In the name of god







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***Autumn 2023***

Table of Contents

[**Microsoft Project1**](#_microsoft_project_:)

[Change Working Time1](#_change_working_time)

[Project Information5](#_project_information_:)

[Resource6](#_resource_:)

[Time Scale7](#_time_scale_:)

[Gantt Chart8](#_Gantt_Chart_:)

### 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.

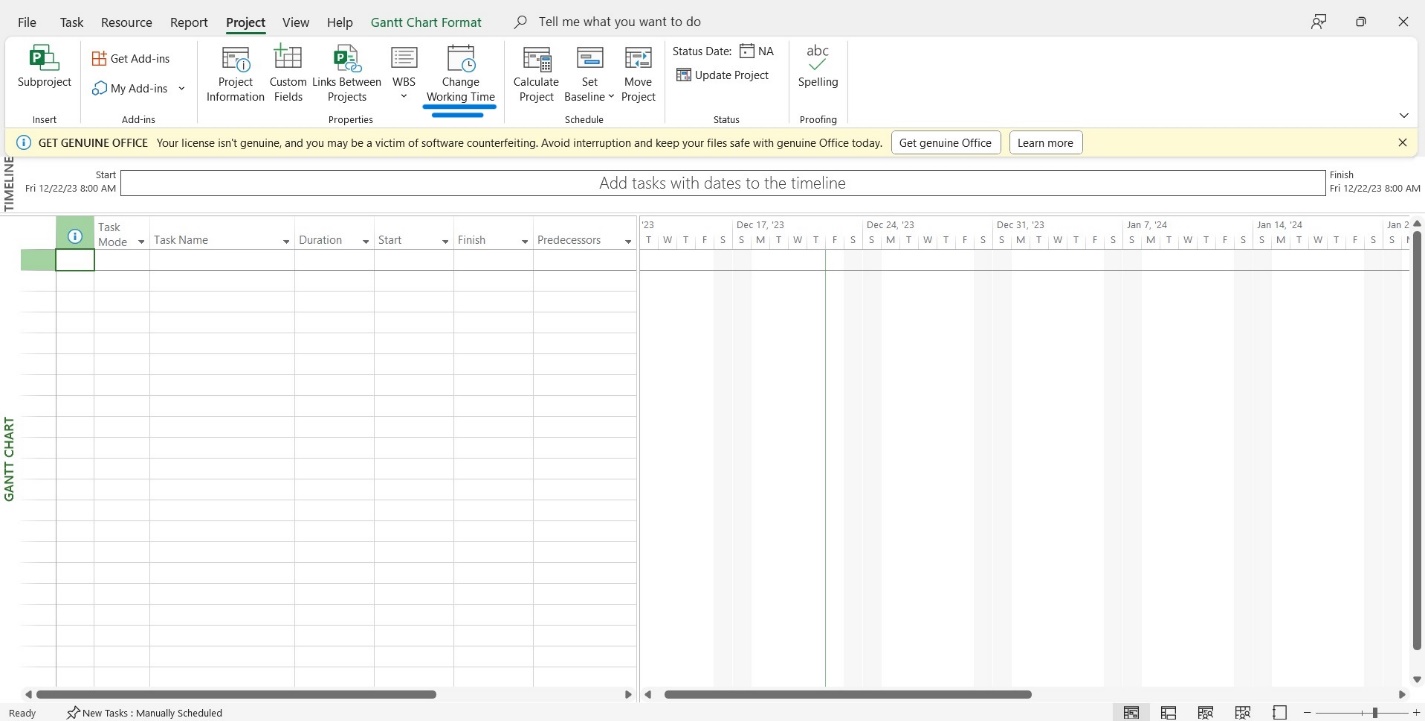
Then we see that the Gantt chart will be drawn in front of us in half of the page and it shows the relationship between tasks and people.

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 :

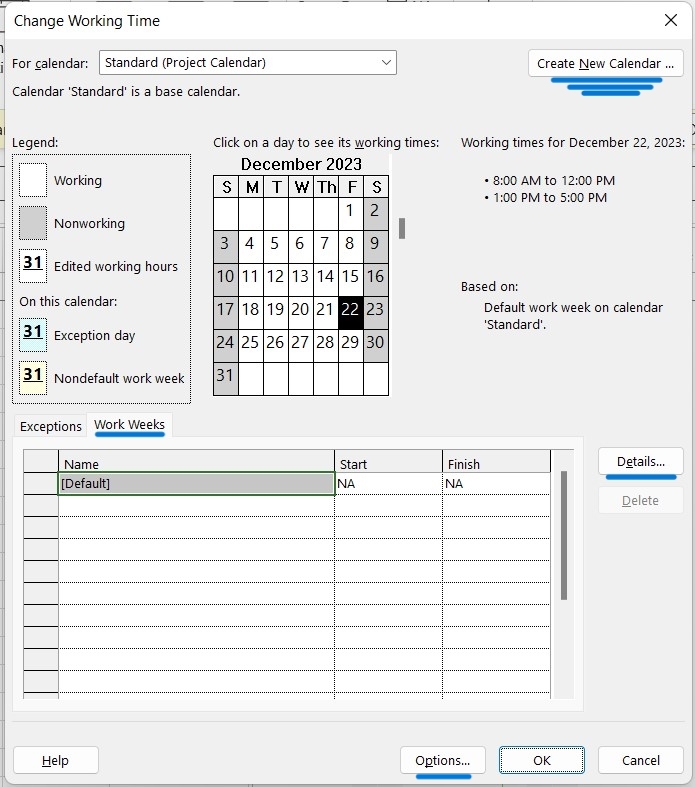
### change working time :

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



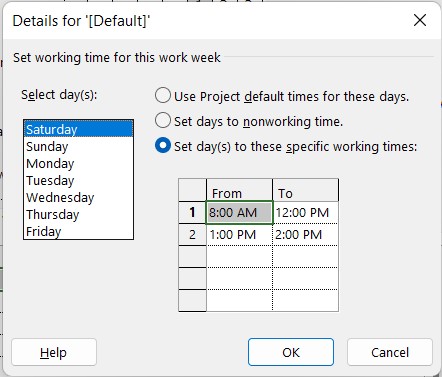
1

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 :



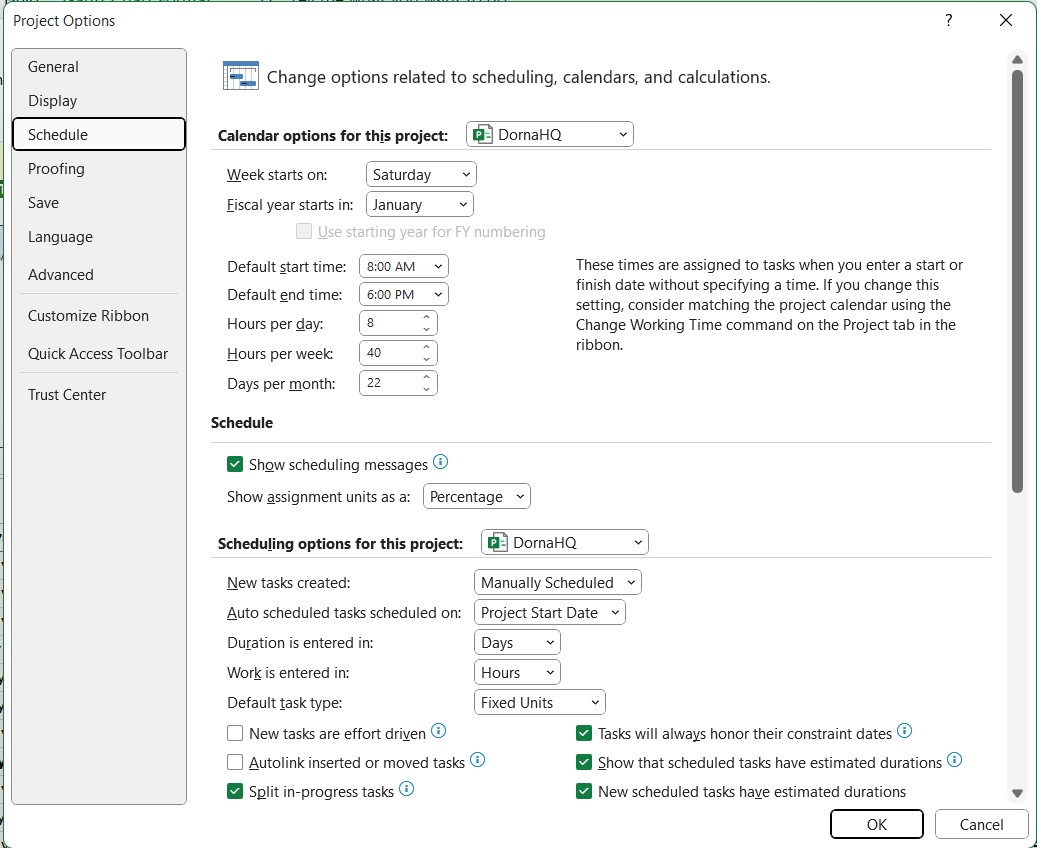
2

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



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 :

3



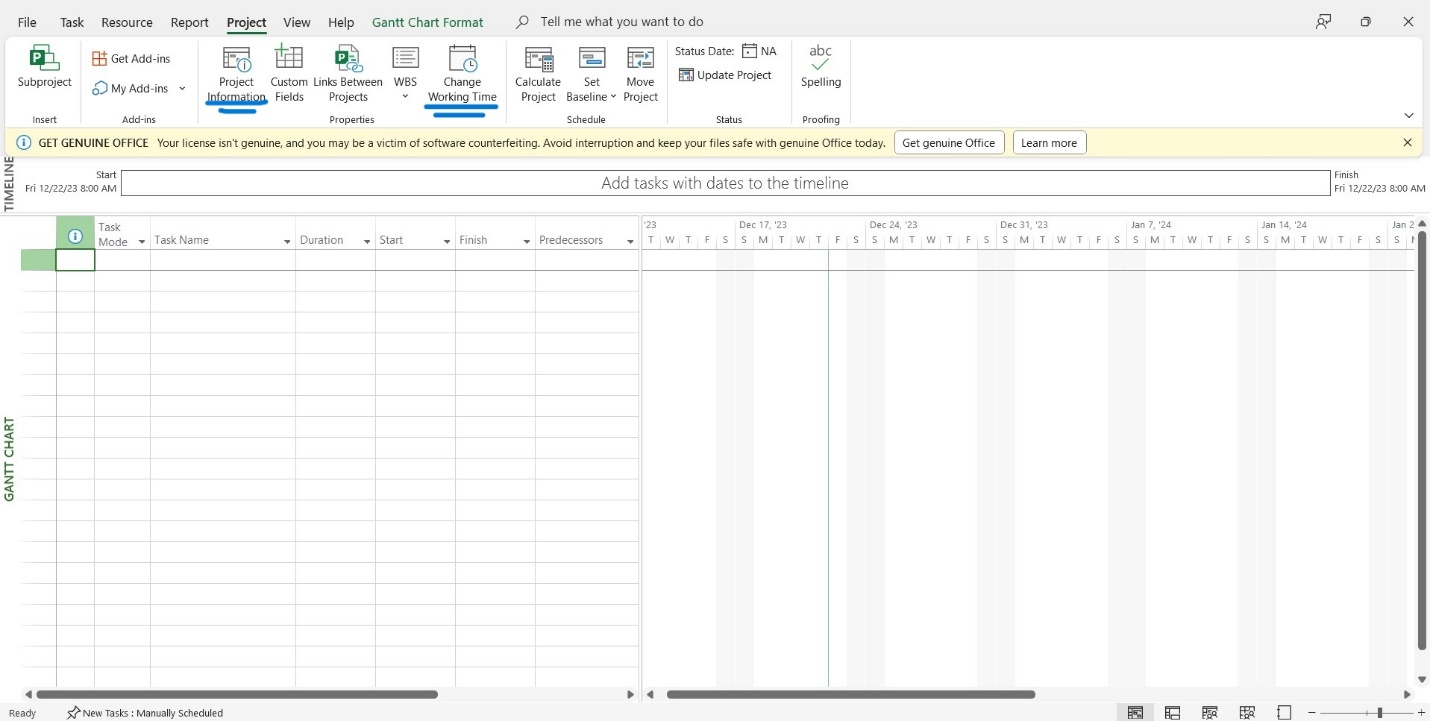
Then, in the calendar option for this project section, we apply our desired changes, such as the start time of the week and working hours per day, etc.

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

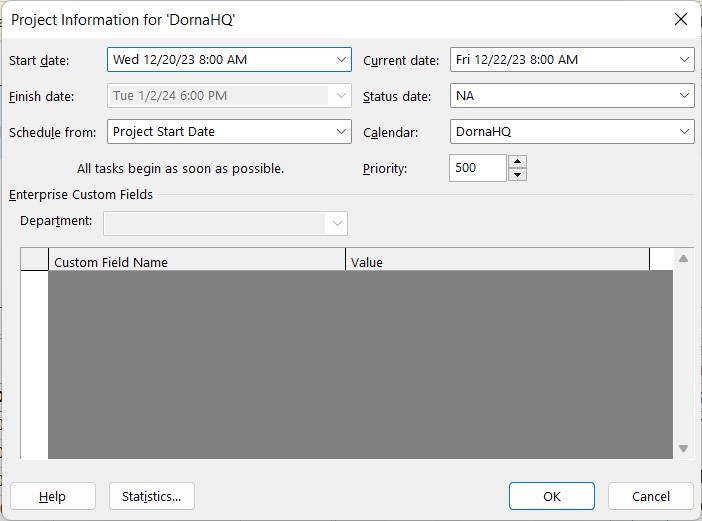
***See attached project for full details***

4

### project information :

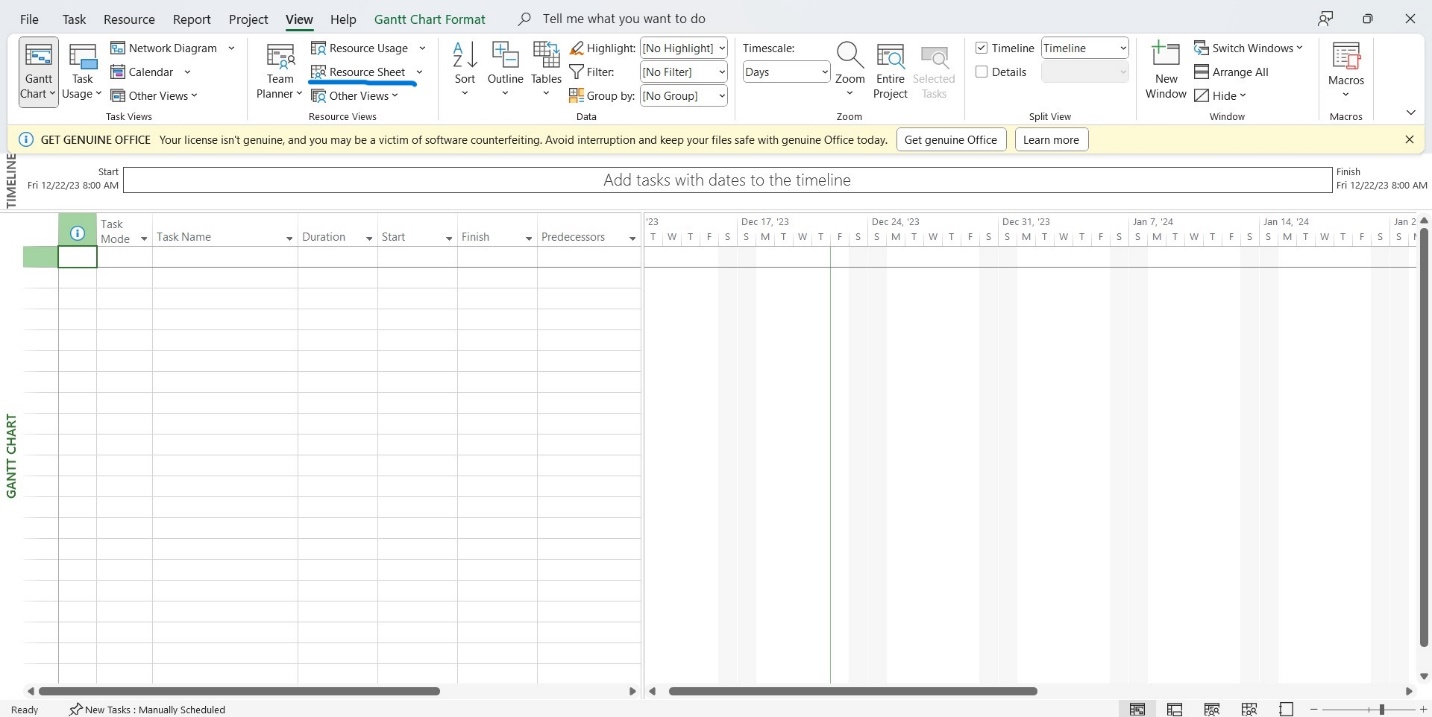


In the same project bar, we go to the project information section so that we can apply the created calendar and specify the start time of the project :

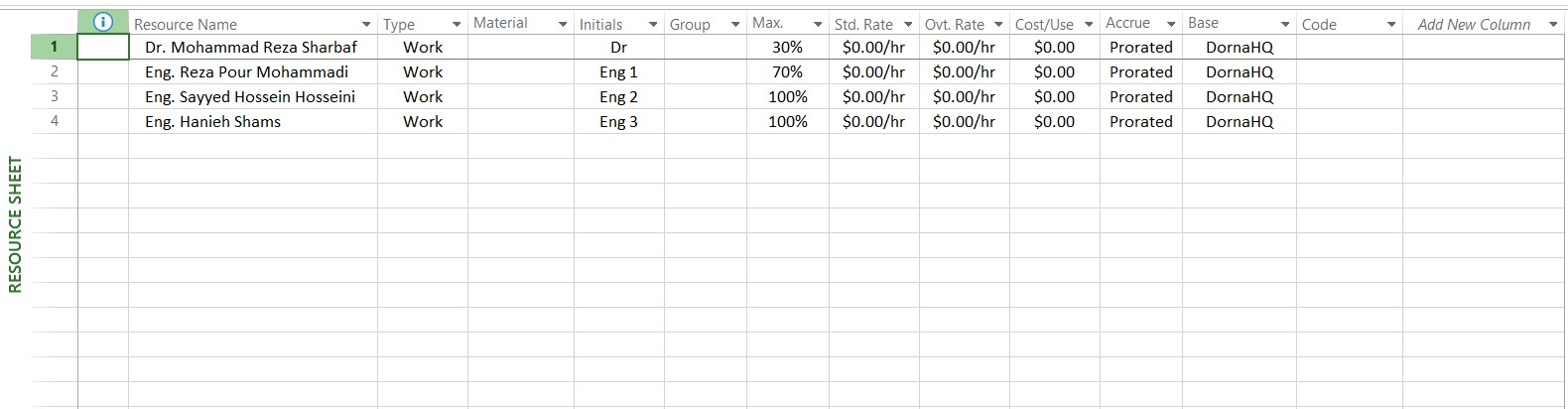


5

### resource :



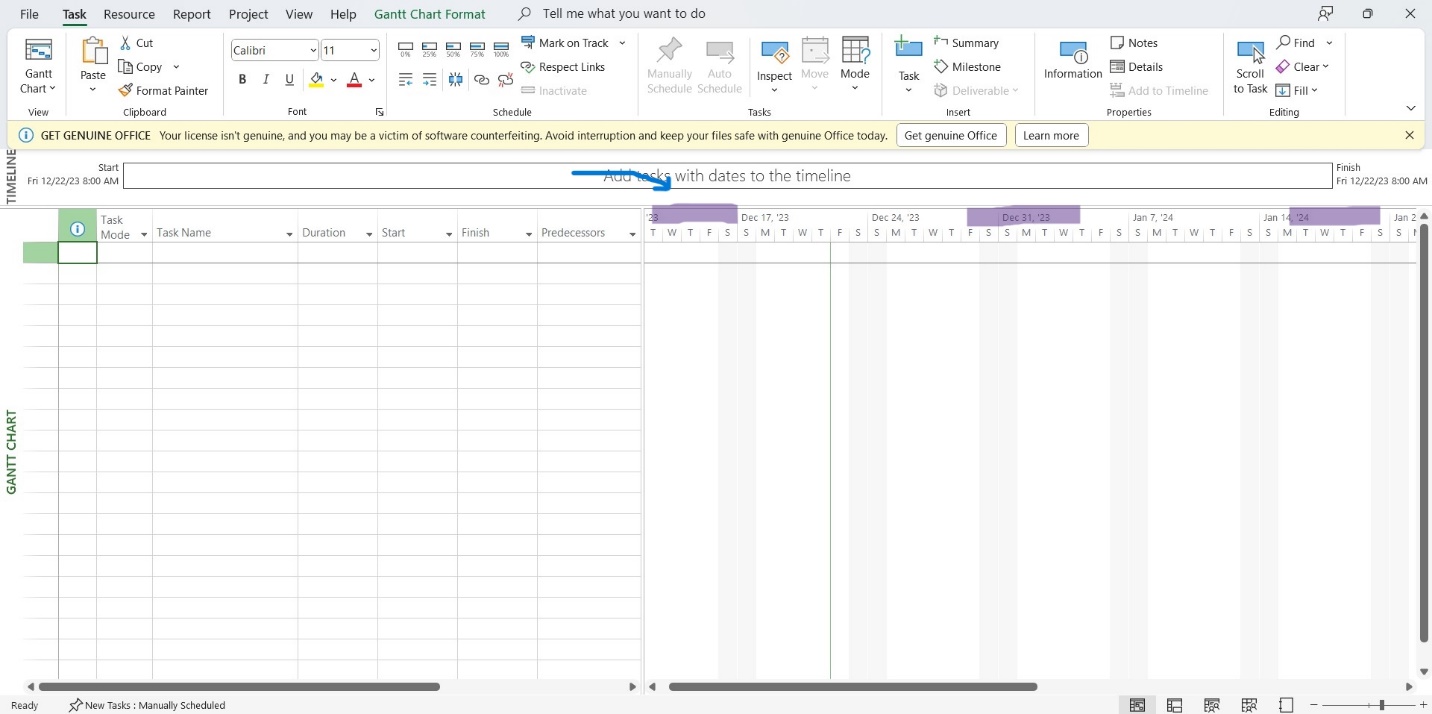
Now, in the upper bar, in the view section, we must go to the specified section to be able to specify the resources and people who participate in the project :



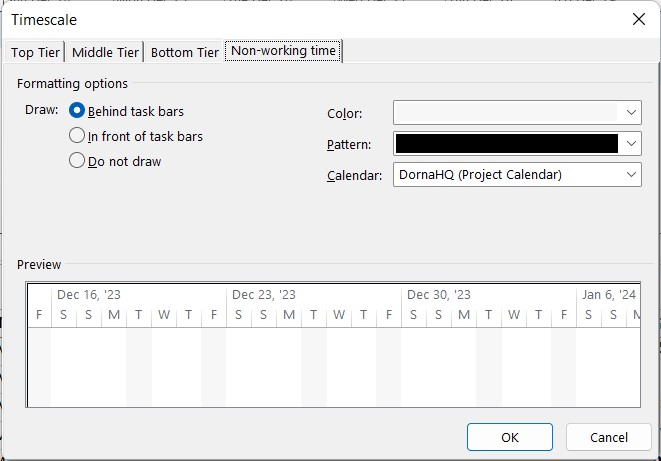
Here, after entering the names of the people according to the above procedure, we have to determine a series of things such as the amount of participation in the project and... .

6

### time scale :



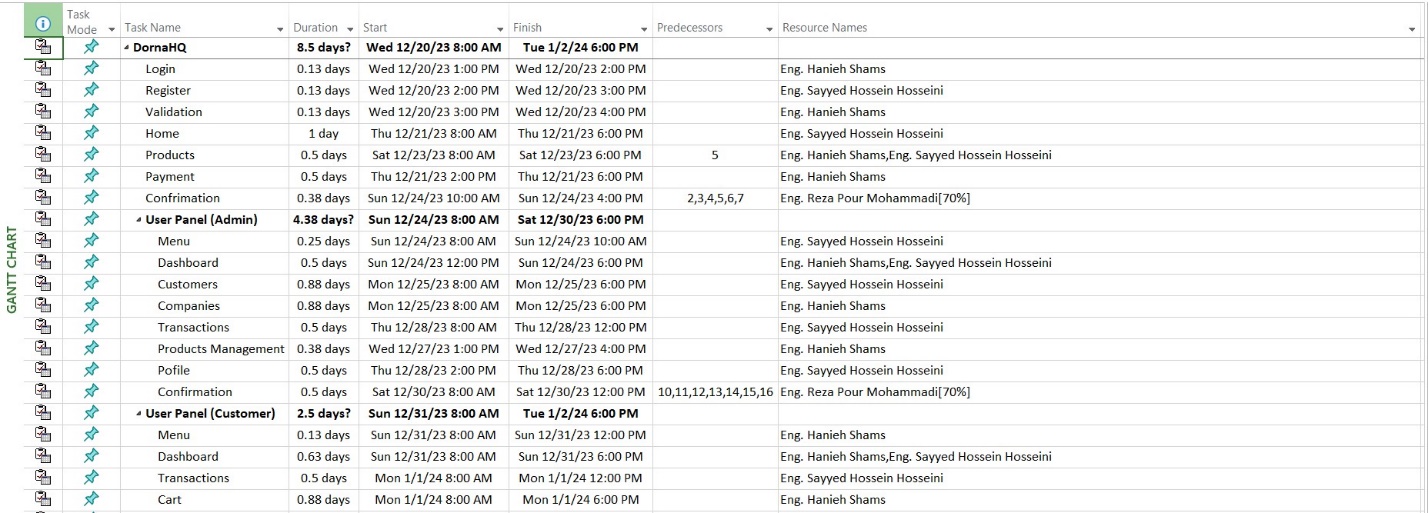
In this section, in the time scale section, we must double-click on the specified section, and we must also apply the created calendar in this section :



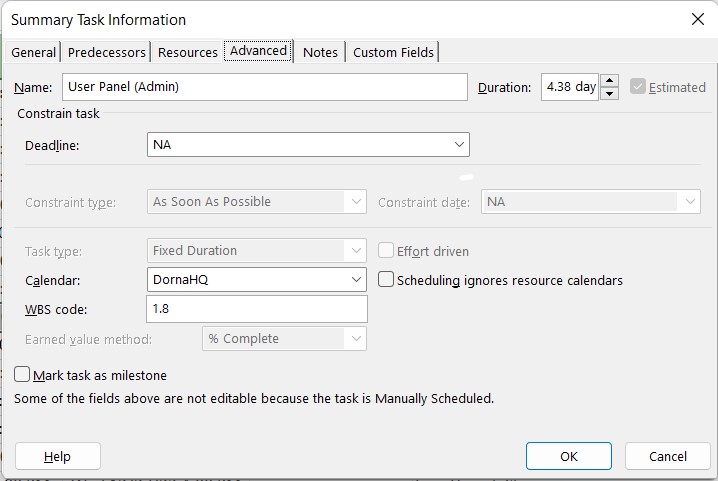
7

### 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.



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



8