














# Practical 4

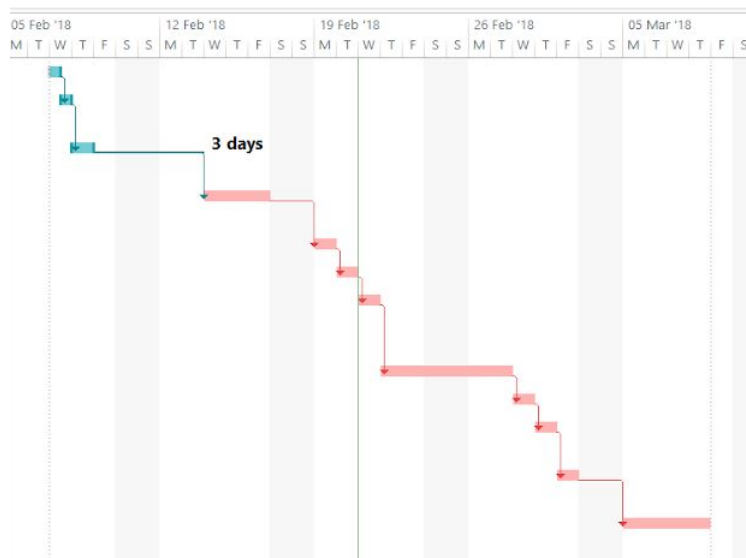
**AIM :To study ms project tool for changing task priority**

## Usage of Task Priority

It is used to set priority between various task / activities in a project. If it is predetermined that some task should have been performed first before performing the other task, it can be ensured by giving higher priorities to that task.

## Project plan for library whitewashing

		Task Mode ▾	Name ▾	Leveling Delay ▾	Duration ▾	Start ▾	Finish ▾	Priority
1			Make list of books	0 edays	0.5 days	Wed 07-02-18	Wed 07-02-18	500
2			Divide them into various categories	0 edays	0.5 days	Wed 07-02-18	Wed 07-02-18	800
3			Get boxes to keep the books inside	0 edays	1 day	Thu 08-02-18	Thu 08-02-18	300
4			Label boxes and put books accordingly	0 edays	3 days	Wed 14-02-18	Fri 16-02-18	600
5			Move the boxes outside	0 edays	1 day	Mon 19-02-18	Mon 19-02-18	200
6			Move the racks outside	0 edays	1 day	Tue 20-02-18	Tue 20-02-18	200
7			Remove the cutrains and other furniture from the library	0 edays	1 day	Wed 21-02-18	Wed 21-02-18	100
8			Get whitewashing done	0 edays	4 days	Thu 22-02-18	Tue 27-02-18	400
9			Let the paint dry	0 edays	1 day	Wed 28-02-18	Wed 28-02-18	600
10			Move the furniture into the library	0 edays	1 day	Thu 01-03-18	Thu 01-03-18	300
11			Move the boxes inside the library	0 edays	1 day	Fri 02-03-18	Fri 02-03-18	600
12			Arrange the books back to their places	0 edays	4 days	Mon 05-03-18	Thu 08-03-18	800



## How to set priority of a task

This can be done by following the steps below

- Go to desired task >right click on this task> choose task information option
- Window will get open
- Priority value by default is 500
- It can be changed by alter priority value

We can set the next priority values(maximum 1000) according to the requirement of activities.

Note : We cannot view the activities in the gantt chart/bar chart according to the priorities. We can only view the priority values in one of the columns

Task priority -

Add tasks with dates to the timeline

Task Information

General | Predecessors | Resources | Advanced | Notes | Custom Fields

Name:  Duration:  ☐ Estimated

Percent complete:  Priority:

Schedule Mode: ☒ Manually Scheduled ☐ Inactive  
☐ Auto Scheduled

Dates  
 Start:  Finish:

☐ Display on Timeline  
☐ Hide Bar  
☐ Rollup

## How to show priority values in a column

Choose predecessor column >then select the whole column > right click on this column > choose option insert column

After choosing the insert column window will open

## Adding Priority Column

	Name	Leveling Delay	Duration	Start	Finish	Column Name	Predecessors	T
1	Make list of books	0 edays	0.5 days	Wed 07-02-18	Wed 07-02-18	Priority		
2	Divide them into various categories	0 edays	0.5 days	Wed 07-02-18	Wed 07-02-18	Project Publish		
3	Get boxes to keep the books inside	0 edays	1 day	Thu 08-02-18	Thu 08-02-18	Recurring Regular Work		
4	Label boxes and put books accordingly	0 edays	3 days	Wed 14-02-18	Fri 16-02-18	Remaining Cost		
5	Move the boxes outside	0 edays	1 day	Mon 19-02-18	Mon 19-02-18	Remaining Duration		
6	Move the racks outside	0 edays	1 day	Tue 20-02-18	Tue 20-02-18	Remaining Overtime Cost		
7	Remove the cutrains and other furniture from the library	0 edays	1 day	Wed 21-02-18	Wed 21-02-18	Remaining Overtime Work		
8	Get whitewashing done	0 edays	4 days	Thu 22-02-18	Tue 27-02-18	Remaining Work		
9	Let the paint dry	0 edays	1 day	Wed 28-02-18	Wed 28-02-18	Request/Demand		
10	Move the furniture into the library	0 edays	1 day	Thu 01-03-18	Thu 01-03-18	Resource Group		
11	Move the boxes inside the library	0 edays	1 day	Fri 02-03-18	Fri 02-03-18	Resource Initials		
12	Arrange the books back to their places	0 edays	4 days	Mon 05-03-18	Thu 08-03-18	Resource Names		
						Resource Phonetics		
						Resource Type		
						Response Pending		
						Resume		
						Rollup		
						Scheduled Duration		
						Scheduled Finish		
						Scheduled Start		
						SPI		
						Start		
						Start Slack		
						Start Variance		
						Start1		
						Start10		
						Start2		
						Start3		
						Start4		
						Start5		
						Start6		
						Start7		
						Start8		
						Start9		
						Status		
						Status Indicator		

## Showing Priority Column

	Task Mode	Name	Leveling Delay	Duration	Start	Finish	Priority	Predecessors	F
1	✚	Make list of books	0 edays	0.5 days	Wed 07-02-18	Wed 07-02-18	500		
2	✚	Divide them into various categories	0 edays	0.5 days	Wed 07-02-18	Wed 07-02-18	800	1	
3	✚	Get boxes to keep the books inside	0 edays	1 day	Thu 08-02-18	Thu 08-02-18	300	2	
4	✚	Label boxes and put books accordingly	0 edays	3 days	Wed 14-02-18	Fri 16-02-18	600	3	
5	✚	Move the boxes outside	0 edays	1 day	Mon 19-02-18	Mon 19-02-18	200	4	
6	✚	Move the racks outside	0 edays	1 day	Tue 20-02-18	Tue 20-02-18	200	5	
7	✚	Remove the cutrains and other furniture from the library	0 edays	1 day	Wed 21-02-18	Wed 21-02-18	100	6	
8	✚	Get whitewashing done	0 edays	4 days	Thu 22-02-18	Tue 27-02-18	400	7	
9	✚	Let the paint dry	0 edays	1 day	Wed 28-02-18	Wed 28-02-18	600	8	
10	✚	Move the furniture into the library	0 edays	1 day	Thu 01-03-18	Thu 01-03-18	300	9	
11	✚	Move the boxes inside the library	0 edays	1 day	Fri 02-03-18	Fri 02-03-18	600	10	
12	✚	Arrange the books back to their places	0 edays	4 days	Mon 05-03-18	Thu 08-03-18	800	11	