Microsoft Project Training

Money Makers| Sprint 2| Peter Iacona

# Videos

* <https://www.youtube.com/watch?v=_eD2u8bxecs>
* <https://www.youtube.com/watch?v=PxirUj9FQOg>
* <https://www.youtube.com/watch?v=sSS1tu1yQ-Q>

# Notes

* Set the project start date
* Define each sprint as a row
  + Set the Start and End dates
* Keep each sprint manually scheduled
  + Subtasks should be automatically scheduled
* Show columns
  + Duration, % Completed, Work, Start, Finish, I, Resource Name, Predecessors, Task Mode, WBS
* Select all sprints and use ‘link’ option to sequentially add dependencies
* Add new tasks beneath current sprints
  + Use the indent feature to classify them as subtasks of the current sprint
* Display the Gant chart
  + Click and drag blocks to broadly adjust Start and Finish
* Always set “% Completed” last, else it alters the time
* Type each person’s name in the “Resource Name” column to assign them to the task
  + For overallocations, use the “Level Resource” option to automatically adjust the time
* Enter values in the “Work” column as approximate time spent
* Enter values in the “Predecessors” column to establish dependencies for each subtask
  + May not always be linear (some tasks can begin simultaneously)
* Select all sprints and add them to the timeline
* Switch views to “Network Diagram” for a flowchart layout of tasks
* Calendar should be Standard for best results
  + This excludes weekends as working days
  + 24 hour calendars radically change time calculations