Module 3

Views in MSP 2010

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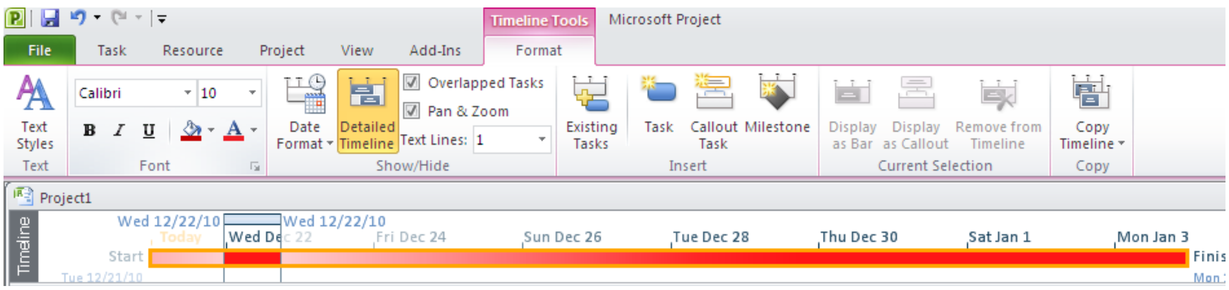
Objectives Covered in this section

This section provides and explains the usage of basic views available in Project 2010, to represent data according to the desired format.

- Timeline View
- Team Planner
- Gantt View
- Calendar View
- Network Diagram View
- Task Usage View
- Tracking Gantt
- Resource Graph
- Resource Sheet
- Resource Usage
- More Views
- Split Screen

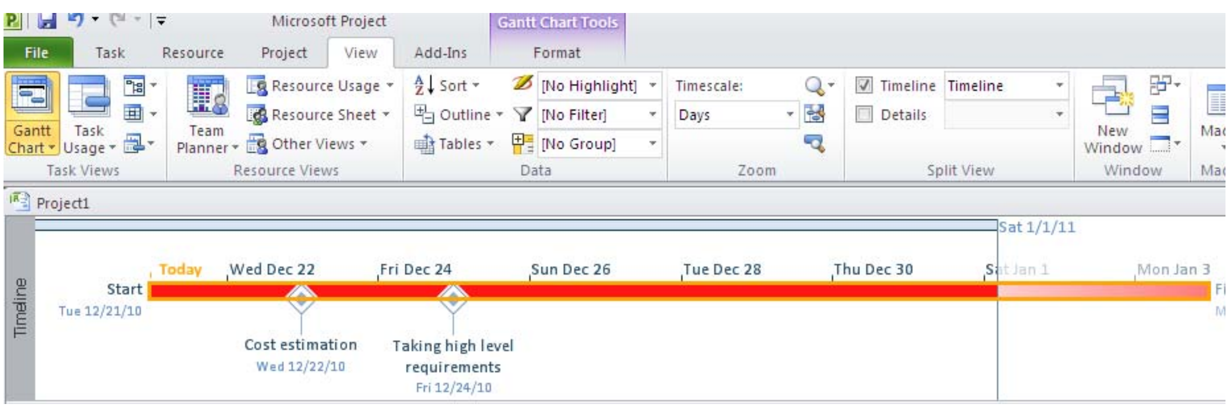
1. The Timeline View

- One of the best features in Microsoft® Project 2010 is the Timeline view. The Timeline provides you with a high-level, “big picture” overview of the entire project. You can easily add key milestones or other key tasks to create a concise project summary for more effective communication to key stakeholders. When you are ready, you can send it off in an e-mail, add it to a presentation, or simply print it for an eye-catching, executive-style report.
- The default view for Project 2010 is the Gantt with Timeline so you’ll see the Timeline view at the top of your window the first time you boot Project 2010 but it if isn’t there, you can display it by going to the View tab and checking Timeline in the Split View group.



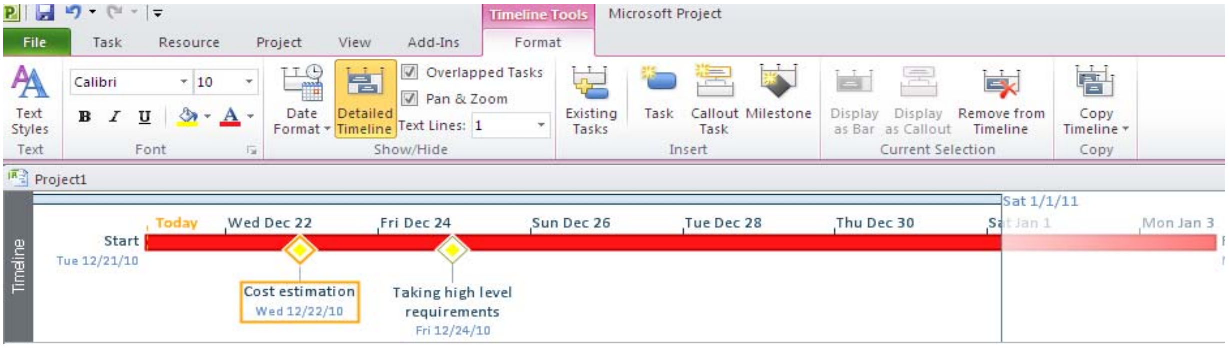
Add Milestones to the Timeline View

The default view in Project 2010 is a combination of the Gantt chart view with the Timeline view layered above it. A. In the Gantt chart, click the task or milestone you want to add to the Timeline view B. Right-click the milestone, and then click Add to Timeline



Format the Milestones

After adding milestones to the Timeline view, you can format them with the colors you want to use. Click the milestone in the Timeline view to automatically activate the Format dialog box. You can quickly and easily format your milestone font and background color.

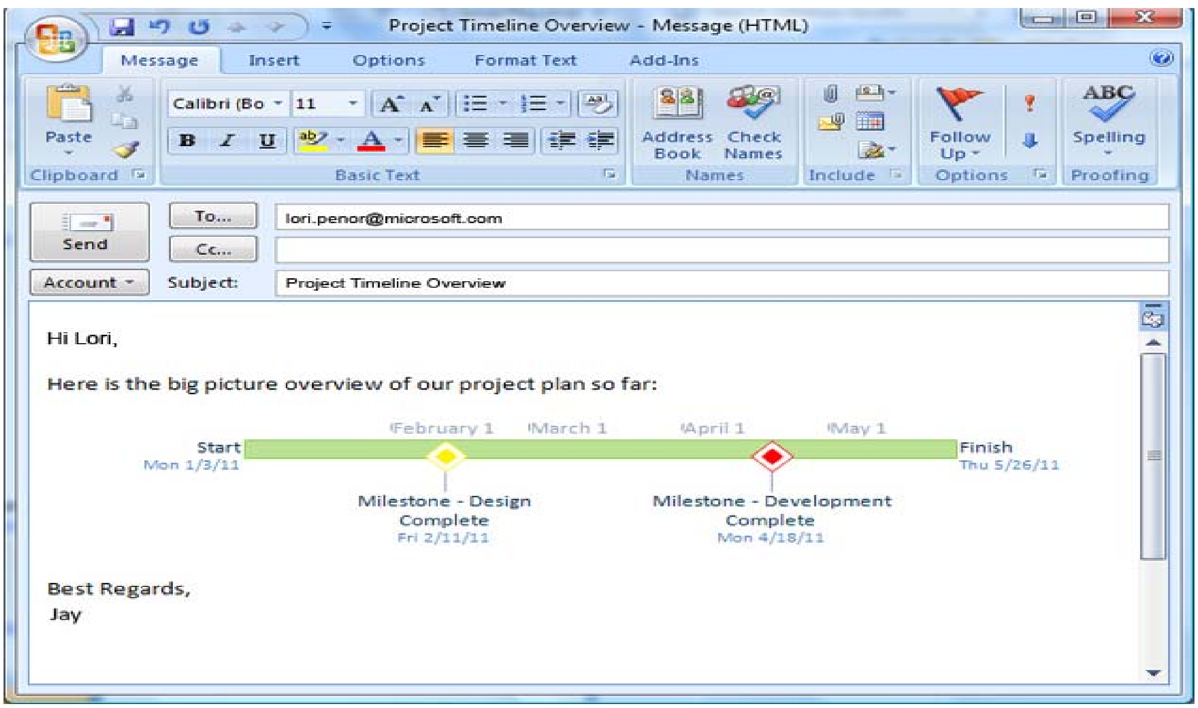


Easily Send in an E-mail Message or Save to PowerPoint or to another Office Application

A. Right-click anywhere in the Timeline view (except for on the Timeline itself).

B. Click Copy Timeline and then click E-mail, For Presentation, or Full Size. You can also locate the Copy Timeline command on the Format tab, in the Copy group

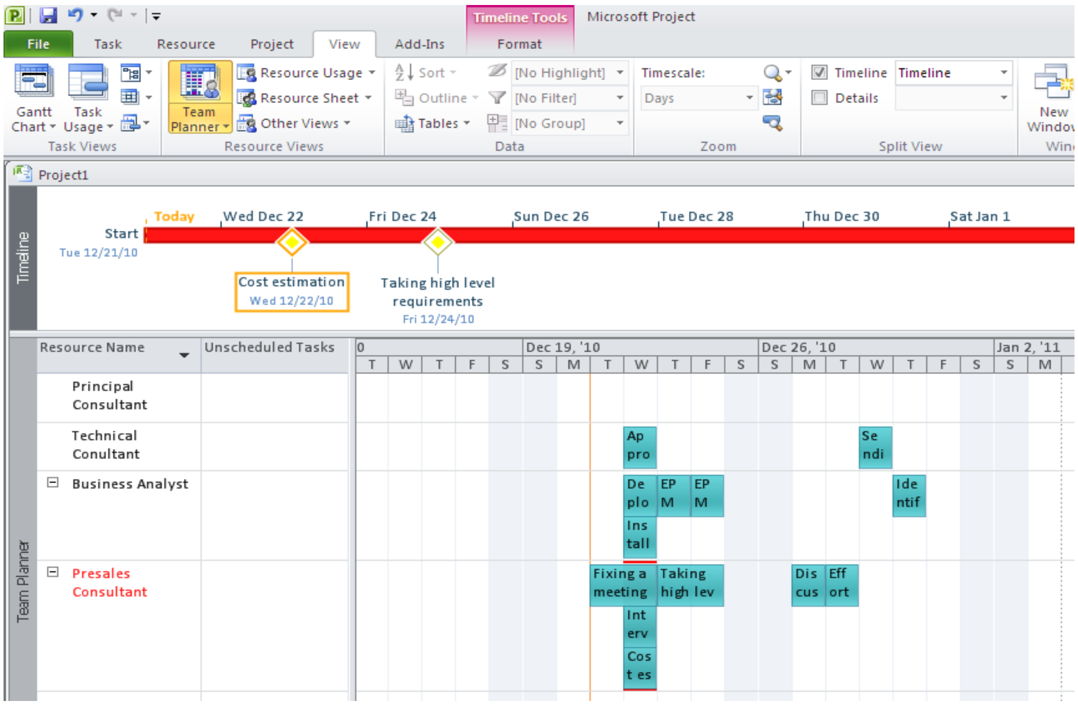
C. In your e-mail message, presentation, or other file, simply use the Paste function for that application.



2. Team Planner

Project Professional 2010 users now have the **team planner**, a resource scheduling view that lets you interact with your schedule in a way that hasn't been possible before in earlier versions of Project. With the Team Planner view you can see at a glance what your team members are working on and move tasks from one person to another. You can also view and assign unassigned work, view over allocations, and see task names as well as resource names — all in one efficient view. Managing your task and resources has never been so easy. For example, if a resource is over allocated, all you need to do is drag a task from one resource to another, and the over allocation disappears.

To switch to Team Planner, click →View tab→ Team Planner.



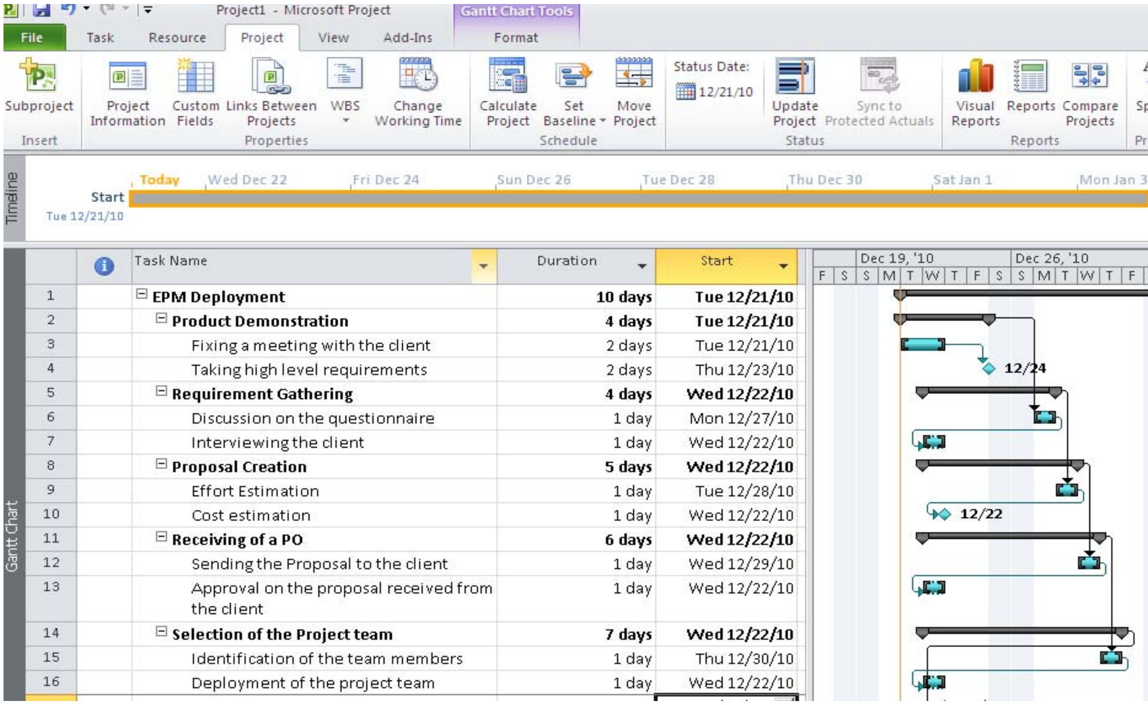
A few things to notice here:

1. Each team member’s work is represented in a single row, making it easy to glance across the timescale and see who does what when
2. Over allocations are highlighted in red

3. The Gantt chart View

The Gantt chart view is the most commonly used view in Project. It lists the tasks in your project, and illustrates their relationship to one another and the schedule using Gantt bars. Let's look a little more closely at each portion of the view.

First, let's take a look at the left portion of the view. This portion uses a table format, and is where each of the tasks, summary tasks, and subtasks in your project are listed. You can use this table to enter new tasks, indent or outdent your existing tasks, set task durations, and identify predecessor tasks.



To

Enable the view click Tasks tab→View→Gantt chart

4. Calendar View

The calendar view displays tasks and durations in a format similar to a normal calendar.
To enable the view, Click→ Task tab →Views→ Calendar View

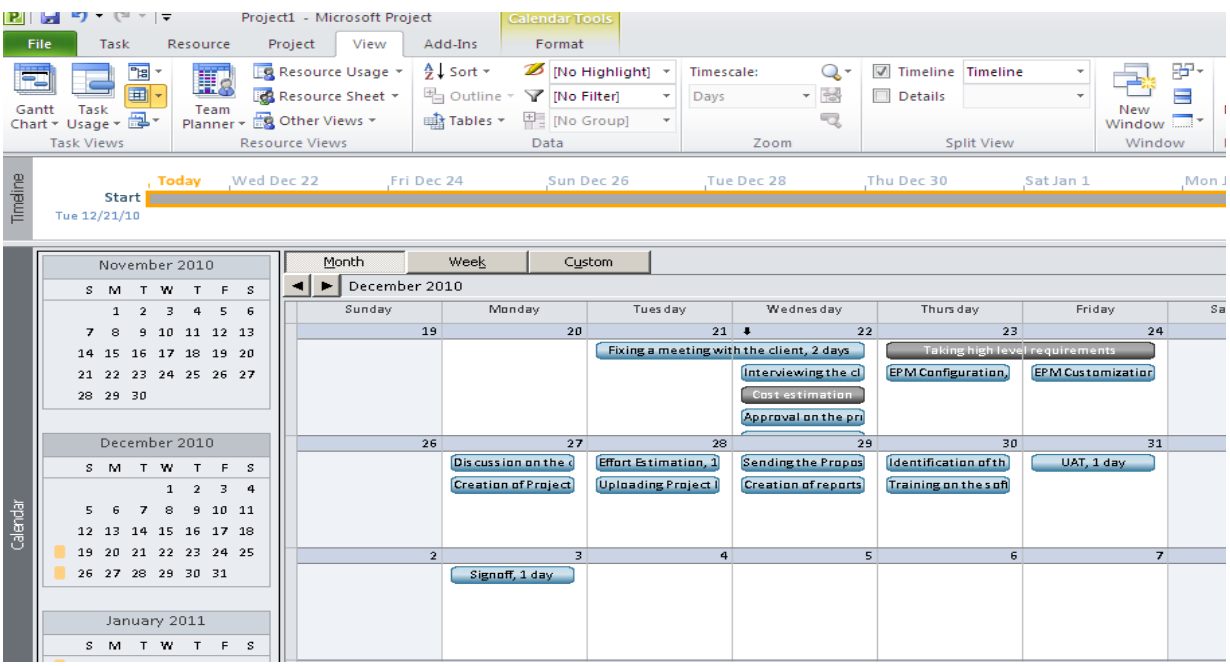


Fig 3.2: Calendar View

This view should be set to see tasks scheduled in a specific week or range of weeks.

5. Network Diagram View

The Network diagram is a logic diagram that shows the dependencies among the tasks.

This view should be used to create and adjust a schedule in a flowchart format. To enable the view, Click→Task Tab→View→Network Diagram View

In a Network diagram, commonly used notations are

- Summary tasks are defined in a parallelogram,
- Tasks' detail in a rectangle,
- Milestones in a hexagon and
- Critical tasks have a red border.

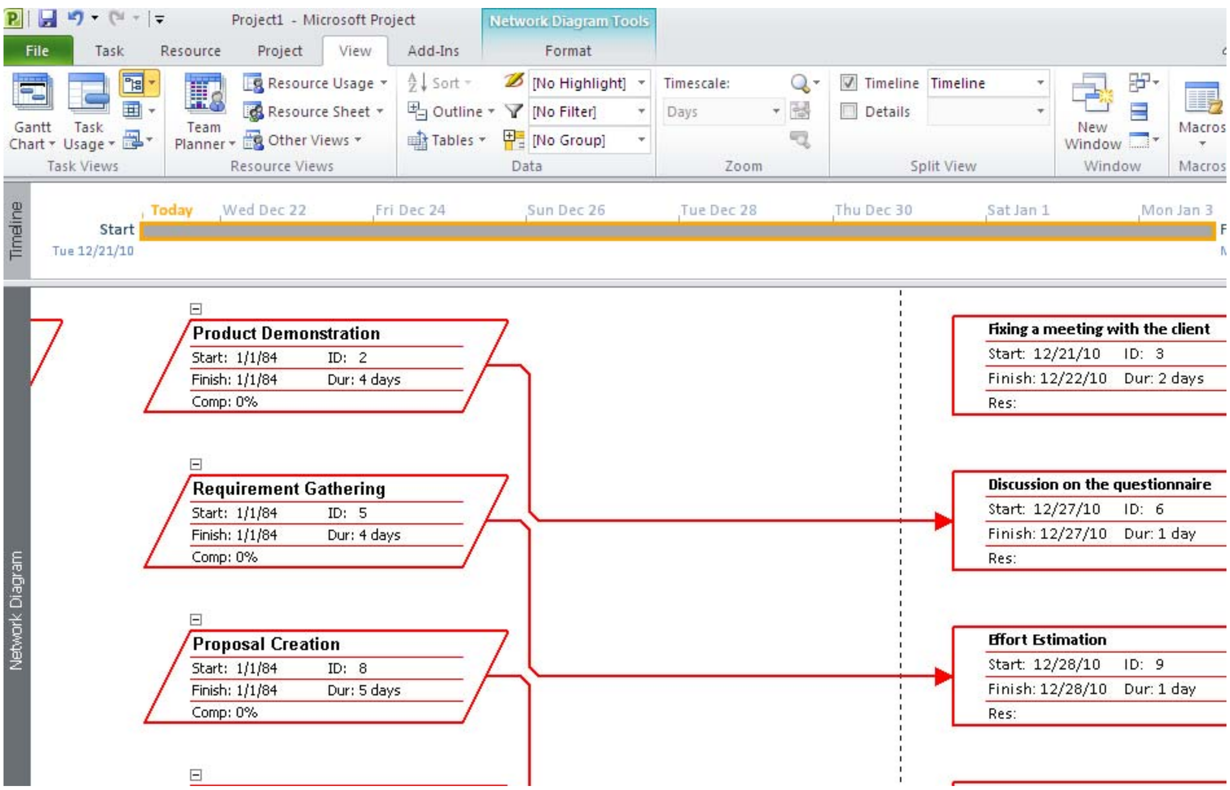


Fig 3.4: Network Diagram view

6. Task Usage View

In the Task usage view, under every task, the resource assignments are shown on a time distributed table.

This view should be used to see which resources are assigned to which tasks.

To enable the view, Click→Tasks tab→View→Task Usage View

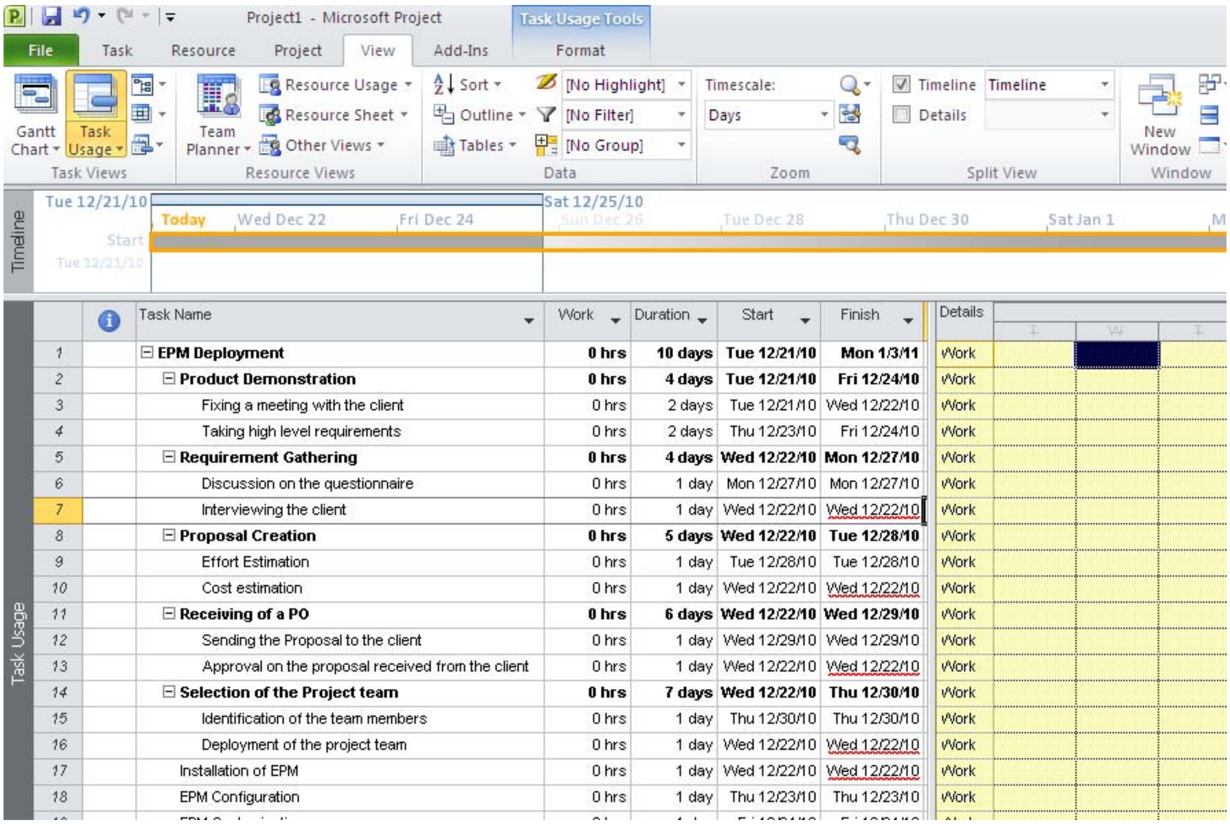


Fig 3.5: Task Usage View

7. Tracking Gantt

The Tracking Gantt View is used during the execution of the project to track the progress against the original schedule, i.e. the baseline. This view is best used when you want to see your critical path.This view should be used to compare the baseline and actual schedules.

To enable the view, Click→Task tab→View→Tracking Gantt.

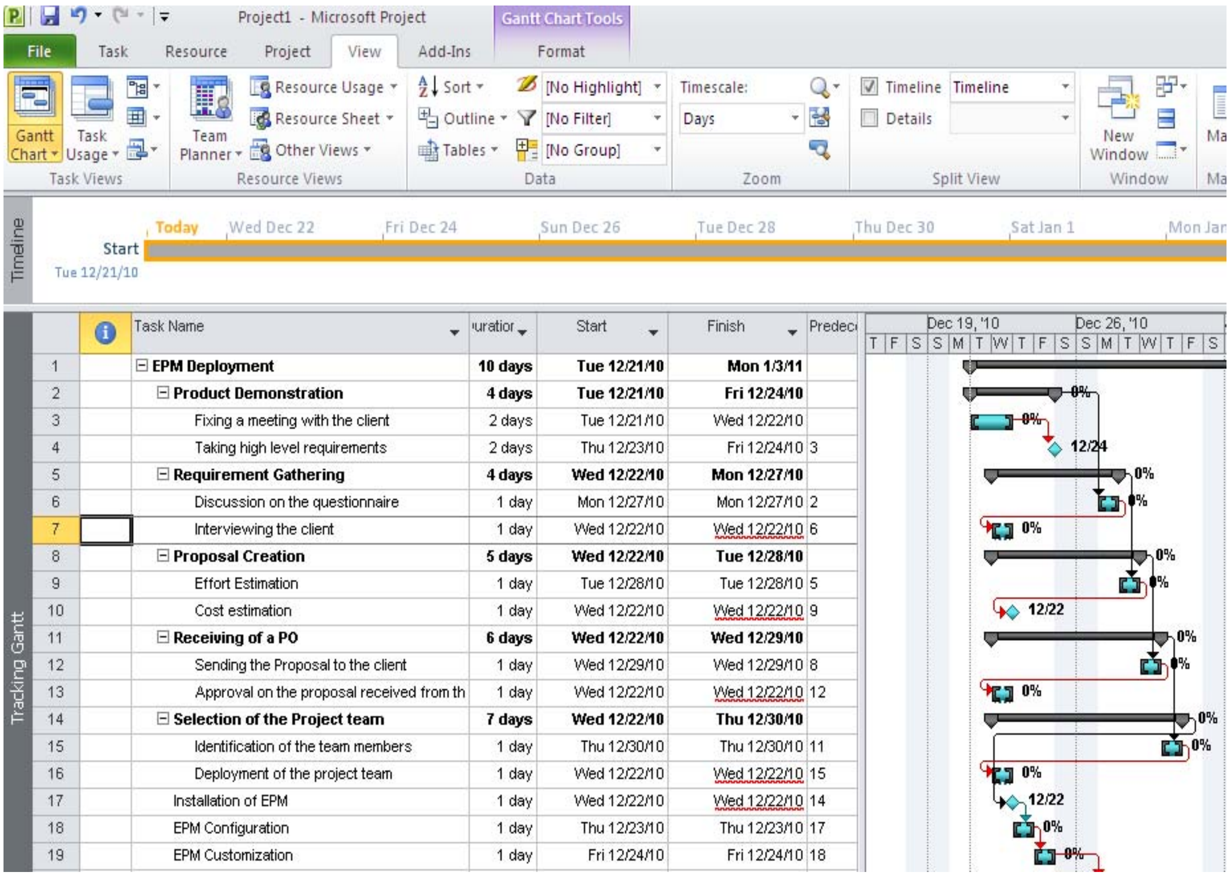


Fig 3.6 : Tracking Gantt View

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8. Resource Graph

The Resource Graph shows bar charts of the workload over time and costs for all resources.

This view should be used to see information about the resources over a period of time.

To enable the view, Click→Task tab→View→Resource Graph.

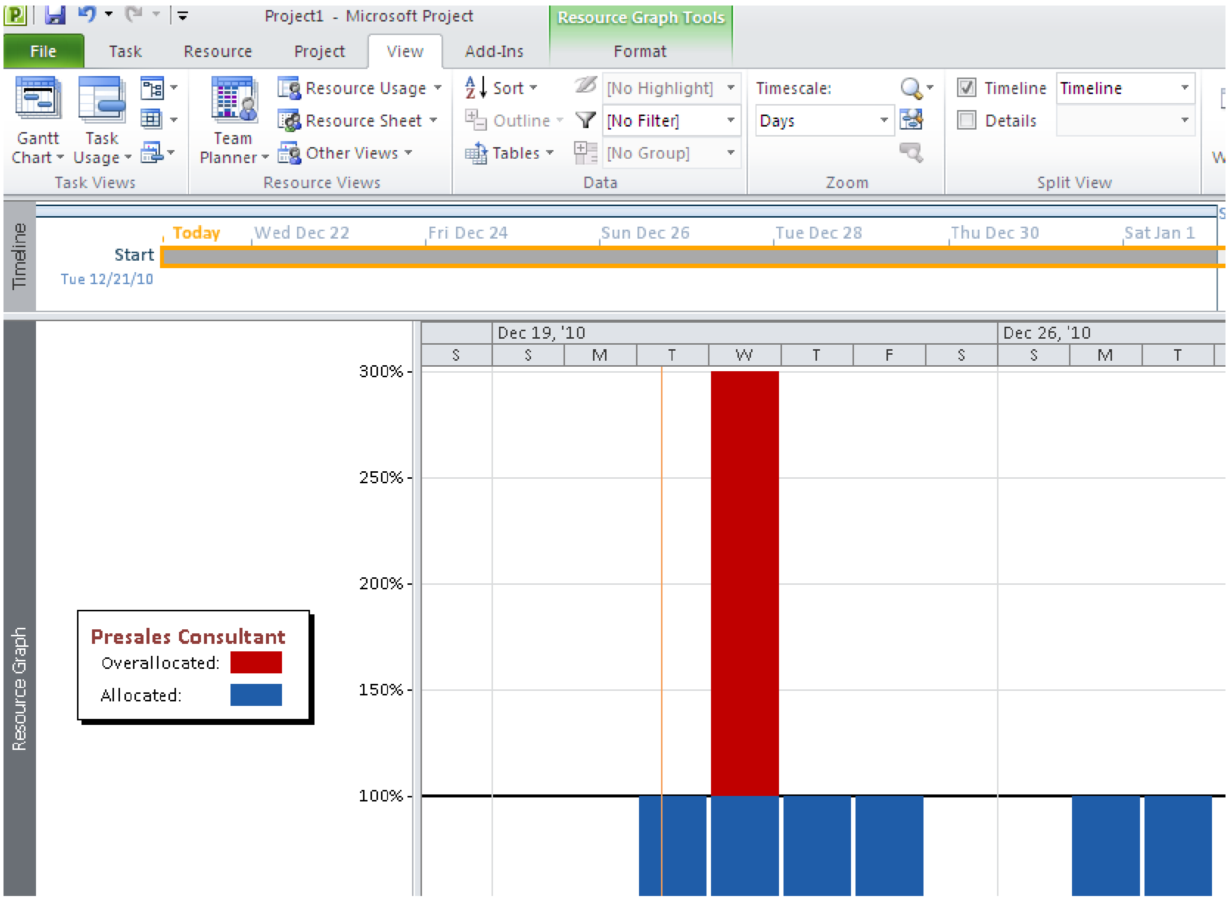


Fig 3.7: Resource Graph View

9. Resource Sheet

The Resource Sheet View is used to enter the resources and resource characteristics.

This view should be used to view information about each resource.

To enable the view, Click→Task tab→View→Resource Sheet.

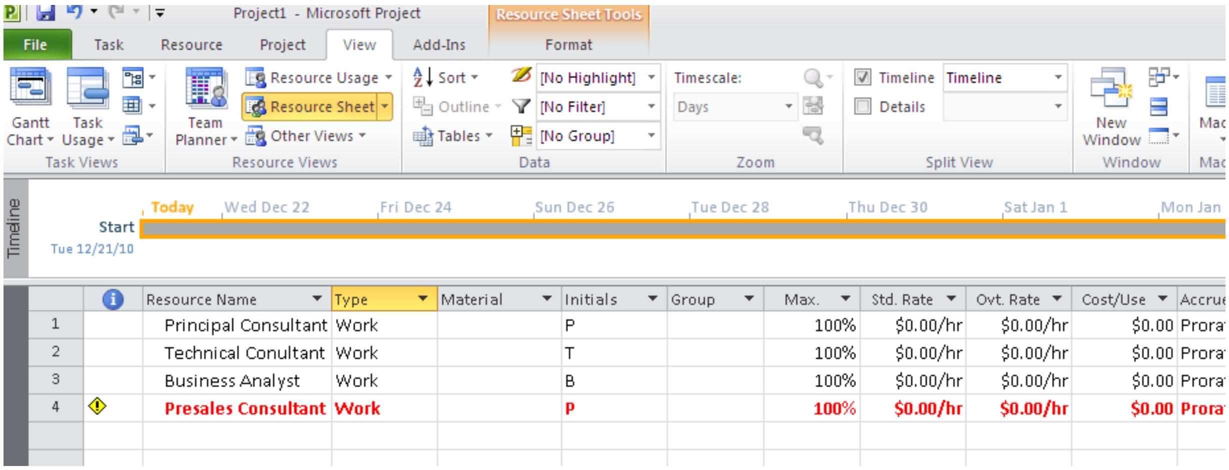


Fig 3.8: Resource Sheet View

10. Resource Usage

The Resource Usage View shows the amount of work or cost over time.

This view should be used to view work or cost information for each resource.

To enable the view, Click→Task tab→View→Resource Usage.

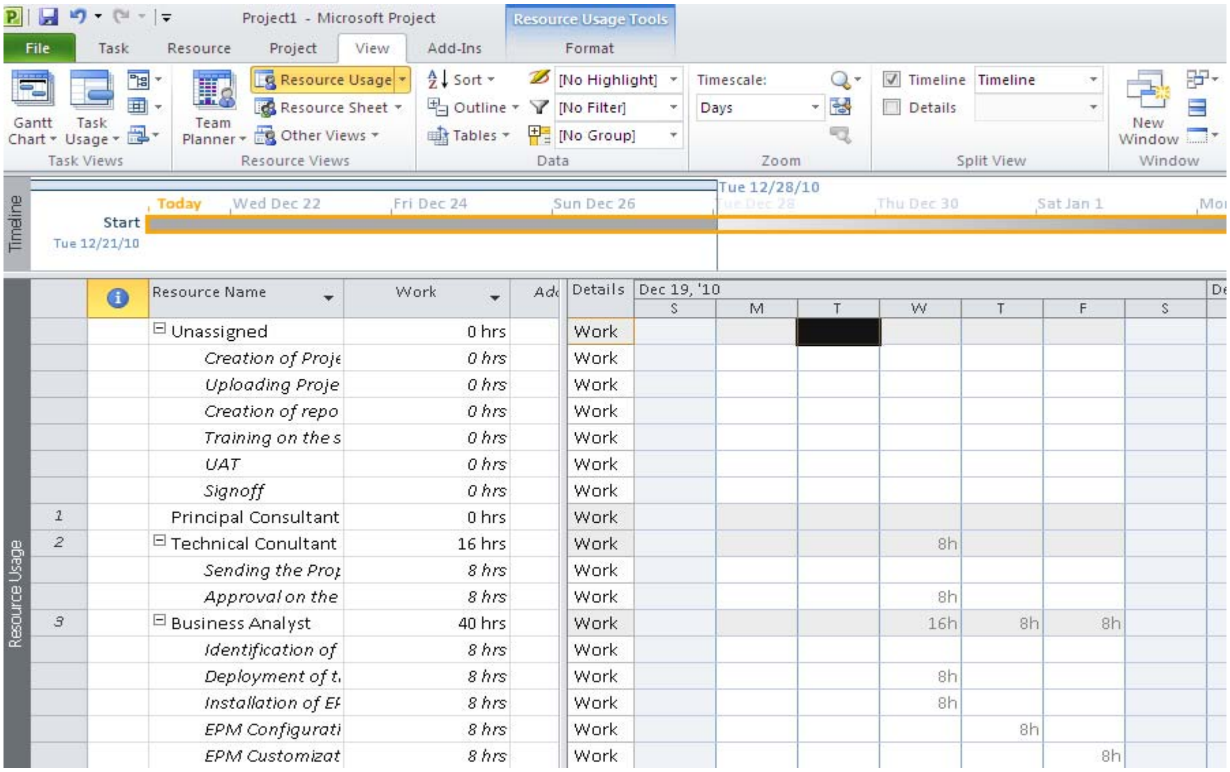


Fig 3.9: Resource Usage View

11. More Views

More Views is used for a view that is not on the vertical toolbar.

To enable the view, Click→Task tab→View→More Views.

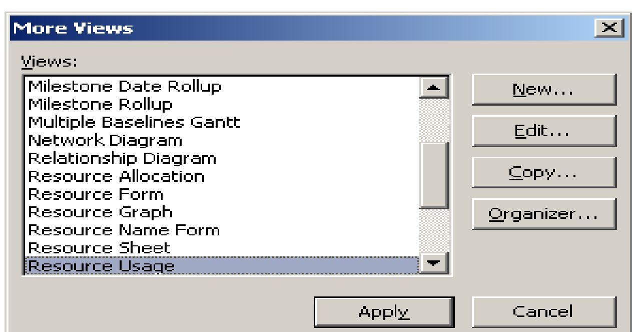
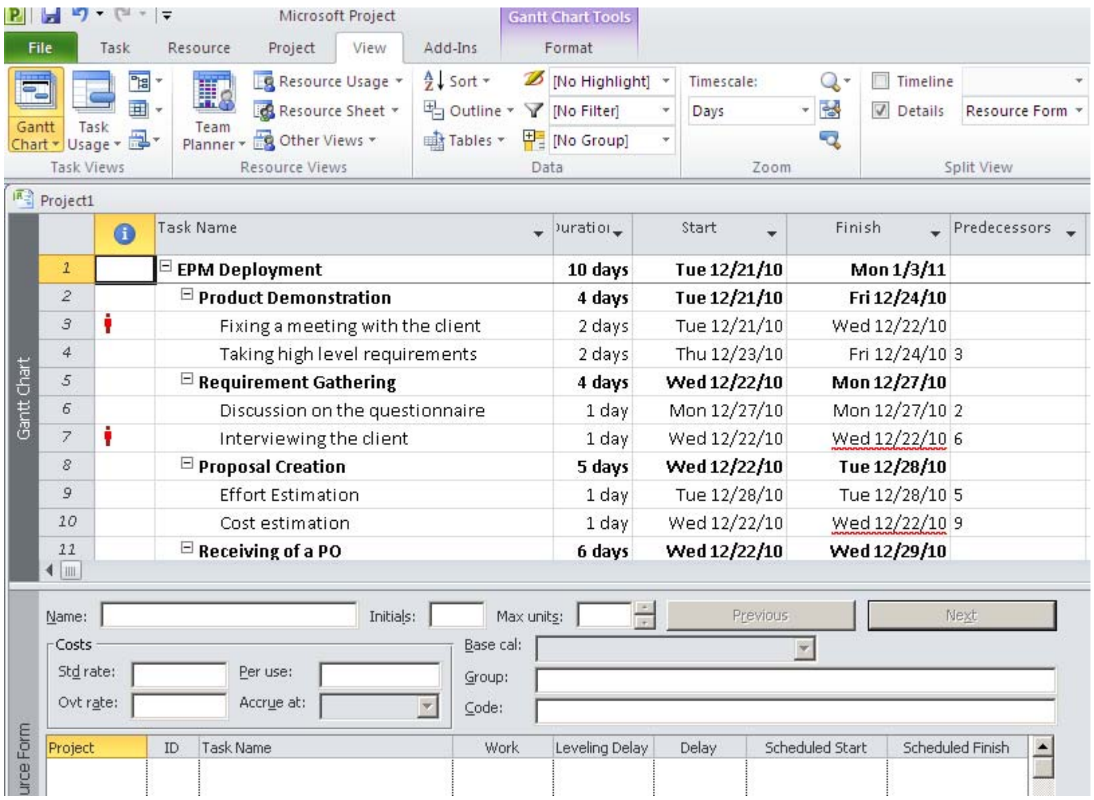


Fig 3.10: More Views View

12. Split Screen

This view is a predefined split-screen or combination view, with the Gantt chart in the upper pane and the Task Form in the lower pane.

> **Why Split Screen?**
>
> This facilitates project planning as the tasks are being edited in the Task Form sheet and the resulting effect is visible in the Gantt chart simultaneously.



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w the same, go to Views → More Views → Select 'Task Entry' and press Apply.

Fig 3.10: Split Screen View

Notes

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