

Microsoft Project Office Training

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Disclaimer

Training content and duration of each content is not fixed and customizable after understanding the level of expertise already available within the audience

Content in this presentation covers outline for both MSP versions 2007 & 2010

This presentation is for general understanding and setting the expectations for MSP users at each level of understanding

Training topics are marked as Basic, Advance and Expert. These level are defined as per our experience

Faculty & Participants

An Introduction

Name, Company, Current Designation/Role, Hobby

Point to Ponder

- Tool does not make decision for you
- You cannot make intelligent decisions in the absence of a good tool
- Plan the work and work the plan. If your plan fails then first thing you should do is update the plan!
- Tracking is not anyway less important than planning!
- Failing to plan is much dangerous than any planning failure!
- Capture the data at source rather than somebody manual entering it after one week and manipulating the actuals
- Planning, tracking, monitoring, controlling are umbrella activities on any project.
- A fool with tool is still fool. So we must get trained to do things faster rather than complaining that tool is complicated and manual working is faster than using this tool

Workshop Ground Rules

- ❖ Please keep your mobile on the silent mode.
- ❖ Always take your calls outside the training room.
- ❖ Keep your focus on the ongoing topic.
- ❖ Await your turn during the questionnaire round to avoid chaos.
- ❖ Strictly follow the workshop schedule for management of time.
- ❖ Clapping for every answer & performance
- ❖ Group will decide who will present the work
- ❖ Everybody need to contribute
- ❖ Use two bowls one empty and another with Green & Red chits

Day 1

- PART 1: Project & Project Management ^(Basic)— Duration: 2 Hours
- PART 2: Activity Attributes & Dependencies ^(Basic)— Duration: 2 Hours
- PART 3: Skills Estimation ^(Basic)— Duration: 2 Hours
- PART 4: Duration Estimation & Schedule Development ^(Basic)- Duration: 2 Hours

PART 1: Project & Project Management

- **Concepts: Basic Concepts of Project & Project Management**
 - What is project? Its attribute
 - What is WBS? Its attributes
 - What are resources & its types? Basic attributes
 - What are task/activities & its types? Basic attributes
- **Feature Introduction in Tool**
 - MSP 2007 Interface
 - Setup Project
 - Setup Project Calendar
 - WBS
- **Let us Practice: Setup**
 - Setup a Demo Project
 - Setup a Demo Project Calendar
 - Create WBS for your project

What is Project?

- A project is temporary endeavour
- Produces unique product, services or results
- A project has a life cycle with a beginning and an end
- Projects consume resources
- A project has funding limits as outlined in its budget

Initiate a Project

Set Objectives

- Deliverables
- Milestones
- Quality Criteria of deliverables
- Cost limits

Identify Assumptions

- Depends on the work of others
- Resource availability (people, material, equipments)
- Task duration estimates based on certain assumptions
- Task cost estimates based on certain assumption. Know who approves them
- Deadlines
- List of project dependencies and deliverables between you and your stakeholders must match
- You can develop cross-functional flowchart in visio to represent the dependency

Initiate a Project...

Identify Constraints

- Schedule (fixed end date, deadline, milestone)
- Resource (predefined budget)
- Scope (what must be done in this phase)
- Document the approach of responding to unexpected constraints, if they arise in project

Develop Scope Management Plan

= How the project scope will be managed + How any change in scope will be integrated into the project + assessment of how likely the scope is to change (how often + how much) + How scope change will be identified and classified + What to do when scope change is identified

Project's Scope = All Project Objectives and Tasks + Works required to accomplish them

Practice Topic: Project

- Create a project from black “My House”
- Set Project Title
- Set Project Author
- Assign Start date (forward scheduling)
- Create Project Calendar
- Assign Calendar
- Set currency (options/ view)
- Working hours (options/ calendar)
- Save project as “MyHouse.mpp” on desktop

PART 2: Activity Attributes & Dependencies

- **Concept: Time Management Knowledge Area**
 - Identify Activities
 - Organizational Learnings
 - Quality Management Activities
 - Project & Product Scope
 - Activity List, Activity Attributes
 - Lead & Lag
 - Fixed Duration/ Fixed Unit/ Fixed Work
 - WBS Code
 - Milestone Lists
 - Sequence Activities
 - Constraints Types
 - ASAP, ALAP, MSO, MFO, FNL, FNET, SNET, SNLT
 - Dependency Types
 - FS, SF, FF, SS

PART 2: Activity Attributes & Dependencies

- **Feature Introduction in Tool**
 - Basic Views for Identify Activities & Sequence Activities
 - **Define Constraints & Deadlines**
 - **Defining Predecessor & Successor**
- **Let us Practice: Planning**
 - Identify Tasks and their attributes corresponding to each item (*from MSP shown on screen*)
 - Update Task Calendar
 - Identify milestones and deadlines
 - Update WBS code of each Task

Task Information Form

6 Major Tabs

1. General
2. Predecessors
3. Resources
4. Advance
5. Notes
6. Custom Fields

Practice Topic: Task

- Create Deliverables of the project
- Create Activities under each deliverable
- Assign the sequence & dependency
- Assign the lead / lag time
- Define Task type
- Assign duration/ work for each task

Which Value is re-calculated ?

Created Three task of type FU, FD & FW (**Effort Driven**) and change Duration, work, resource for each one of the them and observe the impact

	You Change		
Task Types	Units/ Add Resource	Work	Duration
Fixed Units	Duration	Duration	Work
Fixed Work	Duration	Duration	Units
Fixed Duration	Work/ Unit (Work will divide)	Units	Work

Which Value is re-calculated ?

Created Three task of type FU, FD & FW (**Not Effort Driven**) and change Duration, work, resource for each one of the them and observe the impact

	You Change		
Task Types	Units/ Add Resource	Work	Duration
Fixed Units	Duration/ Work	Duration	Work
Fixed Work	Duration	Duration	Units
Fixed Duration	Work	Units	Work

PART 3: Skills Estimation

- **Concept: Time Management Knowledge Area**
 - **Estimate Activity Resources (EAR)**
 - List of Skills Required
 - List of Resources Required
 - Resource Calendar
 - Resource Attribute
 - Type of resource
 - » Generic Resource, Budget Resource, Named Resource
 - » Work Resource, Material Resource, Cost Resource
 - Quality
 - Rate
 - Availability
 - Resource Code
 - Unit of measurement
 - Resource Breakdown Structure
 - Contingency Buffer

PART 3: Skills Estimation

- **Feature Introduction in Tool**
 - Basic Views for EAR
 - **Resource Assignments**
- **Let us Practice: Planning**
 - Identify and update skills required to complete each Task (*from MSP shown on screen.*)
 - Update Skills Calendar, if required

Practice Topic: Resource

- Open Resource Sheet
- Create resource for project. Skills should be clubbed together under a resource name (Named Resource) or role name (Generic Resource)
- Assign type to resource
- Create resource calendar
- Define their unit of measurement, normal & overtime rates

Practice Topic: Assignment

- Assign resource to previous created task
- Check Resource Loading
- Note: Avoid using named resources, therefore use generic resources at this stage. Because you may need to change the name of resource because of resource leveling, resource availability, crashing and fast-tracking need of project activities.

PART 4: Duration Estimation & Schedule Development

- **Concept: Time Management Knowledge Area**
 - **Estimate Activity Durations (EAD)**
 - Parametric Estimates
 - Analogous Estimates
 - Three Point Estimates
 - **Develop Schedule (DS)**
 - Critical Path Method
 - Fast Tracking
 - Schedule Compression
 - Alternative Analysis
 - What-if analysis
 - Applying Lead/Lag

PART 4: Duration Estimation & Schedule Development

- **Feature Introduction in Tool**
 - Basic Views for EAD & DS
 - **Defining Lead and Lag**
- **Let us Practice: Planning**
 - Create project plan from MSP shown on screen.
 - Baseline Schedule

Resolving Resource Conflicts

Discuss the ways

- Splitting tasks
- Adding delays to tasks until the resources that are assigned to the task is no longer overloaded

It can be done through Resource Leveling feature of MSP 2007

Resource Leveling

Keynotes about MSP 2007 Resource Leveling

- Project levels only the work resources, generic resources and committed resources
- It does not level the material resources, cost resources and proposed resources
- Prior to level set the task priorities
- If you don't want project to level a particular task, set its priority level to 1000
- Task with lower priority level are split before those that have higher priority
- MS Projects calculates everything to Minutes and some resource red does not mean that it is over-allocated on week or day basis

Resource Leveling- Practice

- Step1
 - Create two task (same starting date)
 - Set priority of a task1 to 400
 - Assign the Same resource to them
 - Resource Usage View
 - Run the resource level menu
 - Observe the impact on schedule of project
- Step2
 - Cancel leveling
 - Set priority of a task1 to 600
 - Task1: Change the % complete of first task to 50%
 - Go to resource leveling option and change leveling order
 - Resource Usage View
 - Level resource now
 - Observe the schedule and resource allocation

Working with Critical Paths

- What is critical path?
- How many critical path possible?

Practice Topic: Critical Path

- Customize Gantt view for critical path
- View only critical path activities

Day 2

- PART 5: Cost Estimates ^(Advance)–Duration: 1 Hours
- PART 6: Tracking Project Activities & Resources ^(Advance)– Duration: 2 Hours
- PART 7: Monitoring & Controlling ^(Advance)–Duration: 4 Hours
- PART 8: Communication ^(Advance)– Duration: 2 Hours

PART 5: Cost Estimates

- **Concept: Cost Management Knowledge Area**
 - **Estimate Cost**
 - Resource Rates
 - Human Resource Management Plan
 - Risk Register
 - Basis of Estimates
 - Contingency Buffer
 - Organizational Learning
 - Historical Consideration
 - **Determine Budget**
 - Cost Baseline
 - Funding Requirement

PART 5: Cost Estimates

- **Concept: Procurement Management Knowledge Area**

- **Plan Procurement**

- Procurement Item List
 - Potential Vendors
 - Procurement Rates
 - Payment Terms to Vendor
 - Risk Register
 - Contingency Buffer of time & cost

PART 5: Cost Estimates

- **Feature Introduction in Tool**
 - Resource Sheet View
- **Let us Practice: Planning**
 - Identify Resources for your project and Enter Resources
 - Update Resource Calendar
 - Enter Resource Rates
 - Enter Resource Budgets ^(Expert)
 - Assign correct rate table of resource rate to activity ^(Expert)
 - Identify Procurement Items and assign them to activity (if required, create new activity)
 - Update Budget ^(Expert), Rate and calendar of procurement items

PART 6: Tracking Project Activities & Resources

- **Concept: Integration Management Knowledge Area**
 - Get Work Performance Information: Tracking
 - Decide what to track? How to track? Who will track? Track at what frequency? What tracking Method? (%complete or %Physical Complete)
 - Information required to track project is Start date, end date, duration, cost, work Planned info, scheduled info, actual info, remaining info, variance info
 - Direct & Manage Project Execution
 - Take Feedback of team members of work progress
 - Get update from team & updating actuals against the plan
 - Send Deliverables for Testing
- **Feature Introduction in Tool**
 - Basic Views for Entering Actuals of work, expenses & material, remaining work
- **Let us Practice: Project Tracking**
 - Enter Actuals for Work, Expenses & material into your MSP (*from the MSP shown on screen.*)
 - Selecting correct rate table for calculation

Practice Topic: Tracking

- Open Task Usage view
- Enter actual work
- Update remaining work (time or work)
- Select Gantt View & Select Table- Earned Value Schedule Indicators **OR**
- Select Gantt View & Select Table- Earned Value Cost Indicators
- Observe Earned values
- Select tracking Gantt view & observe the bar lines

PART 7: Monitoring & Controlling

- **Concept: Time Management Knowledge Area**
 - Control Schedule
 - Analyse planned time versus actual time for each activity
 - Performing variance analysis
- **Concept: Cost Management Knowledge Area**
 - Control Cost
 - Analyse planned cost versus actual cost for each activity
 - Performing variance analysis

PART 7: Monitoring & Controlling

- **Concept: Cost Management Knowledge Area**

- Earn Value Management ^(Expert)

- PV (BCWS)
 - AC (ACWP)
 - EV (BCWP)
 - Indexes: CPI, SPI
 - Forecasting: ETC, EAC, TCPI
 - Variances: CV, SV, VAC

- How do you control?

- Perform causal analysis for any variance and list down corrective and preventive actions to bring the project on track
 - Take approval, if required
 - Assign responsibilities for corrective and preventive actions
 - Follow up if actions are taken or not

EVM Calculations Methods in MSP

- **%Complete:** In practical life earned value does not mean that I have spent money and time on using some resource for some work then I have actually earned that value equal to money and time I have spent. %complete method of EVM in MSP assume that if a work planned for 8 days @ \$100 / day for some deliverable and by 2nd day if you spend 32 hours then it means you have earned \$400 in two days time. In real life that may not be true.
- **%Physical Complete:** In practical life it is quite possible that after spending 32 hours within two days there is no break through and you cannot show anything to customer. In that case earned value is \$0 not \$400.

MSP- EVM Calculations

- Let us assume there is task which need to be completed after working on Mon, Tue, Wed (24 hours) @ 10/hours. Cost for completing the task is @240. -- **Baselined**
- **BCWS** for Mon, Tue, Wed is \$80 (for each day)
- On Mon you completed 12 hours work instead of 8 hours. So BCWP for Mon is \$120 not \$80. This is calculated on baselined information i.e. \$10/hours. **NOTE:** Baseline rates are not saved but using baseline cost and baselined work for the activity this can be derived. Multiply this rate with actual hours spent today. So BCWP using %complete is 50%. Because 50% of the work/money planned for this activity has been done/spent by Mon evening itself.
- But if you ask engineer that how much work is done and he informs you that only 25% of the work is done after 12 hours of work on Monday. It means he is telling you the status based of %physical complete. Thus BCWP using %physical complete is \$60 (25% of \$240) and not \$120.

MSP-EVM Calculations

- The problem with BCWP calculation using %complete is till last moment it assumes that work can be done within original estimates and therefore remaining work is calculated like baseline work minus actual work
- BCWP calculation using %physical complete updates status either using completion of work or remaining work after the physical check/verification rather than original estimates.
- Using %Complete: Remaining work on Monday is 12 hours (because total work was 24 and work done on Monday is 12 hours so $24 - 12 = 12$)
- Using %physical complete: Remaining work is $\$240 - \$60 = \$180$. Provided delay in future can be stopped and does not proceed at the same rate
- On Monday the money incurred to work on the task was \$150. This is called ACWP

MSP-EVM Calculations

- If BCWP is calculated based on %physical complete then manual updation is required. In that case you need to change remaining task.
- It is possible that $EV = \$256$ but $AC = \$64$ (by spending \$64 you realized the value of work which was originally estimated for \$256). But how do you update this status that all value has been realized early by spending less? Go and set remaining work as zero.
- It is possible that $EV = \$64$ and for that $AC = \$256$ (you have to spend more to get the work done which was originally estimated of less value). But how do you keep the work active in your MSP even after spending more than \$64, because by default it will be marked as complete? Go and set remaining work field or %complete field

Calculations in MSP

If you change value in remaining work or actual work field then work field gets updated automatically

- $\text{work} = \text{remaining work} + \text{actual work}$
- $\text{Cost} = \text{Remaining Cost} + \text{Actual Cost}$
- $\text{Remaining Cost} = (\text{Remaining Work} * \text{Standard Rate}) + \text{Remaining Overtime Cost}$
- $\text{Actual Cost} = (\text{Actual Work} * \text{Standard Rate}) + (\text{Actual Overtime Work} * \text{Overtime Rate}) + \text{Resource Per Use Costs} + \text{Task Fixed Cost}$

PART 7: Monitoring & Controlling

- **Feature Introduction in Tool**
 - Views Related to Earn Value Tables
- **Let us Practice: Monitoring & Controlling**
 - Observe Earn Value Tables of your project.
 - Perform some causal analysis
 - Document Corrective and Preventive Actions

PART 8: Communication

- **Concept: Communication Management Knowledge Area**
 - Report Performance
 - Work Performance Information
 - Variances on project
 - Change Requests
 - List of Stakeholders
 - Determine Frequency of communication
 - Identify Method of Communication

PART 8: Communication

- **Feature Introduction in Tool**
 - Analysis
 - Tables
 - Views
 - Filters
 - Dynamic Reports
 - Standard Visual Report
 - Visual Report Customization^(Expert)
 - Static Reports
 - Snapshot
 - Tabular Reports

PART 8: Communication

- **Let us Practice: Communication**
 - Prepare planned vs actual time report
 - Prepare planned vs actual work report
 - Prepare planned vs actual cost report
 - Prepare Earn Value Report ^(Expert)
 - Prepare S curve of PV, EV, AC^(Expert)
 - Calculate EAC, ETC^(Expert)
 - Prepare one summary status report with Causal Analysis
 - Prepare one report with RYB indicators^(Expert)

Working with Usage View

- Task Usage View
 - Changing the scale and entering actual/planned data for task
 - Select Actual, Planned, Cumulative fields and enter data
- Resource Usage View
 - Changing the scale and entering actual/planned data for resource

Task Usage View- Assignment Form

- **General**
 - Assignment
 - Work Contour
 - Cost Rate Table
- **Tracking**
 - Actual work
 - Actual start
 - Actual finish
 - % work complete
 - Remaining work
- **Notes**

Task Views & Tables

Views

- Bar Rollup
- Calendar
- Descriptive Network Diagram
- Detail Gantt
- Leveling Gantt
- Milestone Date Rollup
- Milestone Rollup
- Multiple Baselines Gantt
- Network Diagram
- Relation Diagram
- Task Detail Form
- Task Entry
- Task Form
- Task Name Form
- Task Sheet
- Task Usage
- Tracking Gantt
- **You can create you own View**

Tables

- Baseline
- Constraint Dates
- Cost
- Delay
- Earned Value
- Earned Value Cost Indicators
- Earned Value Schedule Indicators
- Entry
- Export
- Hyperlink
- Rollup Table
- Schedule
- Summary
- Tracking
- Usage
- Variance
- Work
- **You can create you own table**

Resource Views & Tables

View

- Resource Allocation
- Resource Form
- Resource Graph
- Resource Name Form
- Resource Sheet
- **Resource Usage**
- **You can create you own view**

Tables

- Cost
- Earned Value
- **Entry**
- Entry- Material Resources
- Entry- Work Resources
- Export
- Hyperlink
- Summary
- Usage
- Work
- **You can create you own table**

Network Diagram- Notations

- Critical Task - Red parallelogram
- Summary Task- Blue Parallelogram
- Task - Rectangle Box
- Task Completed- Rectangle box (cross)
- Milestone- Hexagon

Gantt Chart - Notations

- Critical Task – Color (Red) + End Shape
- Normal Task – Color (Blue) + End Shape
- Summary Task – Color (Black) + End Shape
- Milestone Task – Color (Black) + End Shape

Reporting

- Visual Reports
- Copy Picture
- Normal Tabular Reports

Normal Reports

- Overview
 - Project Summary
 - Top-Level Tasks
 - Critical Task
 - Milestones
 - Working Days
- Current Activity Reports
 - Un-started Tasks
 - Tasks Starting Soon
 - Tasks in Progress
 - Completed Tasks
 - Should Have Started Tasks
 - Slipping Tasks
- Workload Reports
 - Task usage
 - Resource Usage

Normal Reports....

- Cost Reports
 - Cash Flow
 - Budget
 - Over-budget Tasks
 - Over-budget Resources
 - Earned Value
- Assignment Reports
 - Who Does What
 - Who does what when
 - To-do List
 - Over-allocated Resources
- Custom Reports

Visual Reports

- Assignment Usage
 - Baseline Cost Report
 - Baseline Work Report
 - Budget Cost Report
 - Budget Work Report
 - Earned Value over Time Report
- Task Usage
 - Cash Flow Report
- Resource usage
 - Resource Cost Summary Report
 - Resource Summary
 - Resource Remaining Work Report

Visual Reports....

- Resource work Availability Report
 - Resource Work Summary Report
- Assignment Summary
- Task Summary

Practice Topic : Reports

- Print Gantt in email
- Print one Earned value report
- Print who does what report

Revisit Workshop Objectives

Facts of MS Project

1. MS Project is a Database
2. MS Project is a time calculator
3. Start each project schedule by checking your basic configuration settings (default calendar, calculation, metadata, currency, time setting)
4. Let MS Project Calculate schedule for you
5. MS Project is already programmed to be ASAP (do not put constraints initially)
6. Use an outline code to discern your task levels and WBS structure
7. Input fields has 3 personalities - planned, baseline, actual
8. Set the timescales to weeks and months for easier management
9. Distinguish between time and work. Think in work-terms as much as possible. Have good eye on task type at all times. Works only exists when resources are assigned. Work can be in hours or man days. Express duration in weeks.
10. Tracking a project=entering actuals
11. No earned value calculation without baseline and with entering cost

Day 3

- PART 9: MSP 2007 For Experts (Special Features) ^(Expert)- Duration: 1 Hours
- PART 10 : MSP 2007 for Experts (Customization) ^{7(Expert)}- Duration: 2 Hours
- PART 11 : MSP 2007 for Experts(Powerful Features)^(Expert)- Duration:4 Hours
- PART 12: Best Practices for MSP Users ^(Advance)- Duration: 1 Hours

PART 9: MSP 2007 For Experts (Special Features)

- Timescale
- Filters
- Groups
- Task Drivers
- Split
- Project Guide
- Highlight Changer
- Zoom
- Recursive Task
- Format Changing- Color, Font, Style, Bar, Gridlines

PART 10 : MSP 2007 for Experts (Customization)

- Customizing MSP for your Project
- Define Views, Fields & Indicators/lookup table, formulae etc
- Define Timescales
- Define Filters
- Define Groups
- Define Custom Settings of Calculation, Calendar, Resource Leveling, View, Schedule

PART 11 : MSP 2007 for Experts(Powerful Features)

- Managing Sub Project/ Master Projects
- Resource Pool
- Benefits of Notes to Task and Resources
- Print Preview
- Resource Leveling
- Adjusting assignments
- Creating templates
- Updating global values and views in MSP tool
- Analyzing Critical Path

PART 11 : MSP 2007 for Experts(Powerful Features)

- Using Critical Chain Method
- Resource Replacement
- Resource Availability
- Resource calendar
- Hyperlink
- Assignment owner
- Resource grouping - like plumbers, architect, engineers, electricians
- Tracking your budget
- Creating Project Macros

PART 12: Best Practices for MSP Users

Exhaustive list of 25+ best practices while making your plan using Microsoft Office Project

PART 12: Best Practices for MSP Users

- In project lifecycle define your project management activities as early as possible
- Certain %age of total cost project and time must be allocated for project management activities
- Involve peer for review of your MSP Plan
- Mark Red, Bold, underline, font size 72 your critical path and resources allocated to them. Place this on the front wall
- Allocate time for training activities. On the job training does not work in many cases.
- Documentation does not mean project management or quality
- What not assign resource, duration & work to summary task
- Use the priority attribute for resource leveling
- Don't cut paste tasks- instead move them
- Baseline the project for managing & tracking
- Use extra fields for exploring your creativity

PART 12: Best Practices for MSP Users

- Update using proper view on regular intervals
- Define rules for task status update
- Update & Use resource calendar for any kind of resources
- Do not enter date for start and finish of activities rather use dependencies.
- Special care for deadlines, constraints and critical path activities
- Beware of artificial constraints, deadlines
- Beware of assumptions
- Activity must contribute to some deliverables on project
- Activity must has some control account for cost reporting
- Use EVM for efforts if you are not responsible for cost management
- Negotiate and finalize the reporting format and fields in advance. Customize your MSP reports in such a way that you can directly take reports from MSP without doing manual efforts
- Do not expose your buffer to team. Allow only optimistic time (estimated by buffer) for activity but if required grant more time till pessimistic time.

Day 4

- PART 13: Working with PWA - Duration: 6 Hours
- PART 14: Few Challenges & Workarounds: 2 Hours

PART 13: Working with PWA

- Connecting to Project Server
- View work allocation
- View resource allocation
- Enter Timesheet
- Enter Risk & Related Plan
- Enter Issue & Related Strategy
- Task Status Update

PART 13: Working with PWA

- Deliverables
- Manage Deliverables Dependencies
- Update Project Progress
- Request Project Status reports
- Data Analysis
- Project Documents
- Connecting to outlook
- Updating status from Outlook to Project Server and MSP

PART 14: Some Project Management Challenges & Solutions in MSP

- ✓ Dealing with multiple unit of measurement
- ✓ Managing minutes, hours, days of each task and resource
- ✓ Everything is fine but resource is overloaded!
- ✓ Resource leveling splits the task without asking me!
- ✓ Every alternative Fri there is 1 hour customer call with whole team
- ✓ Assign a resource for many activities over a period of time, without overloading him?
- ✓ You want to use 10 engineers on some task but you don't know who are these people?

PART 14: Some Project Management Challenges & Solutions in MSP

- ✓ In an baselined task where some resource is working with some material for some period but after some time he realizes that this material cannot work and some better quality material is required to complete the work. Due to this reason there is some wastage of existing material and high quality material comes at high price. But remaining low quality material you will not be able to use in project now. Work done till now need to be redone, however as per worker work can be completed on time. How do manage this case in MSP?
- ✓ A worker has to use four qualities of same material for a particular work in a certain period to complete the work. How do you create this activity and assign resources in this case in MSP?

PART 14: Some Project Management Challenges & Solutions in MSP

- ✓ A worker has to use four qualities of same material for same work for same duration to complete the work. How do you create this activity and assign resources in this case in MSP?
- ✓ In your project material M of 3 different quality is required on different date. You create your project plan, applied these resources and baseline your project plan with \$100,000. While working on project a resource reports that some more material is required to complete the work. Project manager also notices that rate of material has changed when he procured it from market. Besides this he need more material to complete the work. Due to this reason ACWP will be higher and BCWP. How do manage this case in MSP?

PART 14: Some Project Management Challenges & Solutions in MSP

- ✓ In a baselined project a new resource is required to complete the baselined task, old resource is leaving the project and will not be available after a certain date. This resource comes at higher rate than earlier one. How do you manage this case in MSP? What is impact on existing work assigned to him and work competed by earlier resource. What is the impact on baseline cost of existing work?
- ✓ For completing some work on project, a BA will visit US office on weekends. it will cost project \$1,000 for fare, 1,000 for food/local transport/lodging. BA will be available on 50% on your project after second week of reaching to us. In the departing month he will work 80 hours on the project @ \$50/hours. he will take 2 days leave towards a weekend to meet his friends.

PART 14: Some Project Management Challenges & Solutions in MSP

- ✓ In your project material M of 3 different quality is required on different date. You create your project plan, applied these resources and baseline your project plan with \$100,000. While working on project a resource reports that some more material is required to complete the work. Project manager while procuring from market also notices that rate of material has changed. Besides this he need more material to complete the work. Due to this reason ACWP will be higher than BCWP. How do manage this case in MSP?

PART 14: Some Project Management Challenges & Solutions in MSP

- ✓ A person spending 40% of his time on some organizational training (project need not to pay for this). As a result of this 60% of his time is available for project activities as Units. If you do 60% allocation you mean that 3 days of the week he is completely available for the project activities. How to manage this case in MSP?
- ✓ A resource is available 50% of his time on some day. Therefore he should finish his work in first half of the day not second half of the day. How do you manage this case in MSP?
- ✓ Assign a resource for different activities for which he charges different rate. But ensure that not overloading happens.

MCITP- Enterprise Project Management

- MCITP stands for Microsoft Certified IT Professional credential for Microsoft Office Project Server 2007
- It provides industry recognition to project managers and other professionals who use Microsoft Office Project Professional 2007 and Office Project Server 2007 to manage and support projects in an enterprise project management (EPM) environment.
- Candidate manages projects in an EPM environment and are able to manage project and non-project efforts, risks, issues, documents, task progress, and timesheets.
- Candidates should have in-depth knowledge of key project management concepts and terminology found in the Project Management Institute's "A Guide to the Project Management Book of Knowledge" (PMBOK Guide).

MCITP- Exam

Prerequisite MCTS

- Exam 70-632
TS: Microsoft Office Project 2007, Managing Projects
- Exam 70-633
TS: Microsoft Office Project Server 2007, Managing Projects

Professional Series

- Exam 70-634
PRO: Microsoft Office Project Server 2007, Managing Projects and Programs

PM-Learn Services

- **Trainings & Workshops**

- Project Management Capsule Trainings
- PMP Trainings
- CAPM Training
- MSP 2007/ 2010 Trainings
- Earn Value Management Training
- Function Point Estimation
- Project Risk Management
- Project Schedule Management
- MS Office Productivity Tools

- **Assessment**

- Project Management Maturity Assessment of Project Managers

- **Consulting**

- PMO Consulting
- EPM 2007/2010 Implementation
- CMMI Consulting & Assessment



Thank you!

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Project Management Maturity Assessment Portal

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