

MS Project Professional 2021

Tutorial #1– The Overview

CS 587 – Software Project Management

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MS Project Professional 2021 Overview

- MS Project Professional is a very powerful and common tool to create a project plan
- It helps you to efficiently organize your resources, deadlines and other important aspects such as compensation details, project constraints etc.
- The more information you provide, the more accurate will be your project plan

MS Project 2021 Supported OS

Windows users:

- Supported OS: Windows 10, Windows 8, Windows 2008R2 with .Net 3.5 or greater

MAC users:

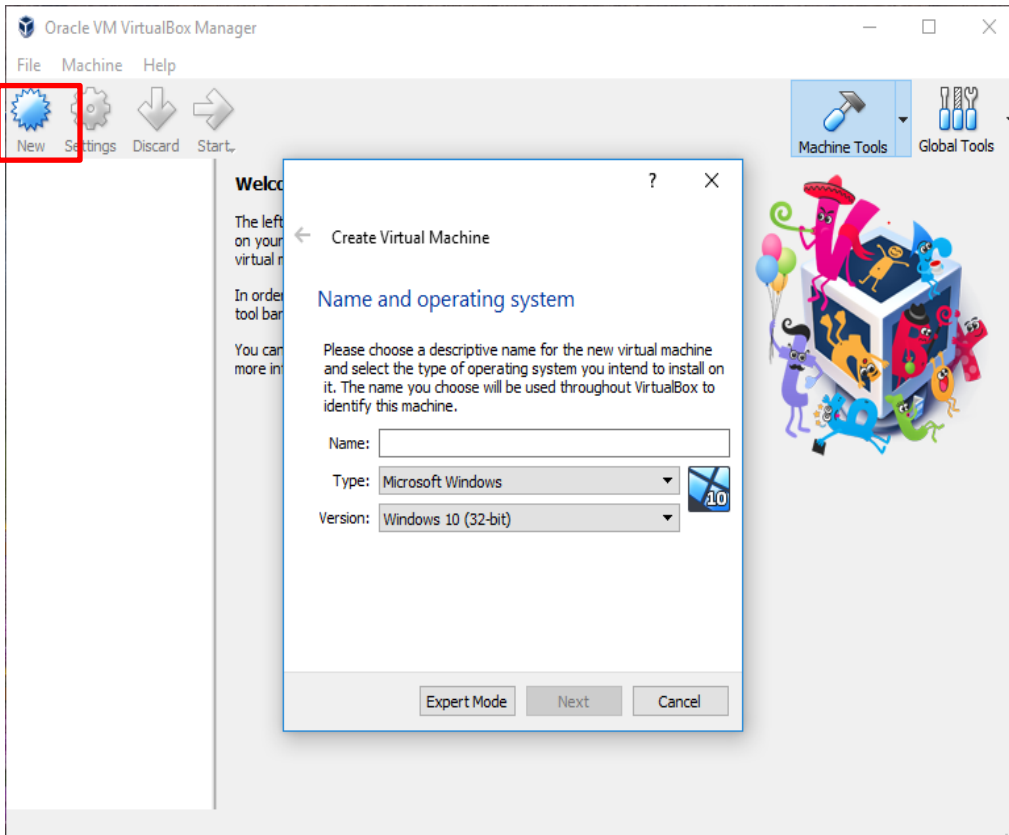
- Either install Windows on a virtual machine (*VirtualBox, Parallels desktop or VMware*)
- Or use Apple's Boot Camp (<http://www.apple.com/support/bootcamp/>)

Linux users:

- Either install Windows on a preferred virtual machine
- Or install Windows OS on a separate partition to use the software

VirtualBox for MAC and Linux users

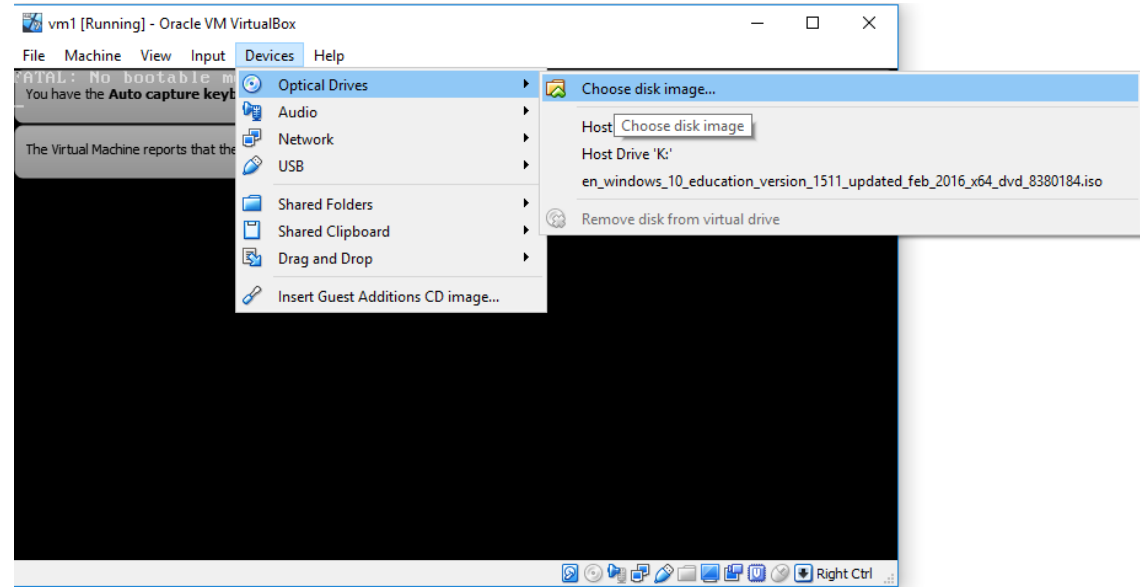
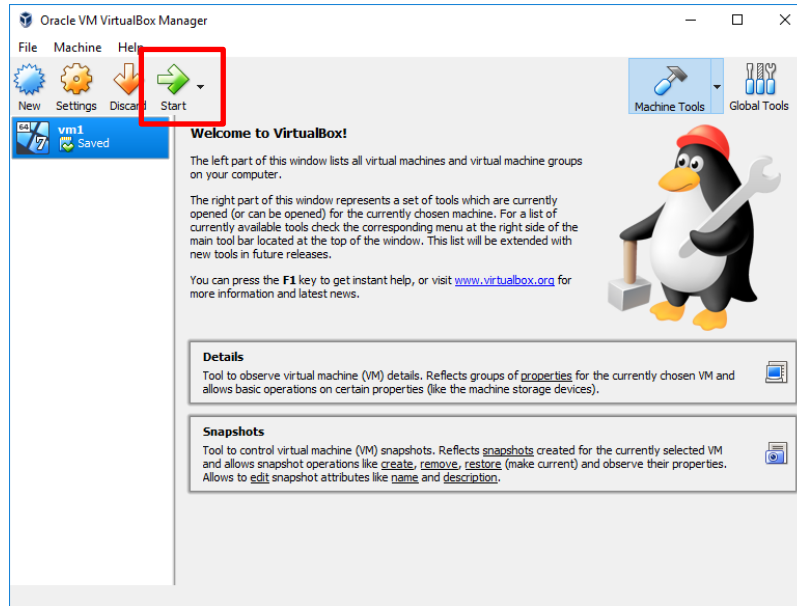
- You can download Virtual-Box from <https://www.virtualbox.org/>
- The image of Windows OS can be downloaded from the following URL
https://iit.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?cmi_cs=1&cmi_mnuMain=2b44b80c-dfc9-e111-971c-f04da23e67f6



- Install VirtualBox by using the setup file
- Run VirtualBox
- Click “New” to create new virtual machine
- Specify Name and OS Version
- Specify Memory size
- Select “create a virtual disk now”
- Select Hard disk file type (VDI)
- Select storage on physical disk



VirtualBox for MAC and Linux users



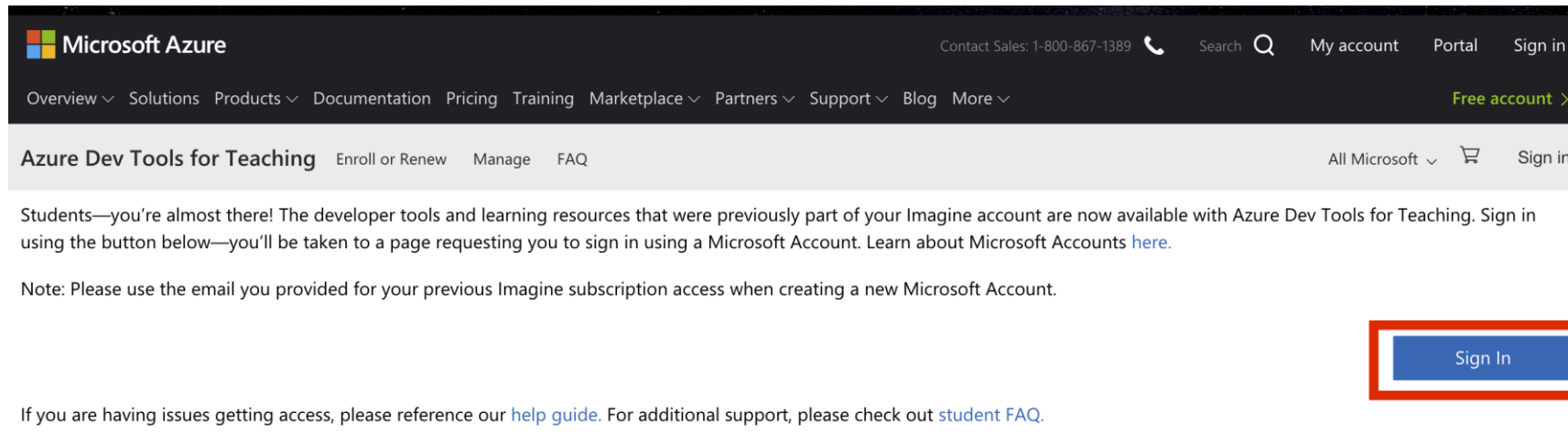
- Click “*Start*” to run the virtual machine
- The image of Windows OS can be mounted from
Devices>>Optical Devices>> Choose disk image
- Restart virtual machine from *Machine>>Reset*
- Installation will start after the reset

Download the software

- Download the project professional 2021 using following URL.
- URL: <https://azureforeducation.microsoft.com/devtools>
- Login is usually the university email address, e.g., abc@hawk.iit.edu. For first time login, sign up with different email ID and activate your student account (hawk) once logged in.
- After you log in, look for Project Professional 2021 in Learning Resources tab under Software, and download
- *Copy and save the Product Key*
- Follow the steps on the website for downloading the software

Step 1: Log in to Azure.

- Using the link: <https://azureforeducation.microsoft.com/devtools>



Microsoft Azure

Contact Sales: 1-800-867-1389

Search

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Azure Dev Tools for Teaching Enroll or Renew Manage FAQ

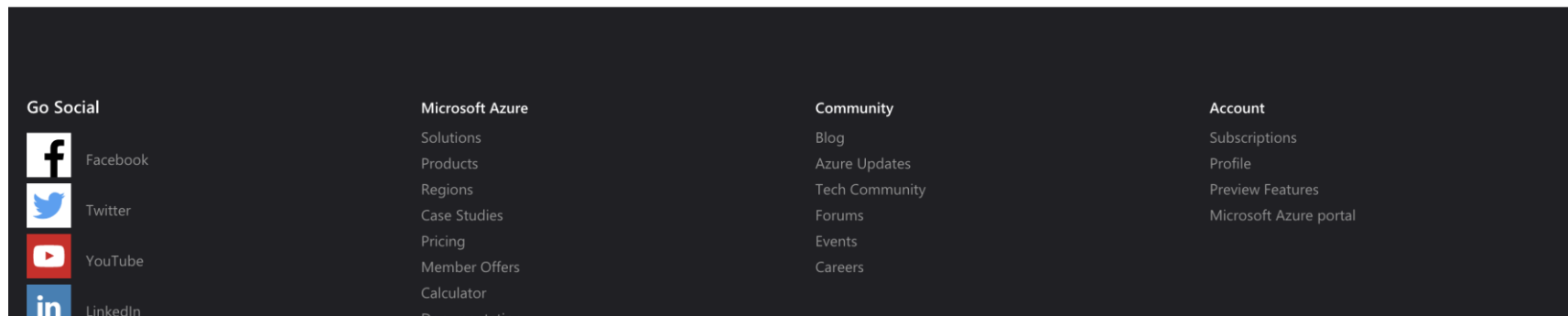
All Microsoft Sign in

Students—you're almost there! The developer tools and learning resources that were previously part of your Imagine account are now available with Azure Dev Tools for Teaching. Sign in using the button below—you'll be taken to a page requesting you to sign in using a Microsoft Account. Learn about Microsoft Accounts [here](#).

Note: Please use the email you provided for your previous Imagine subscription access when creating a new Microsoft Account.

Sign In

If you are having issues getting access, please reference our [help guide](#). For additional support, please check out [student FAQ](#).



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Events

Careers

Account

Subscriptions

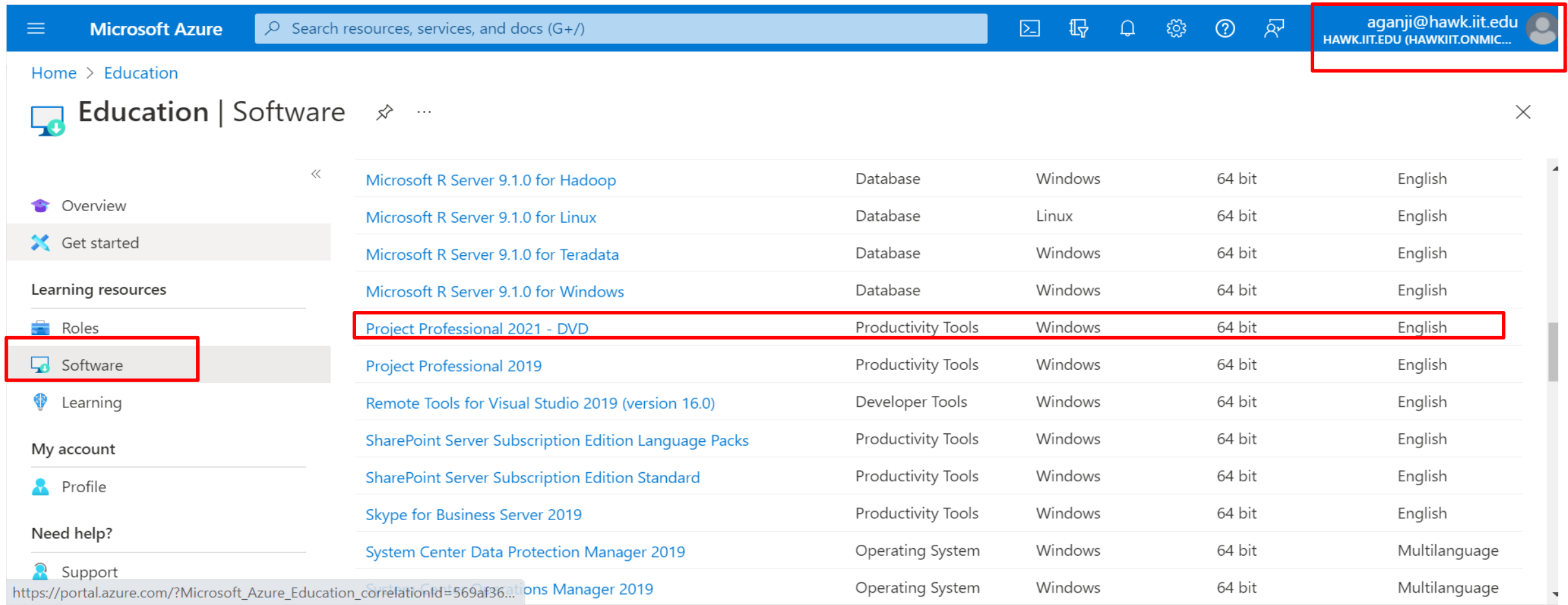
Profile

Preview Features

Microsoft Azure portal

Step 2: Find the software

- Find the software and download it. Make sure to download the 2021 version.









The screenshot shows the Microsoft Azure Education Software page. The left sidebar contains navigation links: Overview, Get started, Learning resources, Roles, Software (highlighted), Learning, My account, Profile, Need help?, and Support. The main content area displays a table of software products. The 'Project Professional 2021 - DVD' is highlighted with a red box. The top right corner shows the user's email 'aganji@hawk.iit.edu' and the institution 'HAWK.IIT.EDU (HAWKIIT.ONMIC...)'. The URL at the bottom is 'https://portal.azure.com/?Microsoft_Azure_Education_correlationId=569af36...'.

Software Name	Category	Operating System	Architecture	Language
Microsoft R Server 9.1.0 for Hadoop	Database	Windows	64 bit	English
Microsoft R Server 9.1.0 for Linux	Database	Linux	64 bit	English
Microsoft R Server 9.1.0 for Teradata	Database	Windows	64 bit	English
Microsoft R Server 9.1.0 for Windows	Database	Windows	64 bit	English
Project Professional 2021 - DVD	Productivity Tools	Windows	64 bit	English
Project Professional 2019	Productivity Tools	Windows	64 bit	English
Remote Tools for Visual Studio 2019 (version 16.0)	Developer Tools	Windows	64 bit	English
SharePoint Server Subscription Edition Language Packs	Productivity Tools	Windows	64 bit	English
SharePoint Server Subscription Edition Standard	Productivity Tools	Windows	64 bit	English
Skype for Business Server 2019	Productivity Tools	Windows	64 bit	English
System Center Data Protection Manager 2019	Operating System	Windows	64 bit	Multilanguage
Solutions Manager 2019	Operating System	Windows	64 bit	Multilanguage

Step 3: Copy and save the key, then download it.

Microsoft Azure



Search resources, services, and docs (G+)



aganji@hawk.iit.edu
HAWK.IIT.EDU (HAWKIIT.ONMIC...

Home > Education

Education | Software



Overview

Get started

Learning resources

Roles

Software

Learning

My account

Profile

Need help?


Support

<<

Microsoft R Server 9.1.0 for Linux	Database	Linux
Microsoft R Server 9.1.0 for Teradata	Database	Windows
Microsoft R Server 9.1.0 for Windows	Database	Windows
Project Professional 2021 - DVD	Productivity Tools	Windows
Project Professional 2019	Productivity Tools	Windows
Remote Tools for Visual Studio 2019 (version 16.0)	Developer Tools	Windows
SharePoint Server Subscription Edition Language Packs	Productivity Tools	Windows
SharePoint Server Subscription Edition Standard	Productivity Tools	Windows
Skype for Business Server 2019	Productivity Tools	Windows
System Center Data Protection Manager 2019	Operating System	Windows
System Center Operations Manager 2019	Operating System	Windows
System Center Orchestrator 2019	Operating System	Windows
System Center Service Manager 2019	Operating System	Windows
System Center Virtual Machine Manager 2019	Operating System	Windows
Visio Professional 2021	Productivity Tools	Windows
Visio Professional 2019	Productivity Tools	Windows
Visio Professional 2016	Productivity Tools	Windows
Visual Studio 2019 for Mac	Developer Tools	Mac

Software

Education



Project Professional 2021 - DVD

Deliver projects successfully by keeping your projects, resources, and teams organized and on track with Project Professional 2021. Easily plan projects, monitor status, and hover over team members names in a project plan to see availability with online presence for chats or calls via Microsoft Teams. Quickly sync Project schedules and plans with Project Online (as a part of Project Plan 3 or Project Plan 5) and Project Server Subscription Edition. Project Plan 3, Project Plan 5, Project Server Subscription Edition, and Teams are sold separately. Project Professional 2021 supports Long-Term Servicing Channel (LTSC).

Operating System

Windows

Product language

English

System

64 bit

Product key

Download

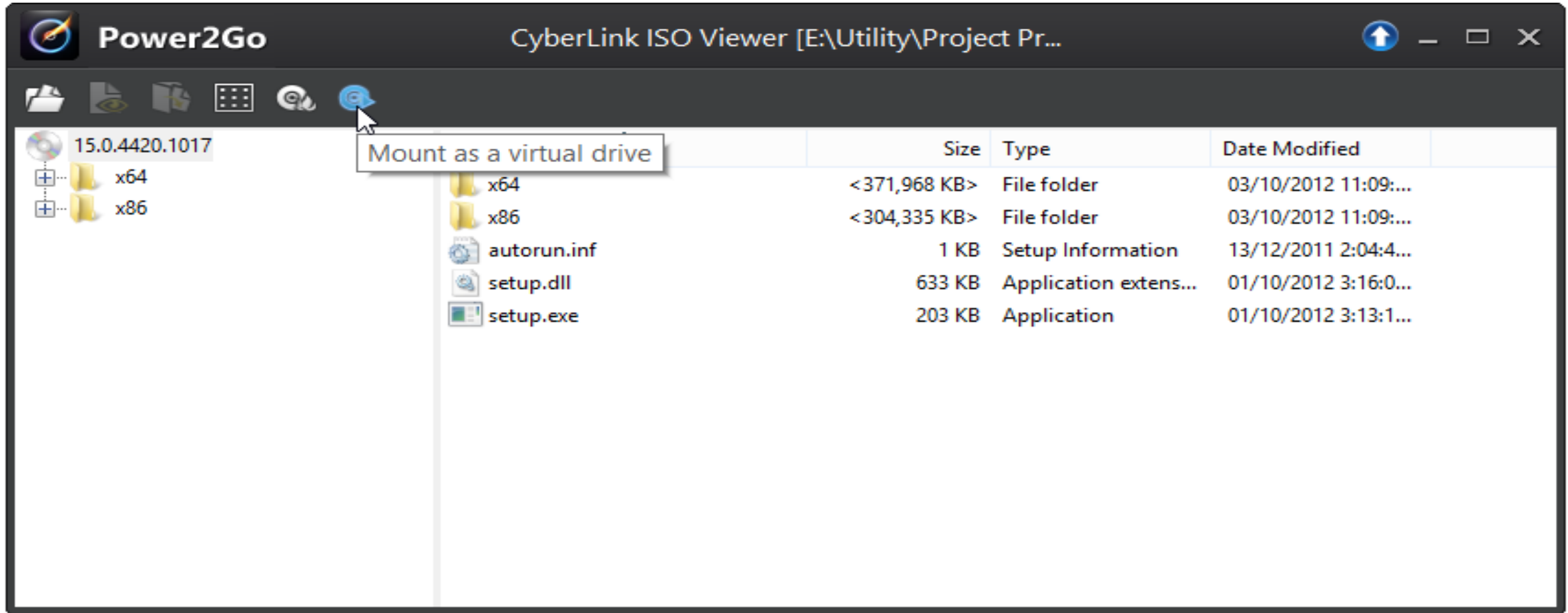
Cancel

Mount ISO file on Virtual Drive

(Only for Non-Windows Users)

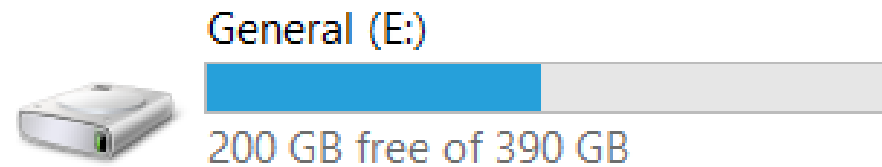
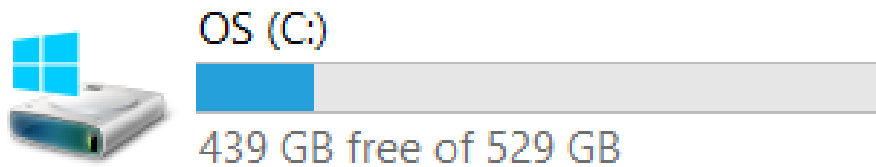
- Locate the folder named “Project Professional 2021 (x86 and x64) - DVD (English)”
- Inside this folder, you will see the ISO(disc image) file named: “en-us_16.0.10730.***_ProjectPro2021rC2R_retail_ship_combo_en-us_dvd”
- Double click this ISO file to open it on any disc burning software, such as Windows Disc Image,Power2Go or Roxio etc.
- Most of the disc burning software have an option to load the disc image (ISO file) on to a virtual drive and run the software from it, hence you may not be required to burn the DVD to install this software.
- The screenshot in the next slide shows you the option to mount the image on a virtual drive in Power2Go application(disc burning software)

- The following screenshot is from Power2Go disc burning software.
- There should be an option to mount the ISO file as a virtual drive in your disc burning software

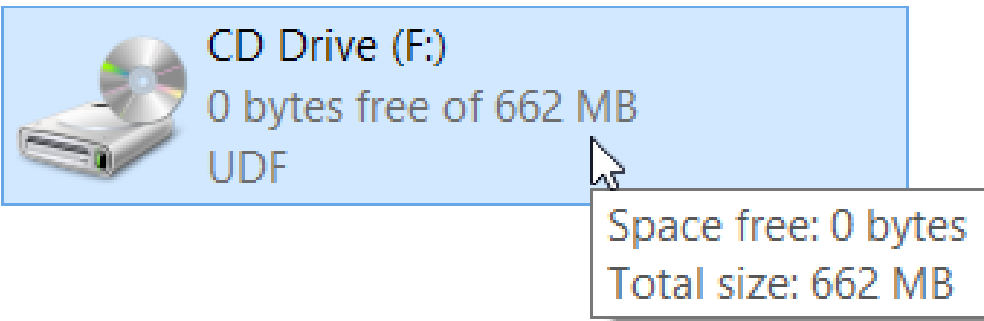
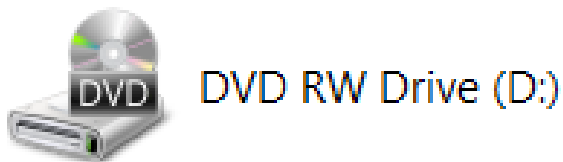


- After you have mounted the disc image, go to My Computer to locate the virtual drive, double click on it to run the setup
- Here CD Drive(F:) is the virtual drive, double click on it to start the installation

Hard Disk Drives (2)



Devices with Removable Storage (2)



Step 4: Installation

- Run the setup from the virtual drive as shown in the previous slide, this will start the Microsoft Project Professional 2021 installation
- Agree to license and install the software
- After installation, you may need to restart the computer
- You should now be able to access Project Professional under Microsoft Office products containing Office, Excel, etc.
- When you open MS Project 2021 for the first time, register the product **using the Product key copied from Azure for Education**

Project 2021 After installation

Project

Home

New

Open

Account

Feedback

Options

Project Professional

Akshay Ganji AG

☺ ☹ ? -

Good morning

▼ New

Blank Project

New from existing project

New from Excel workbook

New from SharePoint Tasks...

Software Development Plan

Recent

Pinned

You haven't opened any projects recently. Click Open to browse for a project.

More templates →

More projects →

Blank Project

The screenshot shows the Project Professional software interface. The top ribbon includes File, Task, Resource, Report, Project, View, and Help. The Gantt Chart Format ribbon is active, showing options for Gantt Chart, Paste, Font, Schedule, Tasks, Insert, Properties, and Editing. The main area displays a Gantt chart with a timeline from Wed 1/12/22 to Feb 6, '22. A task is being added, and a tooltip indicates that new tasks are created in Manually Scheduled mode.

Project Management

- Project management is the process of planning, organizing, and managing tasks and resources to accomplish a defined objective
- These objectives are met with constraints such as resources, time and cost
- Projects share common activities, including breaking the project into easily manageable tasks, scheduling the tasks, communicating with the team, and tracking the tasks as work progresses

How to Create a New Project ?

- Steps to create a project:
- Go to file, select new, click “Blank Project”
- Enter your project's start or finish date, **but not both**
- It's recommended that you enter only your project's start date and let Microsoft Project calculate the finish date after you have entered and scheduled tasks

Start

Thu 1/13/22

Add tasks with dates to the timeline

Finish

Thu 1/13/22

GANTT CHART

The screenshot shows a Gantt chart interface with a grid background. A dialog box titled 'Project Information for Project1' is open in the center. The dialog contains the following fields and controls:

- Start date:** Thu 1/13/22 (dropdown)
- Current date:** Thu 1/13/22 (dropdown)
- Finish date:** Thu 1/13/22 (dropdown)
- Status date:** NA (dropdown)
- Schedule from:** Project Start Date (dropdown)
- Calendar:** Standard (dropdown)
- Priority:** 500 (spinner)
- Enterprise Custom Fields:**
 - Department:** (dropdown)
 - Table:** A table with two columns: 'Custom Field Name' and 'Value'. The table is currently empty.

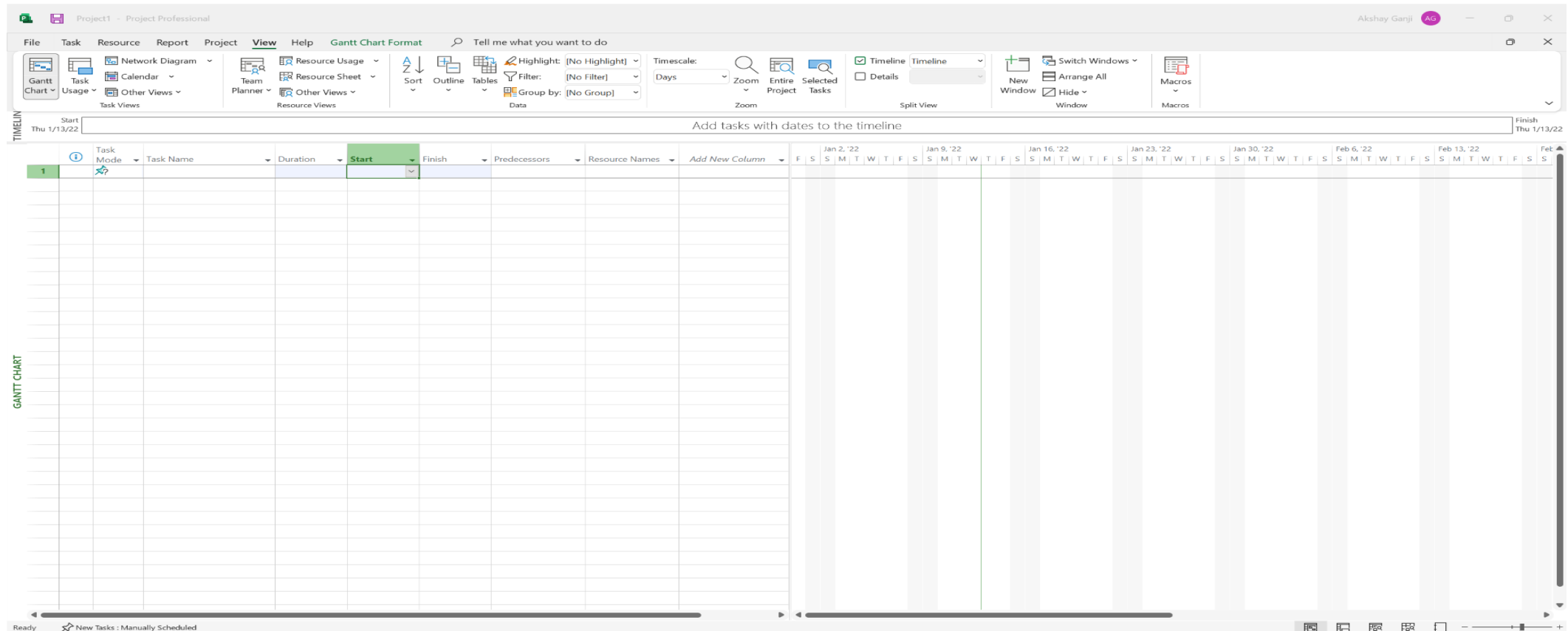
At the bottom of the dialog are buttons for 'Help', 'Statistics...', 'OK', and 'Cancel'.

Project View

- Views allow you to examine your project from different angles based on what information you want displayed at any given time
- Project Views are categorized into two types:
 - Task Views
 - Resource Views

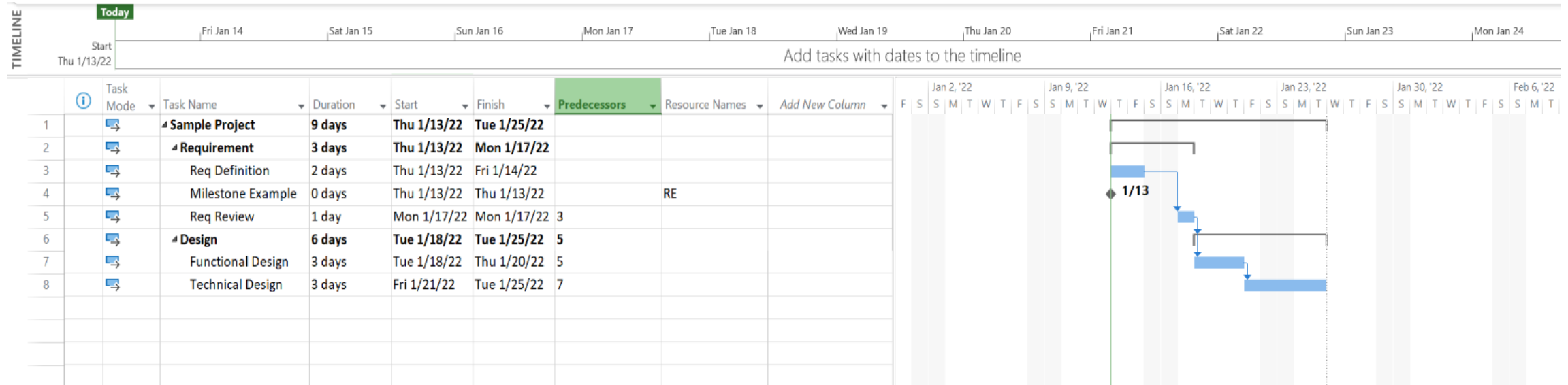
The screenshot displays the Microsoft Project Professional interface. The ribbon at the top includes tabs for File, Task, Resource, Report, Project, View, and Help. The 'View' tab is currently selected, showing options for Gantt Chart, Task Usage, Network Diagram, Calendar, and Other Views. The main workspace shows a Gantt chart with a single task named 'Task 1' starting on Thursday, 1/13/22. The timeline at the bottom shows dates from January 2, 2022, to February 13, 2022. The status bar at the bottom indicates 'Ready' and 'New Tasks : Manually Scheduled'.

- Select Gantt Chart view from the view menu (default view)
- You'll have a spreadsheet where you can now enter information of all the activities i.e., task name, duration, start date, end date, predecessors and various other fields



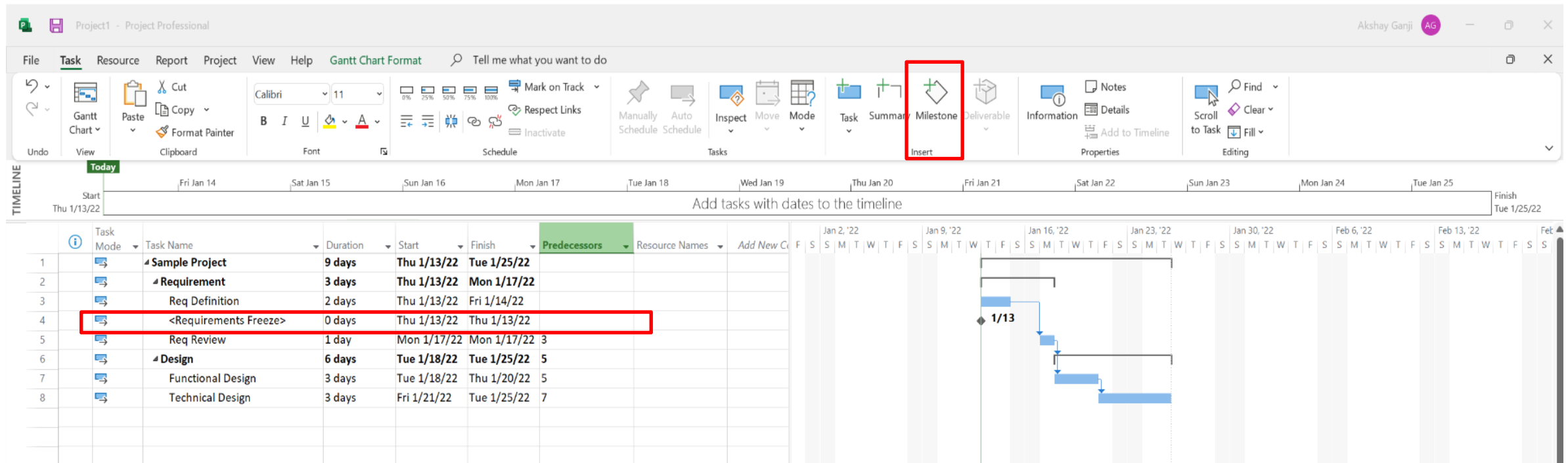
Gantt Chart

- If you want to specify the time dependence of a task, you may specify the predecessor of a task by clicking tab “*Predecessors*”
- For predecessor activity you need to write the corresponding activity number
- The software would calculate start and end date based on the fed information



Entering Milestones

- To enter a milestone, enter the task name and set its duration to zero
- The tool represents it as a diamond shape instead of a bar in the Gantt Chart

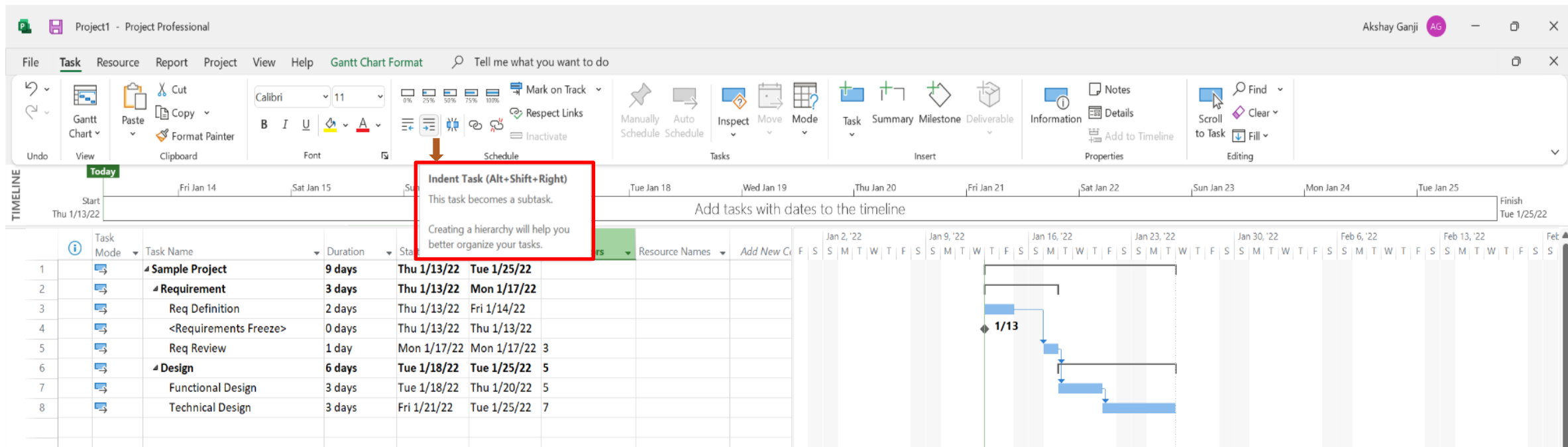


Organize Tasks into Phases

- Outlining helps organize your tasks into more manageable chunks
- You can indent related tasks under a more general task, creating a hierarchy
- The general tasks are called summary tasks; the indented tasks below the summary task are called subtasks
- A summary task's start and finish dates are determined by the start and finish dates of its earliest and latest subtasks

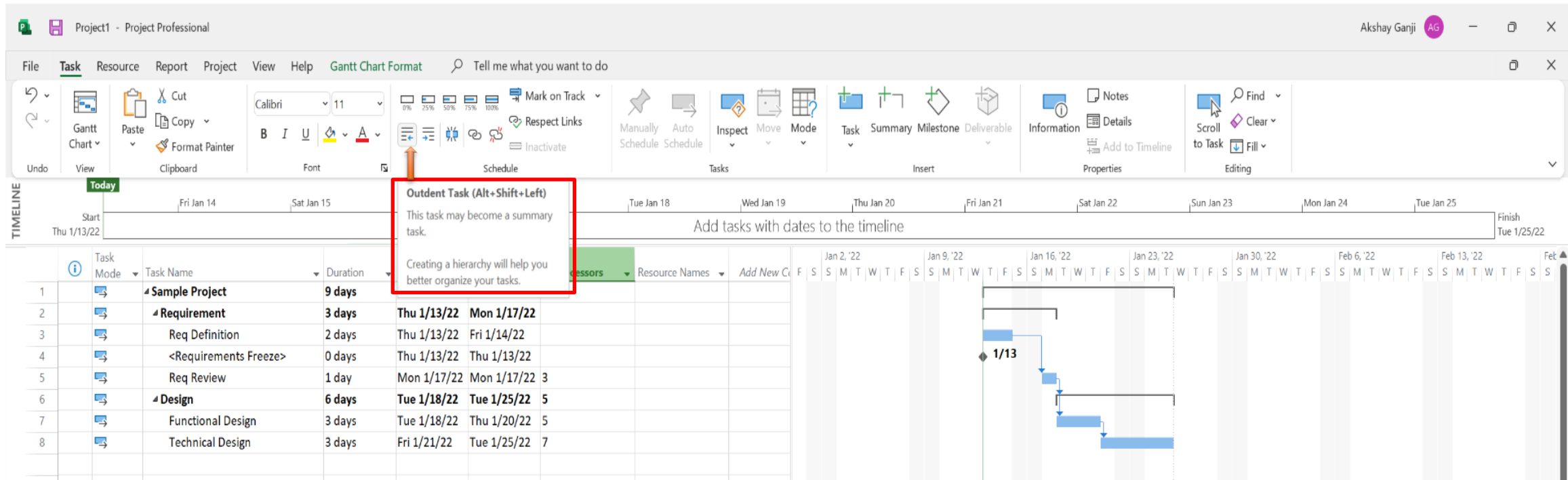
Organize task into phases

- Create a summary task as normal task first.
- Click “*Indent Task*” icon in the menu.
- Repeat previous step to input all subtasks.



Organize task into phases

- If you want to set some subtask as normal task, just place the cursor on the subtask, then click the icon labeled as “*Outdent Task*”. This subtask then will be outdent to a higher level



The screenshot shows the Microsoft Project Professional interface. The ribbon is set to 'Task' > 'Gantt Chart Format'. The 'Outdent Task' button, represented by a blue arrow pointing right, is highlighted with a red box. A tooltip for this button reads: 'Outdent Task (Alt+Shift+Left). This task may become a summary task. Creating a hierarchy will help you better organize your tasks.'

The task list on the left shows a hierarchy of tasks:

Task ID	Task Name	Duration	Start	Finish
1	Sample Project	9 days	Thu 1/13/22	Mon 1/17/22
2	Requirement	3 days	Thu 1/13/22	Fri 1/14/22
3	Req Definition	2 days	Thu 1/13/22	Fri 1/14/22
4	<Requirements Freeze>	0 days	Thu 1/13/22	Thu 1/13/22
5	Req Review	1 day	Mon 1/17/22	Mon 1/17/22
6	Design	6 days	Tue 1/18/22	Tue 1/25/22
7	Functional Design	3 days	Tue 1/18/22	Thu 1/20/22
8	Technical Design	3 days	Fri 1/21/22	Tue 1/25/22

The Gantt chart on the right visualizes these tasks as blue bars on a timeline. The 'Requirement' task (ID 2) is indented under 'Sample Project' (ID 1). The 'Design' task (ID 6) is indented under 'Requirement' (ID 2). The 'Functional Design' (ID 7) and 'Technical Design' (ID 8) tasks are indented under 'Design' (ID 6). The timeline shows dates from January 13, 2022, to February 13, 2022.

Creation of Links between Tasks

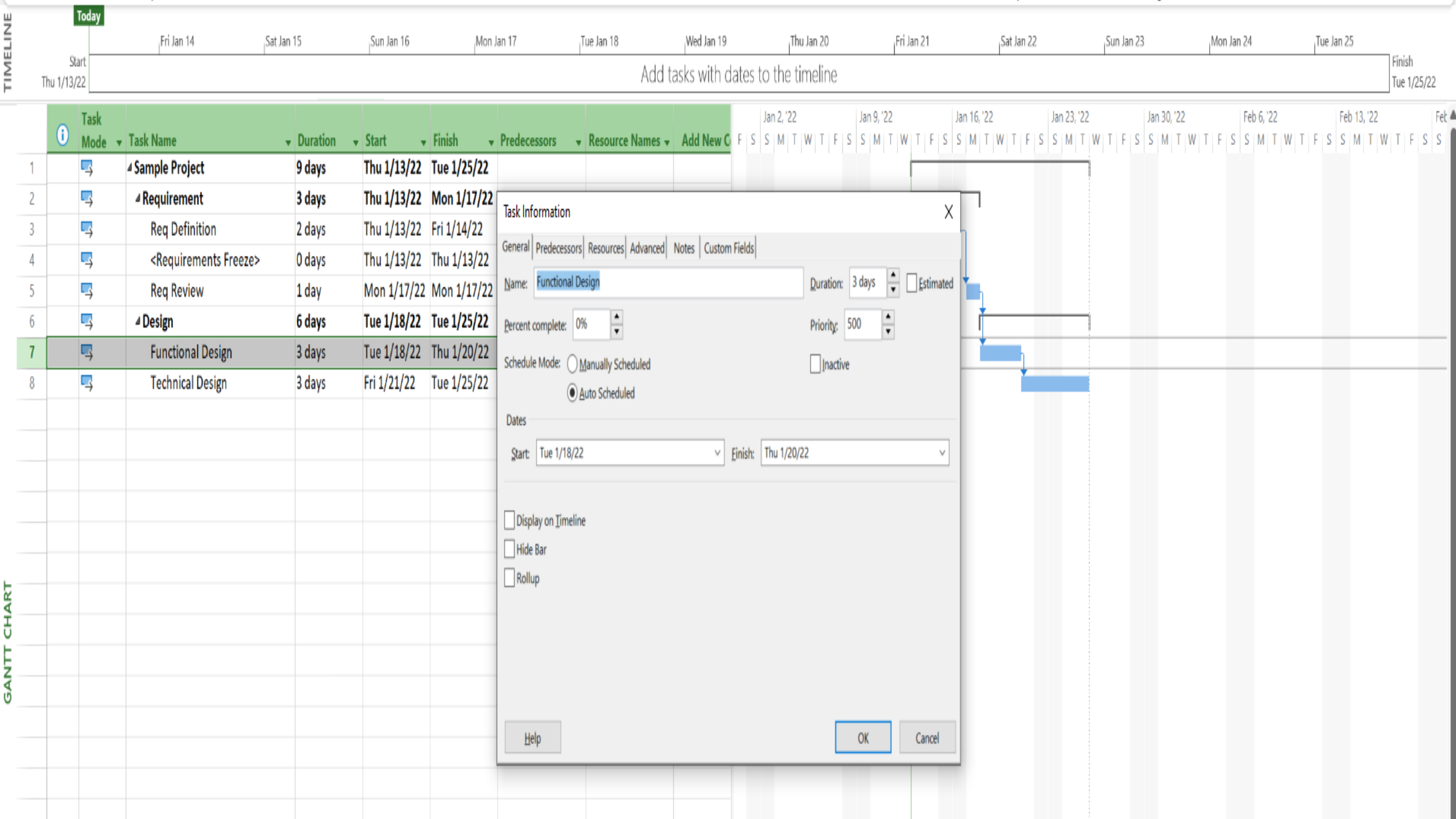
- Tasks are usually scheduled to start as soon as possible
- The duration of any task can be seen in the form of gray bars of varying length on the Gantt Chart in the timeline section
- A task that needs to be completed before are called predecessor task and the linked tasks are its successors
- By linking tasks, Project adjusts the schedule whenever there are changes that affect duration of other tasks
- Tasks can be linked in four ways:
start to start, start to finish, finish to start, finish to finish

Task Dependency

- Finish to start (FS)
 - A FS B = B doesn't start before A is finished
- Finish to finish (FF)
 - A FF B = B doesn't finish before A is finished
- Start to start (SS)
 - A SS B = B doesn't start before A starts
- Start to finish (SF)
 - A SF B = B doesn't finish before A starts

Creation of links between the tasks – Using Predecessors

- A network of tasks in a project must be connecting activities from the start to the end
- To establish these relationship, we need to use the field “Predecessors” of each task, where we can designate which activity will be preceding the one, we are updating
- In this example below, it is indicated that “**Requirement Review**” can start once “**Requirement Definition**” is completed (**Finish to Start** relationship)



Assigning Resources to Tasks

- Once you determine that you need to include resources into your project you will need to answer the following questions:
 - What kind of resources do you need?
 - How many of each resource do you need?
 - Where will you get these resources?
 - How do you determine what your project is going to cost?

Resource Types

- Resources are of two types: Work resources and material resources
 - Work** resources complete tasks by expending time on them; they are usually people and equipment that have been assigned to work on the project
 - Material** resources are supplies and stocks that are needed to complete a project
- When a set of resources is available for working, they are listed with details in the resource pool. After you determine the number of resources that you need, you need to establish the time and availability of each resource.
- For work resources, the amount of time that they can work for, be it in hours, days or months, or years and the amount (units of measurement) of material resources need to be specifically defined.

Assigning Resources to Tasks

- The next step is to assign these resources to their respective tasks
- When you allocate a resource's time to work on a task you are assigning resources
- Once this is done, Project can recalculate the schedule to accommodate the working times of the assigned resources
- It goes one step ahead and tells you when you have **over allocated** a resource, i.e., when you have assigned a resource to multiple tasks in the same time period or when a resource is assigned to do more work than it can complete in a certain time

Steps to Enter Resource Information in Project

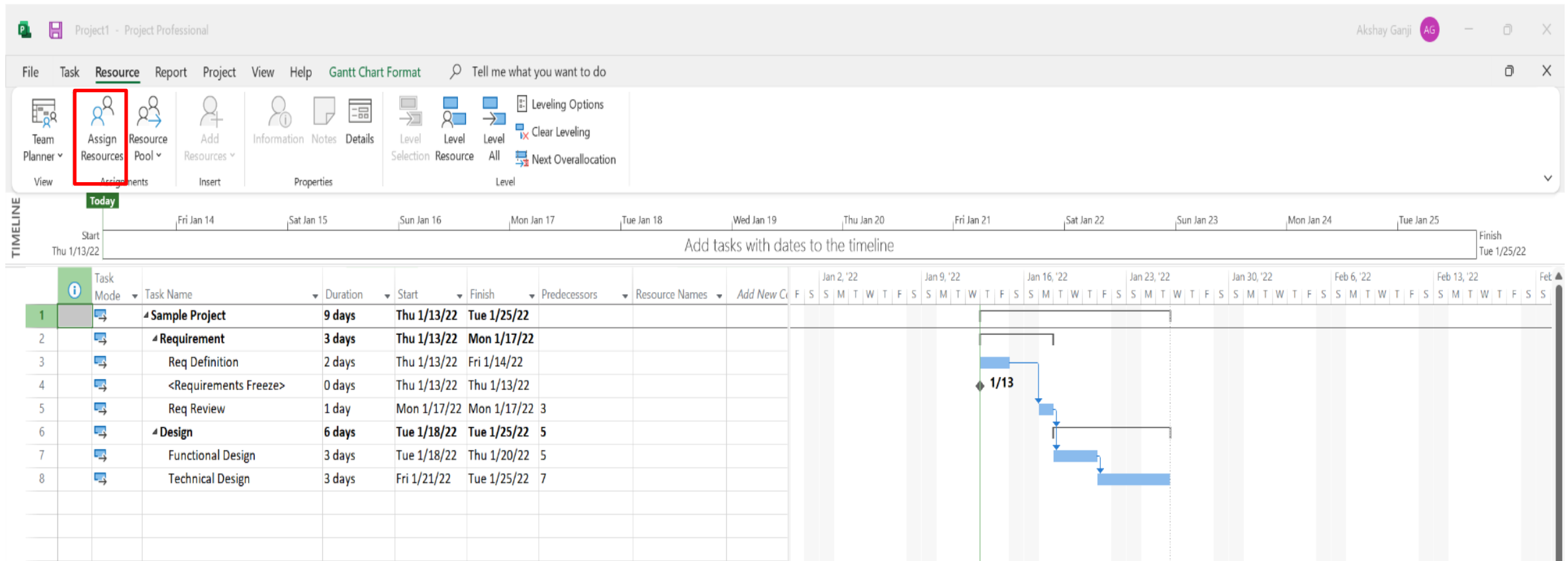
- On the View menu, click Resource Sheet
- In the Resource Name field, type a resource name
- You can enter different information like resource name, type of work, initials, std Rate, etc.
- Below is an example of some Human resources added to the Resource Sheet (We could also add other material resources)

The screenshot displays the Microsoft Project interface with the 'View' tab selected. The 'Resource Sheet' view is active, showing a table of resources. The table has columns for Resource Name, Type, Initials, Group, Max., Std. Rate, Ovt. Rate, Cost/Use, Accrue, Base Calendar, Code, and Add New Column. Four resources are listed: Project Manager, Requirements Engineer, Developer, and Test Engineer, all with a 'Material' type and 'Standard' base calendar.

	Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt. Rate	Cost/Use	Accrue	Base Calendar	Code	Add New Column
1	Project Manager	Work		P		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard		
2	Requirements Engineer	Work		R		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard		
3	Developer	Work		D		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard		
4	Test Engineer	Work		T		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard		

Steps to Enter Resource Information in Project

- Once the resources are created, you can assign the resource to tasks
- Go back to task sheet, click the “Resource” menu tab, then click “Assign Resources”



- Then the “Assign resources” window will appear
- Click the resource in the window, and then click the task in the spreadsheet
- Then click “Assign” so that the resource is assigned to the task

The screenshot displays the Microsoft Project Professional interface. The 'Resource' tab is active in the ribbon, showing options like 'Team Planner', 'Assign Resources', 'Resource Pool', 'Add Resources', 'Information', 'Notes', 'Details', 'Level Selection', 'Level Resource', 'Level All', 'Leveling Options', 'Clear Leveling', and 'Next Overallocation'. The Gantt chart shows a project timeline from Thursday, January 13, 2022, to Tuesday, January 25, 2022. The task list includes:

ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	Sample Project	9 days	Thu 1/13/22	Tue 1/25/22		
2	Requirement	3 days	Thu 1/13/22	Mon 1/17/22		
3	Req Definition	2 days	Thu 1/13/22	Fri 1/14/22		
4	<Requirements Freeze>	0 days	Thu 1/13/22	Thu 1/13/22		
5	Req Review	1 day	Mon 1/17/22	Mon 1/17/22	3	
6	Design	6 days	Tue 1/18/22	Tue 1/25/22	5	
7	Functional Design	3 days	Tue 1/18/22	Thu 1/20/22	5	
8	Technical Design	3 days	Fri 1/21/22	Tue 1/25/22	7	

The 'Assign Resources' dialog box is open, showing the task 'Req Definition' and a list of resources from Project1:

Resource Name	R/D	Units	Cost
Developer			
Project Manager			
Requirements Engineer			
Test Engineer			

The 'Assign' button is highlighted in the dialog box. The Gantt chart shows the task bars for 'Req Definition' and 'Req Review'.

Critical Path

- The critical path is the series of tasks (or even a single task) that dictates the calculated finish date of the project, i.e., when the last task in the critical path is completed, the project is completed
- When you first create a task, its early start and early finish dates are the same as the scheduled start and finish dates
- As you link the task to predecessor and successor tasks and apply any date constraints, the early start and early finish dates are calculated as the earliest possible dates this task could start and finish if all predecessors and successors also start and finish on their respective early start and early finish dates

Critical Path

- For finding Critical Path, list all the activities and enter early start, late start, early finish and late finish information of all the activities
- You can do this by right click, select “*Insert Column*”, then select “*Early Start(ES)*”, “*Early Finish(EF)*”, “*Late Start(LS)*”, “*Late Finish(LF)*”, respectively
- Project automatically calculates the actual ES, EF, LS and LF info based on the starting/ ending dates you have provided

FileTaskResourceReportProjectViewHelpGantt Chart FormatTell me what you want to do

Team Planner

Assign Resources

Resource Pool

Add Resources

Information

Notes

Details

Level Selection

Level Resource

Level All

Leveling Options

Clear Leveling

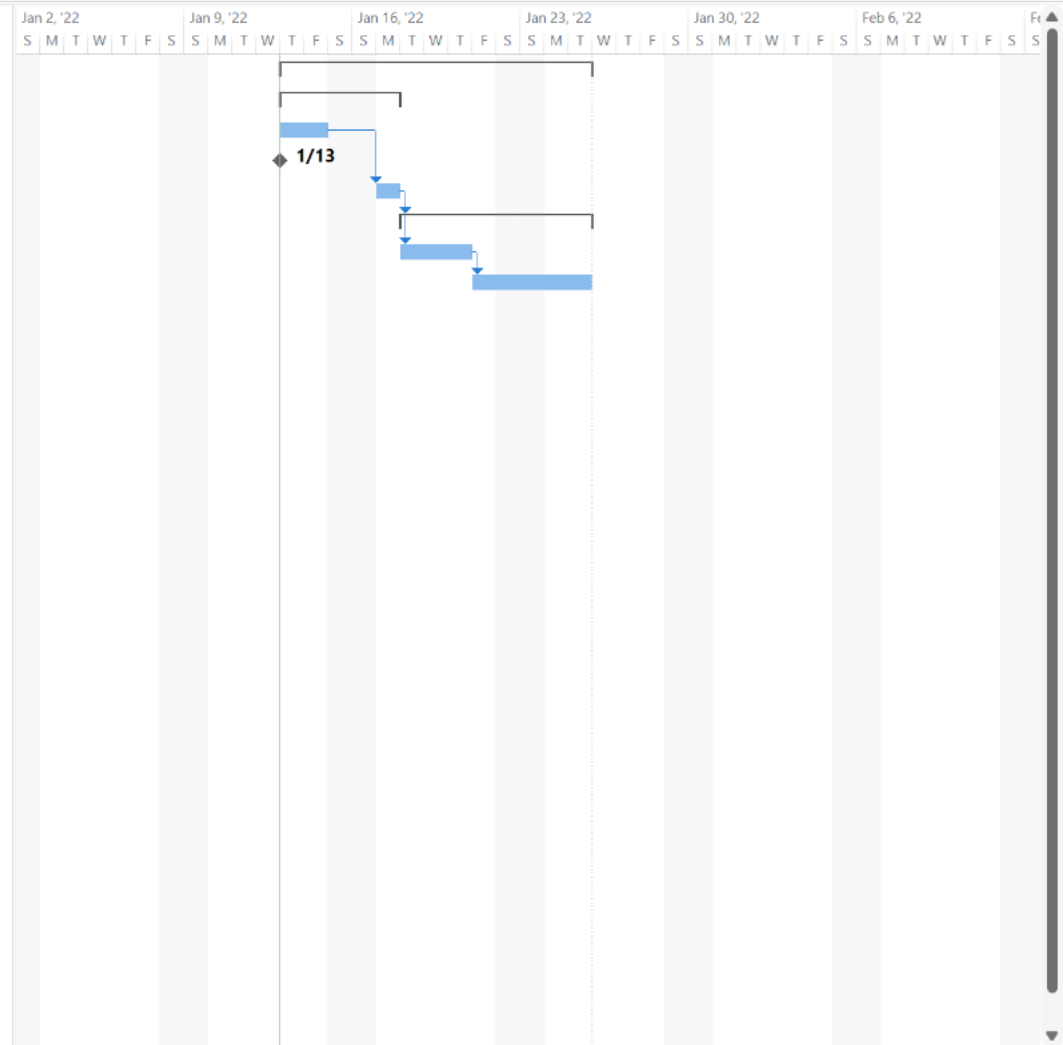
Next Overallocation

ViewAssignmentsInsertPropertiesLevel



	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	
1		Sample Project	9 days	Thu 1/13/22	Tue 1/25/22			Duration2
2		Requirement	3 days	Thu 1/13/22	Mon 1/17/22			Duration3
3		Req Definition	2 days	Thu 1/13/22	Fri 1/14/22			Duration4
4		<Requirements Freeze>	0 days	Thu 1/13/22	Thu 1/13/22			Duration5
5		Req Review	1 day	Mon 1/17/22	Mon 1/17/22	3		Duration6
6		Design	6 days	Tue 1/18/22	Tue 1/25/22	5		Duration7
7		Functional Design	3 days	Tue 1/18/22	Thu 1/20/22	5		Duration8
8		Technical Design	3 days	Fri 1/21/22	Tue 1/25/22	7		Duration9
								EAC
								Early Finish
								Early Start
								Earned Value Method
								Effort Driven
								Error Message
								Estimated
								External Task
								Finish
								Finish Slack
								Finish Variance
								Finish1
								Finish10
								Finish2
								Finish3
								Finish4
								Finish5
								Finish6
								Finish7
								Finish8
								Finish9
								Fixed Cost
								Fixed Cost Accrual
								Flag1
								Flag10
								Flag11
								Flag12
								Flag13
								Flag14
								Flag15
								Flag16
								Flag17
								Flag18
								Flag19

GANTT CHART



- The screen shot below shows the ES, EF, LS, LF dates included in the project

TIMELINE

Today

Fri Jan 14

Sat Jan 15

Sun Jan 16

Mon Jan 17

Tue Jan 18

Wed Jan 19

Thu Jan 20

Fri Jan 21

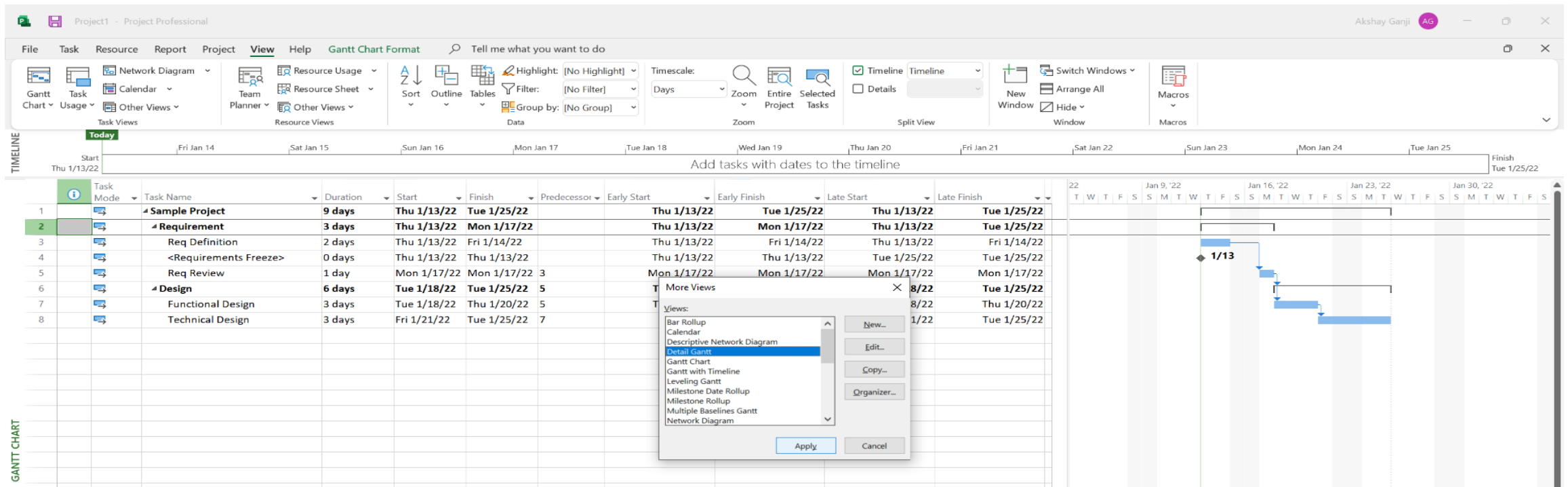
Start

Thu 1/13/22

Add tasks with dates to the timeline

	<div><div>i</div></div>	Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾	Predecessor ▾	Early Start ▾	Early Finish ▾	Late Start ▾	Late Finish ▾
1		<div><div>→</div></div>	▲ Sample Project	9 days	Thu 1/13/22	Tue 1/25/22		Thu 1/13/22	Tue 1/25/22	Thu 1/13/22	Tue 1/25/22
2		<div><div>→</div></div>	▲ Requirement	3 days	Thu 1/13/22	Mon 1/17/22		Thu 1/13/22	Mon 1/17/22	Thu 1/13/22	Tue 1/25/22
3		<div><div>→</div></div>	Req Definition	2 days	Thu 1/13/22	Fri 1/14/22		Thu 1/13/22	Fri 1/14/22	Thu 1/13/22	Fri 1/14/22
4		<div><div>→</div></div>	<Requirements Freeze>	0 days	Thu 1/13/22	Thu 1/13/22		Thu 1/13/22	Thu 1/13/22	Tue 1/25/22	Tue 1/25/22
5		<div><div>→</div></div>	Req Review	1 day	Mon 1/17/22	Mon 1/17/22	3	Mon 1/17/22	Mon 1/17/22	Mon 1/17/22	Mon 1/17/22
6		<div><div>→</div></div>	▲ Design	6 days	Tue 1/18/22	Tue 1/25/22	5	Tue 1/18/22	Tue 1/25/22	Tue 1/18/22	Tue 1/25/22
7		<div><div>→</div></div>	Functional Design	3 days	Tue 1/18/22	Thu 1/20/22	5	Tue 1/18/22	Thu 1/20/22	Tue 1/18/22	Thu 1/20/22
8		<div><div>→</div></div>	Technical Design	3 days	Fri 1/21/22	Tue 1/25/22	7	Fri 1/21/22	Tue 1/25/22	Fri 1/21/22	Tue 1/25/22

- Critical path can be seen in multiple ways
- We can show critical path using Gantt chart, Detailed chart, Network Diagram ,etc.
- In Detailed Gantt click on Gantt Chart ->Detailed and it will show the critical path with slack time



- In Network Diagram click on Network Diagram

The screenshot displays the Microsoft Project Professional interface with the 'View' tab selected. The ribbon shows various view options, including 'Network Diagram', which is currently active. The main workspace shows a timeline at the top and a network diagram below. The timeline spans from Thursday, 1/13/22 to Tuesday, 1/25/22. The network diagram consists of three main task boxes: 'Sample Project' (ID: 1, Start: 1/13/22, Finish: 1/25/22, Duration: 9 days, Completion: 0%), 'Requirement' (ID: 2, Start: 1/13/22, Finish: 1/17/22, Duration: 3 days, Completion: 0%), and 'Req Definition' (ID: 3, Start: 1/13/22, Finish: 1/14/22, Duration: 2 days, Completion: 0%). A 'Req Review' task (ID: 5, Start: 1/17/22, Finish: 1/17/22, Duration: 1 day, Completion: 0%) is also shown. A 'Requirements Freeze' milestone (ID: 4, Date: Thu 1/13/22) is indicated by a blue hexagon. The interface includes a ribbon with tabs like File, Task, Resource, Report, Project, View, and Help. The 'View' tab is active, showing options for Network Diagram, Resource Usage, Team Planner, and other views. The 'Network Diagram' view is selected, and the ribbon shows options for Sort, Outline, Tables, Highlight, Filter, Group by, Timescale, Zoom, Split View, and Window.

Project1 - Project Professional

File Task Resource Report Project **View** Help Network Diagram Format Tell me what you want to do

Network Diagram

Gantt Task Calendar Other Views

Task Views

Resource Usage Resource Sheet Other Views

Resource Views

Sort Outline Tables Highlight: [No Highlight] Filter: [No Filter] Group by: [No Group]

Data

Timescale: Days Zoom Entire Project Selected Tasks

Timeline Timeline Details

New Window Switch Windows Arrange All Hide

Window Macros

TIMELINE

Today

Start Thu 1/13/22

Fri Jan 14 Sat Jan 15 Sun Jan 16 Mon Jan 17 Tue Jan 18 Wed Jan 19 Thu Jan 20 Fri Jan 21 Sat Jan 22 Sun Jan 23 Mon Jan 24 Tue Jan 25

Finish Tue 1/25/22

Add tasks with dates to the timeline

Sample Project

Start: 1/13/22 ID: 1

Finish: 1/25/22 Dur: 9 days

Comp: 0%

Requirement

Start: 1/13/22 ID: 2

Finish: 1/17/22 Dur: 3 days

Comp: 0%

Req Definition

Start: 1/13/22 ID: 3

Finish: 1/14/22 Dur: 2 days

Res:

Req Review

Start: 1/17/22 ID: 5

Finish: 1/17/22 Dur: 1 day

Res:

<Requirements Freeze>

Milestone Date: Thu 1/13/22

ID: 4

IGRAM

Baseline:

- A baseline is the set of original and finish dates, durations, work, and cost estimates that you save after you've completed and fine-tuned your project plan but before the project begins
- Typically, you set a baseline when your plan is complete, and you are ready to start tracking progress on it
- Baseline could be set from Project Menu Tab-> Set Baseline
- By comparing baseline and scheduled information, you can track task start and finish dates
 - From the View menu -> Tables -> click Variance
 - To view variance information graphically, use the Tracking Gantt view
 - From the View menu -> Other Views -> More Views -> click Tracking Gantt

Baseline

Project1 - Project Professional

File Task Resource Report **Project** View Help Gantt Chart Format Tell me what you want to do

Subproject Get Add-ins My Add-ins Project Information Custom Fields Links Between Projects WBS Change Working Time Calculate Project Set Baseline Move Project Status Date: NA abc Update Project Spelling

Set Baseline

Take a snapshot of your schedule that includes information about tasks, resources, and assignments.

Compare multiple baselines to see how your project has changed over time.

Set Baseline...

Clear Baseline

TIMELINE

Today

Start Thu 1/13/22

Thu Jan 20 Fri Jan 21 Sat Jan 22 Sun Jan 23 Mon Jan 24 Tue Jan 25

Finish Tue 1/25/22

Task Mode	Task Name	Duration	Start	Finish	Predecessor	Late Start	Late Finish
1	Sample Project	9 days	Thu 1/13/22	Tue 1/25/22		Thu 1/13/22	Tue 1/25/22
2	Requirement	3 days	Thu 1/13/22	Mon 1/17/22		Thu 1/13/22	Tue 1/25/22
3	Req Definition	2 days	Thu 1/13/22	Fri 1/14/22		Thu 1/13/22	Fri 1/14/22
4	<Requirements Freeze>	0 days	Thu 1/13/22	Thu 1/13/22		Thu 1/13/22	Tue 1/25/22
5	Req Review	1 day	Mon 1/17/22	Mon 1/17/22	3	Mon 1/17/22	Mon 1/17/22
6	Design	6 days	Tue 1/18/22	Tue 1/25/22	5	Tue 1/18/22	Tue 1/25/22
7	Functional Design	3 days	Tue 1/18/22	Thu 1/20/22	5	Tue 1/18/22	Thu 1/20/22
8	Technical Design	3 days	Fri 1/21/22	Tue 1/25/22	7	Fri 1/21/22	Tue 1/25/22

22 Jan 9, '22 Jan 16, '22 Jan 23, '22 Jan 30, '22

T W T F S S M T W T F S S M T W T F S S M T W T F S

1/13

Questions?