

How to use Microsoft Project Professional 2007

Hari Prasad Thapliyal, PMP

Agenda

Topic	Time
Benefit of using of template	8
How Plan should be created	8
How/when plan should be updated	8
General concept of plan	8
Features of MSP-2007	8
Break	30
MSP Feature	15
Address question	30
Reports & Graphs	5
Explain the suite	5
Feedback/Discuss take away/Follow up Questions	10

Benefit of using of template

- Standardizing project management activities, delivery mechanism at org level
- Use organizational Generic and Named resources
- Using organization defined custom fields for resources or task
- Standardizing metrics collection
- Using organization calendar
- Using resource calendar (project server is helpful)
- Use organization defined working time
- Use of cost of resource used in plan
- Use organization defined customized reports etc.
- Making sure that you are not missing any important activity or resource type which is important from your organization process perspective

How Plan should be created

- Open organizational template
- Enter project start date
- Identify deliverables
- Identify milestones
- Identify activities
- Identify dependency of activities on other activities/resource etc
- Enter value for work column
- Assign resources (generic resource if named resources has not be assigned for the project)
- Enter buffer activity at the end of each phase (buffer should not be increasing the timelines)
- Check the delivery schedule as per commitment in contract

How Plan should be created Cont...

- Check loading of resources
- Level the resources
- Take approval of time commitment (if it is not suiting to client Crashing/Fast Tracking will help)
- Take approval of team
- Assigned named resource
- Take approval of project schedule/efforts/cost
- Allocate budget to budget resources
- Baseline the schedule and efforts (work) immediately after the approval
- If you are using project server than publish the plan
- Print the critical path (with task, timelines, resources) and paste in front of you

How/when plan should be updated

- Enter actual efforts on regular basis may be daily or weekly as suitable for your schedule
- When scope changes
- When dependency fails
- When schedule baselined cannot be met
- At project phase end revise the efforts and the schedule
- Take approval if there is change in critical path
- Take approval if there is change in cost

General concept of plan

- **Task Type**
 - Fixed Unit
 - Fixed Duration
 - Fixed Work
- **Key principals of work/duration/unit calculation**
 - $W = D * U$
 - FU- $D \leftrightarrow W$, $U \rightarrow D$
 - FD- $U \leftrightarrow W$, $D \rightarrow W$
 - FW- $U \leftrightarrow D$, $W \rightarrow D$
- **Resource type**
 - Generic Vs Named
 - Budget Vs Planned
 - Work: Man and Machine assigned to task
 - Material: Consumable like cement, water, mortar
 - Cost: Airfare, travel, training (usage based)
- **Budget**
 - Budget Work= Work + Material
 - Budget Cost= Cost

New Features in MSP2007: Set up projects quickly

- **Additional Project templates**
Jump-start common projects and promote consistency.
- **Calendar wizard**
Simplify the setup process for project calendars and changing working time.
- **Manage non-working time**
Named vacations and the option of setting up alternative work weeks enable users to control and understand when resources can work.
- **Change Highlighting**
When changes are made to a project, all affected task and resource fields are highlighted. Easily see how your change affects the dates of successor tasks, summary costs, and more.
- **Multiple Level Undo**
Reverse the most recent series of changes; that is, undo and redo changes to views, data and options. This functionality also enables you to undo actions or sets of actions from macros or third-party applications.

New Features in MSP2007: Present project data

- **Visual Reports for Excel**
Use Excel to produce charts and graphs based on Office Project 2007 data. Analyze different dimensions of your project with PivotTable views and charts.
- **Visual Reports for Visio Professional**
Build work breakdown structure (WBS) or resource diagrams in Office Visio Professional. With data-driven diagrams, users can show progress bars, flag important tasks, color-code on cost, or create custom diagrams to match their project needs.
- **Report templates**
Office Project 2007 offers report templates for Office Visio and Office Excel to help a user analyze resource availability, understand project progress and costs, and perform other tasks. Users can customize these reports or create their own templates in Office Visio and Office Excel to share with other Office Project users.
- **Desktop OLAP cube**
Create customer reports or archive Project values with data exported from Office Project 2007 into a Microsoft Office Access database and Online Analytical Processing (OLAP) cubes. Six cubes are generated: task time-phased, task non-time-phased, resource time-phased, resource non-time-phased, assignment time-phased, and assignment non-time-phased.
- **Background Cell Highlighting**
Highlight important dates, costs, or tasks by changing the background color of cells in the table portion of the view.
- **Hijri Calendar**
The lunar calendar that is used in Islamic regions.

New Features in MSP2007: Easily follow task and resource interdependencies

****Gantt charts, calendars, and task sheets**

Present Project data in versatile views.

Task Driver pane

Shows prerequisites and resource constraints that drive the start date of the selected task. The user can click these drivers to link to the relevant information

****Improved**

New Features in MSP2007: Quickly access the information & effectively track/analyze

Cost Resources

Helps enable users to define multiple named time-phased fixed costs on a task. These costs can be grouped and reported as part of a cost type. Supports integration of Office Project 2007 with accounting systems.

Budget Tracking

Define a budget at a high level (program or project) so the project manager can allocate funds and track costs, work, and materials against the budget.

MSP Feature

- Updating %complete and %work complete
- Baselining/Partial Baselining
- Know what you changed
- Use of tables
- Use of view (resource based or task based)
- Use of timescale
- Recurring task
- Use of group
- Use of filters
- Use of outlines
- Use of text fields
- Use of tracking Gantt
- Usage vs Table

MSP Feature Cont....

- MSP has 9 type of customizable fields Cost, Duration, Start, Finish, Outline, Text, Date, Flag & Number. This provides a great deal of flexibility to plan, monitor & control the project
- Calculation
 - Duration, Work, Unit Calculations
 - EVM calculation
 - Critical path and its use
- Few on/off features which makes difference in working
 - Highlight change
 - Project guide
 - View Bar
 - Options/View (few important setting)
 - Options/Calculations (few important setting)

Important Questions from Audience

1. How this tool is used for costing tracking-
2. Are there any 'communications' aspects in this SW?
3. How we can track Schedule & Cost of different team spread across the company. (I am looking more towards automatic status update synchronization using one common tool) –
4. Working with recourses (HR & Material) with different rates –
5. Which is best institute for MS project course
6. I can project different scenarios based on SPI and CPI values.
7. How do I use "baseline" feature effectively to project different "forecast" situations in MS Project 2007 ?
8. I had issues in MS Project 2003 using the "%age complete" feature at task level. How does 2007 version use this feature ?
9. Kindly explain how to get the S-curve. I believe it can be plotted in Excel after exporting data from MSP. Please demonstrate
10. Please explain how to get the S-curve and apply Earned value analysis.
11. I would like to see EVM calculations shown incase where Project Central is not used to capture the actuals.

Important Questions from Audience Cont....

12. Also things not to do to avoid MS Project performing the calculations incorrectly.
13. I would appreciate if we could touch upon how the EVM calculations are performed
14. How do we track multiple projects / resource planning using MS Project 2007? Is leveling possible with multiple projects?
15. Is MS Project 2007 web based?
16. Can you explain base lining concepts? and, When are the occasions we can do base lining?
17. Does MS Project 2007 utilize any automatic communications tool?
18. How do we plan for integrated software components for e.g. a team of 5 people working on integrated components?
19. Graphical representation of EV, PV is this available in 2007 version?
20. Usually there is a bug when dependants are defined at group level components. The dates do not shift as desired.
21. How can we manage Projects on WEB like Creating a project, updation of projects, dashboard etc.
22. Changes Made in task

Live Session

Using tool address questions registered at
pmi-mumbai chapter website

Reports & Graphs

- Visual Reports (graphs/slicing/dicing)
- Creating non editable snapshot/ Sending GIF image of plan to a stakeholder
- Table based report

Microsoft Certification

MCITP: Enterprise Project Management with Microsoft Office Project Server 2007

- 70-632- Microsoft Office Project 2007, Managing Projects
- 70-633- Microsoft Office Project Server 2007, Managing Projects
- 70-634- Microsoft Office Project Server 2007, Managing Projects and Programs

Towards End

- Take away from session
- Feedback Form

Thanks You

Hari Prasad Thapliyal, PMP, MBA, MCA, MCITP

hari.thapliyal@gmail.com

Cell: 9833906569