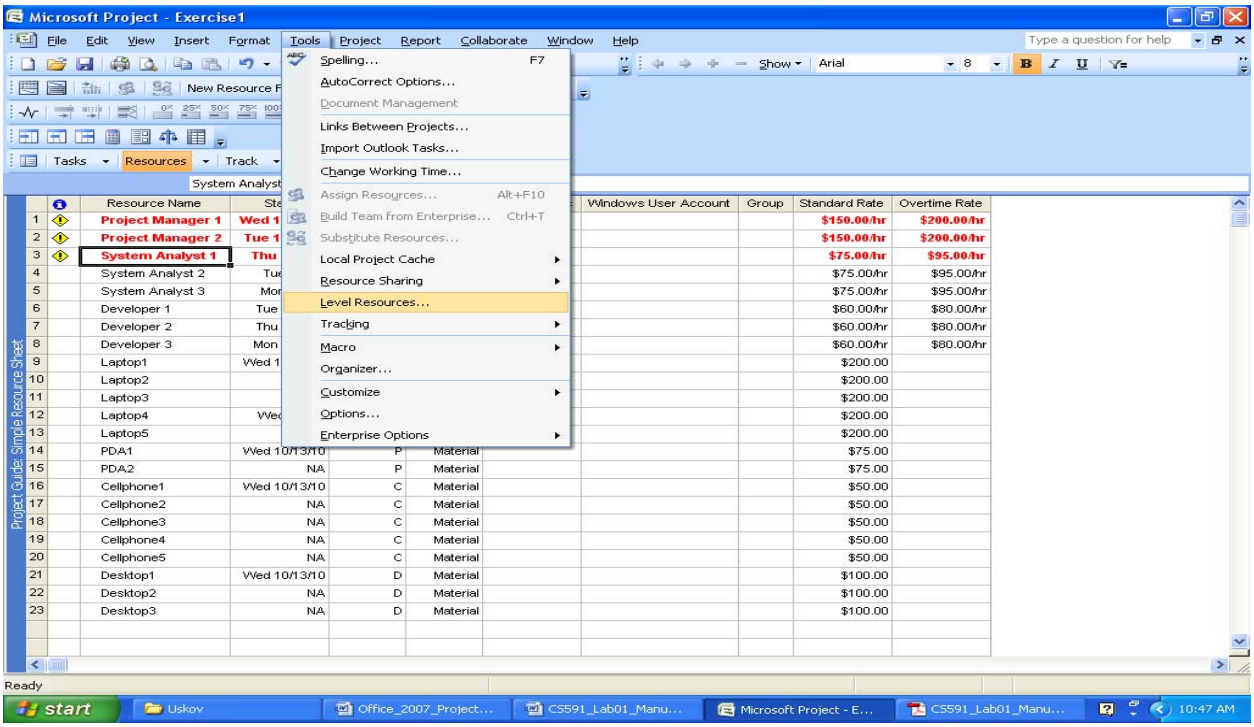
After clicking apply button. Again Navigate from tools->Assign Resources to display which Resources are over allocated

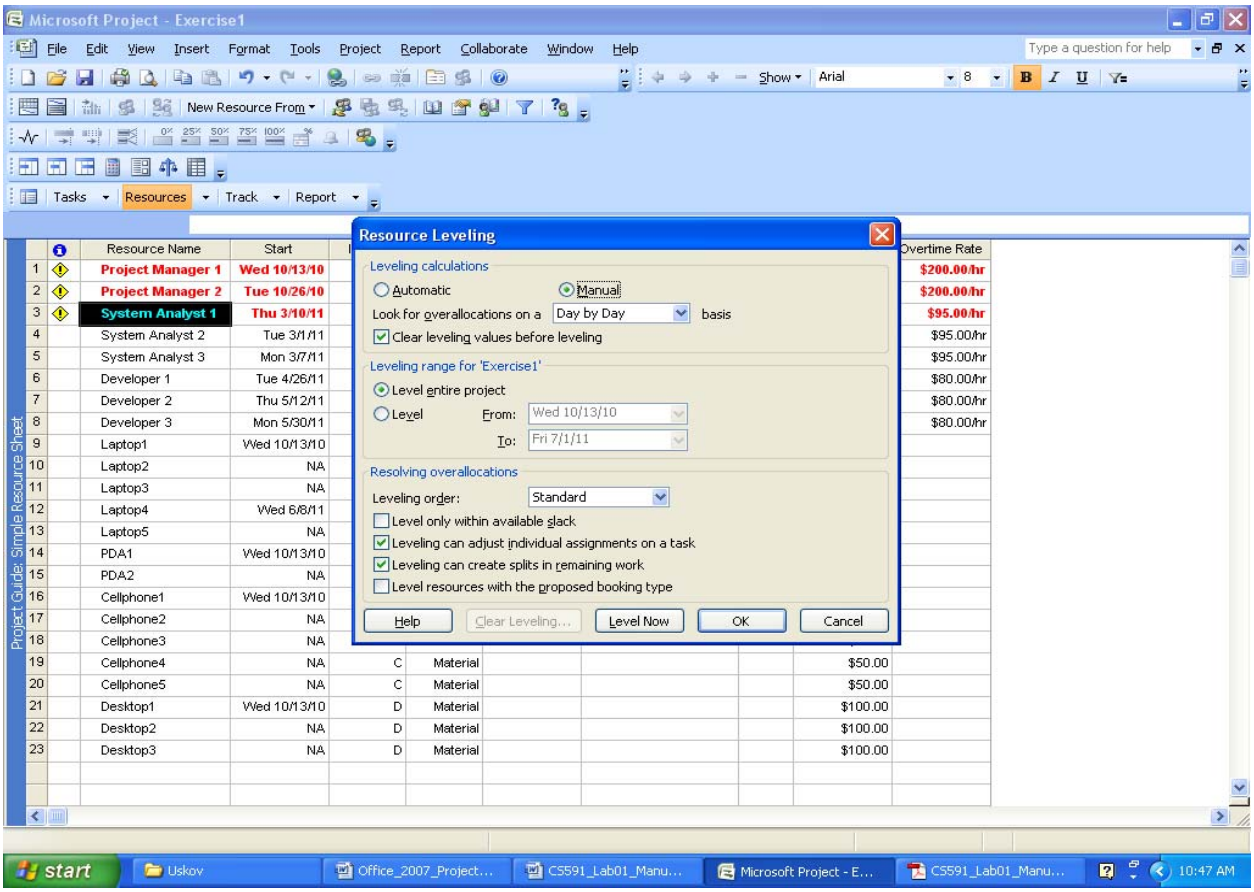


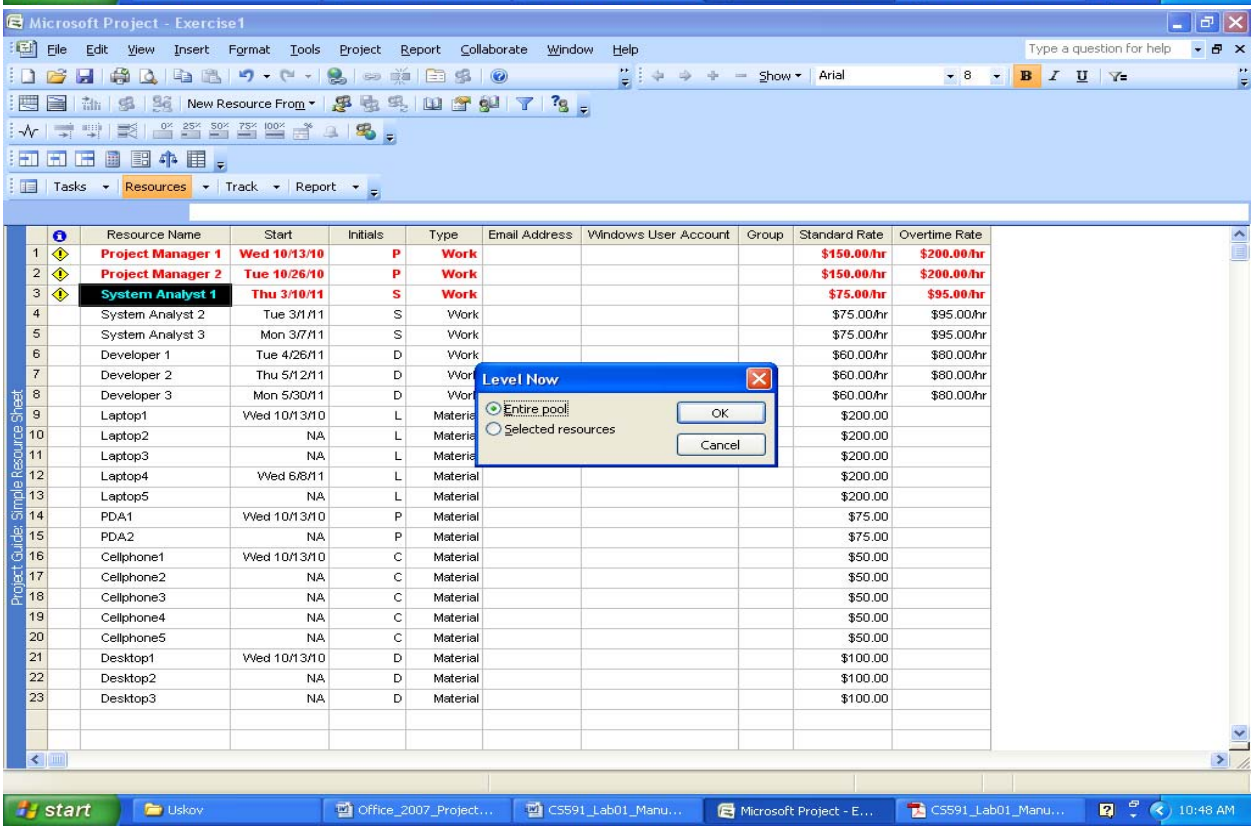


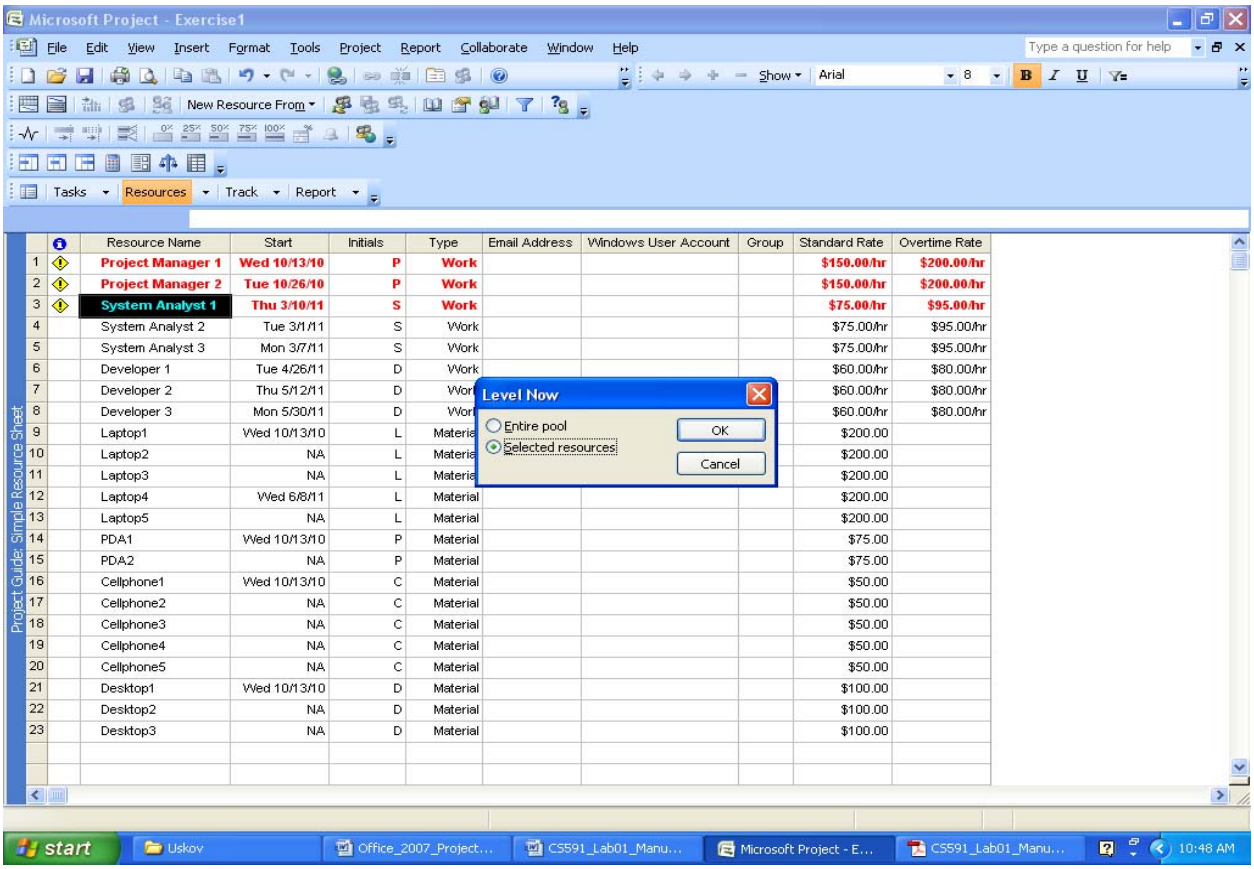
	Resource Name	Start	Initials	Type	Email Address	Windows User Account	Group	Standard Rate	Overtime Rate
1	Project Manager 1	Wed 10/13/10	P	Work				$150.00/hr	$200.00/hr
2	**Project Manager 2**	**Wed 10/13/10**	**P**	**Work**				**$150.00/hr**	**$200.00/hr**
3	**System Analyst 1**	**Thu 3/10/11**	**S**	**Work**				**$75.00/hr**	**$95.00/hr**
4	System Analyst 2	Tue 3/1/11	S	Work				$75.00/hr	$95.00/hr
5	System Analyst 3	Mon 3/7/11	S	Work				$75.00/hr	$95.00/hr
6	Developer 1	Tue 4/26/11	D	Work				$60.00/hr	$80.00/hr
7	Developer 2	Thu 5/12/11	D	Work				$60.00/hr	$80.00/hr
8	Developer 3	Mon 5/30/11	D	Work				$60.00/hr	$80.00/hr
9	Laptop1	Wed 10/13/10	L	Material				$200.00	
10	Laptop2	NA	L	Material				$200.00	
11	Laptop3	NA	L	Material				$200.00	
12	Laptop4	Wed 6/8/11	L	Material				$200.00	
13	Laptop5	NA	L	Material				$200.00	
14	PDA1	Wed 10/13/10	P	Material				$75.00	
15	PDA2	NA	P	Material				$75.00	
16	Cellphone1	Tue 3/1/11	C	Material				$50.00	
17	Cellphone2	NA	C	Material				$50.00	
18	Cellphone3	NA	C	Material				$50.00	
19	Cellphone4	NA	C	Material				$50.00	
20	Cellphone5	NA	C	Material				$50.00	
21	Desktop1	NA	D	Material				$100.00	
22	Desktop2	NA	D	Material				$100.00	
23	Desktop3	NA	D	Material				$100.00	

4.8.1.6 Leveling Resources

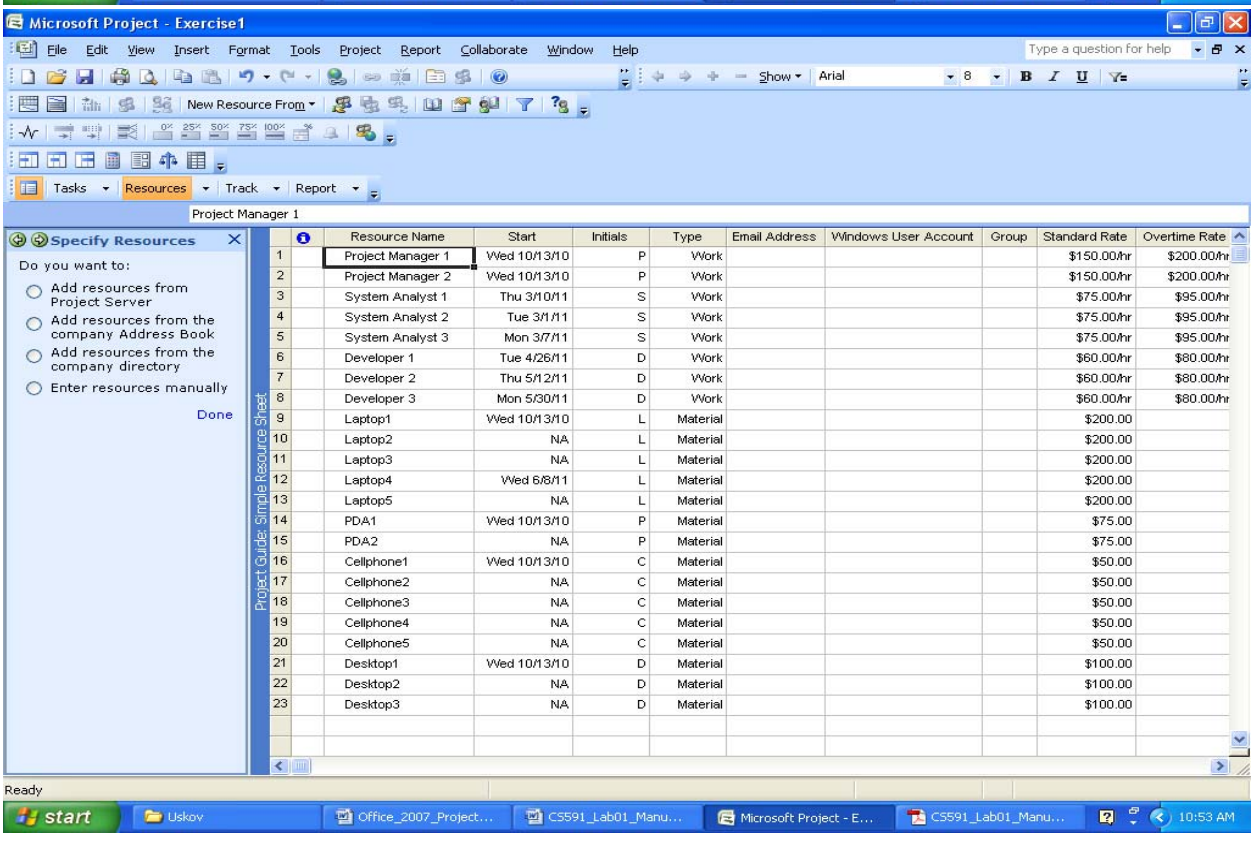



Microsoft Project - Exercise1
Resource Leveling
Leveling calculations
Automatic
Manual
Look for overallocations on a Day by Day basis
Clear leveling values before leveling
Leveling range for 'Exercise1'
Level entire project
Level From: Wed 10/13/10
To: Fri 7/1/11
Resolving overallocations
Leveling order: Standard
Level only within available slack
Leveling can adjust individual assignments on a task
Leveling can create splits in remaining work
Level resources with the proposed booking type
Help
Clear Leveling...
Level Now
OK
Cancel
Project Guide: Simple Resource Sheet
10:47 AM


Microsoft Project - Exercise1
Level Now
Entire pool
Selected resources
OK
Cancel
Project Guide: Simple Resource Sheet
10:48 AM

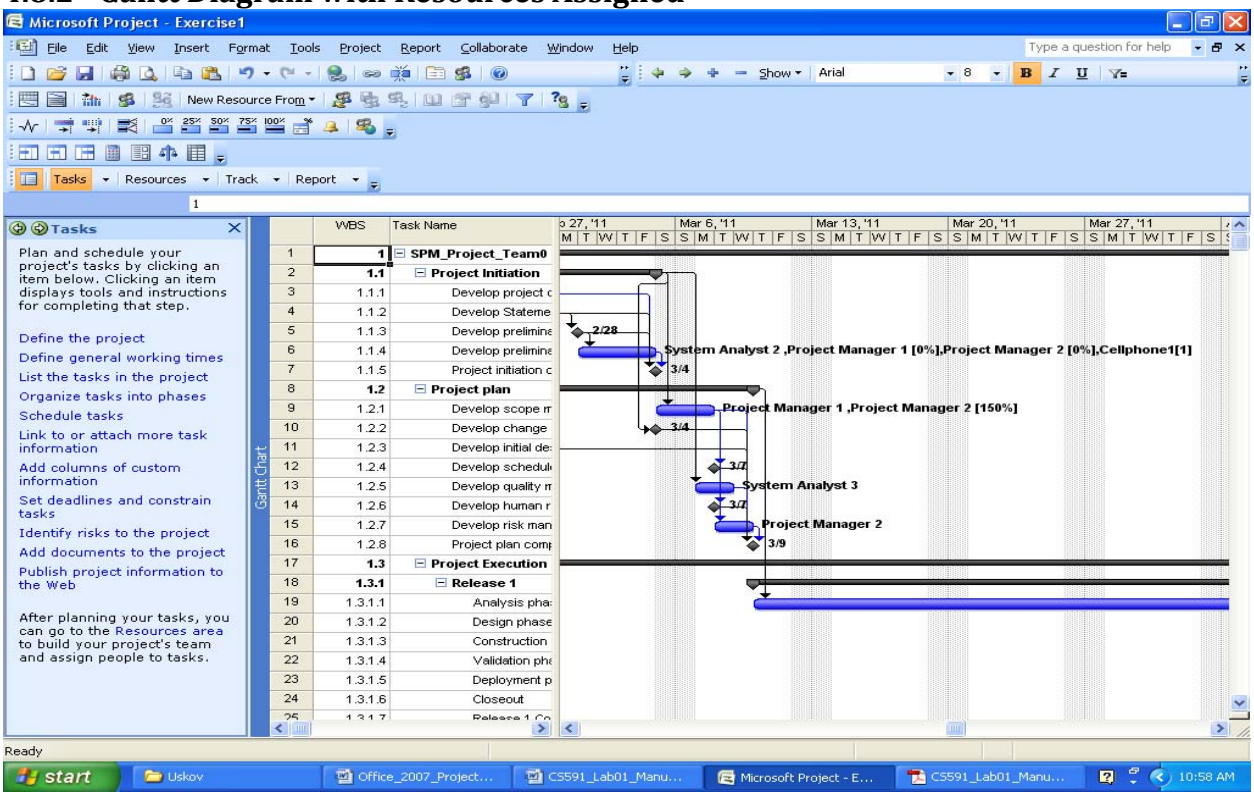


	Resource Name	Start	Initials	Type	Email Address	Windows User Account	Group	Standard Rate	Overtime Rate
1	Project Manager 1	Wed 10/13/10	P	Work				$150.00/hr	$200.00/hr
2	Project Manager 2	Tue 10/26/10	P	Work				$150.00/hr	$200.00/hr
3	System Analyst 1	Thu 3/10/11	S	Work				$75.00/hr	$95.00/hr
4	System Analyst 2	Tue 3/1/11	S	Work				$75.00/hr	$95.00/hr
5	System Analyst 3	Mon 3/7/11	S	Work				$75.00/hr	$95.00/hr
6	Developer 1	Tue 4/26/11	D	Work				$60.00/hr	$80.00/hr
7	Developer 2	Thu 5/12/11	D	Work				$60.00/hr	$80.00/hr
8	Developer 3	Mon 5/30/11	D	Work				$60.00/hr	$80.00/hr
9	Laptop1	Wed 10/13/10	L	Material				$200.00	
10	Laptop2	NA	L	Material				$200.00	
11	Laptop3	NA	L	Material				$200.00	
12	Laptop4	Wed 6/8/11	L	Material				$200.00	
13	Laptop5	NA	L	Material				$200.00	
14	PDA1	Wed 10/13/10	P	Material				$75.00	
15	PDA2	NA	P	Material				$75.00	
16	Cellphone1	Wed 10/13/10	C	Material				$50.00	
17	Cellphone2	NA	C	Material				$50.00	
18	Cellphone3	NA	C	Material				$50.00	
19	Cellphone4	NA	C	Material				$50.00	
20	Cellphone5	NA	C	Material				$50.00	
21	Desktop1	Wed 10/13/10	D	Material				$100.00	
22	Desktop2	NA	D	Material				$100.00	
23	Desktop3	NA	D	Material				$100.00	

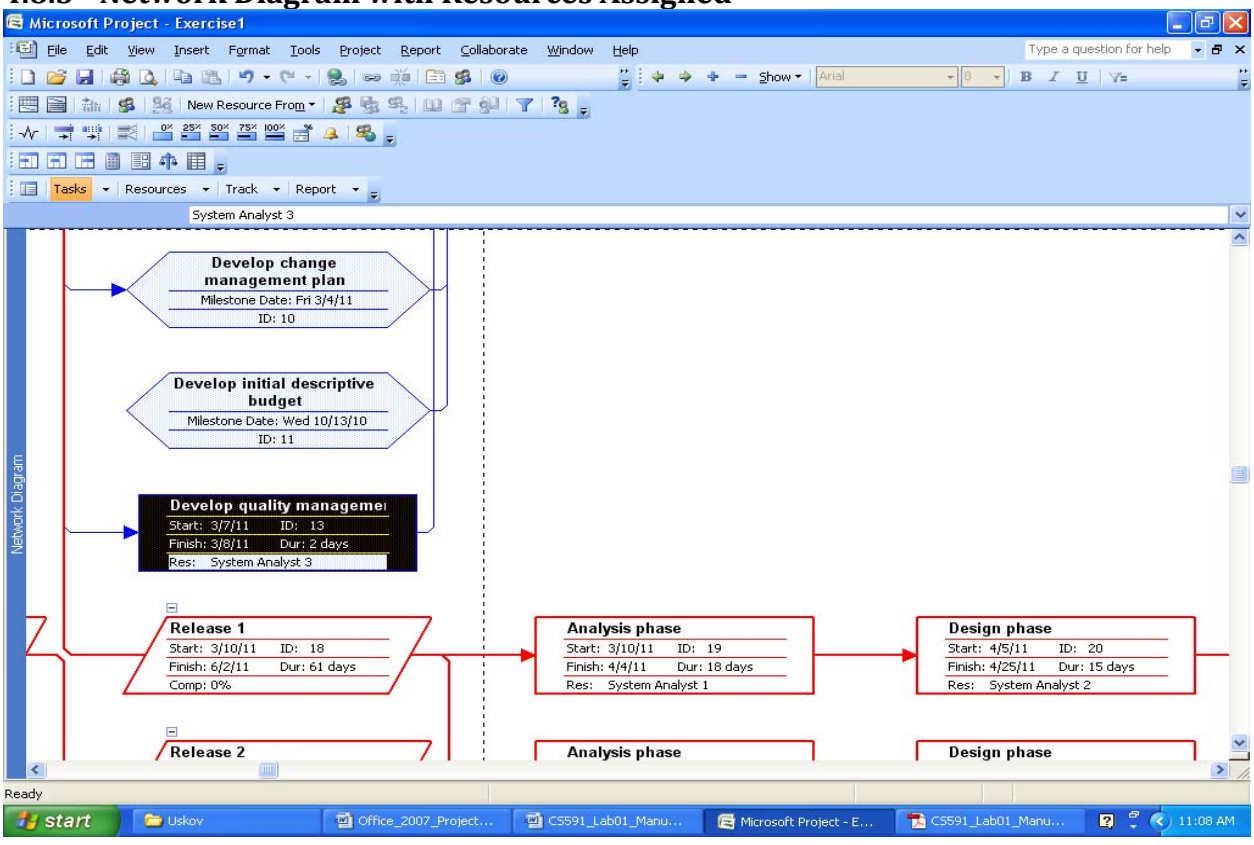


	Resource Name	Start	Initials	Type	Email Address	Windows User Account	Group	Standard Rate	Overtime Rate
1	Project Manager 1	Wed 10/13/10	P	Work				$150.00/hr	$200.00/hr
2	Project Manager 2	Wed 10/13/10	P	Work				$150.00/hr	$200.00/hr
3	System Analyst 1	Thu 3/10/11	S	Work				$75.00/hr	$95.00/hr
4	System Analyst 2	Tue 3/1/11	S	Work				$75.00/hr	$95.00/hr
5	System Analyst 3	Mon 3/7/11	S	Work				$75.00/hr	$95.00/hr
6	Developer 1	Tue 4/26/11	D	Work				$60.00/hr	$80.00/hr
7	Developer 2	Thu 5/12/11	D	Work				$60.00/hr	$80.00/hr
8	Developer 3	Mon 5/30/11	D	Work				$60.00/hr	$80.00/hr
9	Laptop1	Wed 10/13/10	L	Material				$200.00	
10	Laptop2	NA	L	Material				$200.00	
11	Laptop3	NA	L	Material				$200.00	
12	Laptop4	Wed 6/8/11	L	Material				$200.00	
13	Laptop5	NA	L	Material				$200.00	
14	PDA1	Wed 10/13/10	P	Material				$75.00	
15	PDA2	NA	P	Material				$75.00	
16	Cellphone1	Wed 10/13/10	C	Material				$50.00	
17	Cellphone2	NA	C	Material				$50.00	
18	Cellphone3	NA	C	Material				$50.00	
19	Cellphone4	NA	C	Material				$50.00	
20	Cellphone5	NA	C	Material				$50.00	
21	Desktop1	Wed 10/13/10	D	Material				$100.00	
22	Desktop2	NA	D	Material				$100.00	
23	Desktop3	NA	D	Material				$100.00	

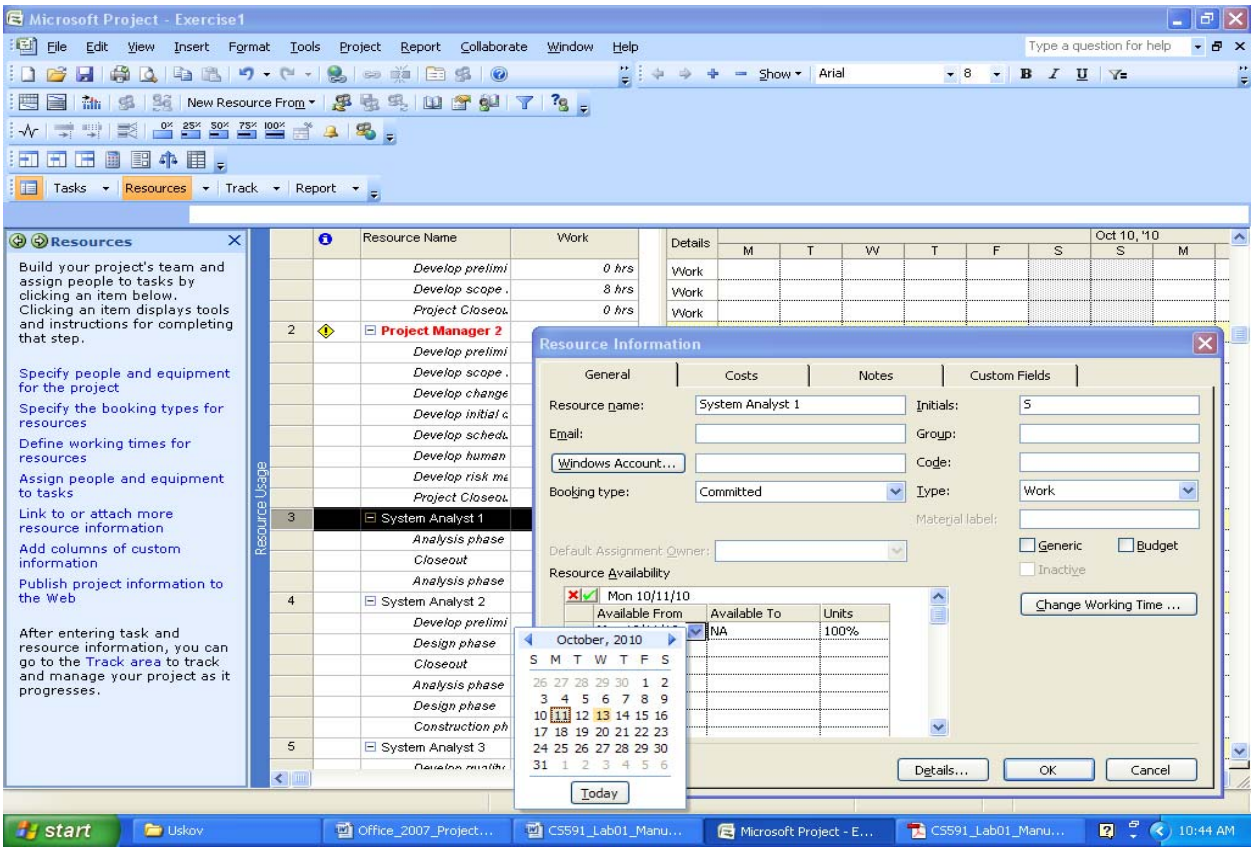
4.8.2 Gantt Diagram with Resources Assigned

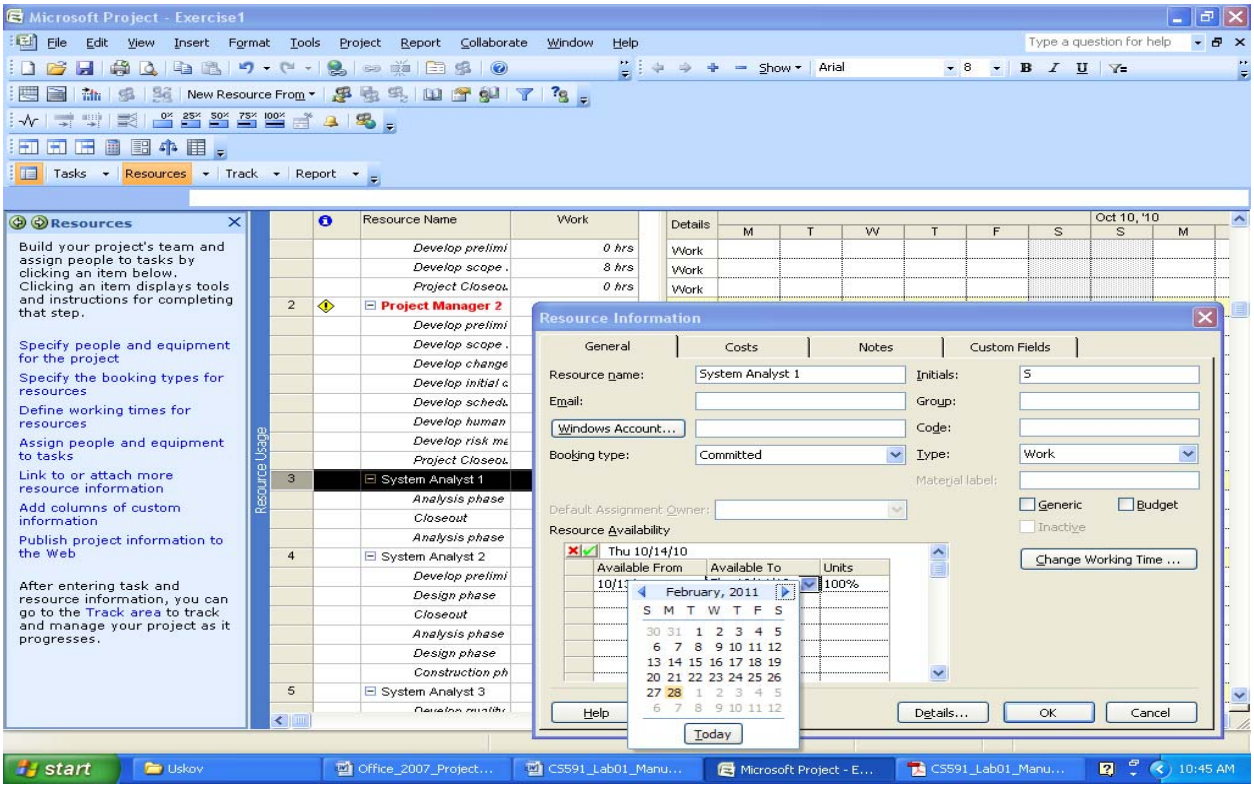


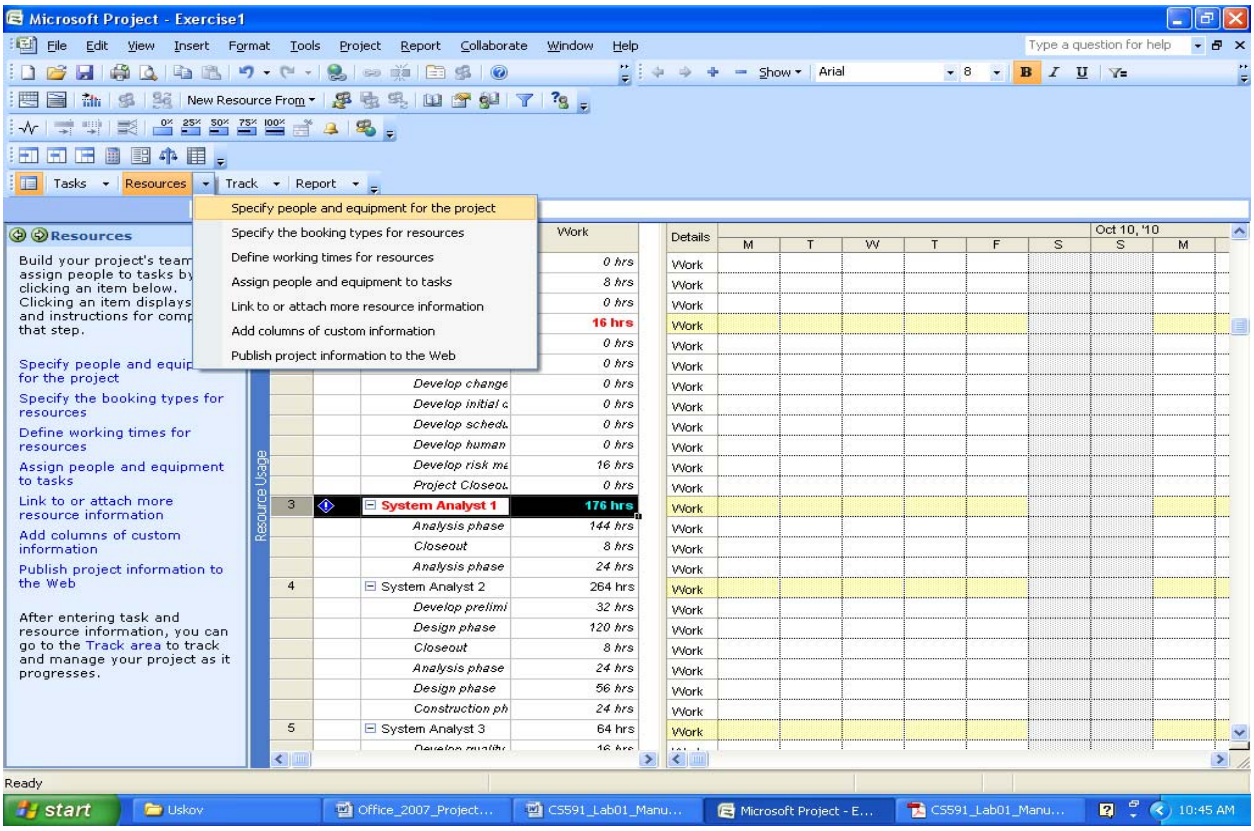
4.8.3 Network Diagram with Resources Assigned

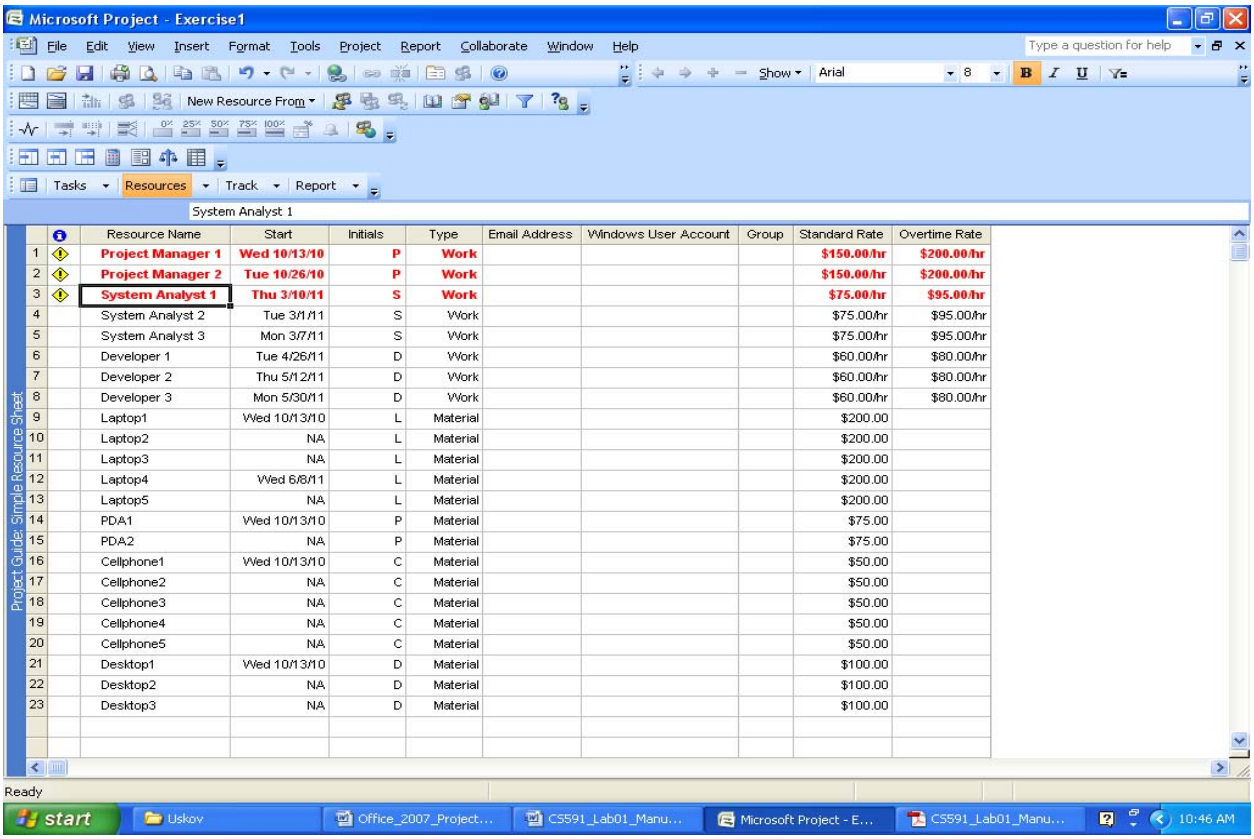


4.8.4 Assigning Resource Availability









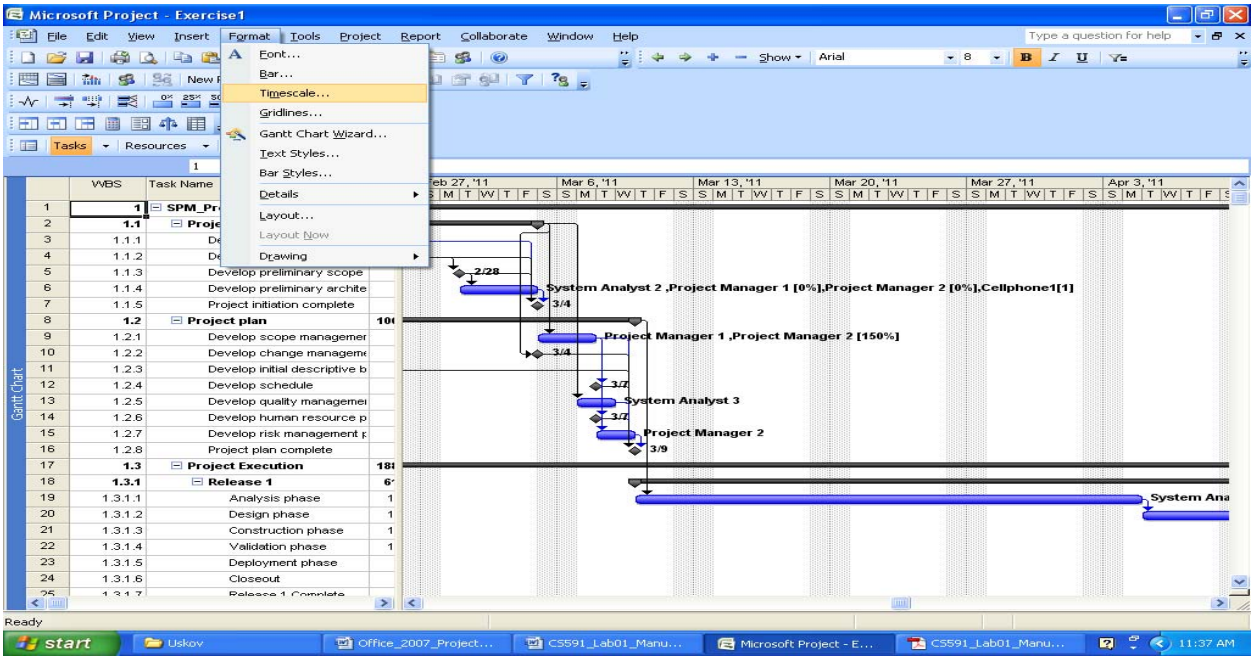
	Resource Name	Start	Initials	Type	Email Address	Windows User Account	Group	Standard Rate	Overtime Rate
1	Project Manager 1	Wed 10/13/10	P	Work				$150.00/hr	$200.00/hr
2	Project Manager 2	Tue 10/26/10	P	Work				$150.00/hr	$200.00/hr
3	System Analyst 1	Thu 3/10/11	S	Work				$75.00/hr	$95.00/hr
4	System Analyst 2	Tue 3/1/11	S	Work				$75.00/hr	$95.00/hr
5	System Analyst 3	Mon 3/7/11	S	Work				$75.00/hr	$95.00/hr
6	Developer 1	Tue 4/26/11	D	Work				$60.00/hr	$80.00/hr
7	Developer 2	Thu 5/12/11	D	Work				$60.00/hr	$80.00/hr
8	Developer 3	Mon 5/30/11	D	Work				$60.00/hr	$80.00/hr
9	Laptop1	Wed 10/13/10	L	Material				$200.00	
10	Laptop2	NA	L	Material				$200.00	
11	Laptop3	NA	L	Material				$200.00	
12	Laptop4	Wed 6/8/11	L	Material				$200.00	
13	Laptop5	NA	L	Material				$200.00	
14	PDA1	Wed 10/13/10	P	Material				$75.00	
15	PDA2	NA	P	Material				$75.00	
16	Cellphone1	Wed 10/13/10	C	Material				$50.00	
17	Cellphone2	NA	C	Material				$50.00	
18	Cellphone3	NA	C	Material				$50.00	
19	Cellphone4	NA	C	Material				$50.00	
20	Cellphone5	NA	C	Material				$50.00	
21	Desktop1	Wed 10/13/10	D	Material				$100.00	
22	Desktop2	NA	D	Material				$100.00	
23	Desktop3	NA	D	Material				$100.00	

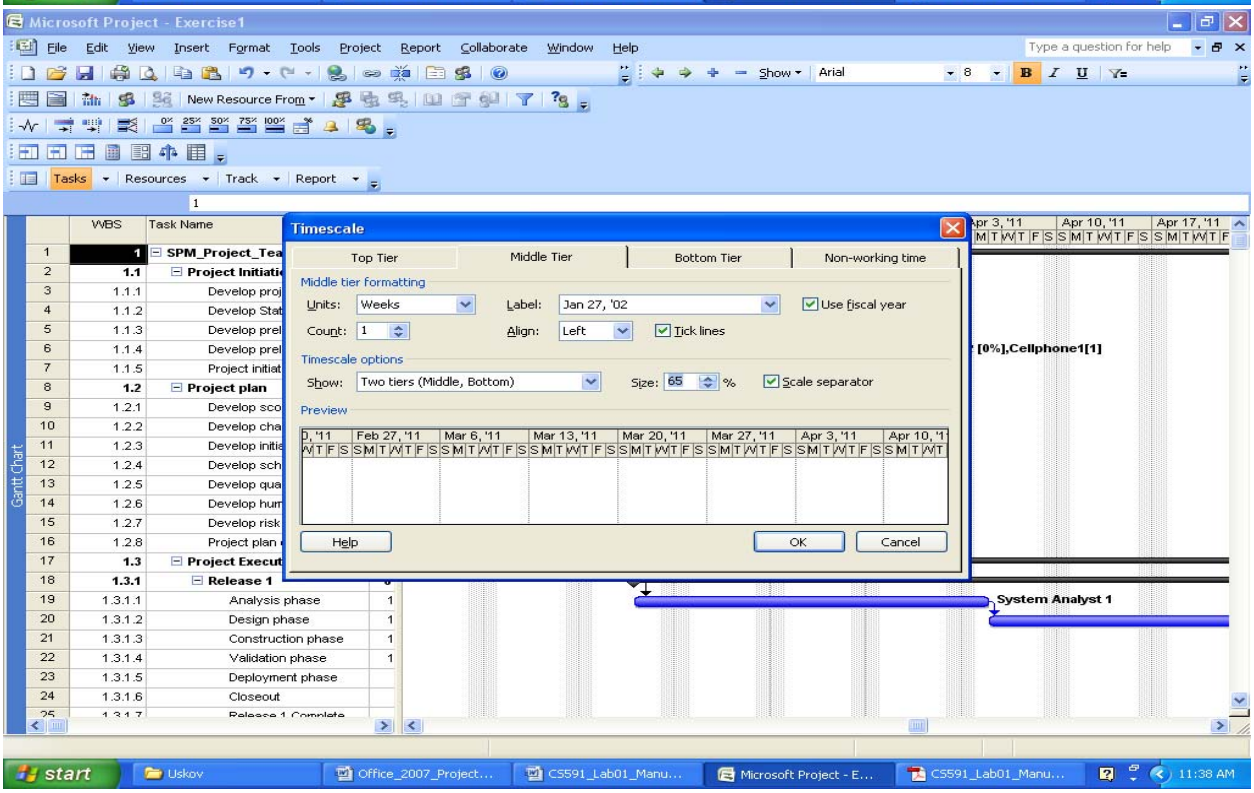
5 PRINTING AND FORMATTING THE PROJECT INFORMATION

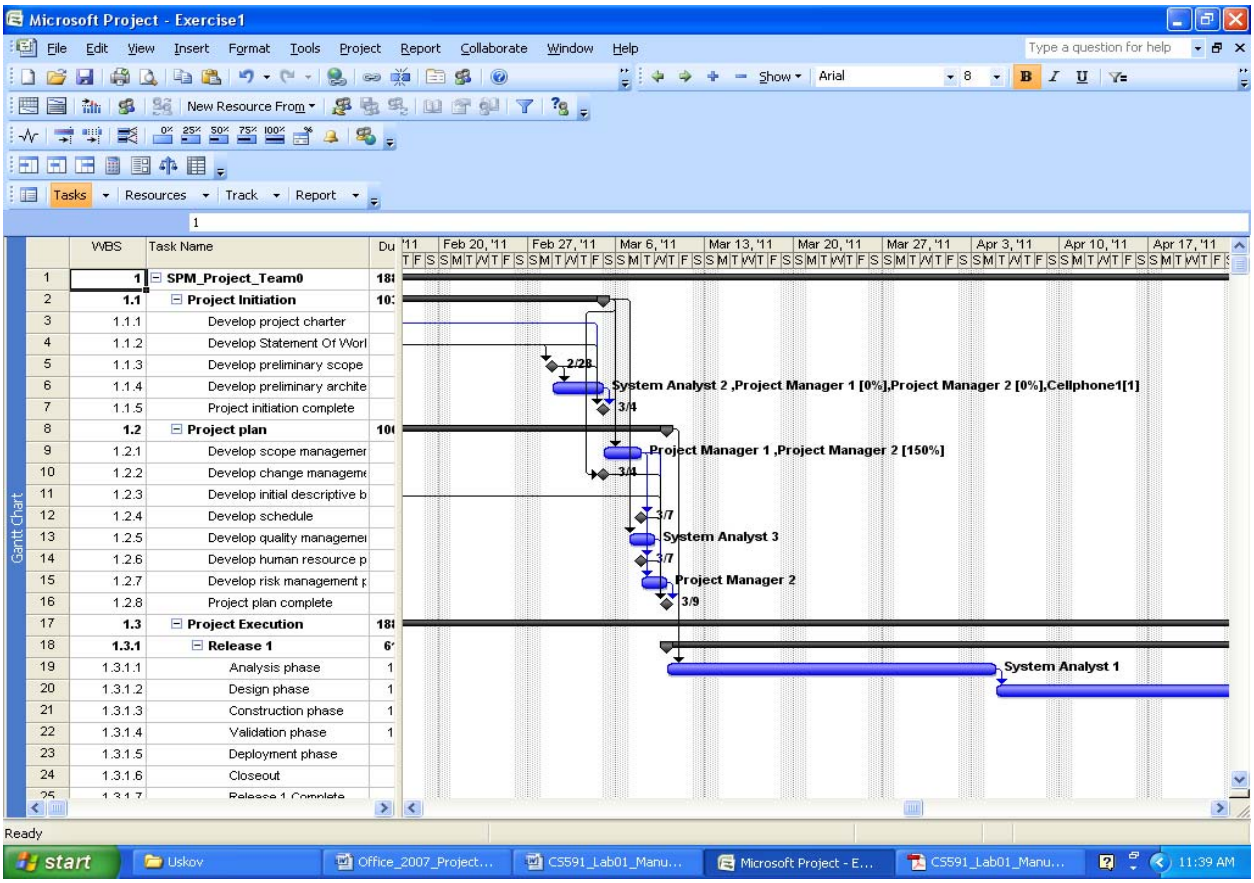
5.1 Using a GANTT CHART

To View the Gantt chart Select ->view -> Gantt chart

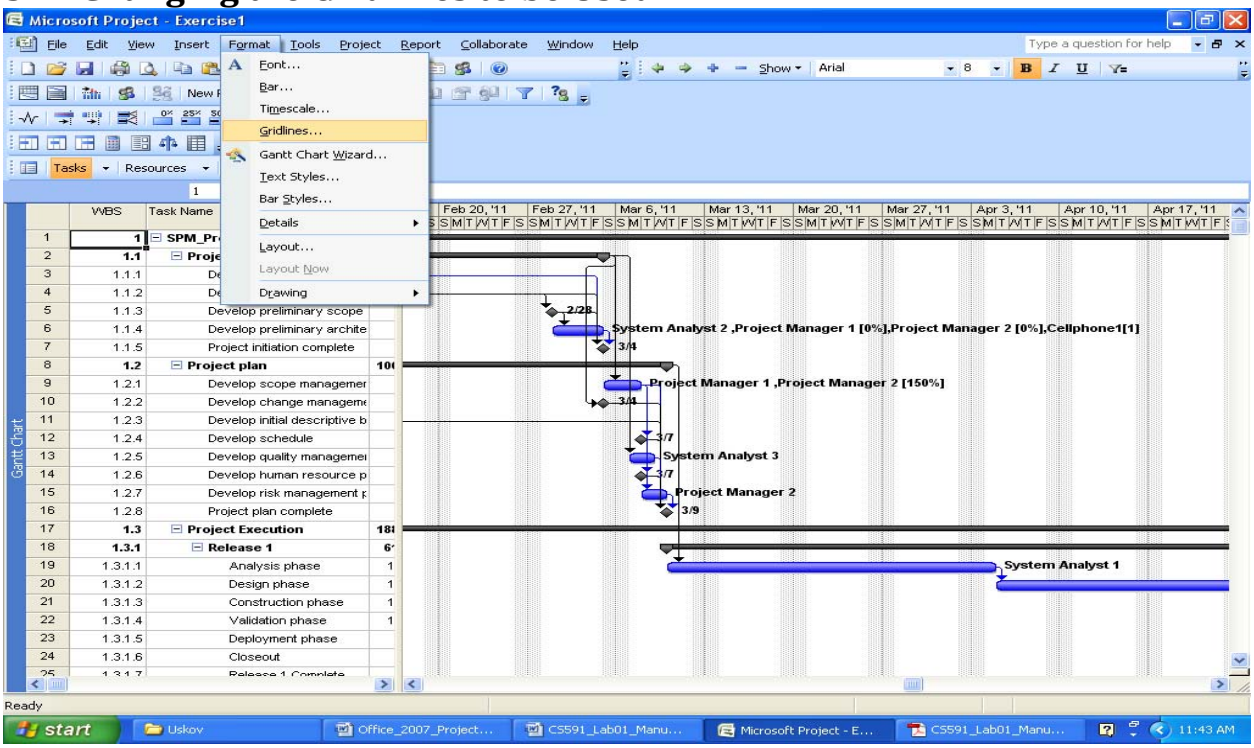
To Modify Select Format->Timescale for the output to be displayed in min, hrs, weeks, thirds of months, months , quarters , half years and years

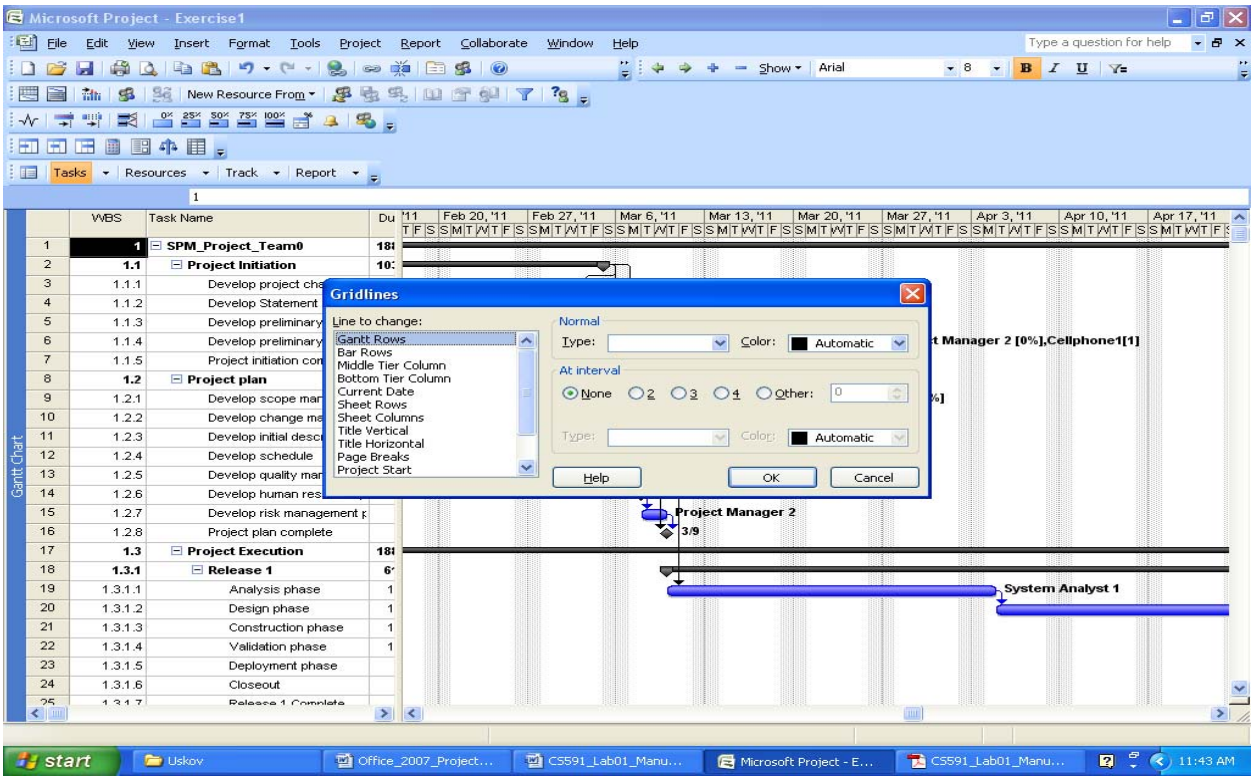






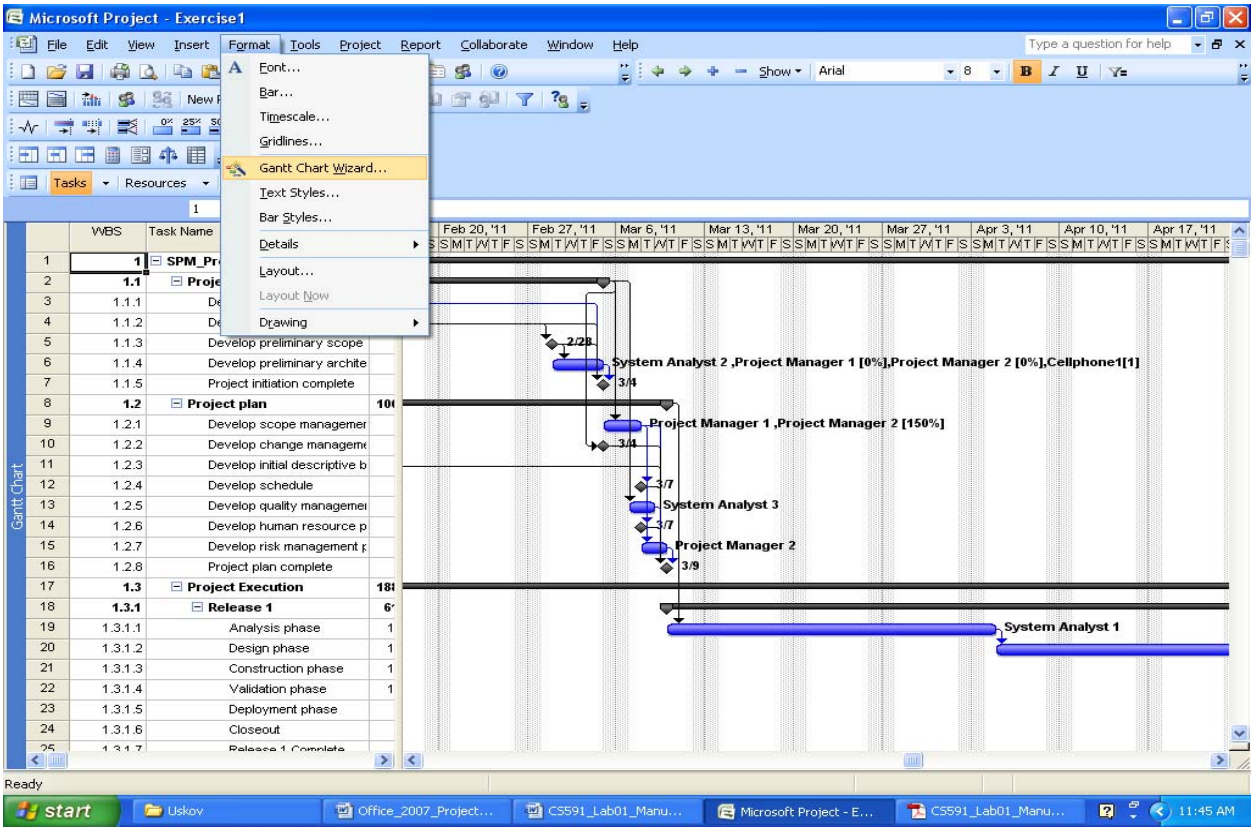
5.2 Changing the Gridlines to be Used

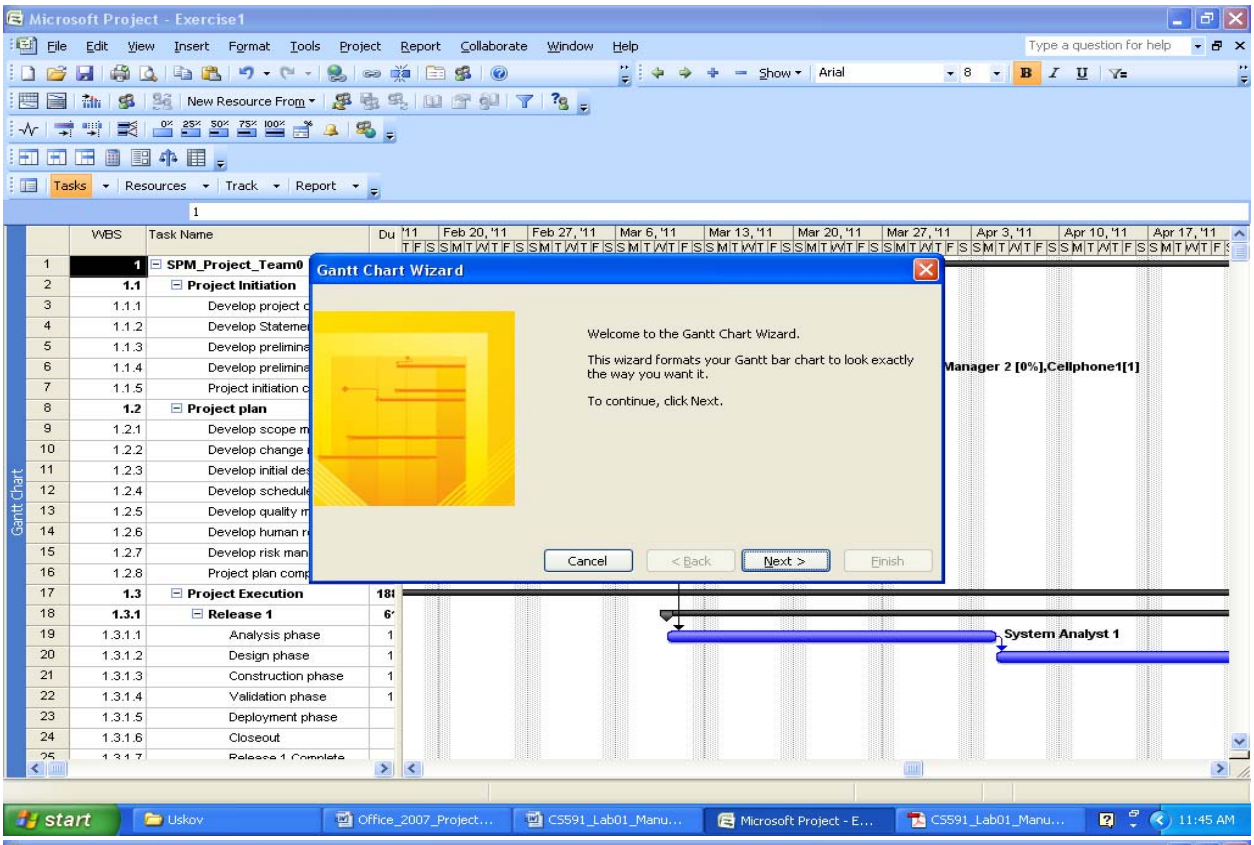


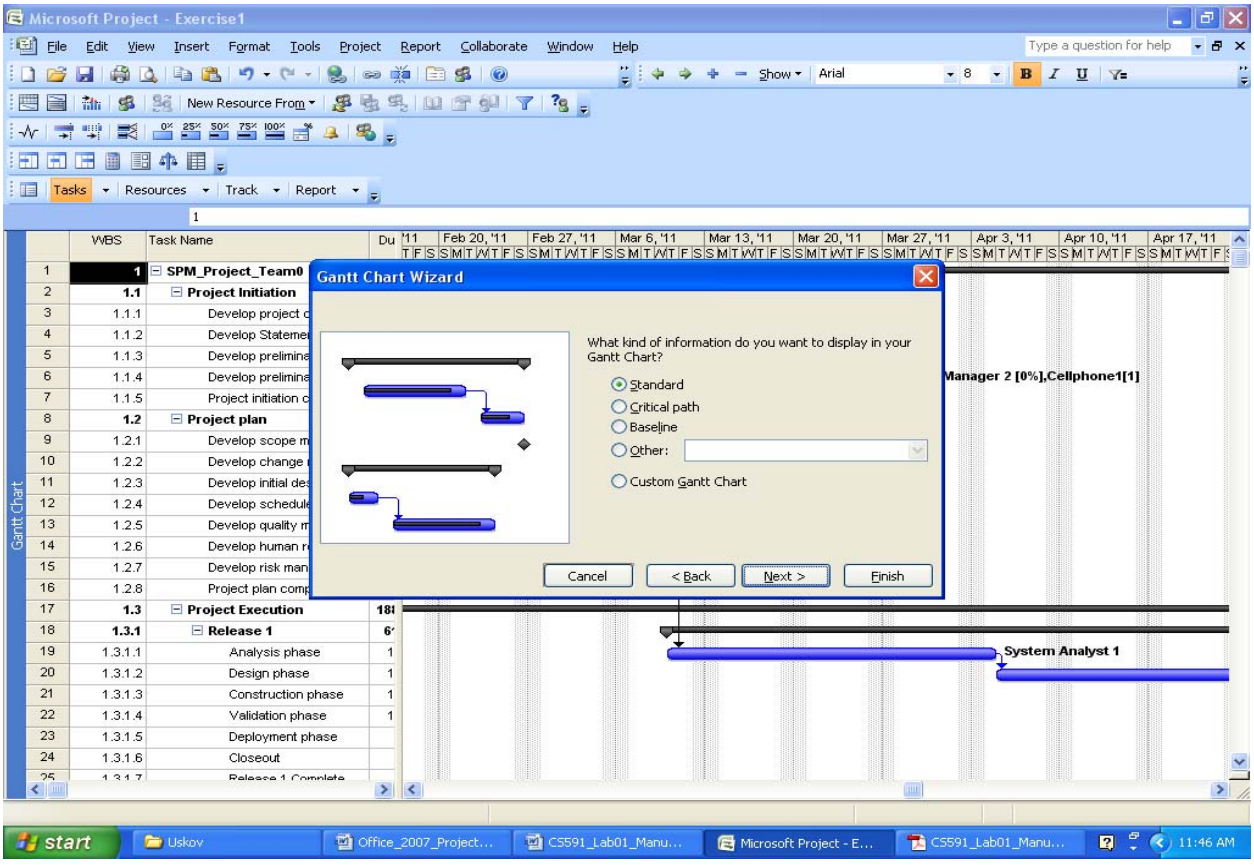


5.3 Using the GANTT CHART Wizard

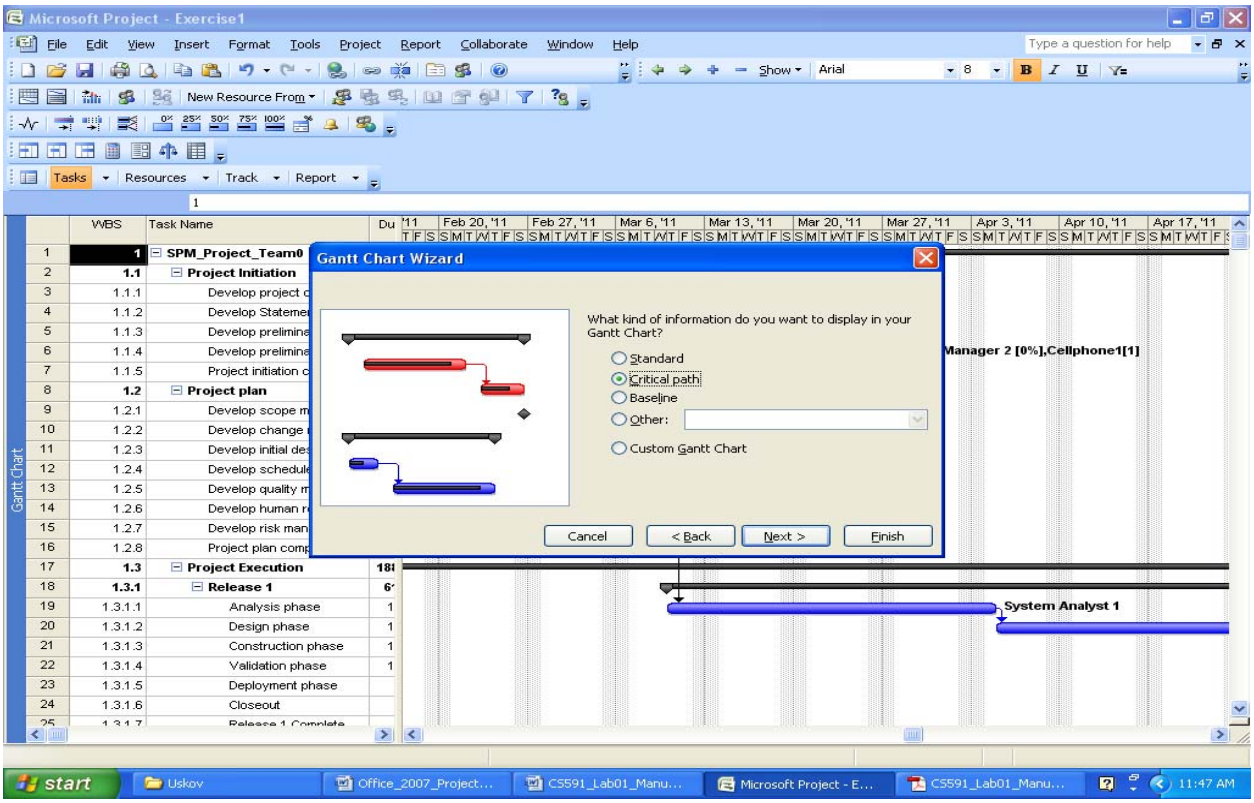
Navigate to Format->Gantt Chart Wizard

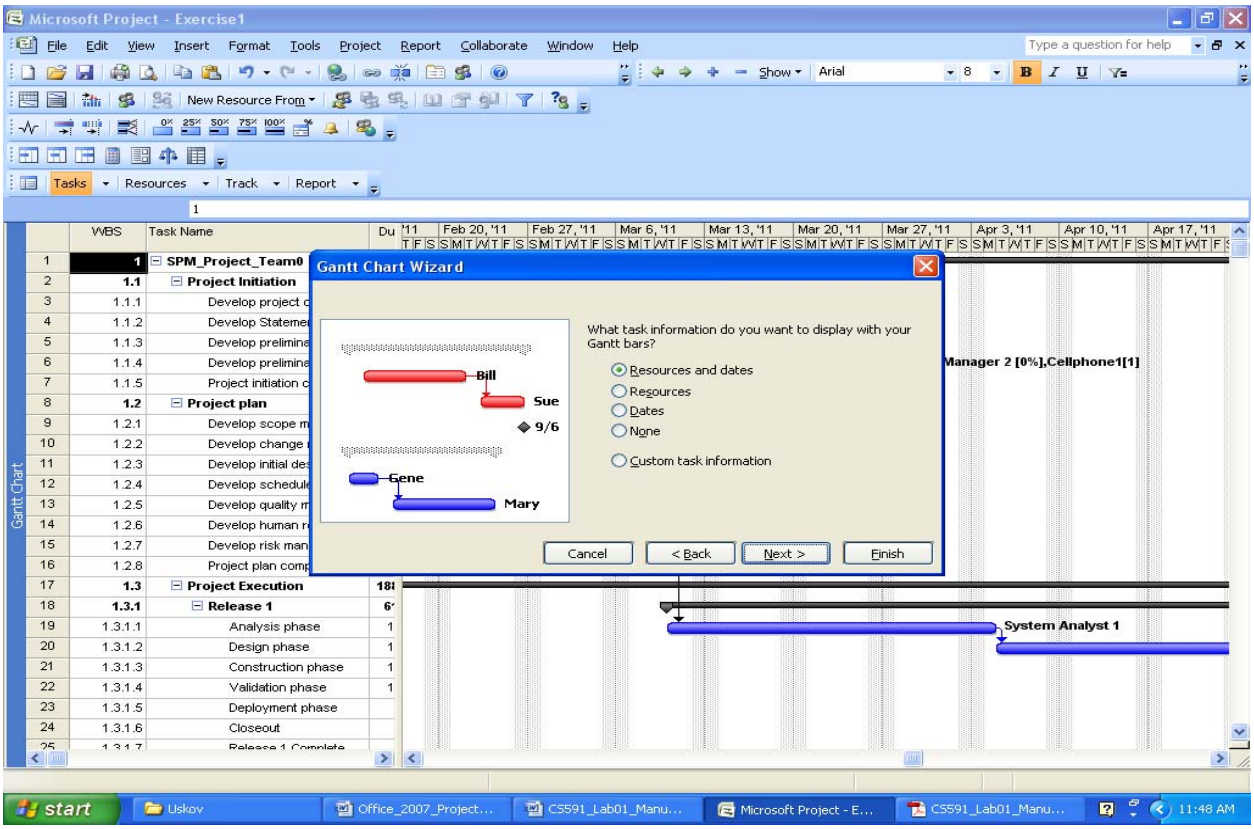


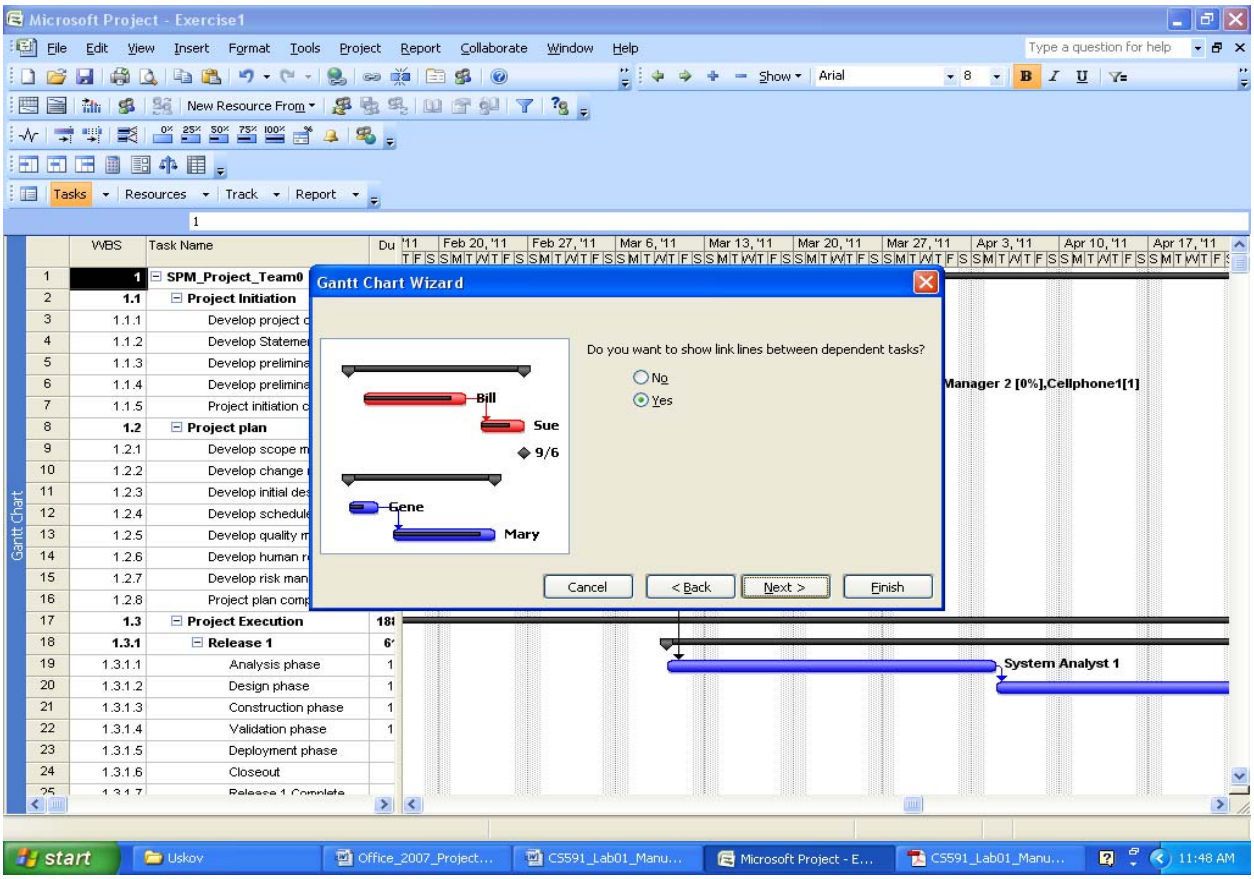

Microsoft Project - Exercise1
Gantt Chart Wizard
Welcome to the Gantt Chart Wizard.
This wizard formats your Gantt bar chart to look exactly the way you want it.
To continue, click Next.
Cancel
< Back
Next >
Finish
System Analyst 1
Manager 2 [0%],Cellphone1[1]

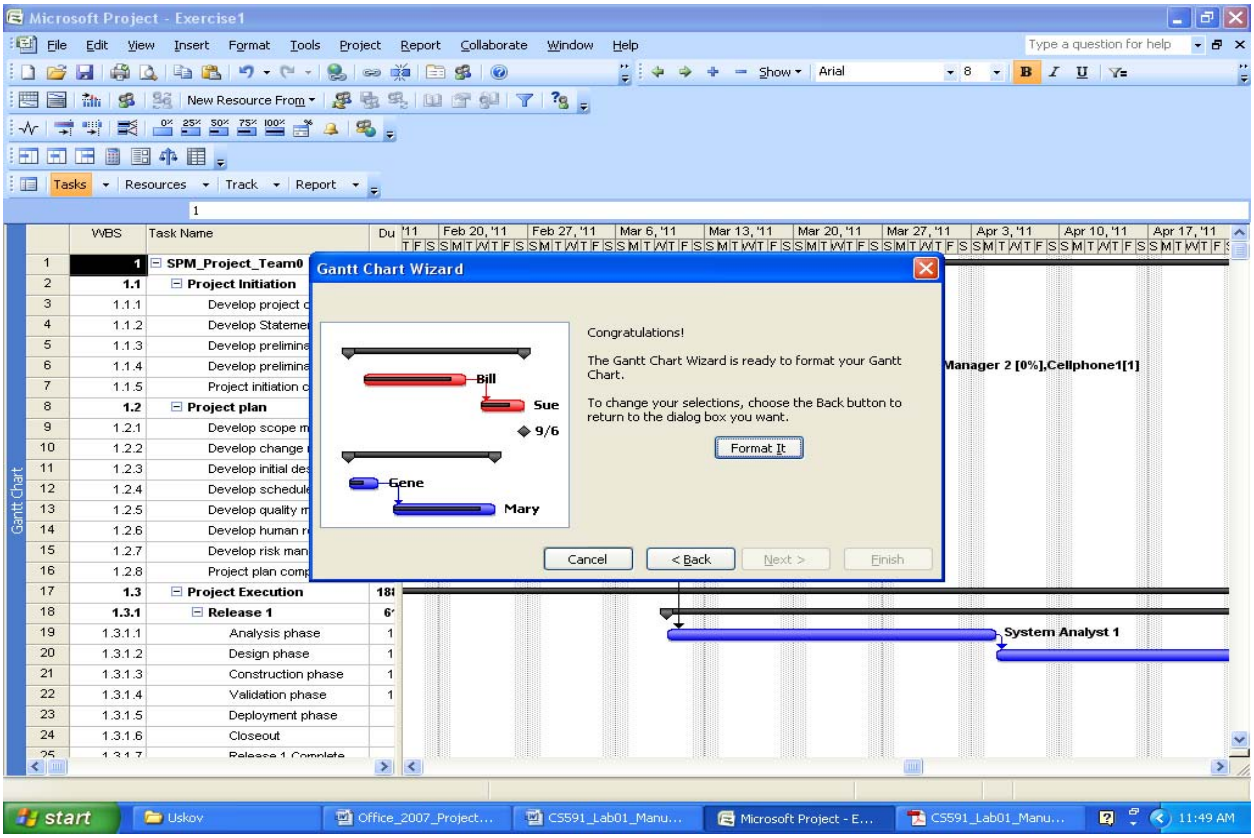

Microsoft Project - Exercise1
Gantt Chart Wizard
What kind of information do you want to display in your Gantt Chart?
Standard
Critical path
Baseline
Other:
Custom Gantt Chart
Cancel
< Back
Next >
Finish
System Analyst 1
Manager 2 [0%],Cellphone1[1]

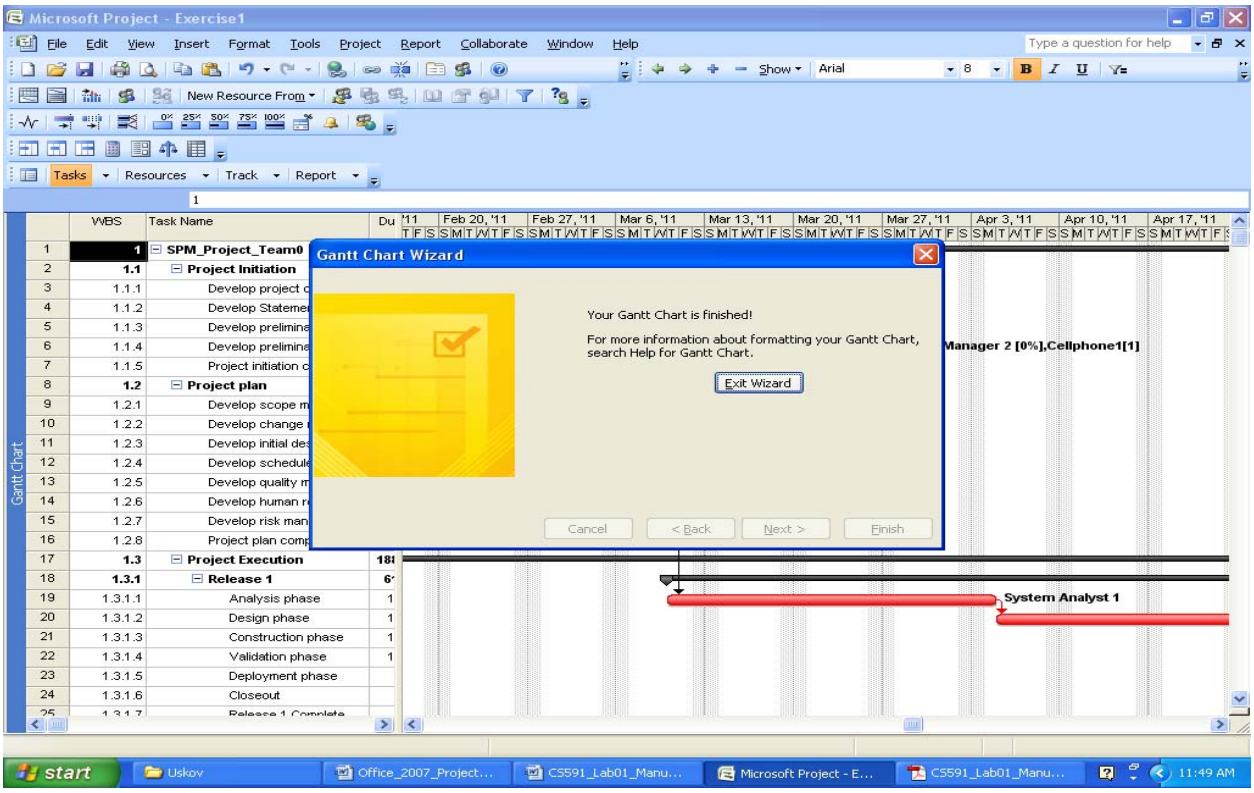
5.3.1 Setting the Critical Path



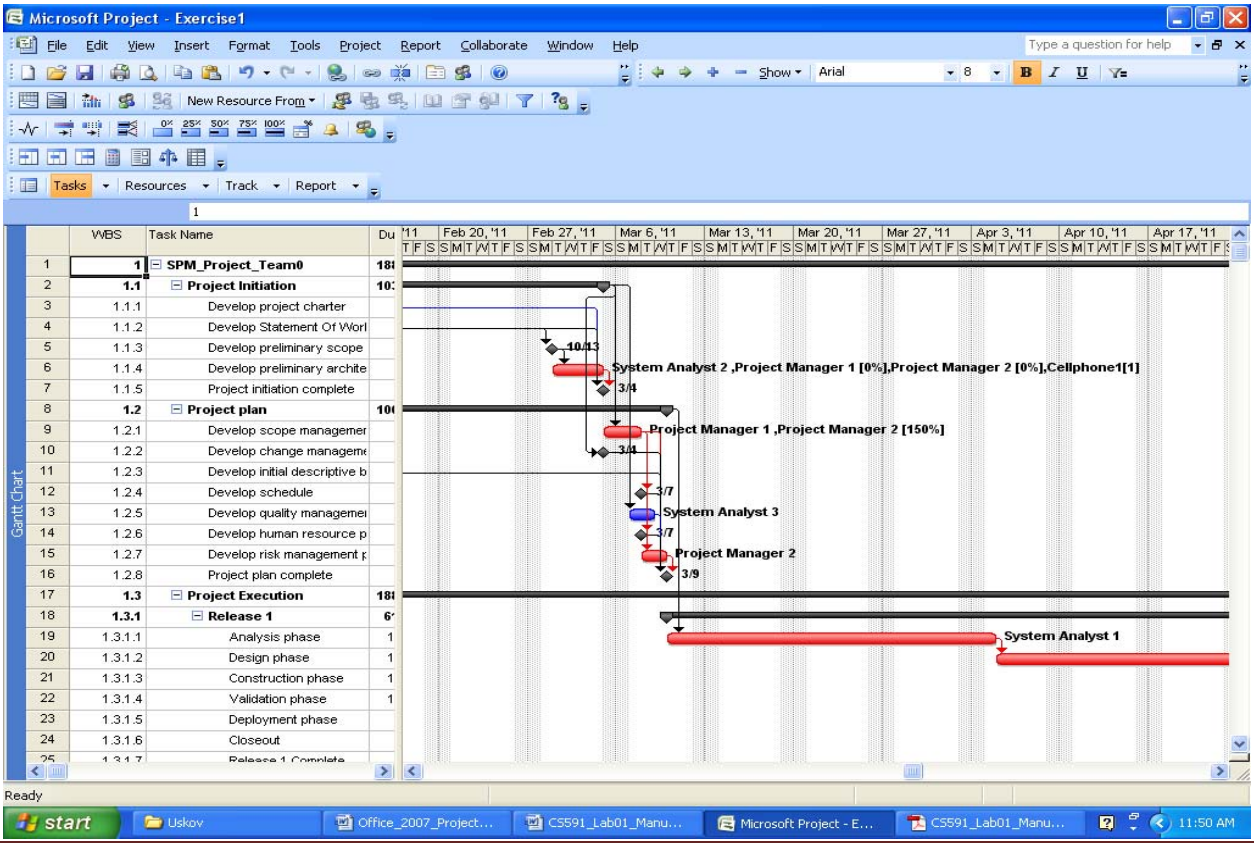



Microsoft Project - Exercise1
Gantt Chart Wizard
Do you want to show link lines between dependent tasks?
No
Yes
Bill
Sue
9/6
Gene
Mary
Cancel
< Back
Next >
Finish
System Analyst 1
Manager 2 [0%],Cellphone1[1]


Microsoft Project - Exercise1
Gantt Chart Wizard
Congratulations!
The Gantt Chart Wizard is ready to format your Gantt Chart.
To change your selections, choose the Back button to return to the dialog box you want.
Format It
Bill
Sue
9/6
Gene
Mary
Cancel
< Back
Next >
Finish
System Analyst 1
Manager 2 [0%],Cellphone1[1]

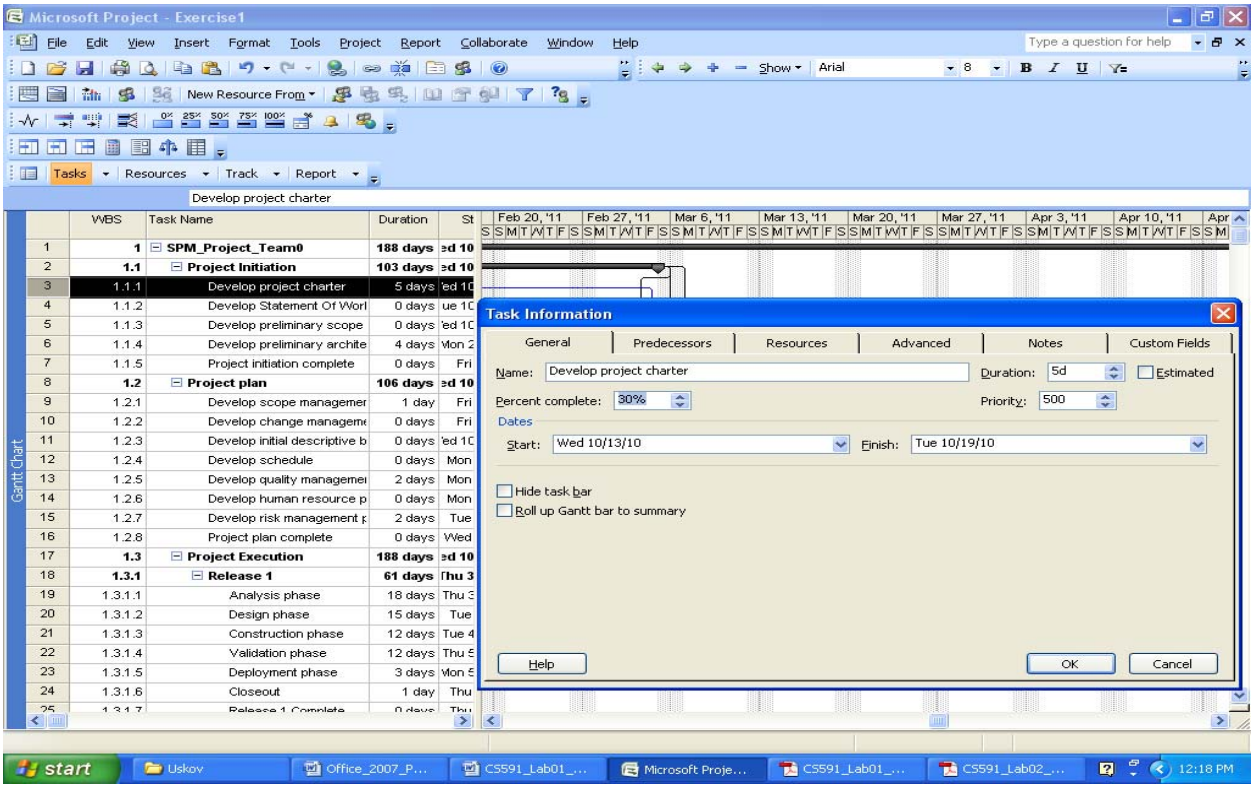


5.4 Critical path

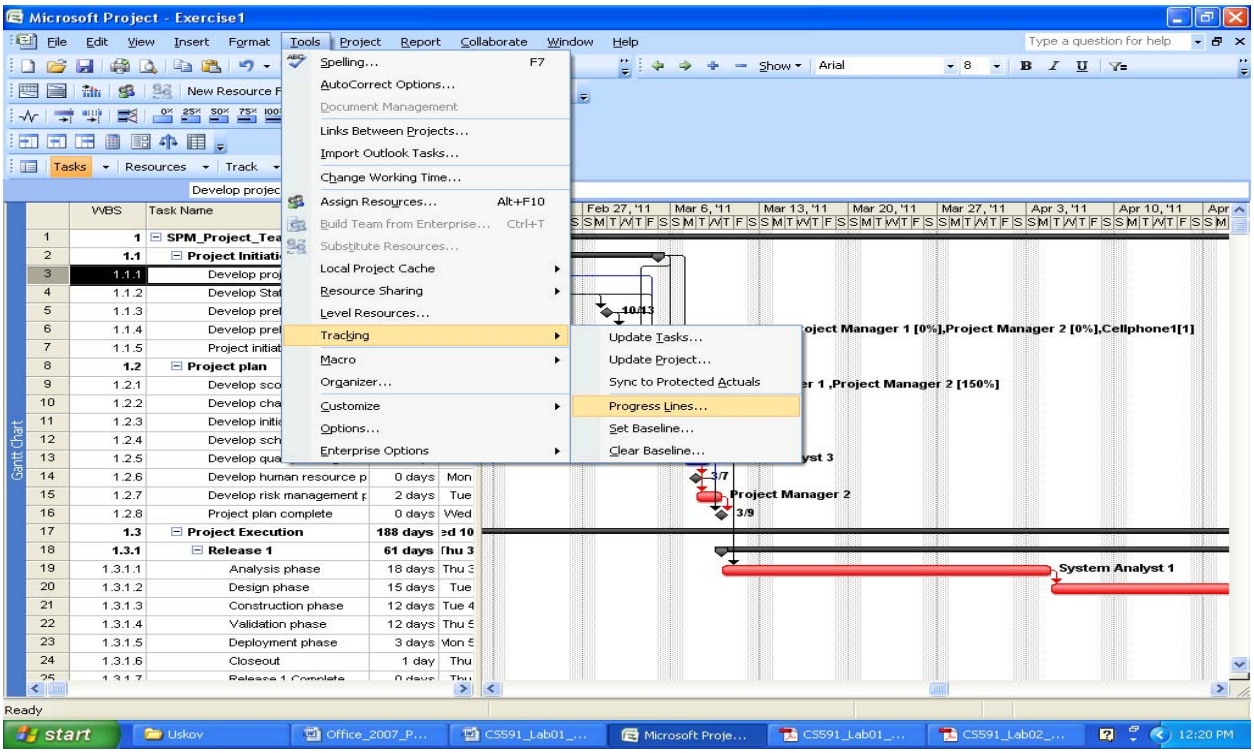


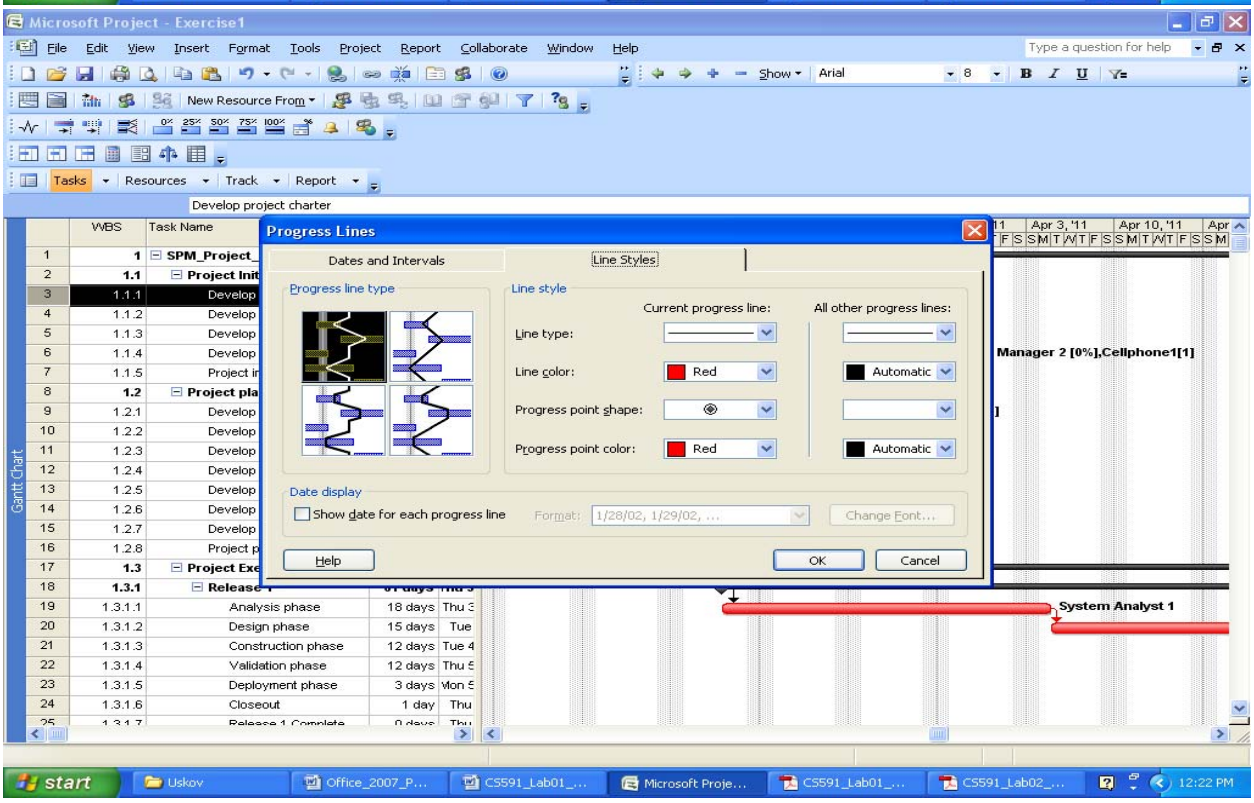
5.5 Displaying Task Completion

The completion of the task is selected by Double-Click on the task name-> using the Percent Complete Field in task information.



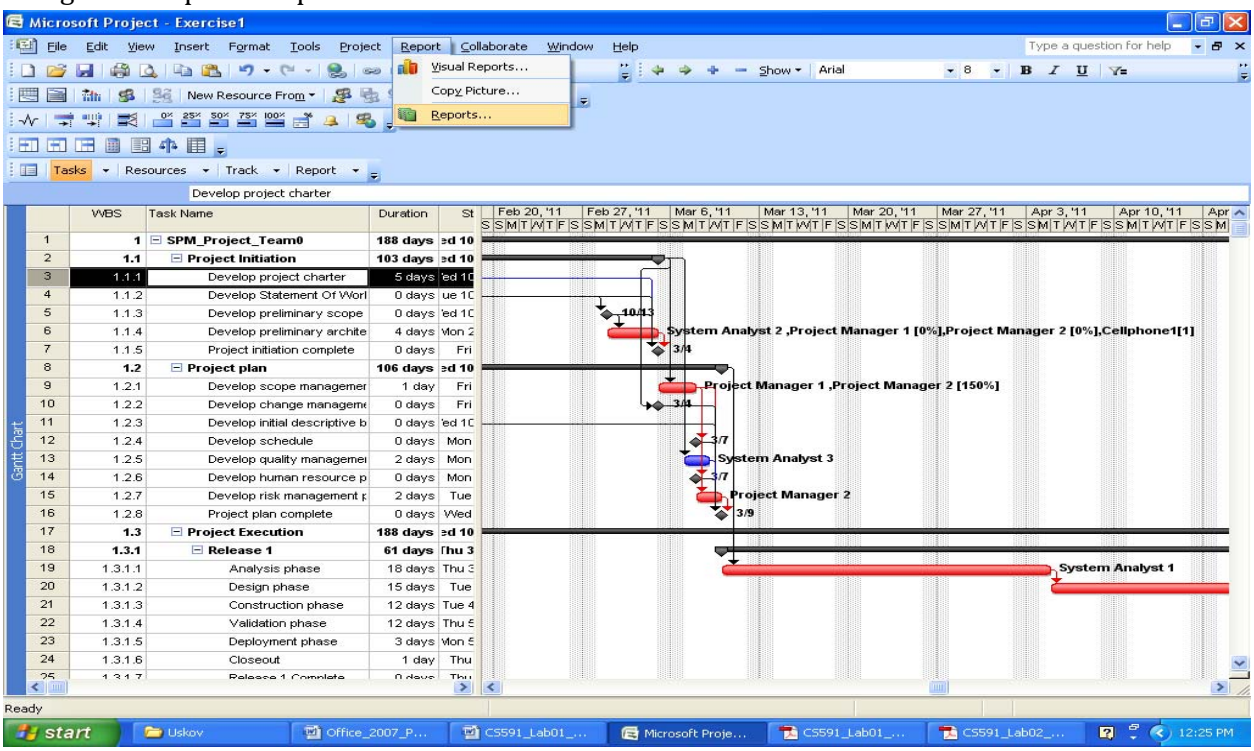
5.6 Formatting the Progress Lines on the GANTT CHART





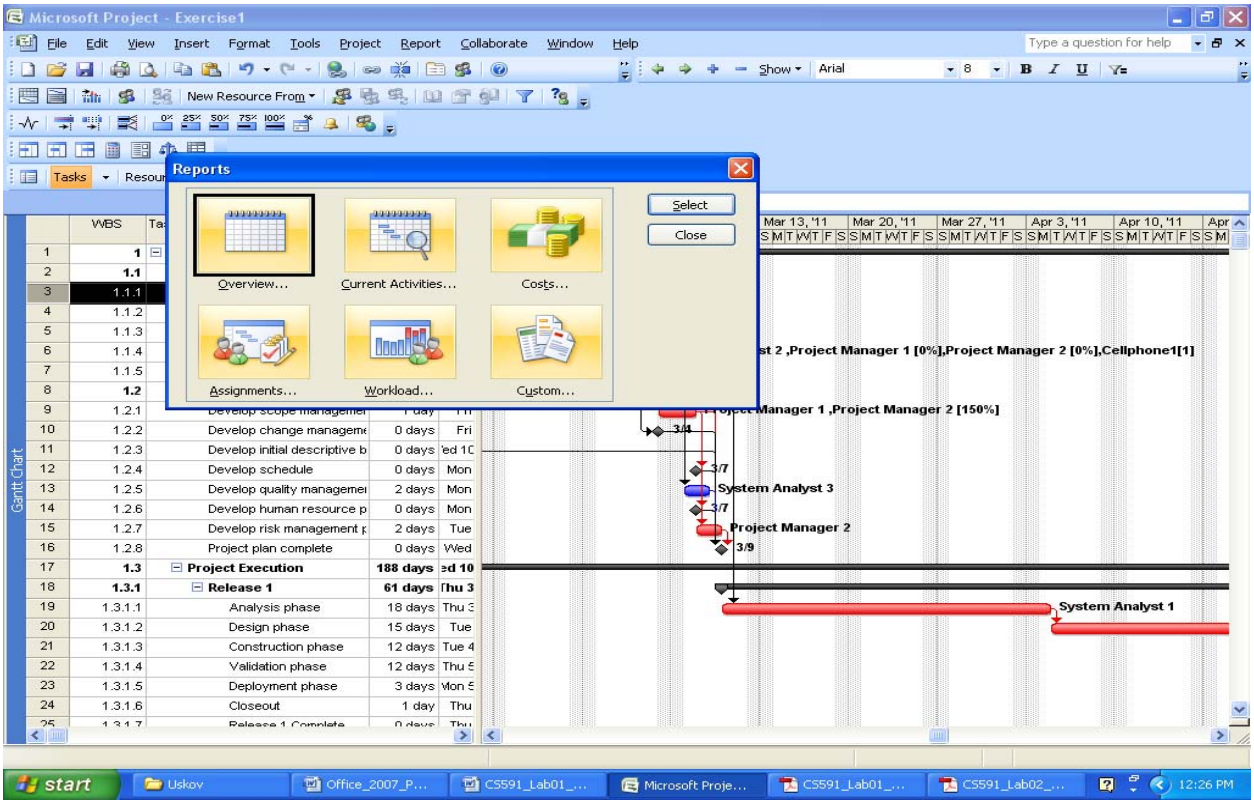
5.7 Using Predefined Reports

Navigate to Report->Reports

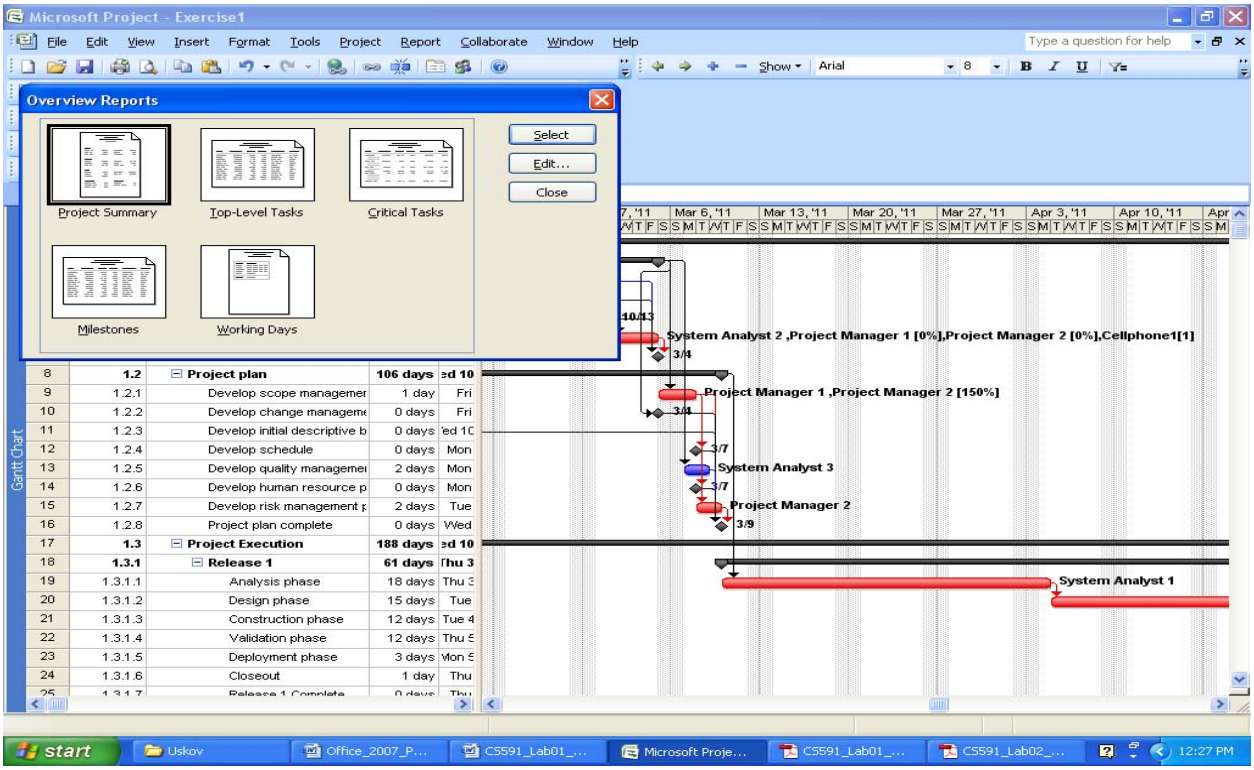


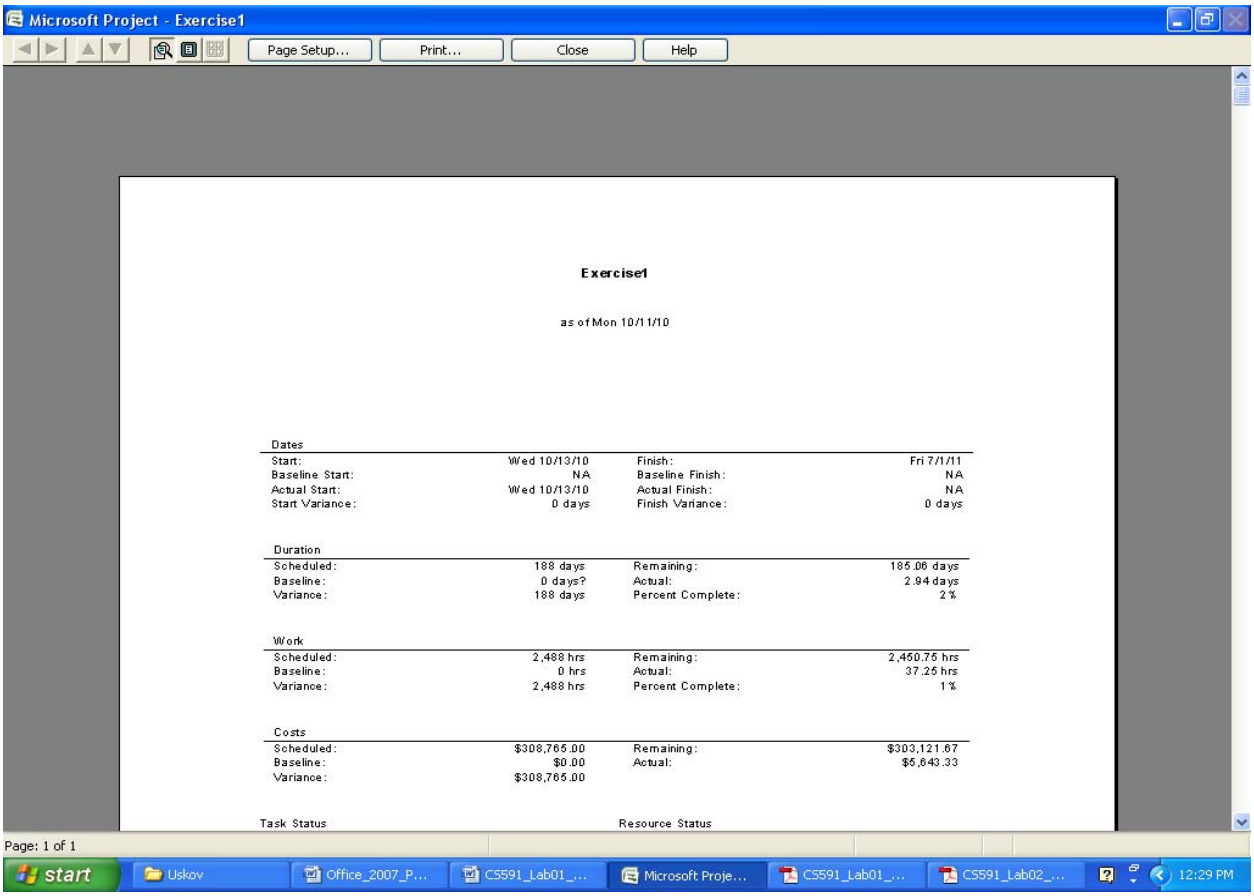
Click on Overview & click on select button as shown below

5.7.1 Overview Report

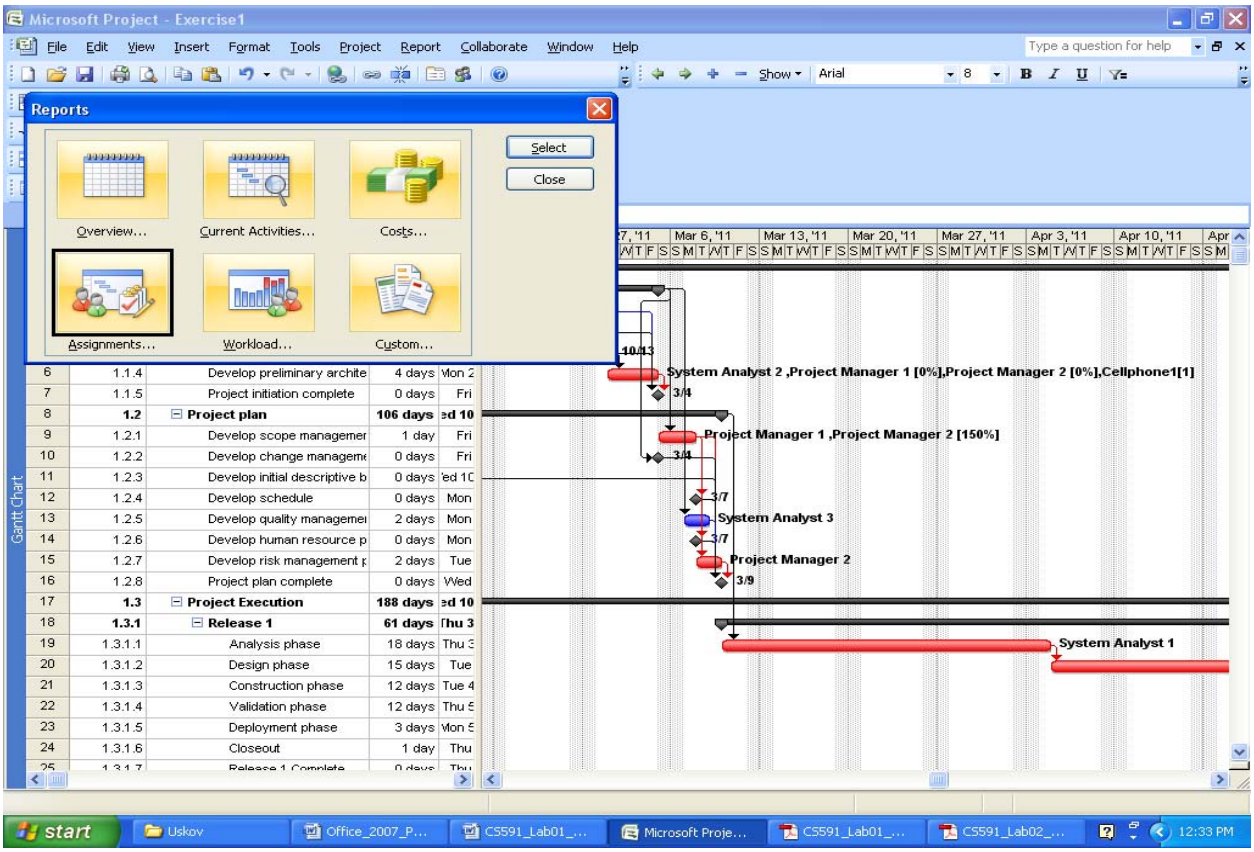


Select Project Summary & click on Select button

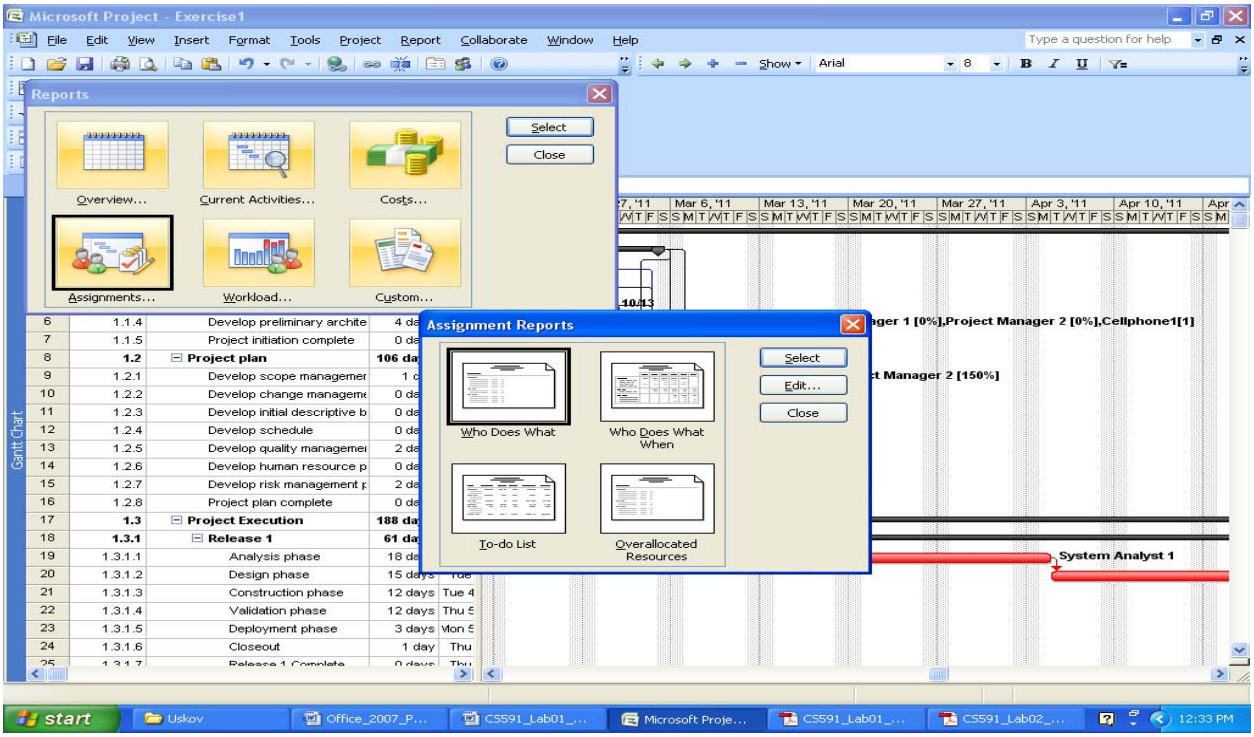


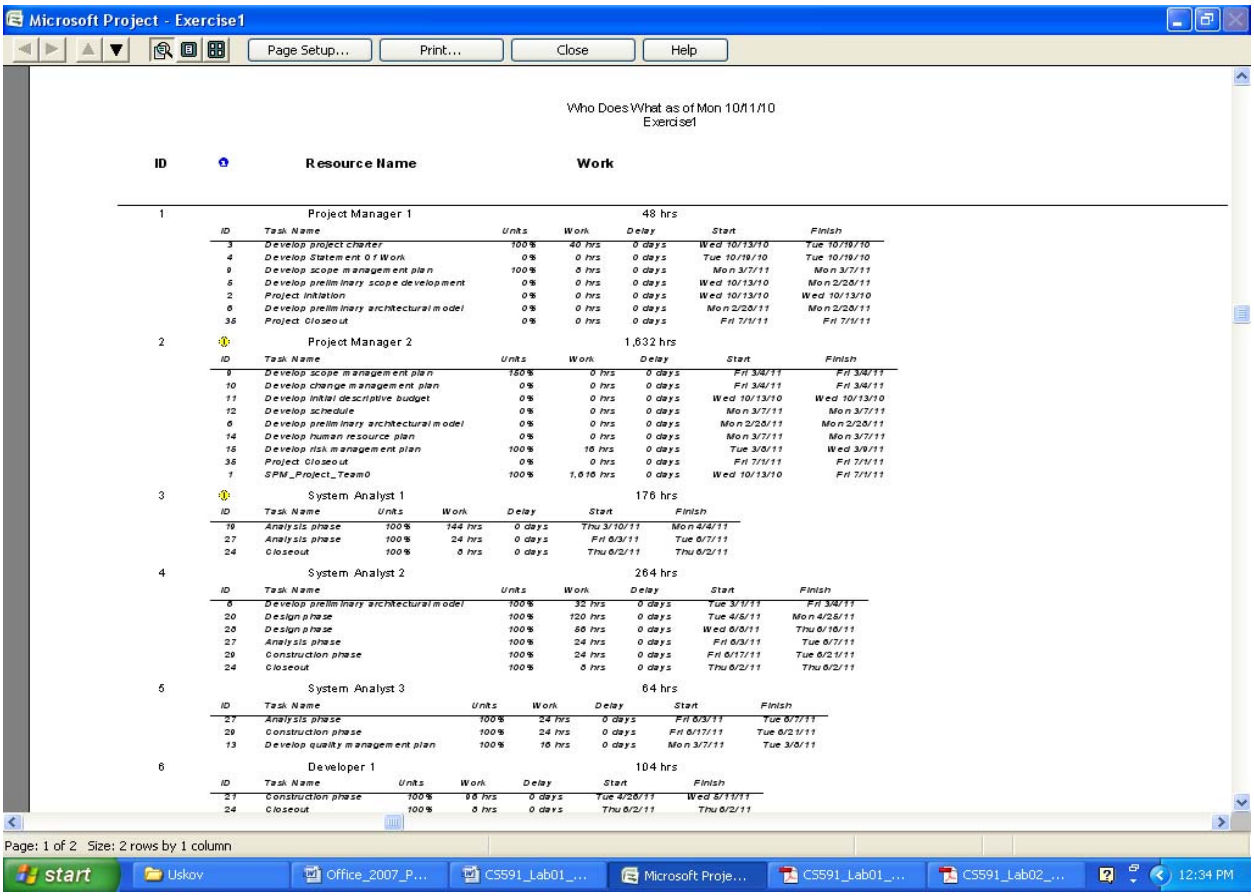

Microsoft Project - Exercise1
Page Setup...
Print...
Close
Help
Exercise1
as of Mon 10/11/10
Dates
Start: Wed 10/13/10
Finish: Fri 7/1/11
Baseline Start: NA
Baseline Finish: NA
Actual Start: Wed 10/13/10
Actual Finish: NA
Start Variance: 0 days
Finish Variance: 0 days
Duration
Scheduled: 188 days
Remaining: 185.06 days
Baseline: 0 days?
Actual: 2.94 days
Variance: 188 days
Percent Complete: 2%
Work
Scheduled: 2,488 hrs
Remaining: 2,450.75 hrs
Baseline: 0 hrs
Actual: 37.25 hrs
Variance: 2,488 hrs
Percent Complete: 1%
Costs
Scheduled: $308,765.00
Remaining: $303,121.67
Baseline: $0.00
Actual: $5,643.33
Variance: $308,765.00
Task Status
Resource Status
Page: 1 of 1
start
Uskov
Office_2007_P...
CS591_Lab01_...
Microsoft Proje...
CS591_Lab01_...
CS591_Lab02_...
12:29 PM

5.7.2 Assignment Report

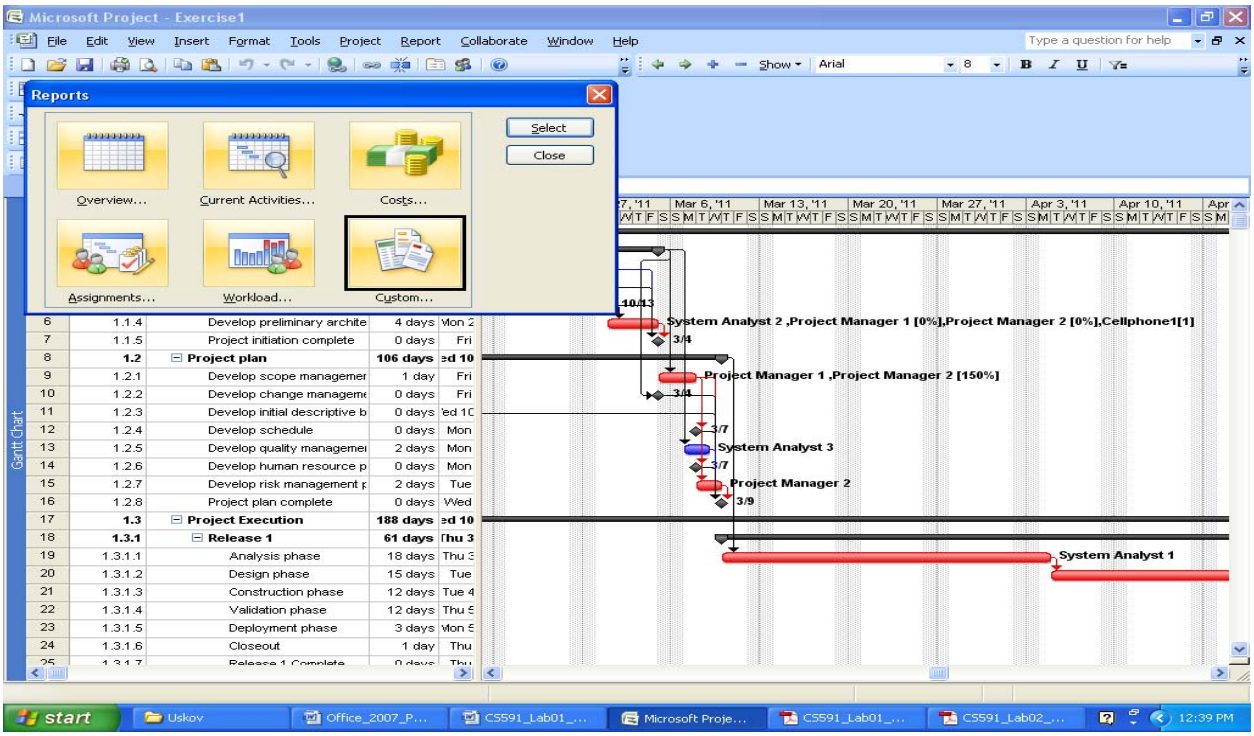


Select Assignment Report->Who Does What

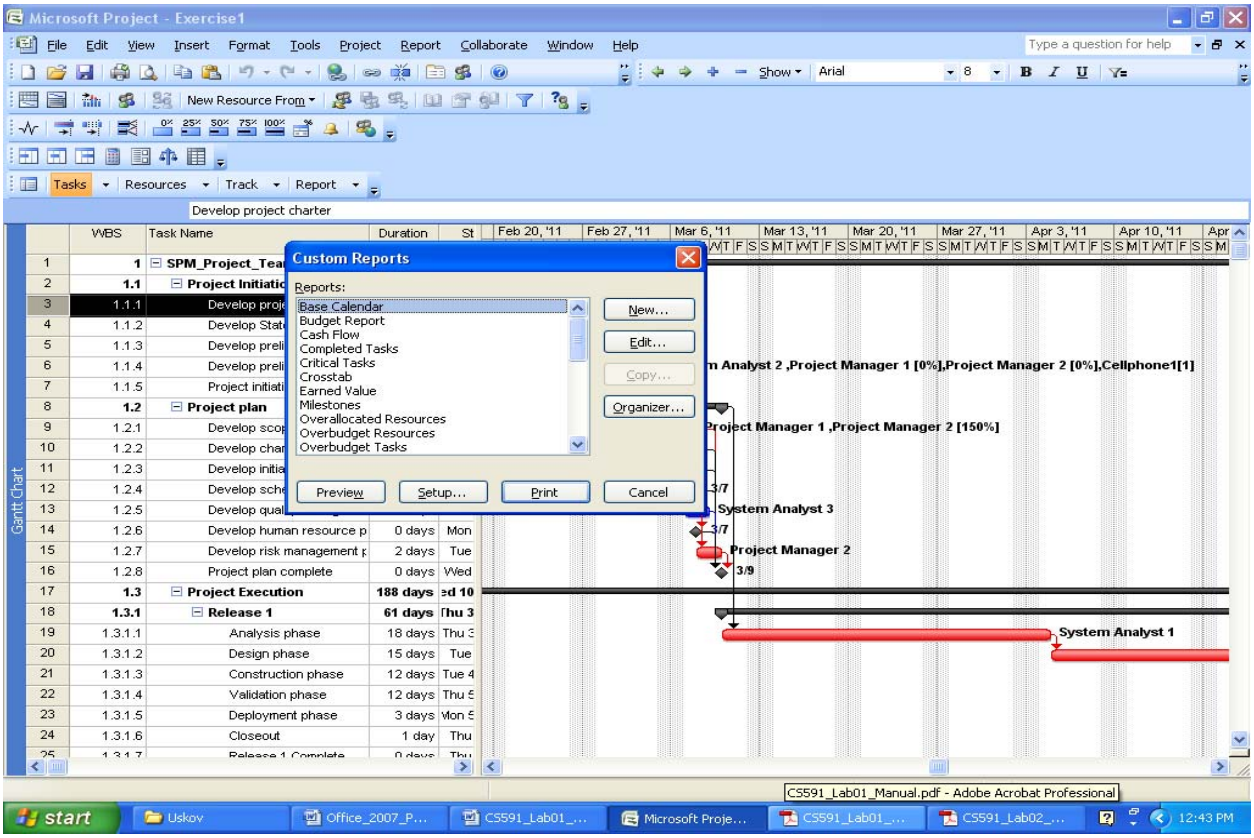




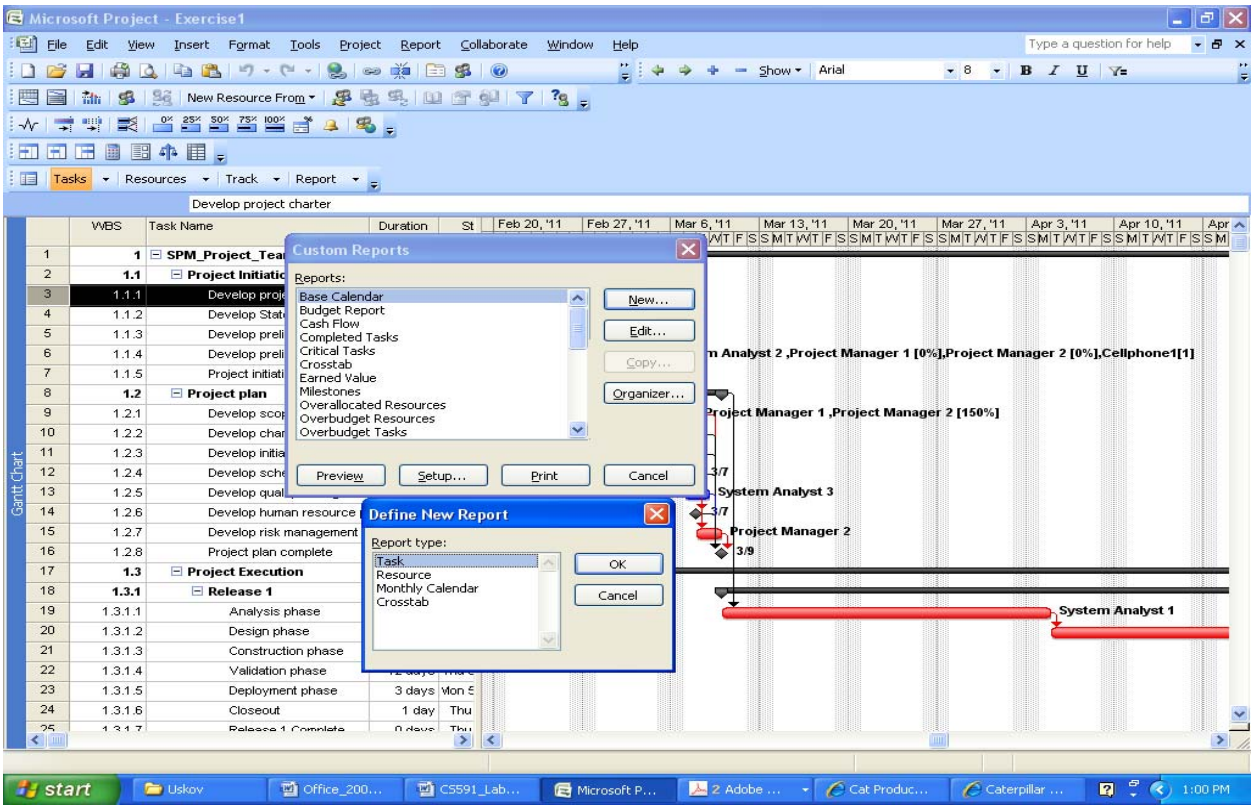
5.8 Creating Custom Reports

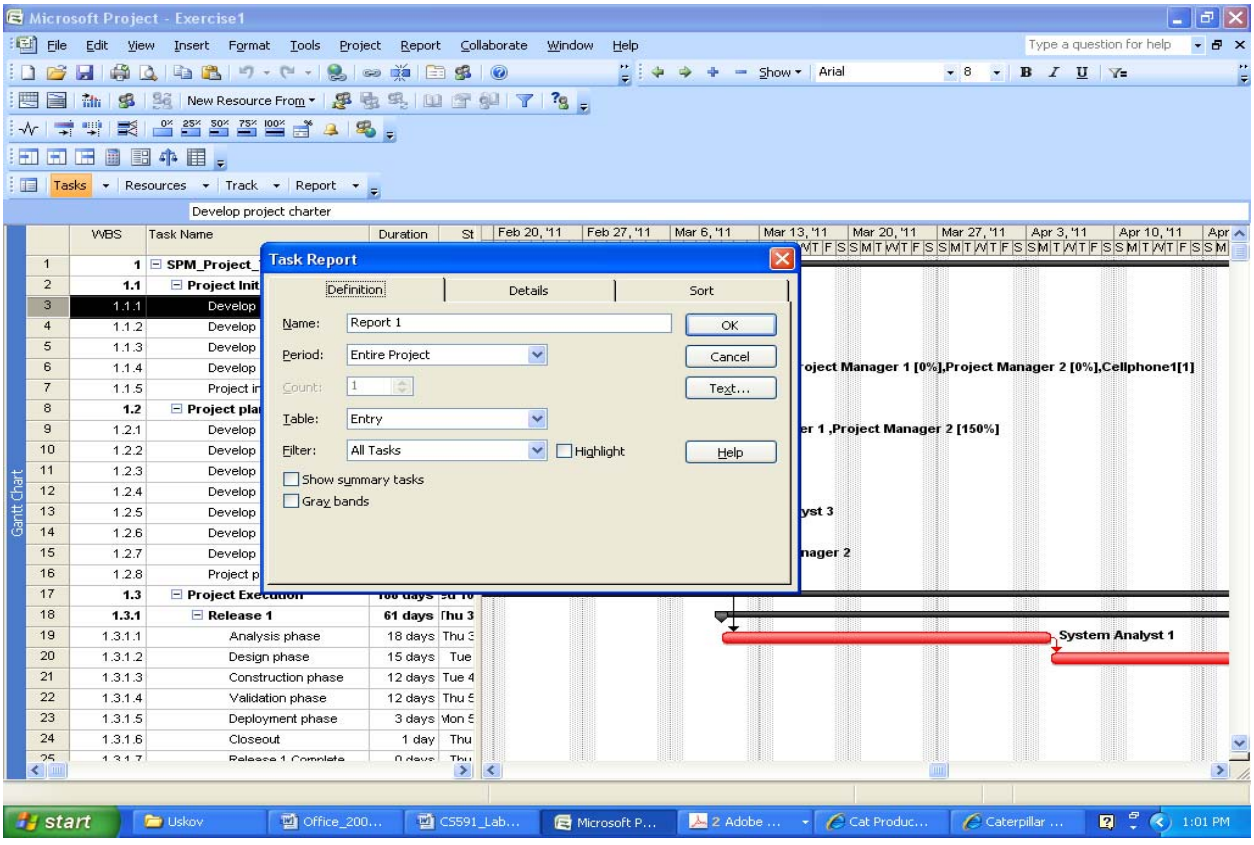


5.8.1 Selecting the Report to use

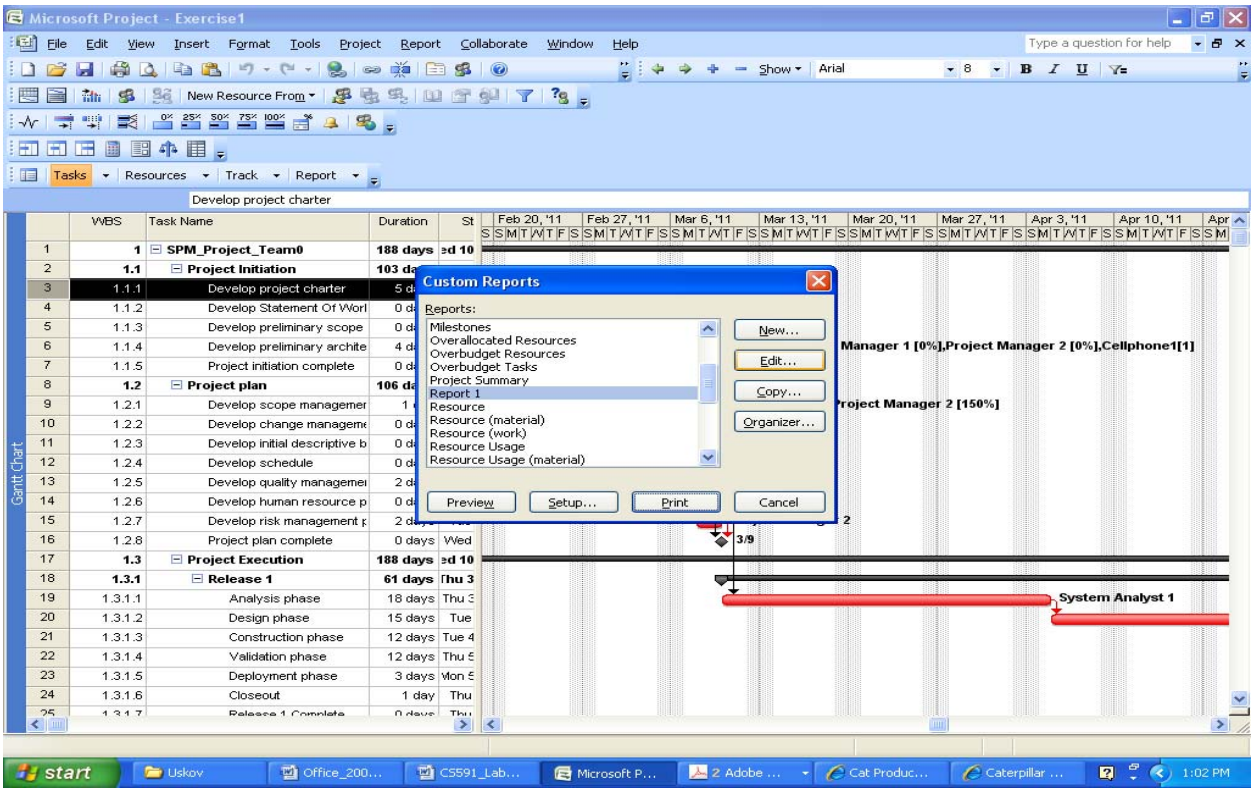


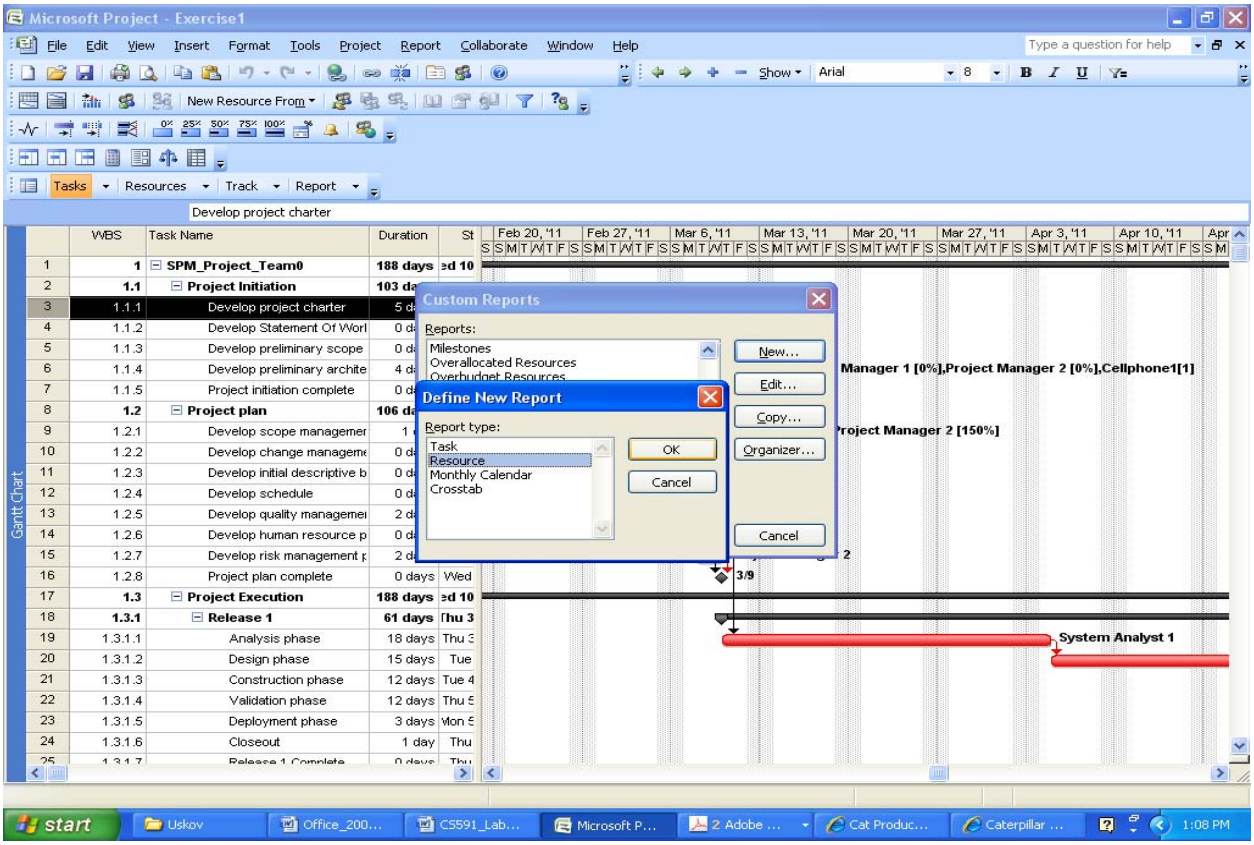
5.8.2 Defining New Report

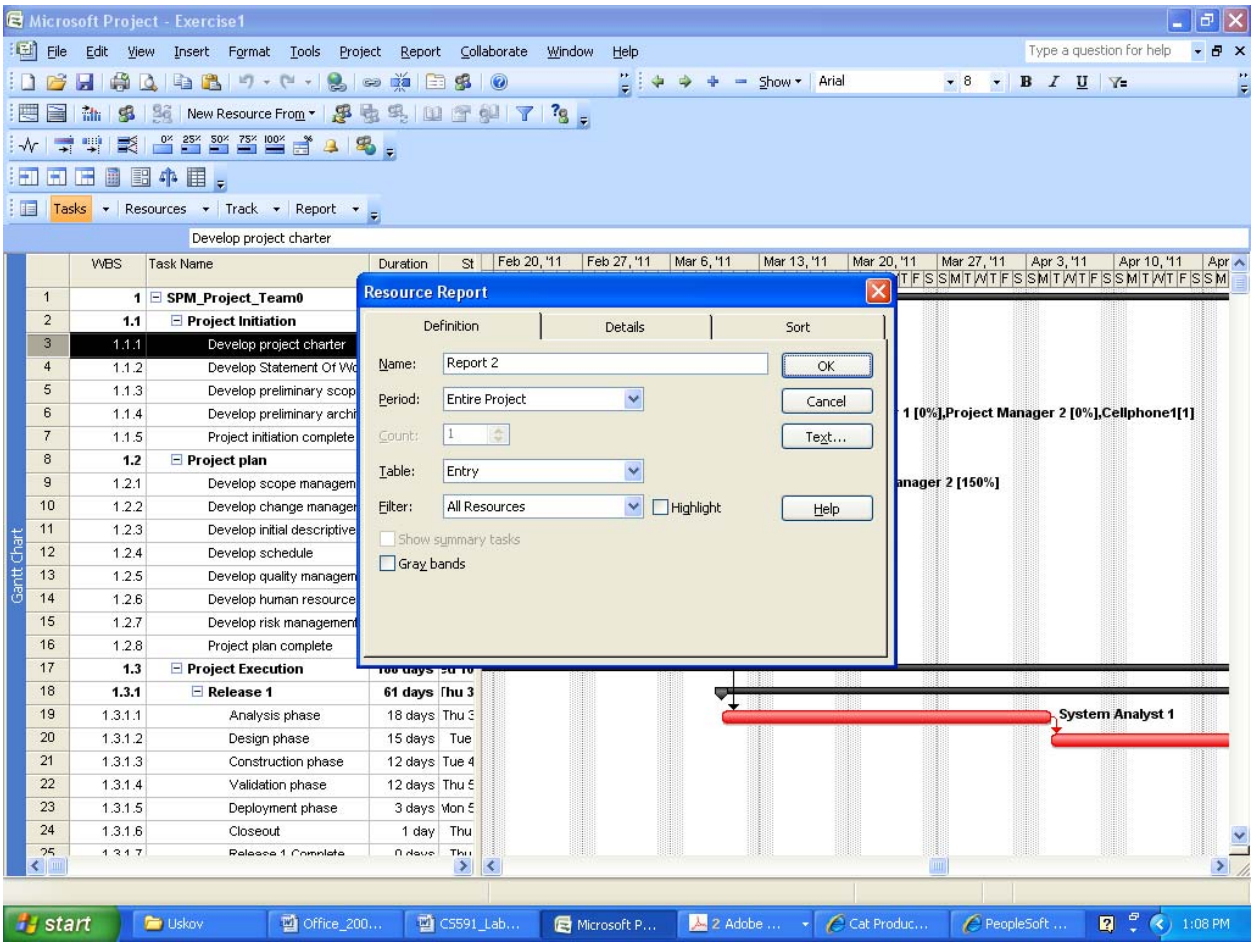




5.8.3 Defining Options for the Resource Report

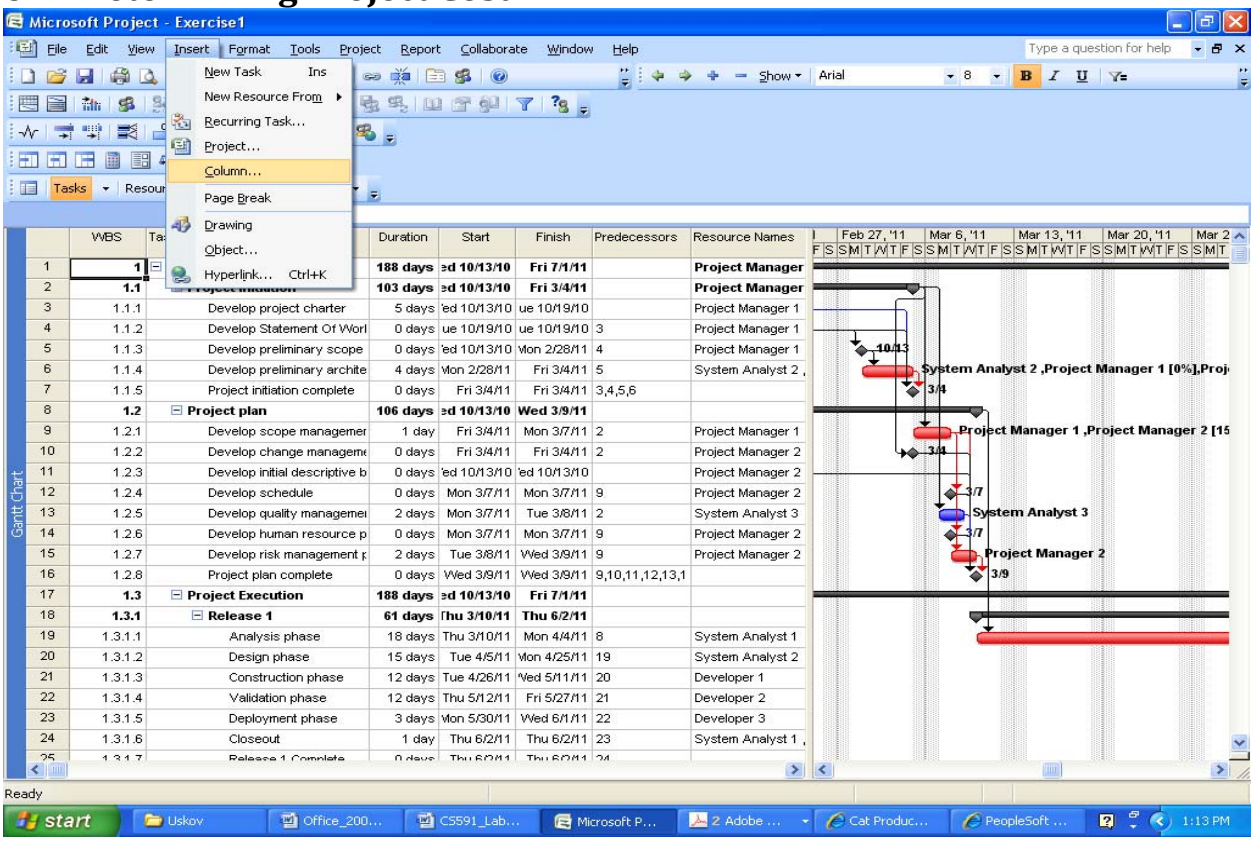


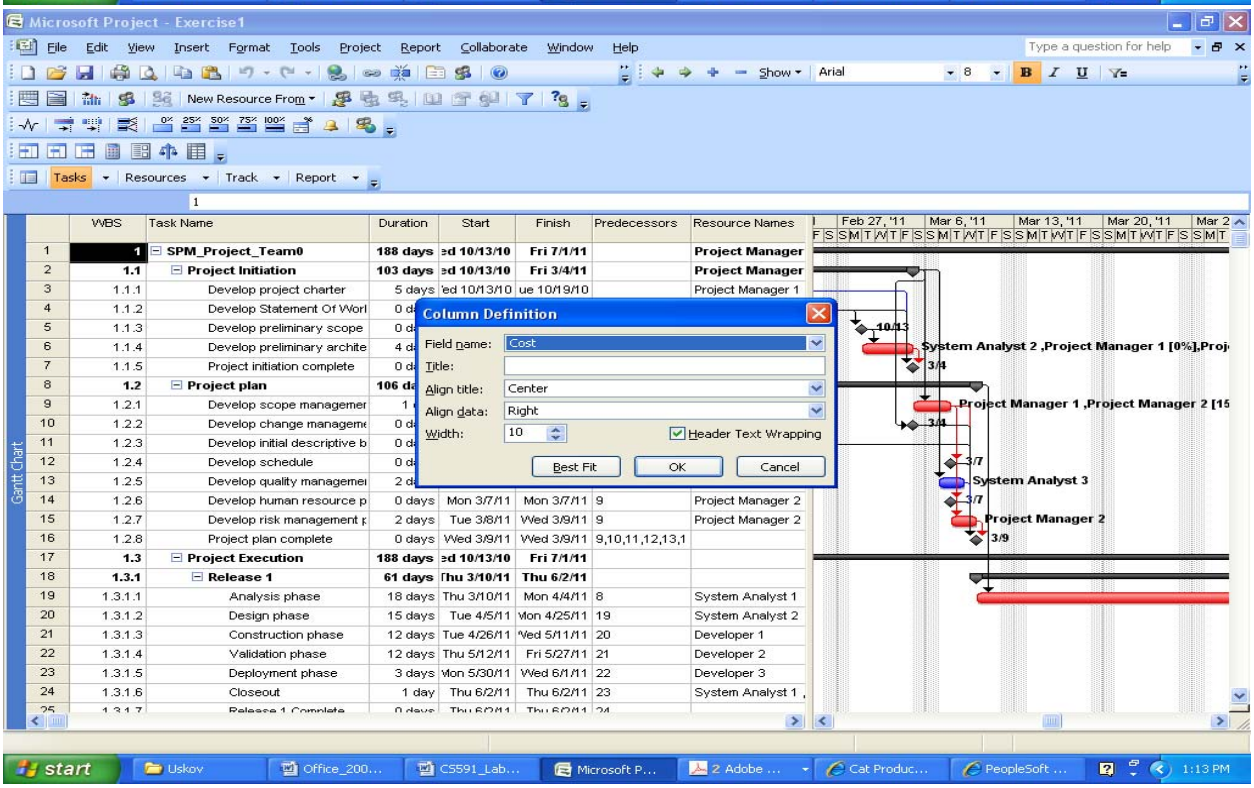


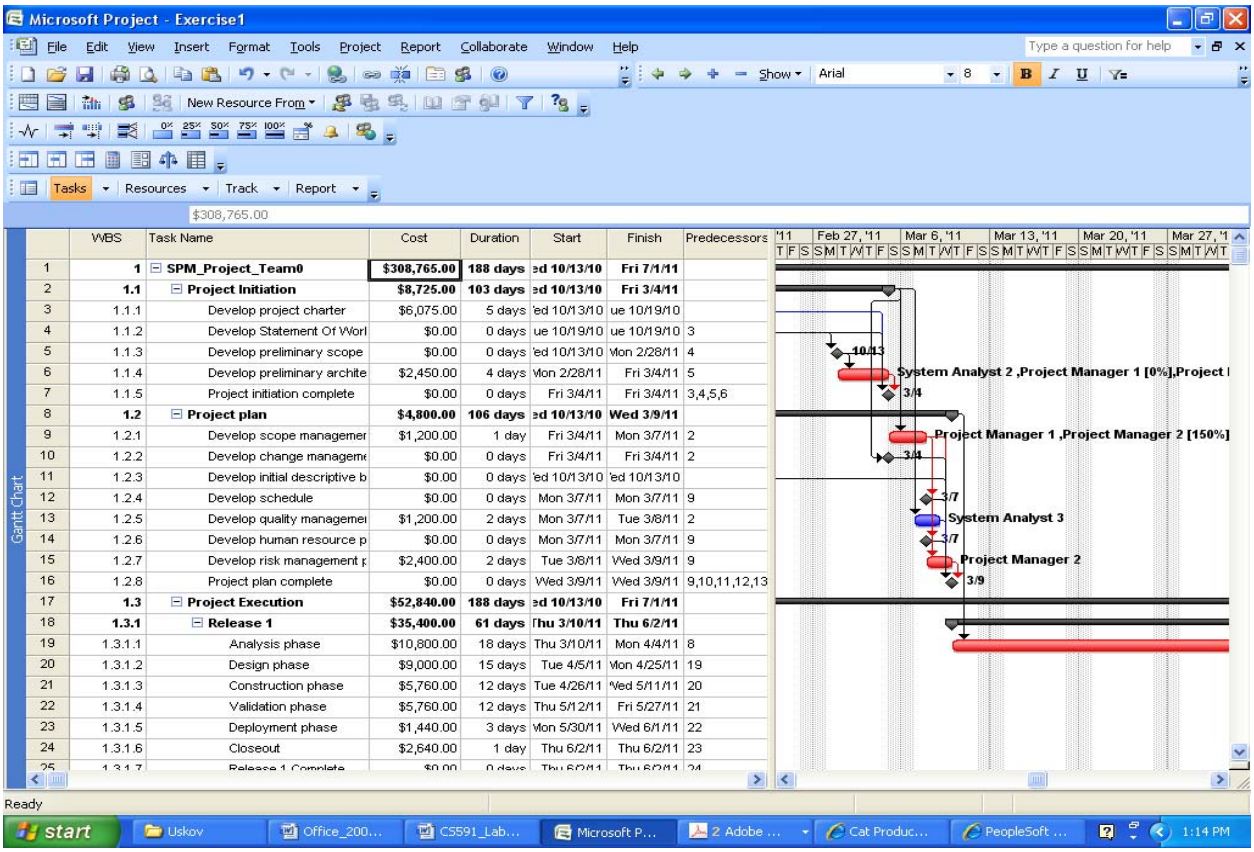

Microsoft Project - Exercise1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Show Arial 8
New Resource From
Tasks Resources Track Report
Develop project charter
WBS Task Name Duration St
Feb 20, '11 Feb 27, '11 Mar 6, '11 Mar 13, '11 Mar 20, '11 Mar 27, '11 Apr 3, '11 Apr 10, '11
1 1 SPM_Project_Team0
2 1.1 Project Initiation
3 1.1.1 Develop project charter
4 1.1.2 Develop Statement Of Wo
5 1.1.3 Develop preliminary scop
6 1.1.4 Develop preliminary archi
7 1.1.5 Project initiation complete
8 1.2 Project plan
9 1.2.1 Develop scope managem
10 1.2.2 Develop change manage
11 1.2.3 Develop initial descriptive
12 1.2.4 Develop schedule
13 1.2.5 Develop quality managem
14 1.2.6 Develop human resource
15 1.2.7 Develop risk management
16 1.2.8 Project plan complete
17 1.3 Project Execution
18 1.3.1 Release 1 61 days Thu 3
19 1.3.1.1 Analysis phase 18 days Thu 3
20 1.3.1.2 Design phase 15 days Tue
21 1.3.1.3 Construction phase 12 days Tue 4
22 1.3.1.4 Validation phase 12 days Thu 5
23 1.3.1.5 Deployment phase 3 days Mon 5
24 1.3.1.6 Closeout 1 day Thu
Resource Report
Definition Details Sort
Name: Report 2
Period: Entire Project
Count: 1
Table: Entry
Filter: All Resources
Highlight
Show summary tasks
Gray bands
OK
Cancel
Text...
Help
1 [0%],Project Manager 2 [0%],Cellphone1[1]
anager 2 [150%]
System Analyst 1
Gantt Chart
start Uskov Office_200... CS591_Lab... Microsoft P... 2 Adobe ... Cat Produc... PeopleSoft ... 1:08 PM

6 ASSIGNING COST INFORMATION TO A TASK

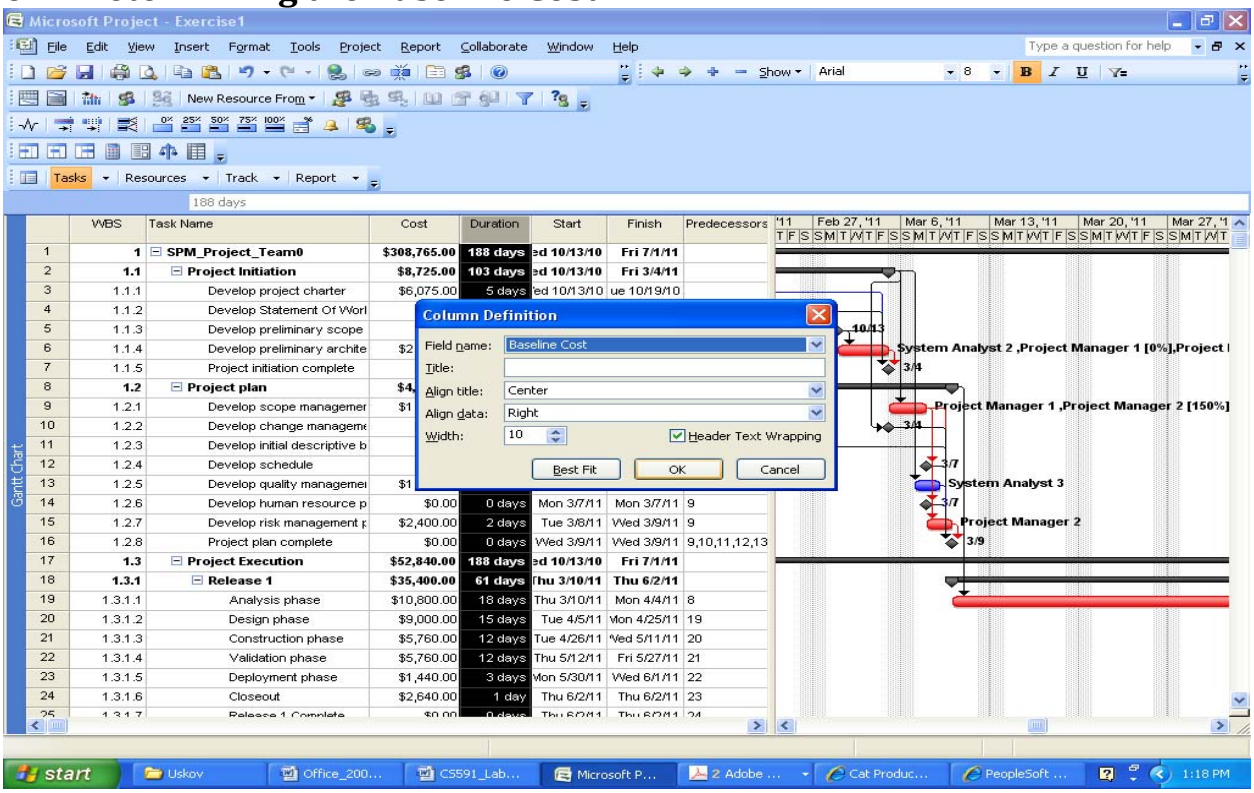
6.1 Determining Project Cost

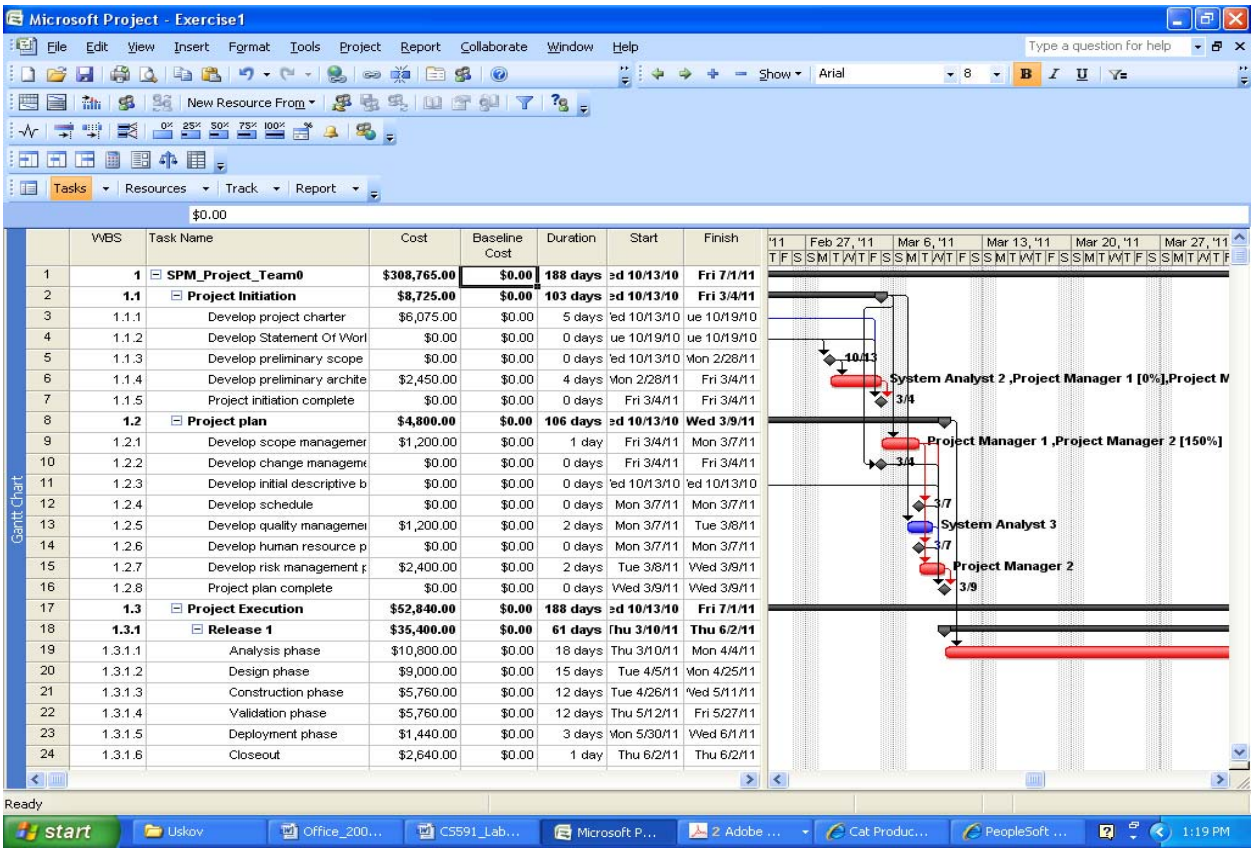


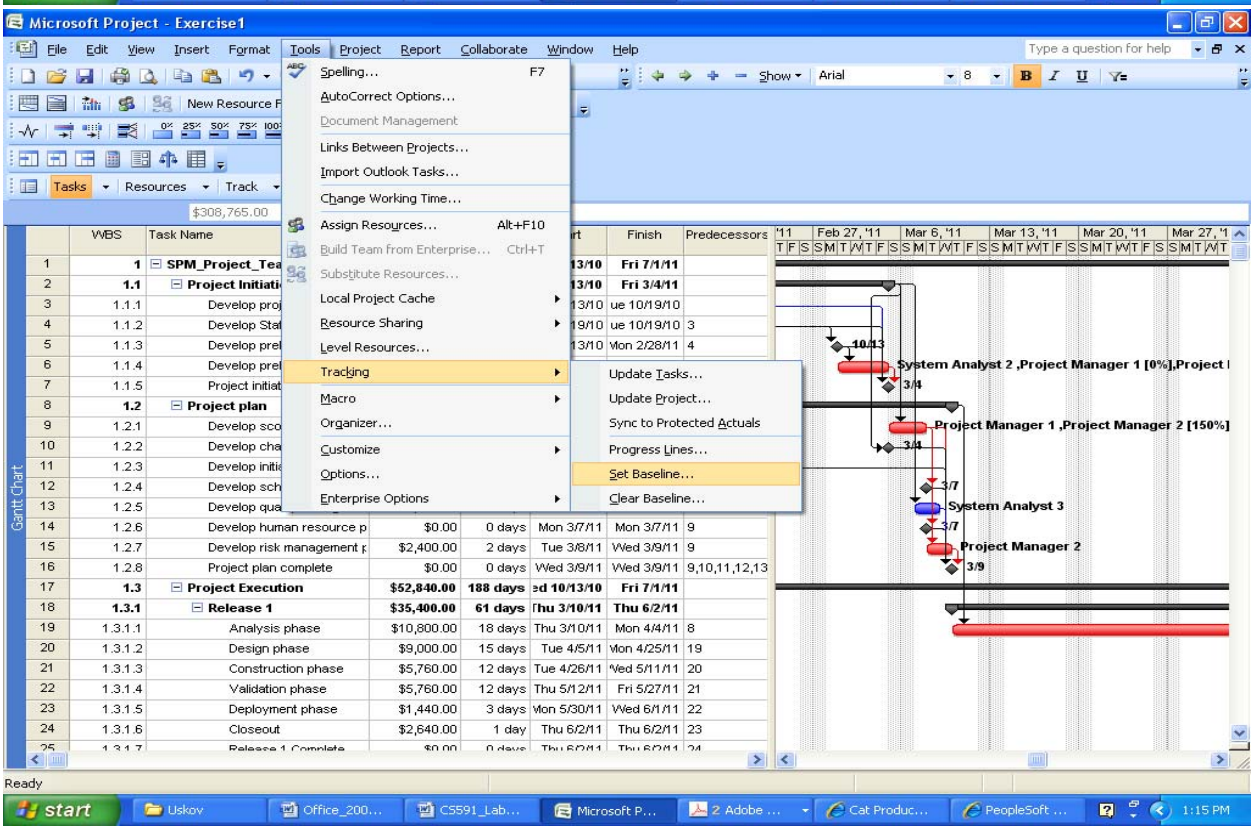


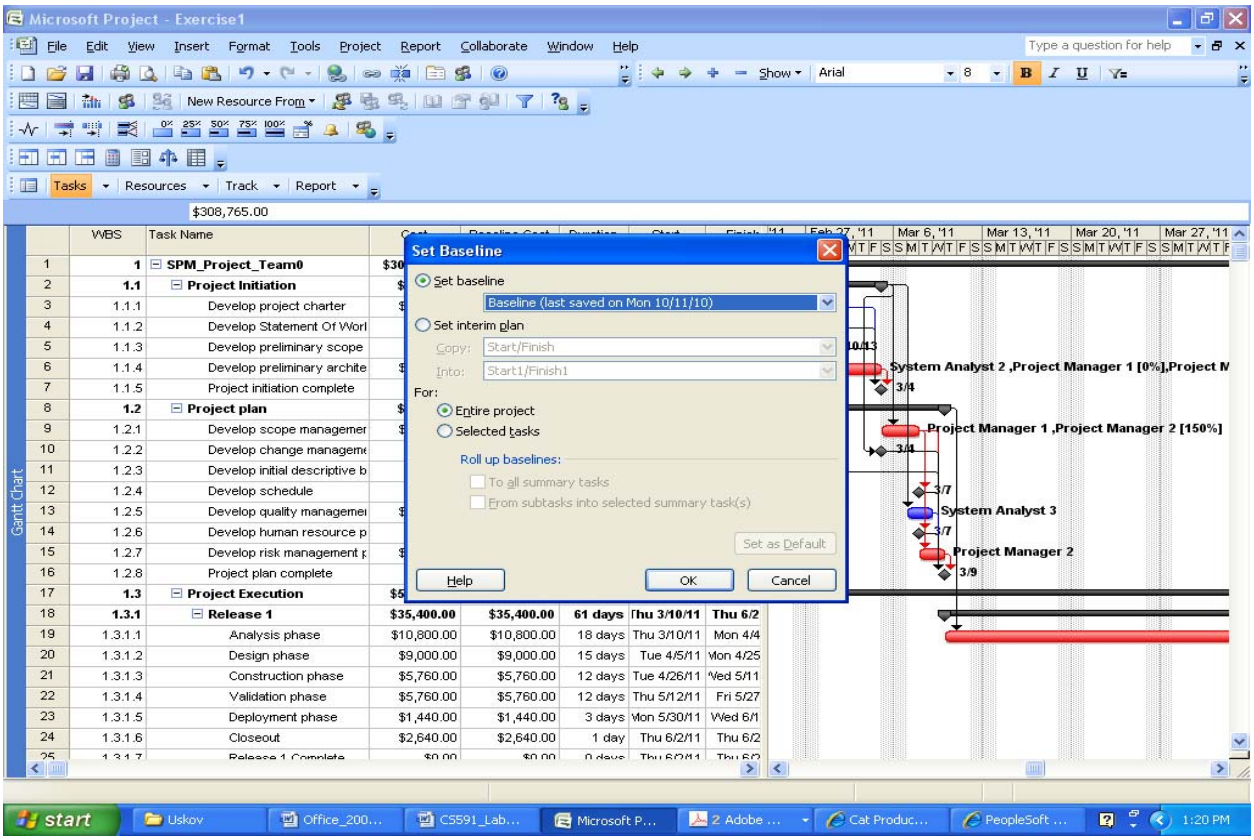


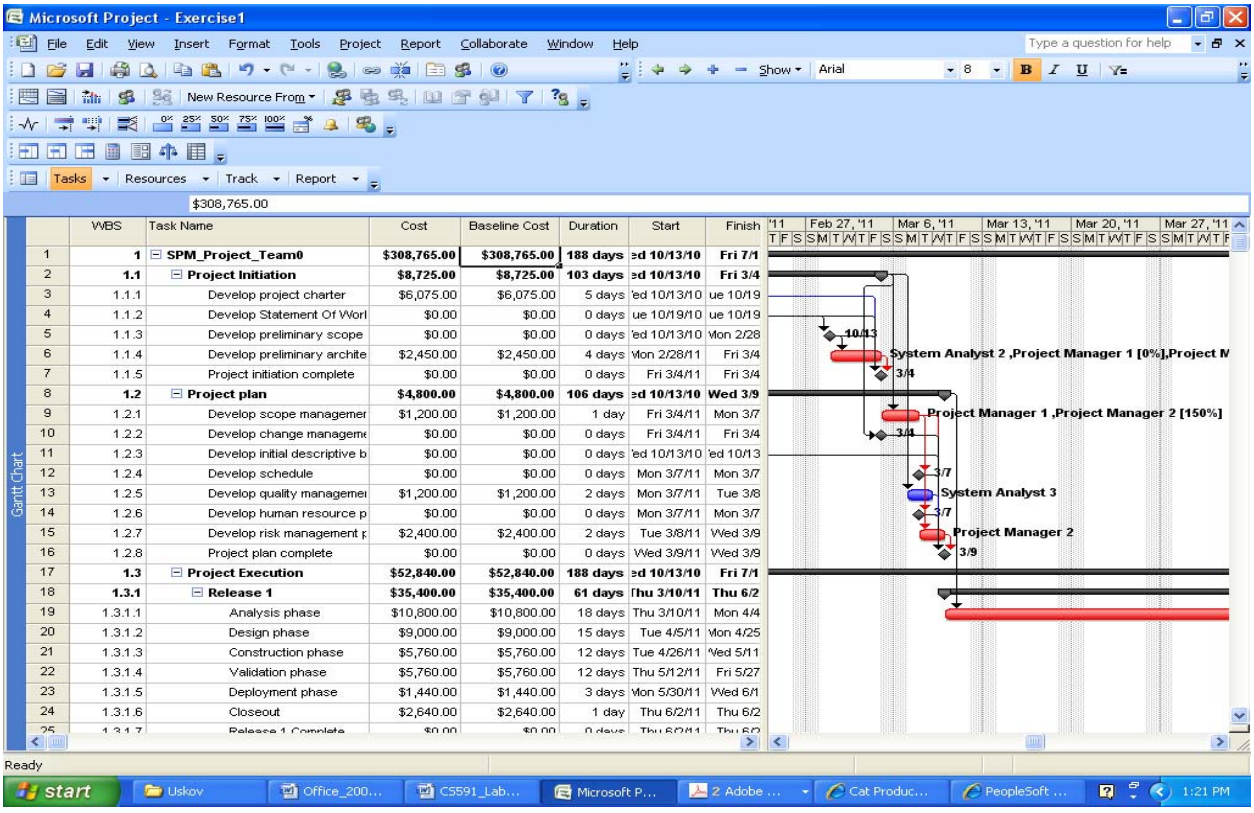
6.2 Determining the Baseline Cost



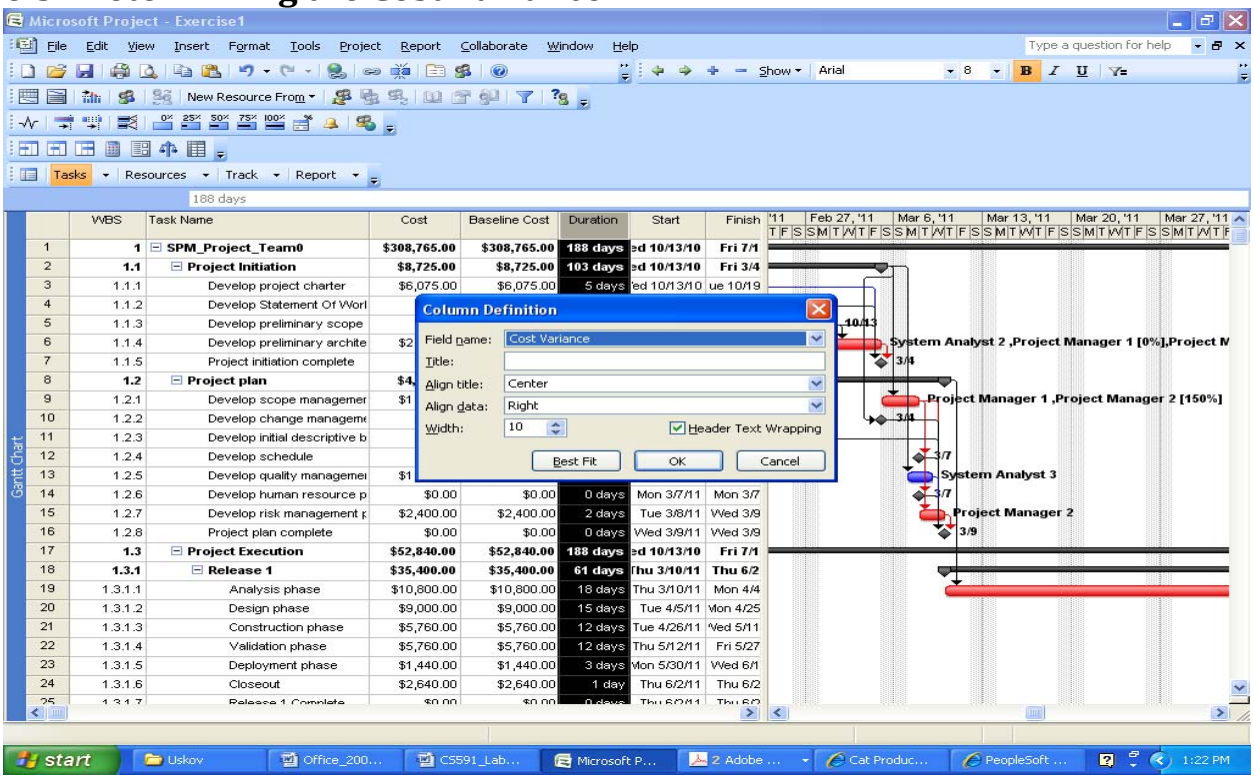

Microsoft Project - Exercise1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Show Arial 8
New Resource From
Tasks Resources Track Report
$0.00
WBS Task Name Cost Baseline Cost Duration Start Finish
1 1 SPM_Project_Team0 $308,765.00 $0.00 188 days ed 10/13/10 Fri 7/1/11
2 1.1 Project Initiation $8,725.00 $0.00 103 days ed 10/13/10 Fri 3/4/11
3 1.1.1 Develop project charter $6,075.00 $0.00 5 days ed 10/13/10 ue 10/19/10
4 1.1.2 Develop Statement Of Worl $0.00 $0.00 0 days ue 10/19/10 ue 10/19/10
5 1.1.3 Develop preliminary scope $0.00 $0.00 0 days ed 10/13/10 Mon 2/28/11
6 1.1.4 Develop preliminary archite $2,450.00 $0.00 4 days Mon 2/28/11 Fri 3/4/11
7 1.1.5 Project initiation complete $0.00 $0.00 0 days Fri 3/4/11 Fri 3/4/11
8 1.2 Project plan $4,800.00 $0.00 106 days ed 10/13/10 Wed 3/9/11
9 1.2.1 Develop scope managemer $1,200.00 $0.00 1 day Fri 3/4/11 Mon 3/7/11
10 1.2.2 Develop change manageme $0.00 $0.00 0 days Fri 3/4/11 Fri 3/4/11
11 1.2.3 Develop initial descriptive b $0.00 $0.00 0 days ed 10/13/10 ed 10/13/10
12 1.2.4 Develop schedule $0.00 $0.00 0 days Mon 3/7/11 Mon 3/7/11
13 1.2.5 Develop quality managemer $1,200.00 $0.00 2 days Mon 3/7/11 Tue 3/8/11
14 1.2.6 Develop human resource p $0.00 $0.00 0 days Mon 3/7/11 Mon 3/7/11
15 1.2.7 Develop risk management p $2,400.00 $0.00 2 days Tue 3/8/11 Wed 3/9/11
16 1.2.8 Project plan complete $0.00 $0.00 0 days Wed 3/9/11 Wed 3/9/11
17 1.3 Project Execution $52,840.00 $0.00 188 days ed 10/13/10 Fri 7/1/11
18 1.3.1 Release 1 $35,400.00 $0.00 61 days Thu 3/10/11 Thu 6/2/11
19 1.3.1.1 Analysis phase $10,800.00 $0.00 18 days Thu 3/10/11 Mon 4/4/11
20 1.3.1.2 Design phase $9,000.00 $0.00 15 days Tue 4/5/11 Mon 4/25/11
21 1.3.1.3 Construction phase $5,760.00 $0.00 12 days Tue 4/26/11 Wed 5/11/11
22 1.3.1.4 Validation phase $5,760.00 $0.00 12 days Thu 5/12/11 Fri 5/27/11
23 1.3.1.5 Deployment phase $1,440.00 $0.00 3 days Mon 5/30/11 Wed 6/1/11
24 1.3.1.6 Closeout $2,640.00 $0.00 1 day Thu 6/2/11 Thu 6/2/11
Gantt Chart
Feb 27, '11 Mar 6, '11 Mar 13, '11 Mar 20, '11 Mar 27, '11
10/13
System Analyst 2 ,Project Manager 1 [0%],Project M
3/4
Project Manager 1 ,Project Manager 2 [150%]
3/4
3/7
System Analyst 3
3/7
Project Manager 2
3/9
Ready
start Uskov Office_200... CS591_Lab... Microsoft P... 2 Adobe ... Cat Produc... PeopleSoft ... 1:19 PM


Microsoft Project - Exercise1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Show Arial 8
Tasks Resources Track
$308,765.00
WBS Task Name Finish Predecessors
Spelling... F7
AutoCorrect Options...
Document Management
Links Between Projects...
Import Outlook Tasks...
Change Working Time...
Assign Resources... Alt+F10
Build Team from Enterprise... Ctrl+T
Substitute Resources...
Local Project Cache
Resource Sharing
Level Resources...
Tracking
Macro
Organizer...
Customize
Options...
Enterprise Options
Update Tasks...
Update Project...
Sync to Protected Actuals
Progress Lines...
Set Baseline...
Clear Baseline...
Gantt Chart
Feb 27, '11 Mar 6, '11 Mar 13, '11 Mar 20, '11 Mar 27, '11
10/13
System Analyst 2 ,Project Manager 1 [0%],Project
3/4
Project Manager 1 ,Project Manager 2 [150%]
3/4
3/7
System Analyst 3
3/7
Project Manager 2
3/9
Ready
start Uskov Office_200... CS591_Lab... Microsoft P... 2 Adobe ... Cat Produc... PeopleSoft ... 1:15 PM

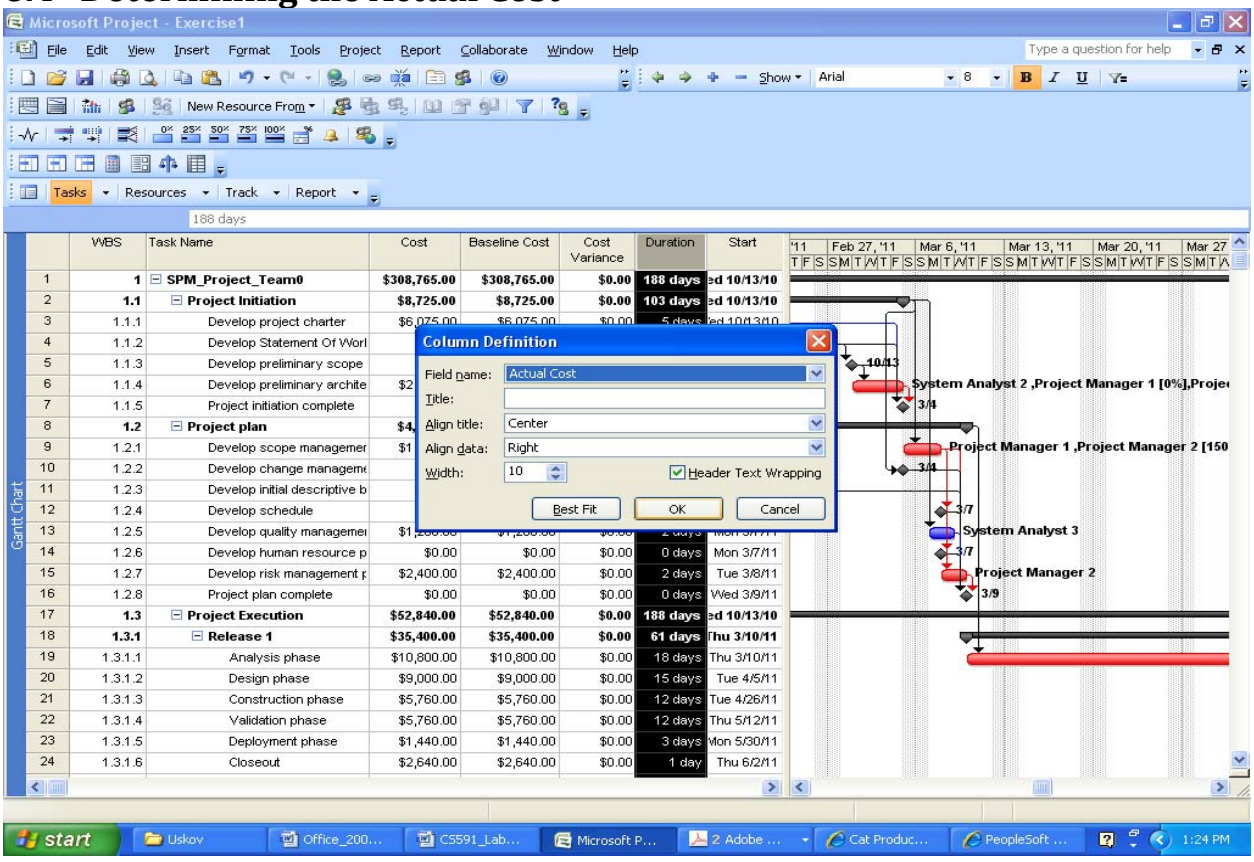

Microsoft Project - Exercise1
Set Baseline
Set baseline
Baseline (last saved on Mon 10/11/10)
Set interim plan
Copy: Start/Finish
Into: Start1/Finish1
For:
Entire project
Selected tasks
Roll up baselines:
To all summary tasks
From subtasks into selected summary task(s)
Set as Default
Help
OK
Cancel
System Analyst 2 ,Project Manager 1 [0%],Project M
Project Manager 1 ,Project Manager 2 [150%]
System Analyst 3
Project Manager 2
Gantt Chart


Microsoft Project - Exercise1
System Analyst 2 ,Project Manager 1 [0%],Project M
Project Manager 1 ,Project Manager 2 [150%]
System Analyst 3
Project Manager 2
Gantt Chart
Ready

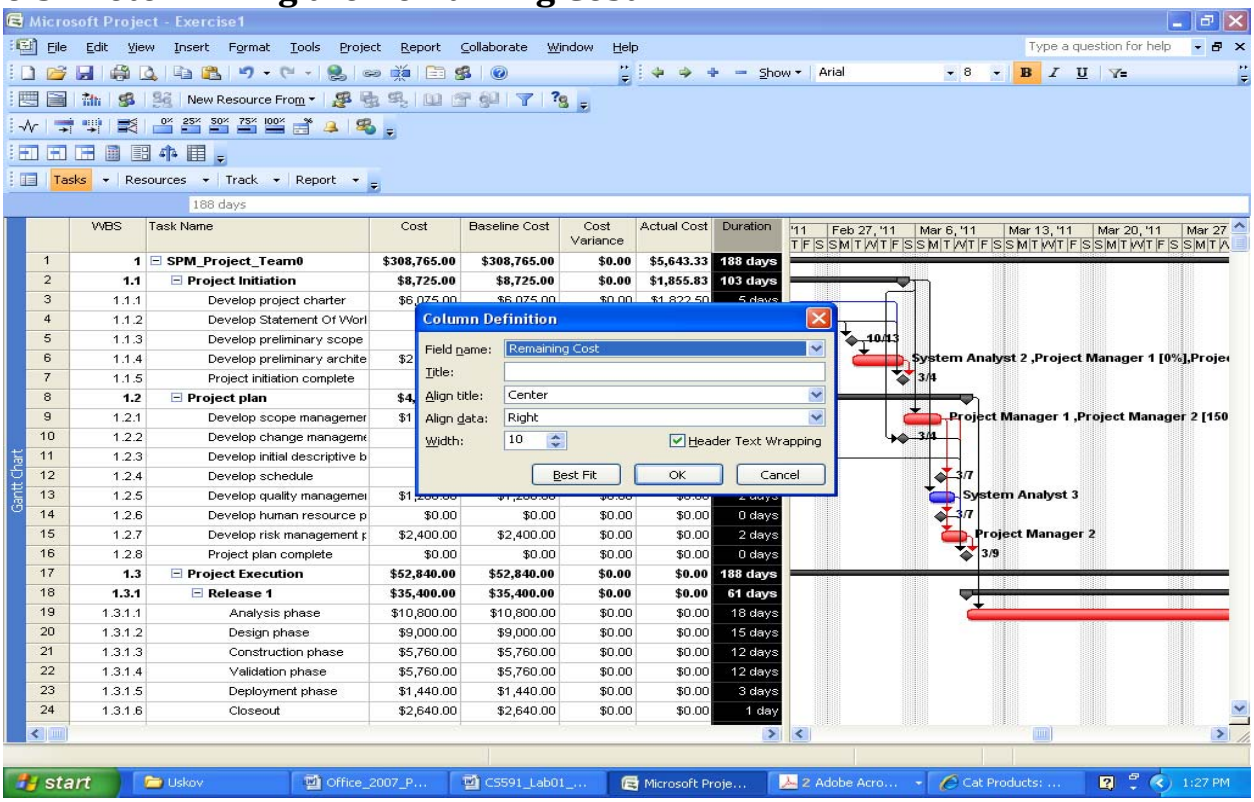
6.3 Determining the Cost Variance

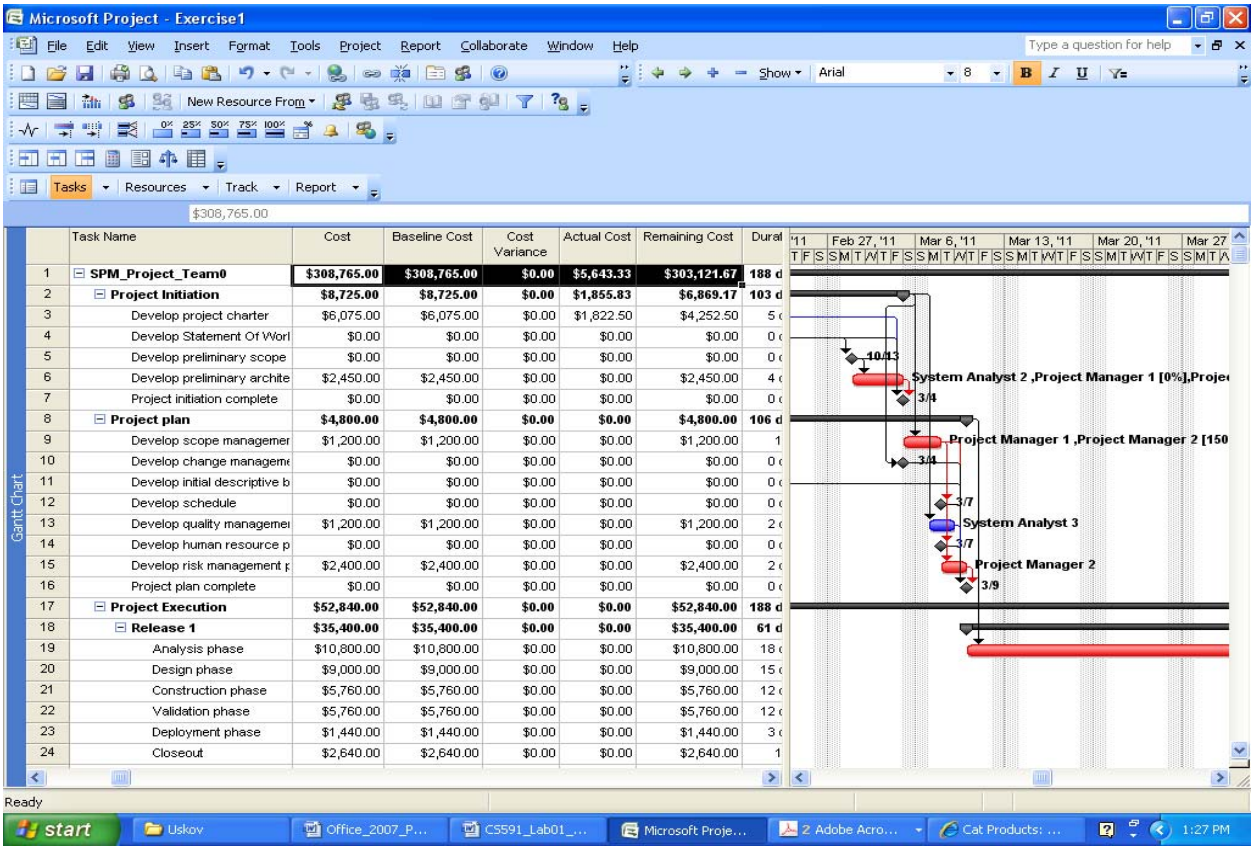


6.4 Determining the Actual Cost



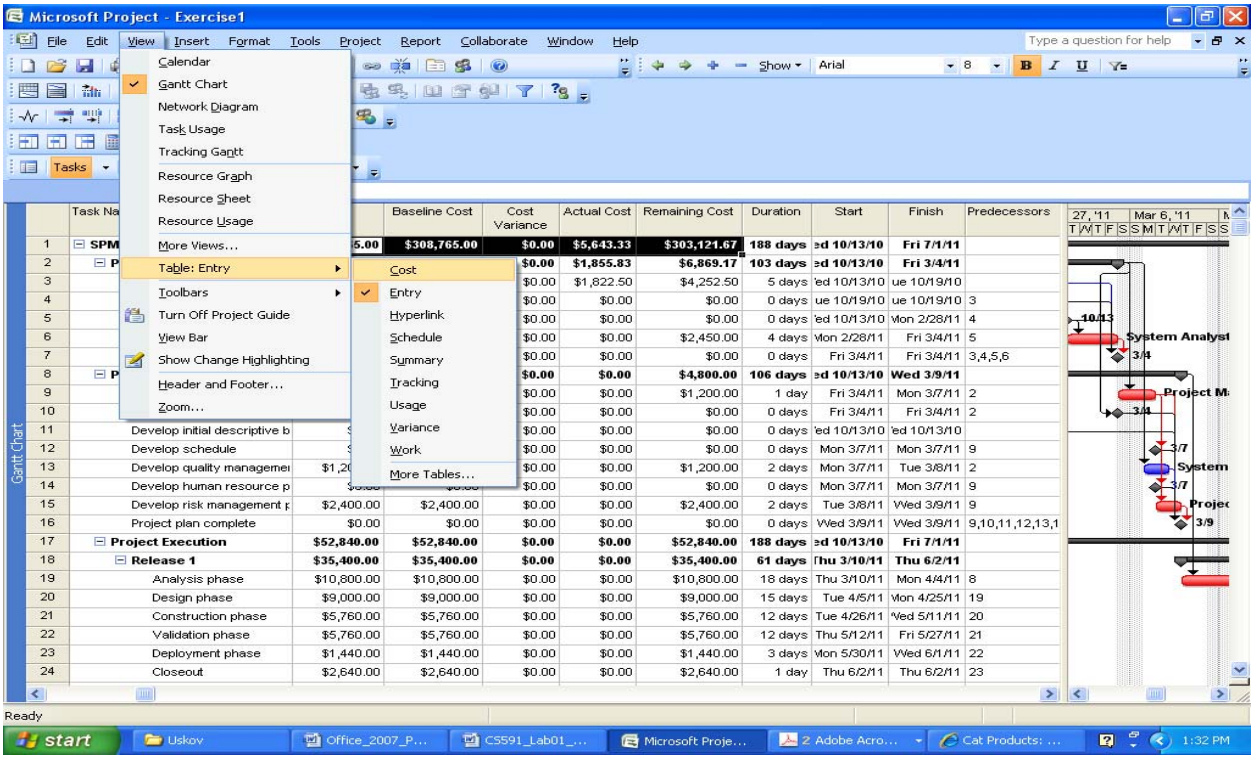
6.5 Determining the Remaining Cost

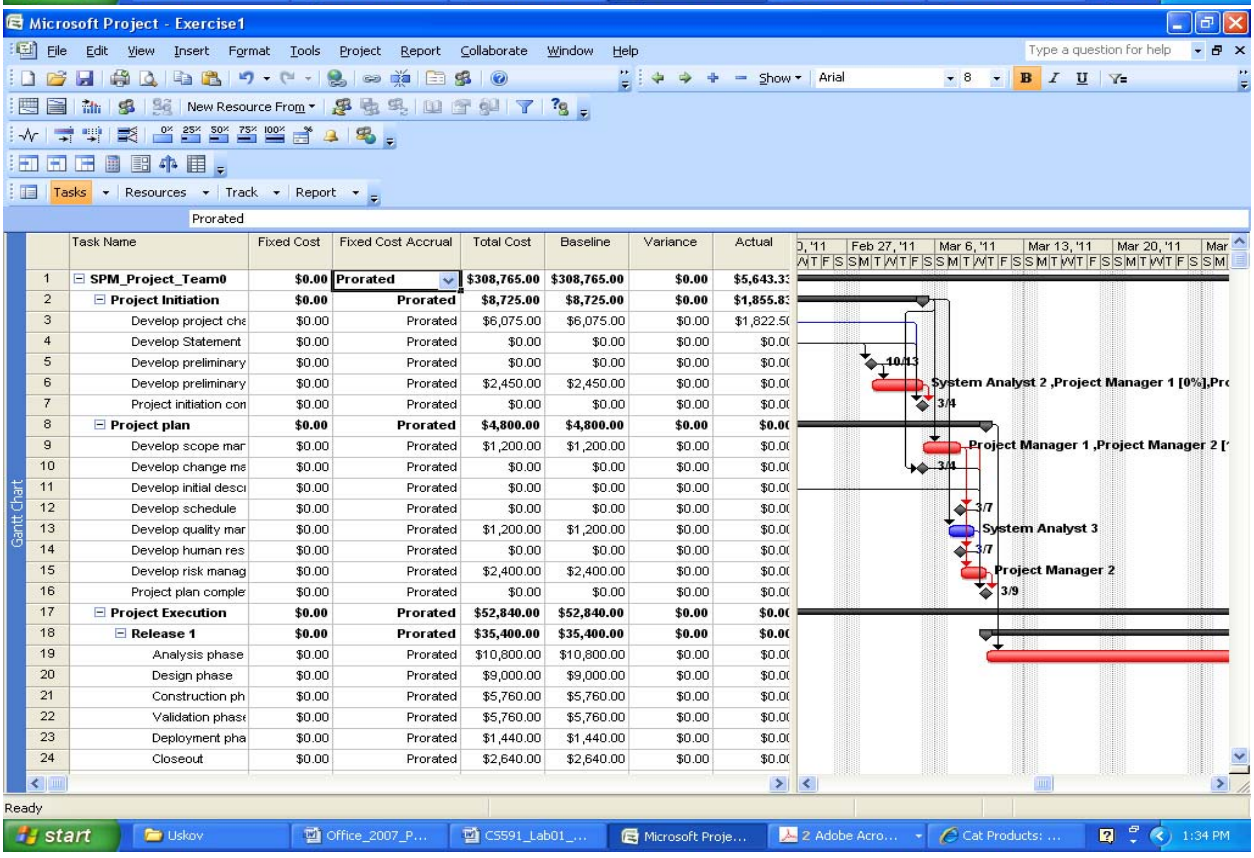




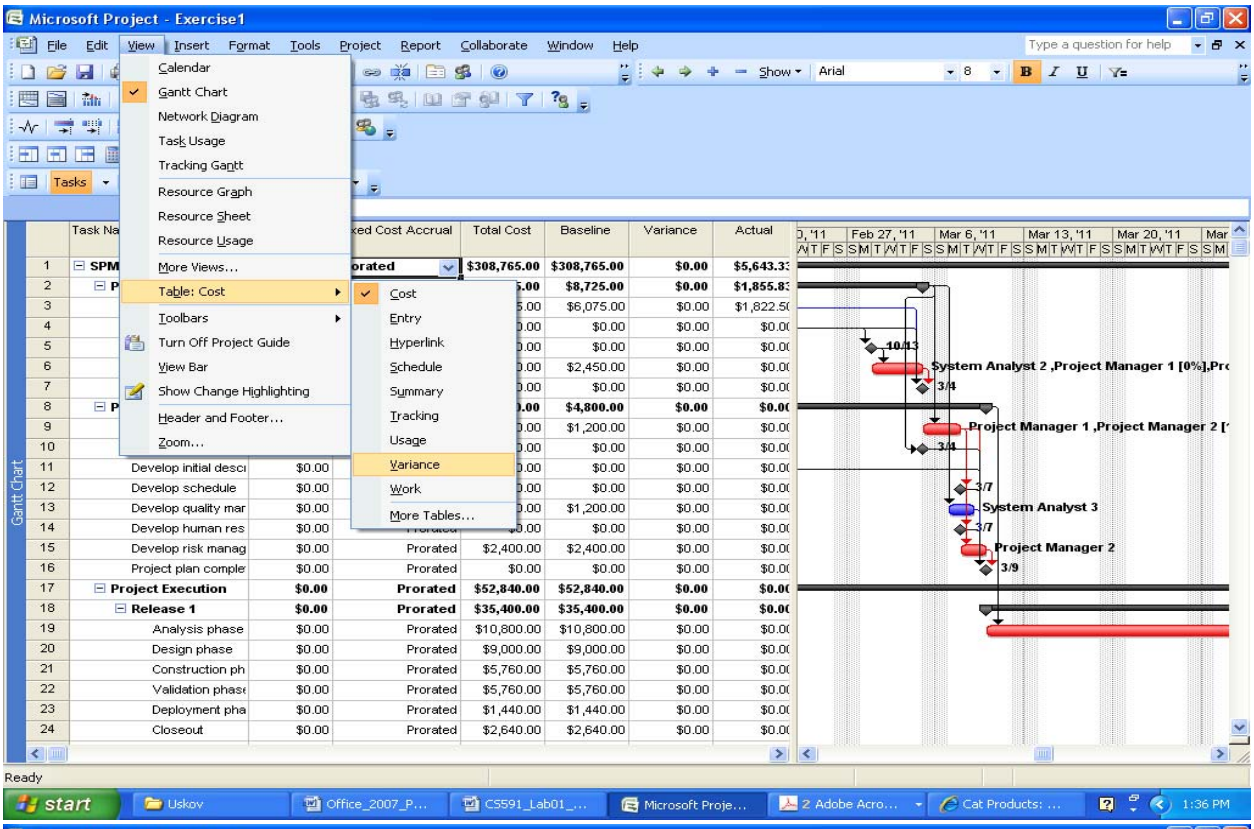
7 TRACKING PROGRESS

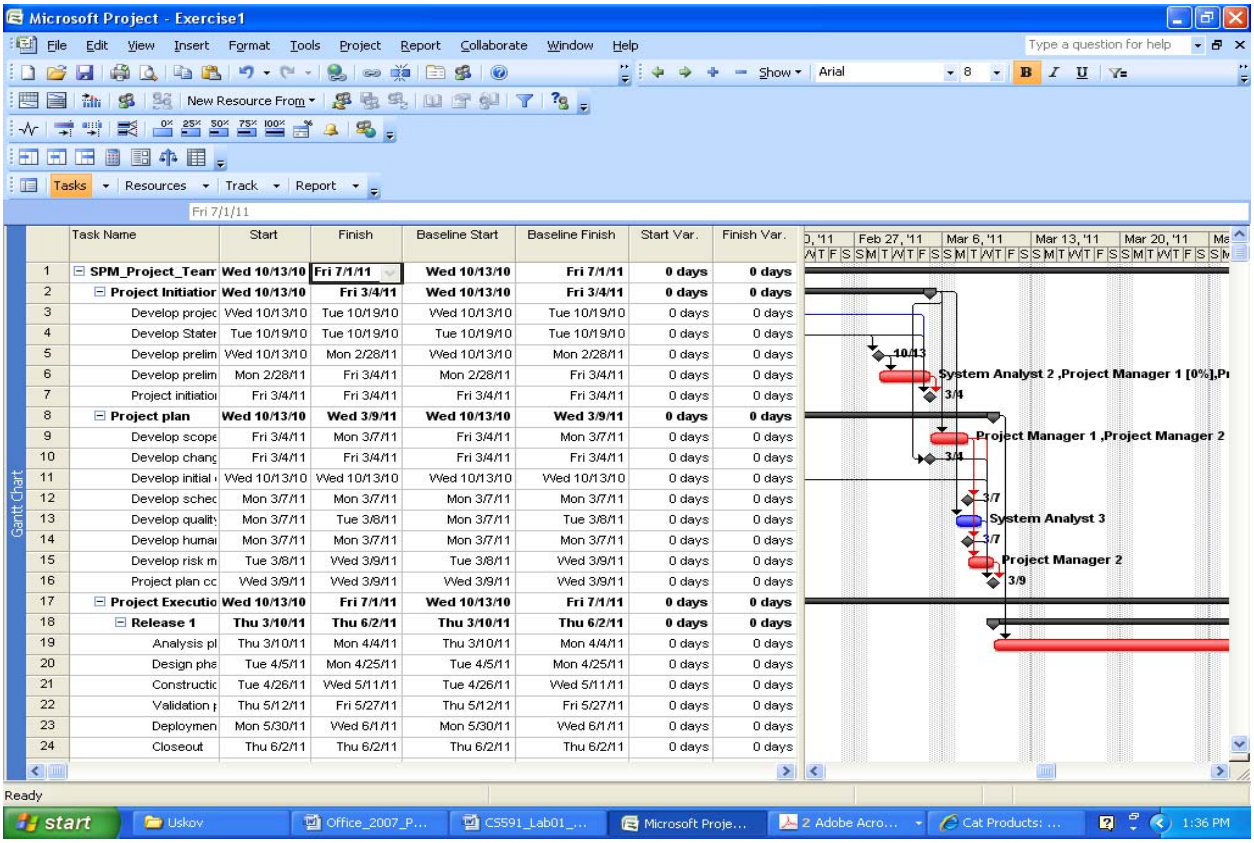
7.1 Planned Versus Actual Amounts



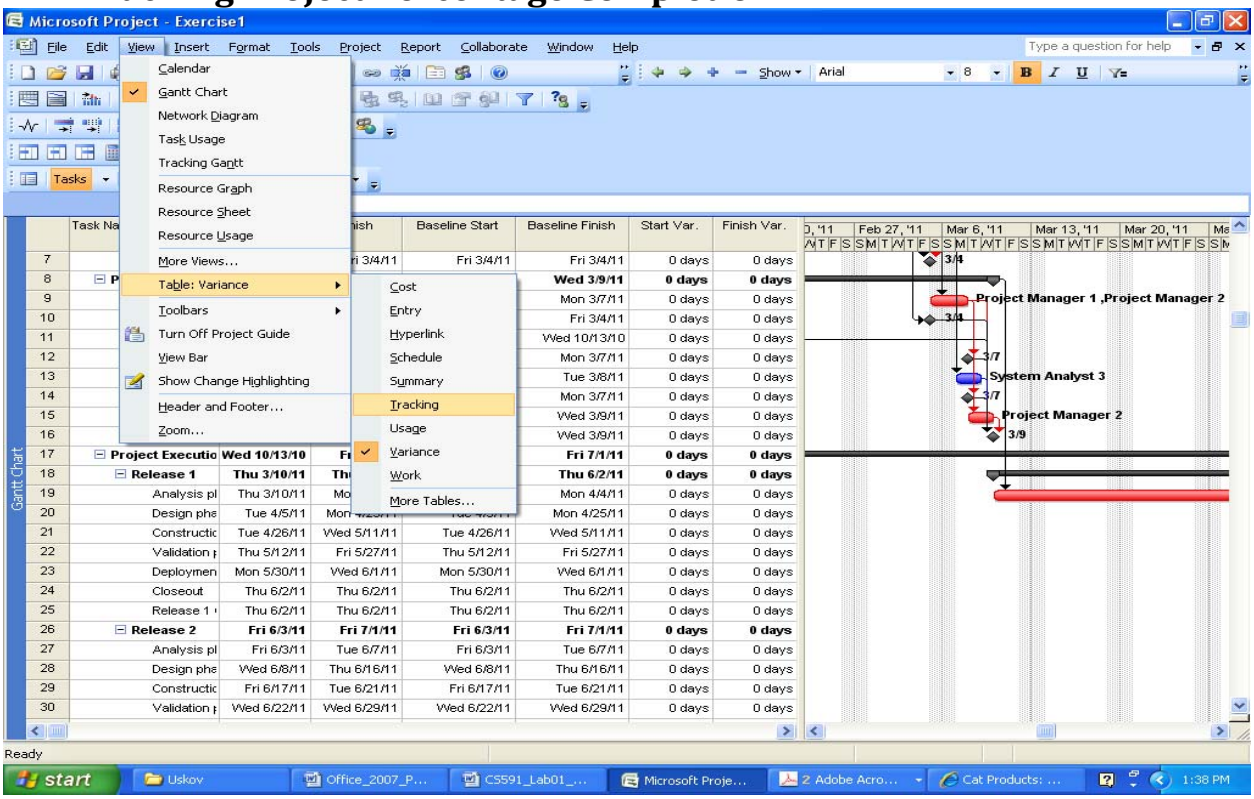


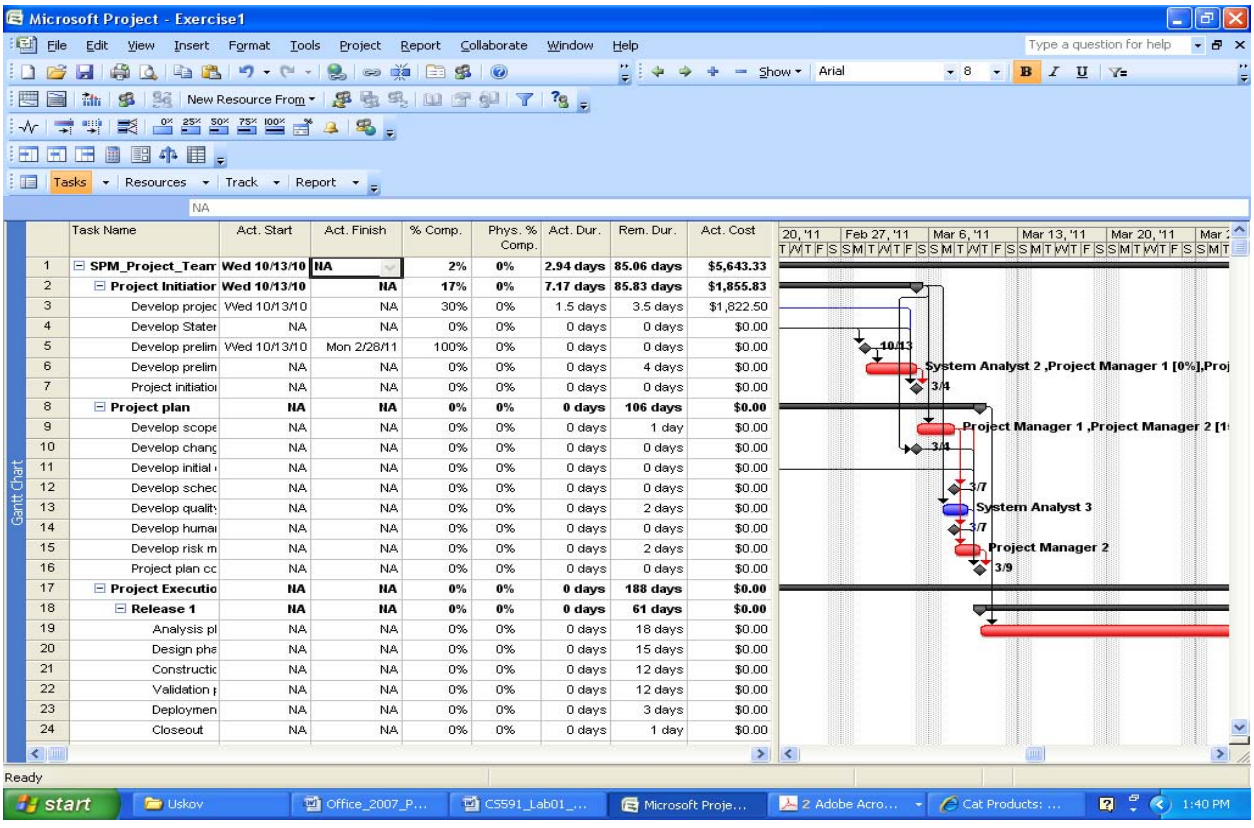
To compare the variances among planned and actual for the time on the project .



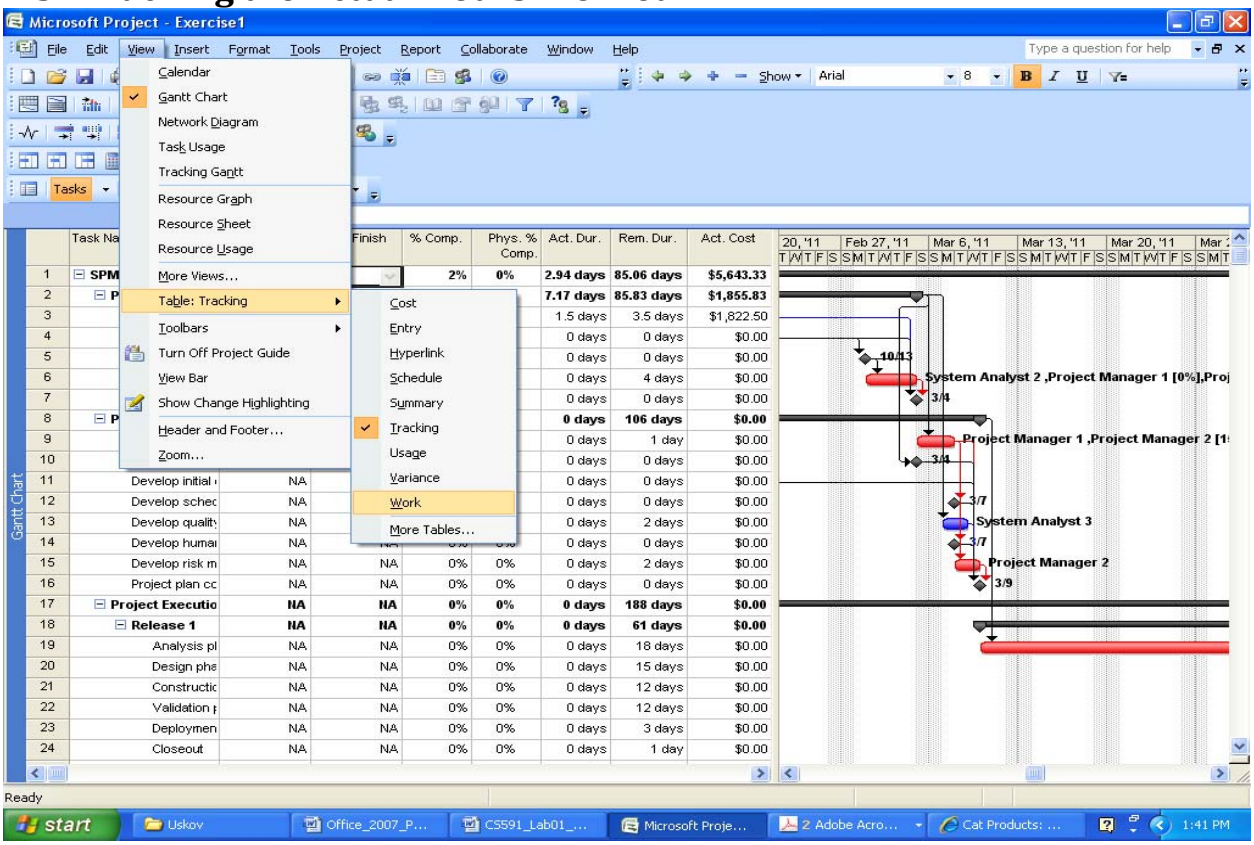


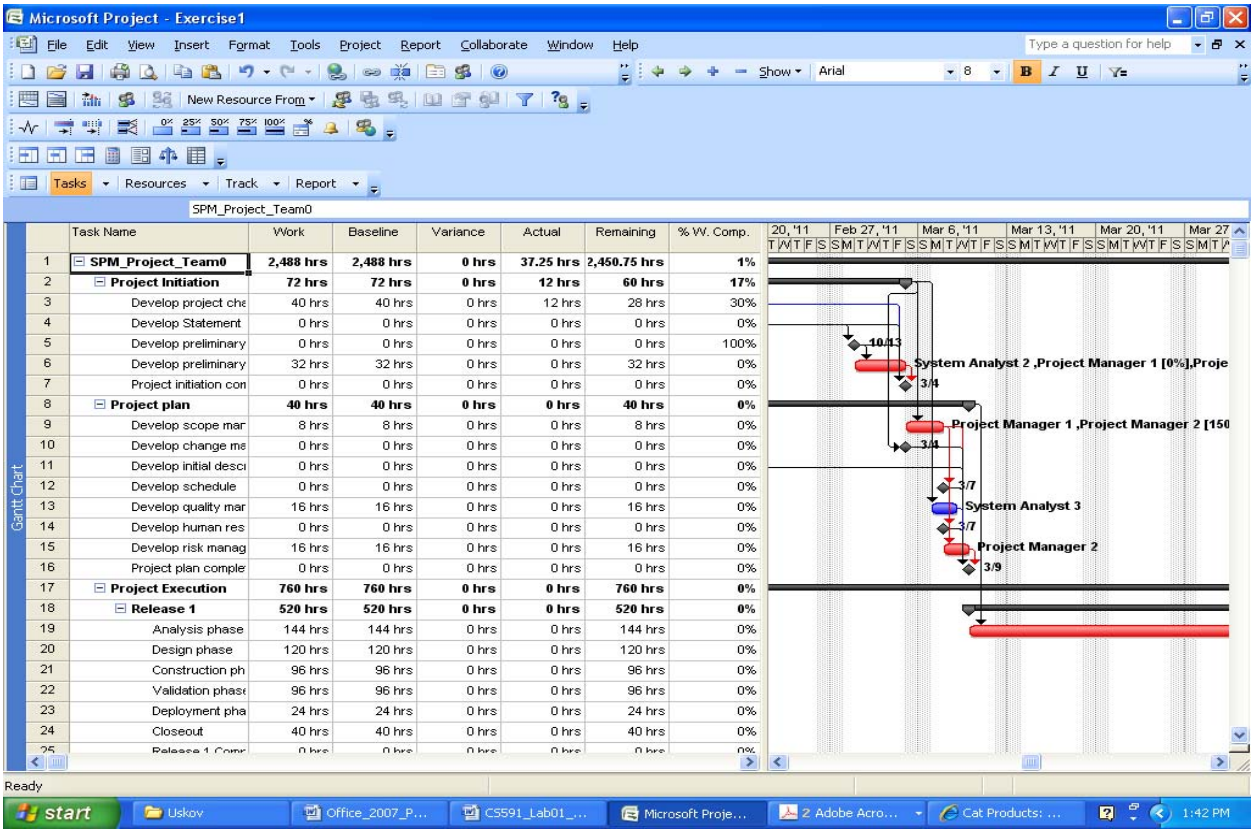
7.2 Tracking Project Percentage Completion



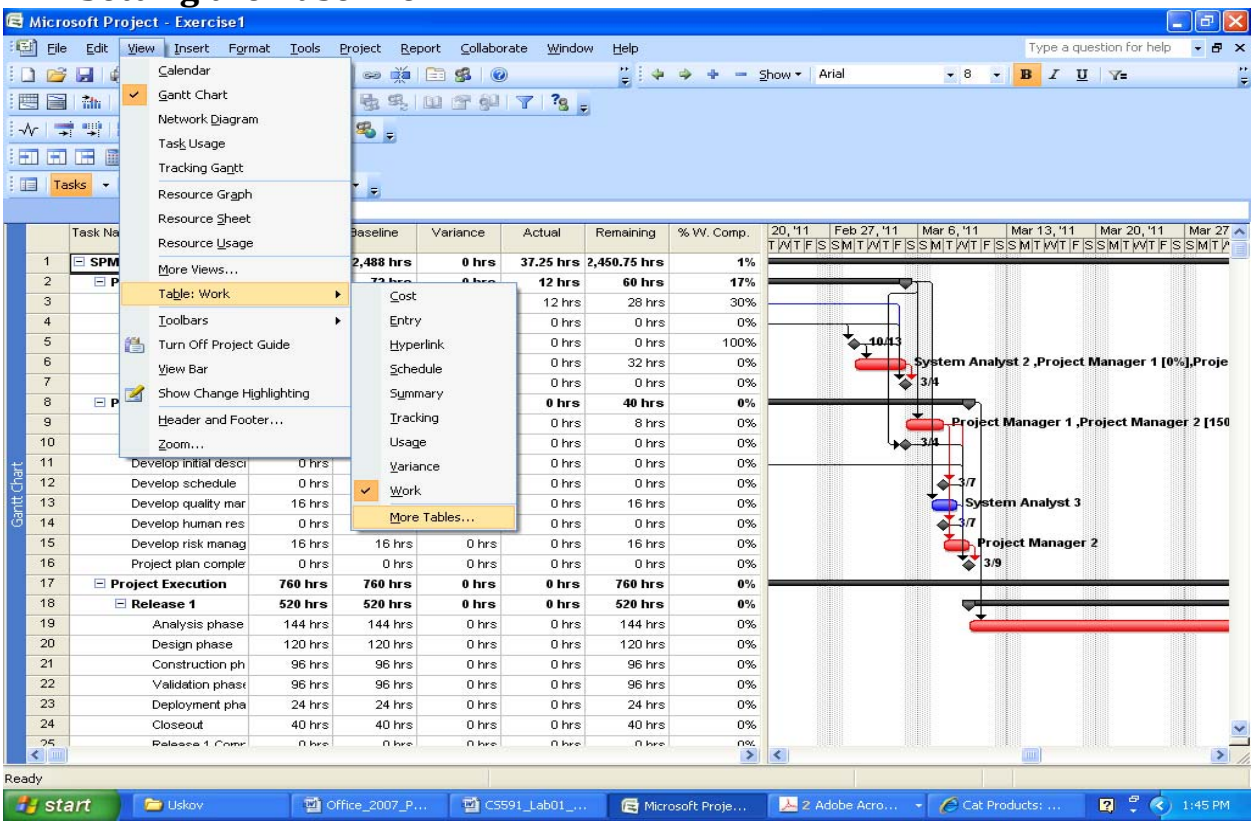


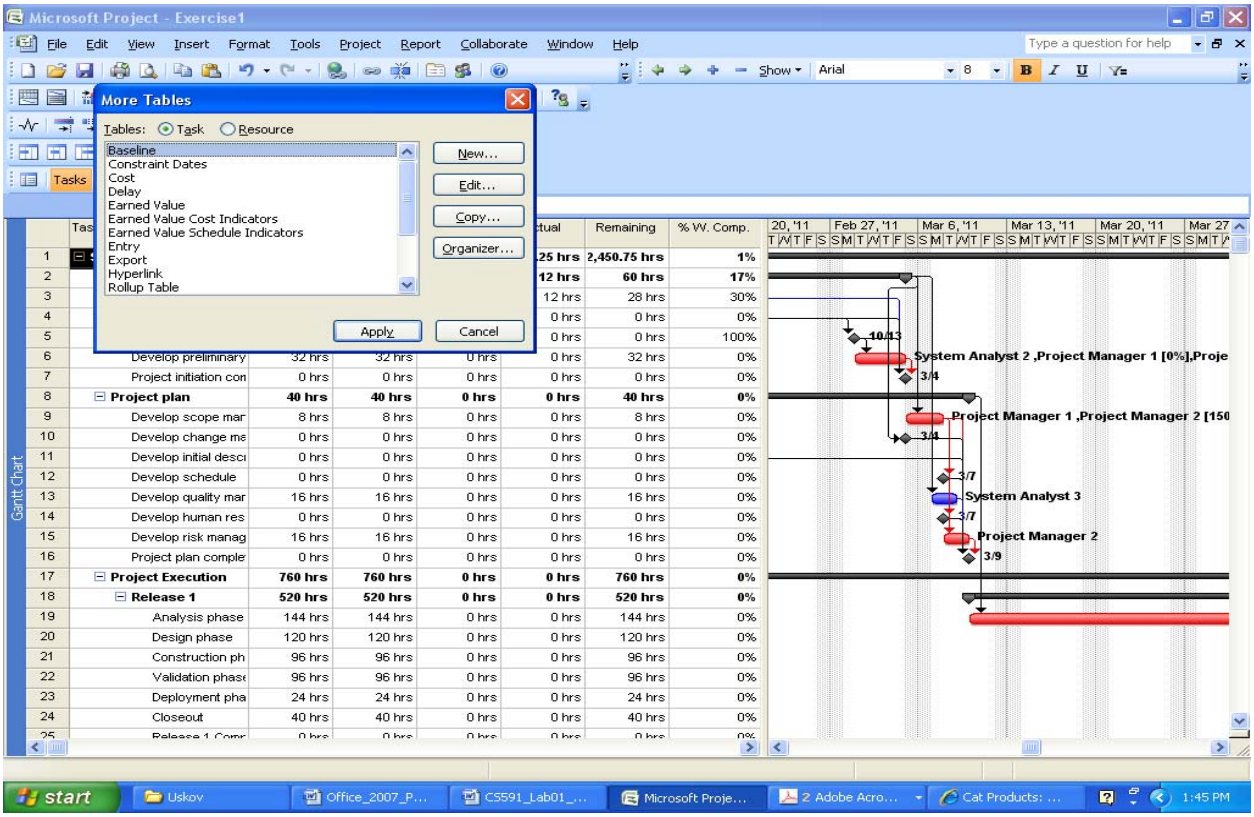
7.3 Tracking the Actual Hours Worked

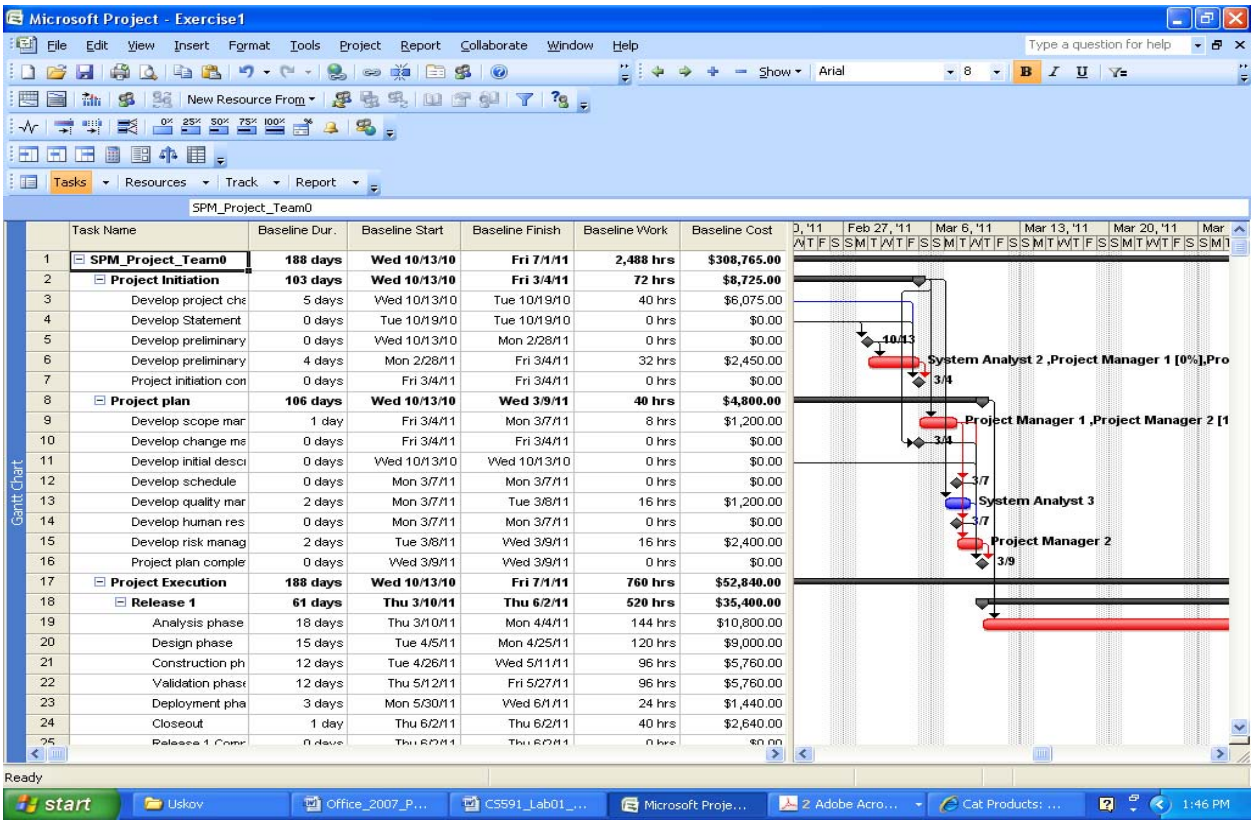




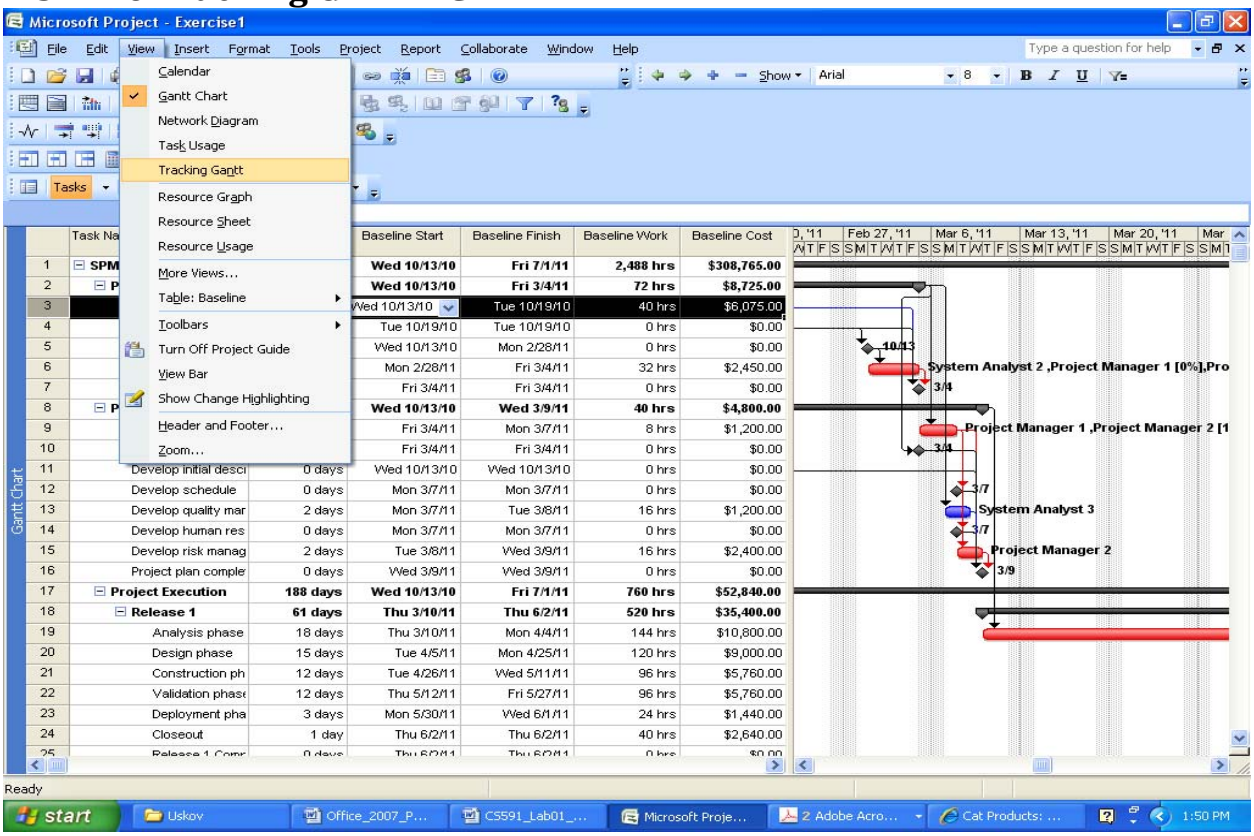
7.4 Setting the Baseline

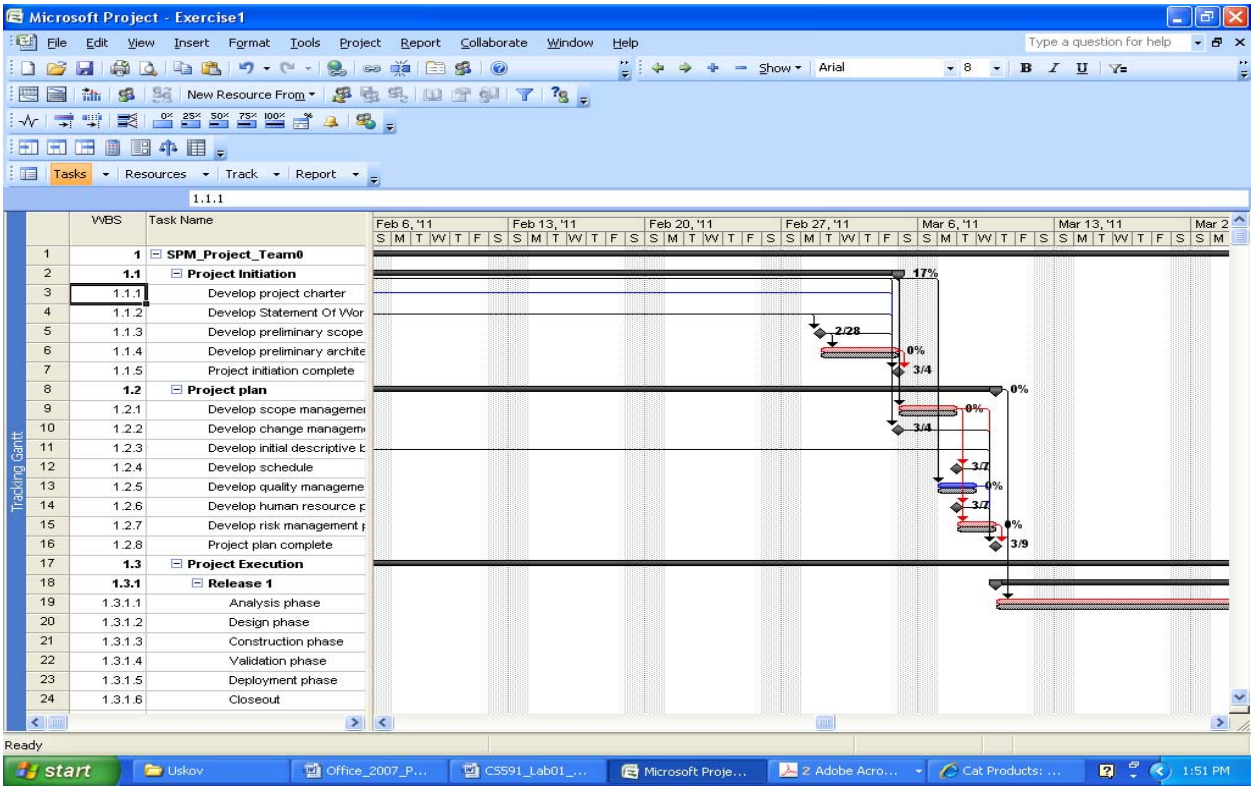




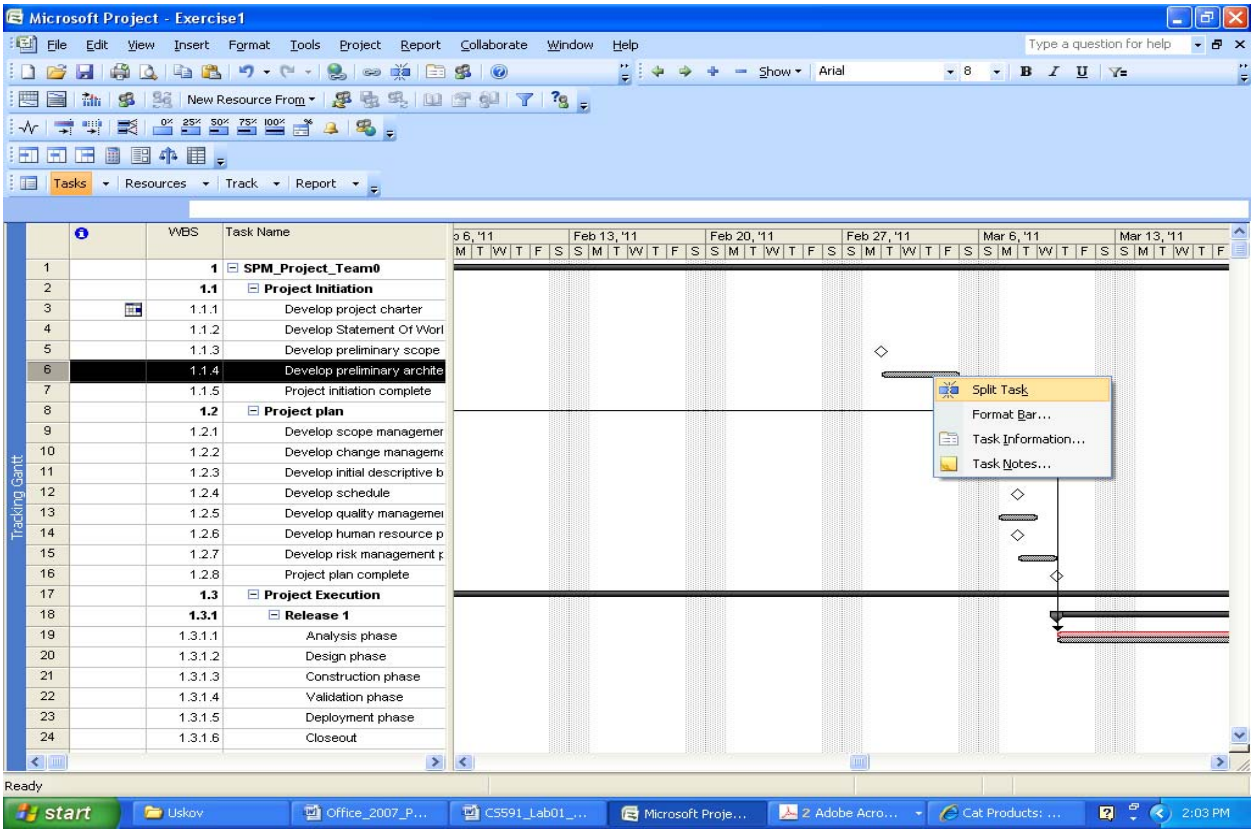

Microsoft Project - Exercise1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Show Arial 8
New Resource From
Tasks Resources Track Report
SPM_Project_Team0
Gantt Chart
Task Name | Baseline Dur. | Baseline Start | Baseline Finish | Baseline Work | Baseline Cost
1 SPM_Project_Team0 188 days Wed 10/13/10 Fri 7/1/11 2,488 hrs $308,765.00
2 Project Initiation 103 days Wed 10/13/10 Fri 3/4/11 72 hrs $8,725.00
3 Develop project cha 5 days Wed 10/13/10 Tue 10/19/10 40 hrs $6,075.00
4 Develop Statement 0 days Tue 10/19/10 Tue 10/19/10 0 hrs $0.00
5 Develop preliminary 0 days Wed 10/13/10 Mon 2/28/11 0 hrs $0.00
6 Develop preliminary 4 days Mon 2/28/11 Fri 3/4/11 32 hrs $2,450.00
7 Project initiation con 0 days Fri 3/4/11 Fri 3/4/11 0 hrs $0.00
8 Project plan 106 days Wed 10/13/10 Wed 3/9/11 40 hrs $4,800.00
9 Develop scope mar 1 day Fri 3/4/11 Mon 3/7/11 8 hrs $1,200.00
10 Develop change ma 0 days Fri 3/4/11 Fri 3/4/11 0 hrs $0.00
11 Develop initial desci 0 days Wed 10/13/10 Wed 10/13/10 0 hrs $0.00
12 Develop schedule 0 days Mon 3/7/11 Mon 3/7/11 0 hrs $0.00
13 Develop quality mar 2 days Mon 3/7/11 Tue 3/8/11 16 hrs $1,200.00
14 Develop human res 0 days Mon 3/7/11 Mon 3/7/11 0 hrs $0.00
15 Develop risk manag 2 days Tue 3/8/11 Wed 3/9/11 16 hrs $2,400.00
16 Project plan comple 0 days Wed 3/9/11 Wed 3/9/11 0 hrs $0.00
17 Project Execution 188 days Wed 10/13/10 Fri 7/1/11 760 hrs $52,840.00
18 Release 1 61 days Thu 3/10/11 Thu 6/2/11 520 hrs $35,400.00
19 Analysis phase 18 days Thu 3/10/11 Mon 4/4/11 144 hrs $10,800.00
20 Design phase 15 days Tue 4/5/11 Mon 4/25/11 120 hrs $9,000.00
21 Construction ph 12 days Tue 4/26/11 Wed 5/11/11 96 hrs $5,760.00
22 Validation phase 12 days Thu 5/12/11 Fri 5/27/11 96 hrs $5,760.00
23 Deployment pha 3 days Mon 5/30/11 Wed 6/1/11 24 hrs $1,440.00
24 Closeout 1 day Thu 6/2/11 Thu 6/2/11 40 hrs $2,640.00
Feb 27, '11
Mar 6, '11
Mar 13, '11
Mar 20, '11
10/13
System Analyst 2 ,Project Manager 1 [0%],Pro
3/4
Project Manager 1 ,Project Manager 2 [1
3/4
3/7
System Analyst 3
3/7
Project Manager 2
3/9
Ready
start
Uskov
Office_2007_P...
CS591_Lab01_...
Microsoft Proje...
2 Adobe Acro...
Cat Products: ...
1:46 PM

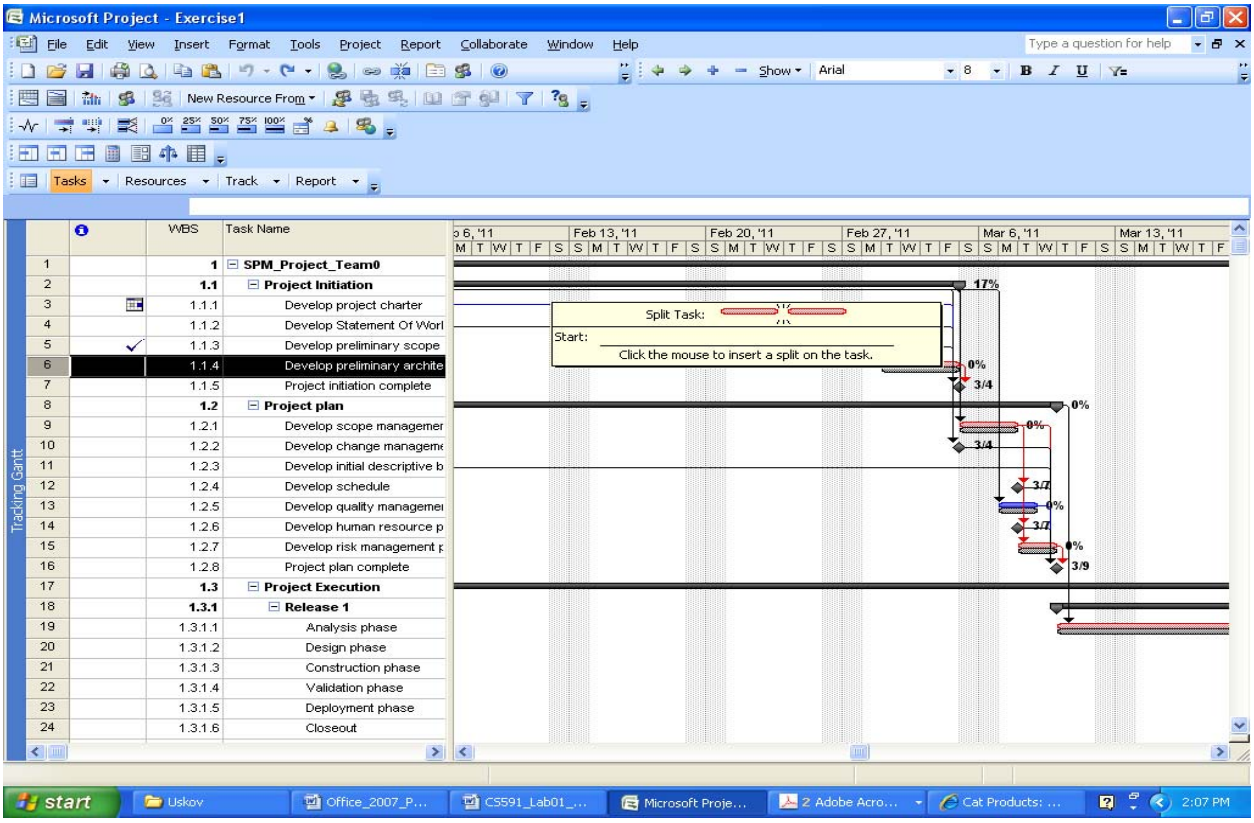
7.5 The Tracking GANTT CHART





7.6 Interrupting work on a task





8 References

- http://office.microsoft.com/en-us/outlook-help/learn-where-menu-and-toolbar-commands-are-in-office-2010-and-related-products-HA101794130.aspx
- http://www.project-blog.com/
- http://www.ms-project2007.com/tutorials/index.html
- http://www.youtube.com/watch?v=f2tQLHD1cRk
- http://www.vtc.com/products/Microsoft-Project-2007-Tutorials.htm
- http://office.microsoft.com/en-us/training/dependency-links-RZ010210710.aspx?section=2