

Practical 5

Introduction to MS Project

Lab Work:

- Create a new plan and set its start date
- Set nonworking days in the project calendar
- Enter the plan title and other properties
- Create tasks
- Enter task durations and dates
- Enter milestone tasks
- Create summary tasks to outline the plan
- Link tasks to create dependencies
- Switch task scheduling from manual to automatic
- Check a plan's duration and finish date
- Document task information