



IT632 Software Engineering

Autumn 2010-11

LAB 3

Project Management

Objective:

To learn Project Management Tasks

Tool:

Microsoft Office Project 2003

Lab content:

1. Project Management

1.1 Define Project

1.2 Define General Working Time

1.3 List the Tasks in Project

1.4 Organize Tasks in Phases

1.5 Schedule Tasks

1.6 Link to or attach more task information

1.7 Add columns of custom information

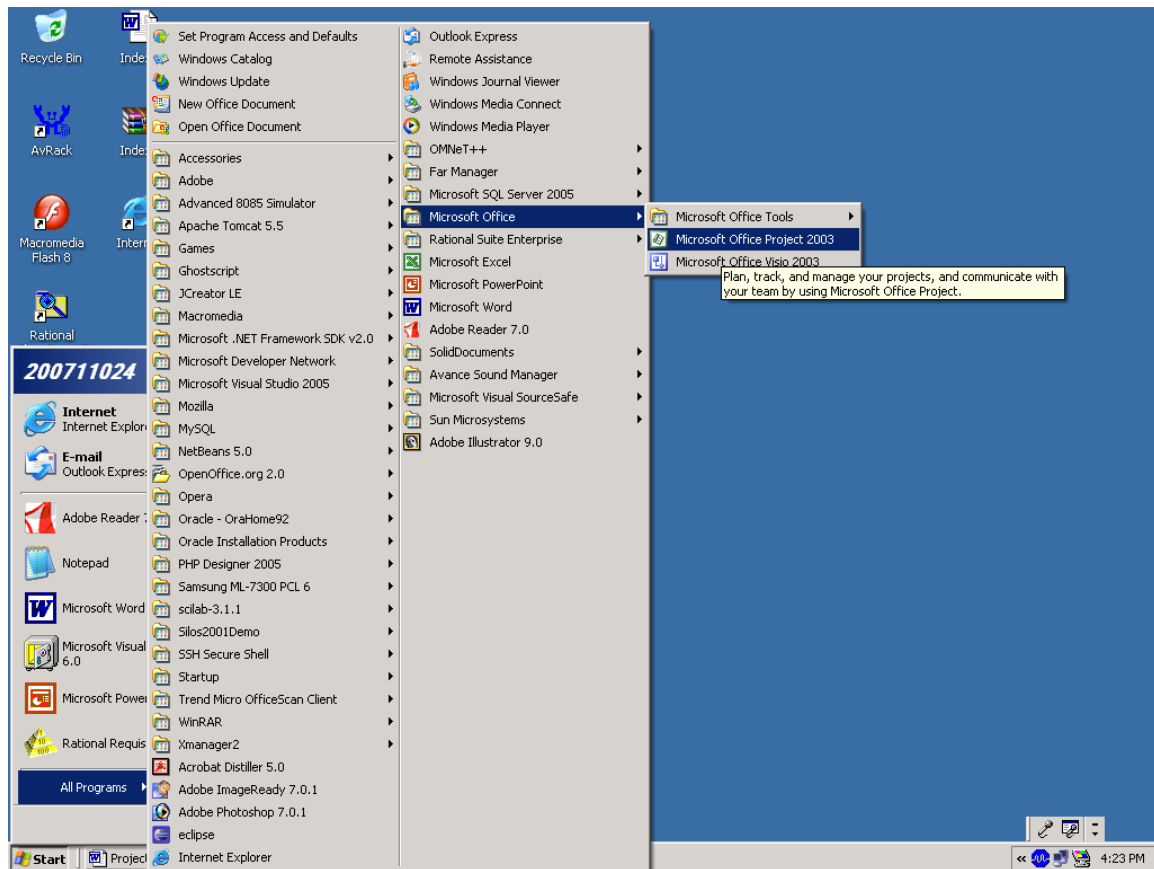
1.8 Set deadlines and constrain tasks

Work to be expected :

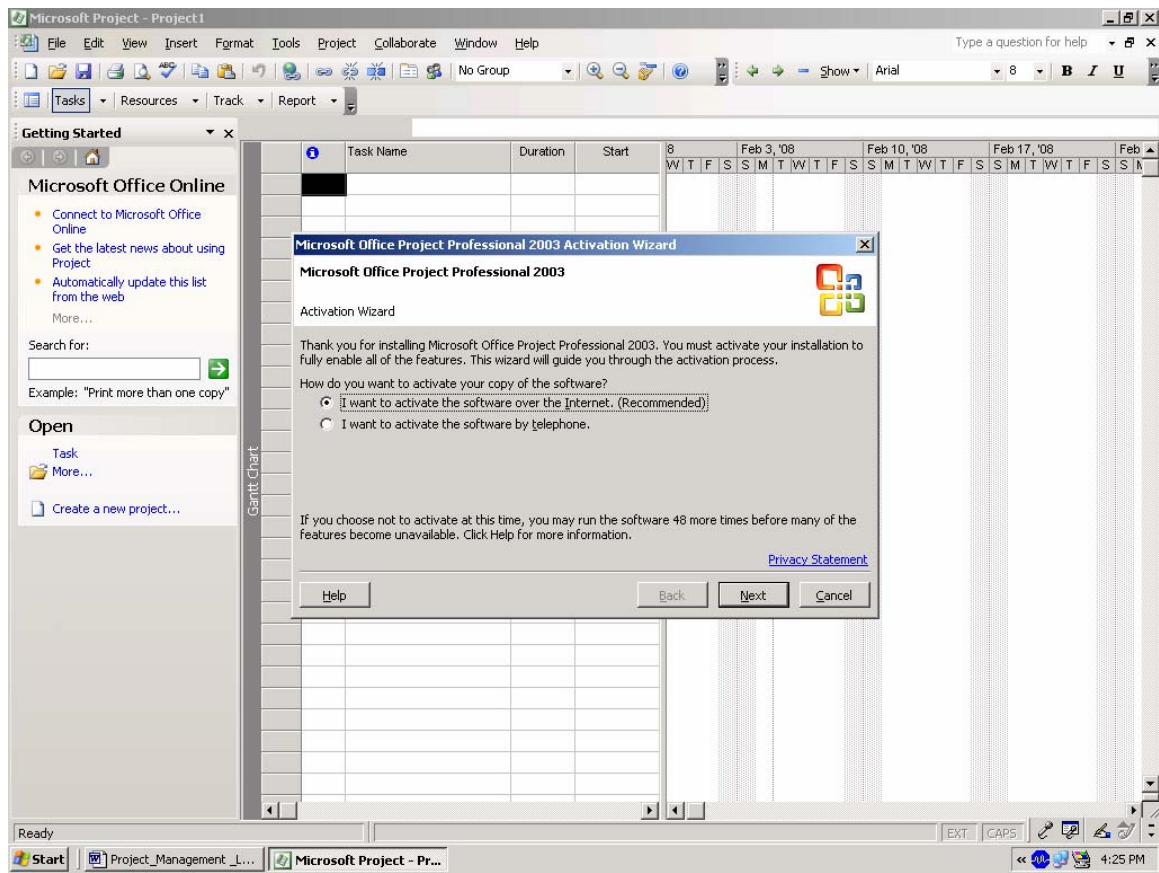
Prepare a Project Management Report(Soft copy) of your Team. Your Project Report should include all Features.

Follow Step:

Step 1:

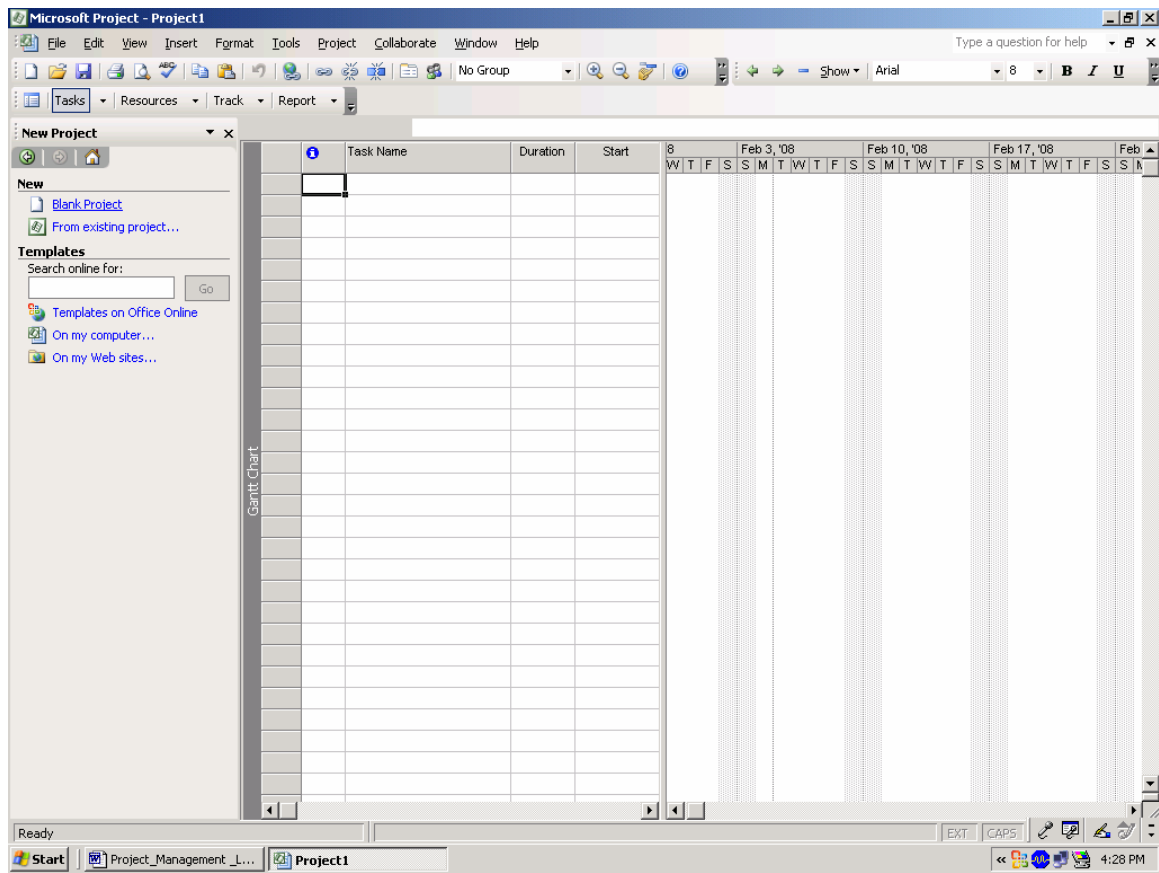


Step:2 When you Start “MS Project” First Screen appear as Follow:



Give "Cancel" Command to this Window.

Step3: Click on "File" Menu -> New & Take "Blank Project"



Step4 : Plan and schedule your project's tasks by clicking an item below. Clicking an item displays tools and instructions for completing that step.

Do Following Task in Sequence : (Follow “Task panel “ Instruction , Don’t Skip any step)

1. Define the project
2. Define general working times
3. List the tasks in the project
4. Organize tasks into phases
5. Schedule tasks
6. Link to or attach more task information
7. Add columns of custom information
8. Set deadlines and constrain tasks