

16CSCI08I

Software Project Management

Lab (2)

Topics covered:

- Setting a calendar for the project.
- Keeping track of updates for the project.

Calendar:

A significant part of creating a project plan is specifying the working days and specific number of hours per day so that the schedule is realistic and accurate. The MS Project has a standard calendar, which is from Monday to Friday from 8:00 AM to 5:00 PM with a total of 20 working days per month. You can specify your own calendar with respect to working days, number of hours per day, number of days per month, any national holidays...etc.

In order to do that, click on 'Project' from the Menu bar then on 'Change working time'. A dialogue box will pop up with details of the standard calendar. In order to change the working times and check the number of days per month, click on the 'Options' button at the bottom of the dialogue box. In order to create a new calendar, click on the 'Create New Calendar' button.

The screenshot shows the Microsoft Project interface. The 'Project' menu is highlighted with a red circle, and the 'Change Working Time' option is also circled in red. Below the menu bar, a timeline view shows dates from October 4, 2015, to November 1, 2015. A task list table is visible below the timeline.

| Task ID | Task Name | Duration | Start | Finish | Predecessors |
|---------|----------------------|----------|--------------|--------------|--------------|
| 1 | Software Development | 47 days | Fri 10/2/15 | Mon 12/7/15 | |
| 2 | Phase 1 | 10 days | Fri 10/2/15 | Thu 10/15/15 | |
| 3 | Task 1 | 2 days | Fri 10/2/15 | Mon 10/5/15 | |
| 4 | Task 2 | 3 days | Tue 10/6/15 | Thu 10/8/15 | 3 |
| 5 | Task 3 | 3 days | Fri 10/9/15 | Tue 10/13/15 | 4 |
| 6 | Task 4 | 2 days | Wed 10/14/15 | Thu 10/15/15 | 5 |
| 7 | Finish Phase 1 | 0 days | Thu 10/15/15 | Thu 10/15/15 | 6 |
| 8 | Phase 2 | 37 days | Fri 10/16/15 | Mon 12/7/15 | |

Change Working Time

For calendar: Standard (Project Calendar) Create New Calendar ...

Calendar 'Standard' is a base calendar.

Legend:

- ☐ Working
- ☐ Nonworking
- 31** Edited working hours
- 31** Exception day
- 31** Nondefault work week

Click on a day to see its working times: October 10, 2015 is nonworking.

Based on: Default work week on calendar 'Standard'.

October 2015

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Exceptions Work Weeks

| Name | Start | Finish |
|------|-------|--------|
| | | |
| | | |
| | | |
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| | | |
| | | |
| | | |

Help Options... OK Cancel

Project Options

Change options related to scheduling, calendars, and calculations.

Calendar options for this project: Project2

Week starts on: Sunday

Fiscal year starts in: January

☐ Use starting year for FY numbering

Default start time: 8:00 AM

Default end time: 5:00 PM

Hours per day: 8

Hours per week: 40

Days per month: 20

These times are assigned to tasks when you enter a start or finish date without specifying a time. If you change this setting, consider matching the project calendar using the Change Working Time command on the Project tab in the ribbon.

Schedule

☒ Show scheduling messages

Show assignment units as: Percentage

Scheduling options for this project: Project2

New tasks created: Manually Scheduled

Auto scheduled tasks scheduled on: Project Start Date

Duration is entered in: Days

Work is entered in: Hours

Default task type: Fixed Units

☐ New tasks are effort driven

☐ Autolink inserted or moved tasks

☒ Split in-progress tasks

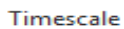
☒ Tasks will always honor their constraint dates

☒ Show that scheduled tasks have estimated durations

☒ New scheduled tasks have estimated durations

OK Cancel

This is one of the options found in the ‘View bar’. The calendar allows you to view all the activities involved in the project in the form of a calendar. You can edit the calendar’s appearance by right clicking anywhere on the calendar and clicking on ‘Timescale’. You can change week headings, shading of boxes and the appearance of the date boxes.



Week Headings | **Date Boxes** | **Date Shading**

Monthly titles: ▾

Daily titles: ▾

Weekly titles: ▾

Display

Show week with: ☒ 7 days ☐ 5 days

☒ Display month pane

☐ Display Monthly titles beginning and end dates

Sample:

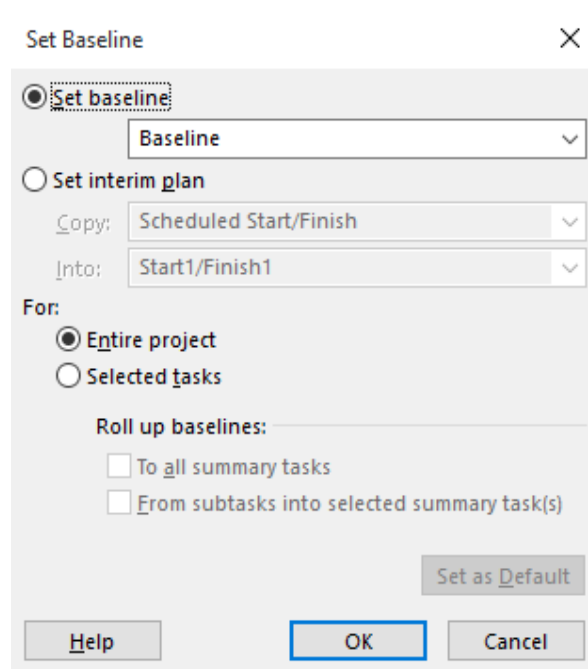
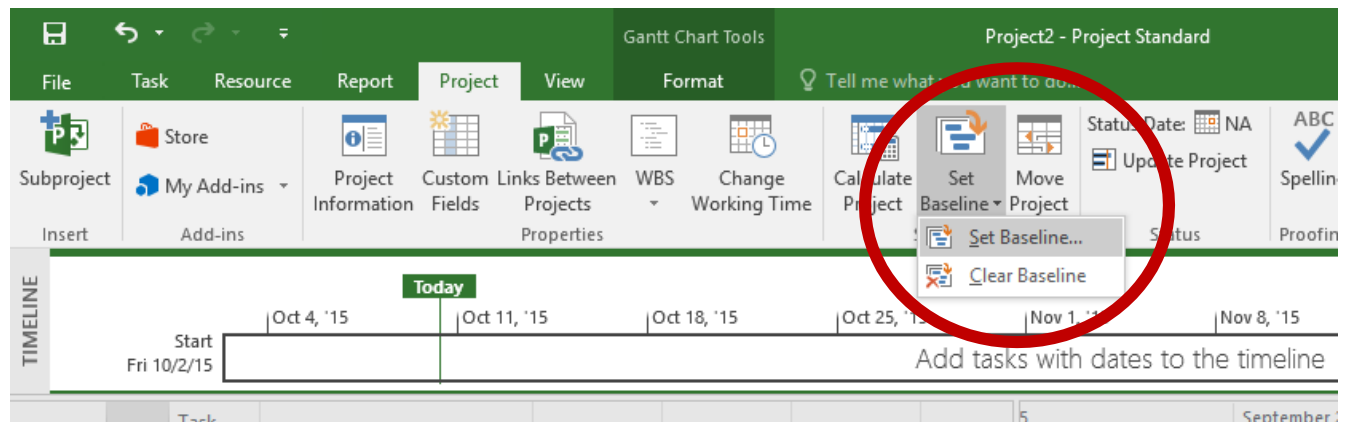
| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |

Tracking Gantt:

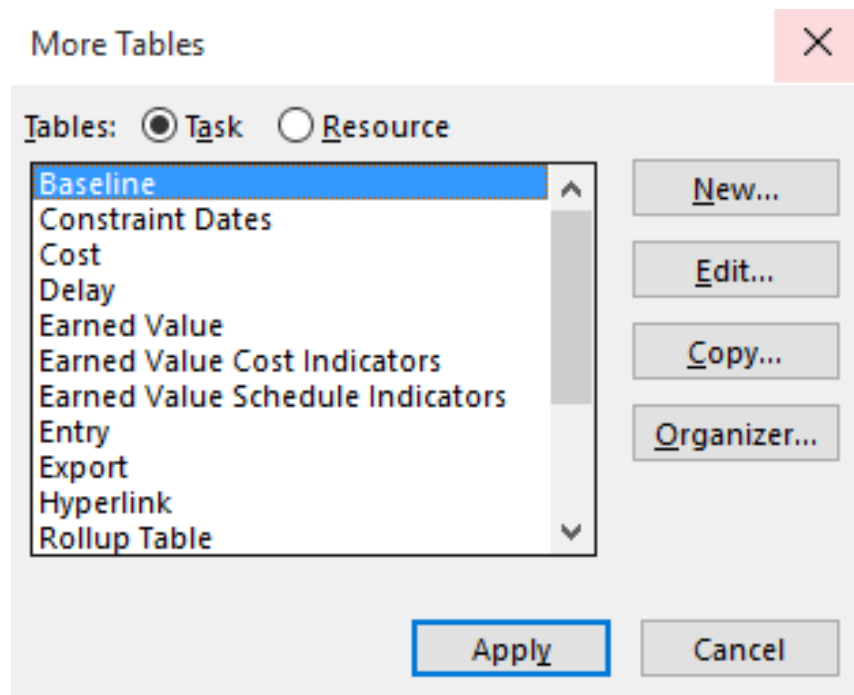
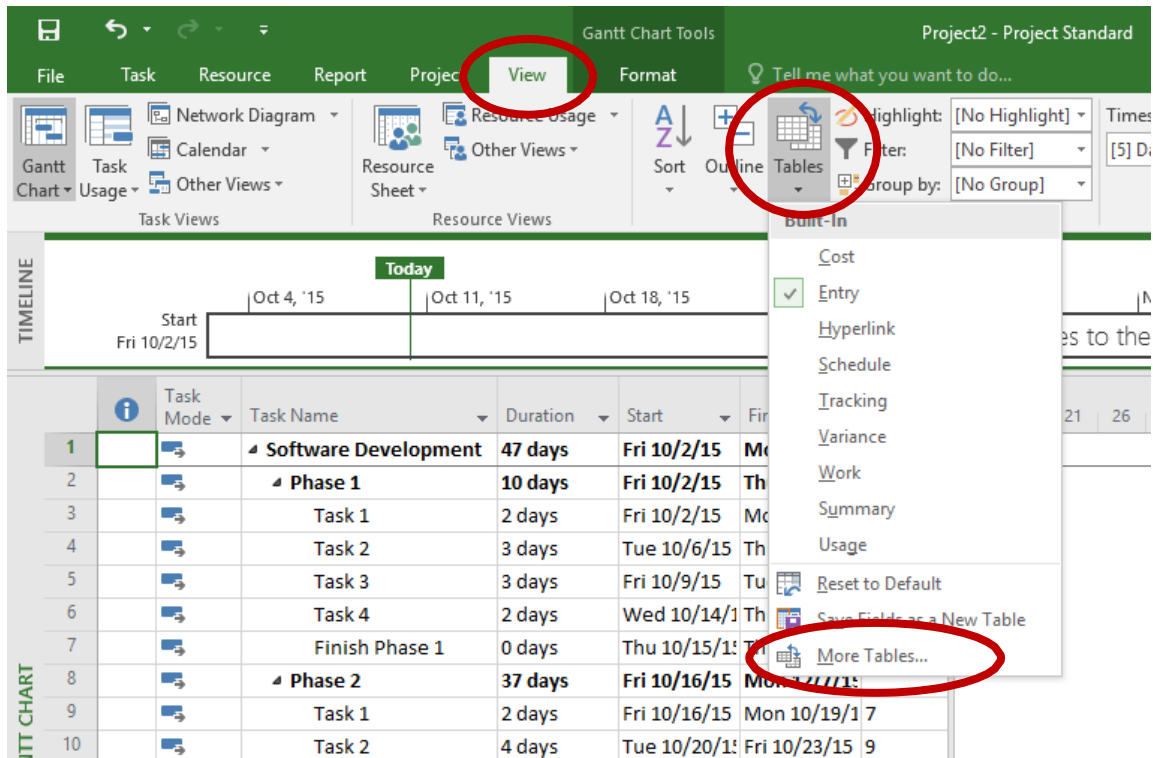
It is safe to say that sometimes things don't go according to plan; certain tasks may be delayed or may take place before the time that they are scheduled. It is always helpful to keep track of these changes, which might later be used for future reference. As a result, we need to keep like a 'screen shot' of the initial Gantt chart and compare that to the current one that contains the enacted changes.

In order to do so, we create what is called a 'Baseline'. Creating a baseline is synonymous to storing the Gantt chart with all its details for which the baseline was created. You can maintain up to 11 baselines, though changes to the original plan shouldn't be numerous.

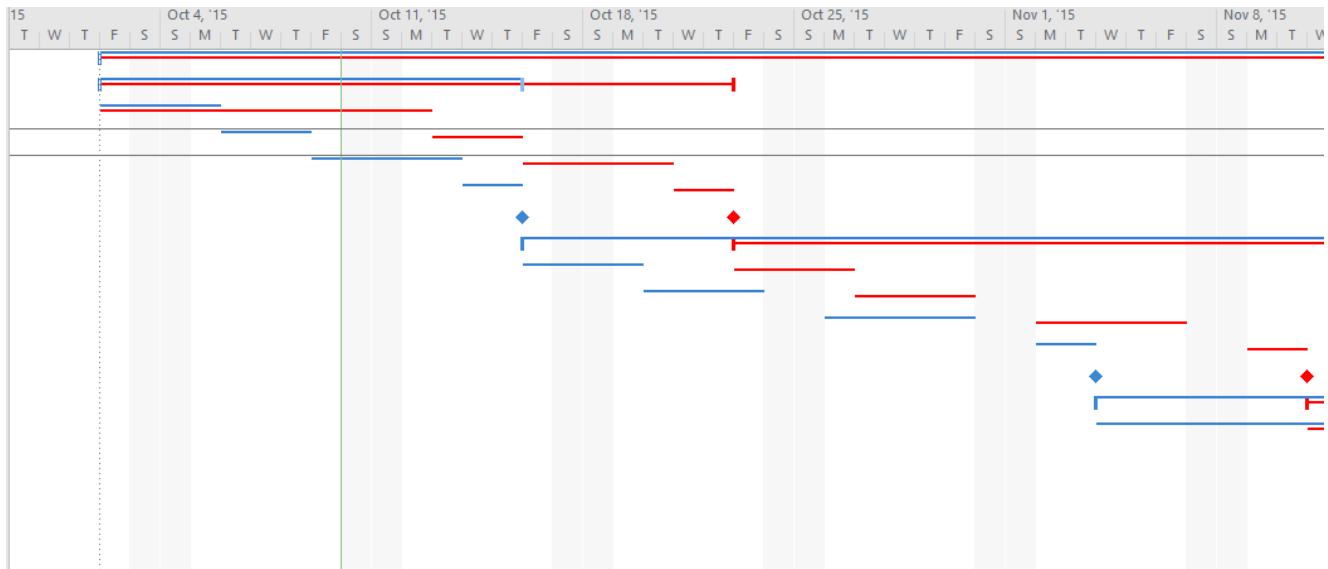
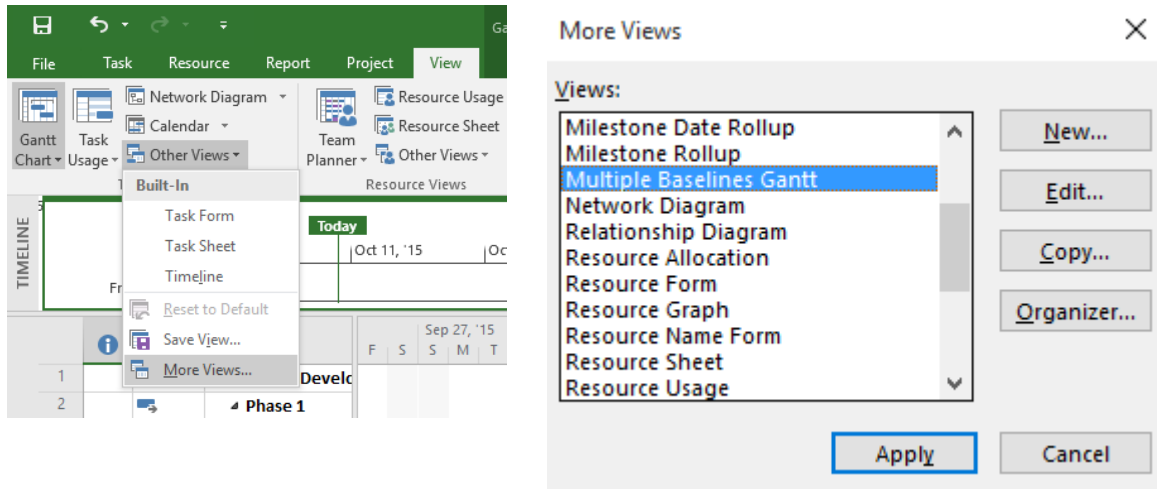
To create a baseline, click on 'Project' from the Menu bar, then click on 'Set Baseline', and then click on 'Set baseline'. A dialogue box will appear, which allows you to select which baseline is currently being created and whether it is for part of the project or the entire project. We always create a baseline for the entire project.



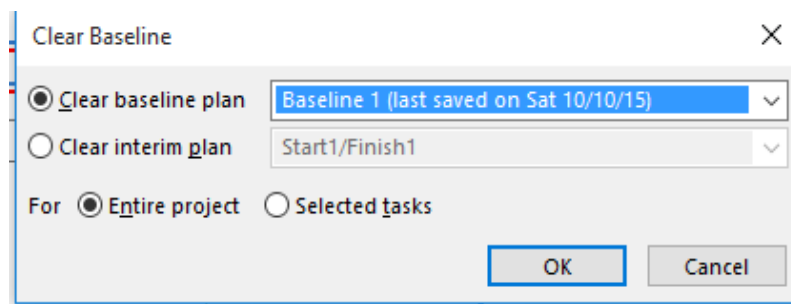
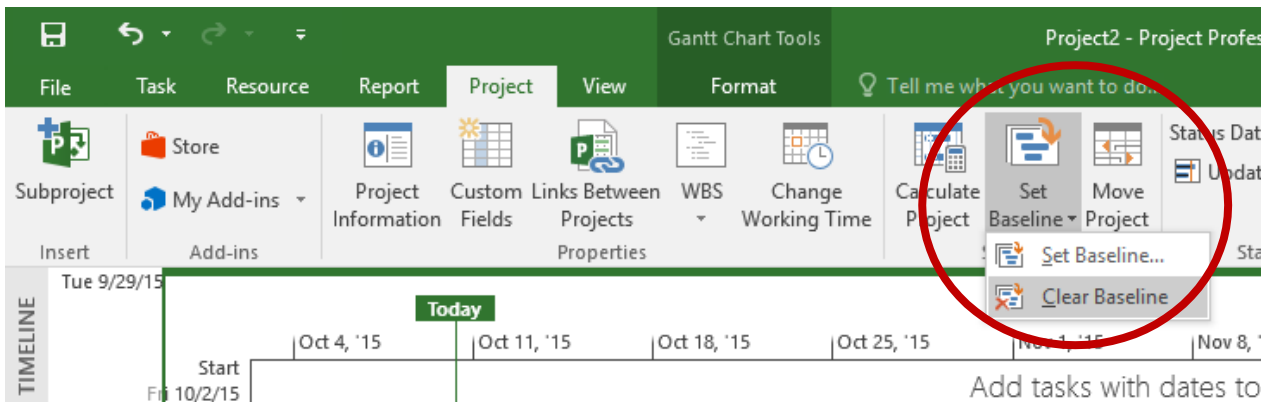
To view the details of the baseline that was created, click on 'View' from the Menu bar, then on 'Table' and then click on 'More tables'. A dialogue box will appear, in which you will select 'Baseline' from the list and click on 'Apply'. The task table will consequently be modified to include 2 columns: the 'Baseline start date' and the 'Baseline end date'.



The previous screen shot shows the old and new Gantt chart, yet it doesn't show the actual baselines. In order to view the baselines, click on 'View' then 'Other Views' then 'More Views' then select 'Multiple Baseline Gantt' from the list and click on 'Apply'. The **blue** lines represent 'Baseline', while the **red** lines represent 'Baseline1'.



In the case that a certain baseline contains errors, or that you decide to add a few other changes before setting the new baseline, you can simply clear the baseline. You can do so by clicking on 'Project' then 'Set Baseline' and then 'Clear Baseline'. A dialogue box will appear in which case you need to specify which baseline you wanted to be cleared



Note:

One of the updates that can be done to the project is the 'Percentage complete' that is included in the task information for each task. The percentage can be modified and included in the baselines created.