



Managing Projects with MS Project 2010



Session: 1

Microsoft Project 2010
Interface

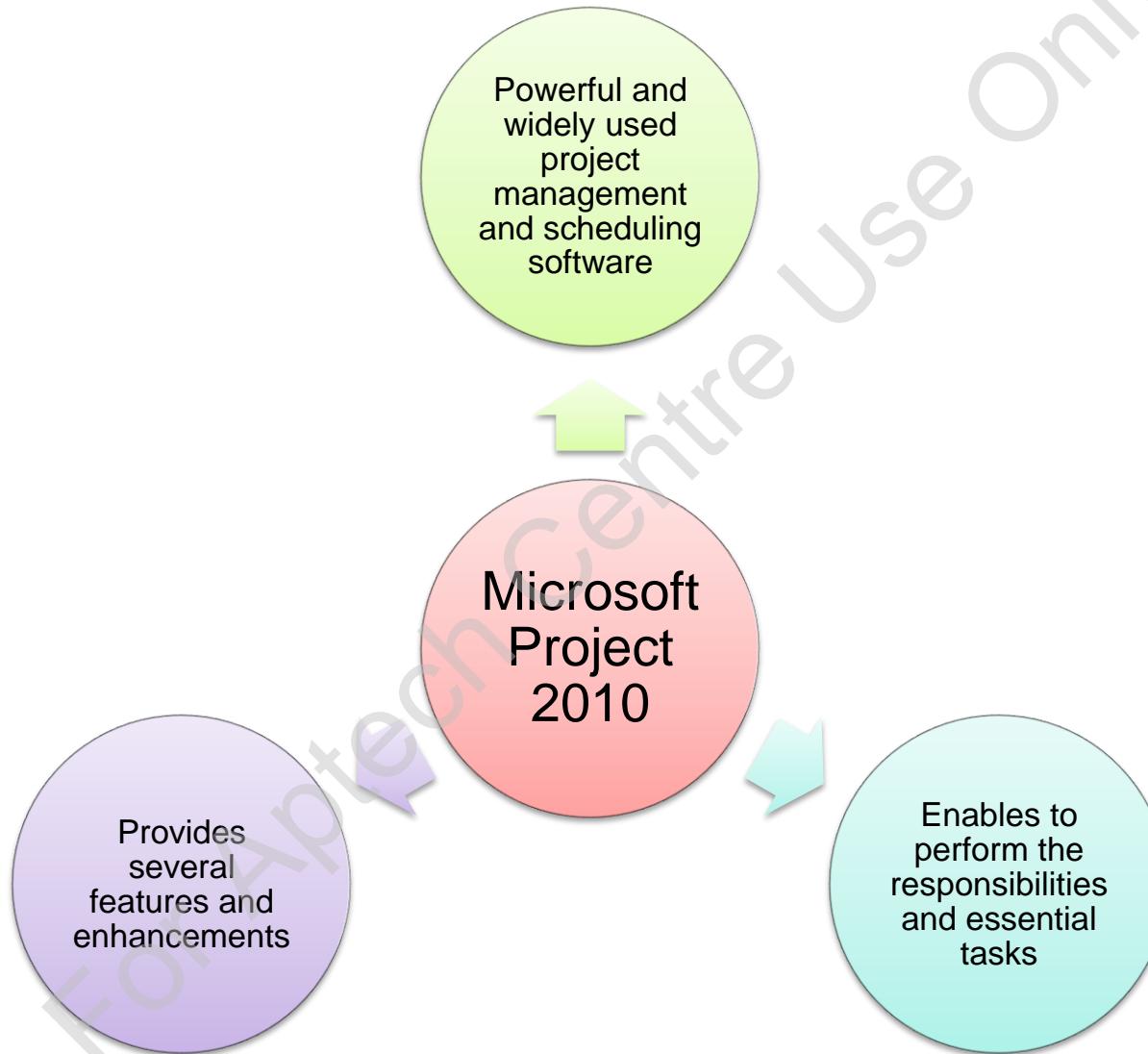


Objectives

- ◆ Identify project management elements
- ◆ Define a project manager's role
- ◆ Describe the system requirements for MS Project 2010
- ◆ Identify the various editions of MS Project 2010
- ◆ List the features of MS Project 2010
- ◆ Identify the various components of the MS Project 2010 interface
- ◆ Identify and describe the different views



Introduction





Project Management





Nature and Limitations of a Project

Routine operations can be ongoing and may not be a one-time activity.

Project must be completed within the given time, scope, and budget.

The main challenge of project management is to achieve the project objectives within the project constraints.

Every project includes a project owner or client, for whom the project is being executed, and a project team that is responsible for implementing the project.



Life Cycle of a Project

Identifying
the need
for a
project

Identifying
the
project
phases

Preparing
the
project
schedule

Assigning
resources

Tracking
the
project

Closing
the
project



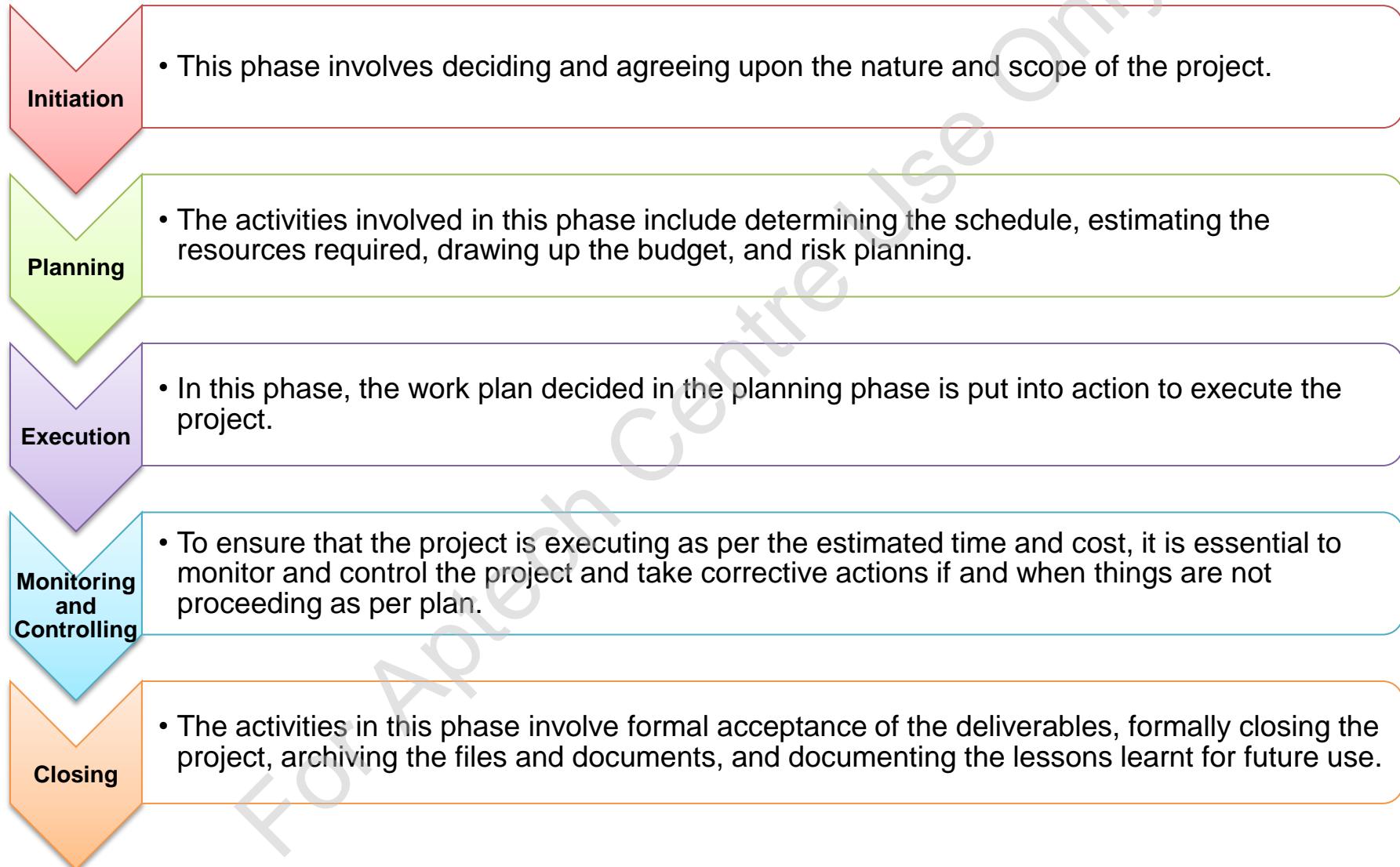
Identifying the Need for a Project

- ◆ The first step in the life cycle of a project is to identify the need for a project.
- ◆ A need is a gap between what is available and what is required.
- ◆ A project is an effort to meet that specific gap.
- ◆ The primary objective of the project is to fulfill requirement.

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Identifying the Project Phases





Preparing the Project Schedule and Project Plan

- ◆ A project plan is a plan for the entire project that defines all tasks and schedules for execution in a disciplined manner.
- ◆ It ensures timely delivery of project outcomes and targets within budget.
- ◆ It ensures proper coordination between project team members and provides adequate visibility to management during project execution.
- ◆ A project plan includes a project schedule, which is a list or a chart of activities, each with specific start and end dates.
- ◆ A project schedule also includes notable milestones.
- ◆ A Gantt Chart is a pictorial representation of project schedule represented as a type of Bar chart.
- ◆ Gantt Chart illustrates the start and finish dates of the tasks including sub tasks of a project.



Assigning Resources

Track the amount of work done by the assigned people or equipment, or the amount of material used, in completing the tasks.

Ensure high accountability and understanding of the project.

Clearly defining responsibilities minimizes the risk of tasks being overlooked.

Schedule more accurately as to how long the tasks will take and when they are likely to be completed.

Manage work allocation among resources to ensure effective use of resources.

Account for resource time and costs.



Tracking the Project

- ◆ Tracking activity in a project involves recording the actual tasks performed, the time that the resources have spent on those tasks, and the actual costs.
- ◆ Task information helps project managers to analyze and track the progress of a project.
- ◆ The task information items that help project managers to track tasks and their progress in projects includes the following:



- ◆ Task information helps project managers to compare and evaluate any variances during the project progress.
- ◆ Variances to verify during project tracking are as follows:



- ◆ Examining the variation between these fields provides tracking information regarding project progress.



Closing the Project

- ◆ Project closure is a process and is more than just a project phase with deliverables to successfully conclude a project.
- ◆ The project manager compiles the end of project report, details the major findings and outcome of the project.
- ◆ The report evaluates the degree of the project's success.
- ◆ The project manager then identifies the list of people who must attend the project closure meeting and schedules the meeting based on their availability.
- ◆ The project manager closes the project on receiving the formal acceptance of project deliverables from the customer, and/or sponsor, and senior management.
- ◆ Before formal closure of the project, the project owner studies the end of project report in detail and verifies.



The Role and Essential Tasks of a Project Manager

Manages one or more projects.

Creates the master plan for a project, completes all the activities within project life cycle, and ensures that it executes successfully.

Tracks all activities of the project life cycle and maintains the limited project costs and strict deadlines.

Makes sure of all project deliverables and assumes hands-on responsibility for all successes as well as failures regarding the project.



Introduction to Microsoft Project 2010

- ◆ Microsoft Project 2010 is a project management software that helps to manage the resources and timelines of a project efficiently.
- ◆ It is an indispensable project management tool for project managers.
- ◆ It enables project managers to efficiently manage small to large projects with ease.
- ◆ Allows to work more productively, communicate more effectively, access required information, and track projects more efficiently.
- ◆ MS Project 2010 provides user-friendly, powerful, and visually enhanced features to assist in planning, scheduling, collaborating, and managing project resources.
- ◆ It provides features such as charts and graphs.



System Requirements for MS Project 2010

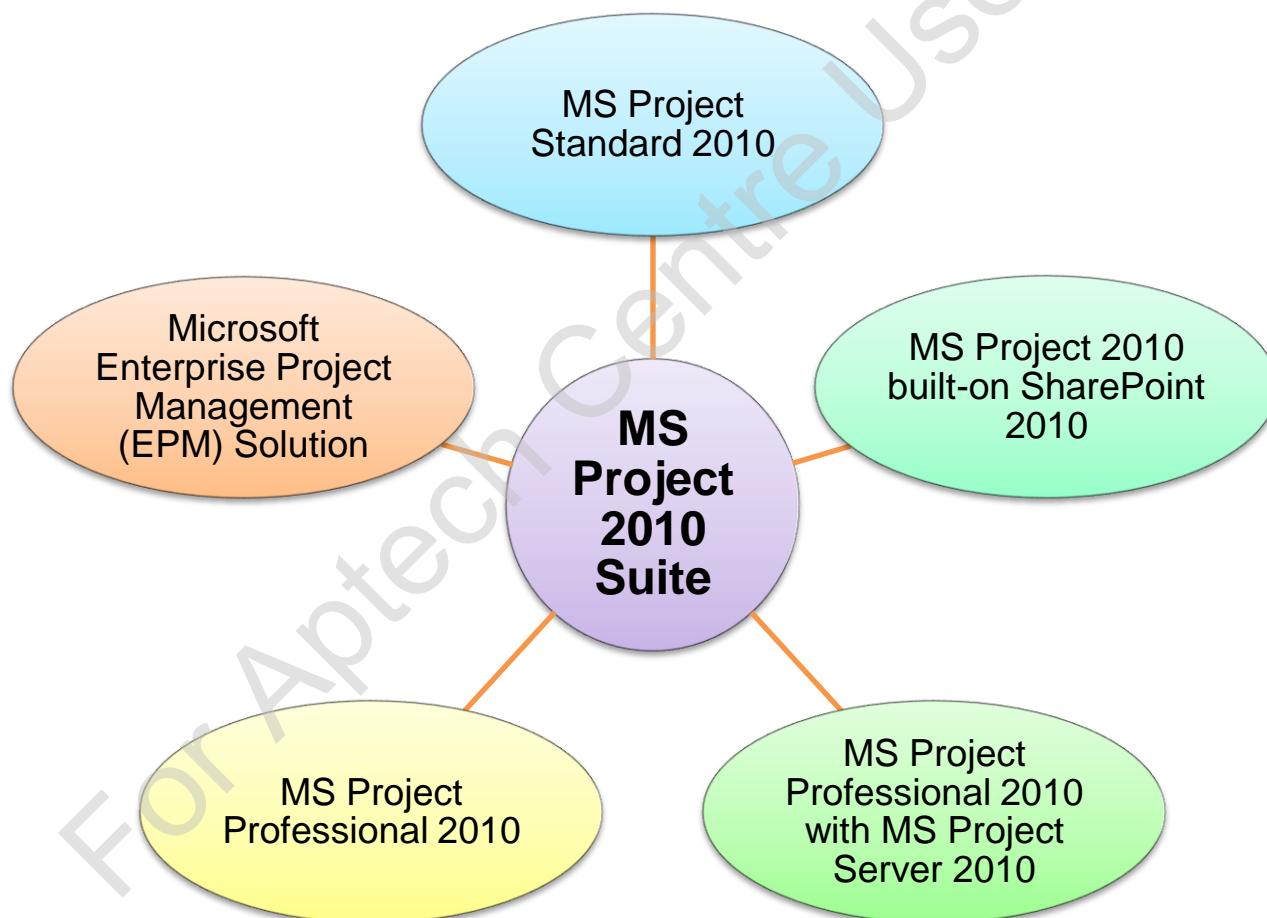
- ◆ MS Project 2010 is available in two editions: MS Project Standard 2010 and MS Project Professional 2010.
- ◆ Both editions are offered in 32-bit and 64-bit versions.
- ◆ Following table shows the various system requirements for MS Project 2010:

Feature	Specifications
Processor	700 Mega Hertz (MHz) or faster
Memory	512 Mega Bytes (MB) or more RAM
Hard Disk	1.5 Giga Bytes (GB)
Display	1024 × 768 or higher resolution monitor
Operating System	Windows 7, Windows Vista with Service Pack (SP) 1, Windows XP with SP3 (32-bit), Windows Server® 2008 with SP2 (32-bit or 64-bit), or Windows Server 2003 Release 2 (R2) with Microsoft eXtensible Mark-up Language (XML) Core Services (MSXML) 6.0



Editions of MS Project 2010 1-2

- The two editions of MS Project 2010 are available as entire suite of products, each offering a set of innovative features to meet the project management requirements of various types of users.





Editions of MS Project 2010 2-2

- Following table shows the various products in the MS Project 2010 suite and their respective target user profiles:

Product	User Profile
MS Project Standard 2010	Individual and Part-Time Project Managers
MS Project Professional 2010	Professional Project Managers
MS Project built-on SharePoint 2010	Integrated workflow management connecting individuals, teams, and the enterprise
MS Project Server 2010	IT, Project Management Office, Engineering, Research and Development, Product Development, Operations
Microsoft Enterprise Project Management (EPM) Solution	Teams in geographically different locations need centralized resource management and team coordination between projects, project managers



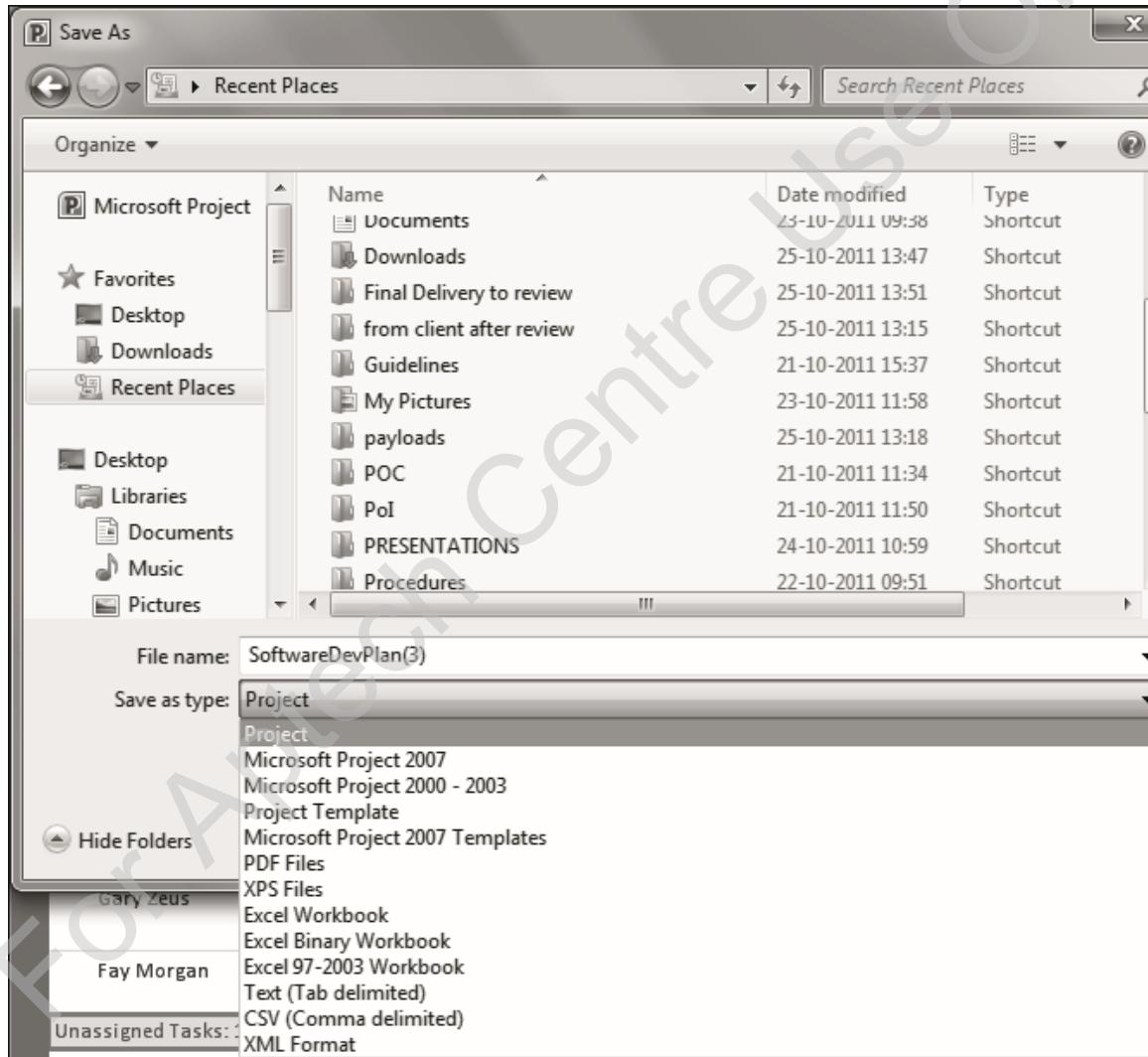
Compatibility of MS Project 2010 with Earlier Versions 1-2

- ◆ MS Project 2010 offers full compatibility with files created in earlier versions of MS Project Standard 2010 and MS Project Professional 2010.
- ◆ User can also save Project files in the formats supported by earlier versions of Project.
- ◆ The new features of MS Project 2010 will be available with reduced functionality.
- ◆ Users can save MS Project 2010 files in other file formats including XML, Comma-Separated Values (CSV), text (tab-delimited), and Excel workbooks.
- ◆ Users can also save MS Project files as Open Database Connectivity (ODBC) databases.



Compatibility of MS Project 2010 with Earlier Versions 2-2

- Following figure illustrates MS Project 2010 file type extensions:





Installing MS Project 2010 1-3

- ◆ To install MS Project 2010, users need to purchase the full licensed version of the software.
- ◆ Alternatively, they can try out a free 30-day trial from the link:
<http://technet.microsoft.com/en-us/evalcenter/ee404758.aspx>
- ◆ To begin installation, insert the MS Project 2010 CD into the CD drive. This starts the MS Project 2010 installer.
- ◆ On the **Enter your Product Key** page, enter the product key for the software copy and click **Continue**.
- ◆ Following figure displays the MS Project 2010 installation screen to enter the software product key:





Installing MS Project 2010 2-3

- ◆ Read the terms of agreement and select the **I accept the terms of this agreement** check box. Click **Continue**.
- ◆ On the next page, specify the user name and organization name and click **Install Now** to begin typical installation of the software.
- ◆ To perform a custom installation of the software, click **Customize**.
- ◆ Click **Close** once the installation is complete.
- ◆ Following figure illustrates typical installation of MS Project 2010:





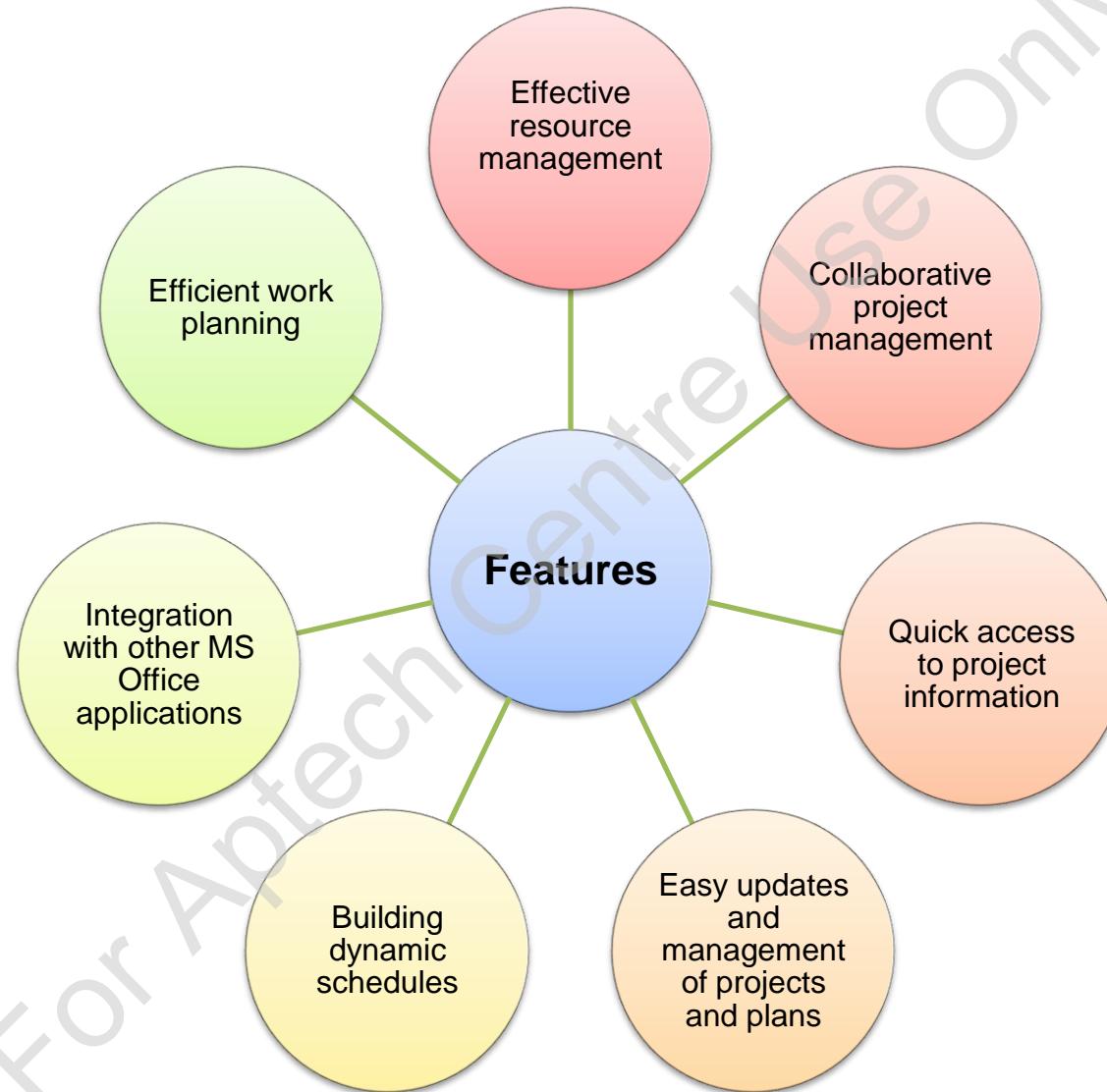
Installing MS Project 2010 3-3

- Once Microsoft Project is installed successfully, it will appear in the Start menu along with other Office applications that might be installed on the computer.
- Now, the user can start managing projects using Microsoft Project 2010.
- Following figure displays MS Project 2010 on the start menu of a computer after successful installation:





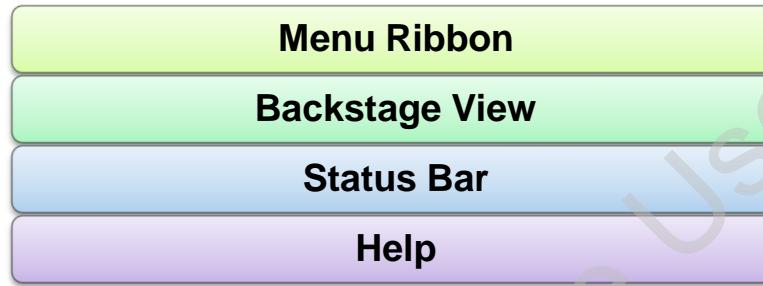
Features of MS Project 2010



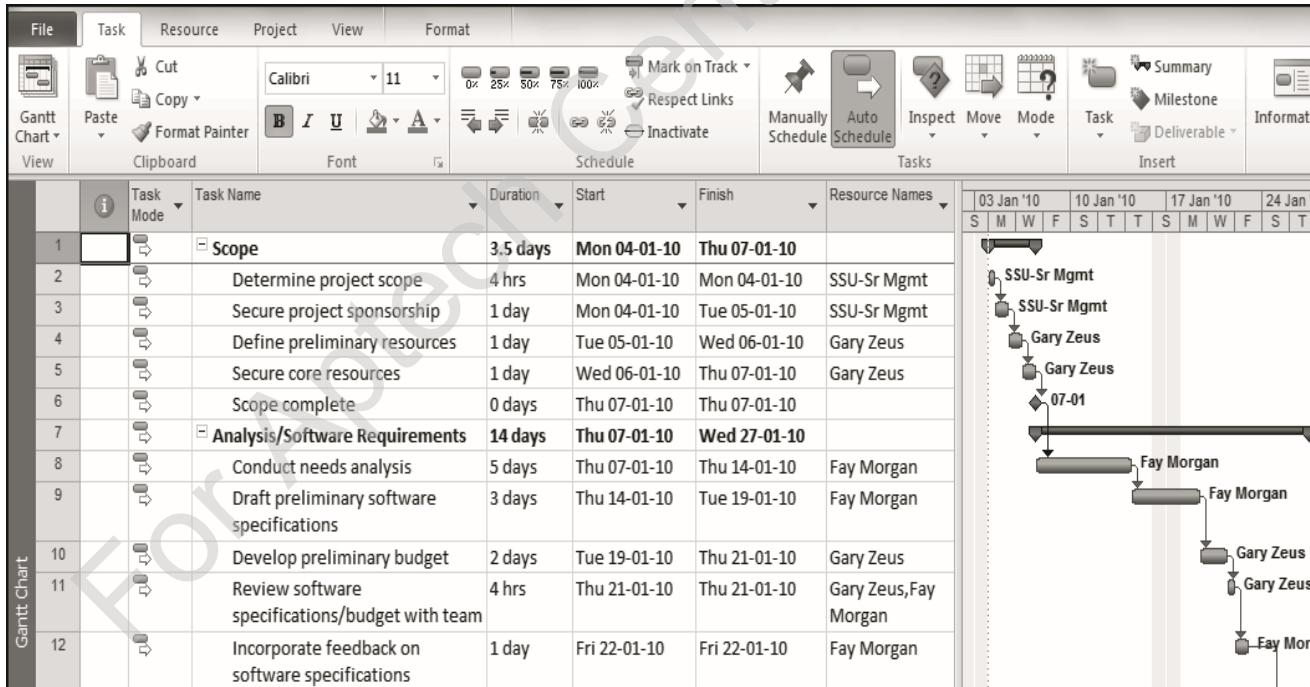


MS Project 2010 User Interface

- The MS Project user interface comprises the following core components:



- Following figure shows the typical MS Project 2010 user interface:



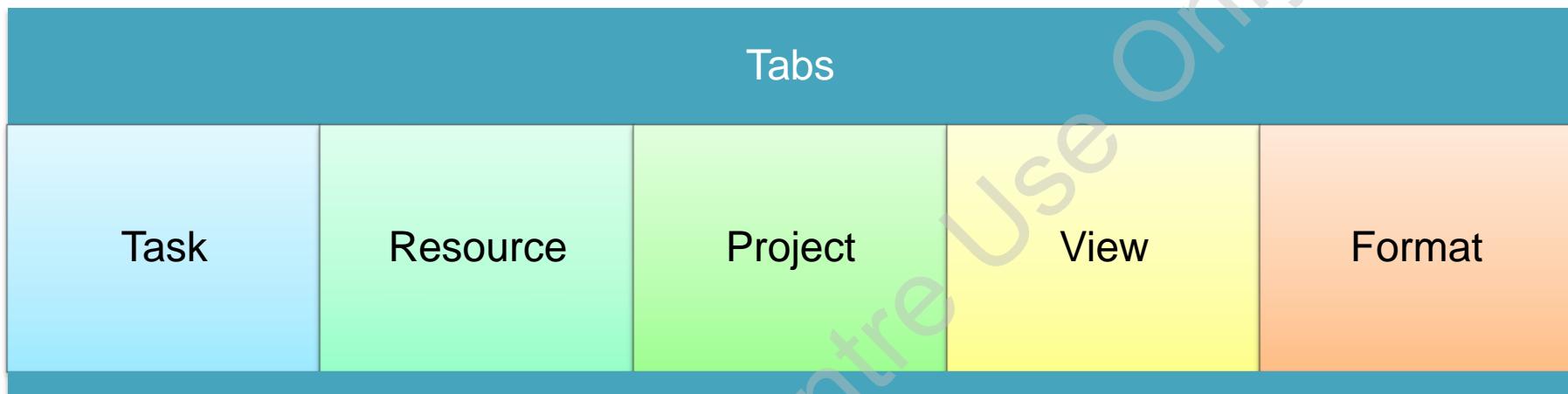


Ribbon 1-2

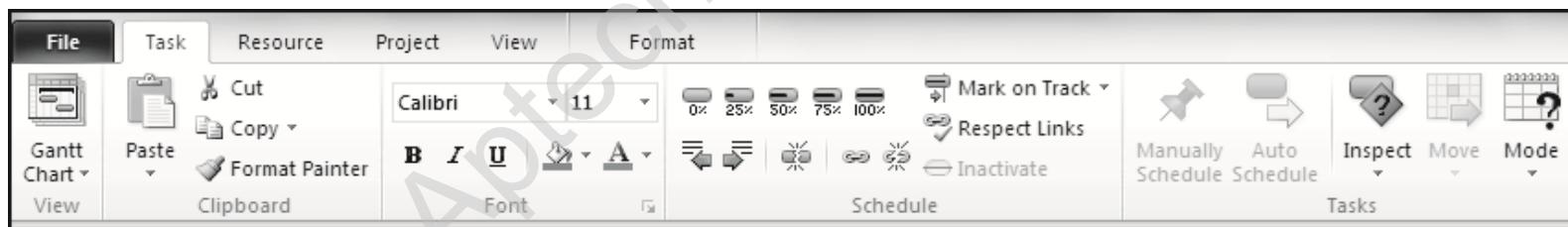
- ◆ At the top of the MS Project application window is a collection of menu commands called the Ribbon.
- ◆ The Ribbon provides access to various features and functions of MS Project at one place.
- ◆ The Ribbon contains several tabs.
- ◆ Each tab is a set of menu commands and functions organized into logical groups.
- ◆ The Ribbon can be minimized when not in use, to maximize the workspace.
- ◆ This can be done by clicking the **Ribbon** button placed next to the question mark icon on the top right corner or by pressing **Ctrl+F1**.



Ribbon 2-2



- ◆ The various menu tabs available on the Ribbon are as follows:





Backstage View

- ◆ Starting with the Office 2007 suite, Microsoft removed the menu bar and replaced it with the **File** tab.
- ◆ The **File** tab is the green button at the left end of the Ribbon.
- ◆ Clicking it displays the Backstage view.
- ◆ Following figure illustrates the Backstage view of MS Project:

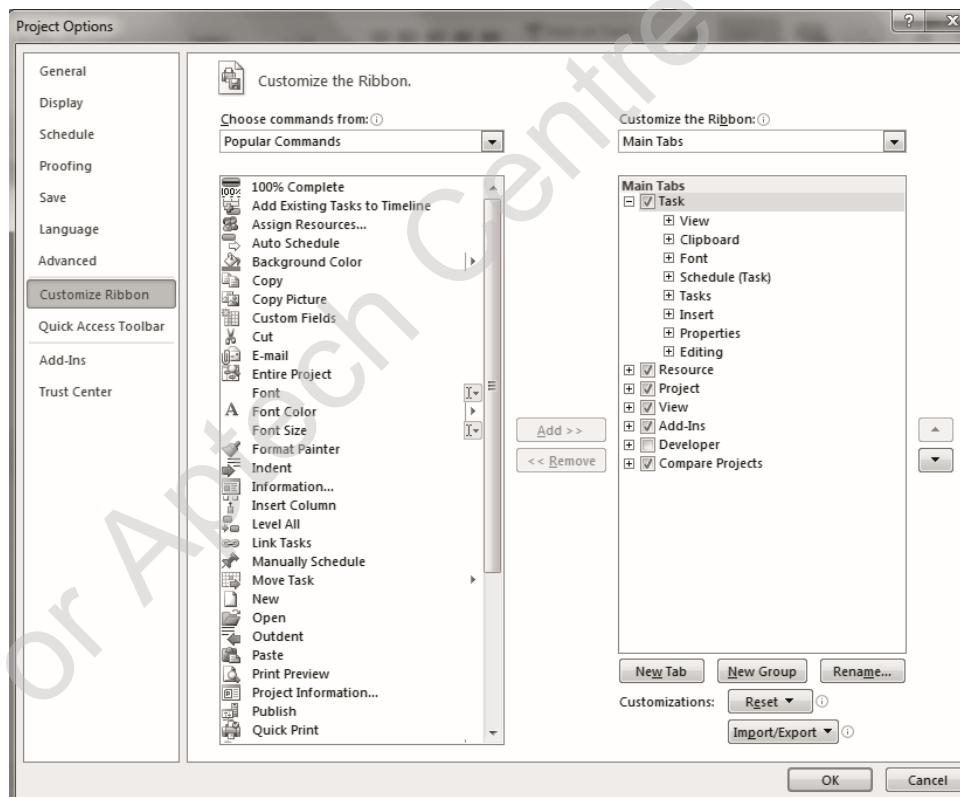
The screenshot shows the Microsoft Project 2010 ribbon with the 'Gantt Chart Tools' tab selected. The 'File' tab is highlighted in green, indicating the Backstage view is active. The backstage view displays various options: Save, Save As, Open, Close, Info, Recent, New, Print (which is currently selected), Save & Send, Help, Options, and Exit. On the right side, a 'Print' dialog is open, showing settings for 'Copies: 1', 'Printer: doPDF v7 Ready', 'Print Entire Project' (set to 'Print the project from start to finish'), 'Dates: 04-01-2010 to 01-06-2010', 'Pages: 1 to 18', 'Landscape Orientation', and 'A4 21 cm x 29.7 cm'. To the right of the print dialog, a Gantt chart is visible, showing a timeline from April 1, 2010, to June 1, 2010, with 20 tasks listed. The tasks are categorized into 'Scope' (Tasks 1-6), 'Analysis/Software Requirements' (Tasks 7-9), 'Development' (Tasks 10-15), 'Review' (Tasks 16-18), and 'Design' (Task 19). Task 20 is labeled 'Develop prototype based on functional specifications'.

ID	Task Mode	Task Name
1	Normal	Scope
2	Normal	Determine project scope
3	Normal	Secure project sponsorship
4	Normal	Define preliminary resources
5	Normal	Secure core resources
6	Normal	Scope complete
7	Normal	Analysis/Software Requirements
8	Normal	Conduct needs analysis
9	Normal	Draft preliminary software specifications
10	Normal	Develop preliminary budget
11	Normal	Review software specification/budget with team
12	Normal	Incorporate feedback on software specifications
13	Normal	Develop delivery timeline
14	Normal	Obtain approvals to proceed (concept, timeline, budget)
15	Normal	Secure required resources
16	Normal	Analysis complete
17	Normal	Design
18	Normal	Review preliminary software specifications
19	Normal	Develop functional specifications
20	Normal	Develop prototype based on functional specifications



Quick Access to Features and Functions

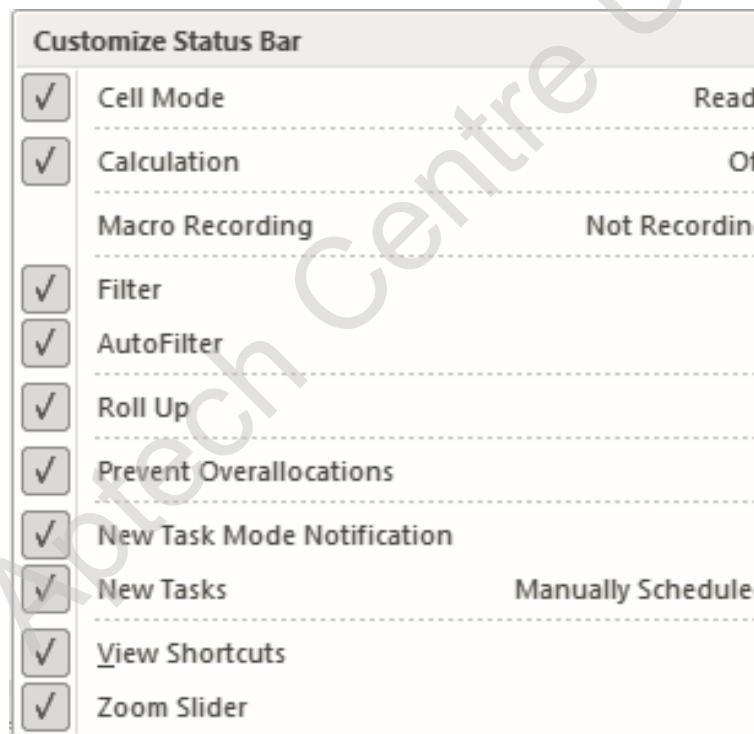
- ◆ MS Project allows customizing the Ribbon and arranging the commands according to individual preferences.
- ◆ To customize the Ribbon, click the **File** tab and click **Options** in the Backstage view.
- ◆ This displays the **Project Options** dialog box.
- ◆ In this dialog box, select the **Customize Ribbon** option from the list of options in the left column.
- ◆ Following figure illustrates options for customizing the Ribbon:





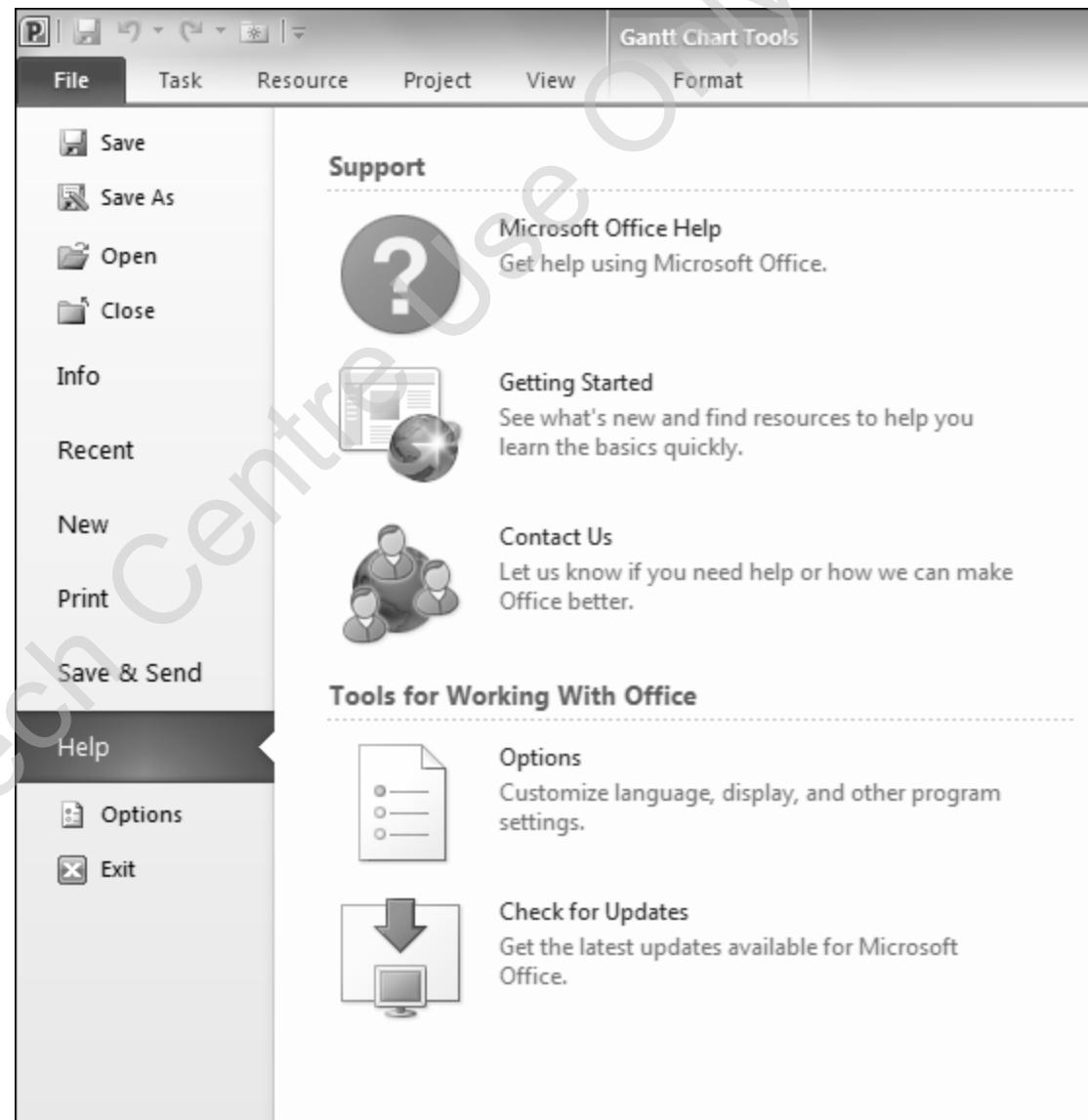
Status Bar

- ◆ At the bottom of the application window is a Status bar.
- ◆ The Status bar displays key program settings that provide shortcuts to useful functions.
- ◆ It also contains the View and Zoom controls to change project view and timescale.
- ◆ Following figure illustrates the Status bar:





- ◆ MS Project also provides a context-sensitive help.
- ◆ Click the question mark at the top right corner of the application window to display the Help menu.
- ◆ MS Project Help option is also available on the File tab. Alternatively, press the **F1** key .
- ◆ The figure illustrates the MS Project 2010 Help window.





Types of Views

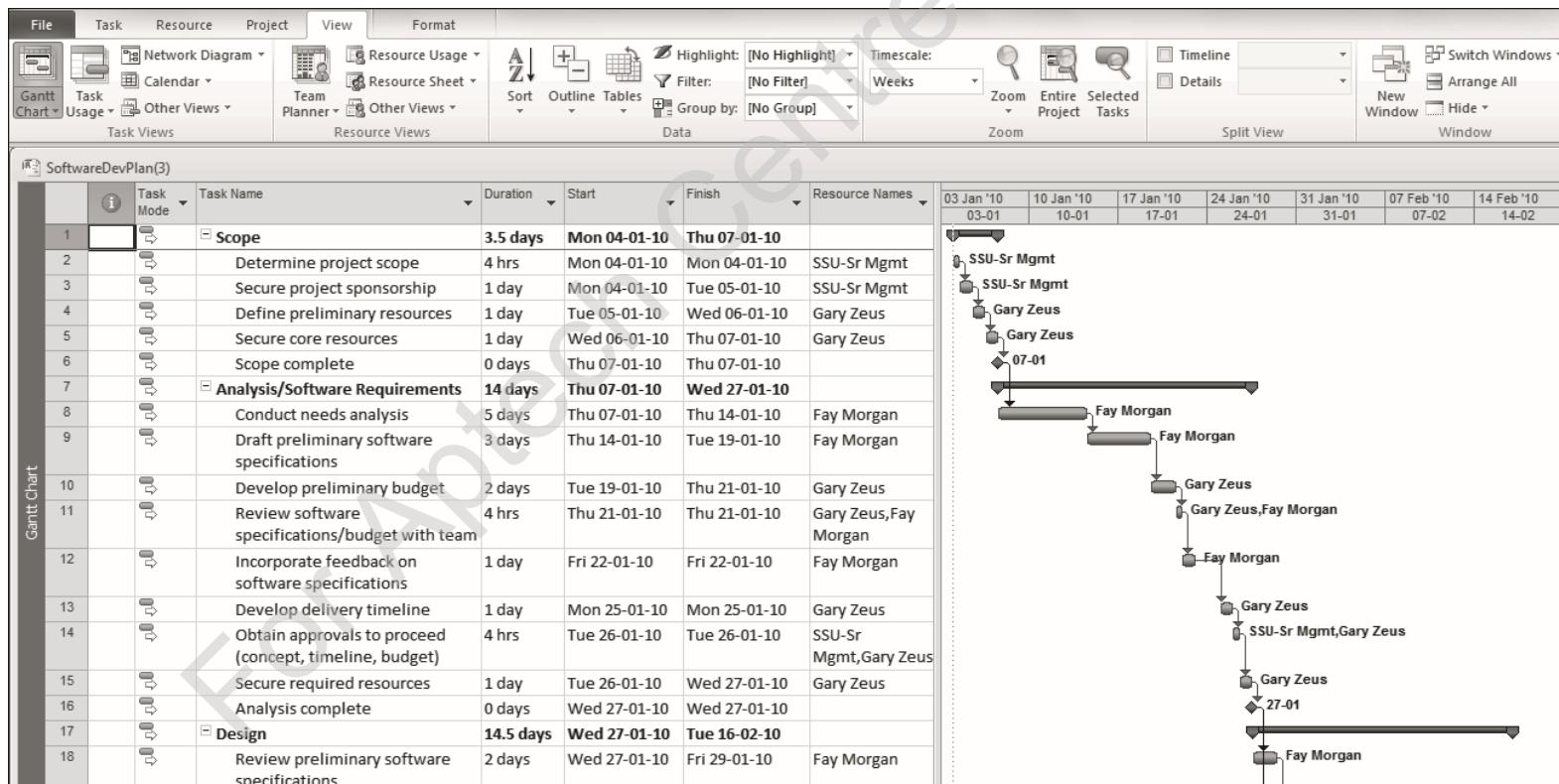
- ◆ Generally, project plans contain complex information.
- ◆ MS Project 2010 offers many views to simplify complex information and generate user-friendly views.
- ◆ These views help project managers to organize and display project and tasks details logically and analyze the information better.
- ◆ The various types of views are available on the View tab on the Ribbon.
- ◆ Task Views and Resource Views are two major groups of views available in MS Project.
- ◆ Following figure illustrates the various choices of views on the View tab:

Task	Name	Work	Duration	Start	Finish	Details
1	Scope	28 hrs	3.5 days	Fri 04-01-10	Thu 07-01-10	09 Oct '11 S M T W T F S 16 Oct '11 S M T W T F S
2	Determine project SSU-Sr Mgmt	4 hrs	4 hrs	Fri 04-01-10	Fri 04-01-10	Work
3	Secure project spc SSU-Sr Mgmt	8 hrs	1 day	Fri 04-01-10	Tue 05-01-10	Work
4	Define preliminary Gary Zeus	8 hrs	1 day	Tue 05-01-10	Wed 06-01-10	Work
5	Secure core resou Gary Zeus	8 hrs	1 day	Wed 06-01-10	Thu 07-01-10	Work
6	Scope complete	0 hrs	0 days	Thu 07-01-10	Thu 07-01-10	Work
7	Analysis/Software Re Fay Morgan	120 hrs	14 days	Fri 07-01-10	Wed 27-01-10	Work
8	Conduct needs ani Fay Morgan	40 hrs	5 days	Fri 07-01-10	Thu 14-01-10	Work
9	Draft preliminary : Fay Morgan	24 hrs	3 days	Fri 14-01-10	Tue 19-01-10	Work
10	Develop preliminay Gary Zeus	16 hrs	2 days	Tue 19-01-10	Thu 21-01-10	Work
11	Review software s Gary Zeus	8 hrs	4 hrs	Thu 21-01-10	Thu 21-01-10	Work
12	Incorporate feedb Fay Morgan	8 hrs	1 day	Fri 22-01-10	Fri 22-01-10	Work
13	Develop delivery ! Gary Zeus	8 hrs	1 day	Fri 22-01-10	Fri 25-01-10	Work



Task Views

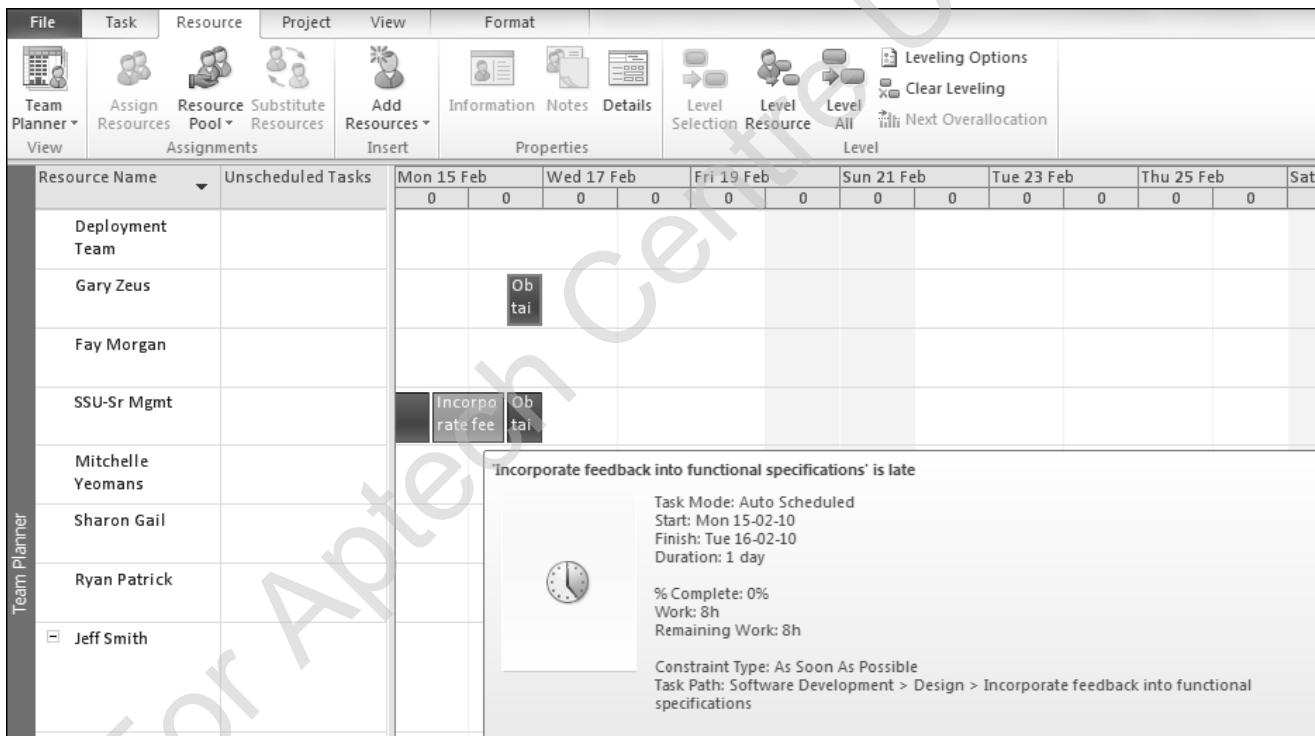
- ◆ Task view is the default view that is displayed on opening an MS Project file.
- ◆ The Task view is split into two sections.
- ◆ On the left is a tabular list of tasks and their start and end dates.
- ◆ On the right is the Gantt Chart view of the same information.
- ◆ Following figure illustrates the Task view for a project:





Resource Views

- The Resource Views group enables you to select the Team Planner, Resource Usage, Resource Sheet, and other resource views.
- Resource Sheet view, shown in the following figure, enables project managers to view the resources assigned to the various tasks for a project.



- They can also assign new tasks to resources or add new resources to a project.



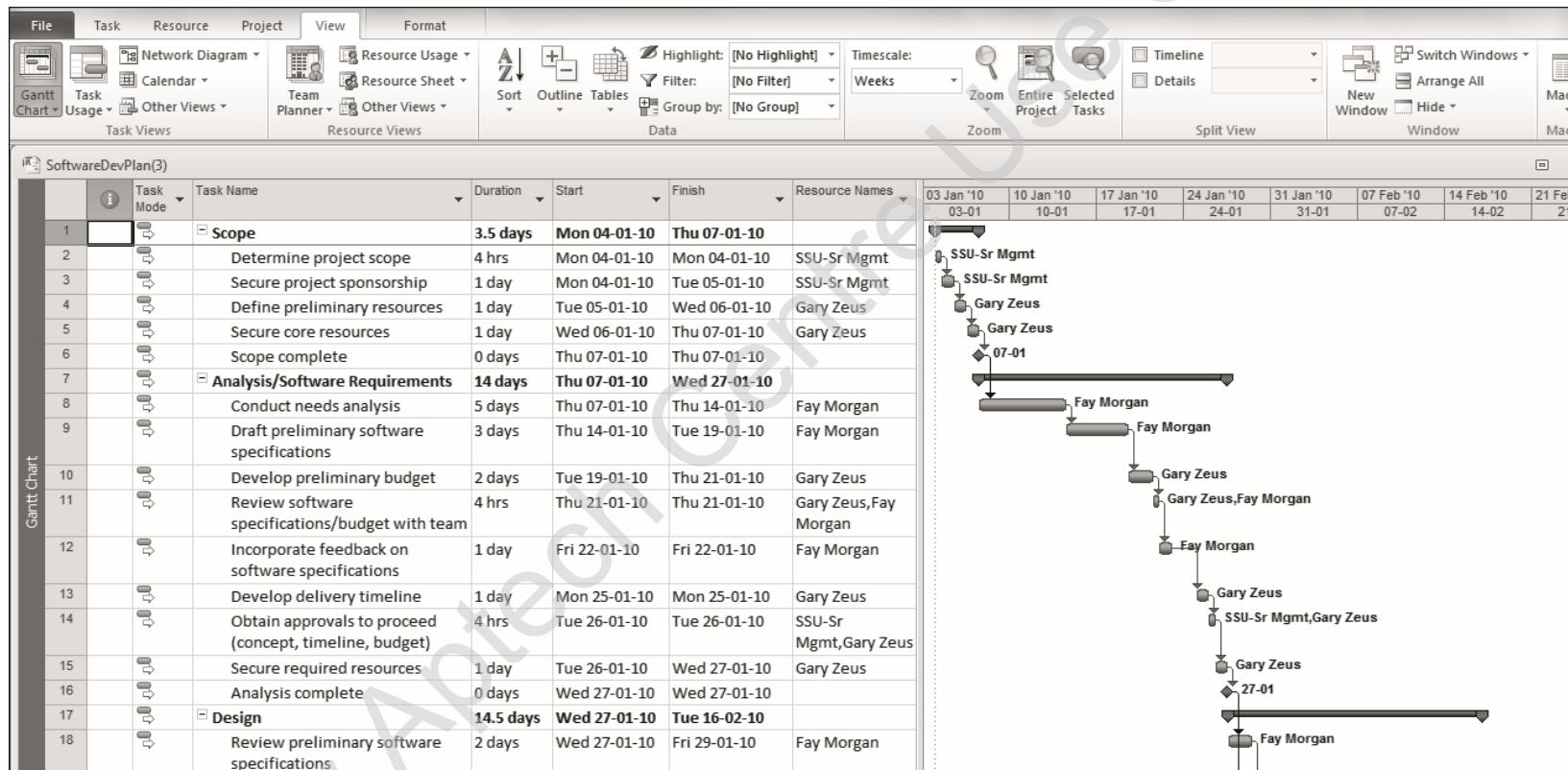
Gantt Chart View 1-2

- ◆ The Gantt Chart view is the default chart view that is displayed on opening a new project.
- ◆ A Gantt Chart is like a horizontal bar chart showing the start and end of each activity.
- ◆ It helps users to identify with a quick glance whether activities will be executed one after the other or in parallel, whether there are any overlaps or interdependencies between activities.
- ◆ The Gantt Chart view has two major sections: the sheet pane on the left and the chart pane on the right.



Gantt Chart View 2-2

- The view shown in the following figure, is a grouping of MS Excel like sheet pane on the left and graphical representation of tasks on the right pane:

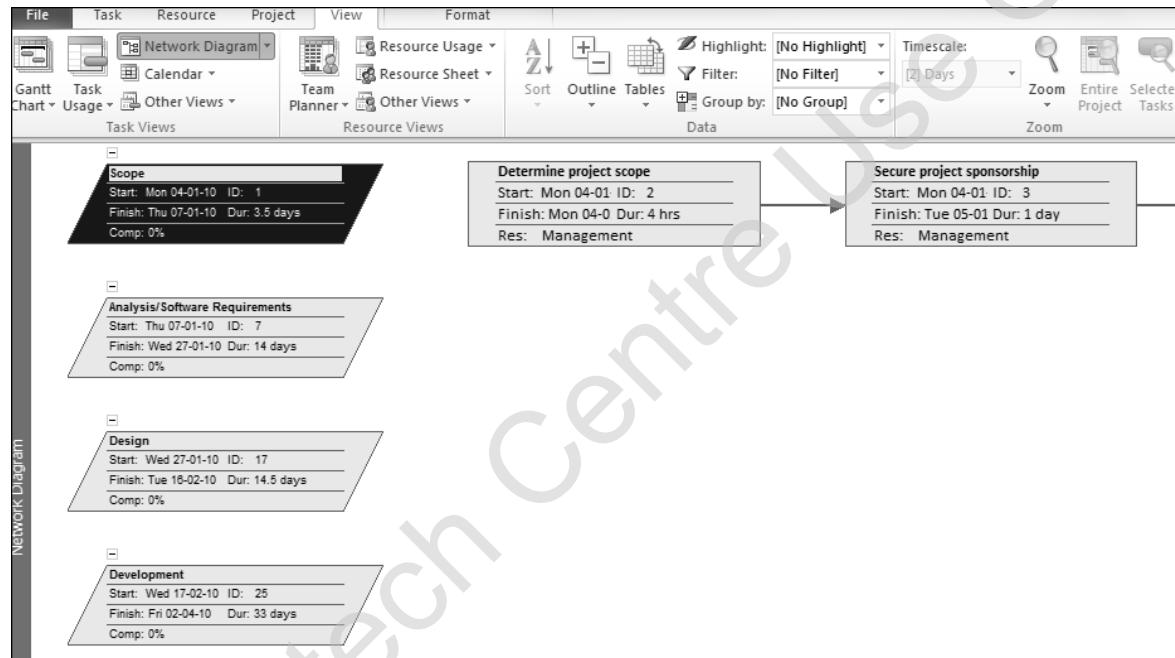


- Users can change the information that is displayed in the sheet on the left using tables.



Network Diagram View

- Another chart view that project managers often use for project related information is the Network Diagram view, as shown in the following figure:



- This view displays a representation of the workflow in a project, as a series of work schedule boxes.
- The boxes consist of dependency lines between them to reflect the sequence of tasks.
- Tasks that happen in the same time frame are aligned vertically above each other.
- Tasks with an X through them are those that have been marked as complete.



Summary

- ◆ A project is an activity carried out to meet a specific need and is temporary in nature.
- ◆ A project comprises a project manager, project sponsor, and a project team.
- ◆ All projects go through a life cycle, which includes stages, such as identifying the need, identifying the phases, preparing the schedule, assigning resources, tracking, and closing the project.
- ◆ Microsoft Project 2010 is a powerful project management software that helps to efficiently manage project resources and timelines.
- ◆ MS Project 2010 allows viewing project related information in a variety of views, for slicing and dicing the information.
- ◆ The two key views in MS Project 2010 are the Task View and the Resources View.
- ◆ Project related data can be viewed in two graphical formats: Gantt Chart View and Network Diagram.