

## Create a Task List Lab Assignment

**Due Date:** see assignment on myTCC

In this assignment, you will be using Microsoft Project to create a list of the tasks that need to be done in order to complete the project.

Samples of project tasks are in Class Notes on myTCC in the folder named Sample Project Task Lists.

### Directions:

1. **Create** a new project in MS Project (or the free Gantt software)
2. Save the file and give it the name of your project
3. **Set** the plan's start date to January 23, 2021
4. **Set** January 25 to a Calendar Exception non-working day, called Training  
Project > Change Working Time> Click the date. Then down in the bottom grid for Exceptions type in the name of Training with a start and ending date of January 25
5. Then add these properties to your file:
  - a. Go into backstage view by clicking File
  - b. On the right hand side is Project Information, with a little down arrow beside it
  - c. Click that arrow and choose Advanced Properties.  
The dialog box should open to the Summary tab. the
  - d. Set the Subject to the name of your project.
  - e. Set the Manager to the name(s) of the people working on the project  
You can use the default or type in a name for your company
  - f. In Comments, add a brief description about what this project does.
6. Return to the work area of your Project
7. Make sure you have the Task Pane selected and are in the Gantt Chart view
8. **Enter** the tasks that need to be done for your project to be completed
9. **Add** durations to each task. If you need to guess for a task, type in "About two days" or "About two weeks"
10. **Group** your tasks into like areas and then **add** a new Summary task for each group.
11. **Indent** the tasks under the Summary so Project will know you want the group of tasks to be under that title.
12. **Identify** the dependencies of the tasks. And **Enter** the dependencies either using the ribbon or the Gantt chart.
13. Add a new task at the beginning of your list.
14. For a task name call it the name of your project.
15. Then select all the tasks and summaries in your list and indent them so they will be considered part of the project. This will also give you the duration of the project.
16. **Define** the resources (people and equipment) that will be used in your project  
Determine the resources availability to work on the project – account for planned leave, spring break, other commitments
17. **Enter** the resources in the Resource Sheet in Project. Use a general pay scale – research what a beginning programmer makes and go from there.
18. Change the type for any equipment (Desktop, Laptop) to "Material". The default is Work and that is fine for people working on the project

### Assign Resources to Tasks

19. Assign Resources to the tasks they will be working on.

## 20. Reporting

- a. Change the style of your Gantt Chart – Click on the Gantt Chart, then click on the Format tab in the ribbon, choose one of the color sets in the Gantt Chart Style group. More styles can be located by clicking the more button on the styles box.
- b. Next, click the Report tab. Then click the Dashboard report. Then choose Project Overview.
- c. Under Report Tools, Report group, click Copy Report.
- d. Paste this report into Word. Save the file with the name “*Project Overview*”. The report will not come into Word cleanly. You will have to make some adjustments. All the elements are graphical objects and can be moved, resized, and adjusted.
- e. Go back to the Gantt Chart View.
- f. Click and drag all the tasks to select them.
- g. Click the Task tab. Click the down arrow next to the Copy choice and choose Copy Picture. Take the defaults.
- h. Open a new document in Word and paste the picture into that document.
- i. Switch to Landscape Orientation and .5” margins all the way around.
- j. Resize the graphic to fill the page.
- k. Add a couple of blank lines below the picture.
- l. Drag the picture down so the blank lines are now above the picture
- m. Add a title of “*Task List Report*”.
- n. Save the file with the name of “*Task List Report*”.

## 21. Upload your Microsoft Project file, and your 2 report files to the Create Project Task List Assignment