"Duration" is the span of time and is the column name

1. m = minutes
2. h = hours
3. d = days
4. w = weeks
5. mo = months

Work is the effort measured in man hours or person hours

1. Units is represented as 100% = 8 man hours
2. 75% = 6 man hours
3. 50% = 4 man hours
4. 25% = 2 man hours
5. 200% = 2 people each contributing 8 man hours
6. 150% = 1 person full time (8 man hours)+ part time (4 man hours)
7. 125% = 1 person full time and 2nd person for 2 hours = 10 mh / day
8. 175% = 8 mh/day + 6 mh/day = 14 mh/day

If 2 people work on the same day, what will be the total man hours = 16 man hours = 200% capacity

Resource : Are People, Machines, Equipments, Materials and cash

Resources are created and listed in the resource sheet

Resource Units are mentioned in "% " for work type the default is 100%, for Material type as "Qty"

Effort Driven : are those tasks which can reduced in duration by adding more resources.

160 man hours is the work effort to write the manual

1. What is person works on it full time :
   100% = 8 hours. It will take 20 days
2. 50% = 4 hours , days = 40 days
3. 25% = 2 hours, days = 80 days
4. 75% = 6 hours, day = 27 days
5. 200% = 16 man hours, (2 people full time) = 16 mh/day = 10 days completion
6. 250% = 16 + 4 = 20 man hours, (2 p + half time p) = 20mh/day = 8 days

WBS maps to "task name" column

Schedule Management maps to "Duration" & "Predecessors" columns

Cost Management ?

Best Practice : Always put leaves much beyond the anticipated / planned duration of the project.

Do all your settings in one MPP file and make copy of it for new projects.

File -> Options -> Schedule -> Select option for task duration

Task Calender is created by us. It is used to control the specific Urgent task . We will create 7 days working Task Calendar and apply on the task

==Predecessor Task is the task which controls the start or finish time of the Successor task==, through it's own start or finish.

1. FS = Finish to Start
2. SS = Start to Start
3. FF = Finish to Finish
4. SF = Start to Finish

Train dep. Time is 5 pm it takes me 1 hour and I want to some Reserve (buffer) time say 30 mins..(ensure no risk of losing the train)

When should I start from Home ? 3:30 PM

When you want continuous assignment of resource over a period of time without break then prefix the duration with "e" in the duration column.

1. Fixed Duration (The duration is fixed by us, the software will adjust the work and cost)

2. Fixed Work (The work is fixed by us, the software will adjust the duration)
3. Fixed Units (The resource is fixed by us, the software will adjust duration and work both)

The fixed Units is best used for estimation and balancing the duration vs work and later you may fix either duration or work .

To enter Fixed Cost of a task go to View -> Tables -> Cost. Then Enter the fixed amount in the "Fixed Cost" field.

Suppose you have 10 months projects

Item 1   Increasing @ 10 Rs/ Month

1. Month1 – 100 Rs / Unit
2. Month2 – 110 Rs. / Unit
3. Month3 – 120 Rs. / Unit
4. Month 4 – 130 Rs / Unit

Schedule Compression

1. Crashing – Apply more resource to 1 task
2. Fast Tracking – Apply resources to multiple tasks to do them side by side

Software_Development_Project

It will show progress of actual work vs baseline work as clustered bar graph