INF09101 Project Management for Information Systems

Edinburgh Napier University, School of Computing

Lab 1: Introduction to Microsoft Project 2016

Introduction to MS Project and how it is used

1. View the **simple introduction video** for MS Project and how it is used (8 minutes 21 seconds):
   https://youtu.be/9RdBMoy-Ty0
   [You can completely ignore the bit at the very end that refers to a project to transform a bedroom]

Create a new plan

2. From the **Start** menu 🟦, go to **All Programs**, select **Microsoft office 2016** and then **Project 2016**.
3. Click the option to open a **Blank Project**.
4. On the **Project** tab, in the **Properties** group, click **Project Information**. This opens the project information dialog box.
5. In the **Start date** box, type the project start date given in the coursework assignment or click the down arrow to display the calendar and select the date.
6. Click **OK** to accept this data and close the Project Information dialog box.
7. On the **File** tab, click **Save**. The Save As option appears the first time you save your plan.
8. Save the file in a folder on your H: drive (not on the Desktop!). In the **File name** box type Coursework Plan.
9. Click **Save** and then close the plan. You will develop this plan in the next Lab session.

Use the remaining lab time to begin to explore some additional on-line resources which will help you to complete the coursework assignment:

A **set of 13 online training videos**:
https://www.youtube.com/watch?v=ECCihu9AKIg&list=PLzj7TwUeMQ3gPqakrFQ8fSNPu00rsOuzu
[You can skip the ads at the beginning of each video]

Microsoft Step by Step Microsoft Project [eBook] at
https://mitseu.files.wordpress.com/2014/08/microsoft-project-2013-step-by-step.pdf and practice files for download at: https://www.microsoftpressstore.com/store/microsoft-project-2013-step-by-step-9780735669116#downloads
The downloadable and print versions of this book may be purchased at:
https://www.microsoftpressstore.com/store/microsoft-project-2013-step-by-step-9780735669116#downloads

Note that you can refer to guides for Project 2013 and 2016 as the interface is the same.