Practical Exercise

Subject: Software Project Management

First Tutorial

Lesson 1. Project launch:
- Some terms used in MS Project:

Table 1-1: Glossary

No.	Terms	Explanation
1	Start	Ngày bắt đầu
2	Finish	Ngày kết thúc
3	Unit	Đơn vị
4	Milestone	Các mốc công tác có khoảng thời gian bằng 0
5	Recurring task	Công việc mang tính chu kỳ
6	Std. rate	Giá chuẩn
7	Ove. rate	Giá ngoài giờ
8	Cost/use	Giá sử dụng tài nguyên
9	Base Project	Dự án cơ sở
10	Task	Công việc/Nhiệm vụ
11	Resource	Tài nguyên
12	Cost	Chi phí
13	Baseline	Cột mốc, hạn định
14	Duration	Thời gian thực hiện
15	Predecessors	Công việc tiên quyết/ Bước cần thực hiện trước
16	Successors	Công việc kế tiếp
17	Work	Số giờ công thực thiện công việc
18	Schedule	Lịch trình của dự án
19	Task list	Danh sách các công việc

1.2 Creating, opening, and saving a Project:
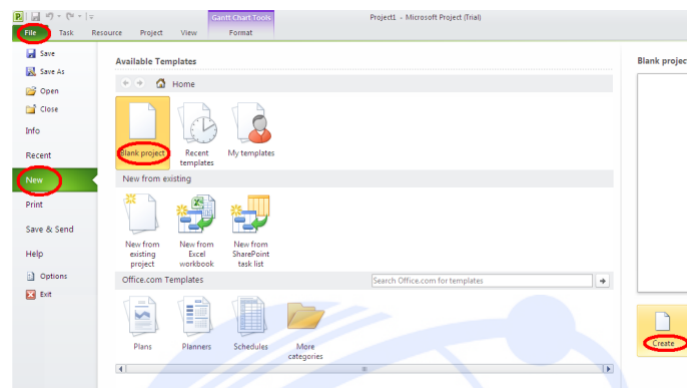- In the File menu: Select New -> Select Blank Project -> Click Create.

Figure 1-1: Creating a new Project
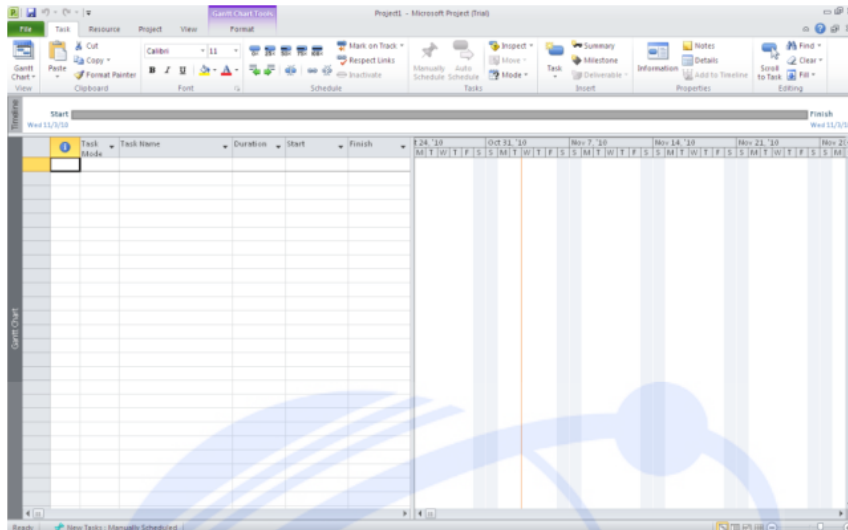- After creating, the interface of a new Project is as shown below:

Figure 1-2: The interface of the new Project

- To save the Project to Menu: Click File -> Save/Save As

1.3 Importing Project information:

- At the "Project" tab, select "Project information," and the "Project Information for new Project" dialog box appears. We can enter and edit Project information in this dialog box.
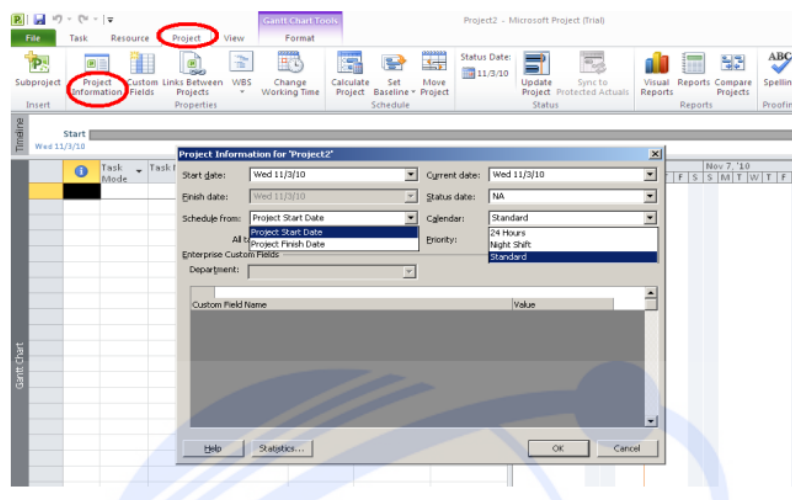

Figure 1-3: Project information

- In this dialog box, it's vital to pay attention to the following information:
  - o **Start Date và Finish Date**: The start and end dates of the Project.
  - o **Schedule from**: There are 2 options:
    - ▪ **Project start date**: The tasks will start as soon as possible starting from the Start Date.
    - ▪ **Project finish date**: The tasks will start as late as possible and finish on the Finish Date.
      - You must set the start time and end time for the Project depending on each case. MS Project will automatically update the remaining values.
  - o **Calendar**: Work schedule (There are 3 options):
    - ▪ **Standard**: Working from Monday to Friday, from 08:00 AM to 05:00 PM, 1 hour off.

- **24 Hours**: Working all day without a break.
- **Night Shift**: Working in the evenings, from Monday to Saturday, from 11:00 PM to 08:00 AM.
- You can adjust working hours through the "**Change Working Time**" function.

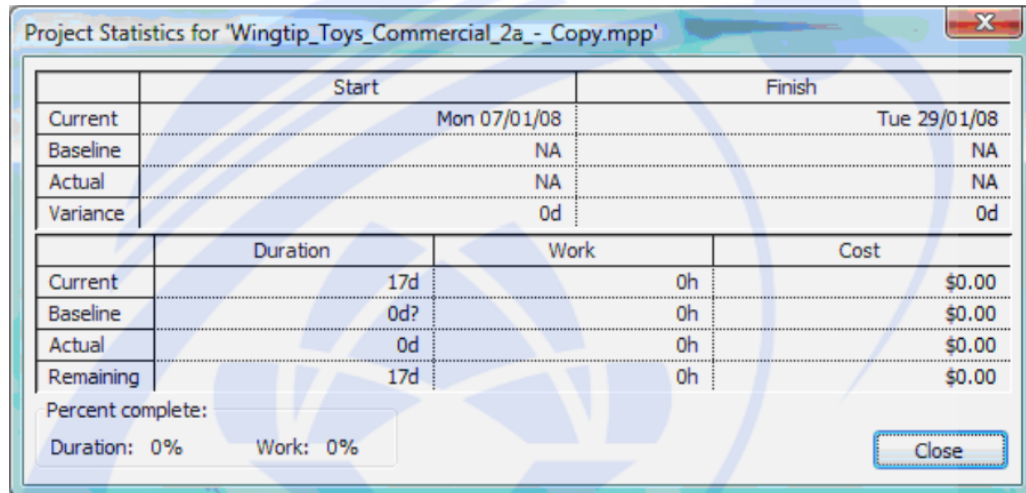o To check Project information, select Statistic:

Figure 1-4: Project timeline

Name of view	Content
Calendar	The monthly calendar shows the tasks and the ability to complete them.
Gantt Chart	Describing tasks and relevant information. A chart (horizontal chart) shows the tasks and the time to complete them.
Network Diagram	Being shown as a grid of activities (network diagram) and the dependencies between them. Using this view to get an overview of the tasks.
Task Usage	Showing a list of tasks that have been assigned resources. Using this view to see which resources have been assigned to a particular task.
Tracking Gantt	Showing a list of tasks and relevant information. Using this view to track the progress of the Project.
Resource Graph	Showing a resource allocation graph. Using this view to display information about a resource under different criteria.

Resource Sheet	List of resources and relevant information. Using this view to enter and edit resource information.
Resource Usage	Showing a list of resource assignments for tasks grouped under each resource. Using this view to show overtime cost or distribution.
More View	Allowing selection of other views of the program.

Exercises:

1. Learn some open sources that support project management similar to MS Project.

2. Suppose you are a Project Manager. Create a Project and set a schedule for each team member.

3. Import tasks into MS Project.

Lesson 2. Planning tasks of the Project.

2.1 Importing and organizing tasks.

2.1.1 What is a Task?

- Being one or many tasks. If all of them are completed, the Project is completed.

2.1.2. What is a Project?

- A Project is a series of relevant Tasks. Each Task will take up a certain amount of time and will be tracked throughout the Project implementation. It takes us one or more days to finish each Task.

2.1.3 Operations when working with a Task:

No.	Name of Task
1	Basic operations (Add, delete, and insert)
2	Categorizing the task
3	Estimating time for the task
4	Task hierarchy
5	Splitting the big tasks
6	Establishing a relationship between tasks
7	Adjusting information
8	Other operations
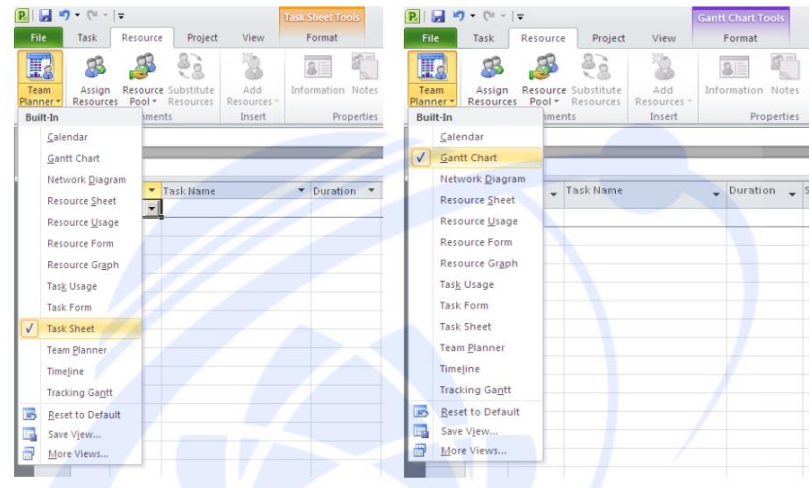
Figure 2-1: Operations in Task Sheet or Gantt Chart
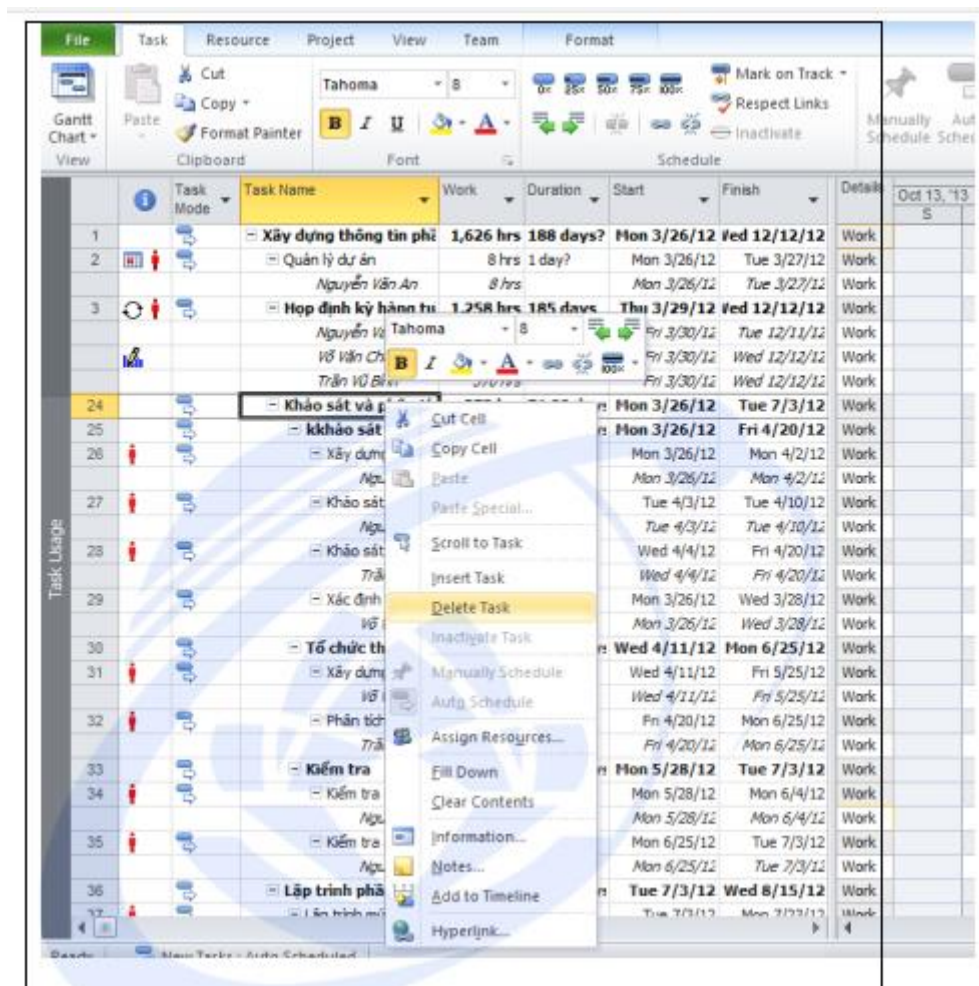
Figure 2-2: Delete a Task: Right-click the Task you want to delete, select Delete Task.

2.1.4 Task Types

Name	Description

Fixed Duration	The duration of a Task will not change when adjusting the remaining 2 values.
Fixed Unit	The amount of capacity that a resource can devote to a Task will not change when adjusting the remaining 2 values.
Fixed Work	Cost / Working hours will not change when adjusting the remaining 2 values.

Figure 2-3: Customize task type: Task Information -> Advanced -> Task Type.

2.1.5 Estimating Time:

Task duration is the expected time to complete a task.

We can estimate the time to complete the task through Duration.

Figure 2-4: Task duration

2.1.6 Task hierarchy:

Task hierarchy is to organize tasks into groups that are easier to manage. To create a hierarchy in your project's schedule, we use Indent and Outdent in the Task and Group Schedule tabs.
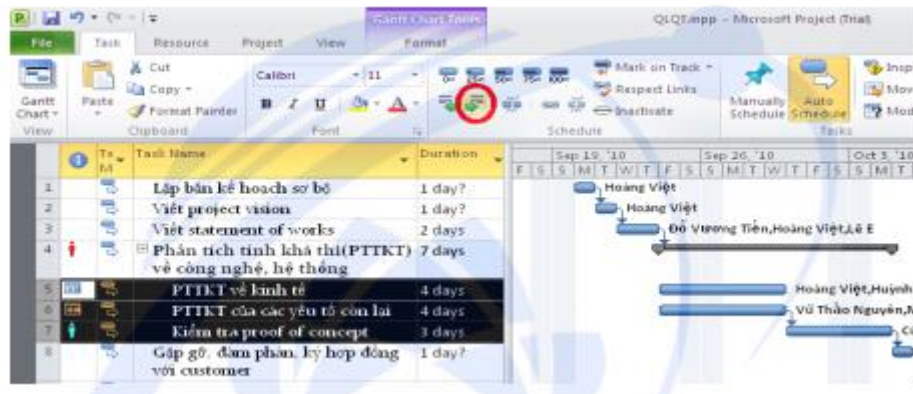

Figure 2-5: Task hierarchy

Figure 2-6: Select a group of tasks to divide

2.1.7 Splitting a task:

A task can be broken down into several parts, which is indispensable in a Project. If we split the task, we can pause what is being implemented to prioritize more important tasks. Or, we can divide a large task into several parts to easily assign and manage.
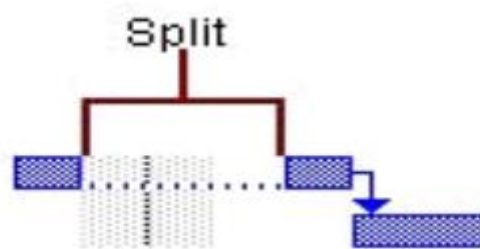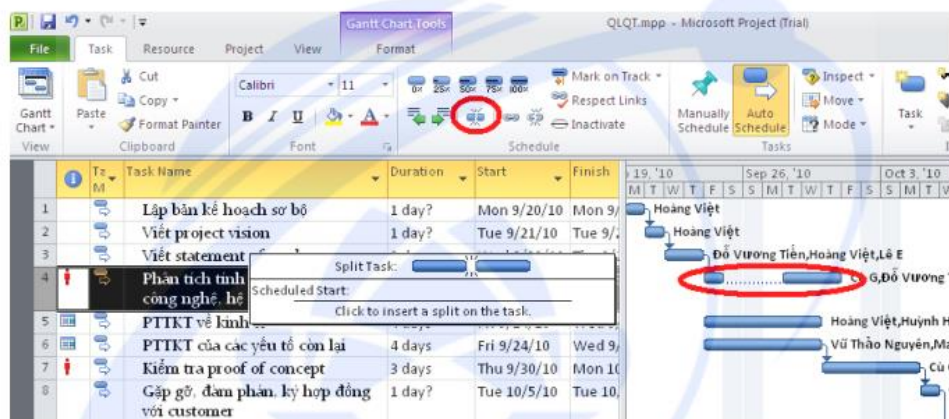

Figure 2-7: Split a Task

Figure 2-8: Split a Task using Split task

In addition, parts can be stitched together by dragging them together.

2.2 Creating a recurring task

Recurring tasks are tasks that can be repeated.
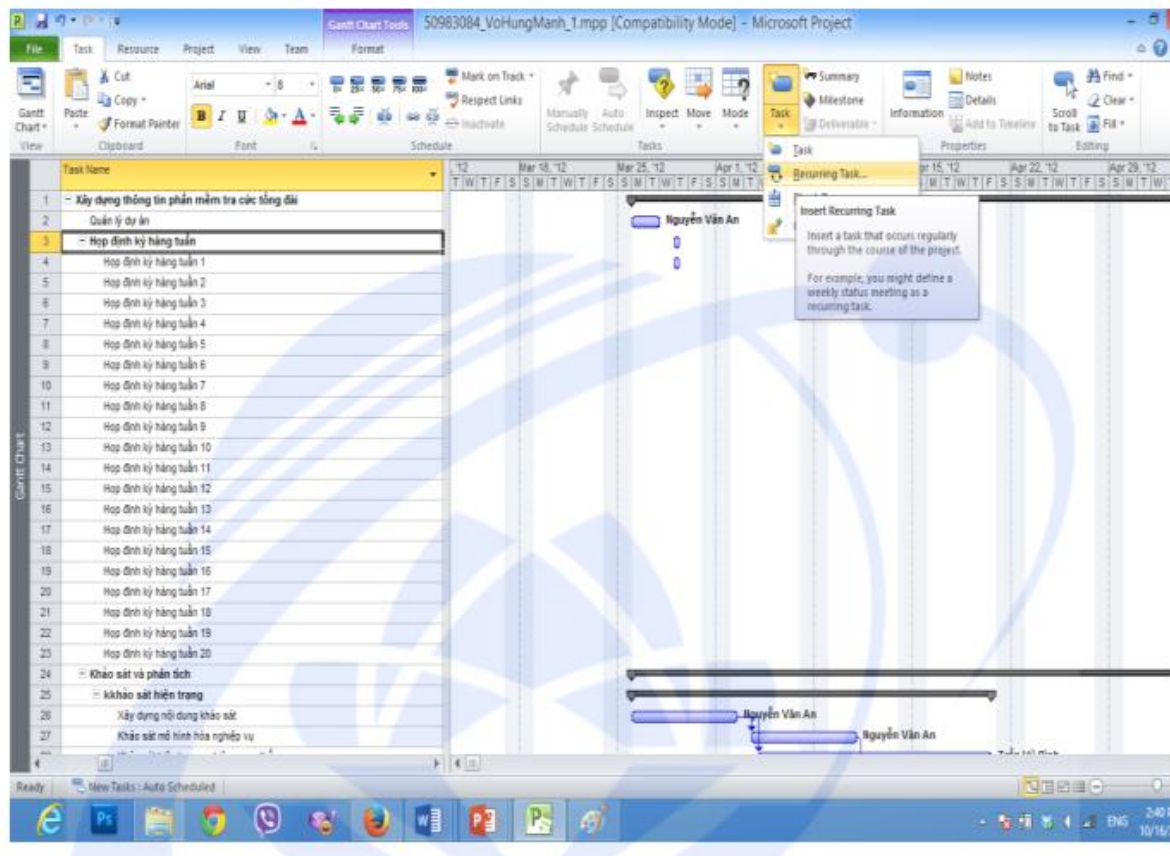For example, Weekly meetings.

Figure 2-9: Setting up a recurring task: Go to the Task -> Insert -> Recurring task

2.3 Exercises and questions:

1. Write a Project Charter and Scope statement.
2. Giving the following task types:
   a. You celebrate a birthday or a death anniversary at home. Make a plan to see what tasks will be, how many people are required to work, and how much it costs.
   b. Your family organizes a picnic or camping. Make a plan to see what tasks will be, how many people are needed, and how much it costs.
   c. Your company organized a 2-day trip to Vung Tau. Make a plan to determine the tasks and estimate the cost per person.
   d. Your class has a year-end party or a picnic. Make a plan to see what tasks will be, how many people are required to work, the duties of each person, and how much each person must pay.

   e. Your class does charity at a Center for the lonely elderly or provides relief in flood-hit areas. Make a plan to see what tasks will be, how many people are required to work, and how much it costs.

Notes: Importing tasks, determining a working schedule for each member, setting up a recurring task for the project, assigning fixed costs, and creating the relationship between tasks (network diagram).