

**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**

# CS591 Course: Microsoft Project 2007 Lab Manual

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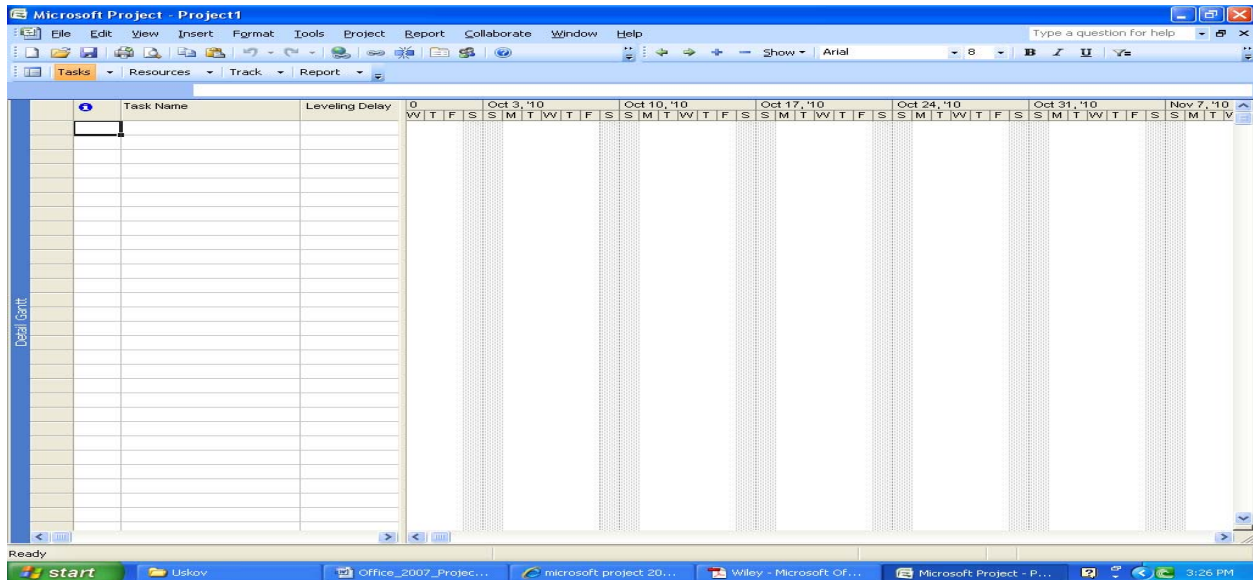
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## 1. HOW TO START THE PROJECT

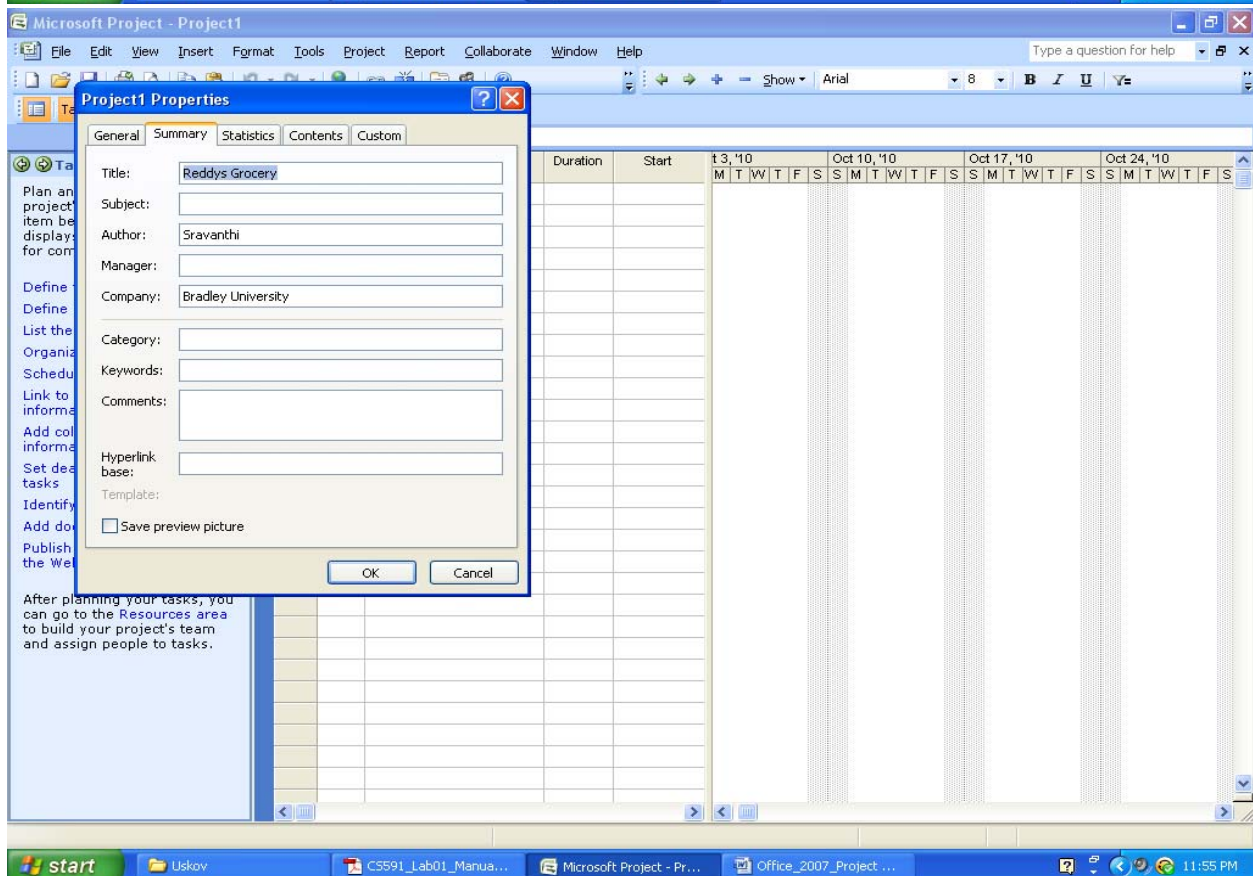
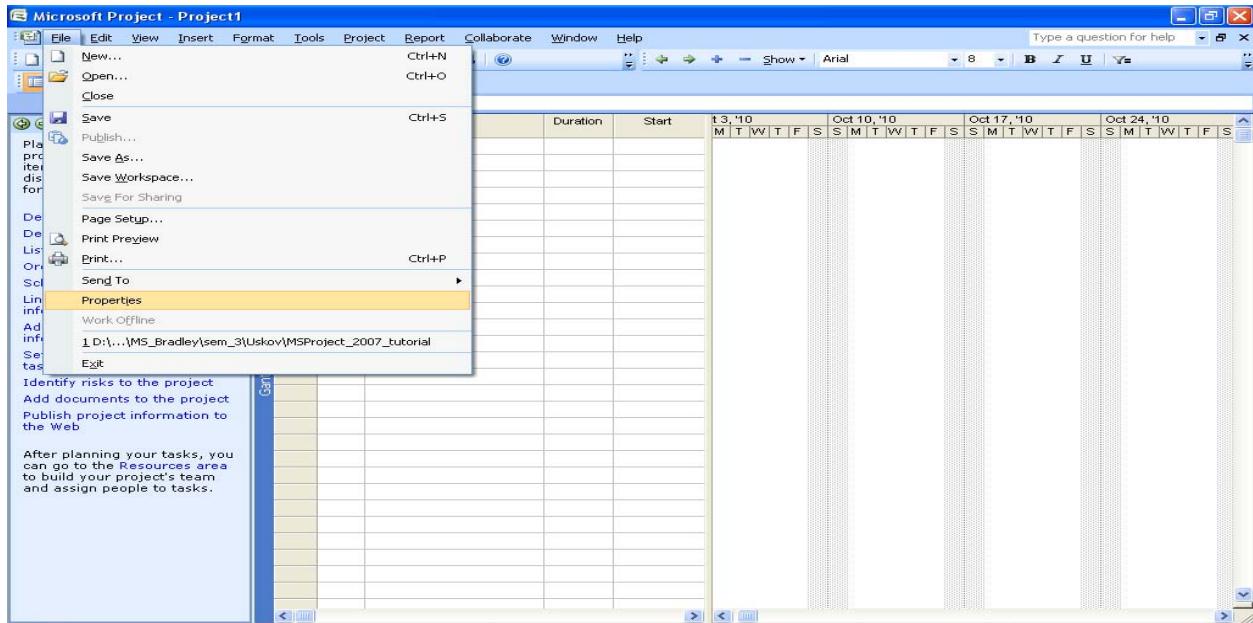
### 1.1 Starting Project

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



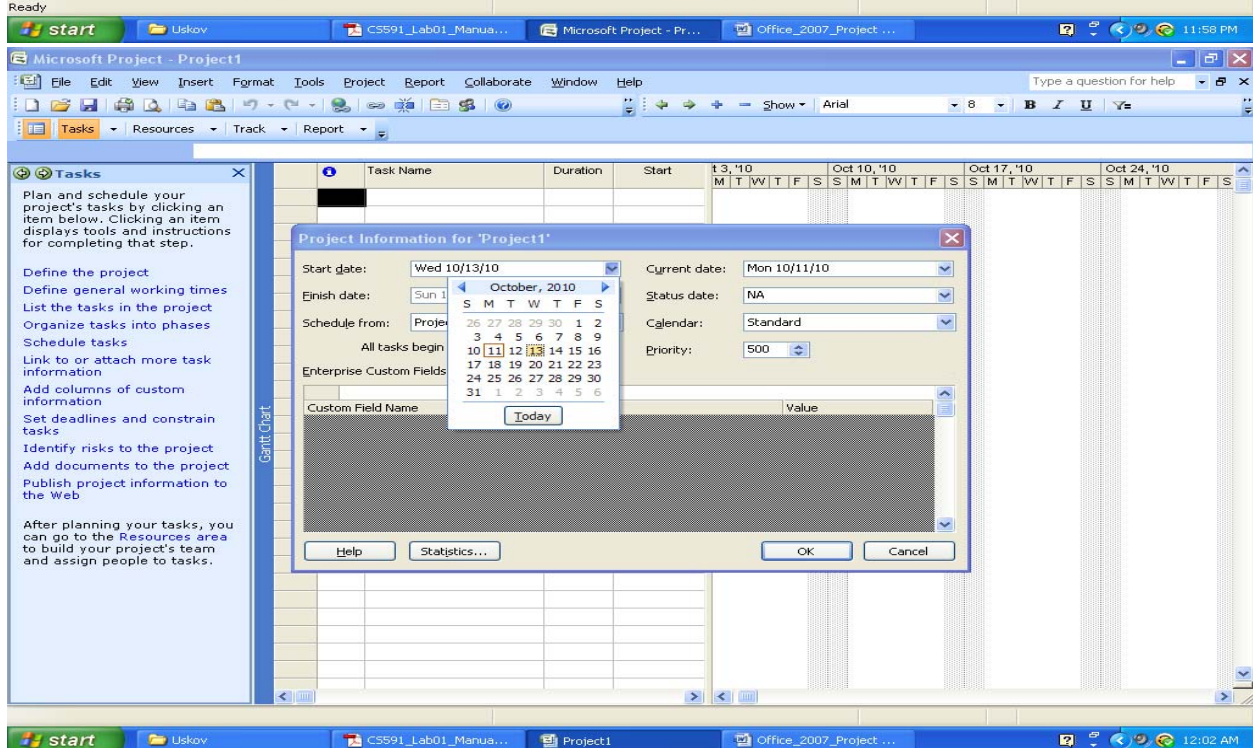
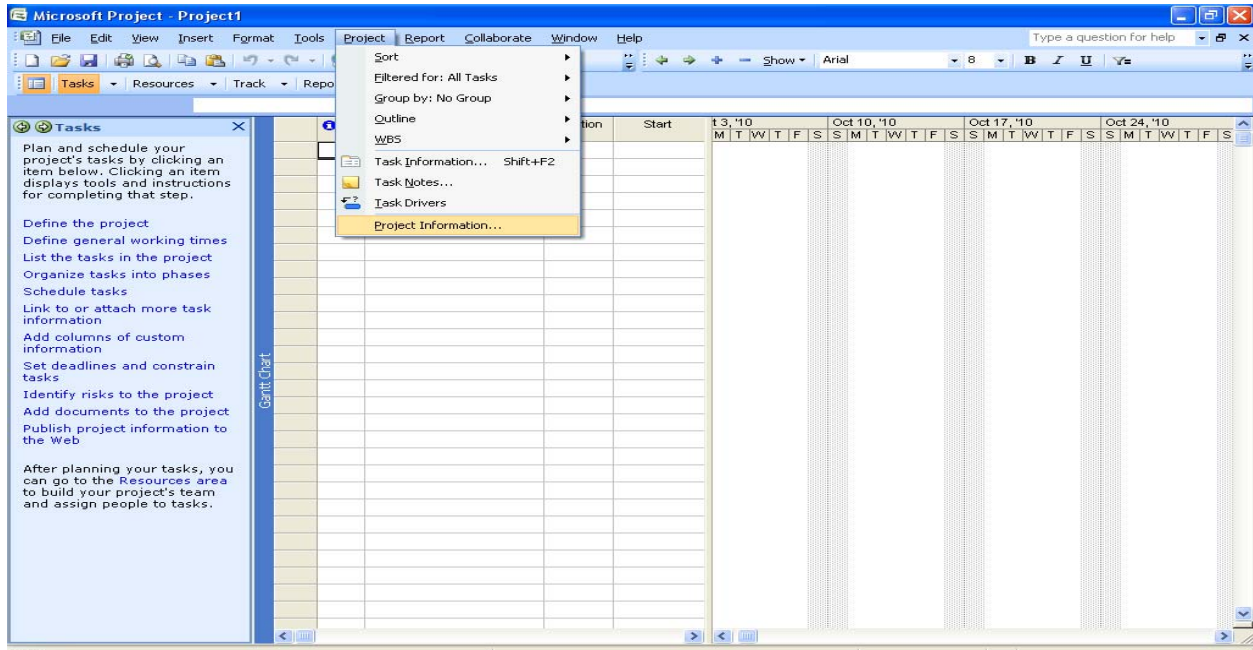
## 1.2 Entering the Project Title

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



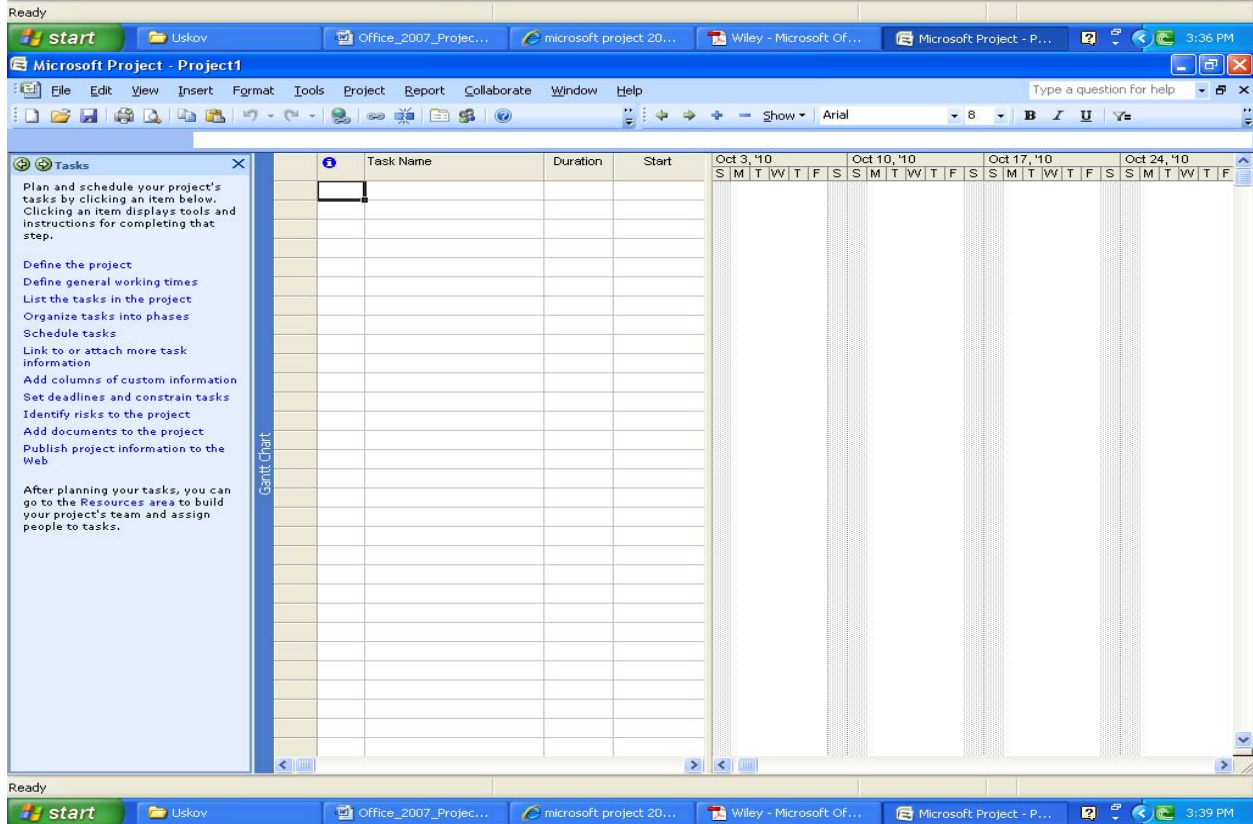
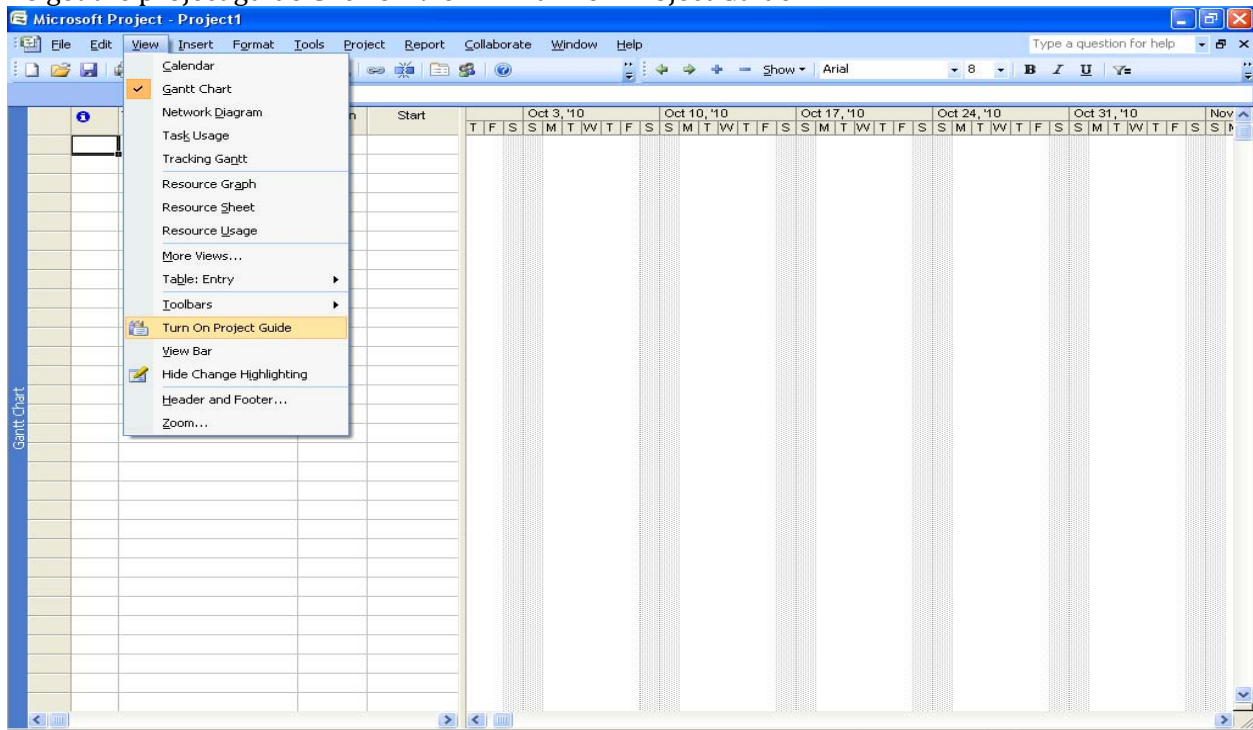
## 1.3 Entering the Project Start Date

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



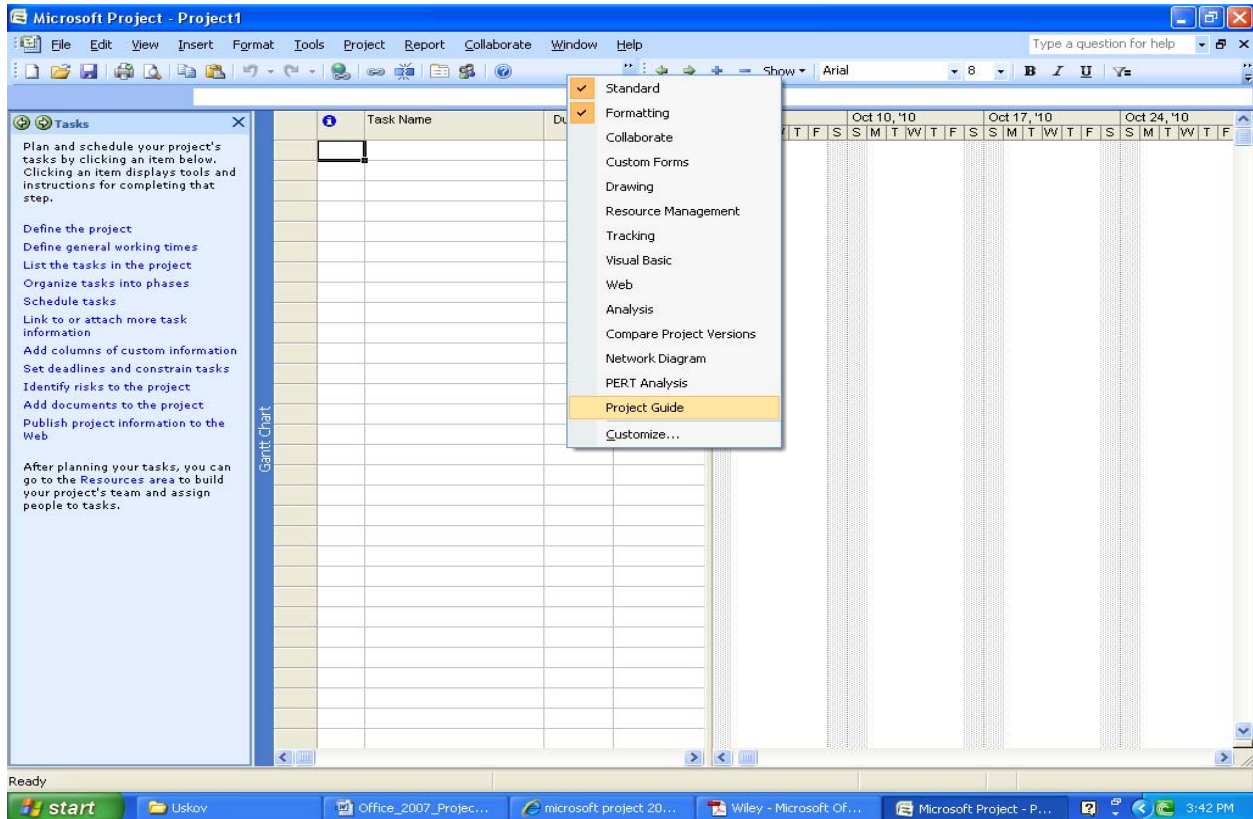
## 1.4 Project Guide Wizard

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



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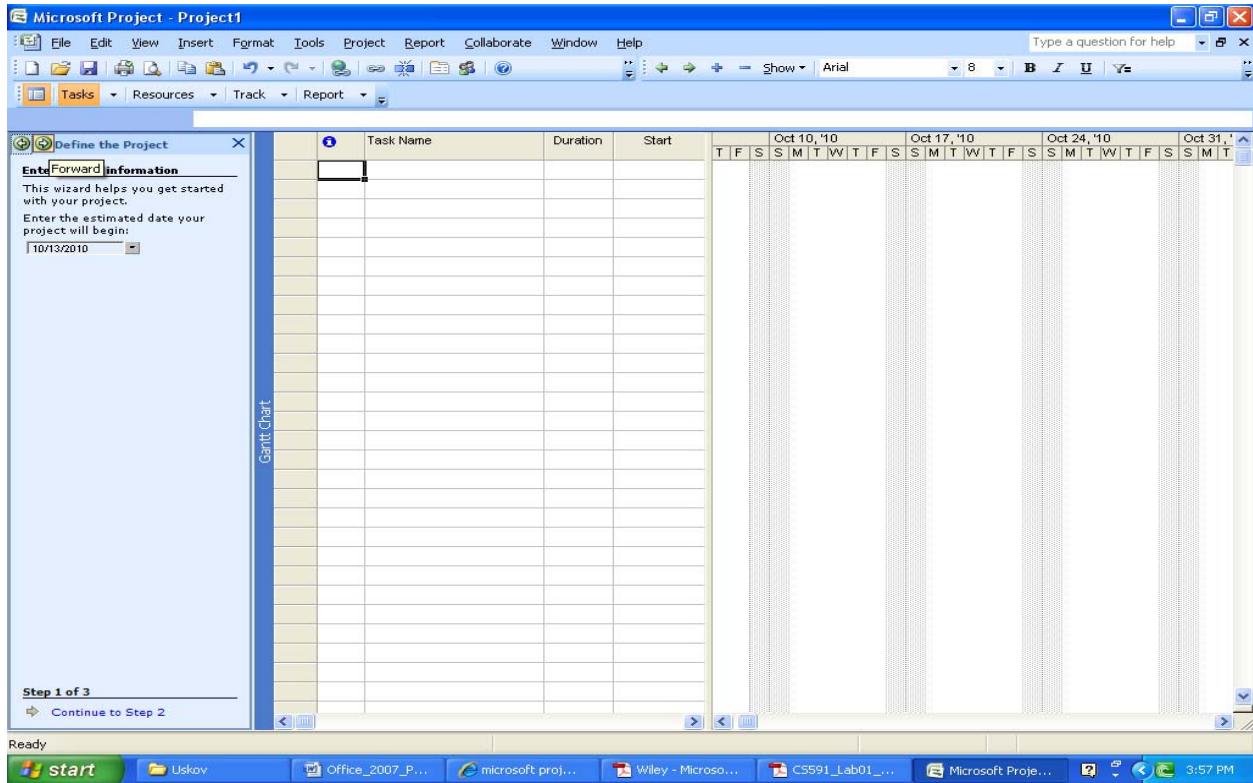
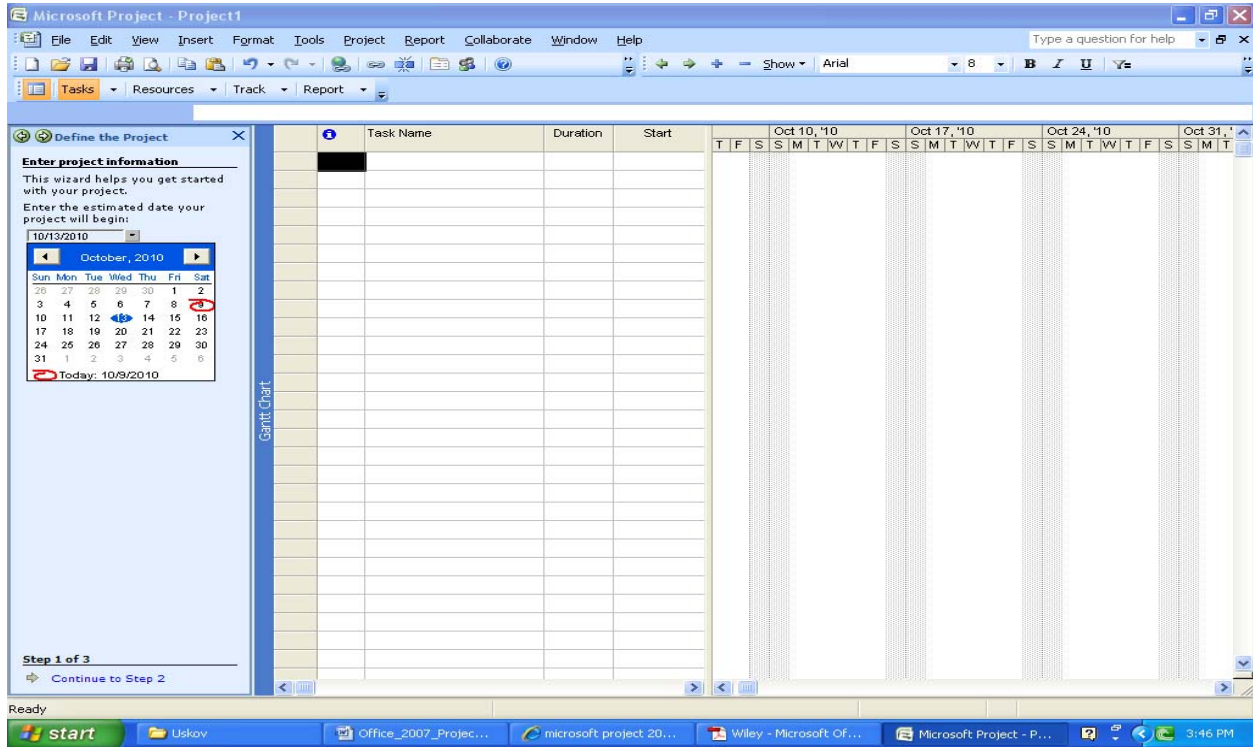
To get the project guide toolbar Click on View-> Toolbars-> Project Guide or right-click anywhere in the toolbar area at the top of the screen and choose Project Guide.



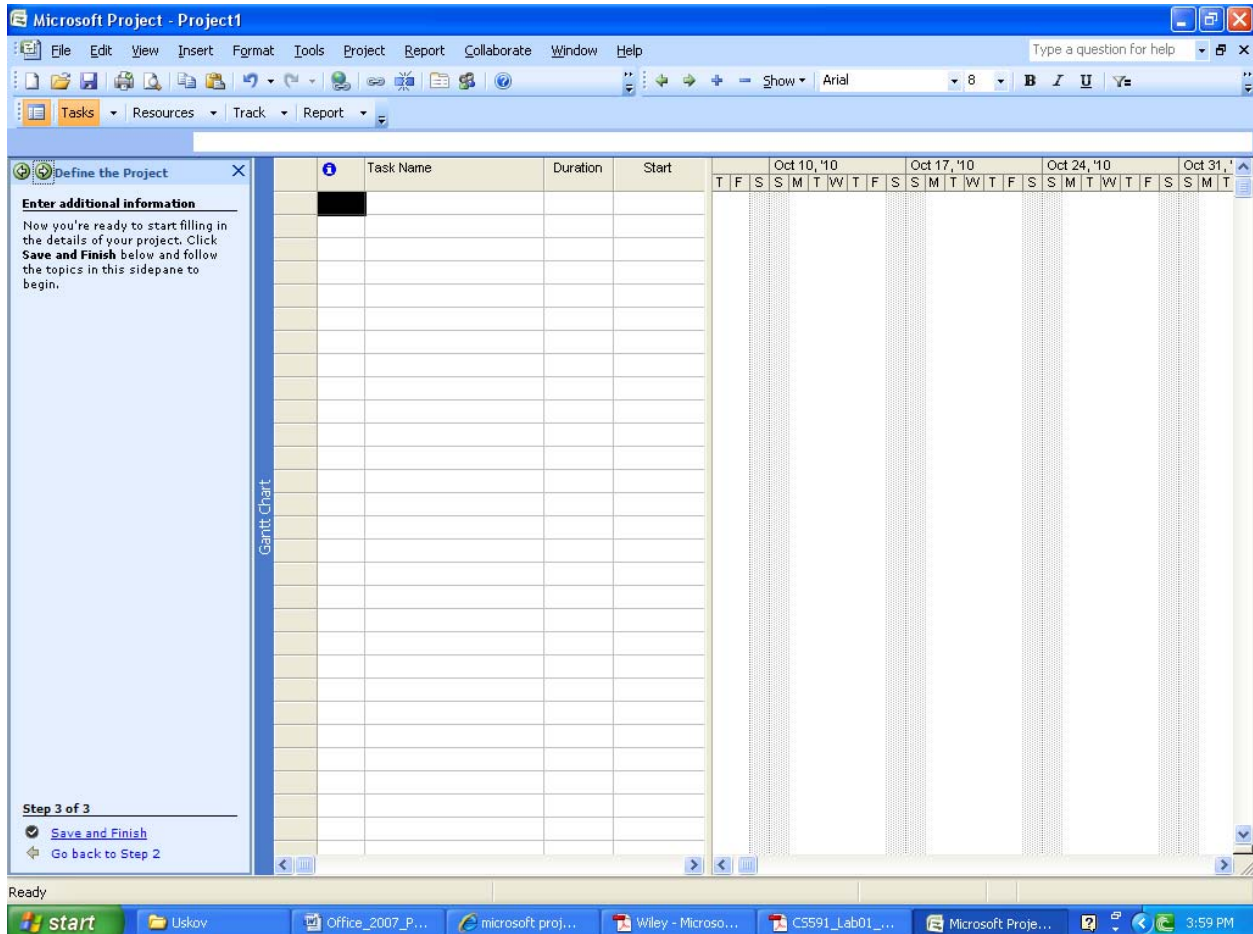
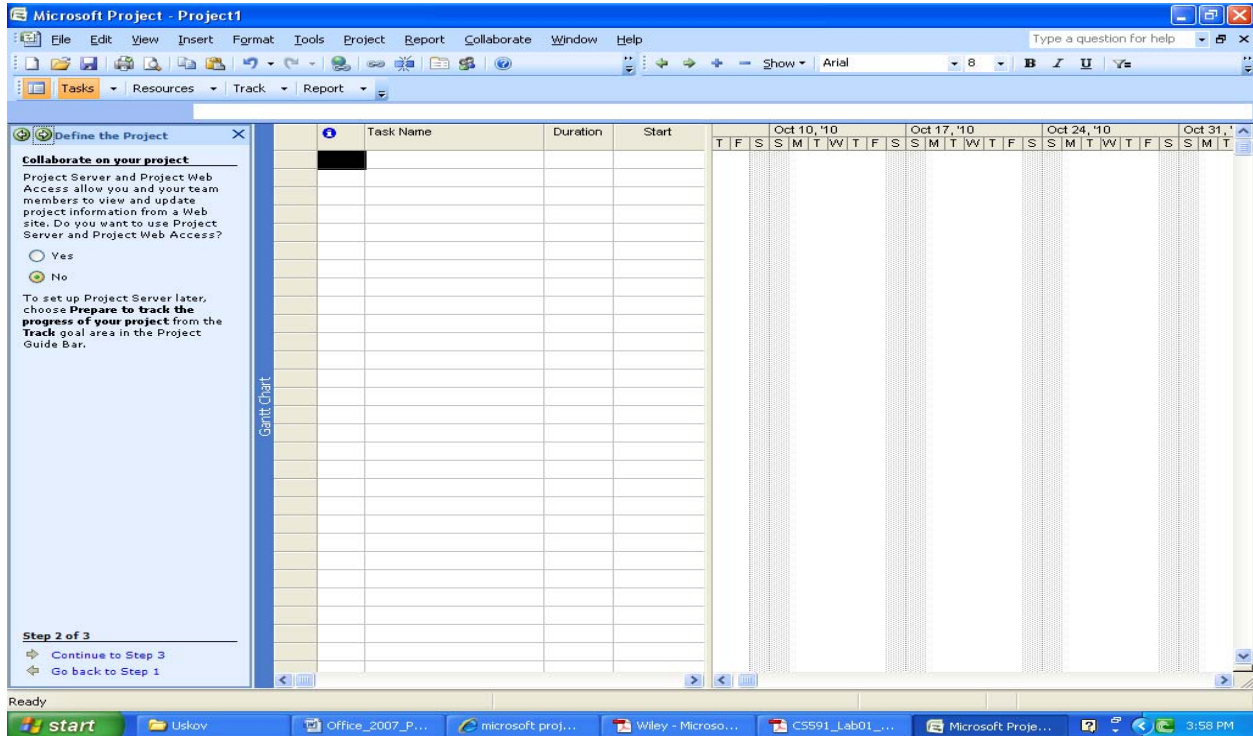
When you click a link in the Project Guide, a wizard starts and walks you through the process that's suggested by the link. For example, if you click the Tasks button on the Project Guide toolbar and then click the Define the project link, a three-step wizard walks you through starting a project.



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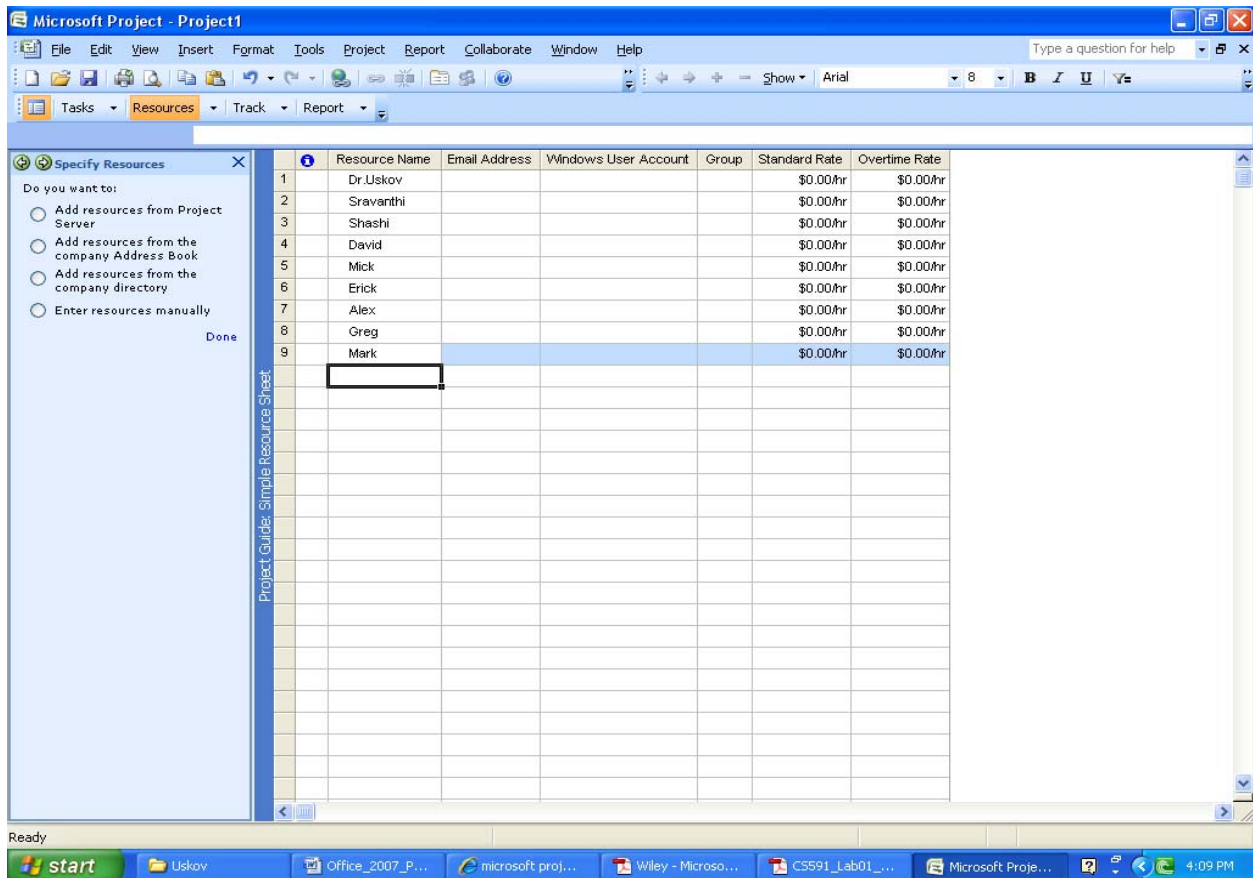
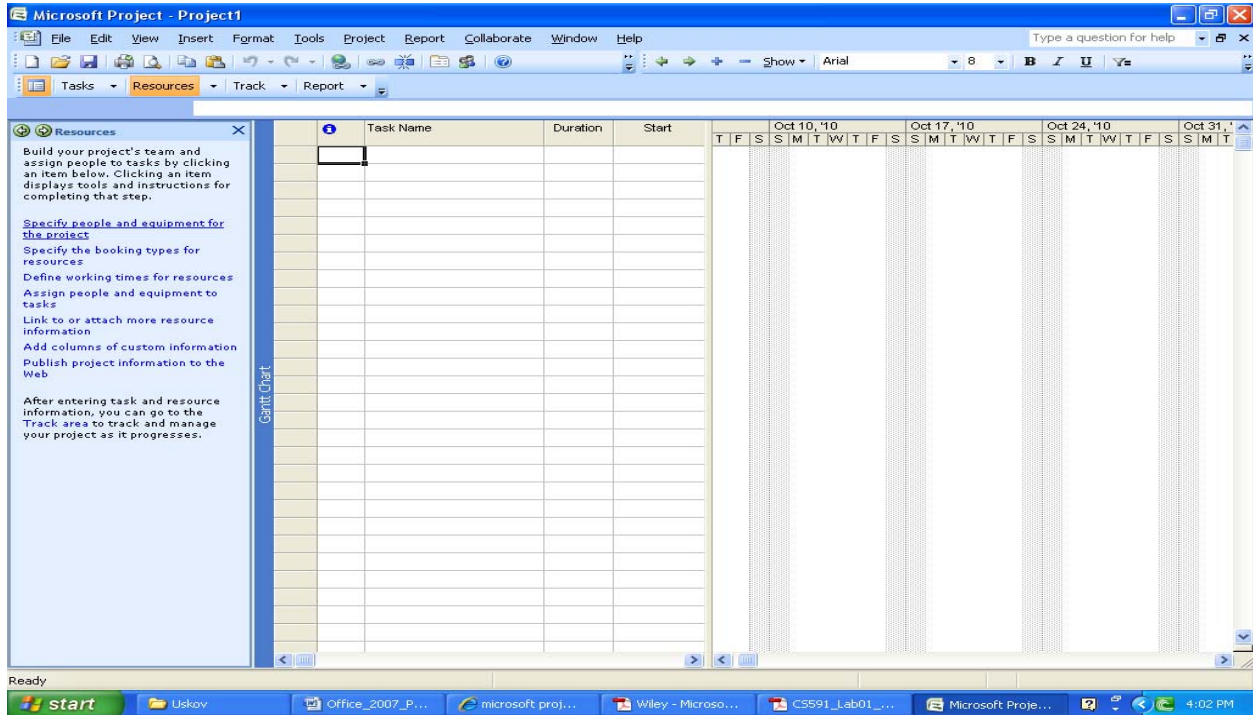


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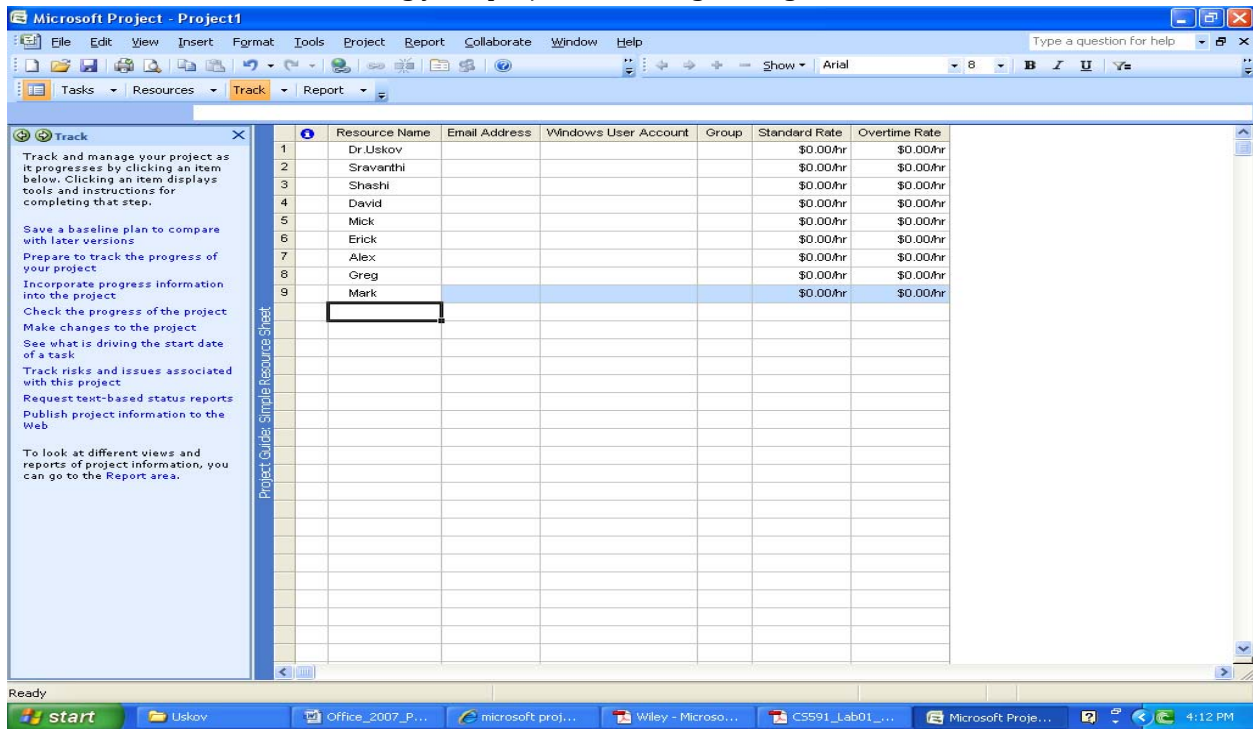
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If you click the Resources button on the Project Guide taskbar and then click Specify people and equipment for the project, the Project Guide helps you set up resources for your project



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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.

The top screenshot shows the 'List Tasks' dialog box in Microsoft Project 2007. The dialog box has a title bar 'List Tasks' and a close button. It contains the following text:

**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

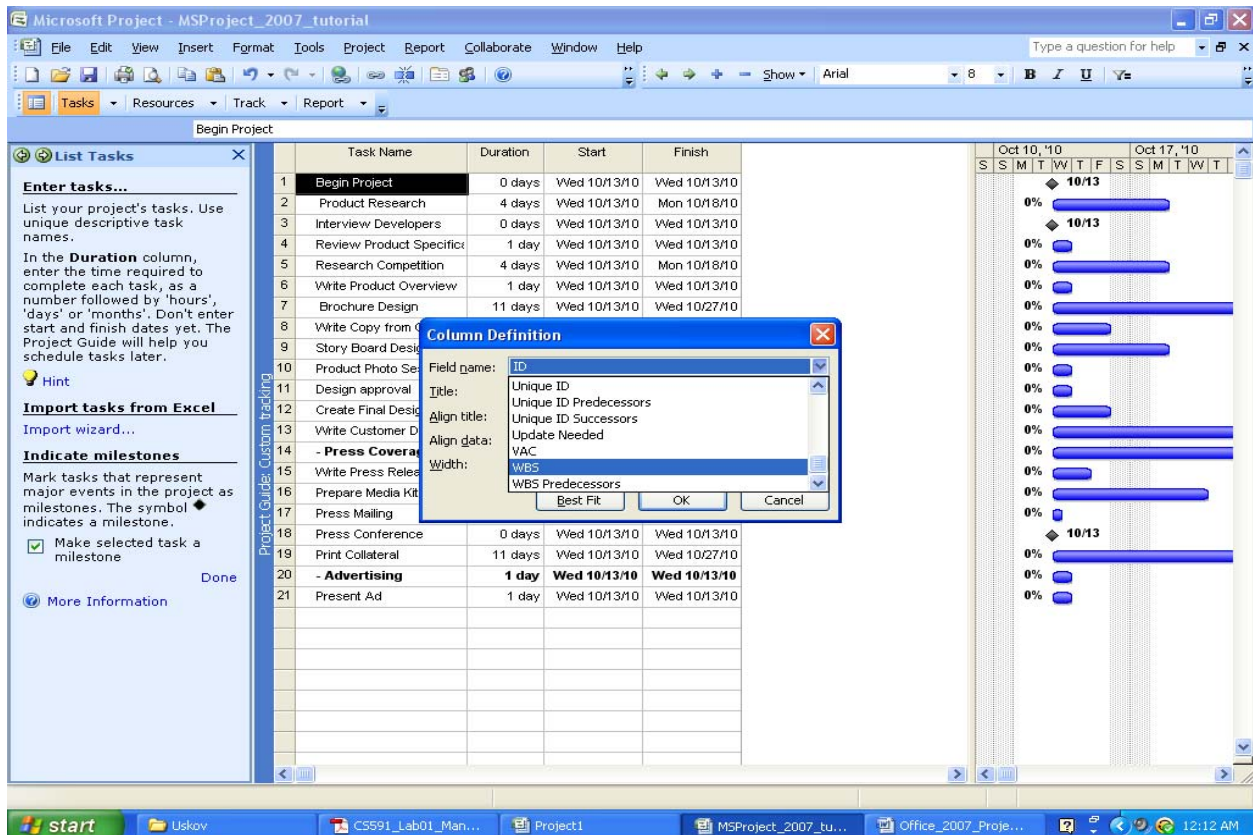
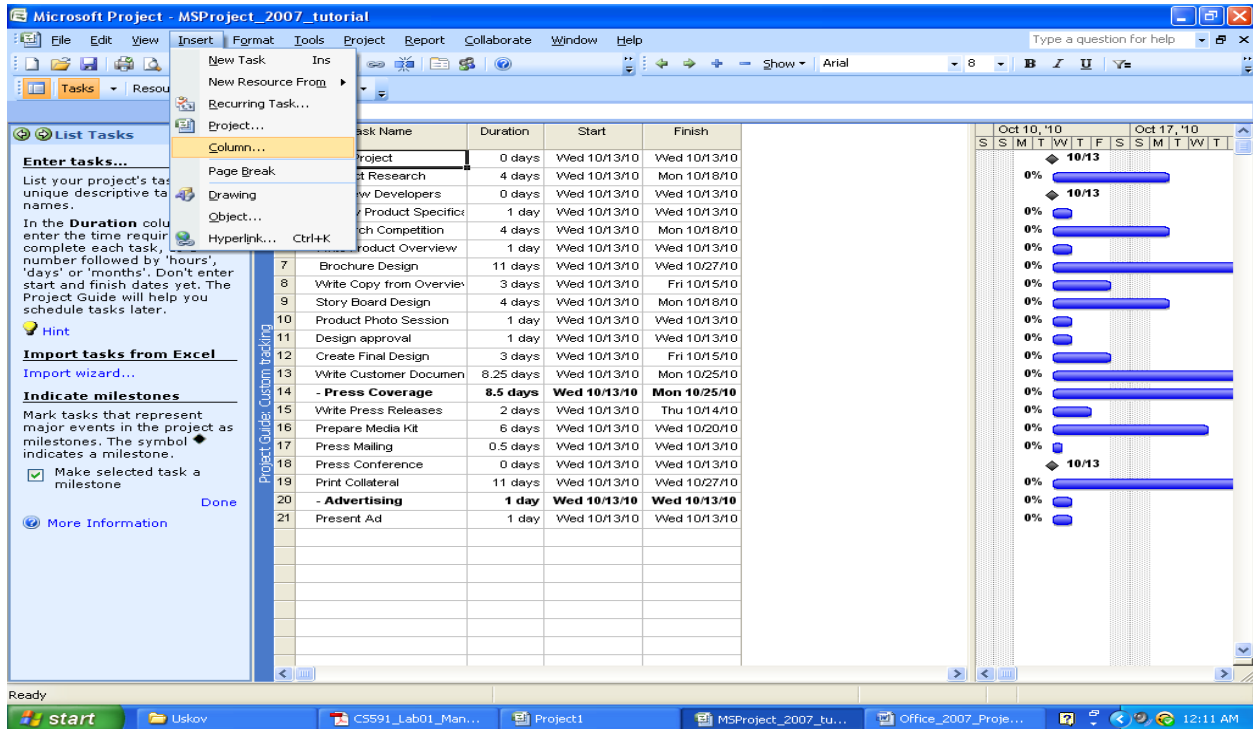
More Information

The bottom screenshot shows the 'List Tasks' dialog box with a list of 21 tasks entered. The tasks are displayed in a table with columns for Task Name, Duration, Start, and Finish. The tasks are:

Task ID	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
4	Review Product Specifications	1 day	Wed 10/13/10	Wed 10/13/10
5	Research Competition	4 days	Wed 10/13/10	Mon 10/18/10
6	Write Product Overview	1 day	Wed 10/13/10	Wed 10/13/10
7	Brochure Design	11 days	Wed 10/13/10	Wed 10/27/10
8	Write Copy from Overview	3 days	Wed 10/13/10	Fri 10/15/10
9	Story Board Design	4 days	Wed 10/13/10	Mon 10/18/10
10	Product Photo Session	1 day	Wed 10/13/10	Wed 10/13/10
11	Design approval	1 day	Wed 10/13/10	Wed 10/13/10
12	Create Final Design	3 days	Wed 10/13/10	Fri 10/15/10
13	Write Customer Documents	8.25 days	Wed 10/13/10	Mon 10/25/10
14	- Press Coverage	8.5 days	Wed 10/13/10	Mon 10/25/10
15	Write Press Releases	2 days	Wed 10/13/10	Thu 10/14/10
16	Prepare Media Kit	6 days	Wed 10/13/10	Wed 10/20/10
17	Press Mailing	0.5 days	Wed 10/13/10	Wed 10/13/10
18	Press Conference	0 days	Wed 10/13/10	Wed 10/13/10
19	Print Collateral	11 days	Wed 10/13/10	Wed 10/27/10
20	- Advertising	1 day	Wed 10/13/10	Wed 10/13/10
21	Present Ad	1 day	Wed 10/13/10	Wed 10/13/10

## 2.2 Inserting a New Column on the Task Sheet

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



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The screenshot shows the Microsoft Project 2007 interface. The 'List Tasks' pane on the left contains instructions for entering tasks, duration, and milestones. The main task list table is as follows:

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
4 Review Product Specifications	1 day	Wed 10/13/10	Wed 10/13/10
5 Research Competition	4 days	Wed 10/13/10	Mon 10/18/10
6 Write Product Overview	1 day	Wed 10/13/10	Wed 10/13/10
7 Brochure Design	11 days	Wed 10/13/10	Wed 10/27/10
8 Write Copy from Overview	3 days	Wed 10/13/10	Fri 10/15/10
9 Story Board Design	4 days	Wed 10/13/10	Mon 10/18/10
10 Product Photo Session	1 day	Wed 10/13/10	Wed 10/13/10
11 Design approval	1 day	Wed 10/13/10	Wed 10/13/10
12 Create Final Design	3 days	Wed 10/13/10	Fri 10/15/10
13 Write Customer Documents	8.25 days	Wed 10/13/10	Mon 10/25/10
14 - Press Coverage	8.5 days	Wed 10/13/10	Mon 10/25/10
15 Write Press Releases	2 days	Wed 10/13/10	Thu 10/14/10
16 Prepare Media Kit	6 days	Wed 10/13/10	Wed 10/20/10
17 Press Mailing	0.5 days	Wed 10/13/10	Wed 10/13/10
18 Press Conference	0 days	Wed 10/13/10	Wed 10/13/10
19 Print Collateral	11 days	Wed 10/13/10	Wed 10/27/10
20 - Advertising	1 day	Wed 10/13/10	Wed 10/13/10
21 Present Ad	1 day	Wed 10/13/10	Wed 10/13/10

The 'Column Definition' dialog box is open, showing the following settings:

- Field name: WBS
- Title: (empty)
- Align title: Center
- Align data: Right
- Width: 10
- Header Text Wrapping:

## 2.3 Creating a unique WBS Code

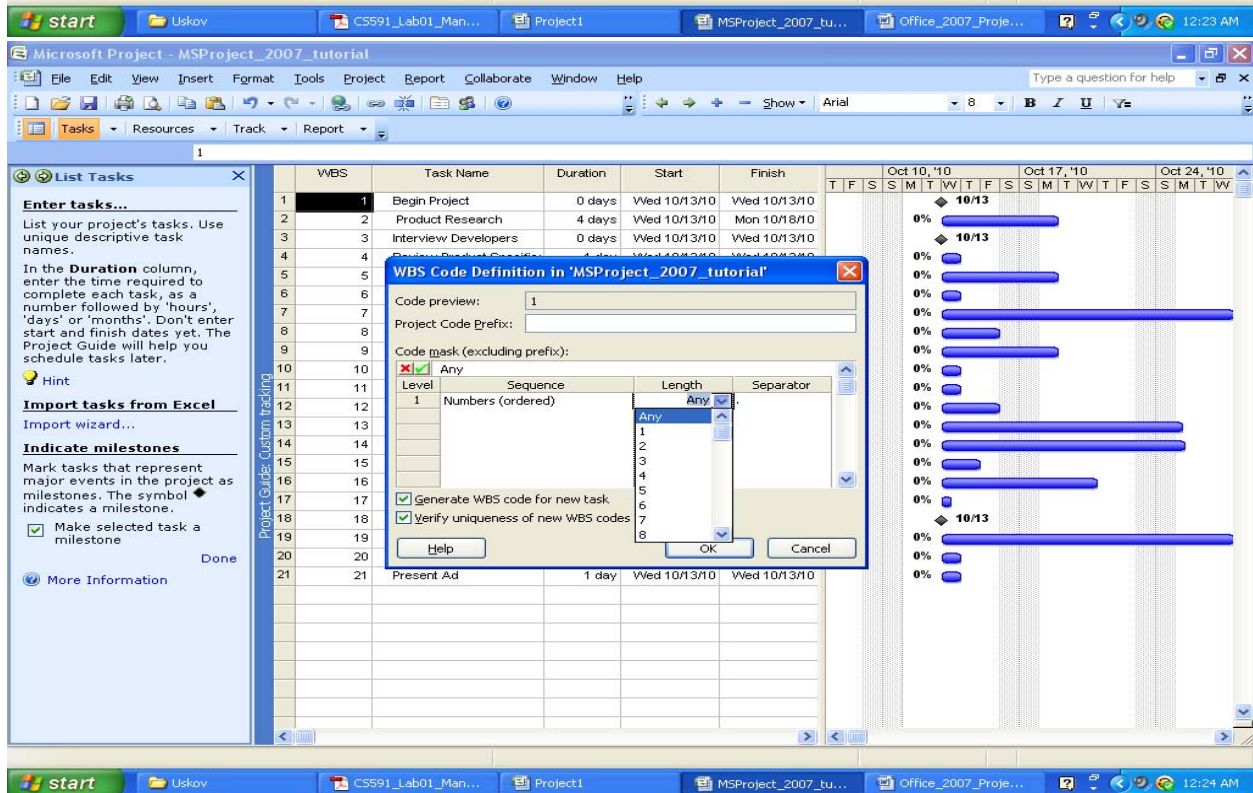
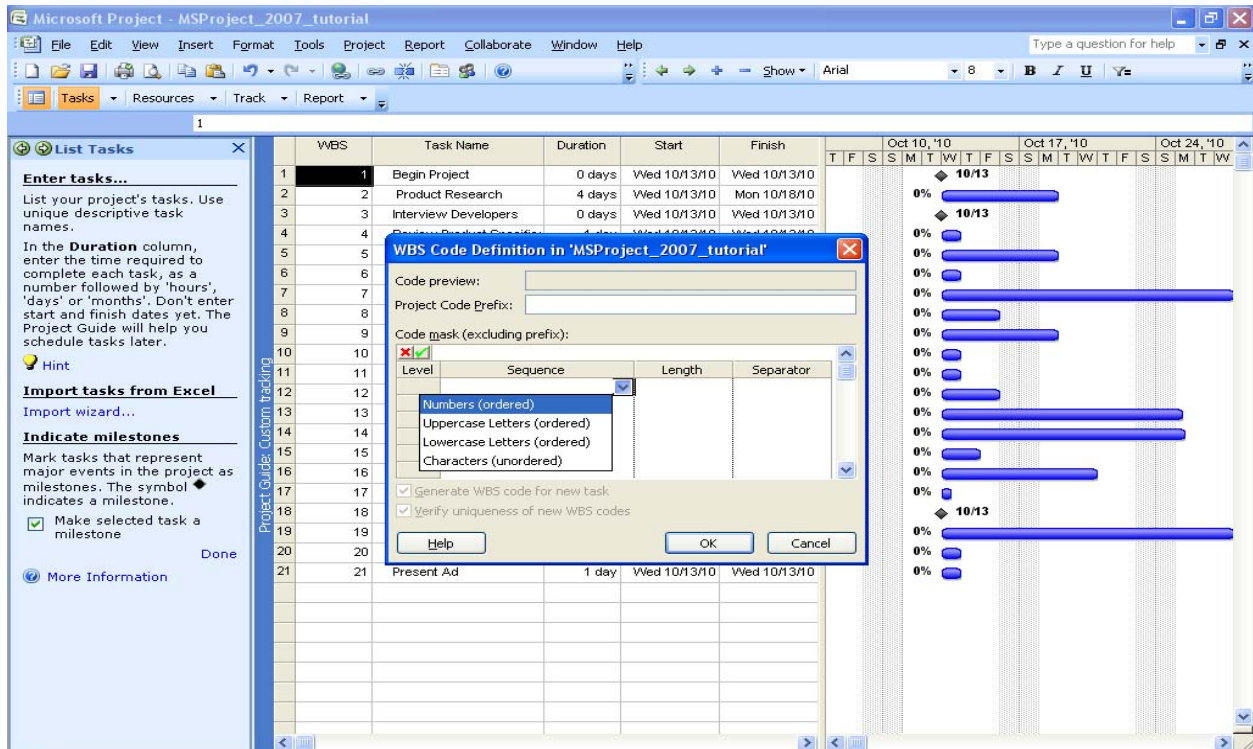
The screenshot shows the Microsoft Project 2007 interface with the 'Project' menu open. The 'WBS' option is selected, and the 'Define Code...' dialog box is open. The task list table is as follows:

Task Name	Duration	Start	Finish
1			
2			
3			
4			
5			
6			
7 Brochure Design	11 days	Wed 10/13/10	Wed 10/27/10
8 Write Copy from Overview	3 days	Wed 10/13/10	Fri 10/15/10
9 Story Board Design	4 days	Wed 10/13/10	Mon 10/18/10
10 Product Photo Session	1 day	Wed 10/13/10	Wed 10/13/10
11 Design approval	1 day	Wed 10/13/10	Wed 10/13/10
12 Create Final Design	3 days	Wed 10/13/10	Fri 10/15/10
13 Write Customer Documents	8.25 days	Wed 10/13/10	Mon 10/25/10
14 - Press Coverage	8.5 days	Wed 10/13/10	Mon 10/25/10
15 Write Press Releases	2 days	Wed 10/13/10	Thu 10/14/10
16 Prepare Media Kit	6 days	Wed 10/13/10	Wed 10/20/10
17 Press Mailing	0.5 days	Wed 10/13/10	Wed 10/13/10
18 Press Conference	0 days	Wed 10/13/10	Wed 10/13/10
19 Print Collateral	11 days	Wed 10/13/10	Wed 10/27/10
20 - Advertising	1 day	Wed 10/13/10	Wed 10/13/10
21 Present Ad	1 day	Wed 10/13/10	Wed 10/13/10

The 'Define Code...' dialog box is open, showing the following settings:

- Field name: WBS
- Title: (empty)
- Align title: Center
- Align data: Right
- Width: 10
- Header Text Wrapping:

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Enter the code Prefix as ggg as shown below



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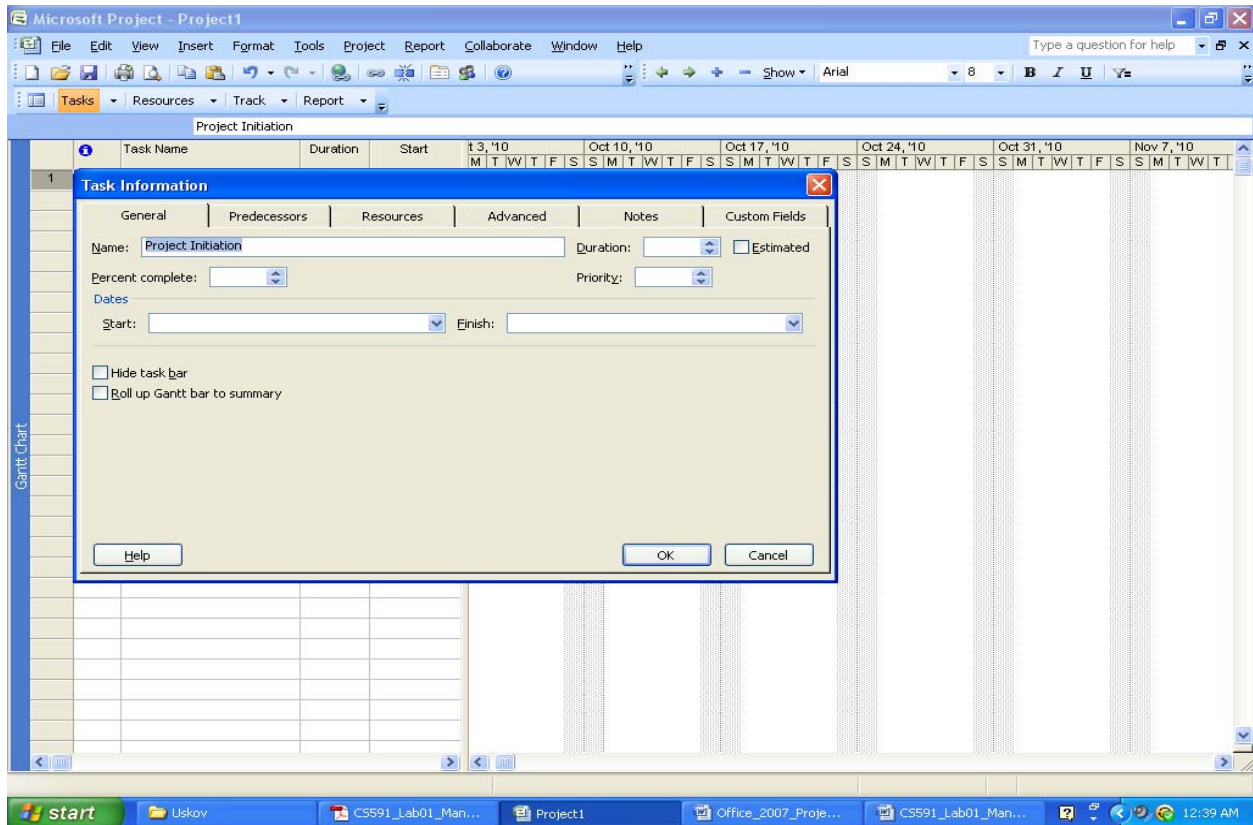
The screenshot displays the Microsoft Project 2007 interface. The main window shows a Gantt chart with tasks: 'Begin Project' (0 days), 'Product Research' (4 days), and 'Interview Developers' (0 days). A 'WBS Code Definition' dialog box is open, showing a code preview of 'ggg1.1.1' and a table for defining the WBS mask.

Level	Sequence	Length	Separator
1	Numbers (ordered)	Any	.
2	Numbers (ordered)	Any	.
3	Numbers (ordered)	Any	.

The dialog box also includes options for 'Generate WBS code for new task' and 'Verify uniqueness of new WBS codes', both of which are checked. The background Gantt chart shows a task bar for 'Present Ad' starting on Wednesday, October 13, 2010, and ending on Wednesday, October 13, 2010, with a duration of 1 day.

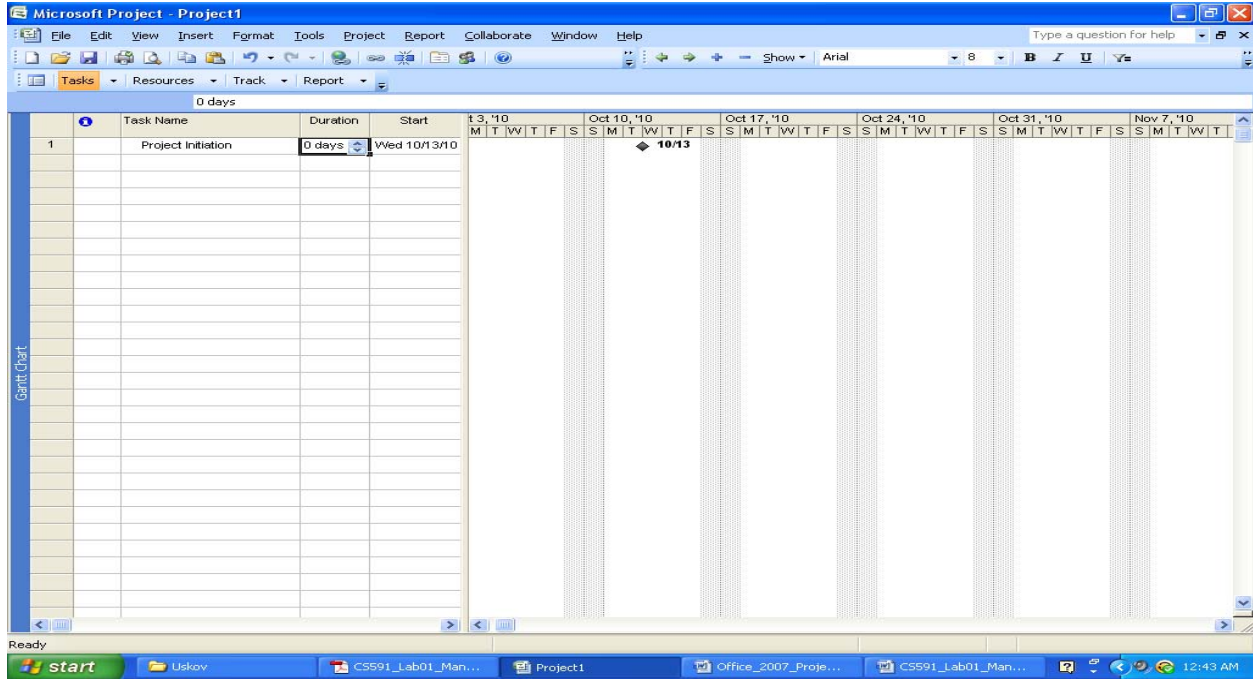
## 2.4 Entering a Task

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



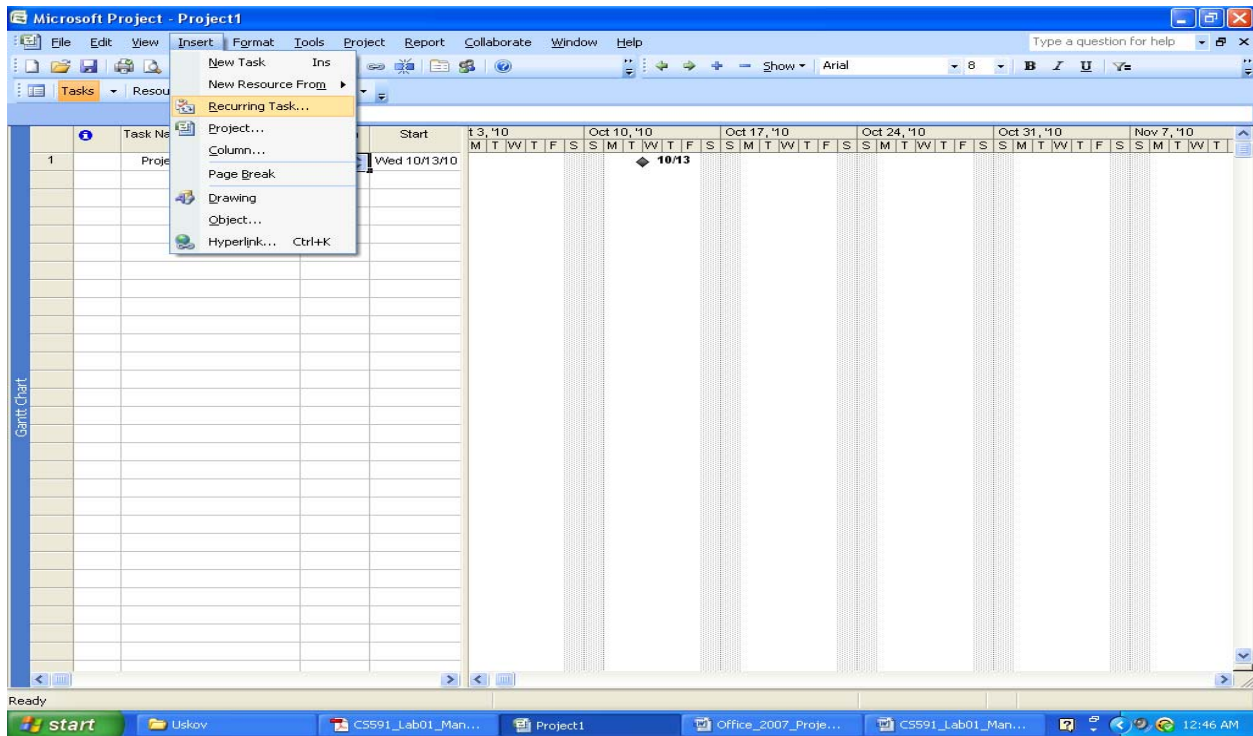
## 2.5 Making a Milestone

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

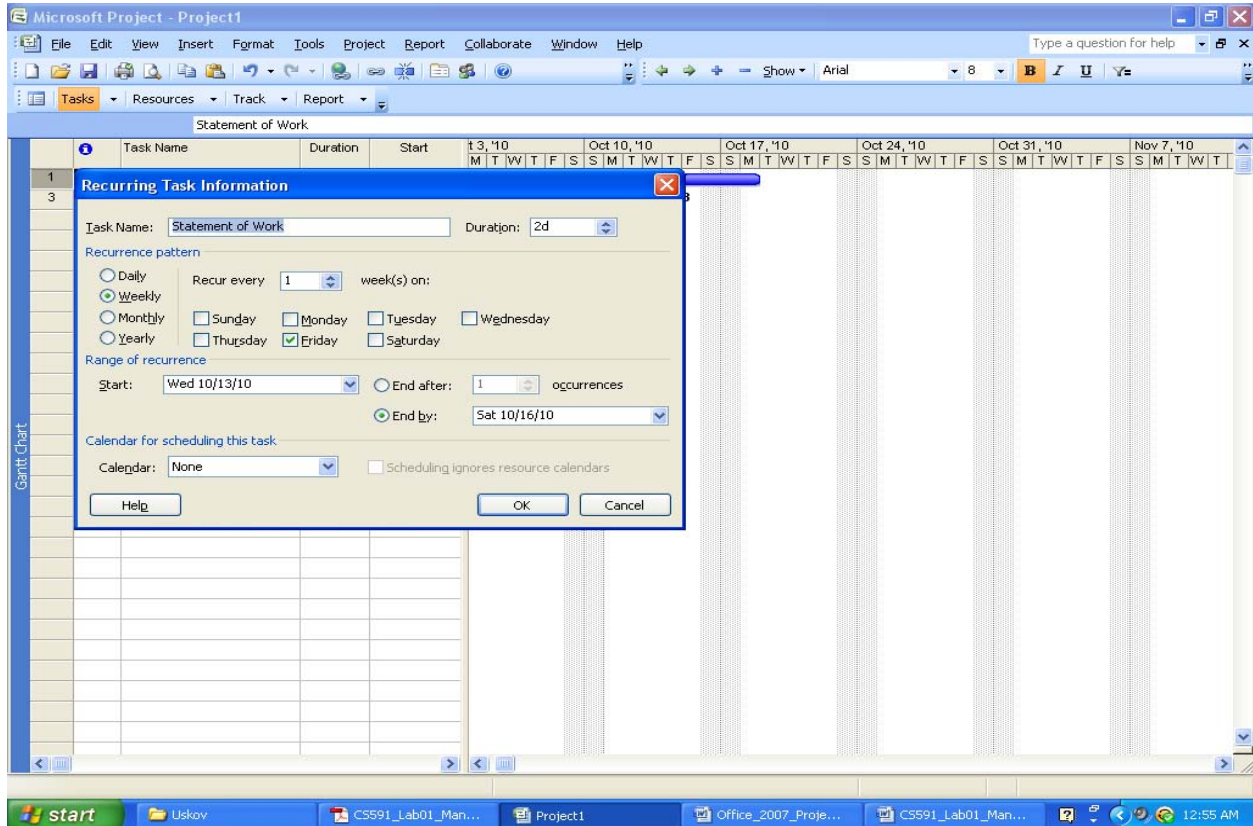


## 2.6 Entering Recurring Tasks

Navigate to Insert->Recurring Task

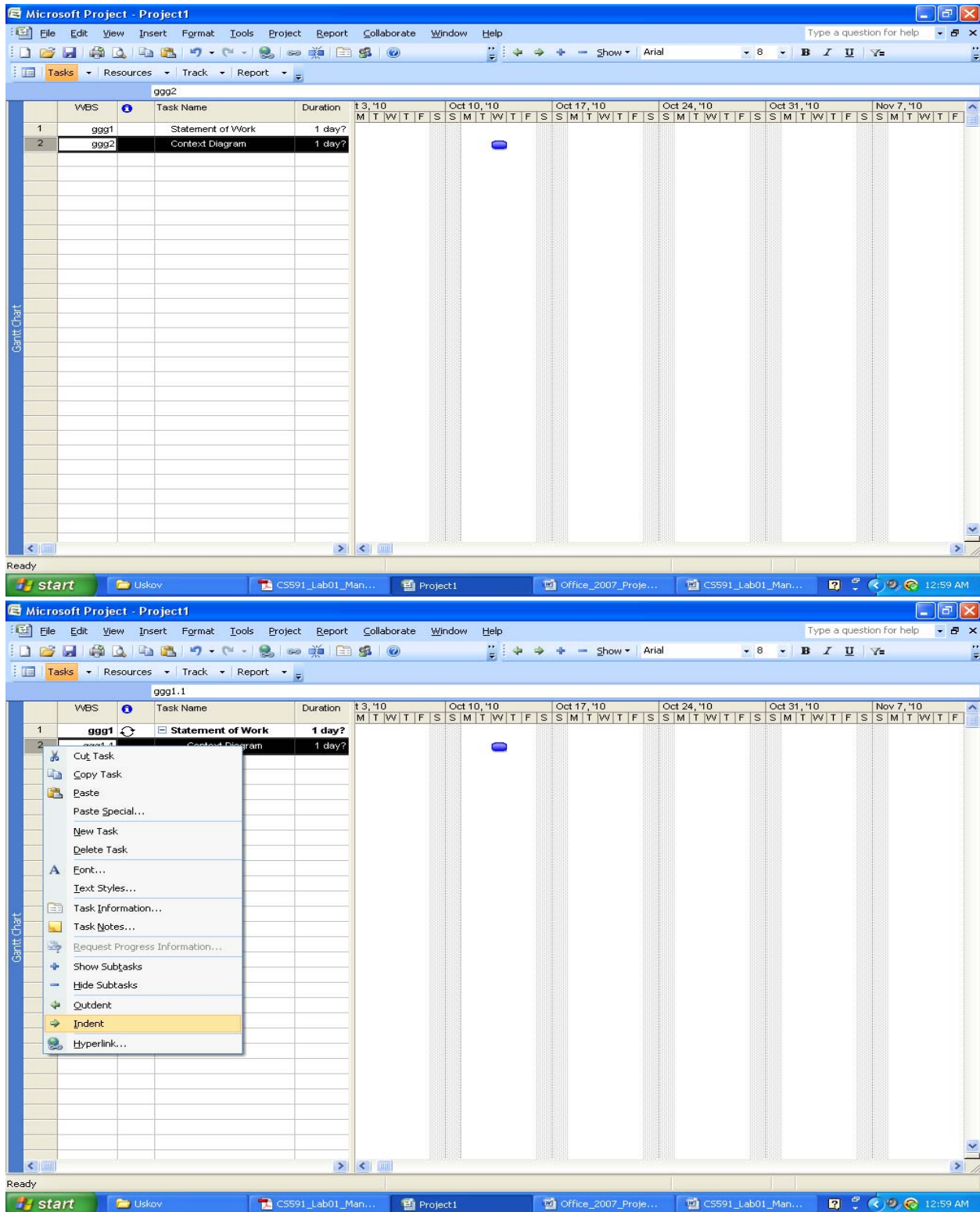


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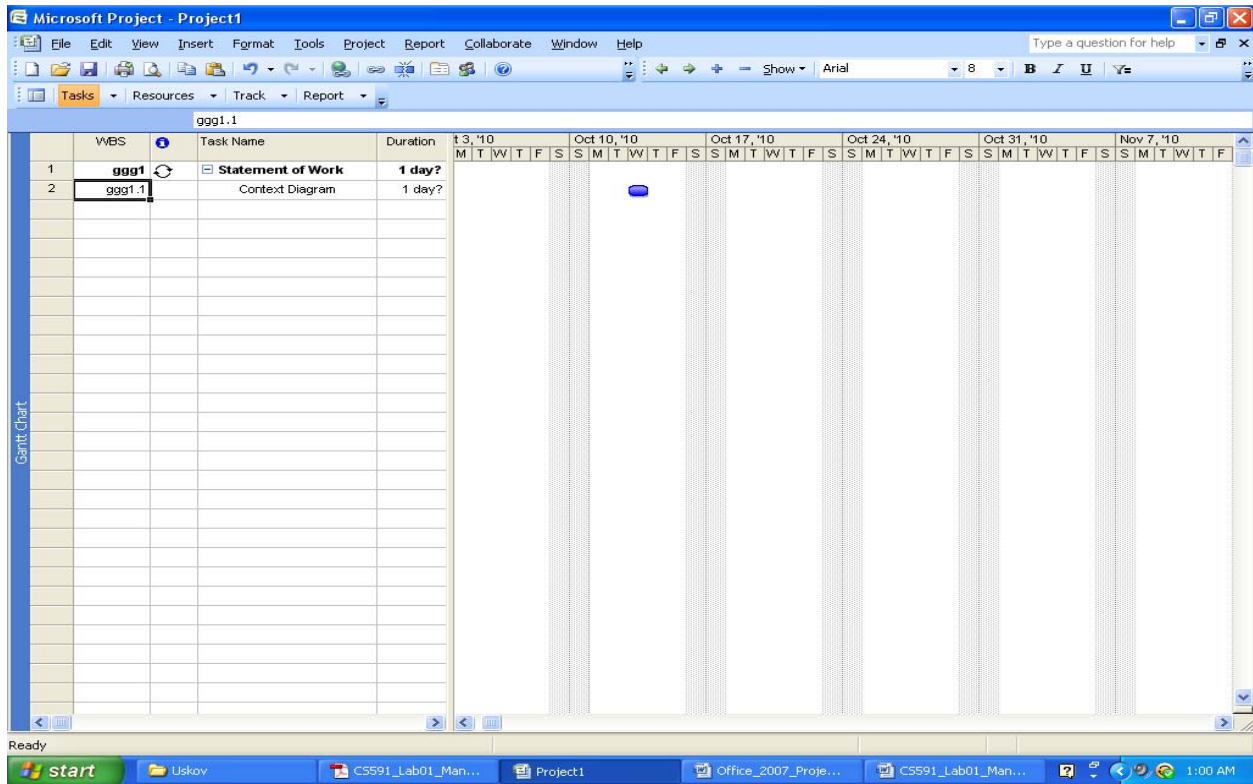


## 2.7 Creating a Hierarchy of Tasks

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



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## 2.8 Exercises

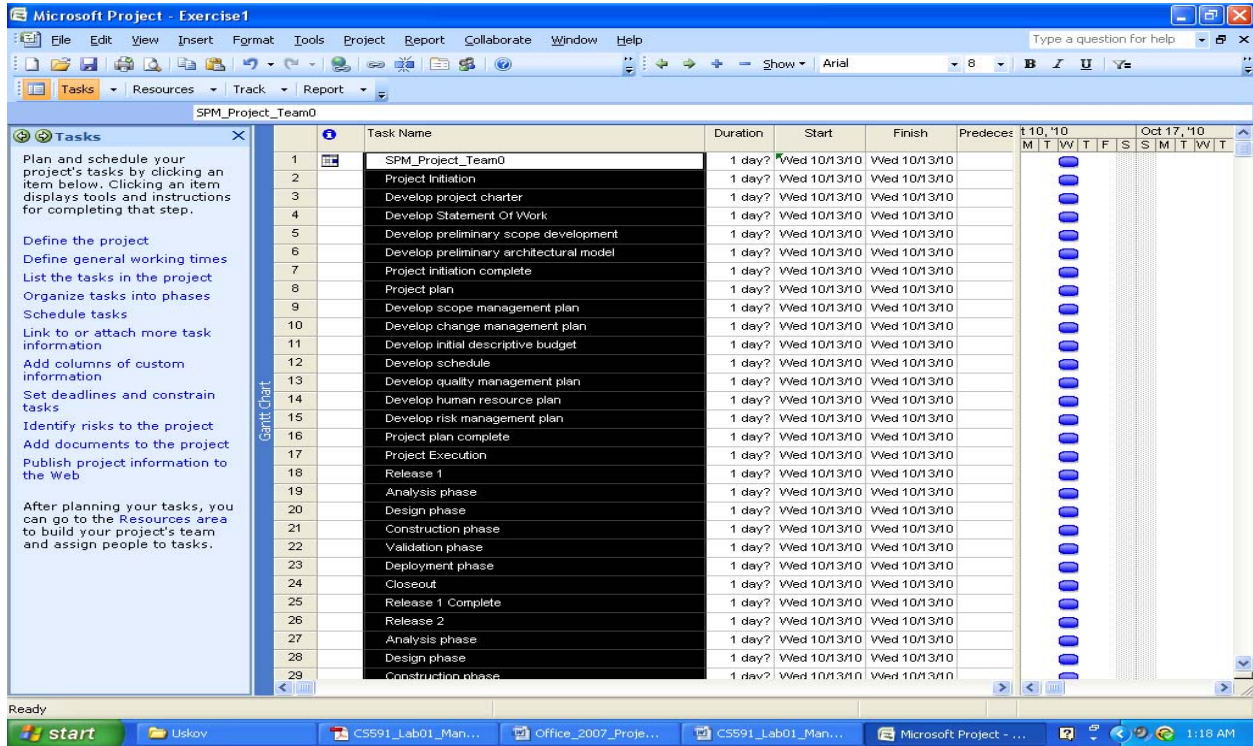
Enter the following tasks, in the hierarchy shown here. Do not enter the numbers-just the task names.

	<b>Task No</b>	<b>Task Name</b>	<b>Duration</b>	<b>Predecessors</b>
<b>Column 0</b>	<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
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
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Steps to do the above task:

## 2.8.1 Enter the task name





## 2.8.2 Creating WBS Column

The screenshot shows the Microsoft Project 2007 interface. A 'Column Definition' dialog box is open, allowing the user to define a new column. The 'Field name' is set to 'WBS'. The 'Align title' is set to 'Center' and 'Align data' is set to 'Right'. The 'Width' is set to 10. The 'Header Text Wrapping' checkbox is checked. The background shows a Gantt chart with task names and dates.

The screenshot shows the Microsoft Project 2007 interface with a new 'WBS' column added to the task list. The 'WBS' column contains numbers 1 through 29, corresponding to the task IDs. The task names and dates are visible in the adjacent columns.

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

## 2.8.3 Creating Hierarchy of tasks

The screenshot shows the Microsoft Project 2007 interface. The 'Tasks' pane on the left contains instructions for planning and scheduling tasks. The main task list is as follows:

ID	WBS	Task Name	Duration	Start	Finish
1	1	SPM_Project_Team0	1 day?	Wed 10/13/10	Wed 10/13/10
2	2	Project Initiation	1 day?	Wed 10/13/10	Wed 10/13/10
3		charter	1 day?	Wed 10/13/10	Wed 10/13/10
4		Work Breakdown Structure	1 day?	Wed 10/13/10	Wed 10/13/10
5		primary scope development	1 day?	Wed 10/13/10	Wed 10/13/10
6		primary architectural model	1 day?	Wed 10/13/10	Wed 10/13/10
7		complete	1 day?	Wed 10/13/10	Wed 10/13/10
8		management plan	1 day?	Wed 10/13/10	Wed 10/13/10
9		management plan	1 day?	Wed 10/13/10	Wed 10/13/10
10		descriptive budget	1 day?	Wed 10/13/10	Wed 10/13/10
11		management plan	1 day?	Wed 10/13/10	Wed 10/13/10
12		management plan	1 day?	Wed 10/13/10	Wed 10/13/10
13		resource plan	1 day?	Wed 10/13/10	Wed 10/13/10
14		management plan	1 day?	Wed 10/13/10	Wed 10/13/10
15		complete	1 day?	Wed 10/13/10	Wed 10/13/10
16		on	1 day?	Wed 10/13/10	Wed 10/13/10
17			1 day?	Wed 10/13/10	Wed 10/13/10
18			1 day?	Wed 10/13/10	Wed 10/13/10
19			1 day?	Wed 10/13/10	Wed 10/13/10
20			1 day?	Wed 10/13/10	Wed 10/13/10
21			1 day?	Wed 10/13/10	Wed 10/13/10
22			1 day?	Wed 10/13/10	Wed 10/13/10
23	23	Deployment phase	1 day?	Wed 10/13/10	Wed 10/13/10
24	24	Closeout	1 day?	Wed 10/13/10	Wed 10/13/10
25	25	Release 1 Complete	1 day?	Wed 10/13/10	Wed 10/13/10
26	26	Release 2	1 day?	Wed 10/13/10	Wed 10/13/10
27	27	Analysis phase	1 day?	Wed 10/13/10	Wed 10/13/10
28	28	Design phase	1 day?	Wed 10/13/10	Wed 10/13/10
29	29	Construction phase	1 day?	Wed 10/13/10	Wed 10/13/10

The context menu is open over the 'Project Initiation' task, with the 'Indent' option highlighted. The Gantt Chart on the right shows a single bar for the 'Project Initiation' task.

# CS591 Course: Microsoft Project 2007 Lab Manual

The screenshot shows the Microsoft Project 2007 interface. The 'Tasks' pane on the left contains instructions for planning and scheduling tasks. The main task list is as follows:

ID	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
7	6	Project initiation complete	1 day?	Wed 10/13/10	Wed 10/13/10

A context menu is open over the 'Project initiation complete' task (ID 7), showing options such as 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, and Hyperlink... The 'Indent' option is currently selected.

The Windows taskbar shows the Start button on the left. Several application icons are visible: Uskov, CS591\_Lab01\_Man..., Office\_2007\_Proje..., and Microsoft Project - ... The system tray on the right shows the time as 1:29 AM.

This screenshot is similar to the first one, but the task list is updated to include a new task:

ID	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

The context menu is still open over the 'Project initiation complete' task (ID 7), with the 'Indent' option selected. The 'Tasks' pane on the left has been updated with instructions for organizing tasks into phases.

The Windows taskbar is identical to the previous screenshot, showing the Start button, application icons for Uskov, CS591\_Lab01\_Man..., Office\_2007\_Proje..., and Microsoft Project - ... The system tray shows the time as 1:29 AM.

# CS591 Course: Microsoft Project 2007 Lab Manual

**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.

ID	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

Ready

start Uskov CS591\_Lab01\_Man... Office\_2007\_Proje... CS591\_Lab01\_Man... Microsoft Project - ... 1:30 AM

**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

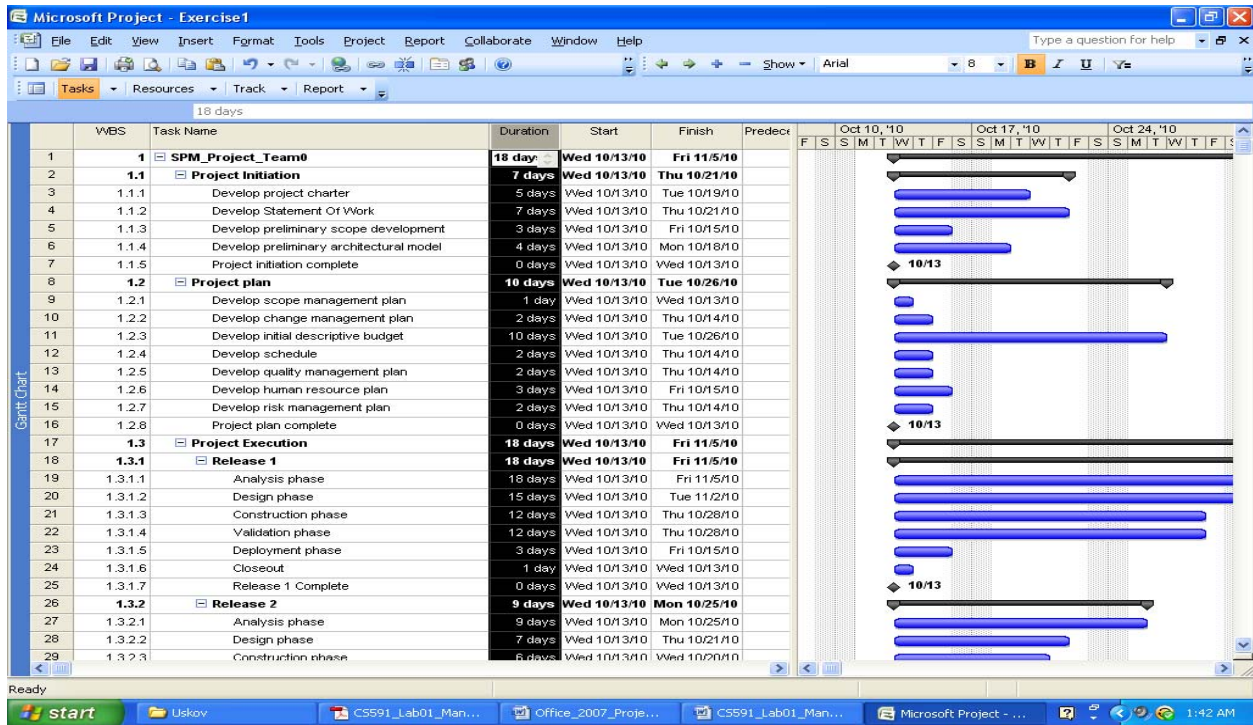
After planning your tasks, you can go to the **Resources** area to build your project's team and assign people to tasks.

ID	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

Ready

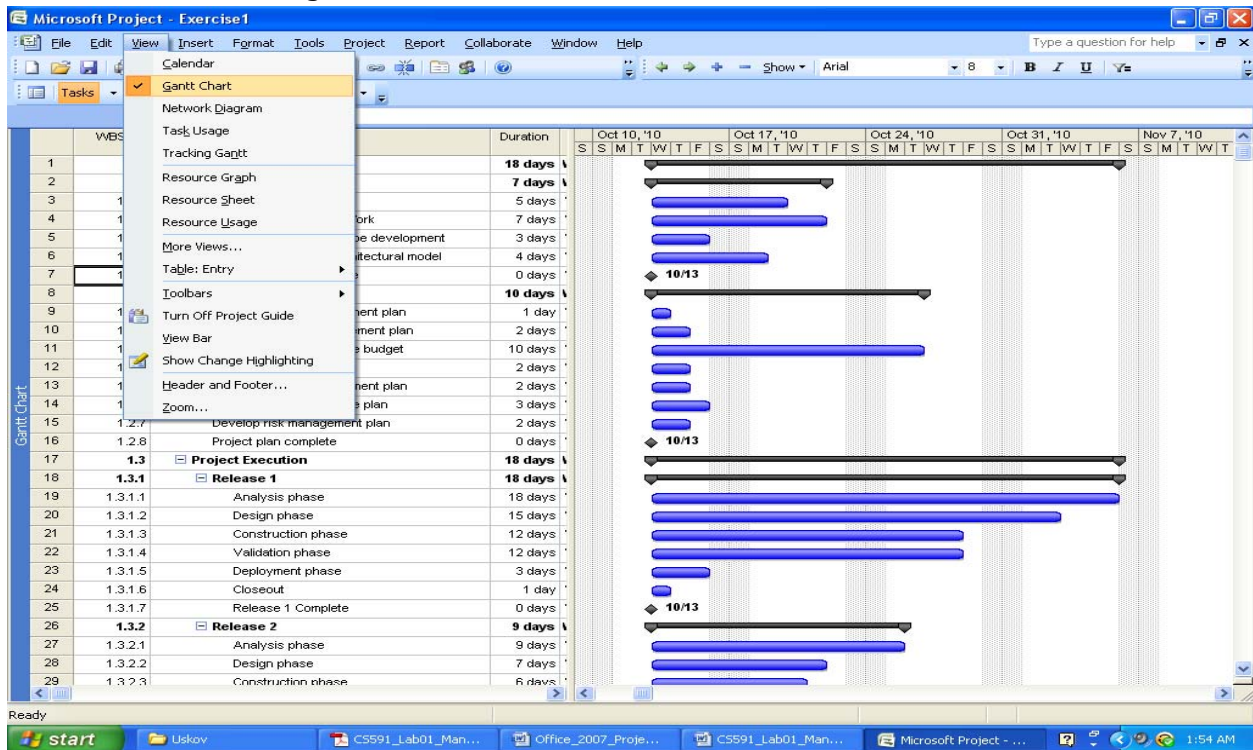
start Uskov CS591\_Lab01\_Man... Office\_2007\_Proje... CS591\_Lab01\_Man... Microsoft Project - ... 1:36 AM

## 2.8.4 Entering the duration of the task

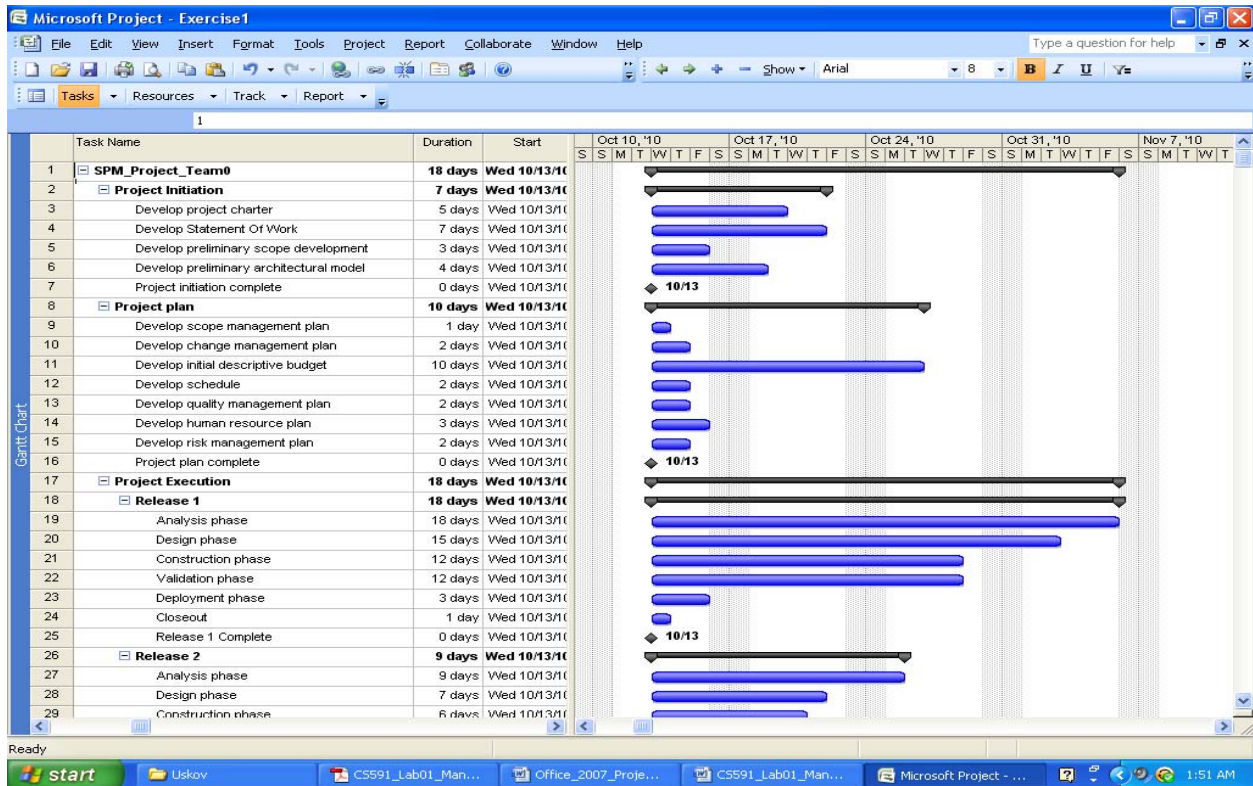


## 2.8.5 Gantt Diagram

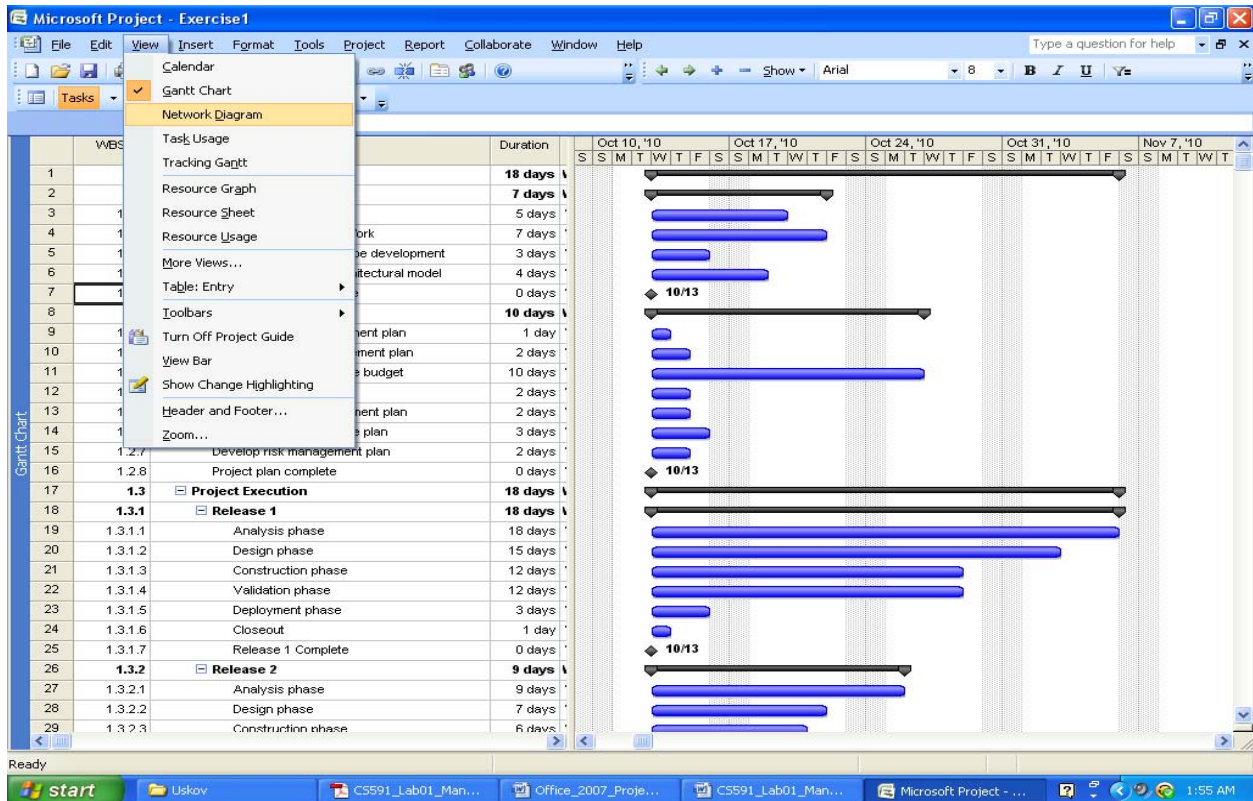
Select View -> Gantt Diagram



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## 2.8.6 Network Diagram



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The screenshot displays the Microsoft Project 2007 interface. The title bar reads "Microsoft Project - Exercise1". The menu bar includes File, Edit, View, Insert, Format, Tools, Project, Report, Collaborate, Window, and Help. The toolbar shows various icons for file operations and project management. Below the toolbar, the "Tasks" pane is visible, showing a list of tasks. The main area displays a Network Diagram with the following tasks and milestones:

- SPM Project Team0** (ID: 1): Start: 10/13/10, Finish: 11/5/10, Duration: 18 days, Completion: 0%.
- Project Initiation** (ID: 2): Start: 10/13/10, Finish: 10/21/10, Duration: 7 days, Completion: 0%.
- Develop project charter** (ID: 3): Start: 10/13/10, Finish: 10/19/10, Duration: 5 days, Resources: (empty).
- Develop Statement Of Work** (ID: 4): Start: 10/13/10, Finish: 10/21/10, Duration: 7 days, Resources: (empty).
- Develop preliminary scope** (ID: 5): Start: 10/13/10, Finish: 10/15/10, Duration: 3 days, Resources: (empty).
- Develop preliminary archite** (ID: 6): Start: 10/13/10, Finish: 10/18/10, Duration: 4 days, Resources: (empty).
- Project initiation complete** (ID: 7): Milestone Date: Wed 10/13/10.

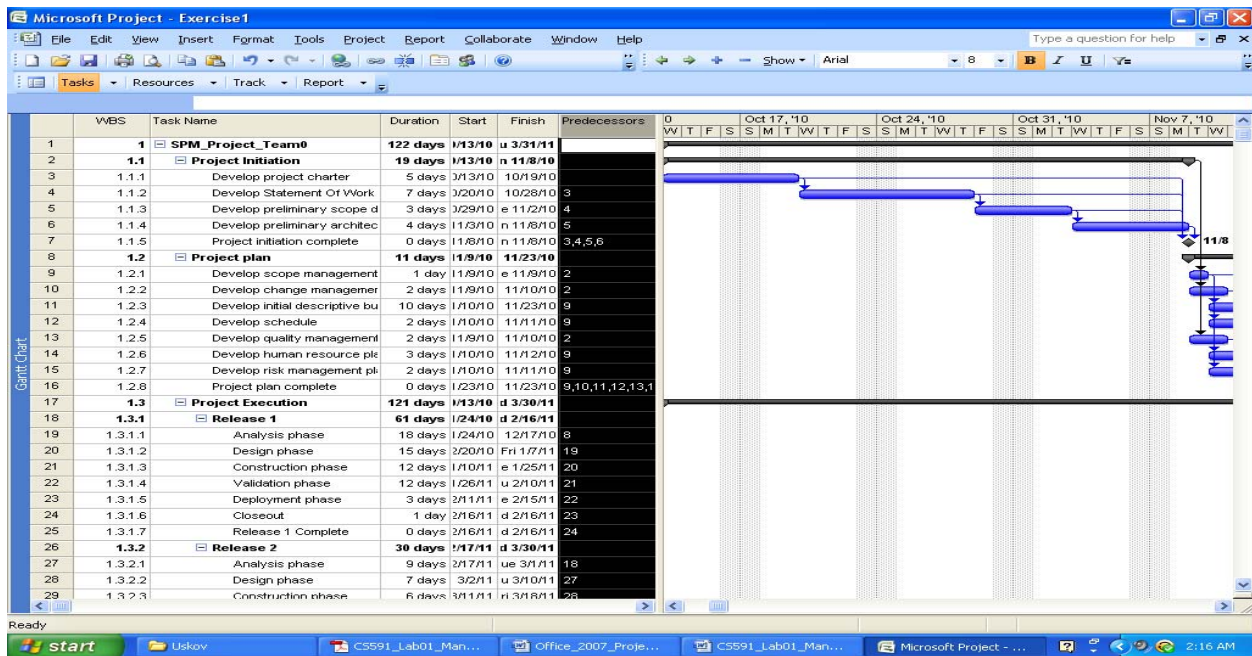
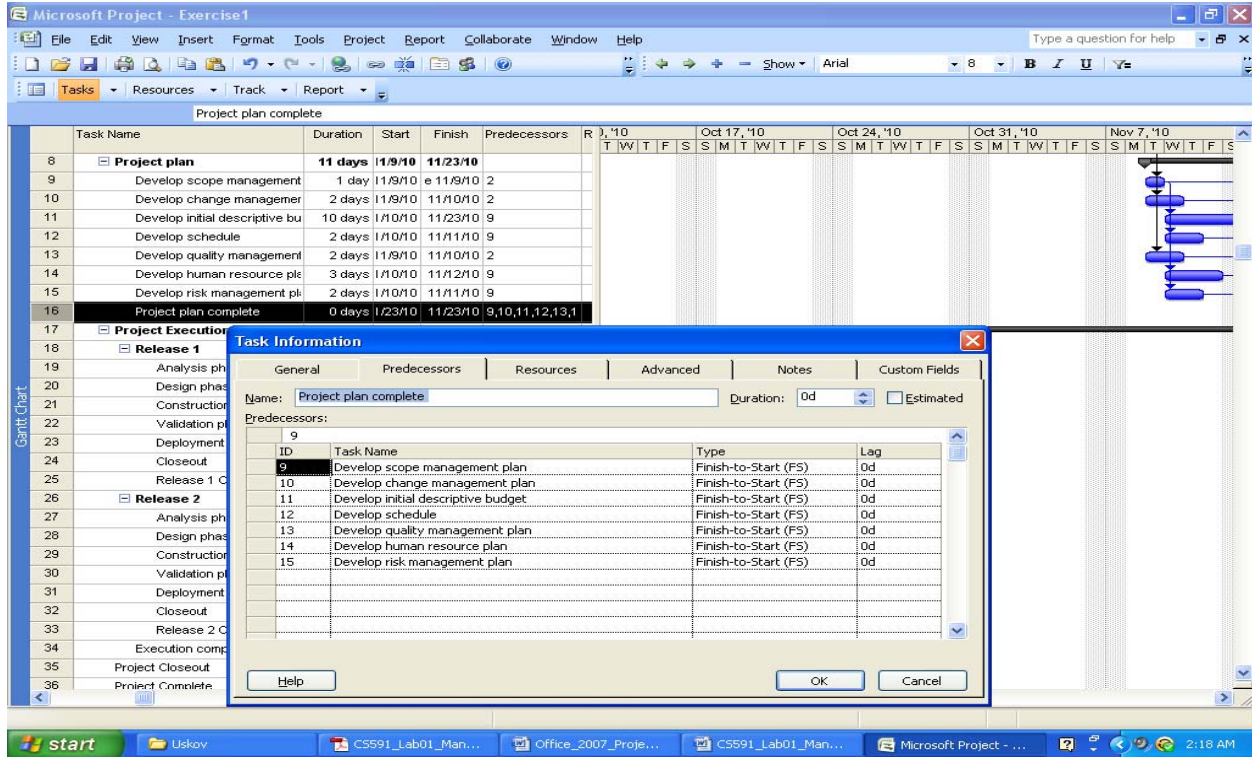
The Network Diagram is titled "Project initiation complete". The task boxes are connected by lines, indicating dependencies. The task "Project initiation complete" is a milestone that occurs on the start date of the other tasks.

The Windows taskbar at the bottom shows the Start button, several open applications (Uskov, CS591\_Lab01\_Man..., Office\_2007\_Proje..., CS591\_Lab01\_Man..., Microsoft Project - ...), and the system clock showing 1:53 AM.

### 3 ADDING MORE DETAILS TO THE WBS

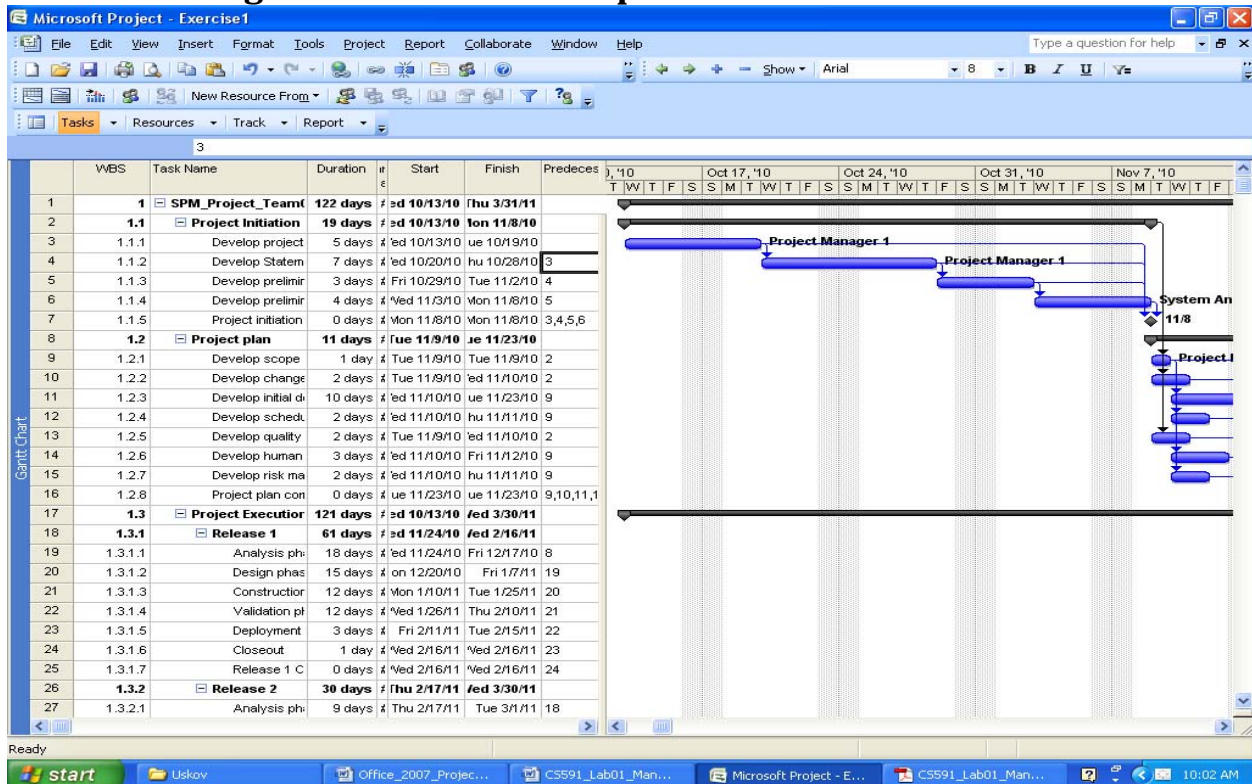
#### 3.1 Assigning Predecessors to Tasks

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.

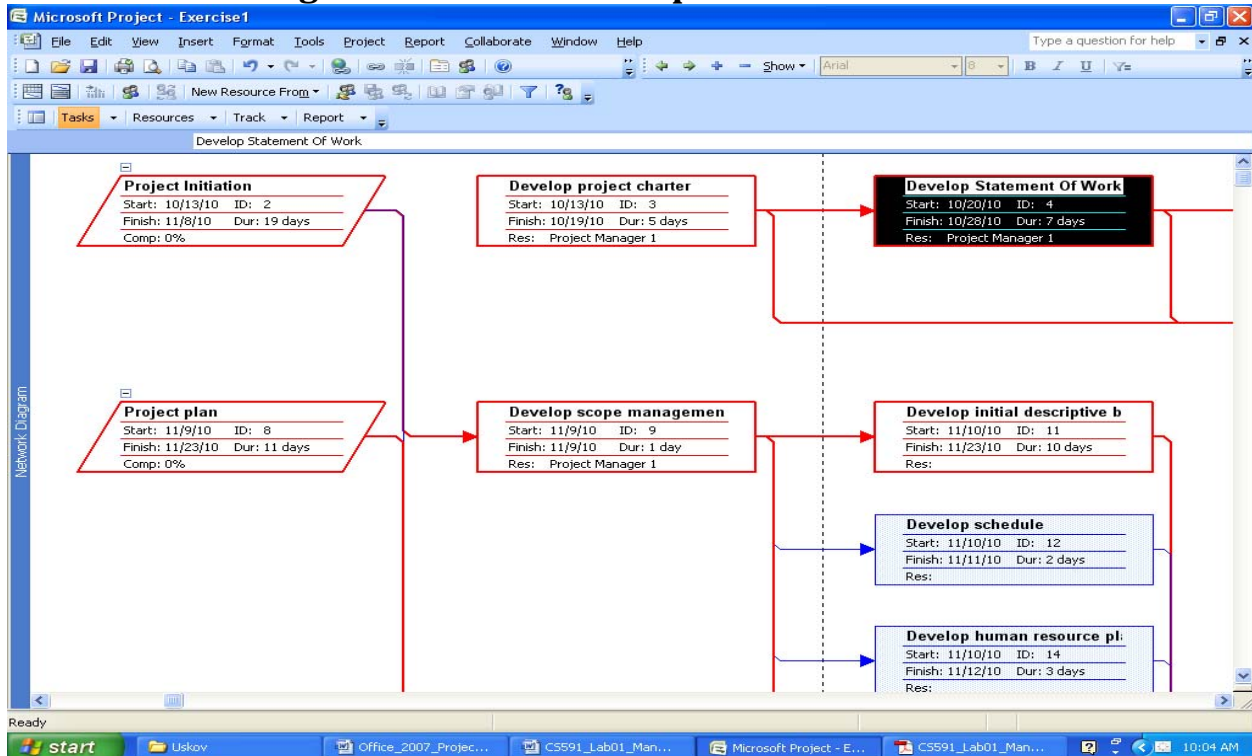




### 3.2 Gantt Diagram with relationships

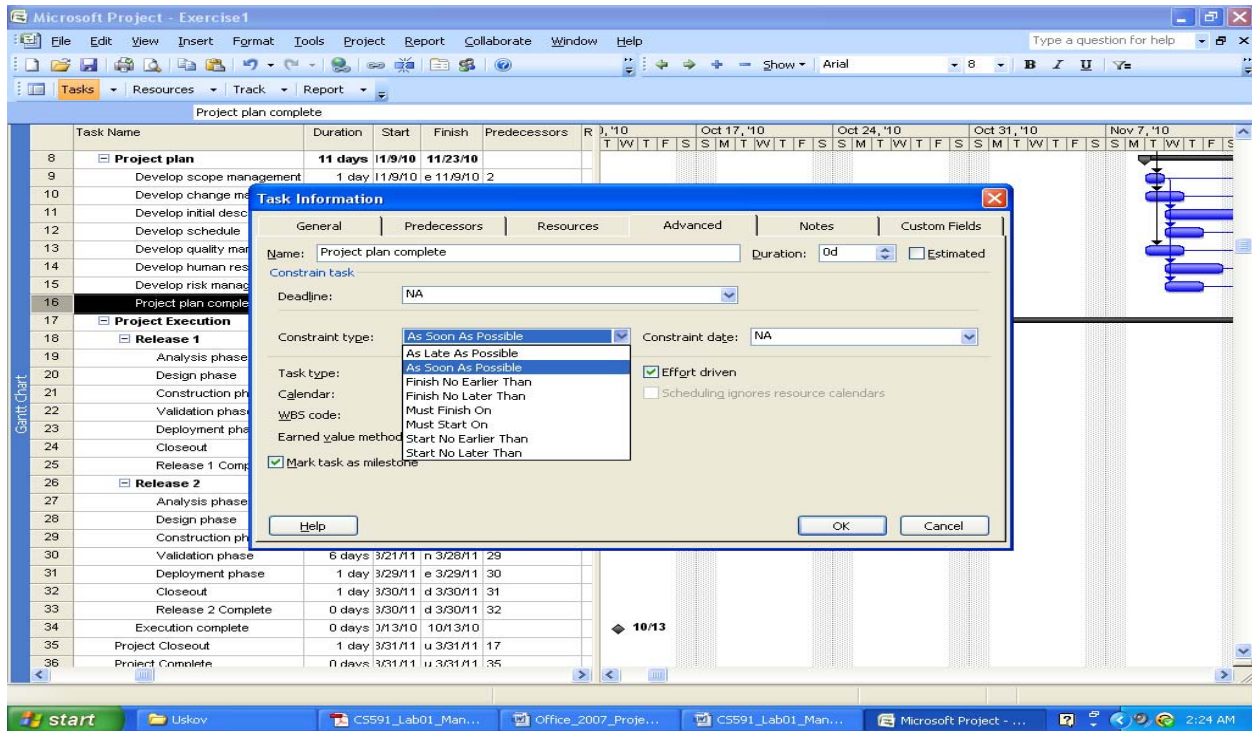


### 3.3 Network Diagram with relationships

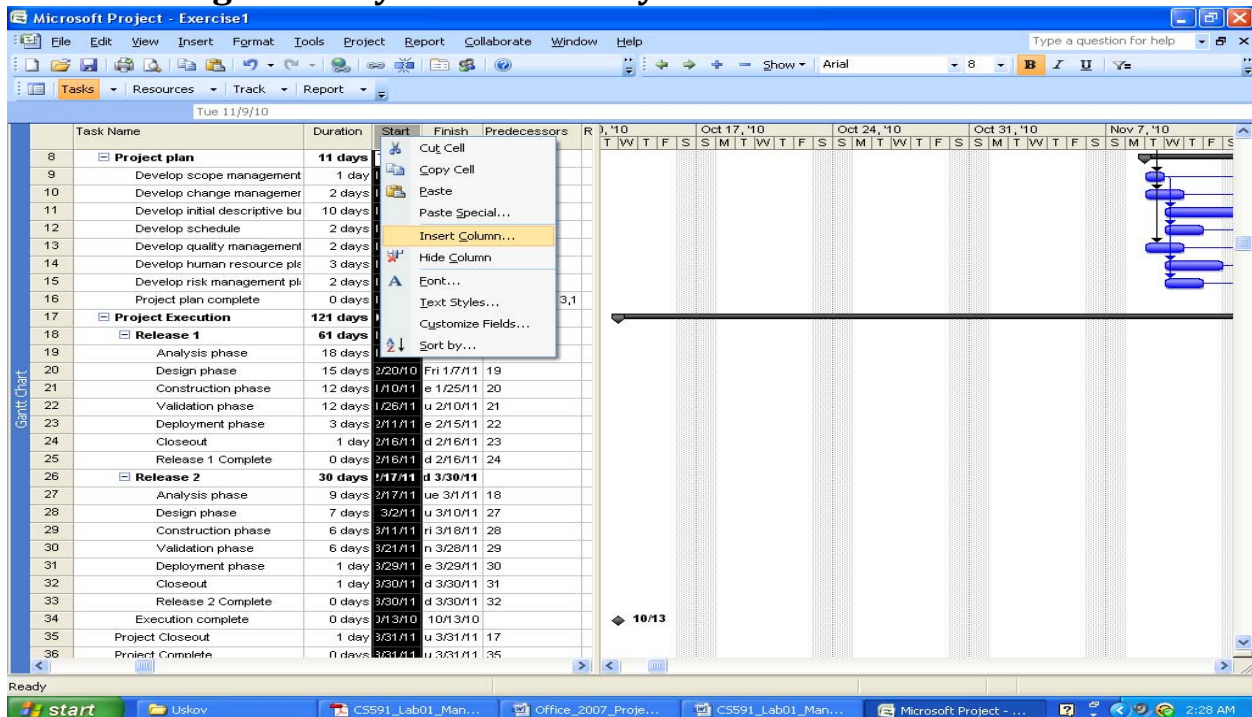


## 3.4 Setting Constraints on a Task

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



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The screenshot shows the Microsoft Project 2007 interface. The main window displays a Gantt chart for a project named "Project plan". The task list on the left includes:

- Project plan (11 days, 1/9/10 to 11/23/10)
- Project Execution (121 days, 1/13/10 to 1/13/10)
- Release 1 (61 days, 1/24/10 to 1/24/10)
  - Analysis phase (18 days, 1/24/10 to 1/24/10)
  - Design phase (15 days, 2/20/10 to 2/20/10)
  - Construction phase (12 days, 1/10/11 to 1/10/11)
  - Validation phase (12 days, 1/26/11 to 1/26/11)
  - Deployment phase (3 days, 2/11/11 to 2/11/11)
  - Closeout (1 day, 2/16/11 to 2/16/11)
- Release 2 (30 days, 1/17/11 to 1/17/11)
  - Analysis phase (9 days, 2/17/11 to 2/17/11)
  - Design phase (7 days, 3/2/11 to 3/2/11)
  - Construction phase (6 days, 3/11/11 to 3/11/11)
  - Validation phase (6 days, 3/21/11 to 3/21/11)
  - Deployment phase (1 day, 3/29/11 to 3/29/11)
  - Closeout (1 day, 3/30/11 to 3/30/11)
- Release 2 Complete (0 days, 3/30/11 to 3/30/11)
- Execution complete (0 days, 10/13/10 to 10/13/10)
- Project Closeout (1 day, 3/31/11 to 3/31/11)
- Project Complete (0 days, 3/31/11 to 3/31/11)

A "Column Definition" dialog box is open, showing the following settings:

- Field name: Early Start
- Title: (empty)
- Align title: Center
- Align data: Right
- Width: 10
- Header Text Wrapping:

The screenshot shows the same Microsoft Project 2007 interface, but with updated dates for the tasks. The task list on the left is now:

- Project plan (11 days, Tue 11/9/10 to 11/23)
- Project Execution (121 days, Wed 10/13/10 to 1/13/10)
- Release 1 (61 days, Wed 11/24/10 to 1/24/10)
  - Analysis phase (18 days, Wed 11/24/10 to 1/24/10)
  - Design phase (15 days, Mon 12/20/10 to 2/20/10)
  - Construction phase (12 days, Mon 1/10/11 to 1/10/11)
  - Validation phase (12 days, Wed 1/26/11 to 1/26/11)
  - Deployment phase (3 days, Fri 2/11/11 to 2/11/11)
  - Closeout (1 day, Wed 2/16/11 to 2/16/11)
- Release 2 (30 days, Thu 2/17/11 to 1/17/11)
  - Analysis phase (9 days, Thu 2/17/11 to 2/17/11)
  - Design phase (7 days, Wed 3/2/11 to 3/2/11)
  - Construction phase (6 days, Fri 3/11/11 to 3/11/11)
  - Validation phase (6 days, Mon 3/21/11 to 3/21/11)
  - Deployment phase (1 day, Tue 3/29/11 to 3/29/11)
  - Closeout (1 day, Wed 3/30/11 to 3/30/11)
- Release 2 Complete (0 days, Wed 3/30/11 to 3/30/11)
- Execution complete (0 days, Wed 10/13/10 to 10/13)
- Project Closeout (1 day, Thu 3/31/11 to 3/31/11)
- Project Complete (0 days, Thu 3/31/11 to 3/31/11)

The Gantt chart shows the updated task bars and dependencies. The "Column Definition" dialog box is no longer visible.

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The screenshot displays the Microsoft Project 2007 interface. The main window shows a Gantt chart with a task list on the left. The task list includes:

Task Name	Duration	Early Start	Start	Finish
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	11/9
10 Develop change management				
11 Develop initial description				
12 Develop schedule				
13 Develop quality management				
14 Develop human resources				
15 Develop risk management				
16 Project plan complete				
17 Project Execution				
18 Release 1				
19 Analysis phase				
20 Design phase				
21 Construction phase				
22 Validation phase				
23 Deployment phase				
24 Closeout				
25 Release 1 Complete				
26 Release 2				
27 Analysis phase				
28 Design phase				
29 Construction phase				
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

The Task Information dialog box is open, showing the following details for the task "Develop scope management plan":

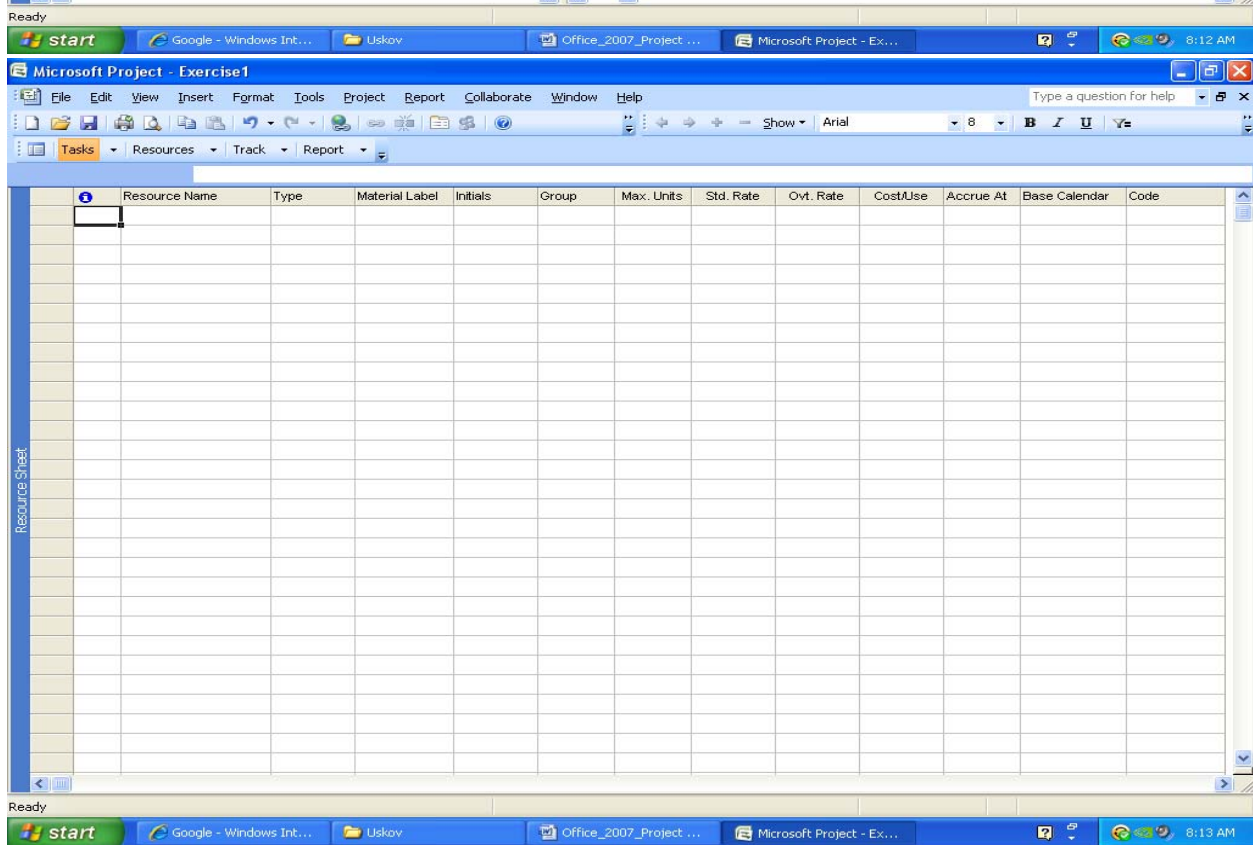
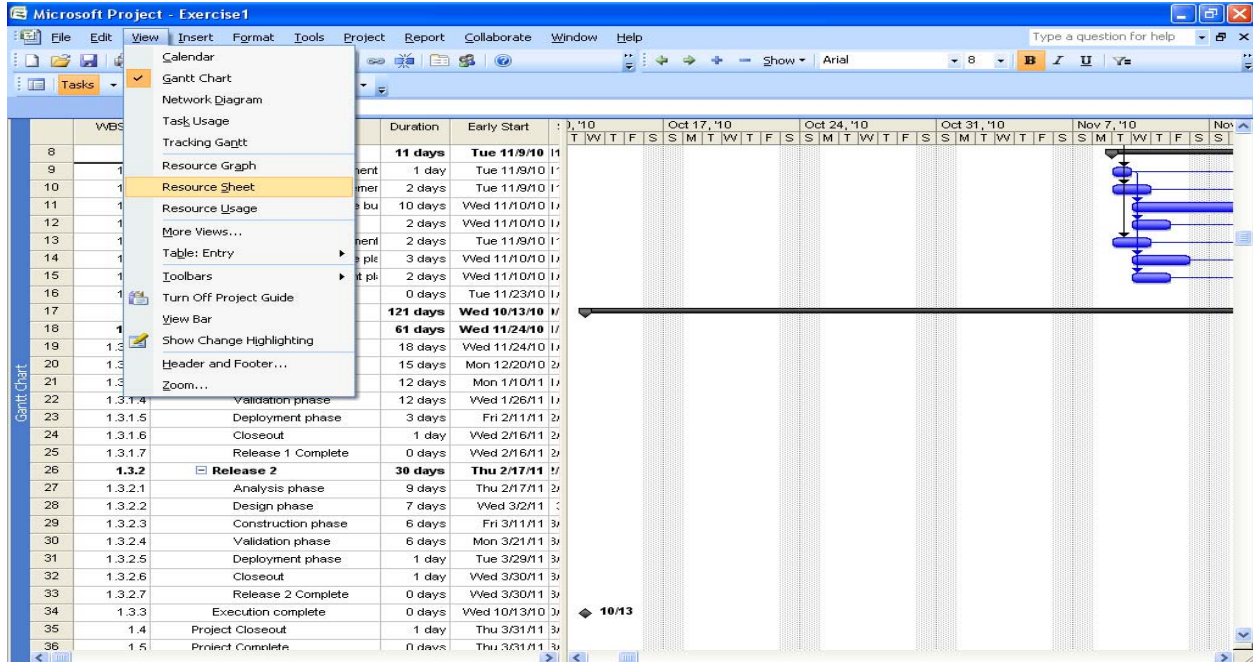
- Name: Develop scope management plan
- Duration: 1d
- Estimated:
- Percent complete: 0%
- Priority: 500
- Start: Tue 11/9/10
- Finish: Tue 11/9/10

The dialog box also includes a calendar for November 2010, with the 9th selected. The Gantt chart on the right shows a single task bar for "Develop scope management plan" starting on 11/9/10 and ending on 11/9/10.

## 4 ADDING RESOURCES TO THE WBS

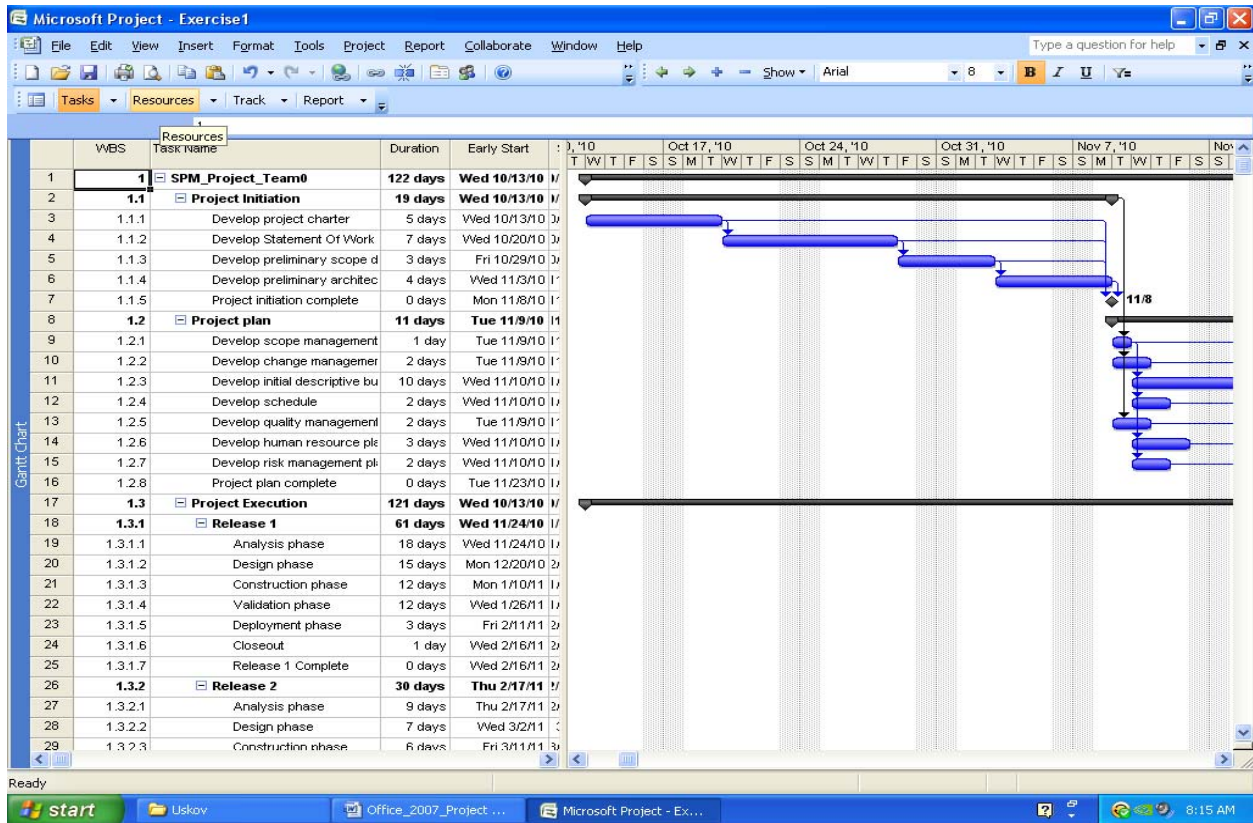
### 4.1 Displaying the Resource Sheet

Navigate to View->Resource Sheet.



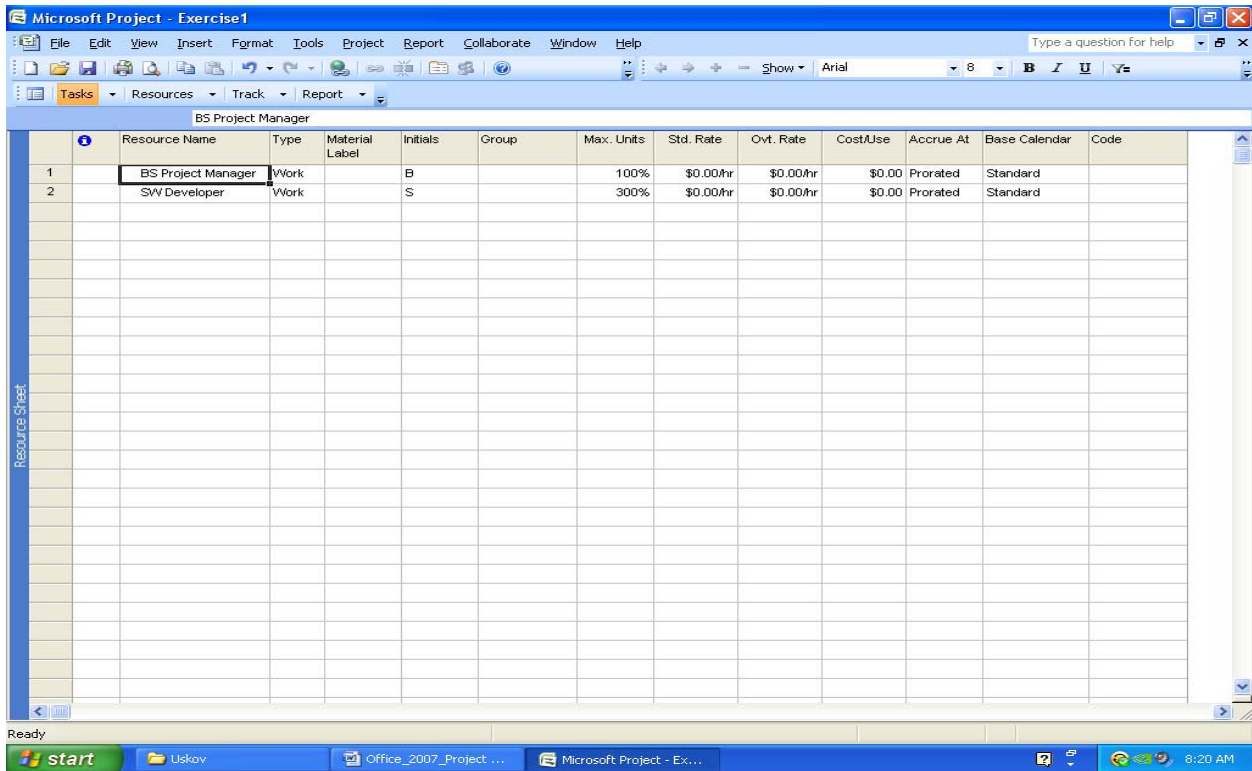
# CS591 Course: Microsoft Project 2007 Lab Manual

Or click on Project Guide Toolbar->Resources

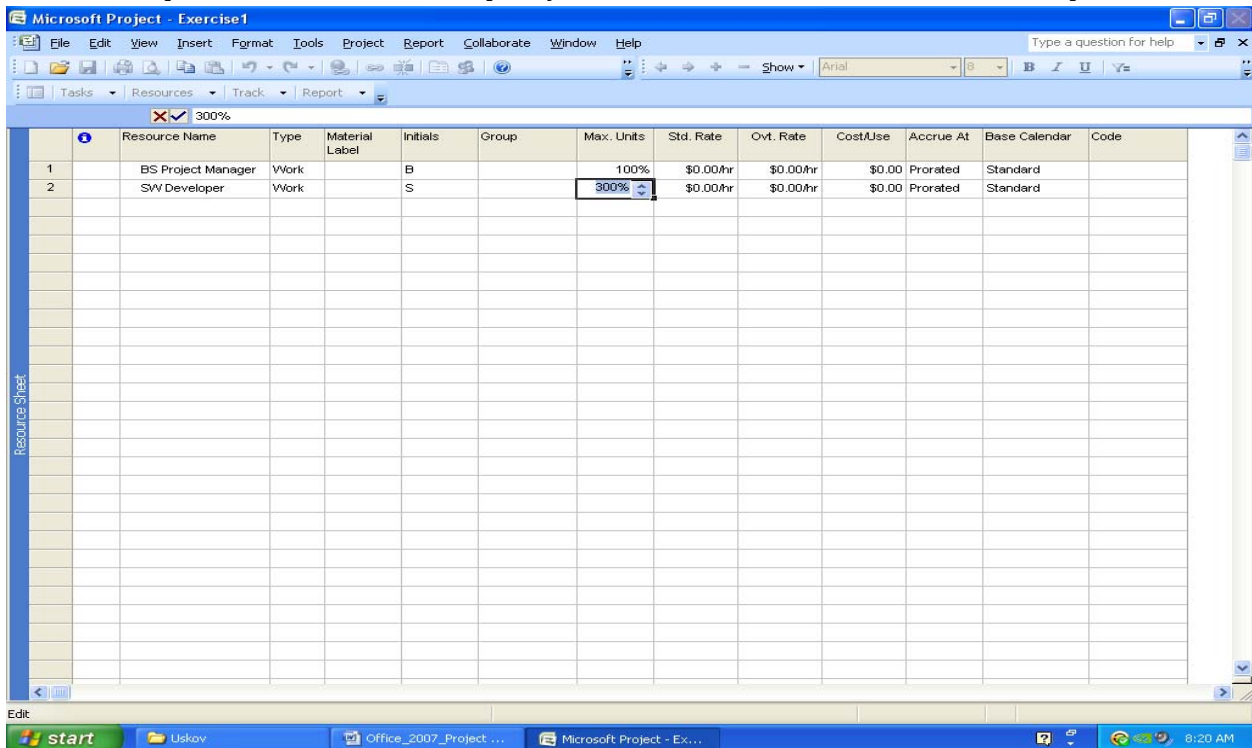


## 4.2 ADDING RESOURCE ATTRIBUTES

Resource Name is the title of resource to be used

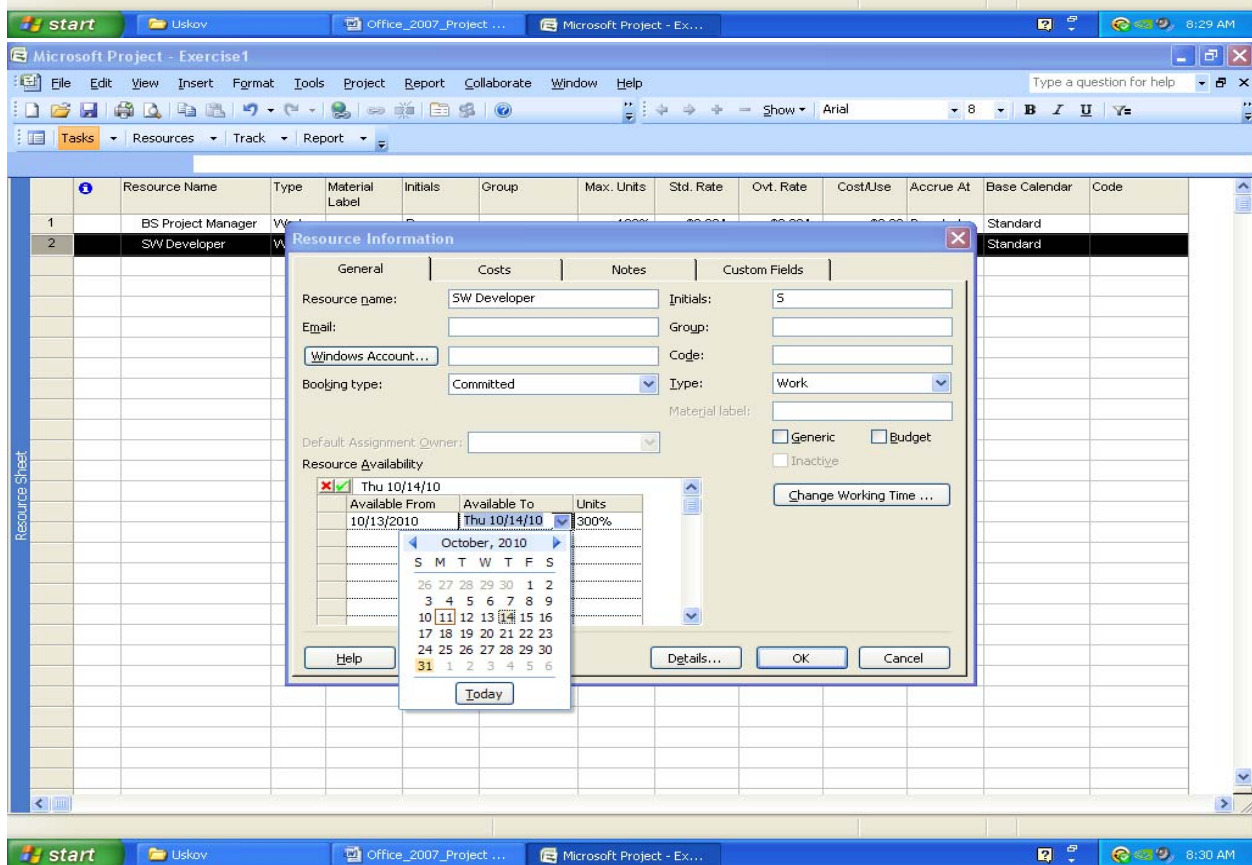
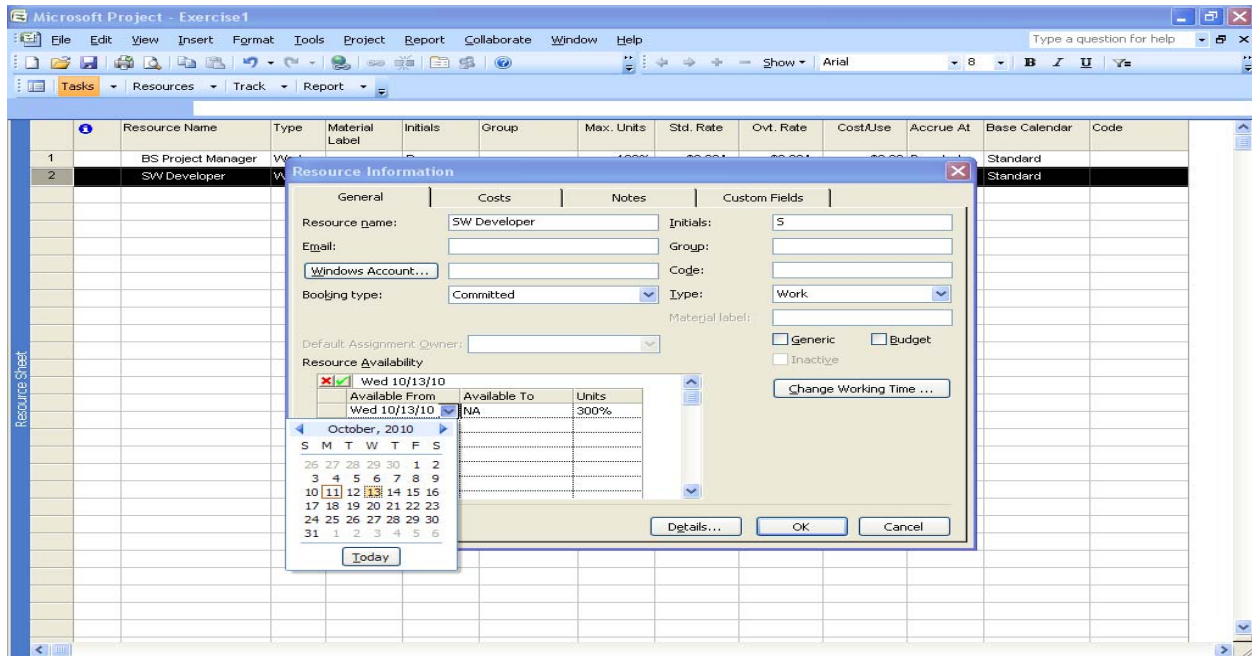


Max Units represents the maximum capacity for which resource is available to accomplish the task.



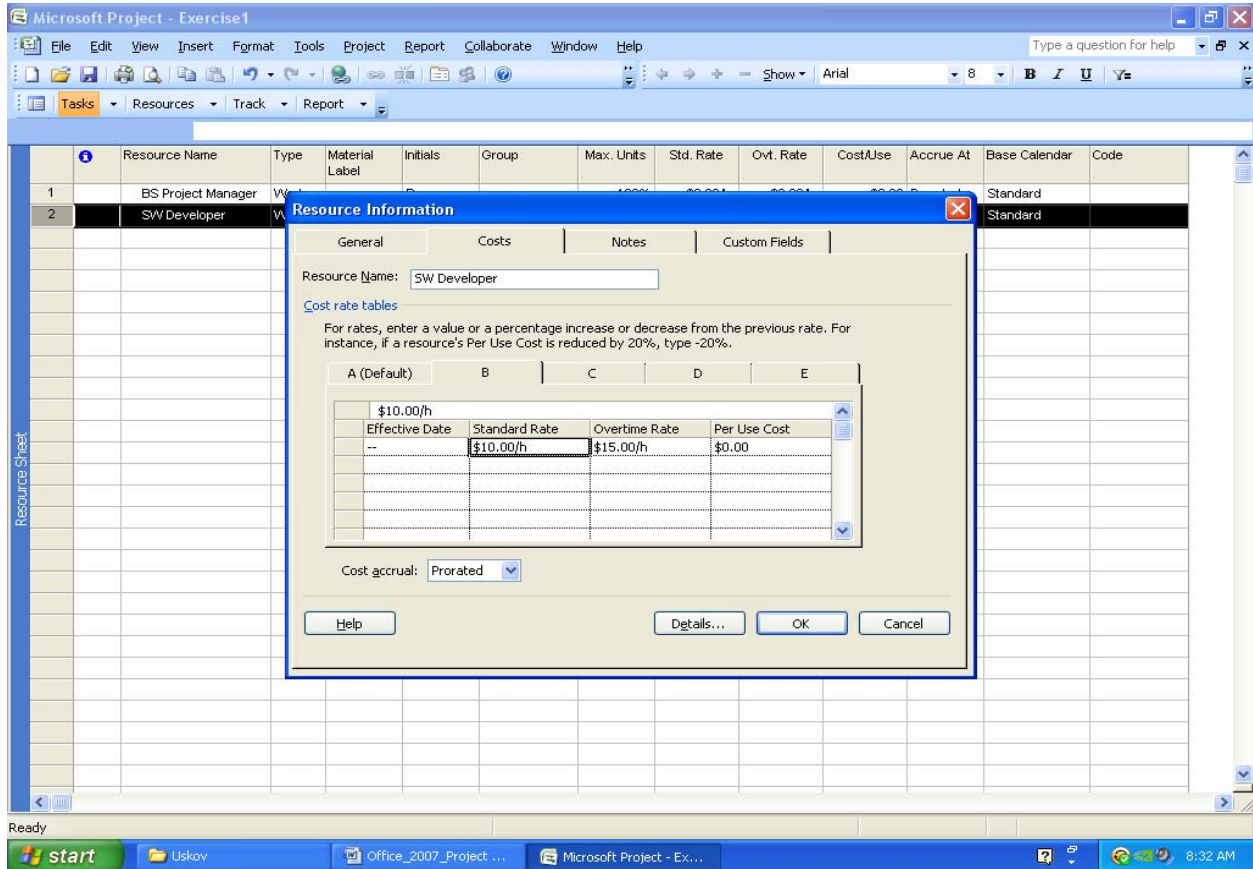
## 4.3 Entering Multiple Pay Rates

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



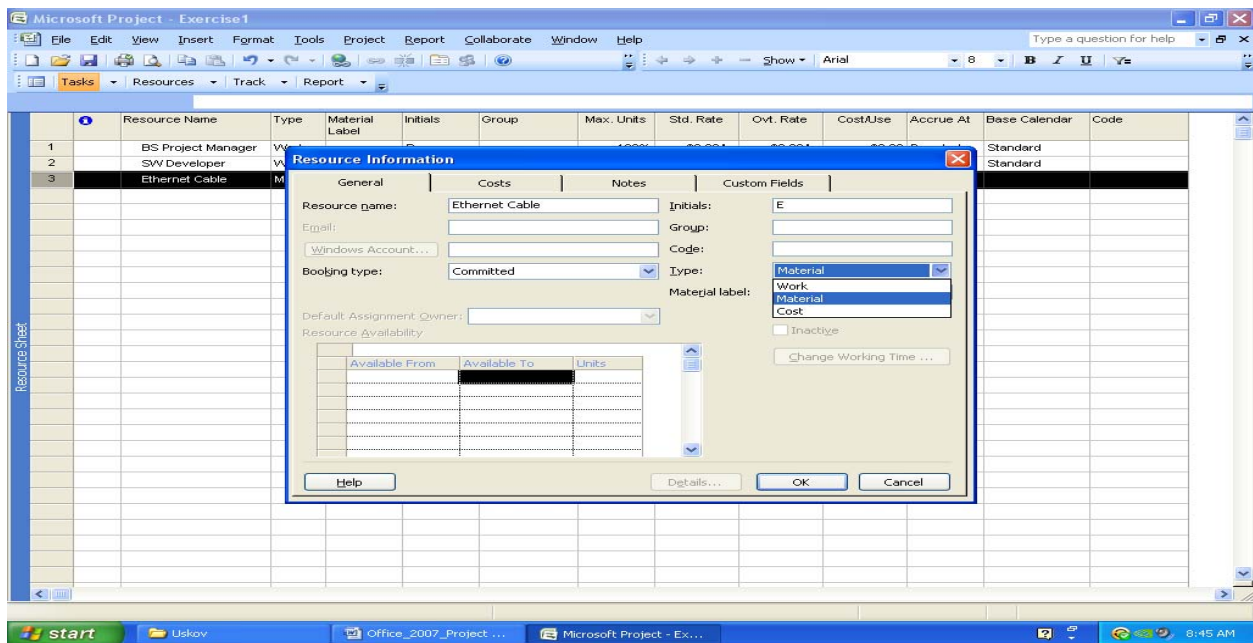


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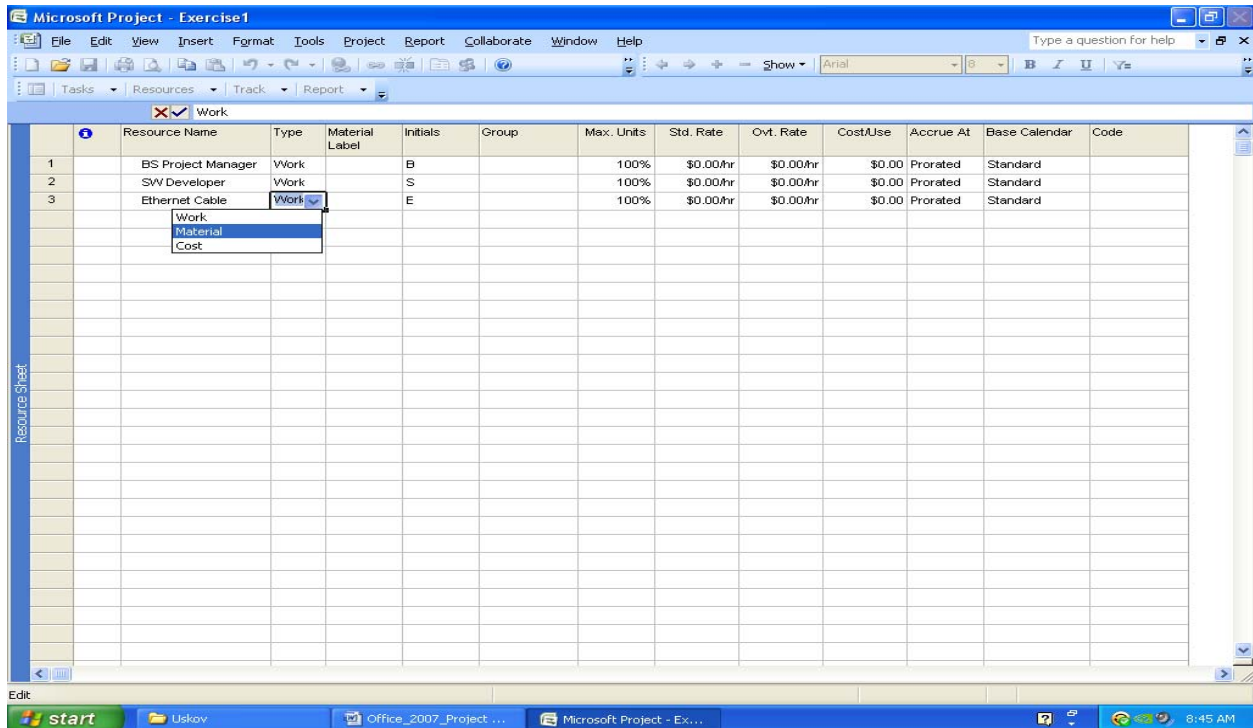


## 4.4 Entering Equipment and Material Resources

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

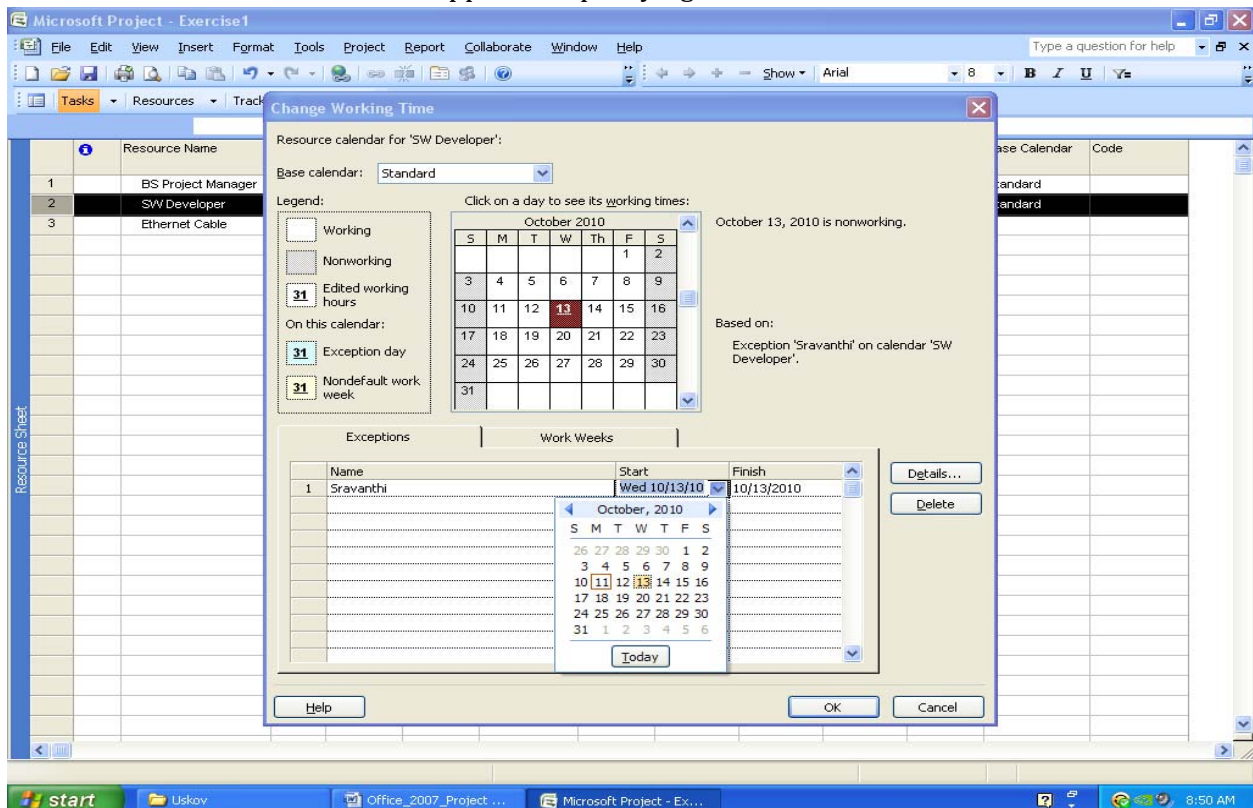


# CS591 Course: Microsoft Project 2007 Lab Manual

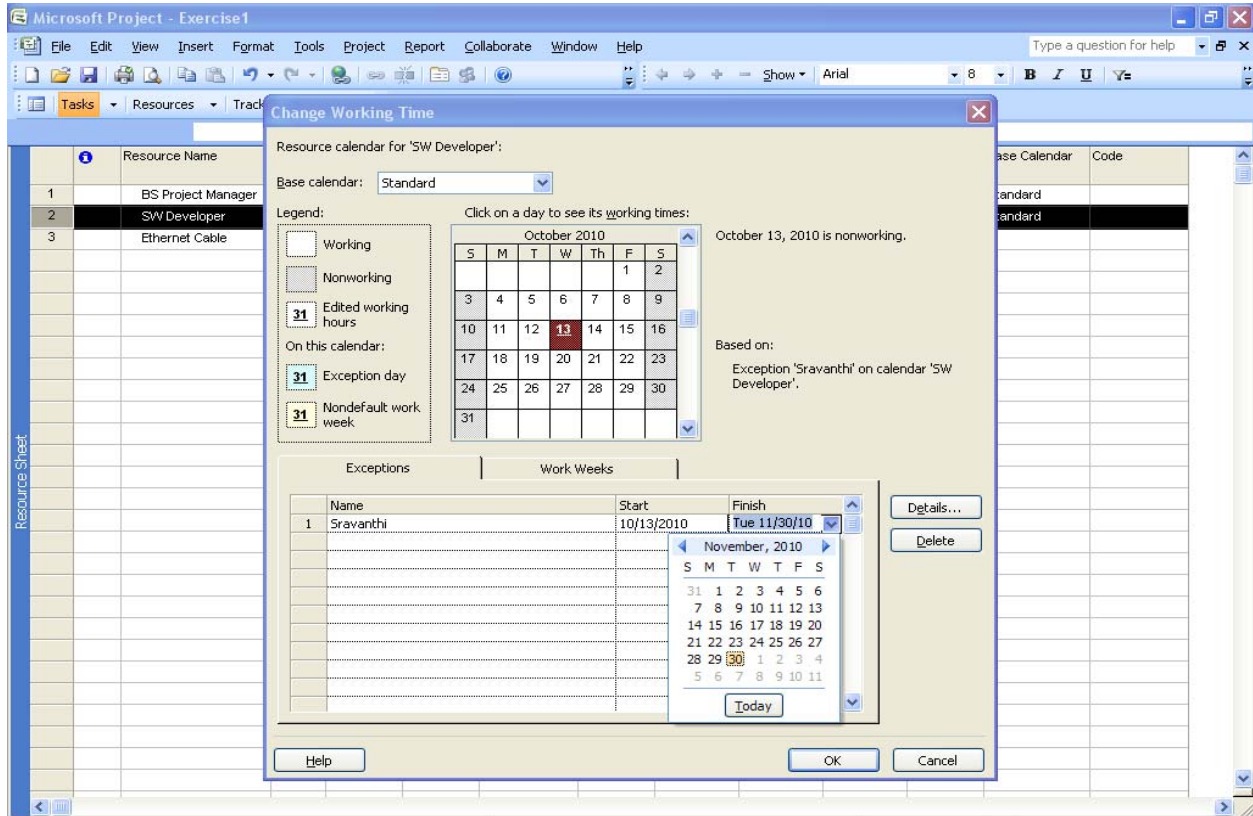


## 4.5 Editing the Resource Calendar

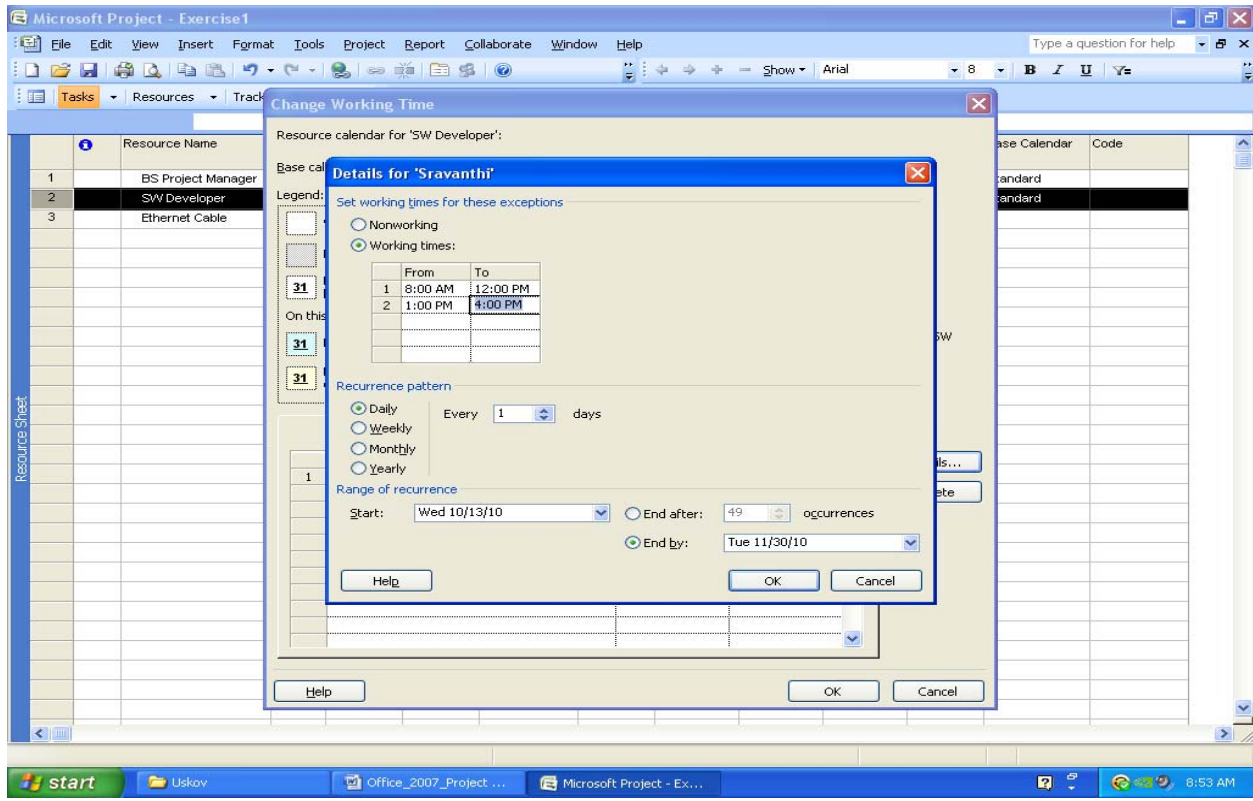
You can add specific working times and days by double-clicking the resource, selecting the Working Time Tab in the new window that appears & specifying the new work times.



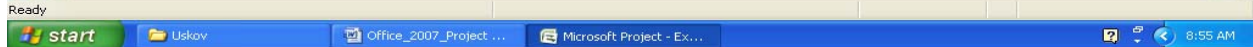
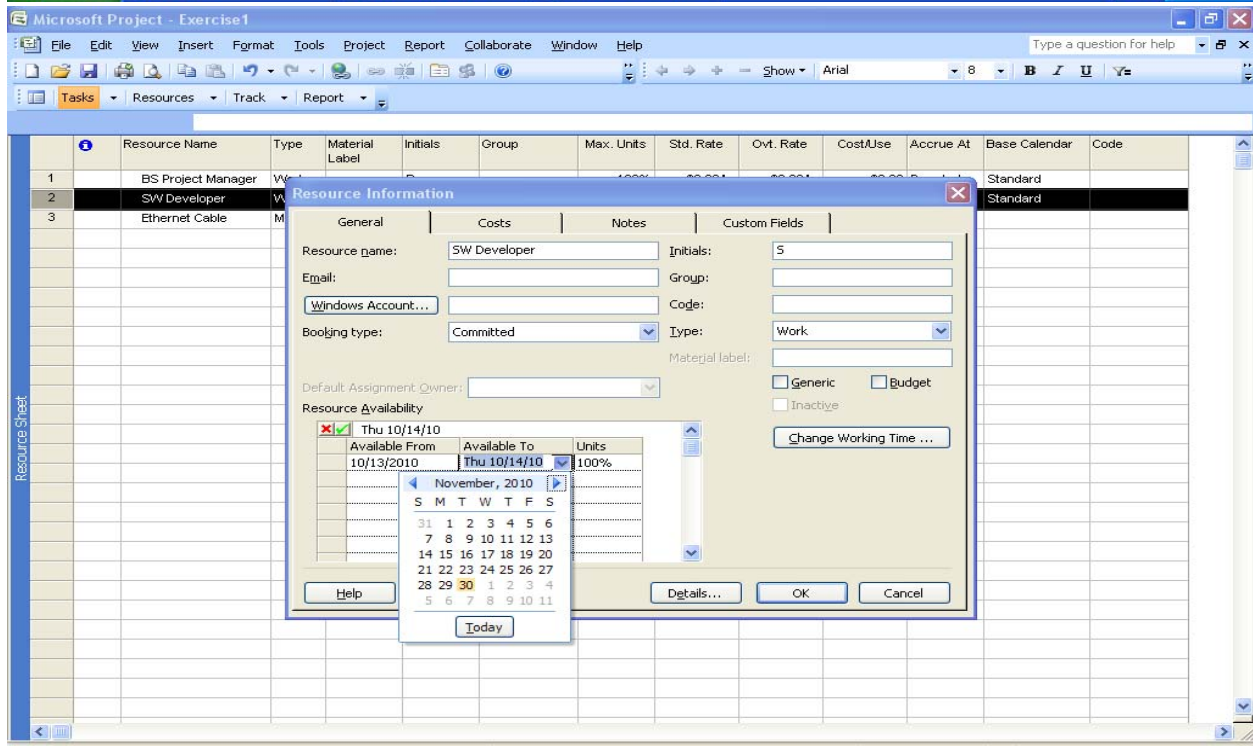
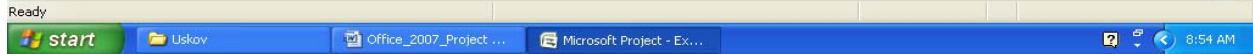
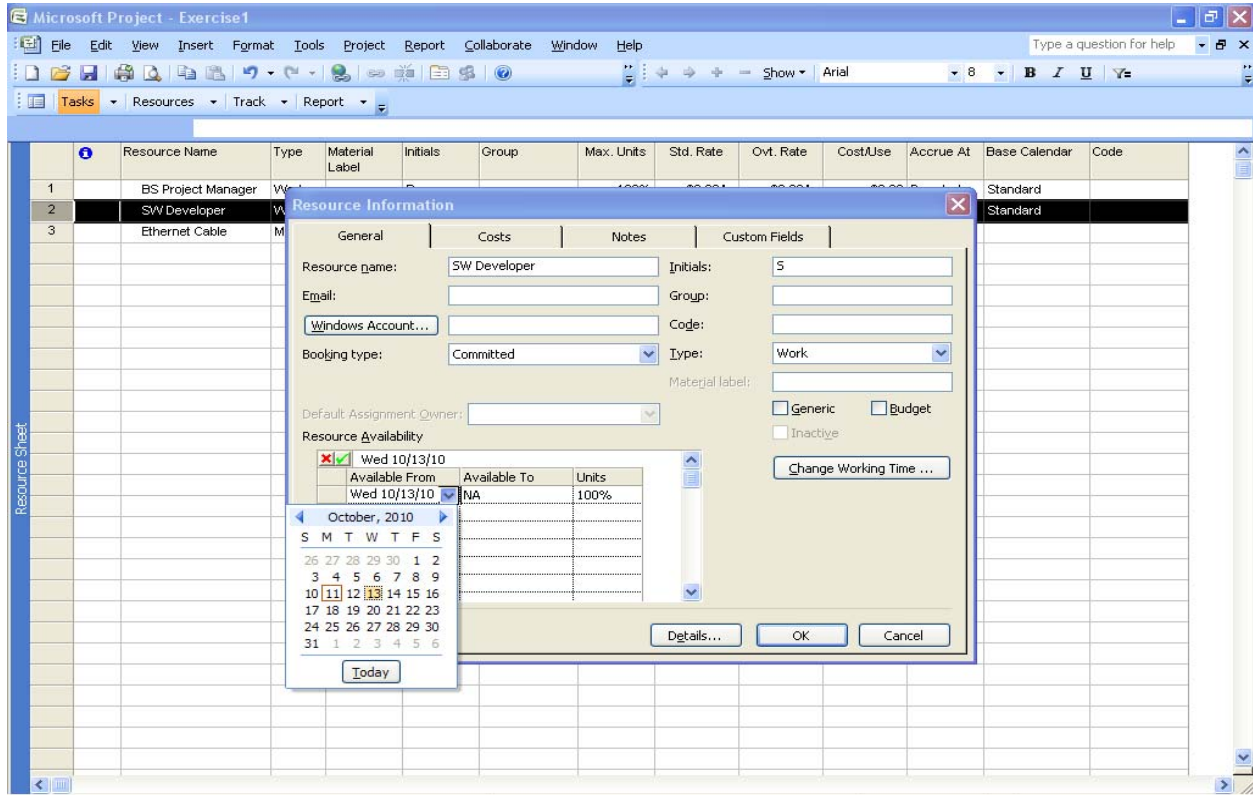
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To change the work timings click on details button-> select working times as shown below



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## 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.

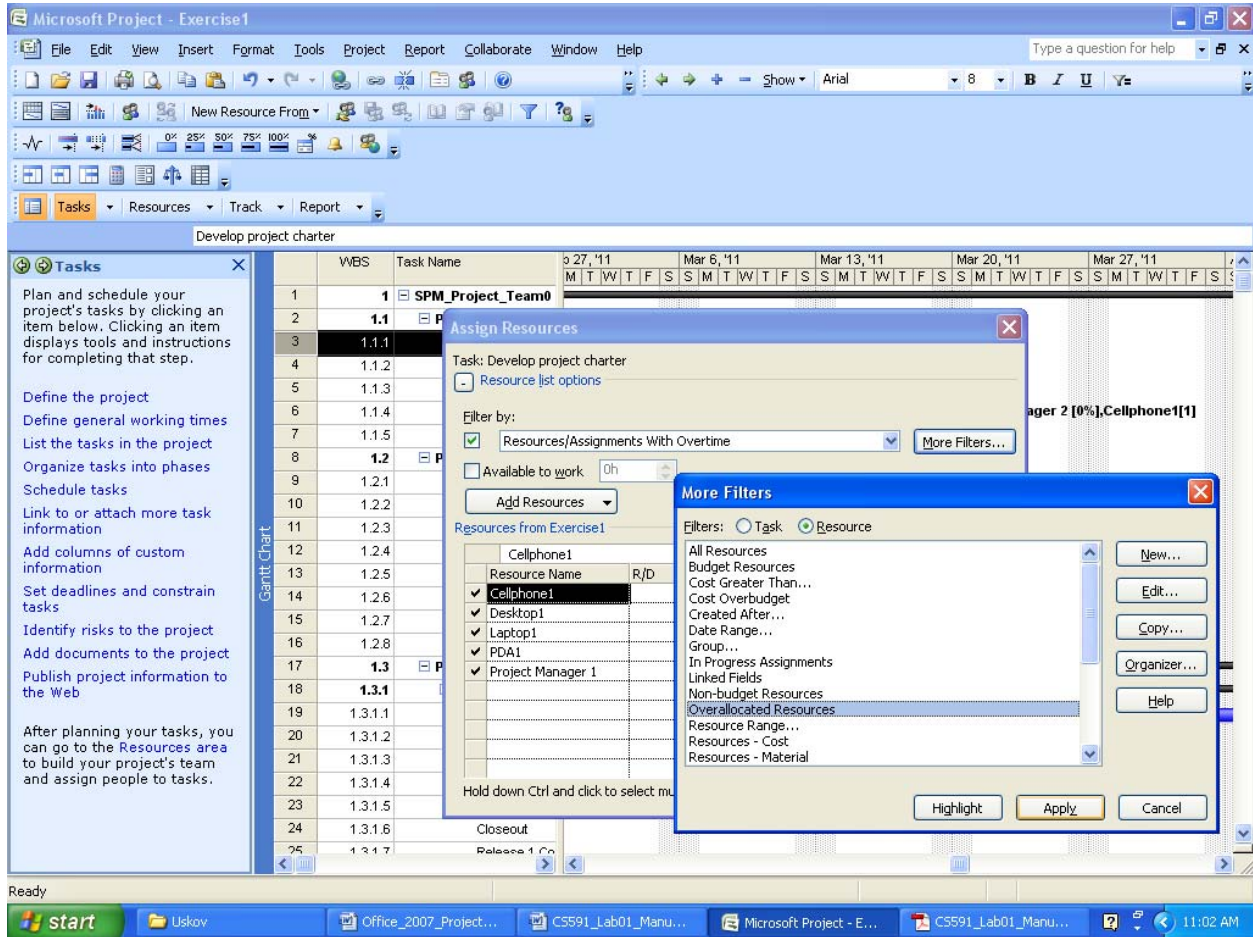
The screenshot displays the Microsoft Project 2007 interface. The main window shows a Gantt chart for a project named 'Develop project charter'. The task list on the left includes tasks such as 'SPM\_Project\_Team0' (120 days), 'Project Initiation' (17 days), and 'Release 2' (30 days). The 'Task Information' dialog box is open, showing the 'Resources' tab. The resource 'BS Project Manager' is assigned to the task 'Develop project charter' with 100% units and a cost of \$0.00. A dropdown menu is visible, showing other resources like 'Ethernet Cable' and 'SW Developer'. The task duration is 5 days, and the estimated checkbox is unchecked. The Windows taskbar at the bottom shows the Start button, a folder named 'Uskov', and open applications including 'Office\_2007\_Project...' and 'Microsoft Project - Ex...'. The system clock shows 9:16 AM.

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The screenshot displays the Microsoft Project 2007 interface. The 'Tools' menu is open, with 'Assign Resources...' selected. The Gantt chart shows a project schedule from late February to late March 2011. The task list on the left includes tasks 14 through 25, with a 'Release 1' summary task starting on 3/1/11. The Gantt chart shows a task bar for 'System Analyst 2, Project Manager 1 [0%], Project Manager 2 [0%], Cellphone1[1]' from 2/28 to 3/4. Below it, 'Project Manager 1, Project Manager 2 [150%]' is assigned from 3/4 to 3/7. 'System Analyst 3' is assigned from 3/7 to 3/7, and 'Project Manager 2' is assigned from 3/7 to 3/9. A long task bar is visible at the bottom of the Gantt chart, starting on 3/1/11.

Task ID	Task Name	Start Date	End Date	Resources
14	Develop human r	2/28	3/4	System Analyst 2, Project Manager 1 [0%], Project Manager 2 [0%], Cellphone1[1]
15	Develop risk man	3/4	3/7	Project Manager 1, Project Manager 2 [150%]
16	Project plan comp	3/7	3/7	System Analyst 3
17	Project Execution	3/7	3/9	Project Manager 2
18	Release 1	3/1	3/1	
19	Analysis pha:	3/1	3/1	
20	Design phase	3/1	3/1	
21	Construction	3/1	3/1	
22	Validation pha	3/1	3/1	
23	Deployment p	3/1	3/1	
24	Closeout	3/1	3/1	
25	Release 1 Co	3/1	3/1	

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## 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,

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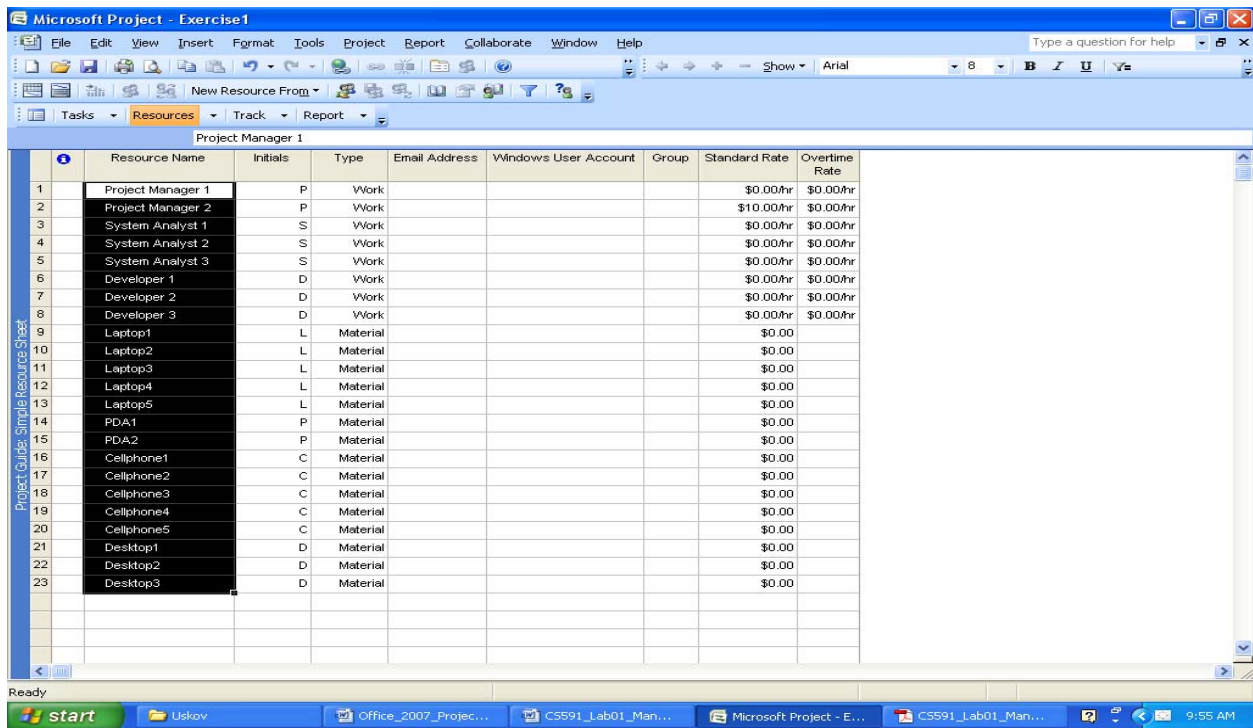
---

		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

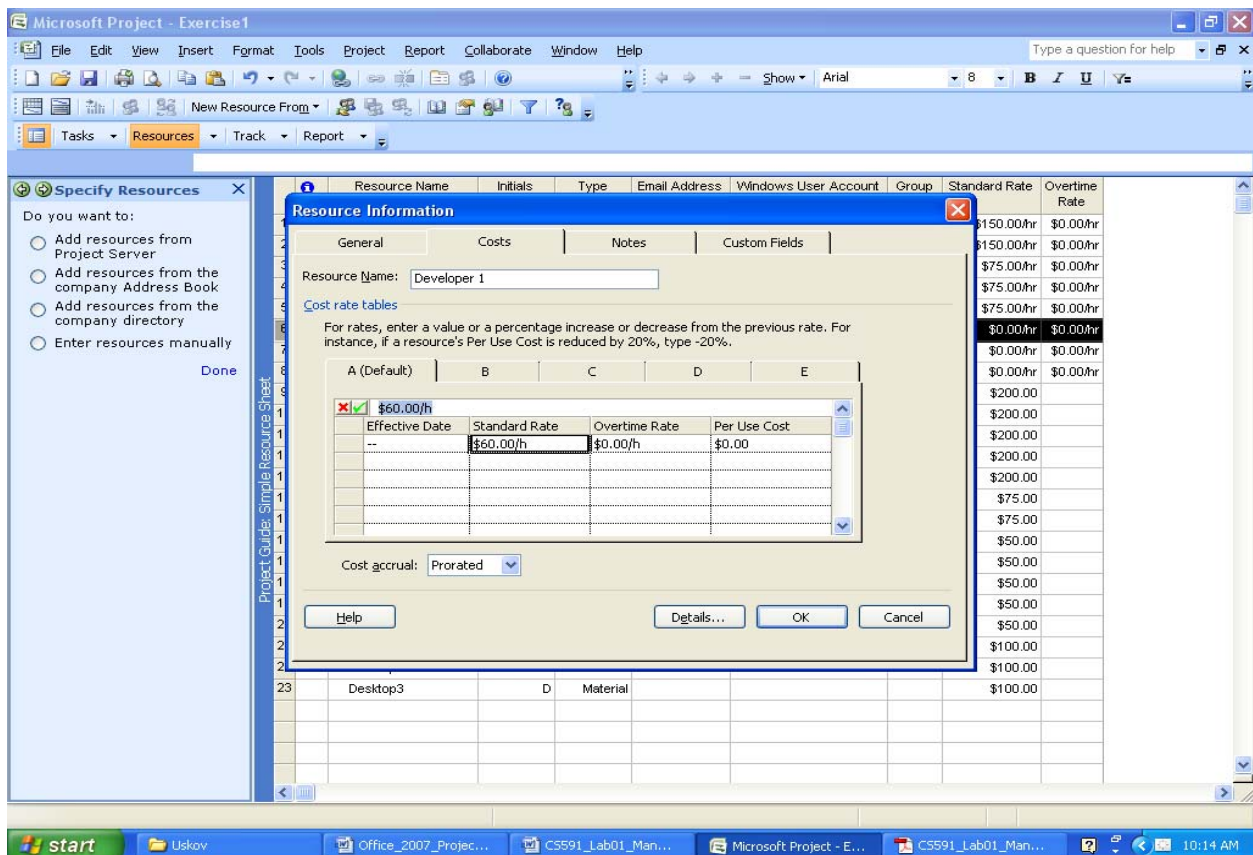


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## 4.8.1.1 Enter the list of resources



## 4.8.1.2 Entering Cost for each Resource



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**Resource Information**

Resource Name: Developer 1

Cost rate tables

For rates, enter a value or a percentage increase or decrease from the previous rate. For instance, if a resource's Per Use Cost is reduced by 20%, type -20%.

Effective Date	Standard Rate	Overtime Rate	Per Use Cost
--	\$60.00/h	\$80.00/h	\$0.00

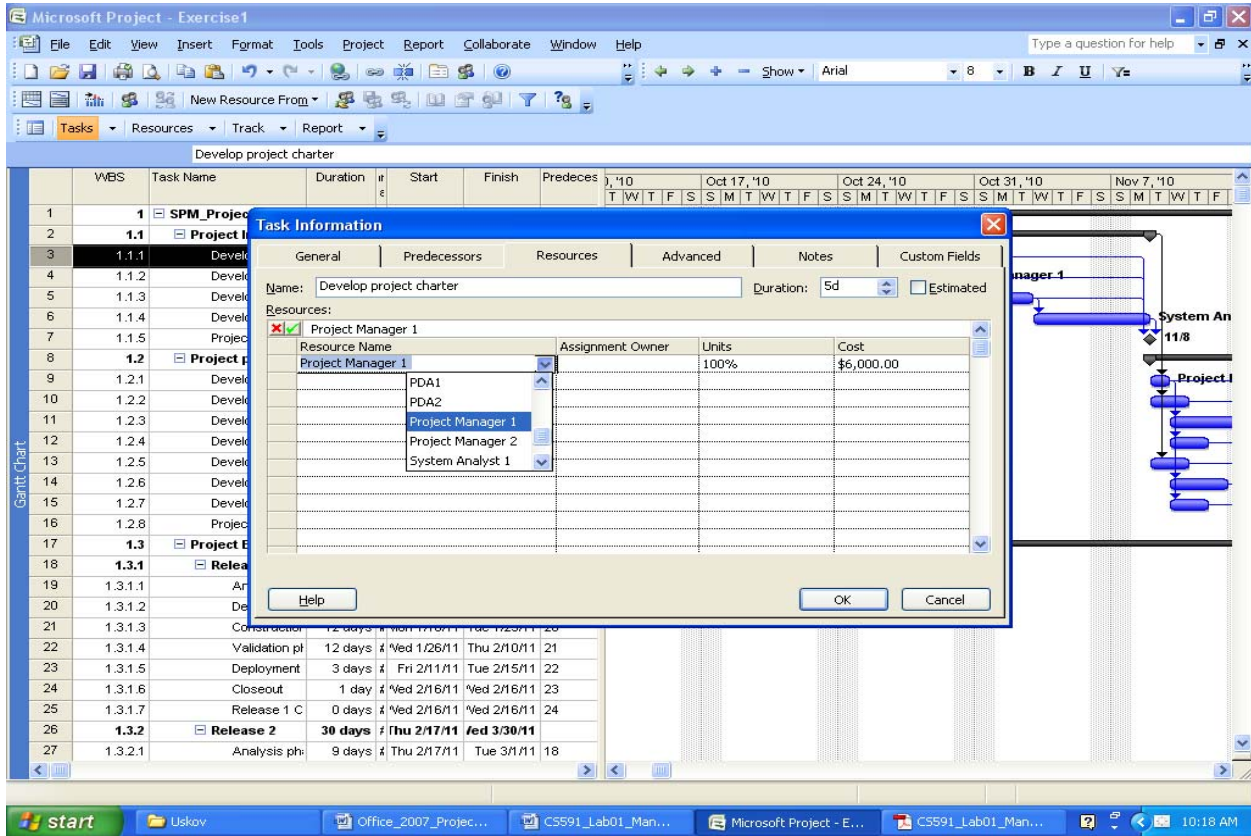
Cost accrual: Prorated

Buttons: Help, Details..., OK, Cancel

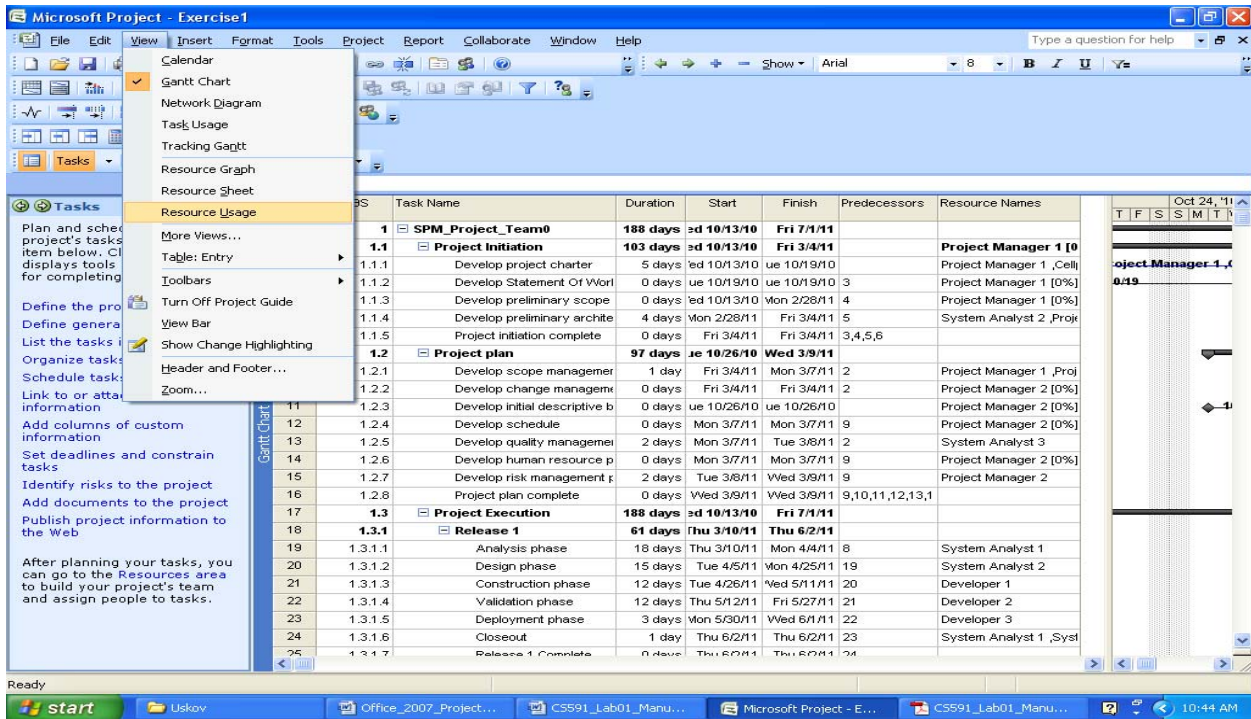
Resource Name	Initials	Type	Email Address	Windows User Account	Group	Standard Rate	Overtime Rate
Project Manager 1	P	Work				\$150.00/hr	\$200.00/hr
Project Manager 2	P	Work				\$150.00/hr	\$200.00/hr
System Analyst 1	S	Work				\$75.00/hr	\$95.00/hr
System Analyst 2	S	Work				\$75.00/hr	\$95.00/hr
System Analyst 3	S	Work				\$75.00/hr	\$95.00/hr
Developer 1	D	Work				\$60.00/hr	\$80.00/hr
Developer 2	D	Work				\$60.00/hr	\$80.00/hr
Developer 3	D	Work				\$60.00/hr	\$80.00/hr
Laptop1	L	Material				\$200.00	
Laptop2	L	Material				\$200.00	
Laptop3	L	Material				\$200.00	
Laptop4	L	Material				\$200.00	
Laptop5	L	Material				\$200.00	
PDA1	P	Material				\$75.00	
PDA2	P	Material				\$75.00	
Cellphone1	C	Material				\$50.00	
Cellphone2	C	Material				\$50.00	
Cellphone3	C	Material				\$50.00	
Cellphone4	C	Material				\$50.00	
Cellphone5	C	Material				\$50.00	
Desktop1	D	Material				\$100.00	
Desktop2	D	Material				\$100.00	
Desktop3	D	Material				\$100.00	

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## 4.8.1.3 Assigning each resource to the task



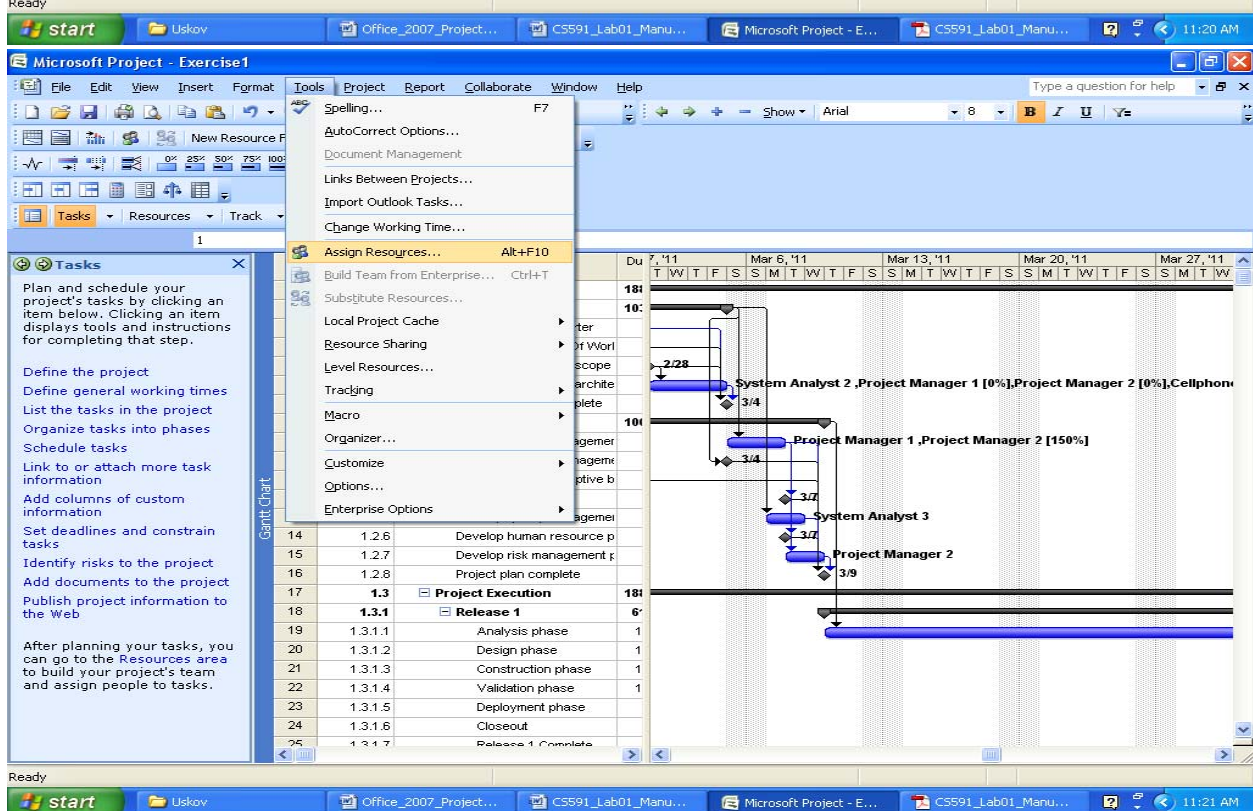
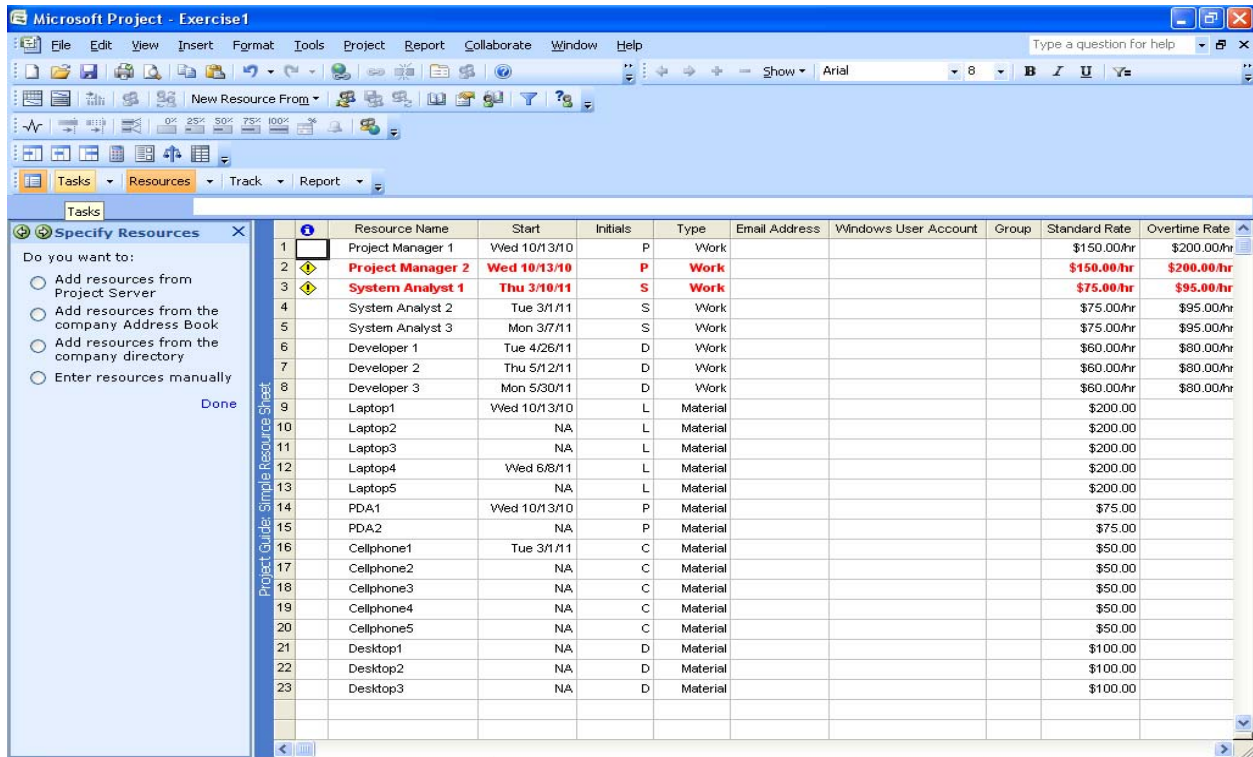
## 4.8.1.4 Resource Usage



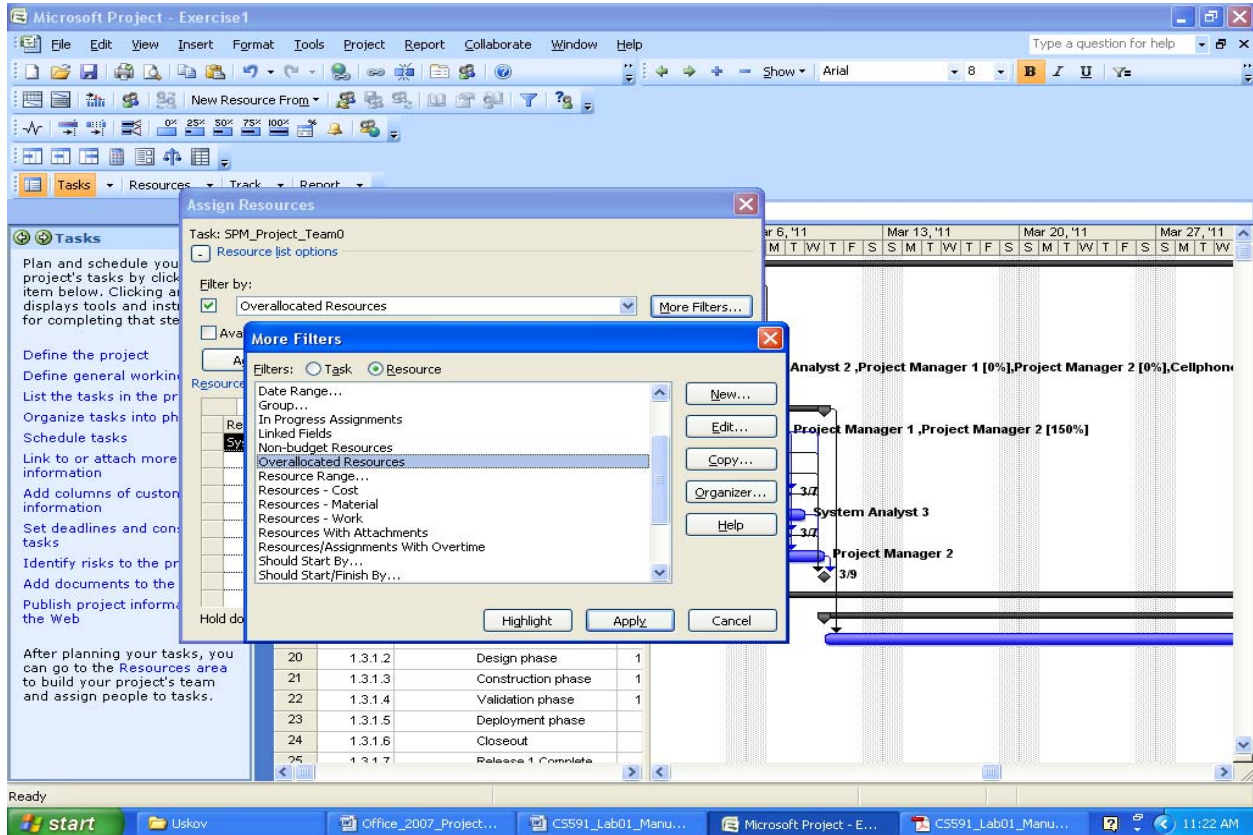
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## 4.8.1.5 Dealing with over allocated Resource

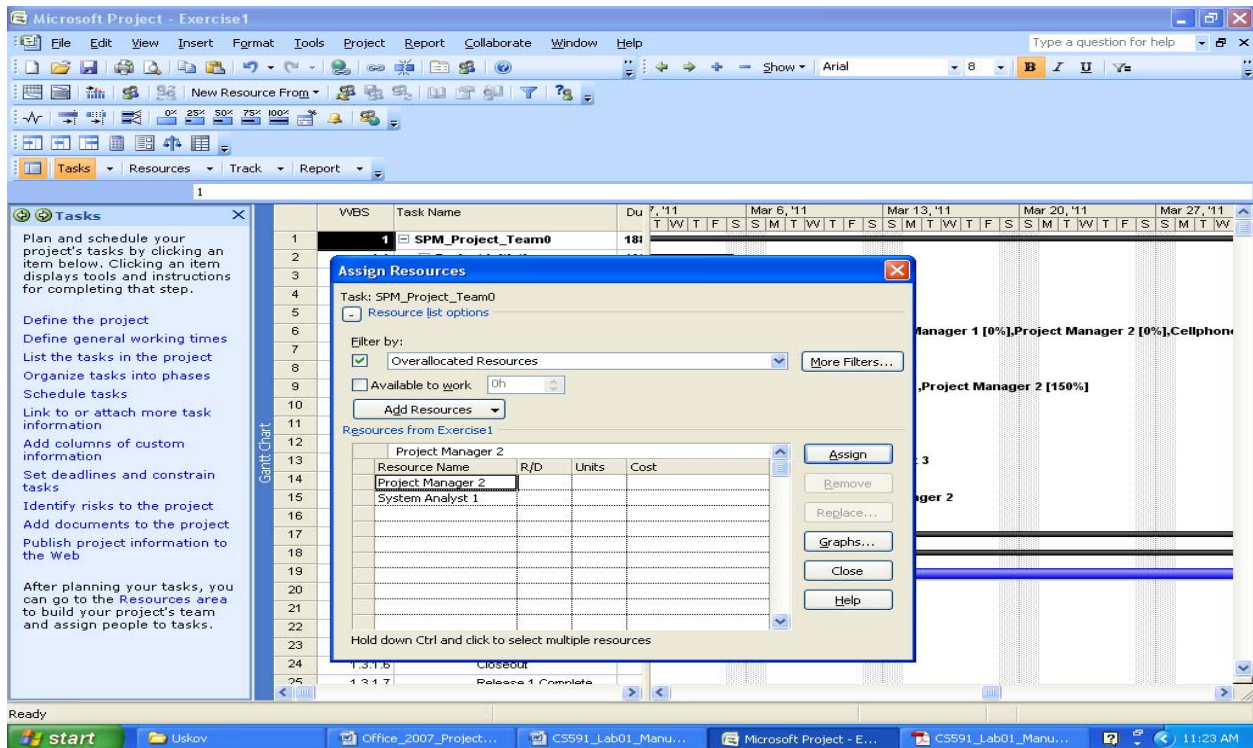
Navigate to task->Assign Resources



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



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

## 4.8.1.6 Leveling Resources

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The screenshot shows the Microsoft Project 2007 interface with the Resource Leveling dialog box open. The dialog box has the following settings:

- 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:

The background resource sheet shows the following data:

Resource Name	Start	Overtime Rate
Project Manager 1	Wed 10/13/10	\$200.00/hr
Project Manager 2	Tue 10/26/10	\$200.00/hr
System Analyst 1	Thu 3/10/11	\$95.00/hr
System Analyst 2	Tue 3/1/11	\$95.00/hr
System Analyst 3	Mon 3/7/11	\$95.00/hr
Developer 1	Tue 4/26/11	\$80.00/hr
Developer 2	Thu 5/12/11	\$80.00/hr
Developer 3	Mon 5/30/11	\$80.00/hr
Laptop1	Wed 10/13/10	
Laptop2	NA	
Laptop3	NA	
Laptop4	Wed 6/8/11	
Laptop5	NA	
PDA1	Wed 10/13/10	
PDA2	NA	
Cellphone1	Wed 10/13/10	
Cellphone2	NA	
Cellphone3	NA	
Cellphone4	NA	
Cellphone5	NA	
Desktop1	Wed 10/13/10	
Desktop2	NA	
Desktop3	NA	

The screenshot shows the Microsoft Project 2007 Resource Sheet with the Level Now dialog box open. The dialog box has the following settings:

- Level Now:  Entire pool,  Selected resources

The background resource sheet shows the following data:

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

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The screenshot shows the Microsoft Project 2007 interface with the Resource Sheet view. A 'Level Now' dialog box is open, showing two options: 'Entire pool' (unselected) and 'Selected resources' (selected). The resource list includes Project Manager 1, Project Manager 2, System Analyst 1, System Analyst 2, System Analyst 3, Developer 1, Developer 2, Developer 3, Laptop1 through Laptop5, PDA1, PDA2, Cellphone1 through Cellphone5, and Desktop1 through Desktop3.

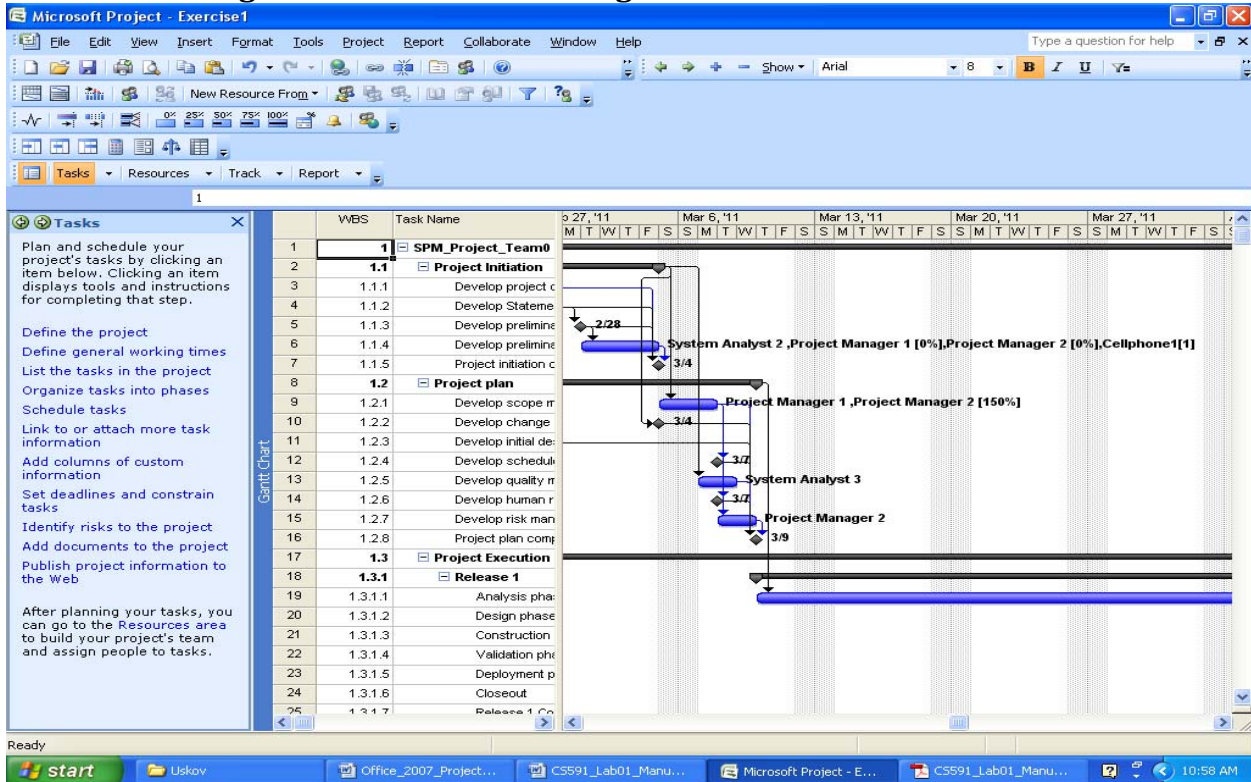
ID	Resource Name	Start	Initials	Type	Email Address	Windows User Account	Group	Standard Rate	Overtime Rate
1	Project Manager 1	Wed 10/13/10	P	Work				\$150.00/hr	\$200.00/hr
2	Project Manager 2	Tue 10/26/10	P	Work				\$150.00/hr	\$200.00/hr
3	System Analyst 1	Thu 3/10/11	S	Work				\$75.00/hr	\$95.00/hr
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	

The screenshot shows the Microsoft Project 2007 interface with the Resource Sheet view. The 'Specify Resources' dialog box is open, showing options to add resources from Project Server, company Address Book, company directory, or manually. The resource list is the same as in the previous screenshot.

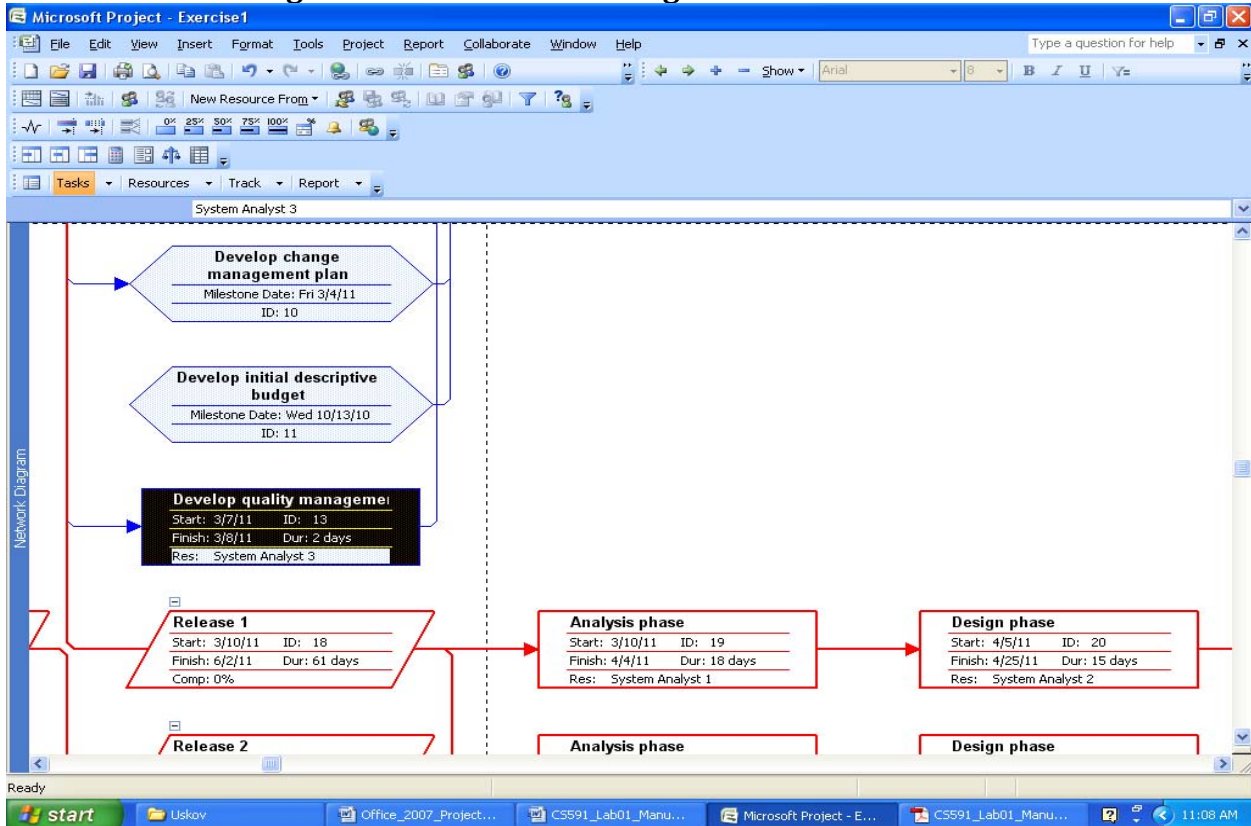
ID	Resource Name	Start	Initials	Type	Email Address	Windows User Account	Group	Standard Rate	Overtime Rate
1	Project Manager 1	Wed 10/13/10	P	Work				\$150.00/hr	\$200.00/hr
2	Project Manager 2	Wed 10/13/10	P	Work				\$150.00/hr	\$200.00/hr
3	System Analyst 1	Thu 3/10/11	S	Work				\$75.00/hr	\$95.00/hr
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	



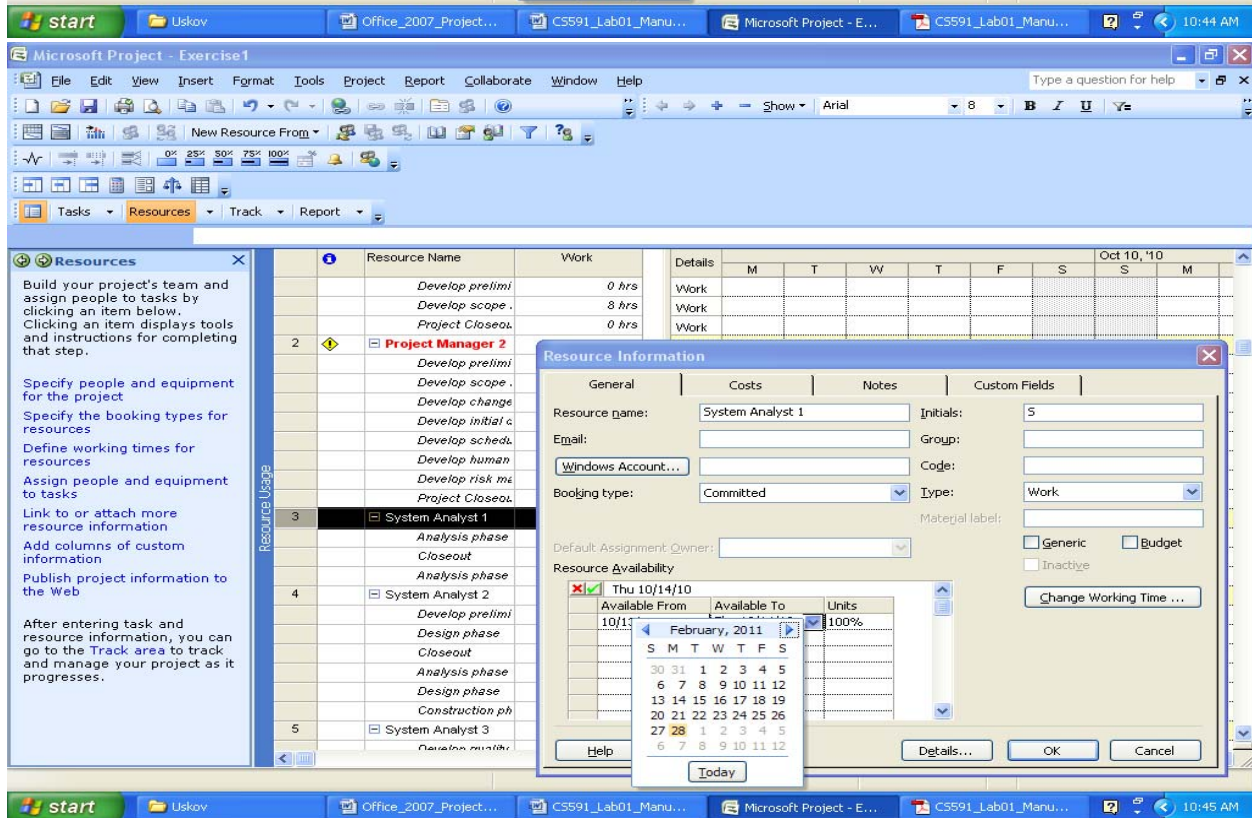
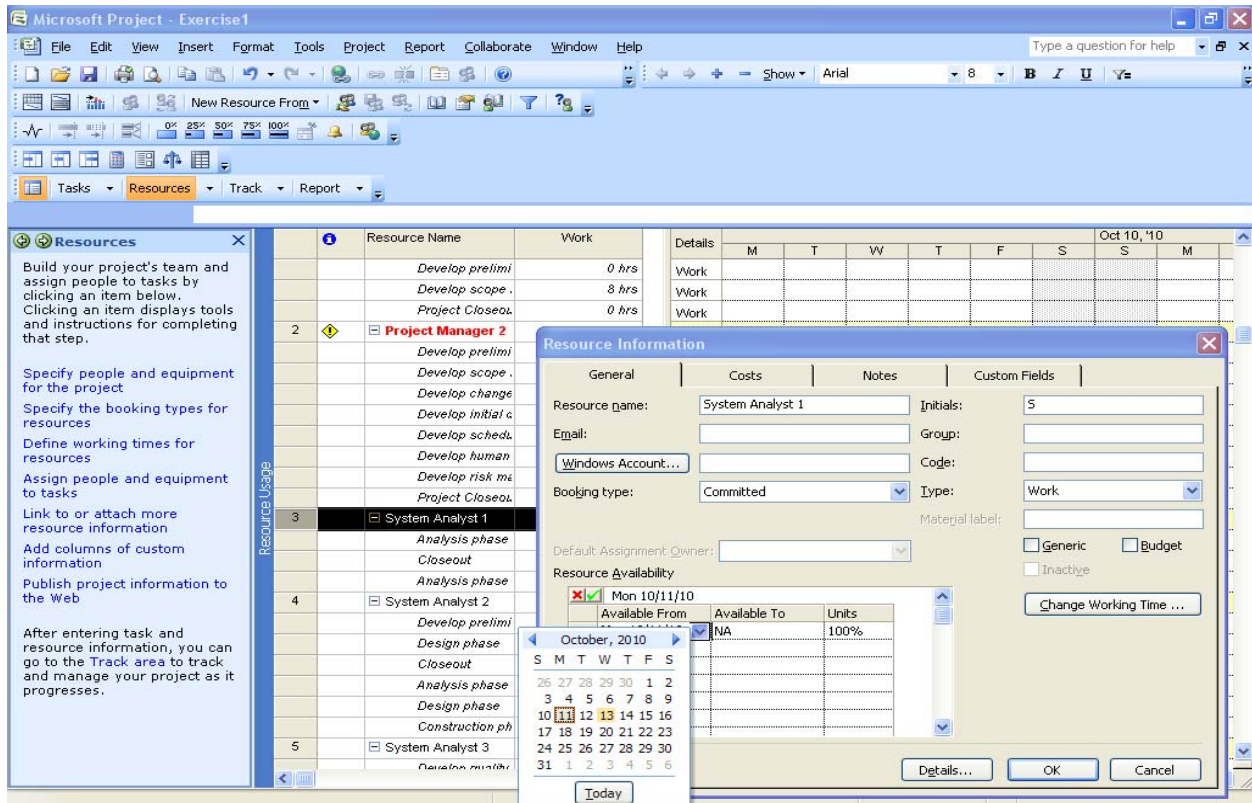
## 4.8.2 Gantt Diagram with Resources Assigned



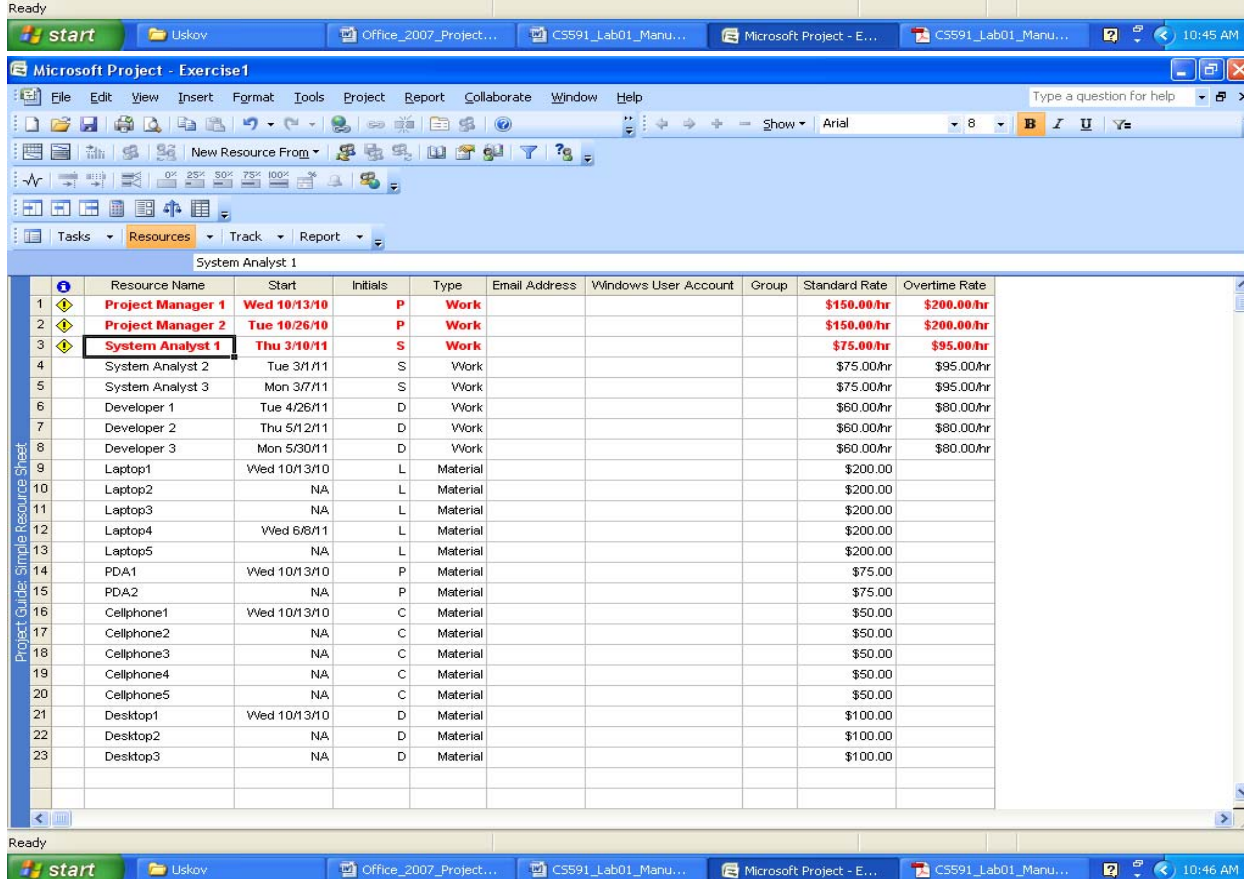
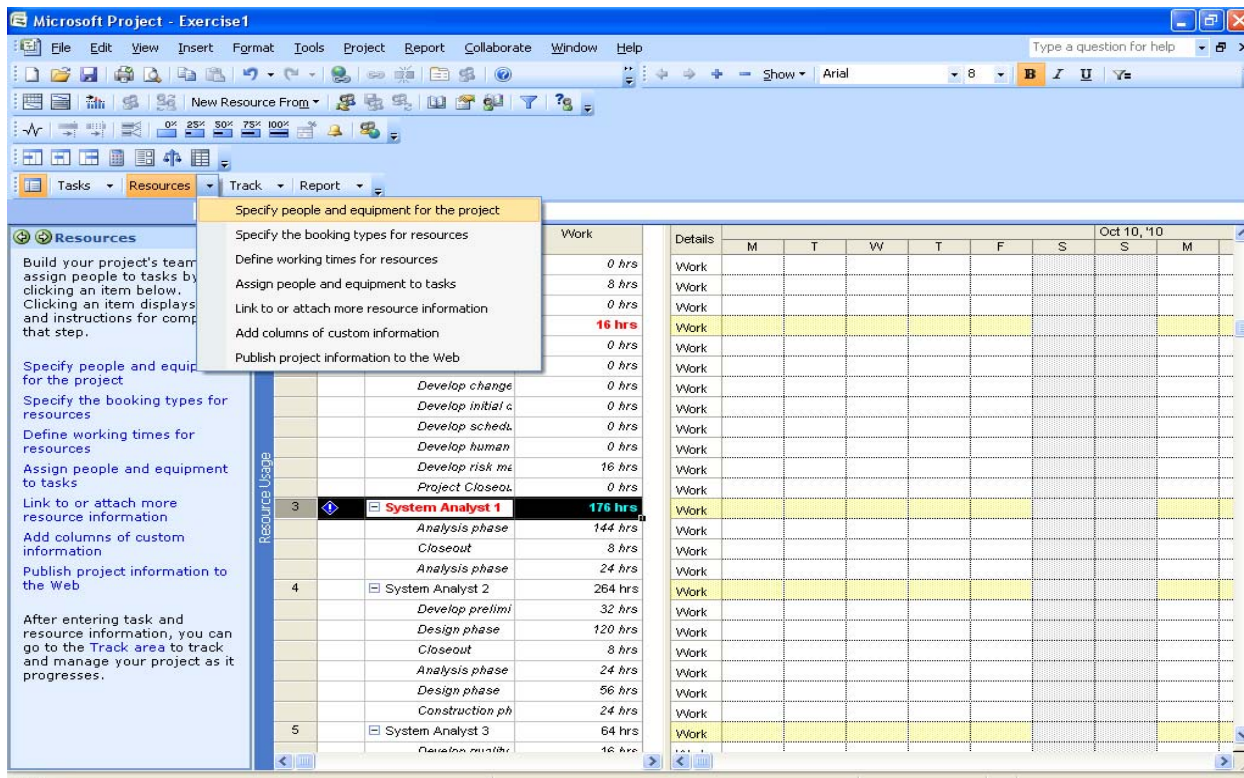
## 4.8.3 Network Diagram with Resources Assigned



## 4.8.4 Assigning Resource Availability



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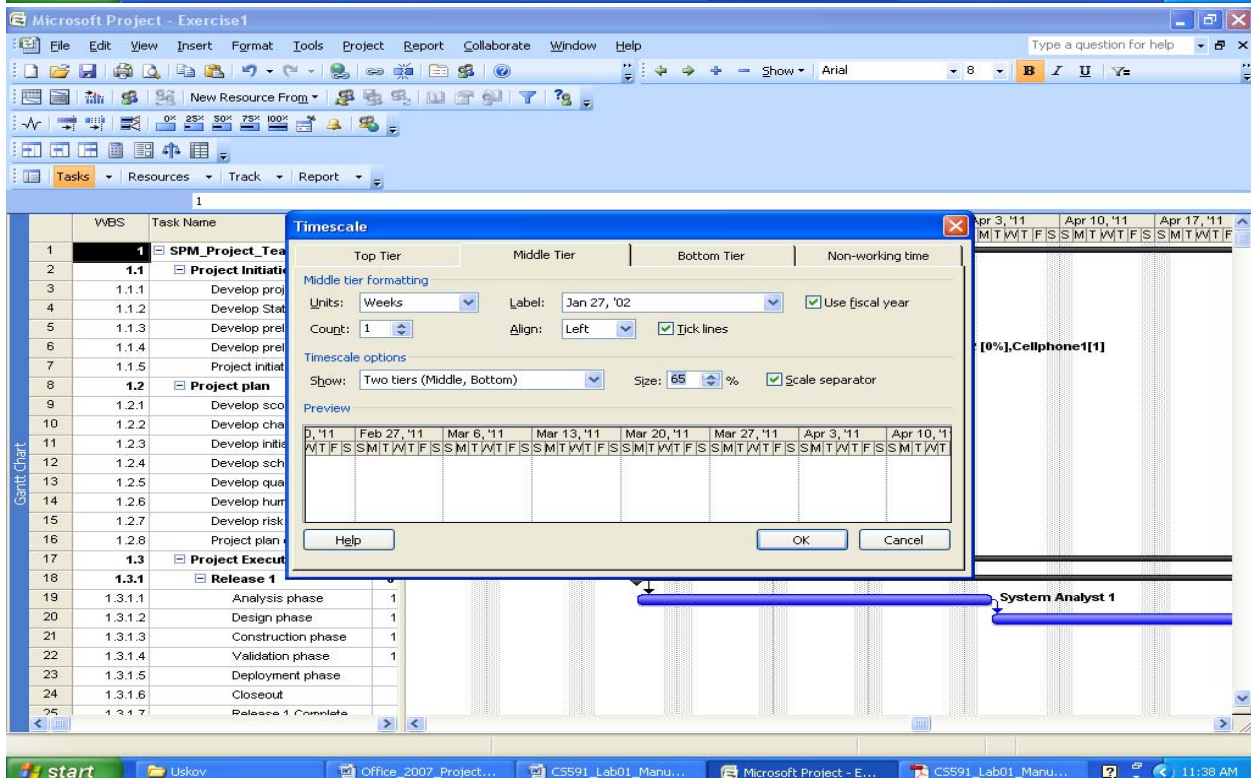
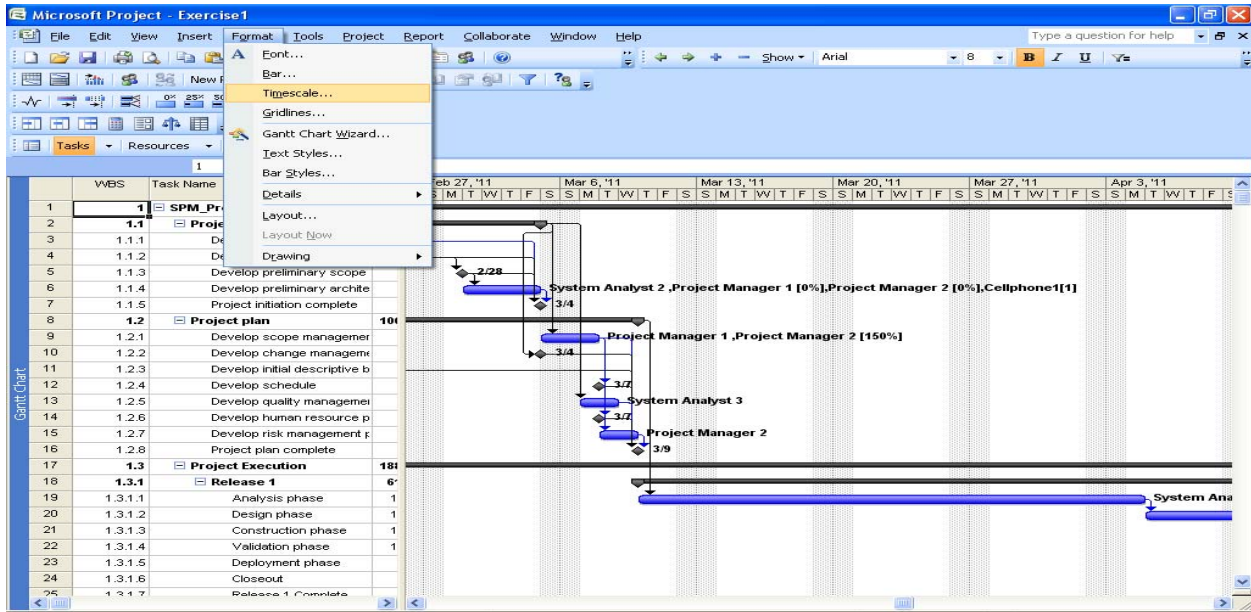


## 5 PRINTING AND FORMATTING THE PROJECT INFORMATION

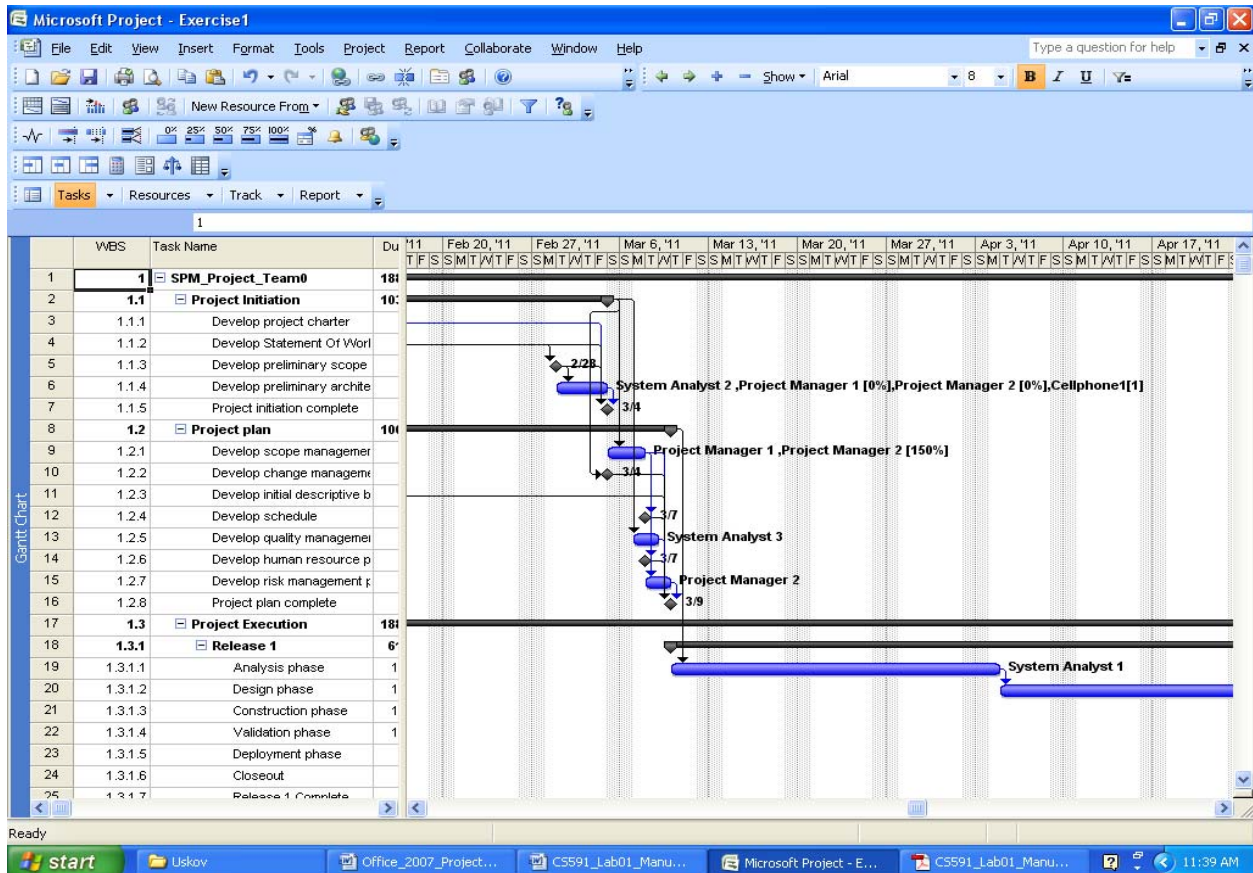
### 5.1 Using a GANTT CHART

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

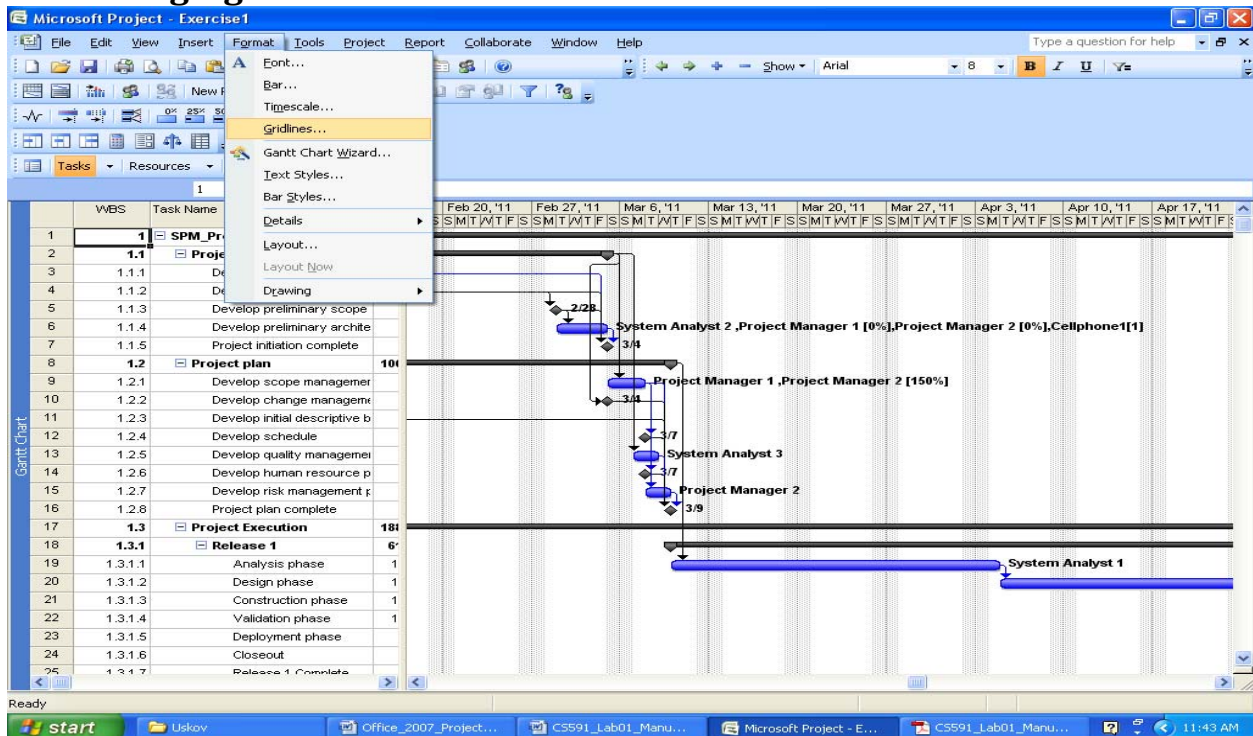
To Modify Select Format->Timescale for the output to be displayed in min, hrs, weeks, thirds of months, months , quarters , half years and years



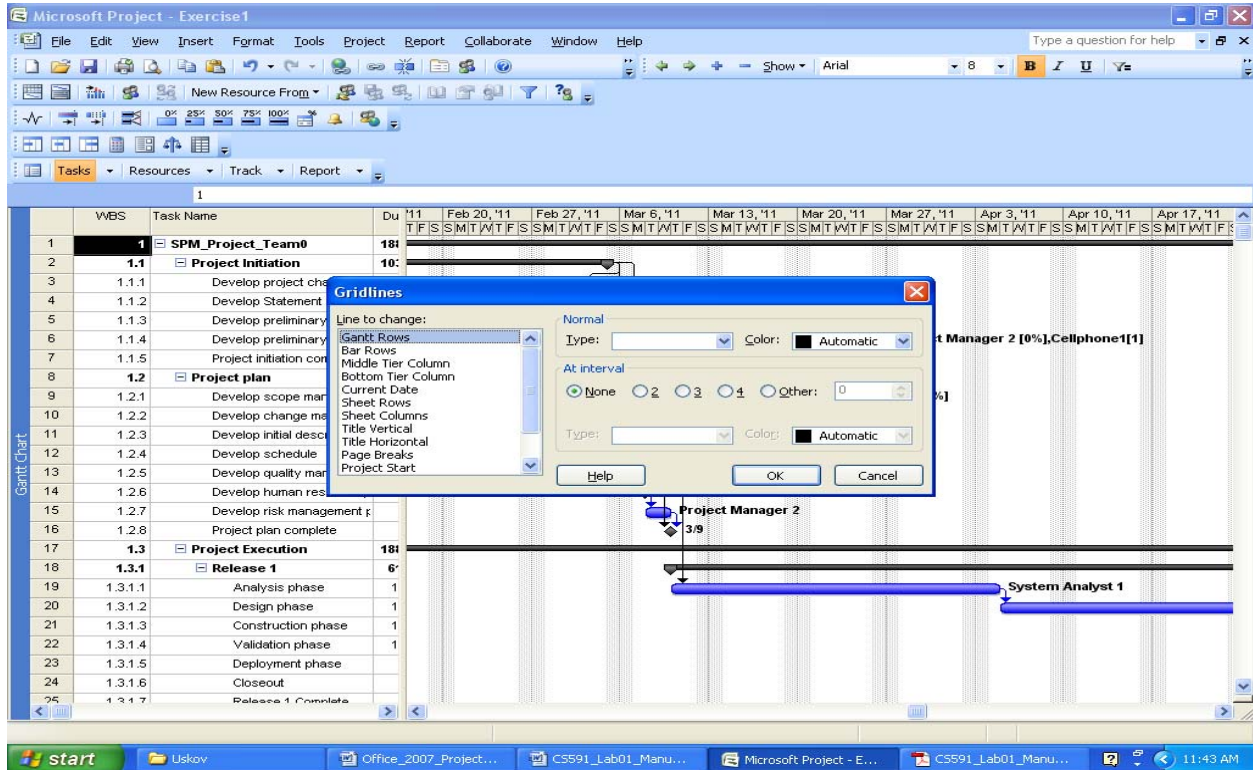
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## 5.2 Changing the Gridlines to be Used

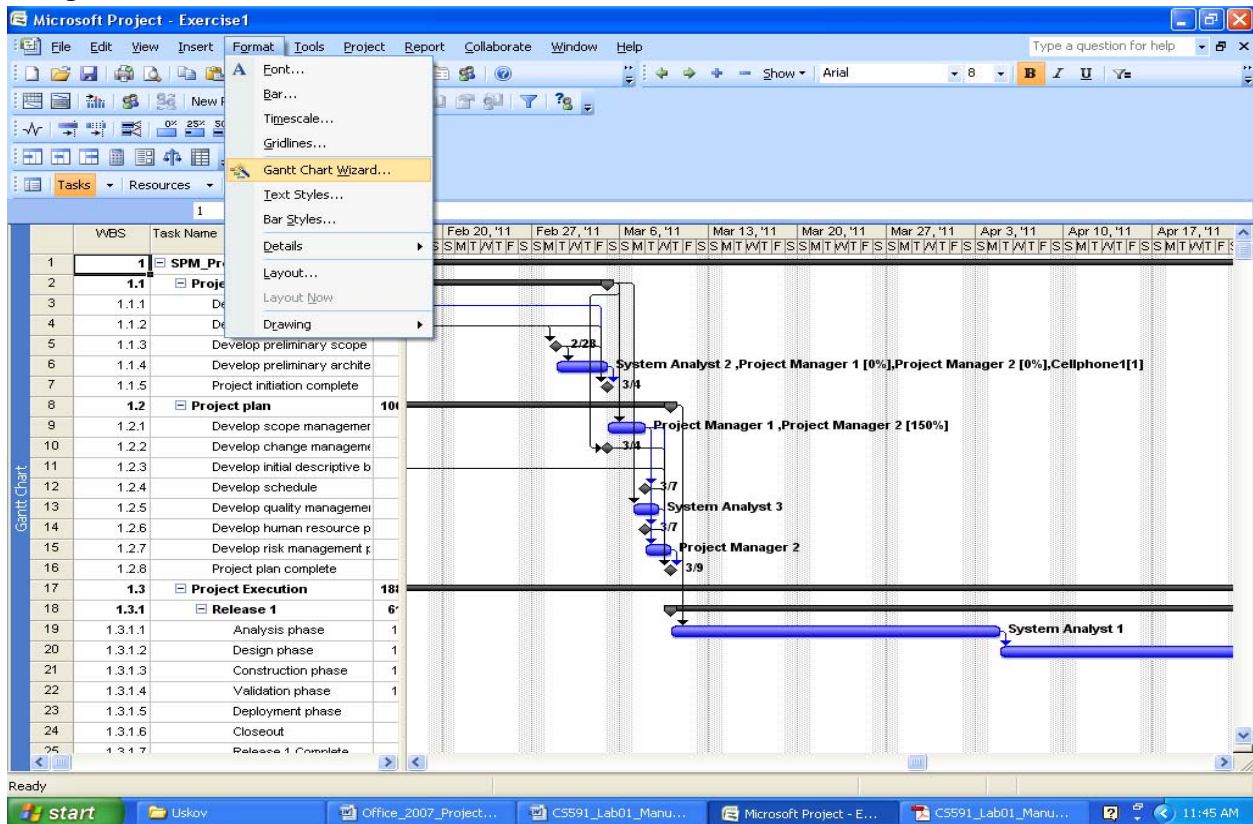


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## 5.3 Using the GANTT CHART Wizard

Navigate to Format->Gantt Chart Wizard



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Microsoft Project - Exercise1

File Edit View Insert Format Tools Project Report Collaborate Window Help

Type a question for help

New Resource From

Tasks Resources Track Report

WBS	Task Name	Du '11	Feb 20, '11	Feb 27, '11	Mar 6, '11	Mar 13, '11	Mar 20, '11	Mar 27, '11	Apr 3, '11	Apr 10, '11	Apr 17, '11
1	SPM_Project_Team0										
2	1.1 Project Initiation										
3	1.1.1 Develop project c										
4	1.1.2 Develop Stateme										
5	1.1.3 Develop prelimine										
6	1.1.4 Develop prelimine										
7	1.1.5 Project initiation c										
8	1.2 Project plan										
9	1.2.1 Develop scope m										
10	1.2.2 Develop change										
11	1.2.3 Develop initial de										
12	1.2.4 Develop schedul										
13	1.2.5 Develop quality m										
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	181									
18	1.3.1 Release 1	6'									
19	1.3.1.1 Analysis phase	1									
20	1.3.1.2 Design phase	1									
21	1.3.1.3 Construction phase	1									
22	1.3.1.4 Validation phase	1									
23	1.3.1.5 Deployment phase										
24	1.3.1.6 Closeout										
25	1.3.1.7 Release 1 Complete										

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

Manager 2 [0%], Cellphone1[1]

System Analyst 1

Microsoft Project - Exercise1

File Edit View Insert Format Tools Project Report Collaborate Window Help

Type a question for help

New Resource From

Tasks Resources Track Report

WBS	Task Name	Du '11	Feb 20, '11	Feb 27, '11	Mar 6, '11	Mar 13, '11	Mar 20, '11	Mar 27, '11	Apr 3, '11	Apr 10, '11	Apr 17, '11
1	SPM_Project_Team0										
2	1.1 Project Initiation										
3	1.1.1 Develop project c										
4	1.1.2 Develop Stateme										
5	1.1.3 Develop prelimine										
6	1.1.4 Develop prelimine										
7	1.1.5 Project initiation c										
8	1.2 Project plan										
9	1.2.1 Develop scope m										
10	1.2.2 Develop change										
11	1.2.3 Develop initial de										
12	1.2.4 Develop schedul										
13	1.2.5 Develop quality m										
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	181									
18	1.3.1 Release 1	6'									
19	1.3.1.1 Analysis phase	1									
20	1.3.1.2 Design phase	1									
21	1.3.1.3 Construction phase	1									
22	1.3.1.4 Validation phase	1									
23	1.3.1.5 Deployment phase										
24	1.3.1.6 Closeout										
25	1.3.1.7 Release 1 Complete										

Gantt Chart Wizard

What kind of information do you want to display in your Gantt Chart?

Standard  
 Critical path  
 Baseline  
 Other:   
 Custom Gantt Chart

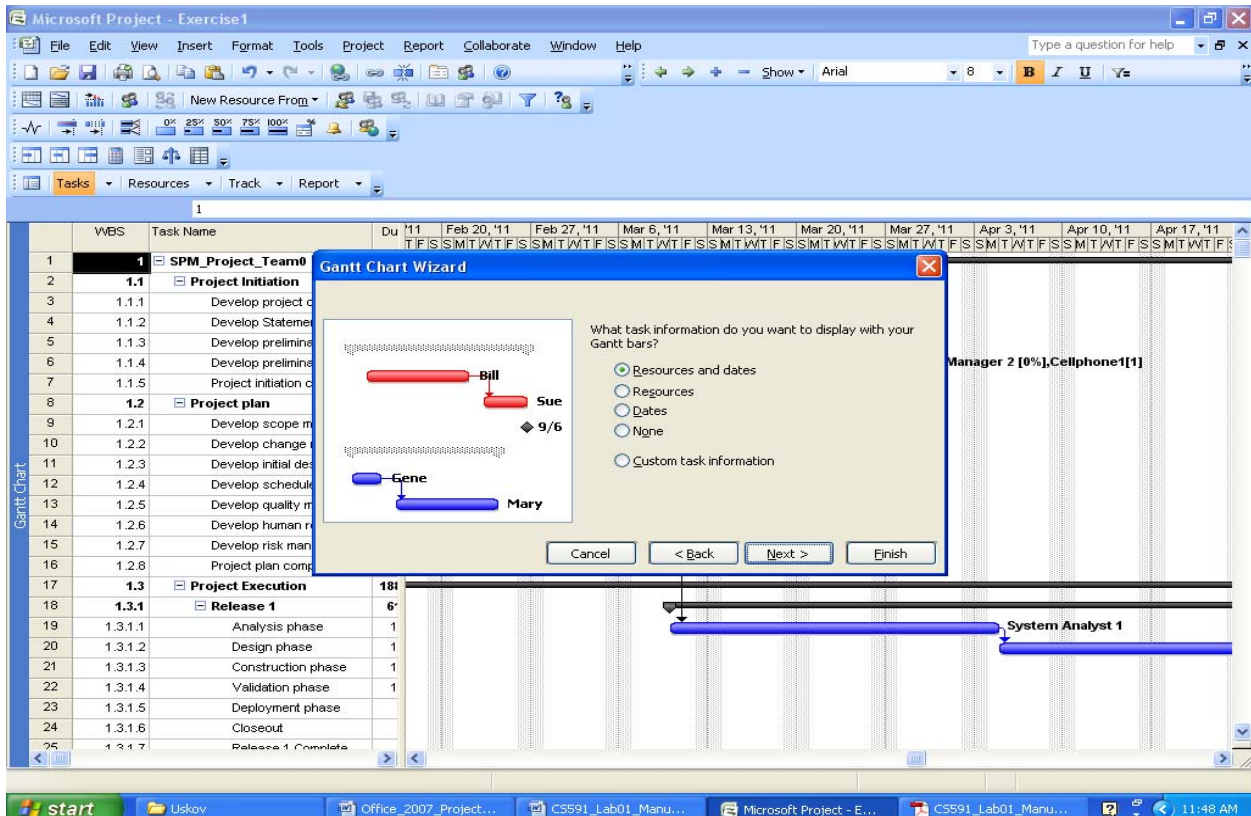
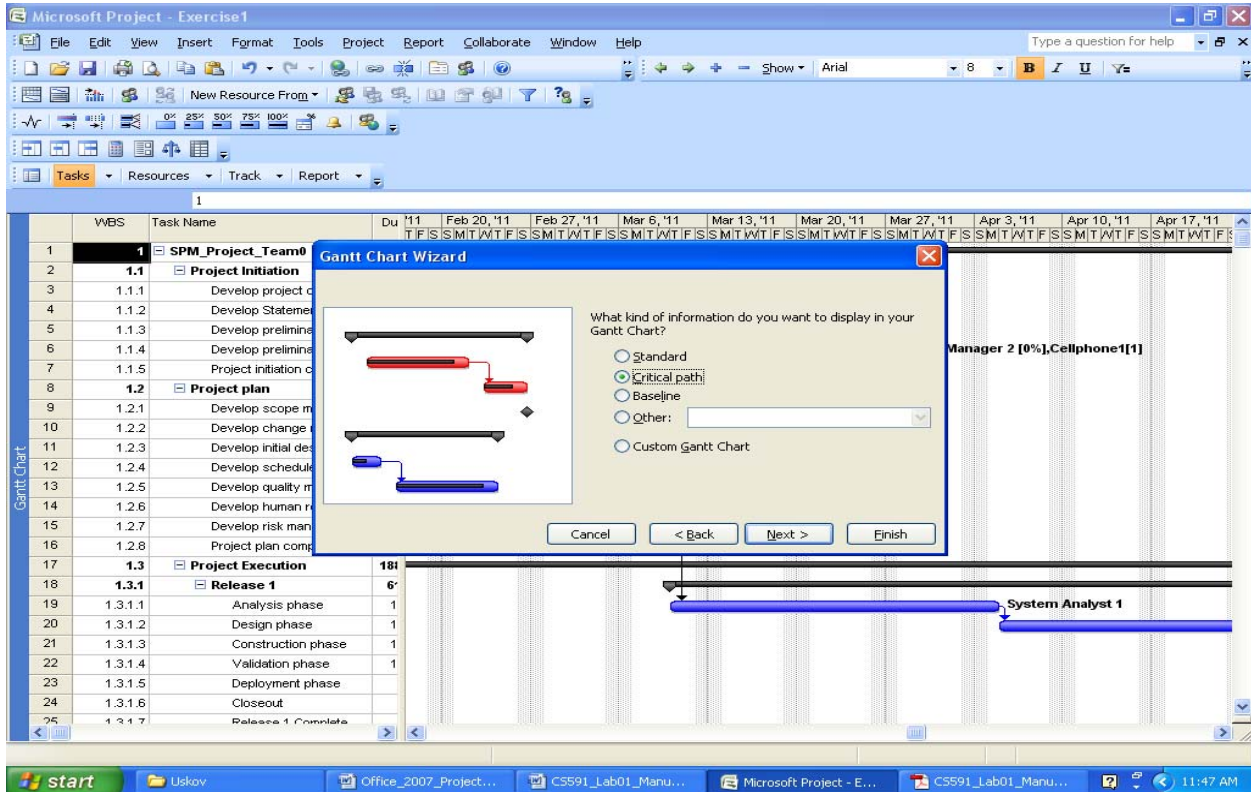
Cancel < Back Next > Finish

Manager 2 [0%], Cellphone1[1]

System Analyst 1

# CS591 Course: Microsoft Project 2007 Lab Manual

## 5.3.1 Setting the Critical Path





# CS591 Course: Microsoft Project 2007 Lab Manual

Microsoft Project - Exercise1

File Edit View Insert Format Tools Project Report Collaborate Window Help

WBS Task Name Du '11 Feb 20, '11 Feb 27, '11 Mar 6, '11 Mar 13, '11 Mar 20, '11 Mar 27, '11 Apr 3, '11 Apr 10, '11 Apr 17, '11

1 1 SPM\_Project\_Team0

2 1.1 Project Initiation

3 1.1.1 Develop project c

4 1.1.2 Develop Stateme

5 1.1.3 Develop prelimine

6 1.1.4 Develop prelimine

7 1.1.5 Project initiation c

8 1.2 Project plan

9 1.2.1 Develop scope m

10 1.2.2 Develop change

11 1.2.3 Develop initial des

12 1.2.4 Develop schedul

13 1.2.5 Develop quality m

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 181

18 1.3.1 Release 1 6

19 1.3.1.1 Analysis phase 1

20 1.3.1.2 Design phase 1

21 1.3.1.3 Construction phase 1

22 1.3.1.4 Validation phase 1

23 1.3.1.5 Deployment phase

24 1.3.1.6 Closeout

25 1.3.1.7 Release 1 Complete

Gantt Chart Wizard

Do you want to show link lines between dependent tasks?

No

Yes

Cancel < Back Next > Finish

Manager 2 [0%], Cellphone1[1]

Microsoft Project - Exercise1

File Edit View Insert Format Tools Project Report Collaborate Window Help

WBS Task Name Du '11 Feb 20, '11 Feb 27, '11 Mar 6, '11 Mar 13, '11 Mar 20, '11 Mar 27, '11 Apr 3, '11 Apr 10, '11 Apr 17, '11

1 1 SPM\_Project\_Team0

2 1.1 Project Initiation

3 1.1.1 Develop project c

4 1.1.2 Develop Stateme

5 1.1.3 Develop prelimine

6 1.1.4 Develop prelimine

7 1.1.5 Project initiation c

8 1.2 Project plan

9 1.2.1 Develop scope m

10 1.2.2 Develop change

11 1.2.3 Develop initial des

12 1.2.4 Develop schedul

13 1.2.5 Develop quality m

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 181

18 1.3.1 Release 1 6

19 1.3.1.1 Analysis phase 1

20 1.3.1.2 Design phase 1

21 1.3.1.3 Construction phase 1

22 1.3.1.4 Validation phase 1

23 1.3.1.5 Deployment phase

24 1.3.1.6 Closeout

25 1.3.1.7 Release 1 Complete

Gantt Chart Wizard

Congratulations!

The Gantt Chart Wizard is ready to format your Gantt Chart.

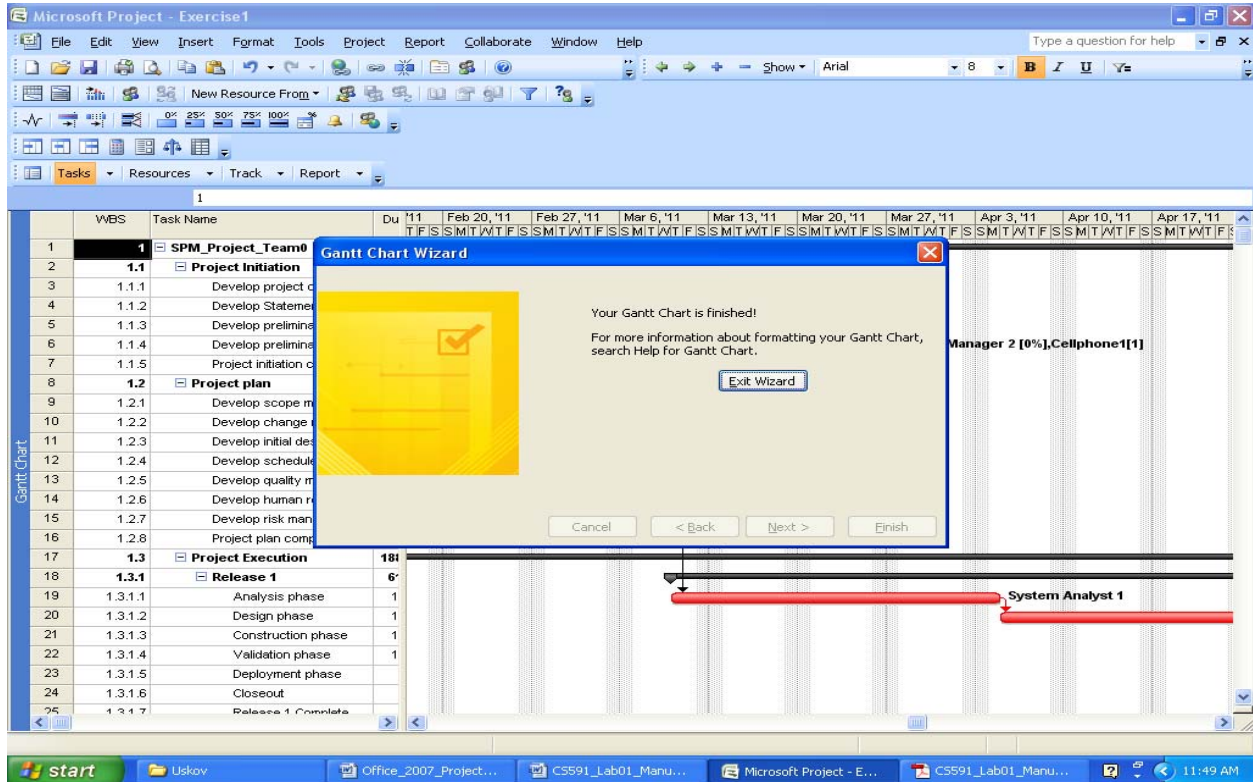
To change your selections, choose the Back button to return to the dialog box you want.

Format It

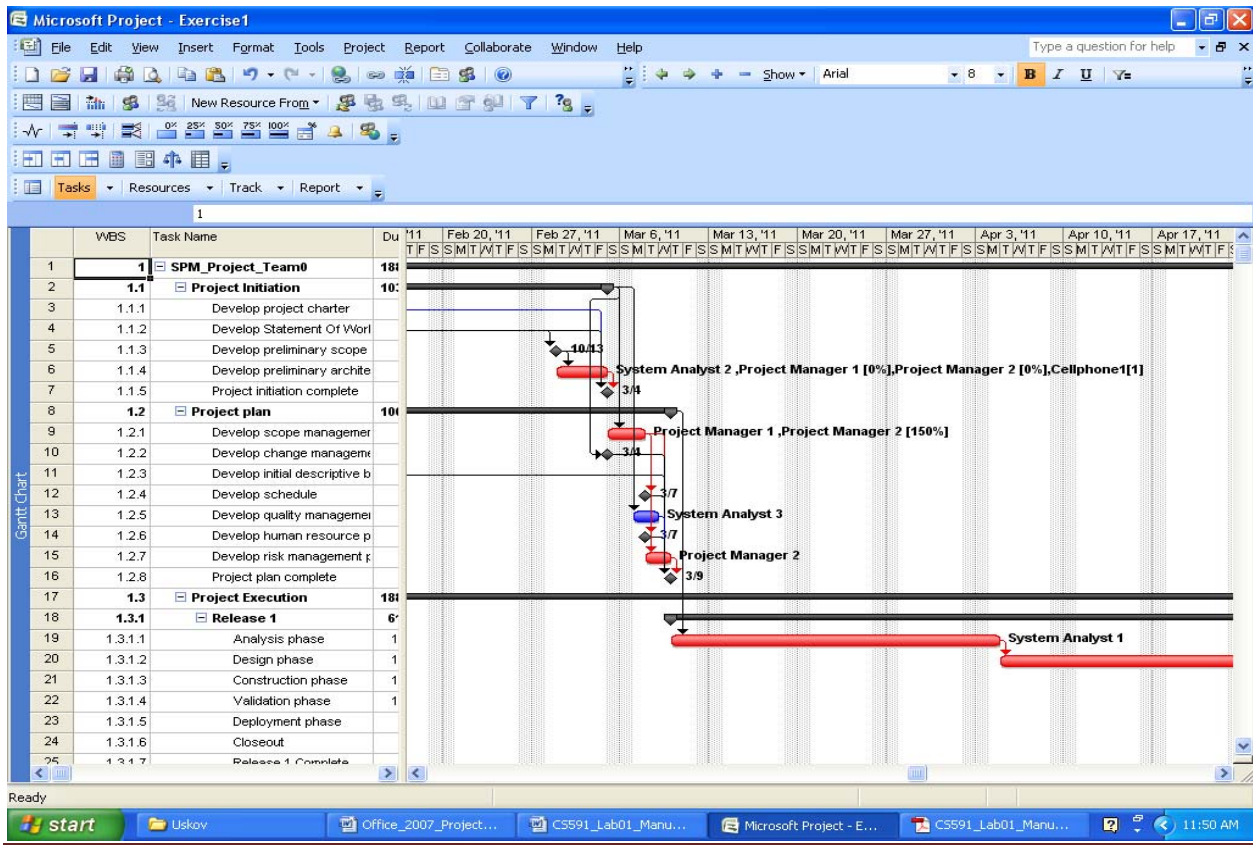
Cancel < Back Next > Finish

Manager 2 [0%], Cellphone1[1]

# CS591 Course: Microsoft Project 2007 Lab Manual



## 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.

The screenshot displays the Microsoft Project 2007 interface. The main window shows a Gantt chart for a project titled "Develop project charter". The task list is as follows:

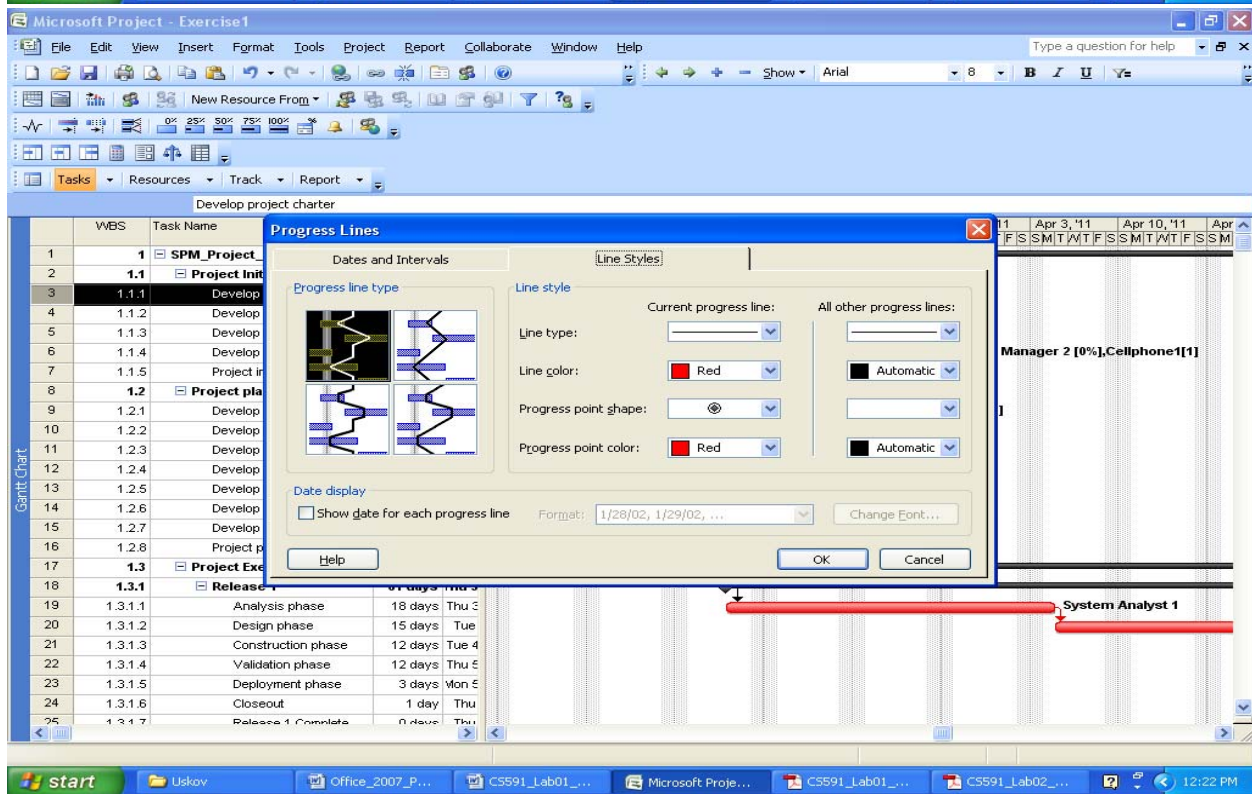
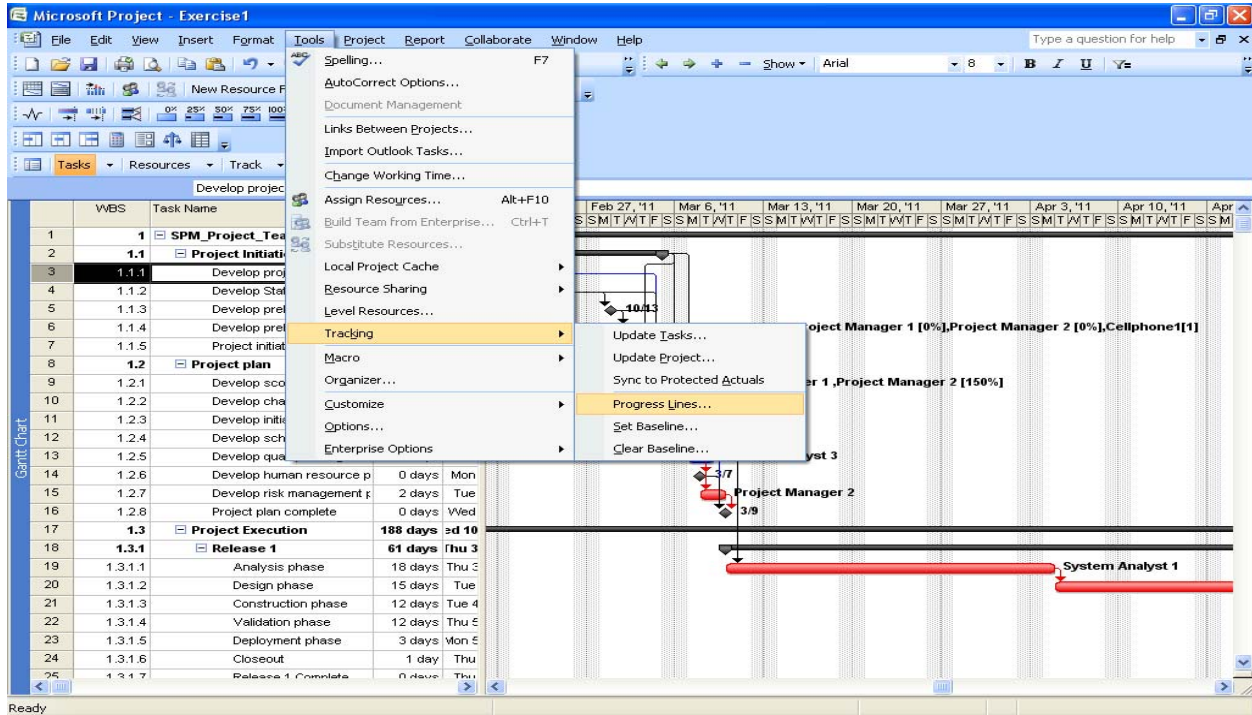
WBS	Task Name	Duration	Start
1	1 SPM_Project_Team0	188 days	ed 10
2	1.1 Project Initiation	103 days	ed 10
3	1.1.1 Develop project charter	5 days	ed 10
4	1.1.2 Develop Statement Of Work	0 days	ue 10
5	1.1.3 Develop preliminary scope	0 days	ed 10
6	1.1.4 Develop preliminary archite	4 days	Mon 2
7	1.1.5 Project initiation complete	0 days	Fri
8	1.2 Project plan	106 days	ed 10
9	1.2.1 Develop scope manager	1 day	Fri
10	1.2.2 Develop change managem	0 days	Fri
11	1.2.3 Develop initial descriptive b	0 days	ed 10
12	1.2.4 Develop schedule	0 days	Mon
13	1.2.5 Develop quality managem	2 days	Mon
14	1.2.6 Develop human resource p	0 days	Mon
15	1.2.7 Develop risk management p	2 days	Tue
16	1.2.8 Project plan complete	0 days	Wed
17	1.3 Project Execution	188 days	ed 10
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
25	1.3.1.7 Release 1 Complete	0 days	

The "Task Information" dialog box is open for the task "Develop project charter". The "General" tab is selected, showing the following details:

- Name: Develop project charter
- Duration: 5d
- Percent complete: 30%
- Priority: 500
- Start: Wed 10/13/10
- Finish: Tue 10/19/10

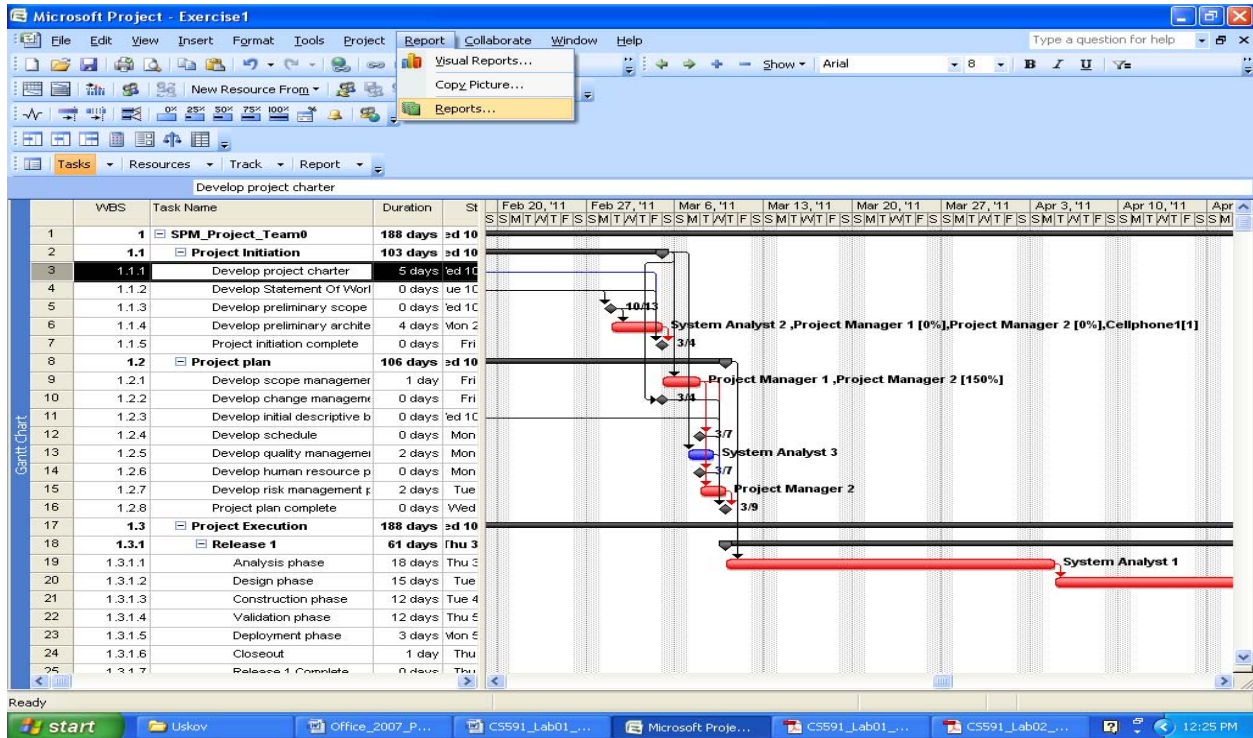
Options at the bottom of the dialog include "Hide task bar" and "Roll up Gantt bar to summary", both of which are unchecked. Buttons for "Help", "OK", and "Cancel" are visible.

## 5.6 Formatting the Progress Lines on the GANTT CHART



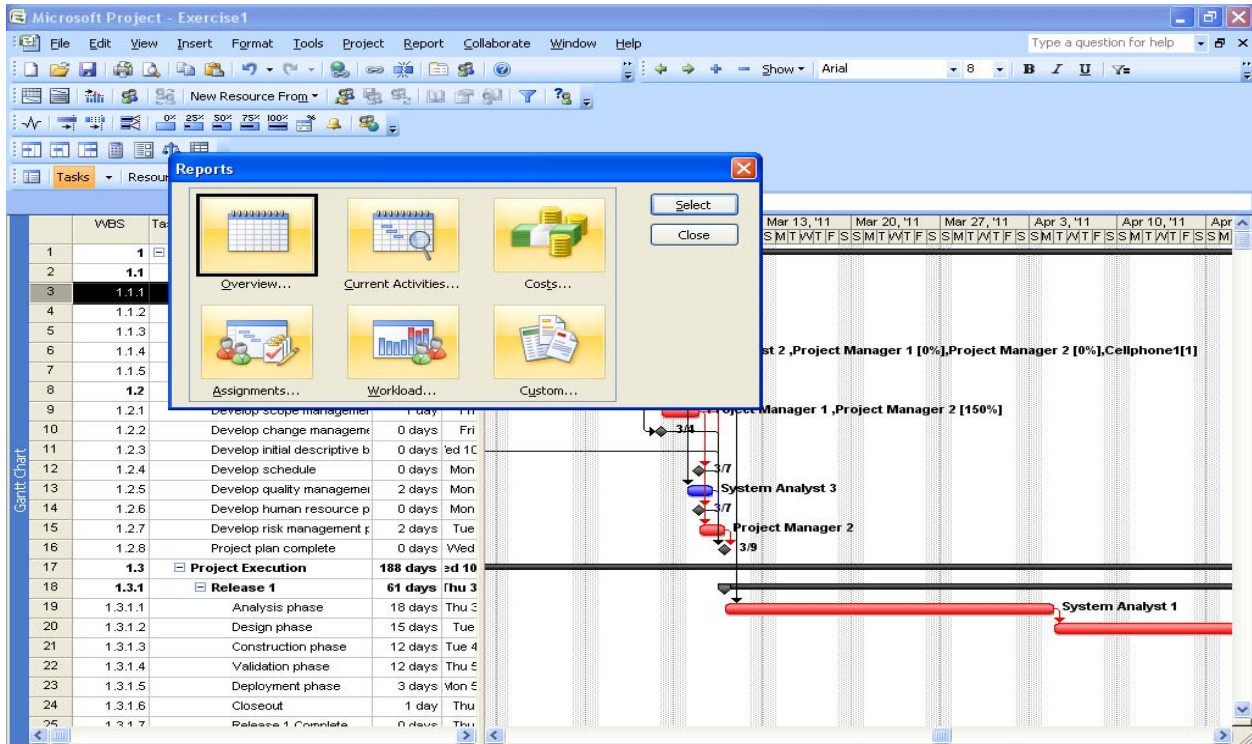
## 5.7 Using Predefined Reports

Navigate to Report->Reports

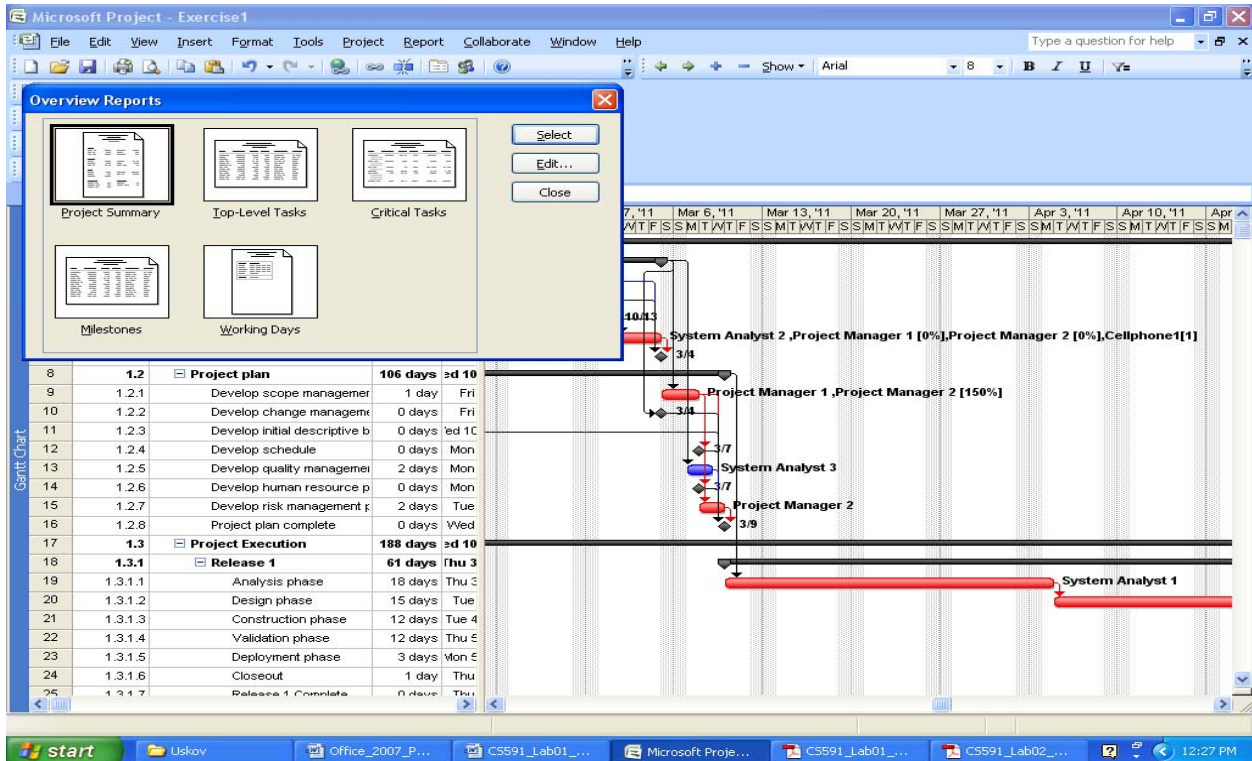


Click on Overview & click on select button as shown below

## 5.7.1 Overview Report



Select Project Summary & click on Select button



# CS591 Course: Microsoft Project 2007 Lab Manual

The screenshot displays the Microsoft Project 2007 interface. The title bar reads 'Microsoft Project - Exercise1'. The main window shows a summary for 'Exercise1' as of Mon 10/11/10. The summary is divided into three sections: Dates, Duration, and Work. Below these is a 'Costs' section. At the bottom of the summary area, there are labels for 'Task Status' and 'Resource Status'. The Windows taskbar at the bottom shows the Start button, a user named 'Uskov', and several open applications including 'Office\_2007\_P...', 'CS591\_Lab01...', 'Microsoft Proje...', 'CS591\_Lab01...', and 'CS591\_Lab02...'. The system clock shows 12:29 PM.

**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:	186.06 days
Baseline:	0 days?	Actual:	2.94 days
Variance:	188 days	Percent Complete:	2 %

Work			
Scheduled:	2,488 hrs	Remaining:	2,450.76 hrs
Baseline:	0 hrs	Actual:	37.25 hrs
Variance:	2,488 hrs	Percent Complete:	1 %

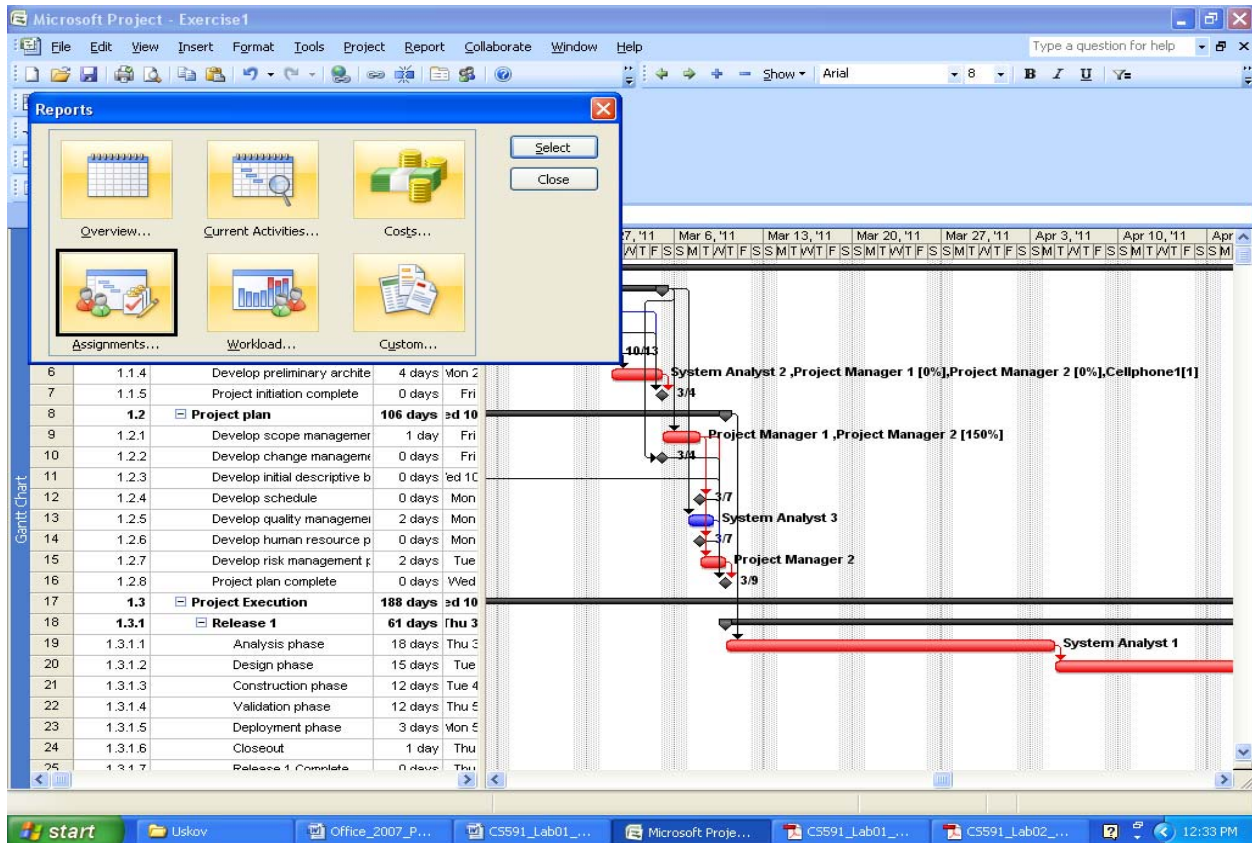
  

Costs			
Scheduled:	\$308,765.00	Remaining:	\$303,121.67
Baseline:	\$0.00	Actual:	\$5,643.33
Variance:	\$308,765.00		

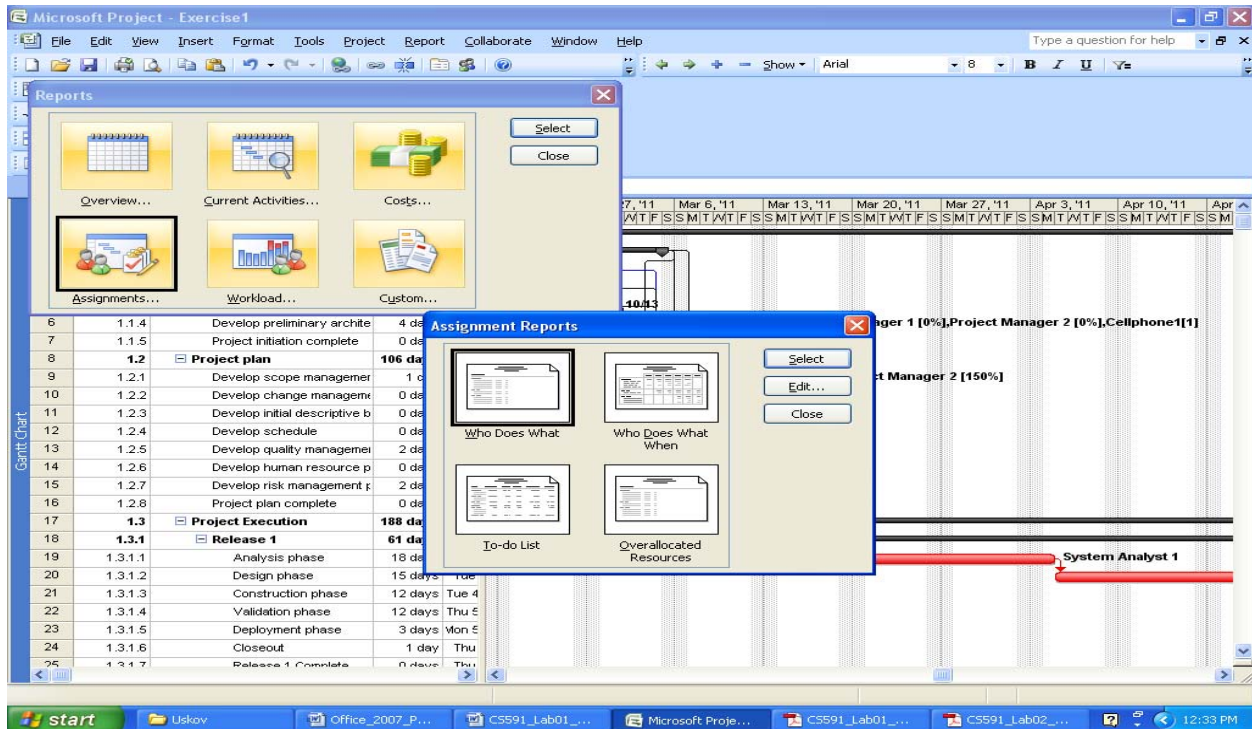
Task Status      Resource Status

Page: 1 of 1

## 5.7.2 Assignment Report



### Select Assignment Report->Who Does What





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Microsoft Project - Exercise1

Who Does What as of Mon 10/11/10  
Exercise1

ID	Resource Name	Work				
1	Project Manager 1	48 hrs				
ID	Task Name	Units	Work	Delay	Start	Finish
3	Develop project charter	100%	48 hrs	0 days	Wed 10/13/10	Tue 10/19/10
4	Develop Statement of Work	0%	0 hrs	0 days	Tue 10/19/10	Tue 10/19/10
9	Develop scope management plan	100%	0 hrs	0 days	Mon 3/7/11	Mon 3/7/11
6	Develop preliminary scope development	0%	0 hrs	0 days	Wed 10/13/10	Mon 2/28/11
2	Project initiation	0%	0 hrs	0 days	Wed 10/13/10	Wed 10/13/10
8	Develop preliminary architectural model	0%	0 hrs	0 days	Mon 2/28/11	Mon 2/28/11
36	Project Closeout	0%	0 hrs	0 days	Fri 7/1/11	Fri 7/1/11
2	Project Manager 2	1,832 hrs				
ID	Task Name	Units	Work	Delay	Start	Finish
9	Develop scope management plan	100%	0 hrs	0 days	Fri 3/4/11	Fri 3/4/11
10	Develop change management plan	0%	0 hrs	0 days	Fri 3/4/11	Fri 3/4/11
11	Develop initial descriptive budget	0%	0 hrs	0 days	Wed 10/13/10	Wed 10/13/10
12	Develop schedule	0%	0 hrs	0 days	Mon 3/7/11	Mon 3/7/11
6	Develop preliminary architectural model	0%	0 hrs	0 days	Mon 2/28/11	Mon 2/28/11
14	Develop human resource plan	0%	0 hrs	0 days	Mon 3/7/11	Mon 3/7/11
16	Develop risk management plan	100%	16 hrs	0 days	Tue 3/8/11	Wed 3/9/11
36	Project Closeout	0%	0 hrs	0 days	Fri 7/1/11	Fri 7/1/11
7	SPM_Project_Team0	100%	1,016 hrs	0 days	Wed 10/13/10	Fri 7/1/11
3	System Analyst 1	176 hrs				
ID	Task Name	Units	Work	Delay	Start	Finish
19	Analysis phase	100%	144 hrs	0 days	Thu 3/10/11	Mon 4/4/11
27	Analysis phase	100%	24 hrs	0 days	Fri 6/3/11	Tue 6/7/11
24	Closeout	100%	8 hrs	0 days	Thu 6/2/11	Thu 6/2/11
4	System Analyst 2	264 hrs				
ID	Task Name	Units	Work	Delay	Start	Finish
6	Develop preliminary architectural model	100%	32 hrs	0 days	Tue 3/9/11	Fri 3/4/11
20	Design phase	100%	120 hrs	0 days	Tue 4/6/11	Mon 4/26/11
28	Design phase	100%	60 hrs	0 days	Wed 6/16/11	Thu 6/16/11
27	Analysis phase	100%	24 hrs	0 days	Fri 6/3/11	Tue 6/7/11
29	Construction phase	100%	24 hrs	0 days	Fri 6/17/11	Tue 6/21/11
24	Closeout	100%	0 hrs	0 days	Thu 6/2/11	Thu 6/2/11
5	System Analyst 3	64 hrs				
ID	Task Name	Units	Work	Delay	Start	Finish
27	Analysis phase	100%	24 hrs	0 days	Fri 6/3/11	Tue 6/7/11
29	Construction phase	100%	24 hrs	0 days	Fri 6/17/11	Tue 6/21/11
13	Develop quality management plan	100%	16 hrs	0 days	Mon 3/7/11	Tue 3/8/11
6	Developer 1	104 hrs				
ID	Task Name	Units	Work	Delay	Start	Finish
21	Construction phase	100%	18 hrs	0 days	Tue 4/26/11	Wed 5/11/11
24	Closeout	100%	8 hrs	0 days	Thu 6/2/11	Thu 6/2/11

Page: 1 of 2 Size: 2 rows by 1 column

## 5.8 Creating Custom Reports

Microsoft Project - Exercise1

File Edit View Insert Format Tools Project Report Collaborate Window Help

Type a question for help

Reports

Overview... Current Activities... Costs... Assignments... Workload... Custom...

Select Close

Gantt Chart

7/11 Mar 6, '11 Mar 13, '11 Mar 20, '11 Mar 27, '11 Apr 3, '11 Apr 10, '11 Apr 17, '11

System Analyst 2, Project Manager 1 [0%], Project Manager 2 [0%], Cellphone1[1]

Project Manager 1, Project Manager 2 [150%]

System Analyst 3

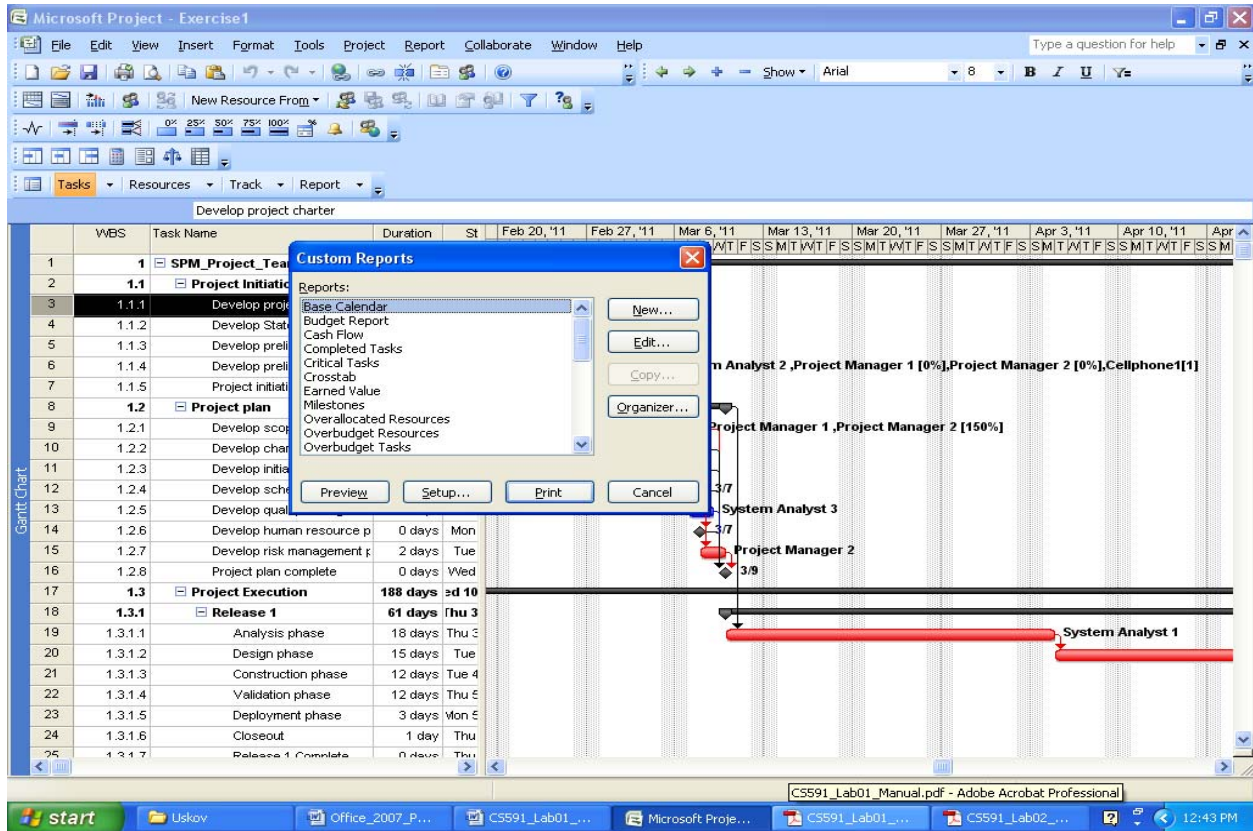
Project Manager 2

System Analyst 1

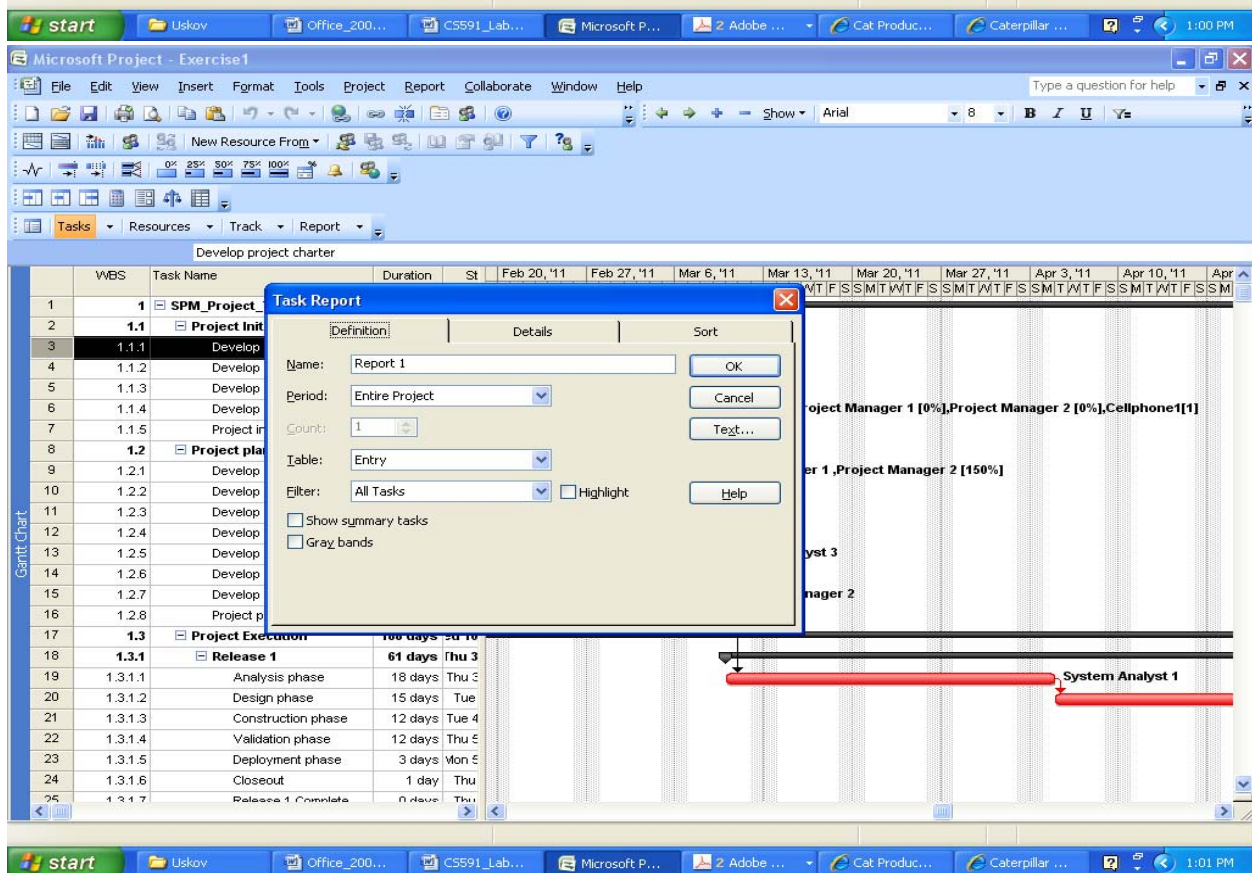
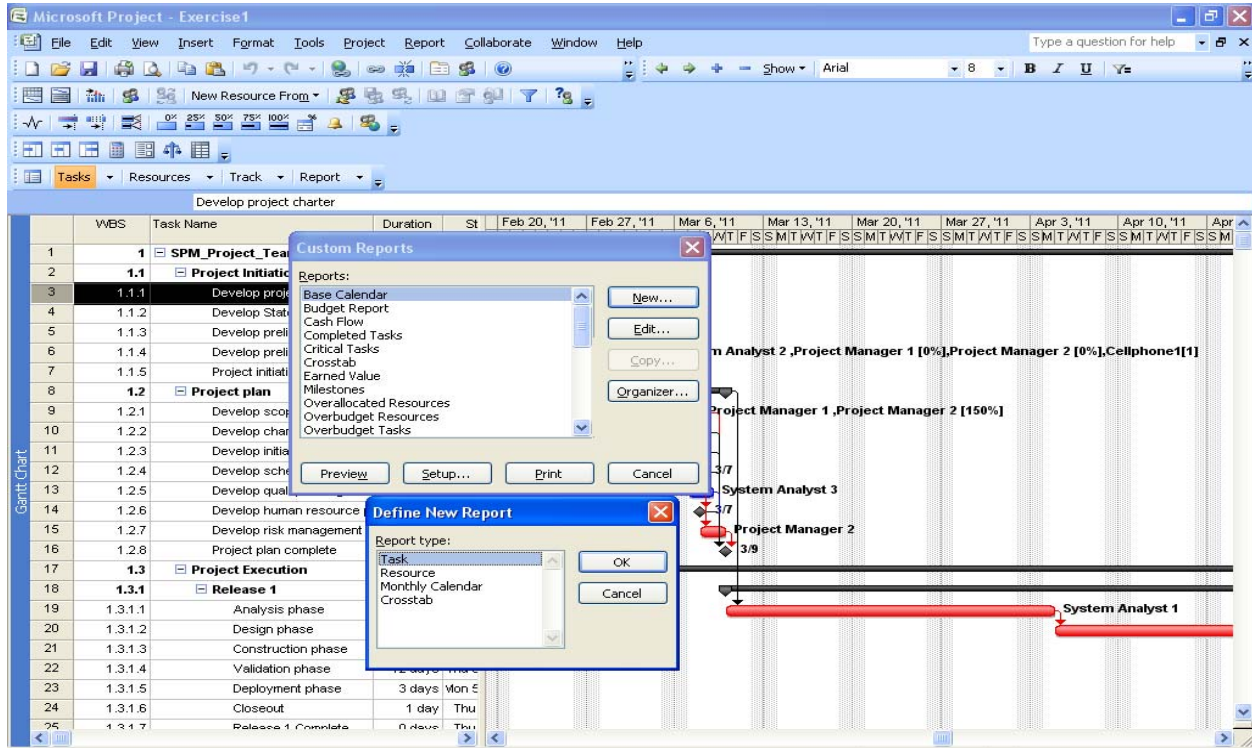
1.1.4 Develop preliminary archite 4 days Mon 2  
1.1.5 Project initiation complete 0 days Fri  
1.2 Project plan 106 days Sat 10  
1.2.1 Develop scope manager 1 day Fri  
1.2.2 Develop change managem 0 days Fri  
1.2.3 Develop initial descriptive b 0 days Wed 10  
1.2.4 Develop schedule 0 days Mon  
1.2.5 Develop quality managem 2 days Mon  
1.2.6 Develop human resource p 0 days Mon  
1.2.7 Develop risk management p 2 days Tue  
1.2.8 Project plan complete 0 days Wed  
1.3 Project Execution 188 days Sat 10  
1.3.1 Release 1 61 days Thu 3  
1.3.1.1 Analysis phase 18 days Thu 3  
1.3.1.2 Design phase 15 days Tue  
1.3.1.3 Construction phase 12 days Tue 4  
1.3.1.4 Validation phase 12 days Thu 5  
1.3.1.5 Deployment phase 3 days Mon 6  
1.3.1.6 Closeout 1 day Thu  
1.3.1.7 Release 1 Complete 0 days Thu

start Uskov Office\_2007\_P... CS591\_Lab01... Microsoft Proje... CS591\_Lab01... CS591\_Lab02... 12:39 PM

## 5.8.1 Selecting the Report to use



## 5.8.2 Defining New Report



## 5.8.3 Defining Options for the Resource Report

The screenshot shows the Microsoft Project 2007 interface with the 'Custom Reports' dialog box open. The background displays a Gantt chart for a project named 'Develop project charter'. The Gantt chart shows tasks such as 'Project Initiation' and 'Project Execution' with their respective durations and start dates. The 'Custom Reports' dialog box is centered on the screen, listing various report types. The 'Resource' report is currently selected in the list. The dialog box includes buttons for 'New...', 'Edit...', 'Copy...', 'Organizer...', 'Preview', 'Setup...', 'Print', and 'Cancel'.

The screenshot shows the Microsoft Project 2007 interface with the 'Define New Report' dialog box open. The background displays the same Gantt chart as the previous screenshot. The 'Define New Report' dialog box is centered on the screen, showing a list of report types. The 'Resource' report type is selected. The dialog box includes buttons for 'OK', 'Cancel', 'New...', 'Edit...', 'Copy...', and 'Organizer...'.

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The screenshot displays the Microsoft Project 2007 interface. The main window shows a Gantt chart for a project named "Develop project charter". The Gantt chart is divided into three main sections: "Project Initiation" (tasks 3-7), "Project plan" (tasks 9-16), and "Project Execution" (tasks 18-25). A "Resource Report" dialog box is open in the foreground, showing the "Definition" tab. The dialog box contains the following information:

- Name: Report 2
- Period: Entire Project
- Count: 1
- Table: Entry
- Filter: All Resources
- Buttons: OK, Cancel, Text..., Help
- Options:  Show summary tasks,  Gray bands

The Gantt chart shows a task bar for "Release 1" (task 18) with a duration of 61 days. A resource bar for "System Analyst 1" is shown below the task bar, indicating a 100% allocation. The Resource Report dialog box also shows a list of resources: "1 [0%], Project Manager 2 [0%], Cellphone1[1]".

## 6 ASSIGNING COST INFORMATION TO A TASK

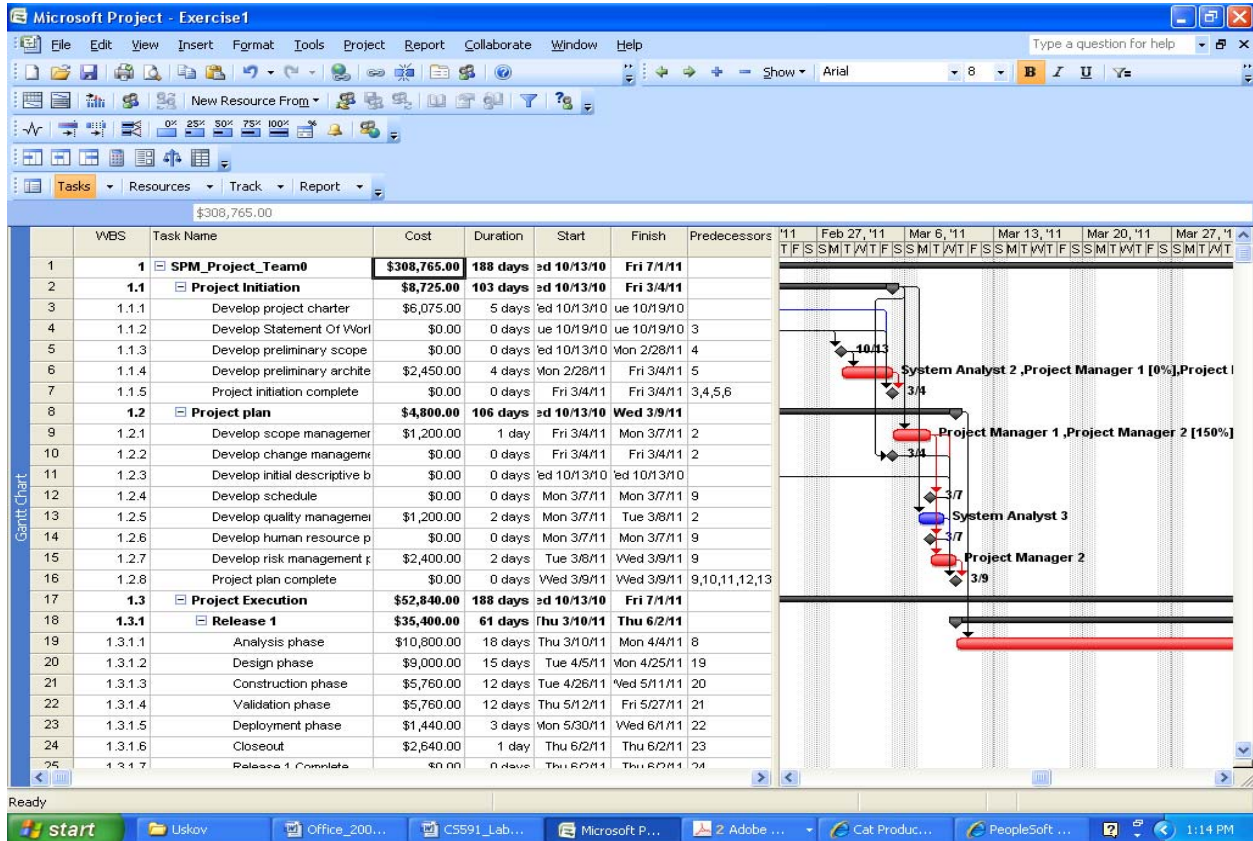
### 6.1 Determining Project Cost

The screenshot shows the Microsoft Project 2007 interface. The 'Insert' menu is open, and 'Column...' is selected. The Gantt chart displays a project schedule with tasks and resources. The task list is as follows:

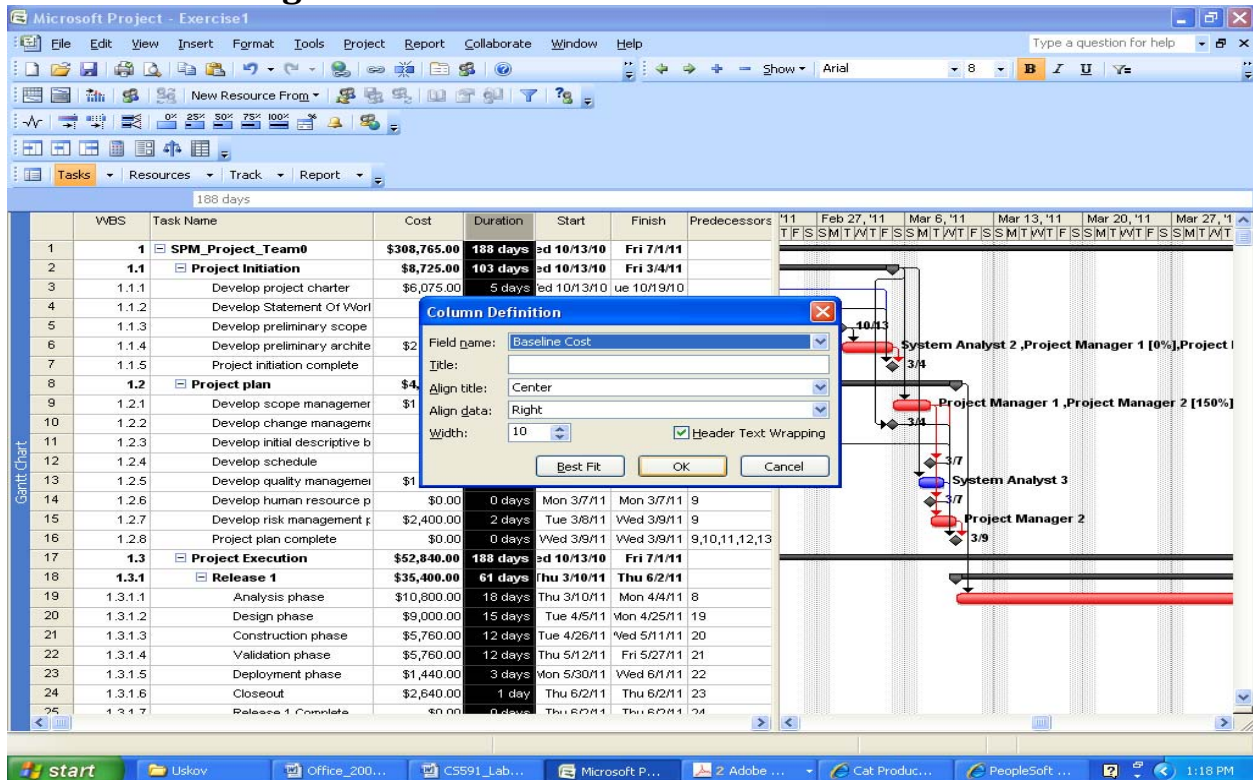
WBS	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	1	188 days	ed 10/13/10	Fri 7/1/11		Project Manager
2	1.1	103 days	ed 10/13/10	Fri 3/4/11		Project Manager
3	1.1.1	5 days	ed 10/13/10	ue 10/19/10		Project Manager 1
4	1.1.2	0 days	ue 10/19/10	ue 10/19/10	3	Project Manager 1
5	1.1.3	0 days	ed 10/13/10	Mon 2/28/11	4	Project Manager 1
6	1.1.4	4 days	Mon 2/28/11	Fri 3/4/11	5	System Analyst 2
7	1.1.5	0 days	Fri 3/4/11	Fri 3/4/11	3,4,5,6	
8	1.2	106 days	ed 10/13/10	Wed 3/9/11		
9	1.2.1	1 day	Fri 3/4/11	Mon 3/7/11	2	Project Manager 1
10	1.2.2	0 days	Fri 3/4/11	Fri 3/4/11	2	Project Manager 2
11	1.2.3	0 days	ed 10/13/10	ed 10/13/10		Project Manager 2
12	1.2.4	0 days	Mon 3/7/11	Mon 3/7/11	9	Project Manager 2
13	1.2.5	2 days	Mon 3/7/11	Tue 3/8/11	2	System Analyst 3
14	1.2.6	0 days	Mon 3/7/11	Mon 3/7/11	9	Project Manager 2
15	1.2.7	2 days	Tue 3/8/11	Wed 3/9/11	9	Project Manager 2
16	1.2.8	0 days	Wed 3/9/11	Wed 3/9/11	9,10,11,12,13,1	
17	1.3	188 days	ed 10/13/10	Fri 7/1/11		
18	1.3.1	61 days	Thu 3/10/11	Thu 6/2/11		
19	1.3.1.1	18 days	Thu 3/10/11	Mon 4/4/11	8	System Analyst 1
20	1.3.1.2	15 days	Tue 4/5/11	Mon 4/25/11	19	System Analyst 2
21	1.3.1.3	12 days	Tue 4/26/11	Wed 5/11/11	20	Developer 1
22	1.3.1.4	12 days	Thu 5/12/11	Fri 5/27/11	21	Developer 2
23	1.3.1.5	3 days	Mon 5/30/11	Wed 6/1/11	22	Developer 3
24	1.3.1.6	1 day	Thu 6/2/11	Thu 6/2/11	23	System Analyst 1
25	1.3.1.7	0 days	Thu 6/2/11	Thu 6/2/11	24	

The screenshot shows the Microsoft Project 2007 interface with the 'Column Definition' dialog box open. The dialog box is used to define a new column for 'Cost'. The 'Field name' is set to 'Cost'. The 'Title' is empty. The 'Align title' is set to 'Center'. The 'Align data' is set to 'Right'. The 'Width' is set to 10. The 'Header Text Wrapping' checkbox is checked. The 'Best Fit' button is highlighted.

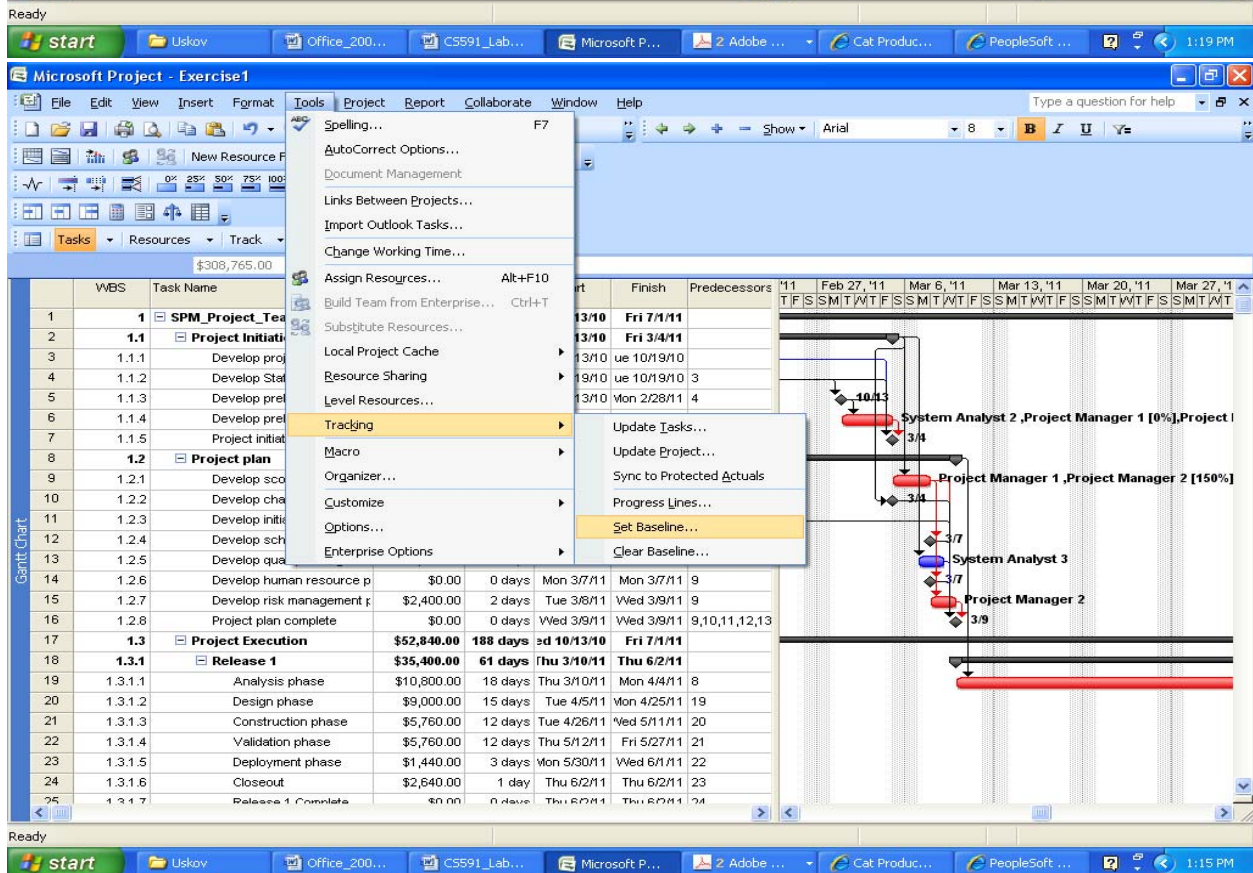
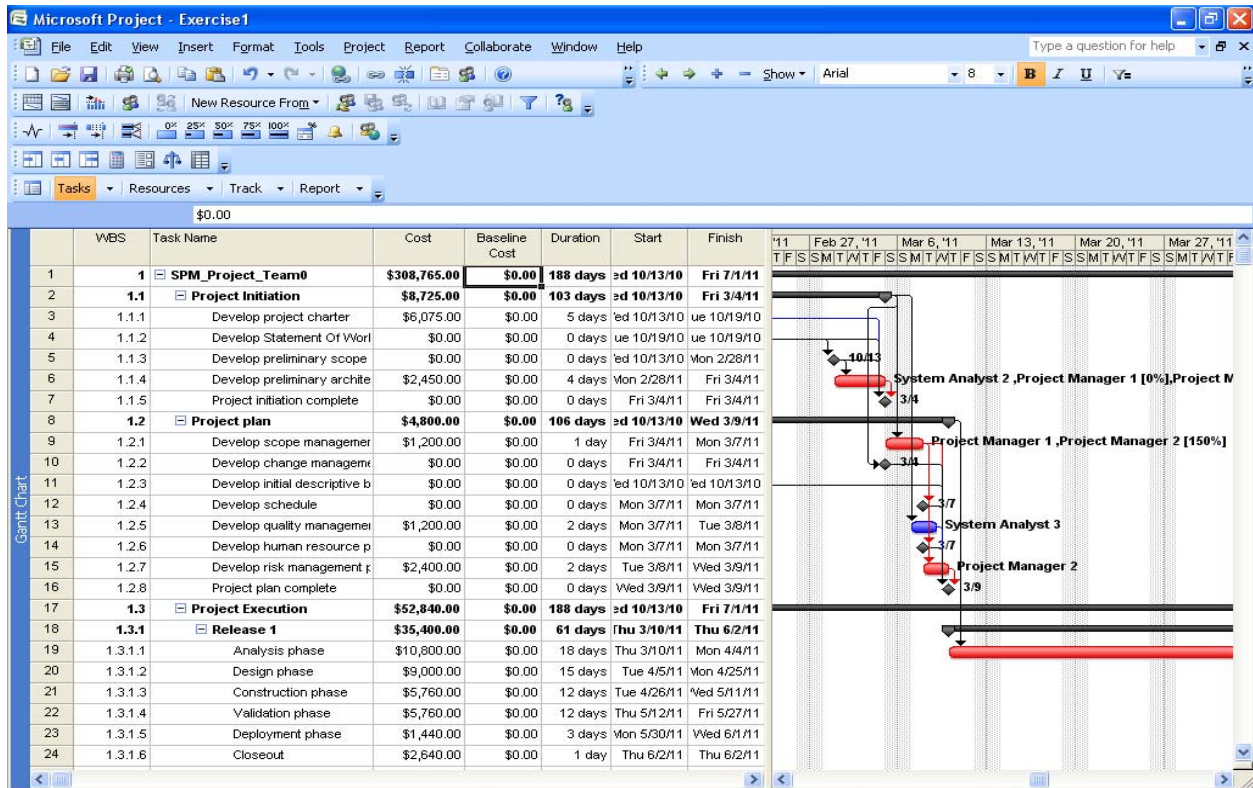
# CS591 Course: Microsoft Project 2007 Lab Manual



## 6.2 Determining the Baseline Cost



# CS591 Course: Microsoft Project 2007 Lab Manual





# CS591 Course: Microsoft Project 2007 Lab Manual

**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)

Buttons: Help, OK, Cancel, Set as Default

WBS	Task Name	Cost	Baseline Cost	Duration	Start	Finish
1	SPM_Project_Team0	\$308,765.00	\$308,765.00	188 days	ed 10/13/10	Fri 7/1
2	Project Initiation	\$8,725.00	\$8,725.00	103 days	ed 10/13/10	Fri 3/4
3	1.1.1 Develop project charter	\$6,075.00	\$6,075.00	5 days	ed 10/13/10	ue 10/19
4	1.1.2 Develop Statement Of Work	\$0.00	\$0.00	0 days	ue 10/19/10	ue 10/19
5	1.1.3 Develop preliminary scope	\$0.00	\$0.00	0 days	ed 10/13/10	Mon 2/28
6	1.1.4 Develop preliminary architecture	\$2,450.00	\$2,450.00	4 days	Mon 2/28/11	Fri 3/4
7	1.1.5 Project initiation complete	\$0.00	\$0.00	0 days	Fri 3/4/11	Fri 3/4
8	Project plan	\$4,800.00	\$4,800.00	106 days	ed 10/13/10	Wed 3/9
9	1.2.1 Develop scope management	\$1,200.00	\$1,200.00	1 day	Fri 3/4/11	Mon 3/7
10	1.2.2 Develop change management	\$0.00	\$0.00	0 days	Fri 3/4/11	Fri 3/4
11	1.2.3 Develop initial descriptive baseline	\$0.00	\$0.00	0 days	ed 10/13/10	ed 10/13
12	1.2.4 Develop schedule	\$0.00	\$0.00	0 days	Mon 3/7/11	Mon 3/7
13	1.2.5 Develop quality management	\$1,200.00	\$1,200.00	2 days	Mon 3/7/11	Tue 3/8
14	1.2.6 Develop human resource plan	\$0.00	\$0.00	0 days	Mon 3/7/11	Mon 3/7
15	1.2.7 Develop risk management plan	\$2,400.00	\$2,400.00	2 days	Tue 3/8/11	Wed 3/9
16	1.2.8 Project plan complete	\$0.00	\$0.00	0 days	Wed 3/9/11	Wed 3/9
17	Project Execution	\$52,840.00	\$52,840.00	188 days	ed 10/13/10	Fri 7/1
18	Release 1	\$35,400.00	\$35,400.00	61 days	Thu 3/10/11	Thu 6/2
19	1.3.1.1 Analysis phase	\$10,800.00	\$10,800.00	18 days	Thu 3/10/11	Mon 4/4
20	1.3.1.2 Design phase	\$9,000.00	\$9,000.00	15 days	Tue 4/5/11	Mon 4/25
21	1.3.1.3 Construction phase	\$5,760.00	\$5,760.00	12 days	Tue 4/26/11	Wed 5/11
22	1.3.1.4 Validation phase	\$5,760.00	\$5,760.00	12 days	Thu 5/12/11	Fri 5/27
23	1.3.1.5 Deployment phase	\$1,440.00	\$1,440.00	3 days	Mon 5/30/11	Wed 6/1
24	1.3.1.6 Closeout	\$2,640.00	\$2,640.00	1 day	Thu 6/2/11	Thu 6/2
25	1.3.1.7 Release 1 Complete	\$0.00	\$0.00	0 days	Thu 6/2/11	Thu 6/2

## 6.3 Determining the Cost Variance

The screenshot shows the Microsoft Project 2007 interface with the 'Column Definition' dialog box open. The dialog box is titled 'Column Definition' and has the following fields and options:

- Field name: Cost Variance
- Title: (empty)
- Align title: Center
- Align data: Right
- Width: 10
- Header Text Wrapping:

The background shows a Gantt chart and a task list table. The task list table has the following columns: WBS, Task Name, Cost, Baseline Cost, Duration, Start, Finish, and a date column. The 'Cost' column is highlighted in blue.

WBS	Task Name	Cost	Baseline Cost	Duration	Start	Finish
1	SPM_Project_Team0	\$308,765.00	\$308,765.00	188 days	ed 10/13/10	Fri 7/1
2	1.1 Project Initiation	\$8,725.00	\$8,725.00	103 days	ed 10/13/10	Fri 3/4
3	1.1.1 Develop project charter	\$6,075.00	\$6,075.00	5 days	ed 10/13/10	ue 10/19
4	1.1.2 Develop Statement Of Worl					
5	1.1.3 Develop preliminary scope					
6	1.1.4 Develop preliminary archite	\$2				
7	1.1.5 Project initiation complete					
8	1.2 Project plan	\$4				
9	1.2.1 Develop scope managemer	\$1				
10	1.2.2 Develop change managemer					
11	1.2.3 Develop initial descriptive b					
12	1.2.4 Develop schedule					
13	1.2.5 Develop quality managemer	\$1				
14	1.2.6 Develop human resource p	\$0.00	\$0.00	0 days	Mon 3/7/11	Mon 3/7
15	1.2.7 Develop risk management p	\$2,400.00	\$2,400.00	2 days	Tue 3/8/11	Wed 3/8
16	1.2.8 Project plan complete	\$0.00	\$0.00	0 days	Wed 3/9/11	Wed 3/9
17	1.3 Project Execution	\$52,840.00	\$52,840.00	188 days	ed 10/13/10	Fri 7/1
18	1.3.1 Release 1	\$35,400.00	\$35,400.00	61 days	Thu 3/10/11	Thu 6/2
19	1.3.1.1 Analysis phase	\$10,800.00	\$10,800.00	18 days	Thu 3/10/11	Mon 4/4
20	1.3.1.2 Design phase	\$9,000.00	\$9,000.00	15 days	Tue 4/5/11	Mon 4/25
21	1.3.1.3 Construction phase	\$5,760.00	\$5,760.00	12 days	Tue 4/26/11	Wed 5/11
22	1.3.1.4 Validation phase	\$5,760.00	\$5,760.00	12 days	Thu 5/12/11	Fri 5/27
23	1.3.1.5 Deployment phase	\$1,440.00	\$1,440.00	3 days	Mon 5/30/11	Wed 6/1
24	1.3.1.6 Closeout	\$2,640.00	\$2,640.00	1 day	Thu 6/2/11	Thu 6/2
25	1.3.1.7 Release 1 Complete	\$0.00	\$0.00	0 days	Thu 6/2/11	Thu 6/2

## 6.4 Determining the Actual Cost

The screenshot shows the Microsoft Project 2007 interface with the 'Column Definition' dialog box open. The dialog box is titled 'Column Definition' and has the following fields and options:

- Field name: Actual Cost
- Title: (empty)
- Align title: Center
- Align data: Right
- Width: 10
- Header Text Wrapping:

The background shows a Gantt chart and a task list table. The task list table has the following columns: WBS, Task Name, Cost, Baseline Cost, Cost Variance, Duration, Start, and a date column. The 'Cost Variance' column is highlighted in blue.

WBS	Task Name	Cost	Baseline Cost	Cost Variance	Duration	Start
1	SPM_Project_Team0	\$308,765.00	\$308,765.00	\$0.00	188 days	ed 10/13/10
2	1.1 Project Initiation	\$8,725.00	\$8,725.00	\$0.00	103 days	ed 10/13/10
3	1.1.1 Develop project charter	\$6,075.00	\$6,075.00	\$0.00	5 days	ed 10/13/10
4	1.1.2 Develop Statement Of Worl					
5	1.1.3 Develop preliminary scope					
6	1.1.4 Develop preliminary archite	\$2				
7	1.1.5 Project initiation complete					
8	1.2 Project plan	\$4				
9	1.2.1 Develop scope managemer	\$1				
10	1.2.2 Develop change managemer					
11	1.2.3 Develop initial descriptive b					
12	1.2.4 Develop schedule					
13	1.2.5 Develop quality managemer	\$1				
14	1.2.6 Develop human resource p	\$0.00	\$0.00	\$0.00	0 days	Mon 3/7/11
15	1.2.7 Develop risk management p	\$2,400.00	\$2,400.00	\$0.00	2 days	Tue 3/8/11
16	1.2.8 Project plan complete	\$0.00	\$0.00	\$0.00	0 days	Wed 3/9/11
17	1.3 Project Execution	\$52,840.00	\$52,840.00	\$0.00	188 days	ed 10/13/10
18	1.3.1 Release 1	\$35,400.00	\$35,400.00	\$0.00	61 days	Thu 3/10/11
19	1.3.1.1 Analysis phase	\$10,800.00	\$10,800.00	\$0.00	18 days	Thu 3/10/11
20	1.3.1.2 Design phase	\$9,000.00	\$9,000.00	\$0.00	15 days	Tue 4/5/11
21	1.3.1.3 Construction phase	\$5,760.00	\$5,760.00	\$0.00	12 days	Tue 4/26/11
22	1.3.1.4 Validation phase	\$5,760.00	\$5,760.00	\$0.00	12 days	Thu 5/12/11
23	1.3.1.5 Deployment phase	\$1,440.00	\$1,440.00	\$0.00	3 days	Mon 5/30/11
24	1.3.1.6 Closeout	\$2,640.00	\$2,640.00	\$0.00	1 day	Thu 6/2/11

## 6.5 Determining the Remaining Cost

The screenshot shows the Microsoft Project 2007 interface. The task list on the left includes:

WBS	Task Name	Cost	Baseline Cost	Cost Variance	Actual Cost	Duration
1	SPM_Project_Team0	\$308,765.00	\$308,765.00	\$0.00	\$5,643.33	188 days
2	Project Initiation	\$8,725.00	\$8,725.00	\$0.00	\$1,855.83	103 days
3	Develop project charter	\$6,075.00	\$6,075.00	\$0.00	\$1,822.50	5 days
4	Develop Statement Of Work	\$0.00	\$0.00	\$0.00	\$0.00	0 days
5	Develop preliminary scope	\$0.00	\$0.00	\$0.00	\$0.00	0 days
6	Develop preliminary architecture	\$2,450.00	\$2,450.00	\$0.00	\$0.00	4 days
7	Project initiation complete	\$0.00	\$0.00	\$0.00	\$0.00	0 days
8	Project plan	\$4,800.00	\$4,800.00	\$0.00	\$0.00	106 days
9	Develop scope management	\$1,200.00	\$1,200.00	\$0.00	\$0.00	1 day
10	Develop change management	\$0.00	\$0.00	\$0.00	\$0.00	0 days
11	Develop initial descriptive baseline	\$0.00	\$0.00	\$0.00	\$0.00	0 days
12	Develop schedule	\$0.00	\$0.00	\$0.00	\$0.00	0 days
13	Develop quality management	\$1,200.00	\$1,200.00	\$0.00	\$0.00	2 days
14	Develop human resource plan	\$0.00	\$0.00	\$0.00	\$0.00	0 days
15	Develop risk management plan	\$2,400.00	\$2,400.00	\$0.00	\$0.00	2 days
16	Project plan complete	\$0.00	\$0.00	\$0.00	\$0.00	0 days
17	Project Execution	\$52,840.00	\$52,840.00	\$0.00	\$0.00	188 days
18	Release 1	\$35,400.00	\$35,400.00	\$0.00	\$0.00	61 days
19	Analysis phase	\$10,800.00	\$10,800.00	\$0.00	\$0.00	18 days
20	Design phase	\$9,000.00	\$9,000.00	\$0.00	\$0.00	15 days
21	Construction phase	\$5,760.00	\$5,760.00	\$0.00	\$0.00	12 days
22	Validation phase	\$5,760.00	\$5,760.00	\$0.00	\$0.00	12 days
23	Deployment phase	\$1,440.00	\$1,440.00	\$0.00	\$0.00	3 days
24	Closeout	\$2,640.00	\$2,640.00	\$0.00	\$0.00	1 day

The 'Column Definition' dialog box is open, showing the configuration for the 'Remaining Cost' column:

- Field name: Remaining Cost
- Title: (empty)
- Align title: Center
- Align data: Right
- Width: 10
- Header Text Wrapping:

The screenshot shows the Microsoft Project 2007 interface with the 'Remaining Cost' column updated. The task list on the left is as follows:

Task Name	Cost	Baseline Cost	Cost Variance	Actual Cost	Remaining Cost	Duration
SPM_Project_Team0	\$308,765.00	\$308,765.00	\$0.00	\$5,643.33	\$303,121.67	188 d
Project Initiation	\$8,725.00	\$8,725.00	\$0.00	\$1,855.83	\$6,869.17	103 d
Develop project charter	\$6,075.00	\$6,075.00	\$0.00	\$1,822.50	\$4,252.50	5 d
Develop Statement Of Work	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 d
Develop preliminary scope	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 d
Develop preliminary architecture	\$2,450.00	\$2,450.00	\$0.00	\$0.00	\$2,450.00	4 d
Project initiation complete	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 d
Project plan	\$4,800.00	\$4,800.00	\$0.00	\$0.00	\$4,800.00	106 d
Develop scope management	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	1 d
Develop change management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 d
Develop initial descriptive baseline	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 d
Develop schedule	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 d
Develop quality management	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	2 d
Develop human resource plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 d
Develop risk management plan	\$2,400.00	\$2,400.00	\$0.00	\$0.00	\$2,400.00	2 d
Project plan complete	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 d
Project Execution	\$52,840.00	\$52,840.00	\$0.00	\$0.00	\$52,840.00	188 d
Release 1	\$35,400.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	61 d
Analysis phase	\$10,800.00	\$10,800.00	\$0.00	\$0.00	\$10,800.00	18 d
Design phase	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	15 d
Construction phase	\$5,760.00	\$5,760.00	\$0.00	\$0.00	\$5,760.00	12 d
Validation phase	\$5,760.00	\$5,760.00	\$0.00	\$0.00	\$5,760.00	12 d
Deployment phase	\$1,440.00	\$1,440.00	\$0.00	\$0.00	\$1,440.00	3 d
Closeout	\$2,640.00	\$2,640.00	\$0.00	\$0.00	\$2,640.00	1 d

The 'Remaining Cost' column is highlighted in the task list. The Gantt chart on the right shows the project schedule with resources assigned to tasks.

## 7 TRACKING PROGRESS

### 7.1 Planned Versus Actual Amounts

Task Name	Baseline Cost	Cost Variance	Actual Cost	Remaining Cost	Duration	Start	Finish	Predecessors
1 SPM	\$5,000	\$308,765.00	\$0.00	\$5,643.33	\$303,121.67	188 days	Wed 10/13/10	Fri 7/1/11
2 Project Initiation	\$0.00	\$0.00	\$1,855.83	\$6,075.00	\$4,219.17	103 days	Wed 10/13/10	Fri 3/4/11
3 Develop project ch...	\$0.00	\$0.00	\$1,822.50	\$4,252.50	\$5,072.50	5 days	Wed 10/13/10	Wed 10/19/10
4 Develop Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 days	Wed 10/13/10	Wed 10/19/10
5 Develop preliminary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 days	Wed 10/13/10	Mon 2/28/11
6 Develop preliminary	\$0.00	\$0.00	\$2,450.00	\$2,450.00	\$0.00	4 days	Mon 2/28/11	Fri 3/4/11
7 Project initiation con...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 days	Fri 3/4/11	Fri 3/4/11
8 Project plan	\$0.00	\$0.00	\$4,800.00	\$4,800.00	\$0.00	106 days	Wed 10/13/10	Wed 3/9/11
9 Develop scope mar...	\$1,200.00	\$1,200.00	\$0.00	\$1,200.00	\$0.00	1 day	Fri 3/4/11	Mon 3/7/11
10 Develop change ms...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 days	Fri 3/4/11	Fri 3/4/11
11 Develop initial desci...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 days	Wed 10/13/10	Wed 10/13/10
12 Develop schedule	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 days	Mon 3/7/11	Mon 3/7/11
13 Develop quality managemen...	\$1,200.00	\$1,200.00	\$0.00	\$1,200.00	\$0.00	2 days	Mon 3/7/11	Tue 3/8/11
14 Develop human resource p...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 days	Mon 3/7/11	Mon 3/7/11
15 Develop risk management p...	\$2,400.00	\$2,400.00	\$0.00	\$2,400.00	\$0.00	2 days	Tue 3/8/11	Wed 3/9/11
16 Project plan complete	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 days	Wed 3/9/11	Wed 3/9/11
17 Project Execution	\$52,840.00	\$52,840.00	\$0.00	\$52,840.00	\$0.00	188 days	Wed 10/13/10	Fri 7/1/11
18 Release 1	\$35,400.00	\$35,400.00	\$0.00	\$35,400.00	\$0.00	61 days	Thu 3/10/11	Thu 6/2/11
19 Analysis phase	\$10,800.00	\$10,800.00	\$0.00	\$10,800.00	\$0.00	18 days	Thu 3/10/11	Mon 4/4/11
20 Design phase	\$9,000.00	\$9,000.00	\$0.00	\$9,000.00	\$0.00	15 days	Tue 4/5/11	Mon 4/25/11
21 Construction phase	\$5,760.00	\$5,760.00	\$0.00	\$5,760.00	\$0.00	12 days	Tue 4/26/11	Wed 5/11/11
22 Validation phase	\$5,760.00	\$5,760.00	\$0.00	\$5,760.00	\$0.00	12 days	Thu 5/12/11	Fri 5/27/11
23 Deployment phase	\$1,440.00	\$1,440.00	\$0.00	\$1,440.00	\$0.00	3 days	Mon 5/30/11	Wed 6/1/11
24 Closeout	\$2,640.00	\$2,640.00	\$0.00	\$2,640.00	\$0.00	1 day	Thu 6/2/11	Thu 6/2/11

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Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual
1 SPM_Project_Team0	\$0.00	Prorated	\$308,765.00	\$308,765.00	\$0.00	\$5,643.33
2 Project Initiation	\$0.00	Prorated	\$8,725.00	\$8,725.00	\$0.00	\$1,855.83
3 Develop project chs...	\$0.00	Prorated	\$6,075.00	\$6,075.00	\$0.00	\$1,822.50
4 Develop Statement	\$0.00	Prorated	\$0.00	\$0.00	\$0.00	\$0.00
5 Develop preliminary	\$0.00	Prorated	\$0.00	\$0.00	\$0.00	\$0.00
6 Develop preliminary	\$0.00	Prorated	\$2,450.00	\$2,450.00	\$0.00	\$0.00
7 Project initiation con...	\$0.00	Prorated	\$0.00	\$0.00	\$0.00	\$0.00
8 Project plan	\$0.00	Prorated	\$4,800.00	\$4,800.00	\$0.00	\$0.00
9 Develop scope mar...	\$0.00	Prorated	\$1,200.00	\$1,200.00	\$0.00	\$0.00
10 Develop change ms...	\$0.00	Prorated	\$0.00	\$0.00	\$0.00	\$0.00
11 Develop initial desci...	\$0.00	Prorated	\$0.00	\$0.00	\$0.00	\$0.00
12 Develop schedule	\$0.00	Prorated	\$0.00	\$0.00	\$0.00	\$0.00
13 Develop quality mar...	\$0.00	Prorated	\$1,200.00	\$1,200.00	\$0.00	\$0.00
14 Develop human res...	\$0.00	Prorated	\$0.00	\$0.00	\$0.00	\$0.00
15 Develop risk manag...	\$0.00	Prorated	\$2,400.00	\$2,400.00	\$0.00	\$0.00
16 Project plan comple...	\$0.00	Prorated	\$0.00	\$0.00	\$0.00	\$0.00
17 Project Execution	\$0.00	Prorated	\$52,840.00	\$52,840.00	\$0.00	\$0.00
18 Release 1	\$0.00	Prorated	\$35,400.00	\$35,400.00	\$0.00	\$0.00
19 Analysis phase	\$0.00	Prorated	\$10,800.00	\$10,800.00	\$0.00	\$0.00
20 Design phase	\$0.00	Prorated	\$9,000.00	\$9,000.00	\$0.00	\$0.00
21 Construction ph...	\$0.00	Prorated	\$5,760.00	\$5,760.00	\$0.00	\$0.00
22 Validation phas...	\$0.00	Prorated	\$5,760.00	\$5,760.00	\$0.00	\$0.00
23 Deployment pha...	\$0.00	Prorated	\$1,440.00	\$1,440.00	\$0.00	\$0.00
24 Closeout	\$0.00	Prorated	\$2,640.00	\$2,640.00	\$0.00	\$0.00

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# CS591 Course: Microsoft Project 2007 Lab Manual

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

Task Name	Planned Cost Accrual	Total Cost	Baseline	Variance	Actual
1 SPM	Prorated	\$308,765.00	\$308,765.00	\$0.00	\$5,643.33
2 P	Table: Cost				
3	Cost	5.00	\$6,725.00	\$0.00	\$1,855.83
4	Entry	0.00	\$0.00	\$0.00	\$0.00
5	Hyperlink	0.00	\$0.00	\$0.00	\$0.00
6	Schedule	0.00	\$2,450.00	\$0.00	\$0.00
7	Summary	0.00	\$0.00	\$0.00	\$0.00
8	Tracking	1.00	\$4,800.00	\$0.00	\$0.00
9	Usage	0.00	\$1,200.00	\$0.00	\$0.00
10	Variance	0.00	\$0.00	\$0.00	\$0.00
11	Work	0.00	\$0.00	\$0.00	\$0.00
12	Develop initial descri	\$0.00			
13	Develop schedule	\$0.00			
14	Develop quality mar	\$0.00			
15	Develop human res	\$0.00			
16	Develop risk manag	\$0.00			
17	Project plan compler	\$0.00			
18	Project Execution	Prorated	\$52,840.00	\$52,840.00	\$0.00
19	Release 1	Prorated	\$35,400.00	\$35,400.00	\$0.00
20	Analysis phase	Prorated	\$10,800.00	\$10,800.00	\$0.00
21	Design phase	Prorated	\$9,000.00	\$9,000.00	\$0.00
22	Construction ph	Prorated	\$5,760.00	\$5,760.00	\$0.00
23	Validation phas	Prorated	\$5,760.00	\$5,760.00	\$0.00
24	Deployment pha	Prorated	\$1,440.00	\$1,440.00	\$0.00
25	Closeout	Prorated	\$2,640.00	\$2,640.00	\$0.00

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Task Name	Start	Finish	Baseline Start	Baseline Finish	Start Var.	Finish Var.
1 SPM_Project_Team	Wed 10/13/10	Fri 7/1/11	Wed 10/13/10	Fri 7/1/11	0 days	0 days
2 Project Initiator	Wed 10/13/10	Fri 3/4/11	Wed 10/13/10	Fri 3/4/11	0 days	0 days
3 Develop project	Tue 10/19/10	Tue 10/19/10	Tue 10/19/10	Tue 10/19/10	0 days	0 days
4 Develop Stater	Tue 10/19/10	Tue 10/19/10	Tue 10/19/10	Tue 10/19/10	0 days	0 days
5 Develop prelim	Wed 10/13/10	Mon 2/28/11	Wed 10/13/10	Mon 2/28/11	0 days	0 days
6 Develop prelin	Mon 2/28/11	Fri 3/4/11	Mon 2/28/11	Fri 3/4/11	0 days	0 days
7 Project initiation	Fri 3/4/11	Fri 3/4/11	Fri 3/4/11	Fri 3/4/11	0 days	0 days
8 Project plan	Wed 10/13/10	Wed 3/9/11	Wed 10/13/10	Wed 3/9/11	0 days	0 days
9 Develop scope	Fri 3/4/11	Mon 3/7/11	Fri 3/4/11	Mon 3/7/11	0 days	0 days
10 Develop chang	Fri 3/4/11	Fri 3/4/11	Fri 3/4/11	Fri 3/4/11	0 days	0 days
11 Develop initial	Wed 10/13/10	Wed 10/13/10	Wed 10/13/10	Wed 10/13/10	0 days	0 days
12 Develop sched	Mon 3/7/11	Mon 3/7/11	Mon 3/7/11	Mon 3/7/11	0 days	0 days
13 Develop quality	Mon 3/7/11	Tue 3/8/11	Mon 3/7/11	Tue 3/8/11	0 days	0 days
14 Develop huma	Mon 3/7/11	Mon 3/7/11	Mon 3/7/11	Mon 3/7/11	0 days	0 days
15 Develop risk m	Tue 3/8/11	Wed 3/9/11	Tue 3/8/11	Wed 3/9/11	0 days	0 days
16 Project plan cc	Wed 3/9/11	Wed 3/9/11	Wed 3/9/11	Wed 3/9/11	0 days	0 days
17 Project Executio	Wed 10/13/10	Fri 7/1/11	Wed 10/13/10	Fri 7/1/11	0 days	0 days
18 Release 1	Thu 3/10/11	Thu 6/2/11	Thu 3/10/11	Thu 6/2/11	0 days	0 days
19 Analysis pl	Thu 3/10/11	Mon 4/4/11	Thu 3/10/11	Mon 4/4/11	0 days	0 days
20 Design phs	Tue 4/5/11	Mon 4/25/11	Tue 4/5/11	Mon 4/25/11	0 days	0 days
21 Constructi	Tue 4/26/11	Wed 5/11/11	Tue 4/26/11	Wed 5/11/11	0 days	0 days
22 Validation i	Thu 5/12/11	Fri 5/27/11	Thu 5/12/11	Fri 5/27/11	0 days	0 days
23 Deployment	Mon 5/30/11	Wed 6/1/11	Mon 5/30/11	Wed 6/1/11	0 days	0 days
24 Closeout	Thu 6/2/11	Thu 6/2/11	Thu 6/2/11	Thu 6/2/11	0 days	0 days

Ready

start Uskov Office\_2007\_P... CS591\_Lab01... Microsoft Proje... 2 Adobe Acro... Cat Products: ... 1:36 PM

## 7.2 Tracking Project Percentage Completion

The screenshot shows the Microsoft Project 2007 interface. The 'View' menu is open, and 'Tracking' is selected. The Gantt chart displays task bars for 'Project Manager 1', 'System Analyst 3', and 'Project Manager 2'. The task list on the left shows various project tasks with their respective dates and durations.

Task Name	Start	Finish	Start Var.	Finish Var.
7	Fri 3/4/11	Fri 3/4/11	0 days	0 days
8	Wed 3/9/11	Wed 3/9/11	0 days	0 days
9	Mon 3/7/11	Mon 3/7/11	0 days	0 days
10	Fri 3/4/11	Fri 3/4/11	0 days	0 days
11	Wed 10/13/10	Wed 10/13/10	0 days	0 days
12	Mon 3/7/11	Mon 3/7/11	0 days	0 days
13	Tue 3/8/11	Tue 3/8/11	0 days	0 days
14	Mon 3/7/11	Mon 3/7/11	0 days	0 days
15	Wed 3/9/11	Wed 3/9/11	0 days	0 days
16	Wed 3/9/11	Wed 3/9/11	0 days	0 days
17	Fri 7/1/11	Fri 7/1/11	0 days	0 days
18	Thu 6/2/11	Thu 6/2/11	0 days	0 days
19	Mon 4/4/11	Mon 4/4/11	0 days	0 days
20	Mon 4/25/11	Mon 4/25/11	0 days	0 days
21	Tue 4/26/11	Tue 4/26/11	0 days	0 days
22	Wed 5/11/11	Wed 5/11/11	0 days	0 days
23	Fri 5/27/11	Fri 5/27/11	0 days	0 days
24	Mon 5/30/11	Mon 5/30/11	0 days	0 days
25	Wed 6/1/11	Wed 6/1/11	0 days	0 days
26	Thu 6/2/11	Thu 6/2/11	0 days	0 days
27	Fri 6/3/11	Fri 6/3/11	0 days	0 days
28	Tue 6/7/11	Tue 6/7/11	0 days	0 days
29	Wed 6/8/11	Wed 6/8/11	0 days	0 days
30	Thu 6/16/11	Thu 6/16/11	0 days	0 days
31	Fri 6/17/11	Fri 6/17/11	0 days	0 days
32	Tue 6/21/11	Tue 6/21/11	0 days	0 days
33	Wed 6/22/11	Wed 6/22/11	0 days	0 days
34	Wed 6/29/11	Wed 6/29/11	0 days	0 days

The screenshot shows the Microsoft Project 2007 interface with the 'Resources' view selected. The table lists resources and their associated costs and durations. The Gantt chart on the right shows task bars for 'System Analyst 2', 'Project Manager 1', 'Project Manager 2', and 'System Analyst 3'.

Task Name	Act. Start	Act. Finish	% Comp.	Phys. % Comp.	Act. Dur.	Rem. Dur.	Act. Cost
1	Wed 10/13/10	NA	2%	0%	2.94 days	85.06 days	\$5,643.33
2	Wed 10/13/10	NA	17%	0%	7.17 days	85.83 days	\$1,855.83
3	Wed 10/13/10	NA	30%	0%	1.5 days	3.5 days	\$1,822.50
4	NA	NA	0%	0%	0 days	0 days	\$0.00
5	Wed 10/13/10	Mon 2/28/11	100%	0%	0 days	0 days	\$0.00
6	NA	NA	0%	0%	0 days	4 days	\$0.00
7	NA	NA	0%	0%	0 days	0 days	\$0.00
8	NA	NA	0%	0%	0 days	106 days	\$0.00
9	NA	NA	0%	0%	0 days	1 day	\$0.00
10	NA	NA	0%	0%	0 days	0 days	\$0.00
11	NA	NA	0%	0%	0 days	0 days	\$0.00
12	NA	NA	0%	0%	0 days	0 days	\$0.00
13	NA	NA	0%	0%	0 days	2 days	\$0.00
14	NA	NA	0%	0%	0 days	0 days	\$0.00
15	NA	NA	0%	0%	0 days	2 days	\$0.00
16	NA	NA	0%	0%	0 days	0 days	\$0.00
17	NA	NA	0%	0%	0 days	188 days	\$0.00
18	NA	NA	0%	0%	0 days	61 days	\$0.00
19	NA	NA	0%	0%	0 days	18 days	\$0.00
20	NA	NA	0%	0%	0 days	15 days	\$0.00
21	NA	NA	0%	0%	0 days	12 days	\$0.00
22	NA	NA	0%	0%	0 days	12 days	\$0.00
23	NA	NA	0%	0%	0 days	3 days	\$0.00
24	NA	NA	0%	0%	0 days	1 day	\$0.00

## 7.3 Tracking the Actual Hours Worked

The screenshot shows the Microsoft Project 2007 interface. The 'View' menu is open, and 'Tracking' is selected. The 'Table: Tracking' submenu is also visible, showing options like 'Cost', 'Entry', 'Hyperlink', 'Schedule', 'Summary', 'Tracking', 'Usage', 'Variance', and 'Work'. The main window displays a Gantt chart with tasks and resources. The task list on the left includes:

Task Name	Finish	% Comp.	Phys. % Comp.	Act. Dur.	Rem. Dur.	Act. Cost
1 SPM		2%	0%	2.94 days	85.06 days	\$5,643.33
2				7.17 days	85.83 days	\$1,855.83
3				1.5 days	3.5 days	\$1,822.50
4				0 days	0 days	\$0.00
5				0 days	0 days	\$0.00
6				0 days	4 days	\$0.00
7				0 days	0 days	\$0.00
8				0 days	1 day	\$0.00
9				0 days	0 days	\$0.00
10				0 days	0 days	\$0.00
11 Develop initial		NA	NA	0 days	0 days	\$0.00
12 Develop sched		NA	NA	0 days	0 days	\$0.00
13 Develop quality		NA	NA	0 days	0 days	\$0.00
14 Develop human		NA	NA	0 days	0 days	\$0.00
15 Develop risk m		NA	0%	0 days	2 days	\$0.00
16 Project plan cc		NA	0%	0 days	0 days	\$0.00
17 Project Executio		NA	0%	0 days	188 days	\$0.00
18 Release 1		NA	0%	0 days	61 days	\$0.00
19 Analysis pl		NA	0%	0 days	18 days	\$0.00
20 Design phs		NA	0%	0 days	15 days	\$0.00
21 Constructic		NA	0%	0 days	12 days	\$0.00
22 Validation f		NA	0%	0 days	12 days	\$0.00
23 Deploymen		NA	0%	0 days	3 days	\$0.00
24 Closeout		NA	0%	0 days	1 day	\$0.00

Windows taskbar showing the Start button, 'Uskov' folder, and several open applications including Office 2007, CS591\_Lab01, Microsoft Project, Adobe Acrobat, and Cat Products. The system clock shows 1:41 PM.

The screenshot shows the Microsoft Project 2007 interface with the 'Resources' view selected. The 'SPM\_Project\_Team0' resource table is displayed, showing work, baseline, variance, actual, and remaining hours. The Gantt chart on the right shows the project schedule with resources assigned to tasks.

Task Name	Work	Baseline	Variance	Actual	Remaining	% Wv. Comp.
1 SPM_Project_Team0	2,488 hrs	2,488 hrs	0 hrs	37.25 hrs	2,450.75 hrs	1%
2 Project Initiation	72 hrs	72 hrs	0 hrs	12 hrs	60 hrs	17%
3 Develop project char	40 hrs	40 hrs	0 hrs	12 hrs	28 hrs	30%
4 Develop Statement	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0%
5 Develop preliminary	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	100%
6 Develop preliminary	32 hrs	32 hrs	0 hrs	0 hrs	32 hrs	0%
7 Project initiation con	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0%
8 Project plan	40 hrs	40 hrs	0 hrs	0 hrs	40 hrs	0%
9 Develop scope mar	8 hrs	8 hrs	0 hrs	0 hrs	8 hrs	0%
10 Develop change me	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0%
11 Develop initial descri	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0%
12 Develop schedule	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0%
13 Develop quality mar	16 hrs	16 hrs	0 hrs	0 hrs	16 hrs	0%
14 Develop human res	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0%
15 Develop risk manag	16 hrs	16 hrs	0 hrs	0 hrs	16 hrs	0%
16 Project plan comple	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0%
17 Project Execution	760 hrs	760 hrs	0 hrs	0 hrs	760 hrs	0%
18 Release 1	520 hrs	520 hrs	0 hrs	0 hrs	520 hrs	0%
19 Analysis phase	144 hrs	144 hrs	0 hrs	0 hrs	144 hrs	0%
20 Design phase	120 hrs	120 hrs	0 hrs	0 hrs	120 hrs	0%
21 Construction ph	96 hrs	96 hrs	0 hrs	0 hrs	96 hrs	0%
22 Validation phas	96 hrs	96 hrs	0 hrs	0 hrs	96 hrs	0%
23 Deployment pha	24 hrs	24 hrs	0 hrs	0 hrs	24 hrs	0%
24 Closeout	40 hrs	40 hrs	0 hrs	0 hrs	40 hrs	0%
25 Release 1 Comp	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0%

Windows taskbar showing the Start button, 'Uskov' folder, and several open applications including Office 2007, CS591\_Lab01, Microsoft Project, Adobe Acrobat, and Cat Products. The system clock shows 1:42 PM.

## 7.4 Setting the Baseline

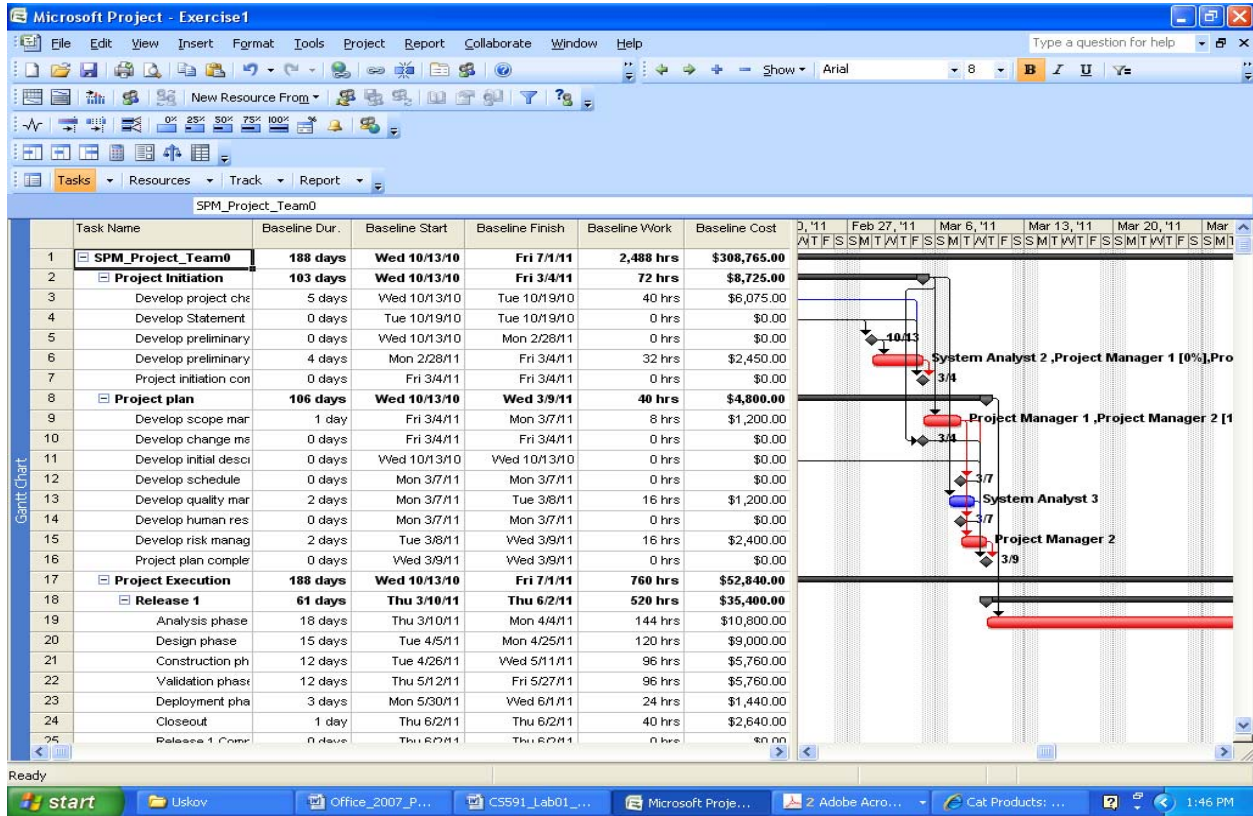
The screenshot shows the Microsoft Project 2007 interface. The 'View' menu is open, and the 'Gantt Chart' view is selected. The 'More Views...' sub-menu is also open, showing various tables. The 'Work' table is highlighted. The task table in the background shows the following data:

Task Name	Baseline	Variance	Actual	Remaining	% W. Comp.
1 SPM	2,488 hrs	0 hrs	37.25 hrs	2,450.75 hrs	1%
2	72 hrs	0 hrs	12 hrs	60 hrs	17%
3	0 hrs	0 hrs	0 hrs	0 hrs	0%
4	0 hrs	0 hrs	0 hrs	0 hrs	0%
5	0 hrs	0 hrs	0 hrs	0 hrs	100%
6	0 hrs	0 hrs	0 hrs	32 hrs	0%
7	0 hrs	0 hrs	0 hrs	0 hrs	0%
8	0 hrs	0 hrs	0 hrs	40 hrs	0%
9	0 hrs	0 hrs	0 hrs	8 hrs	0%
10	0 hrs	0 hrs	0 hrs	0 hrs	0%
11	0 hrs	0 hrs	0 hrs	0 hrs	0%
12	0 hrs	0 hrs	0 hrs	0 hrs	0%
13	16 hrs	0 hrs	0 hrs	16 hrs	0%
14	0 hrs	0 hrs	0 hrs	0 hrs	0%
15	16 hrs	0 hrs	0 hrs	16 hrs	0%
16	0 hrs	0 hrs	0 hrs	0 hrs	0%
17	760 hrs	760 hrs	0 hrs	0 hrs	0%
18	520 hrs	520 hrs	0 hrs	0 hrs	0%
19	144 hrs	144 hrs	0 hrs	144 hrs	0%
20	120 hrs	0 hrs	0 hrs	120 hrs	0%
21	96 hrs	0 hrs	0 hrs	96 hrs	0%
22	96 hrs	0 hrs	0 hrs	96 hrs	0%
23	24 hrs	0 hrs	0 hrs	24 hrs	0%
24	40 hrs	0 hrs	0 hrs	40 hrs	0%
25	0 hrs	0 hrs	0 hrs	0 hrs	0%

The screenshot shows the 'More Tables' dialog box in Microsoft Project 2007. The 'Task' radio button is selected, and the 'Baseline' table is chosen in the list. The dialog box has buttons for 'New...', 'Edit...', 'Copy...', 'Organizer...', 'Apply', and 'Cancel'. The background shows the same Gantt chart and task table as the previous screenshot.



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## 7.5 The Tracking GANTT CHART

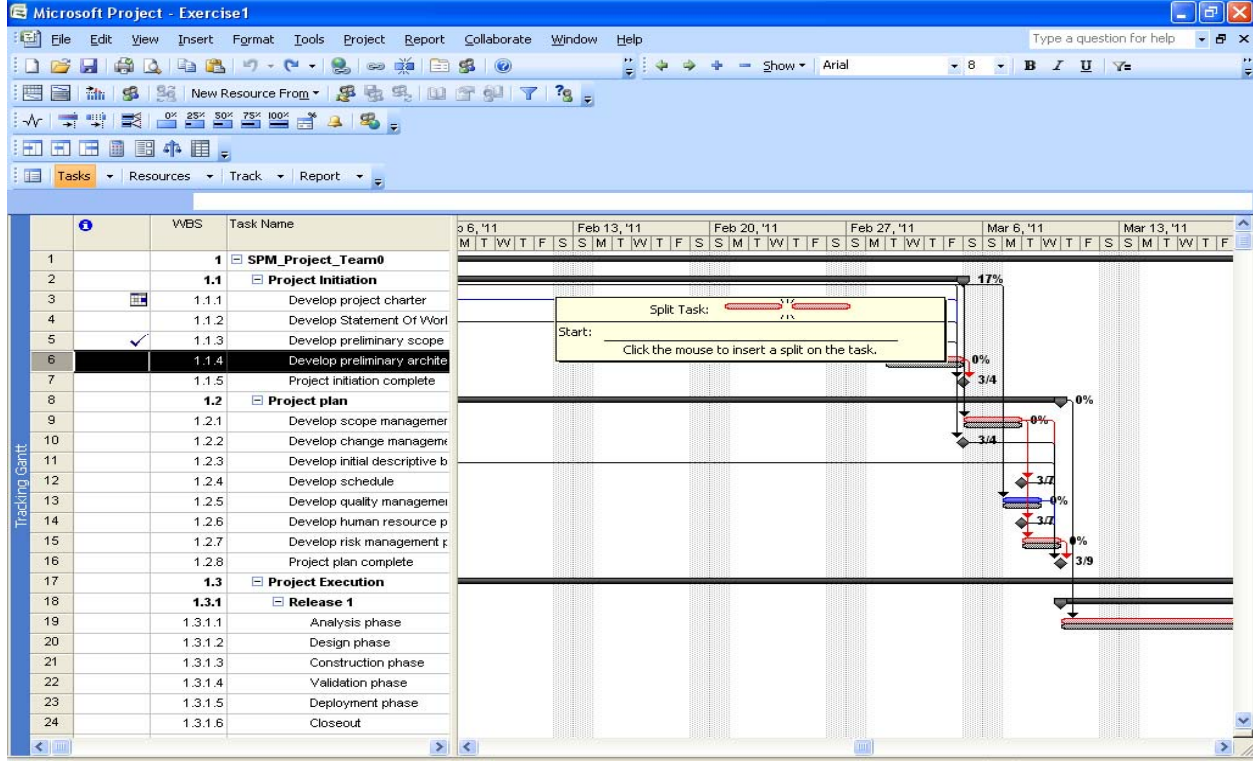
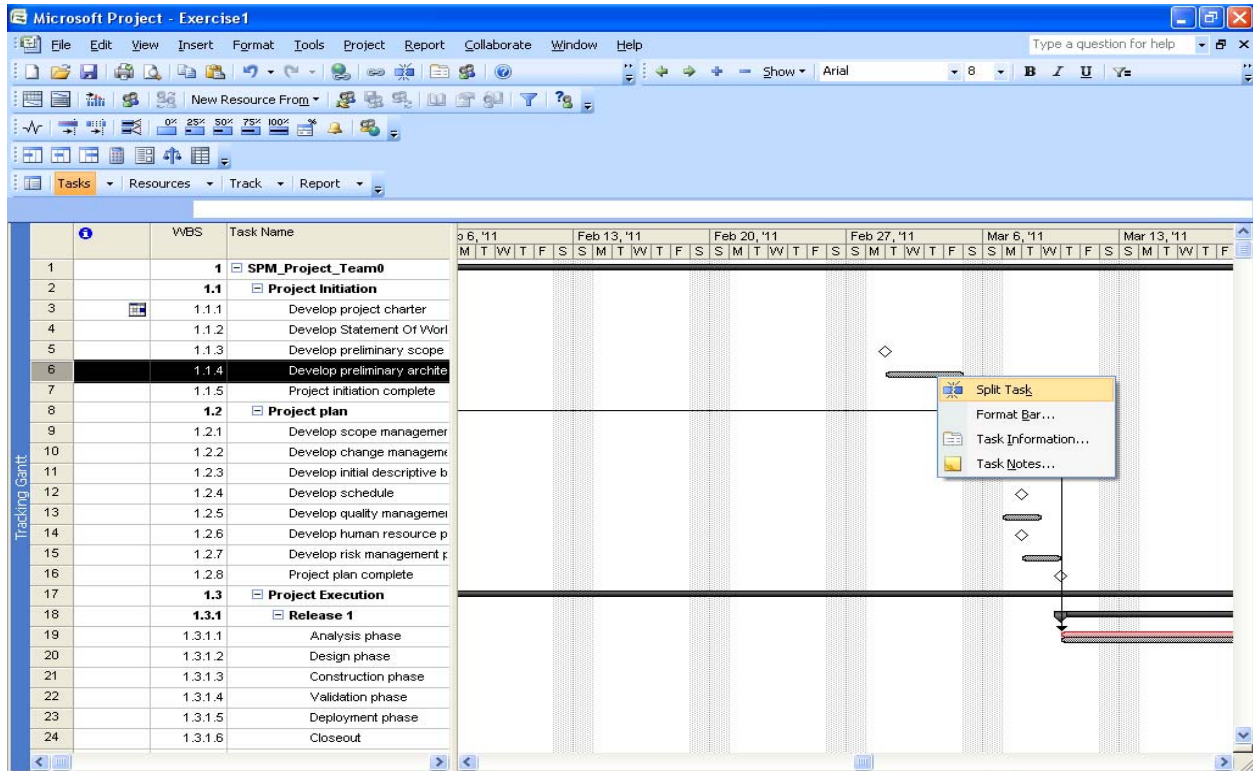
The screenshot shows the Microsoft Project 2007 interface. The 'View' menu is open, and 'Tracking Gantt' is selected. The task list on the left is as follows:

Task Name	Duration	Baseline Start	Baseline Finish	Baseline Work	Baseline Cost	
1 SPM		Wed 10/13/10	Fri 7/1/11	2,488 hrs	\$308,765.00	
2 P		Wed 10/13/10	Fri 3/4/11	72 hrs	\$8,725.00	
3		Wed 10/13/10	Tue 10/19/10	40 hrs	\$6,075.00	
4		Tue 10/19/10	Tue 10/19/10	0 hrs	\$0.00	
5		Wed 10/13/10	Mon 2/28/11	0 hrs	\$0.00	
6		Mon 2/28/11	Fri 3/4/11	32 hrs	\$2,450.00	
7		Fri 3/4/11	Fri 3/4/11	0 hrs	\$0.00	
8 P		Wed 10/13/10	Wed 3/9/11	40 hrs	\$4,800.00	
9		Fri 3/4/11	Mon 3/7/11	8 hrs	\$1,200.00	
10		Fri 3/4/11	Fri 3/4/11	0 hrs	\$0.00	
11	Develop initial desc	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	<b>Project Execution</b>	<b>188 days</b>	<b>Wed 10/13/10</b>	<b>Fri 7/1/11</b>	<b>760 hrs</b>	<b>\$52,840.00</b>
18	<b>Release 1</b>	<b>61 days</b>	<b>Thu 3/10/11</b>	<b>Thu 6/2/11</b>	<b>520 hrs</b>	<b>\$35,400.00</b>
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 phas	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
25	Release 1 Comp	0 days	Thu 6/2/11	Thu 6/2/11	0 hrs	\$0.00

The screenshot shows the Microsoft Project 2007 interface in Tracking Gantt view. The task list on the left is as follows:

WBS	Task Name	Start	Finish	Progress
1	1 SPM_Project_Team0	Feb 6, '11	Mar 13, '11	17%
2	1.1 Project Initiation	Feb 6, '11	Feb 27, '11	0%
3	1.1.1 Develop project charter	Feb 6, '11	Feb 27, '11	0%
4	1.1.2 Develop Statement Of Wor	Feb 6, '11	Feb 27, '11	0%
5	1.1.3 Develop preliminary scope	Feb 6, '11	Feb 27, '11	0%
6	1.1.4 Develop preliminary archite	Feb 6, '11	Feb 27, '11	0%
7	1.1.5 Project initiation complete	Feb 6, '11	Feb 27, '11	0%
8	1.2 Project plan	Feb 6, '11	Mar 6, '11	0%
9	1.2.1 Develop scope managemen	Feb 6, '11	Mar 6, '11	0%
10	1.2.2 Develop change managem	Feb 6, '11	Mar 6, '11	0%
11	1.2.3 Develop initial descriptive b	Feb 6, '11	Mar 6, '11	0%
12	1.2.4 Develop schedule	Feb 6, '11	Mar 6, '11	0%
13	1.2.5 Develop quality managem	Feb 6, '11	Mar 6, '11	0%
14	1.2.6 Develop human resource p	Feb 6, '11	Mar 6, '11	0%
15	1.2.7 Develop risk management p	Feb 6, '11	Mar 6, '11	0%
16	1.2.8 Project plan complete	Feb 6, '11	Mar 6, '11	0%
17	1.3 Project Execution	Feb 6, '11	Mar 13, '11	0%
18	1.3.1 Release 1	Feb 6, '11	Mar 13, '11	0%
19	1.3.1.1 Analysis phase	Feb 6, '11	Mar 13, '11	0%
20	1.3.1.2 Design phase	Feb 6, '11	Mar 13, '11	0%
21	1.3.1.3 Construction phase	Feb 6, '11	Mar 13, '11	0%
22	1.3.1.4 Validation phase	Feb 6, '11	Mar 13, '11	0%
23	1.3.1.5 Deployment phase	Feb 6, '11	Mar 13, '11	0%
24	1.3.1.6 Closeout	Feb 6, '11	Mar 13, '11	0%

## 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>