

MS Project Guide

Objectives:

- Understand the different tools of MS Project 2013 (or 2010) in order to construct a Work Breakdown Structure (WBS)

The tutorial goal is to enter the following WBS into MSP:

0.0 Intranet Project

1.0 Concept

- 1.1 Evaluate current systems
- 1.2 Define requirements
 - 1.2.1 Define user requirements
 - 1.2.2 Define content requirements
 - 1.2.3 Define system requirements
 - 1.2.4 Define server owner requirements
- 1.3 Define specific functionality
- 1.4 Define risks and risk management approach
- 1.5 Develop project plan
- 1.6 Brief Web development team

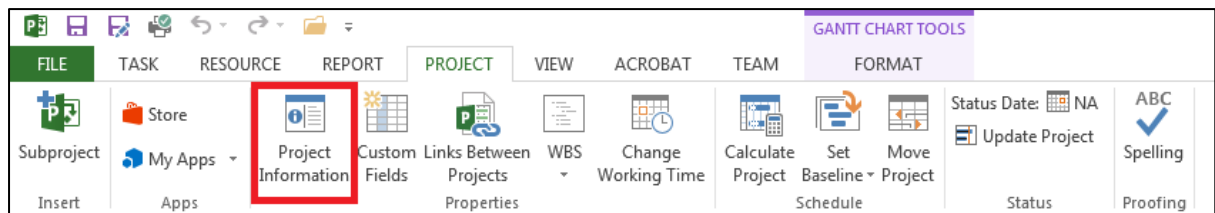
2.0 Web Site Design

3.0 Web Site Development

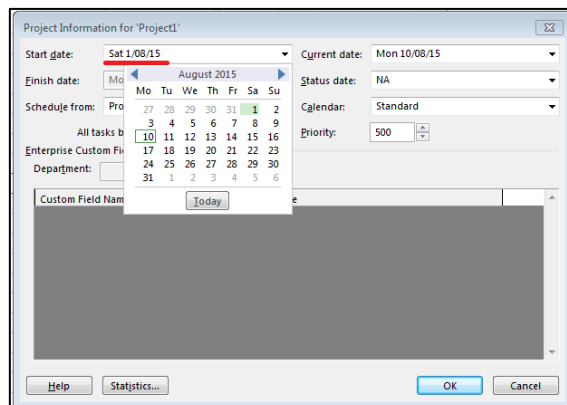
4.0 Roll Out

5.0 Support

- First open MS Project 2013 (or 2010) ☺
- Go to the Project tab, then select Project Information



- Now change the start date to 1/08/2015.



4- Enter the name of the activities in Task Name section

The screenshot shows the Microsoft Project Gantt Chart Tools ribbon with the 'TASK' tab selected. The 'Task Name' column in the task list is highlighted. The 'Auto Schedule' button is visible in the ribbon.

Task Mode	Task Name	Duration	Start	Finish	Predecessors
1	0.0 Intranet Project				
2	1.0 Concept				
3	1.1 Evaluate current systems				
4	1.2 Define requirements				
5	1.2.1 Define user requirements				
6	1.2.2 Define content requirements				
7	1.2.3 Define system requirements				
8	1.2.4 Define server owner requirements				
9	1.3 Define specific functionality				
10	1.4 Define risks and risk management approach				
11	1.5 Develop project plan				
12	1.6 Brief Web development team				
13	2.0 Web Site Design				
14	3.0 Web Site Development				
15	4.0 Roll Out				
16	5.0 Support				

5- Select all activities and change the task mode from manually schedule to auto schedule

The screenshot shows the Microsoft Project Gantt Chart Tools ribbon with the 'TASK' tab selected. The 'Auto Schedule' button is highlighted with a red box. The 'Task Mode' column in the task list is highlighted.

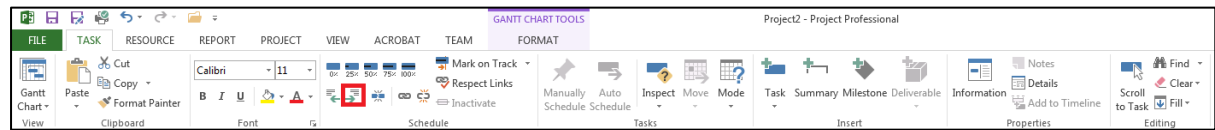
Task Mode	Task Name	Duration	Start	Finish	Predecessors
1	0.0 Intranet Project				
2	1.0 Concept				
3	1.1 Evaluate current systems				
4	1.2 Define requirements				
5	1.2.1 Define user requirements				
6	1.2.2 Define content requirements				
7	1.2.3 Define system requirements				
8	1.2.4 Define server owner requirements				
9	1.3 Define specific functionality				
10	1.4 Define risks and risk management approach				
11	1.5 Develop project plan				
12	1.6 Brief Web development team				
13	2.0 Web Site Design				
14	3.0 Web Site Development				
15	4.0 Roll Out				
16	5.0 Support				

Note: All activities are set to the start of the project in the Gant Chart (1st of August)

The screenshot shows the Microsoft Project Gantt Chart Tools ribbon with the 'TASK' tab selected. The 'Auto Schedule' button is highlighted with a red box. The 'Task Mode' column in the task list is highlighted.

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	0.0 Intranet Project	1 day	Mon 10/08/15	Mon 10/08/15		
2	1.0 Concept	1 day	Mon 10/08/15	Mon 10/08/15		
3	1.1 Evaluate current systems	1 day	Mon 10/08/15	Mon 10/08/15		
4	1.2 Define requirements	1 day	Mon 10/08/15	Mon 10/08/15		
5	1.2.1 Define user requirements	1 day	Mon 10/08/15	Mon 10/08/15		
6	1.2.2 Define content requirements	1 day	Mon 10/08/15	Mon 10/08/15		
7	1.2.3 Define system requirements	1 day	Mon 10/08/15	Mon 10/08/15		
8	1.2.4 Define server owner requirements	1 day	Mon 10/08/15	Mon 10/08/15		
9	1.3 Define specific functionality	1 day	Mon 10/08/15	Mon 10/08/15		
10	1.4 Define risks and risk management approach	1 day	Mon 10/08/15	Mon 10/08/15		
11	1.5 Develop project plan	1 day	Mon 10/08/15	Mon 10/08/15		
12	1.6 Brief Web development team	1 day	Mon 10/08/15	Mon 10/08/15		
13	2.0 Web Site Design	1 day	Mon 10/08/15	Mon 10/08/15		
14	3.0 Web Site Development	1 day	Mon 10/08/15	Mon 10/08/15		
15	4.0 Roll Out	1 day	Mon 10/08/15	Mon 10/08/15		
16	5.0 Support	1 day	Mon 10/08/15	Mon 10/08/15		

6- Use indent to differentiate the WBS levels



Note: Your entry table should look like this now

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	0.0 Intranet Project	1 day	Mon 10/08/15	Mon 10/08/15		
2	1.0 Concept	1 day	Mon 10/08/15	Mon 10/08/15		
3	1.1 Evaluate current systems	1 day	Mon 10/08/15	Mon 10/08/15		
4	1.2 Define requirements	1 day	Mon 10/08/15	Mon 10/08/15		
5	1.2.1 Define user requirements	1 day	Mon 10/08/15	Mon 10/08/15		
6	1.2.2 Define content requirements	1 day	Mon 10/08/15	Mon 10/08/15		
7	1.2.3 Define system requirements	1 day	Mon 10/08/15	Mon 10/08/15		
8	1.2.4 Define server owner requirements	1 day	Mon 10/08/15	Mon 10/08/15		
9	1.3 Define specific functionality	1 day	Mon 10/08/15	Mon 10/08/15		
10	1.4 Define risks and risk management apprc	1 day	Mon 10/08/15	Mon 10/08/15		
11	1.5 Develop project plan	1 day	Mon 10/08/15	Mon 10/08/15		
12	1.6 Brief Web development team	1 day	Mon 10/08/15	Mon 10/08/15		
13	2.0 Web Site Design	1 day	Mon 10/08/15	Mon 10/08/15		
14	3.0 Web Site Development	1 day	Mon 10/08/15	Mon 10/08/15		
15	4.0 Roll Out	1 day	Mon 10/08/15	Mon 10/08/15		
16	5.0 Support	1 day	Mon 10/08/15	Mon 10/08/15		

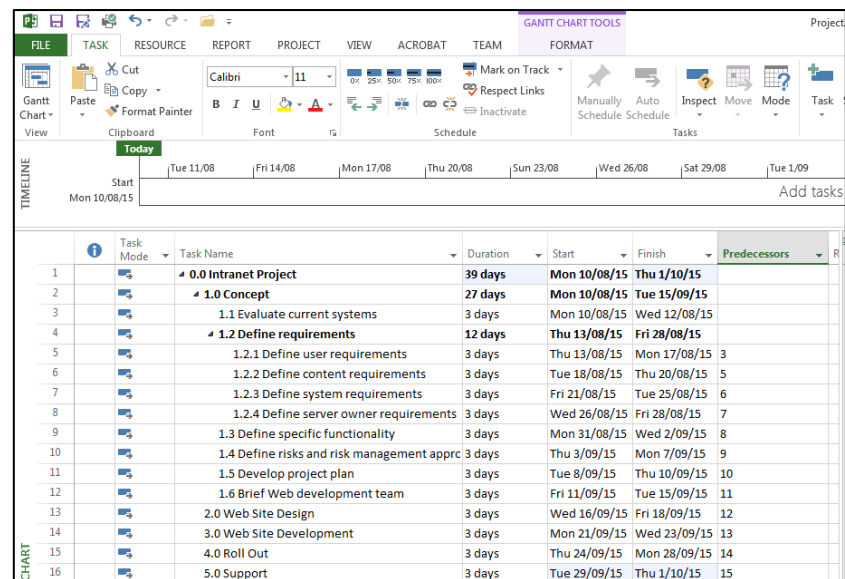
7- Don't worry about durations and predecessors, you will learn about them later on. Let's assume the duration of each activity is 3 days (don't set any duration to summary tasks). Enter 3 days duration for all activities except 0.0, 1.0 and 1.2 (summary tasks).

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	0.0 Intranet Project	3 days	Mon 10/08/15	Wed 12/08/15		
2	1.0 Concept	3 days	Mon 10/08/15	Wed 12/08/15		
3	1.1 Evaluate current systems	3 days	Mon 10/08/15	Wed 12/08/15		
4	1.2 Define requirements	3 days	Mon 10/08/15	Wed 12/08/15		
5	1.2.1 Define user requirements	3 days	Mon 10/08/15	Wed 12/08/15		
6	1.2.2 Define content requirements	3 days	Mon 10/08/15	Wed 12/08/15		
7	1.2.3 Define system requirements	3 days	Mon 10/08/15	Wed 12/08/15		
8	1.2.4 Define server owner requirements	3 days	Mon 10/08/15	Wed 12/08/15		
9	1.3 Define specific functionality	3 days	Mon 10/08/15	Wed 12/08/15		
10	1.4 Define risks and risk management apprc	3 days	Mon 10/08/15	Wed 12/08/15		
11	1.5 Develop project plan	3 days	Mon 10/08/15	Wed 12/08/15		
12	1.6 Brief Web development team	3 days	Mon 10/08/15	Wed 12/08/15		
13	2.0 Web Site Design	3 days	Mon 10/08/15	Wed 12/08/15		
14	3.0 Web Site Development	3 days	Mon 10/08/15	Wed 12/08/15		
15	4.0 Roll Out	3 days	Mon 10/08/15	Wed 12/08/15		
16	5.0 Support	3 days	Mon 10/08/15	Wed 12/08/15		

8- Let's assume the predecessors are linear (For example, 1.1 is the predecessor of 1.2.1)

- To set predecessors, you need to double click on the activity, go to the predecessor tab to set it, or you can simply use the row number from the table.
- You shouldn't use summary tasks as predecessors

Note: Look at the duration of summary tasks that are automatically calculated.



9- You can see the Chart on right side of your screen

Note: look at the result of the linear relationships

