

# IN THE NAME OF GOD



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## MICROSOFT PROJECT :

First, let's have a general introduction about this program so that we can look at the process of working with the program with a more open view.

This program is one of the most demanded project management programs and it is possible to break the programs into small tasks and assign the tasks to a number of people according to the schedule.

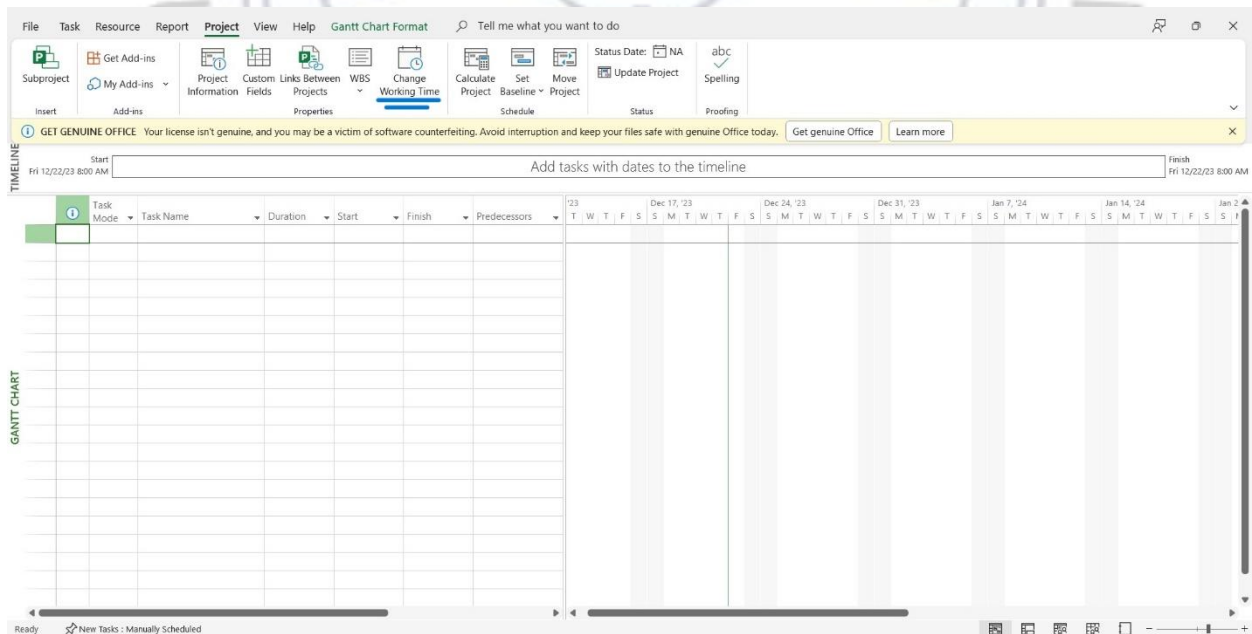
Then we see that the Gantt chart will be drawn in front of us in half of the page and it shows the relationship between tasks and people.

Also, the timeline is placed at the top of the screen and shows how our process is progressing according to the schedule.

Now we go to the project implementation process :

## CHANGE WORKING TIME :

First, according to the procedure, this option can be seen on the top bar in the project section :



Then, after selecting and clicking on the desired icon in the opened window, create a calendar with the desired name so that we can apply our preferences :

**Change Working Time**

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

Calendar 'Standard' is a base calendar.

**Legend:**

- ☐ Working
- ☐ Nonworking
- 31** Edited working hours

On this calendar:

- 31** Exception day
- 31** Nondefault work week

Click on a day to see its working times: Working times for December 22, 2023:

**December 2023**

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						

• 8:00 AM to 12:00 PM  
• 1:00 PM to 5:00 PM

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

**Exceptions** **Work Weeks**

Name	Start	Finish
[Default]	NA	NA

Details...  
Delete

Help Options... OK Cancel

After creating the calendar, one item can be seen by default from the Work Weeks section, and then we will check the details section :

Details for '[Default]'

Set working time for this work week

Select day(s):

- Saturday
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

☐ Use Project default times for these days.

☐ Set days to nonworking time.

☒ Set day(s) to these specific working times:

	From	To
1	8:00 AM	12:00 PM
2	1:00 PM	2:00 PM

Help OK Cancel

Here, according to the desired picture, we specify the working hours and the closed times to be applied in the schedule, and then in the option section at the bottom of the page, we need to change a series of events according to our wishes in order to apply the changes correctly. to be :

Project Options

General  
Display  
**Schedule**  
Proofing  
Save  
Language  
Advanced  
Customize Ribbon  
Quick Access Toolbar  
Trust Center

Change options related to scheduling, calendars, and calculations.

**Calendar options for this project:** DornaHQ

Week starts on: Saturday  
Fiscal year starts in: January  
☐ Use starting year for FY numbering

Default start time: 8:00 AM  
Default end time: 6:00 PM  
Hours per day: 8  
Hours per week: 40  
Days per month: 22

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 a: Percentage

**Scheduling options for this project:** DornaHQ

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

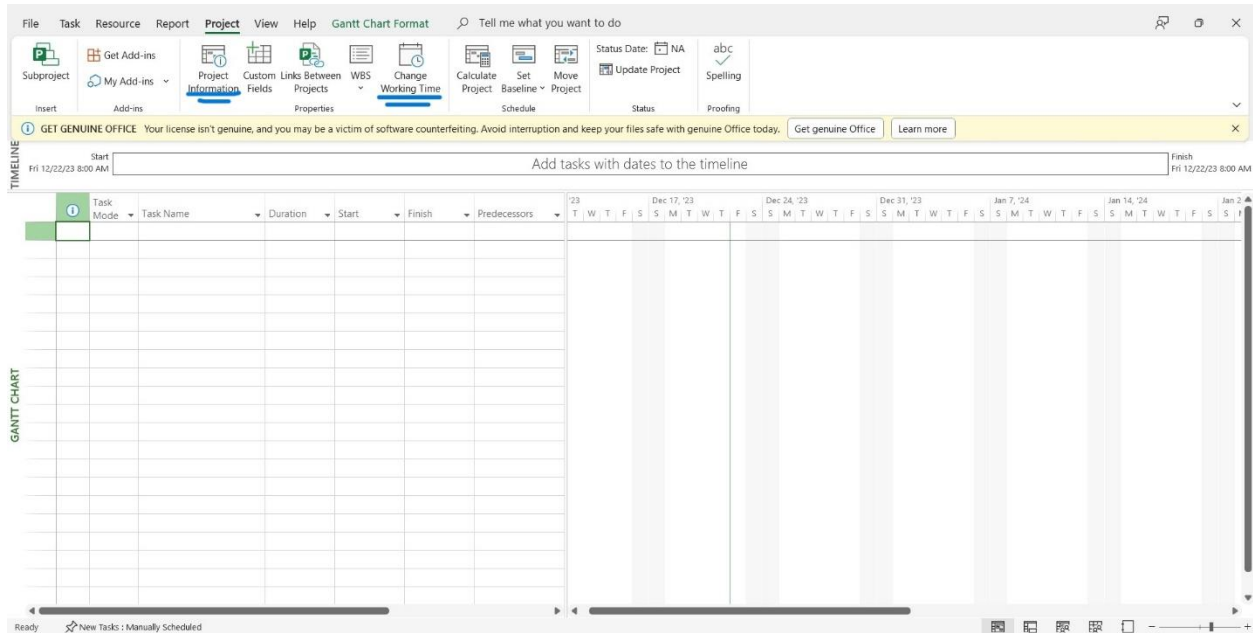
OK Cancel

Then, in the calendar option for this project section, we apply our desired changes, such as the start time of the week and working hours per day, etc.

Our work in this part is finished and we have created our desired calendar.

***See attached project for full details***

## PROJECT INFORMATION :



In the same project bar, we go to the project information section so that we can apply the created calendar and specify the start time of the project :

Project Information for 'DornaHQ'

Start date: Wed 12/20/23 8:00 AM Current date: Fri 12/22/23 8:00 AM

Finish date: Tue 1/2/24 6:00 PM Status date: NA

Schedule from: Project Start Date Calendar: DornaHQ

All tasks begin as soon as possible. Priority: 500

Enterprise Custom Fields

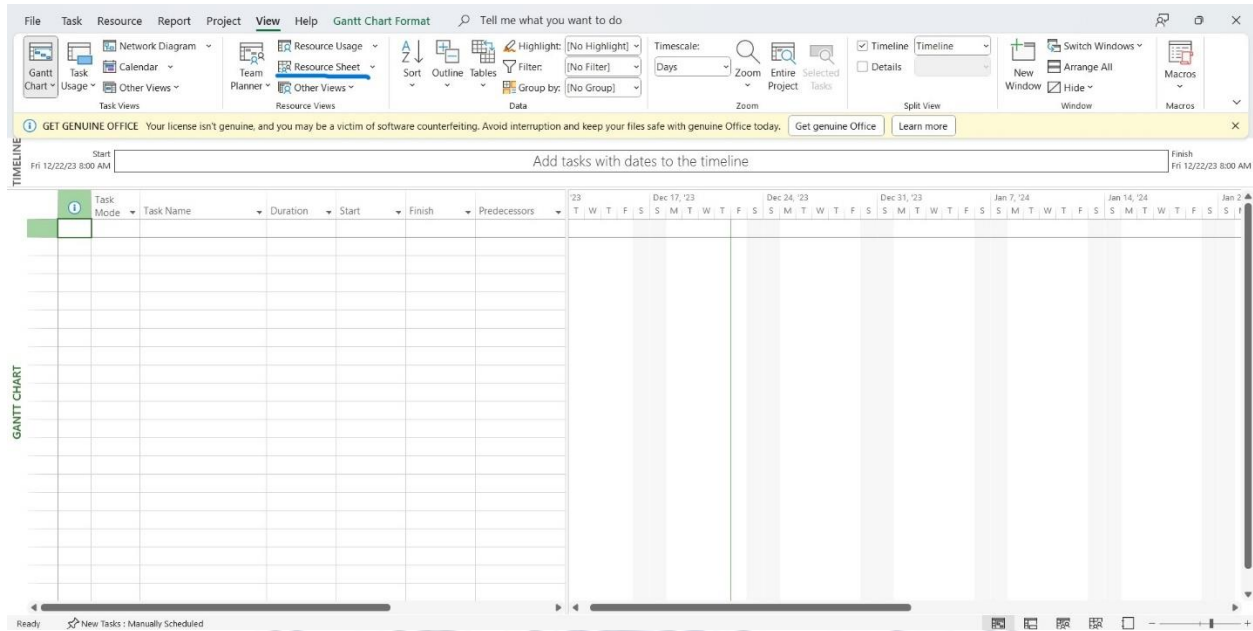
Department:

Custom Field Name	Value

Help Statistics... OK Cancel



## RESOURCE :



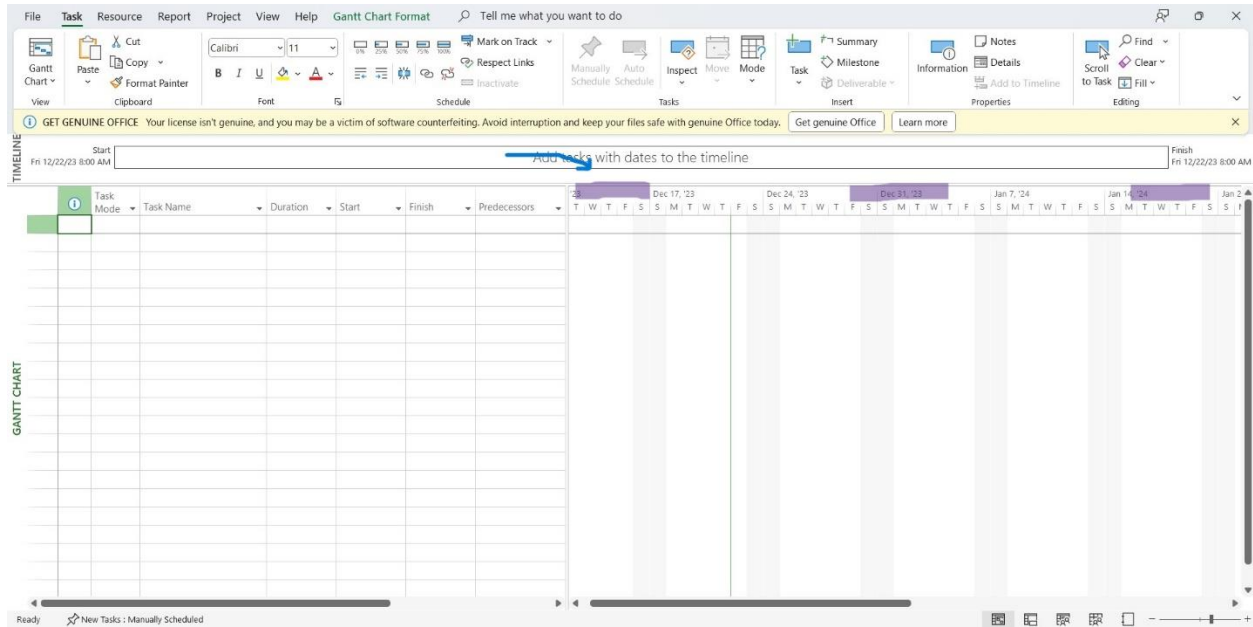
Now, in the upper bar, in the view section, we must go to the specified section to be able to specify the resources and people who participate in the project :

	Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt. Rate	Cost/Use	Accrue	Base	Code	Add New Column
1	Dr. Mohammad Reza Sharbaf	Work		Dr		30%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	DornaHQ		
2	Eng. Reza Pour Mohammadi	Work		Eng 1		70%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	DornaHQ		
3	Eng. Sayyed Hossein Hosseini	Work		Eng 2		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	DornaHQ		
4	Eng. Hanieh Shams	Work		Eng 3		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	DornaHQ		

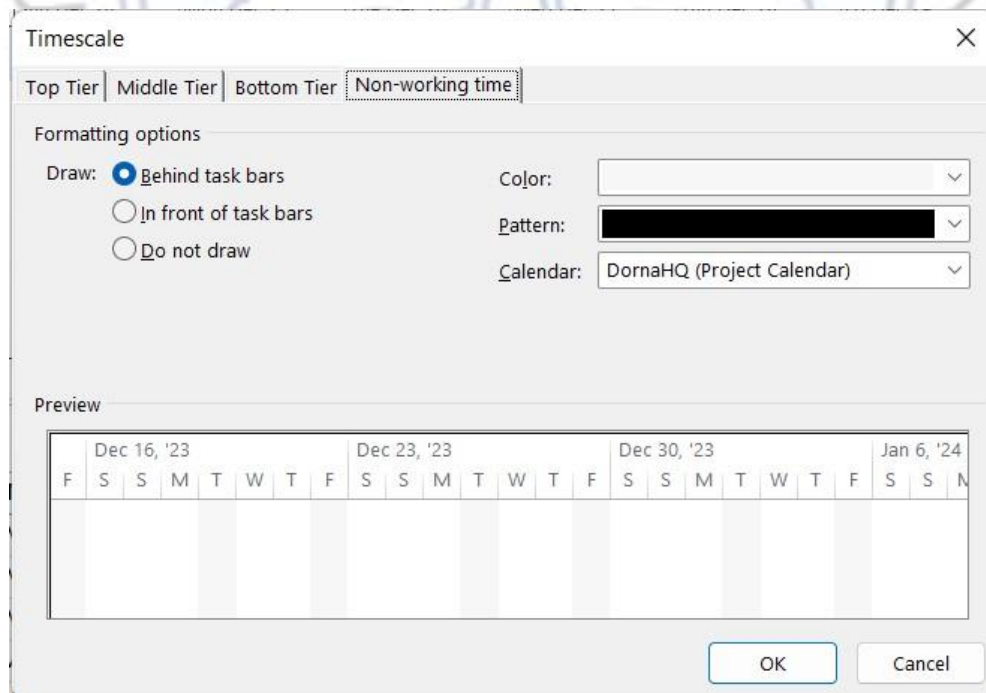
Here, after entering the names of the people according to the above procedure, we have to determine a series of things such as the amount of participation in the project and... .



## TIME SCALE :



In this section, in the time scale section, we must double-click on the specified section, and we must also apply the created calendar in this section :



## GANTT CHART :

In this section, we define all our tasks one by one in the Gantt chart section, in such a way that for each of the tasks, the start and end time, prerequisites, required resources, according to the priority and ability of the person in parallel tasks and We determine the amount of time to do the work.

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
	<b>DornaHQ</b>	<b>8.5 days?</b>	<b>Wed 12/20/23 8:00 AM</b>	<b>Tue 1/2/24 6:00 PM</b>		
	Login	0.13 days	Wed 12/20/23 1:00 PM	Wed 12/20/23 2:00 PM		Eng. Hanieh Shams
	Register	0.13 days	Wed 12/20/23 2:00 PM	Wed 12/20/23 3:00 PM		Eng. Sayyed Hossein Hosseini
	Validation	0.13 days	Wed 12/20/23 3:00 PM	Wed 12/20/23 4:00 PM		Eng. Hanieh Shams
	Home	1 day	Thu 12/21/23 8:00 AM	Thu 12/21/23 6:00 PM		Eng. Sayyed Hossein Hosseini
	Products	0.5 days	Sat 12/23/23 8:00 AM	Sat 12/23/23 6:00 PM	5	Eng. Hanieh Shams,Eng. Sayyed Hossein Hosseini
	Payment	0.5 days	Thu 12/21/23 2:00 PM	Thu 12/21/23 6:00 PM		Eng. Hanieh Shams
	Confirmation	0.38 days	Sun 12/24/23 10:00 AM	Sun 12/24/23 4:00 PM	2,3,4,5,6,7	Eng. Reza Pour Mohammadi[70%]
	<b>User Panel (Admin)</b>	<b>4.38 days?</b>	<b>Sun 12/24/23 8:00 AM</b>	<b>Sat 12/30/23 6:00 PM</b>		
	Menu	0.25 days	Sun 12/24/23 8:00 AM	Sun 12/24/23 10:00 AM		Eng. Sayyed Hossein Hosseini
	Dashboard	0.5 days	Sun 12/24/23 12:00 PM	Sun 12/24/23 6:00 PM		Eng. Hanieh Shams,Eng. Sayyed Hossein Hosseini
	Customers	0.88 days	Mon 12/25/23 8:00 AM	Mon 12/25/23 6:00 PM		Eng. Sayyed Hossein Hosseini
	Companies	0.88 days	Mon 12/25/23 8:00 AM	Mon 12/25/23 6:00 PM		Eng. Hanieh Shams
	Transactions	0.5 days	Thu 12/28/23 8:00 AM	Thu 12/28/23 12:00 PM		Eng. Sayyed Hossein Hosseini
	Products Management	0.38 days	Wed 12/27/23 1:00 PM	Wed 12/27/23 4:00 PM		Eng. Hanieh Shams
	Profile	0.5 days	Thu 12/28/23 2:00 PM	Thu 12/28/23 6:00 PM		Eng. Sayyed Hossein Hosseini
	Confirmation	0.5 days	Sat 12/30/23 8:00 AM	Sat 12/30/23 12:00 PM	10,11,12,13,14,15,16	Eng. Reza Pour Mohammadi[70%]
	<b>User Panel (Customer)</b>	<b>2.5 days?</b>	<b>Sun 12/31/23 8:00 AM</b>	<b>Tue 1/2/24 6:00 PM</b>		
	Menu	0.13 days	Sun 12/31/23 8:00 AM	Sun 12/31/23 12:00 PM		Eng. Hanieh Shams
	Dashboard	0.63 days	Sun 12/31/23 8:00 AM	Sun 12/31/23 6:00 PM		Eng. Hanieh Shams,Eng. Sayyed Hossein Hosseini
	Transactions	0.5 days	Mon 1/1/24 8:00 AM	Mon 1/1/24 12:00 PM		Eng. Sayyed Hossein Hosseini
	Cart	0.88 days	Mon 1/1/24 8:00 AM	Mon 1/1/24 6:00 PM		Eng. Hanieh Shams

It is worth mentioning that we have to click on each of the tasks to apply the created calendar for each one :

Summary Task Information

General

Predecessors

Resources

Advanced

Notes

Custom Fields

Name:

User Panel (Admin)

Duration:

4.38 day

☒ Estimated

Constrain task

Deadline:

NA

Constraint type:

As Soon As Possible

Constraint date:

NA

Task type:

Fixed Duration

☐ Effort driven

Calendar:

DornaHQ

☐ Scheduling ignores resource calendars

WBS code:

1.8

Earned value method:

% Complete

☐ Mark task as milestone

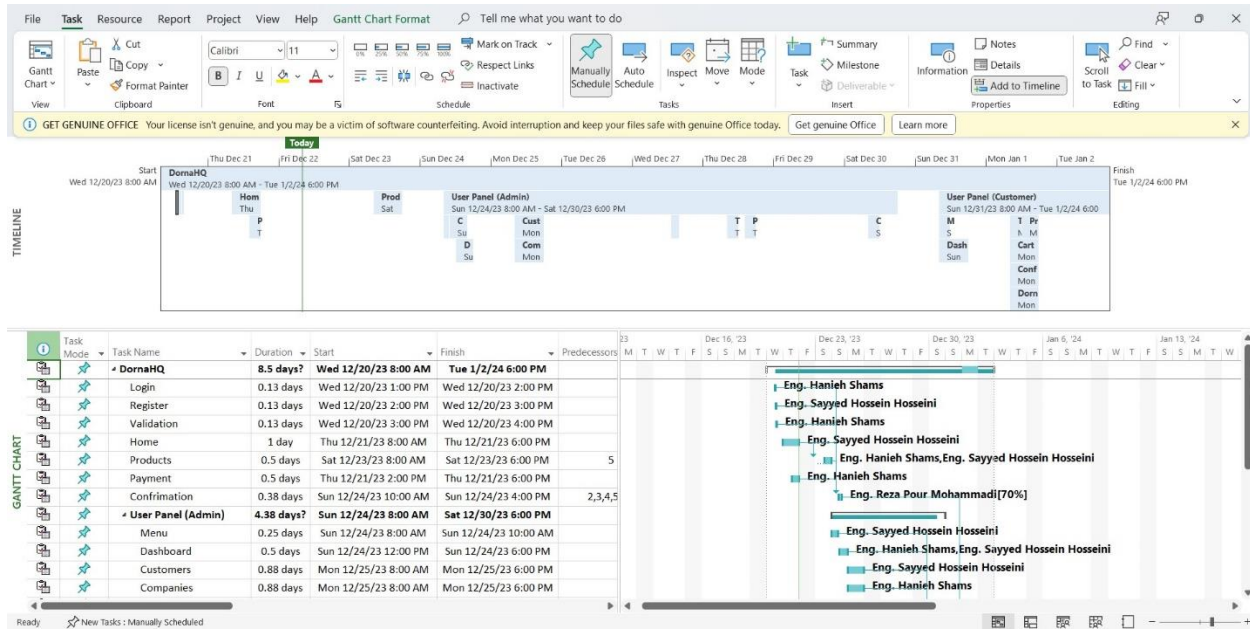
Some of the fields above are not editable because the task is Manually Scheduled.

Help

OK

Cancel

## IMPLEMENTED :



As you can see, all the work has been done completely according to the explained procedure and the diagram has been drawn according to the work and their relationship, and it has also been placed in the section of the absolute time line with our desire, and now it should be according to this program and Let's do the work resources in order so as not to have time problems and interference.

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## CONCLUSION :

The way to implement this program was that I first created an account on the Dorna HQ low-code platform because the goal of our project is to create an order management system.

After that, I specified my requirements in different sections, for example, the implementation of login and registration pages and... .

Then implement a part of them until their execution time is obtained so that I can use them to estimate the time needed for different parts so that I can make a suitable plan for the implementation of the whole project and finally after the work is determined and the relationship between them, I have entered them in the Microsoft Project program so that I can have a proper schedule and resource allocation so that the project implementation process is easier and finally I have to complete my platform according to this schedule.

*Good luck*

***THE END***