

Entering a project into Microsoft Project

1. Open Microsoft Project. Project does not install with an icon on the desktop so you are going to have to look for it: click the start button, then type in project
2. Should a blue pane appear to the left of the words Gantt chart down the side, close that pane. This gives you more workroom. The project window now has a task area and a calendar area
3. Our task is to organize a musician festival -
For the Sample Project, assume you are the Project Manager with an Event Management firm, and the first simple project entails organizing a musical concert at one of the local auditoriums. The dates of the festival have already been selected. The major activities involved (or tasks to be completed), as you can realize, will be fixing a suitable date with the artist, identifying and finalizing terms with one of the local auditoriums, coordinating with the media and placing advertisements for the event, getting tickets printed and selling tickets. Besides these tasks, you may also want to address the administrative tasks of organizing hotel accommodation and transport for the artist's troupe. How can you plan all these activities on a calendar, using Microsoft Project?
4. List all the activities that need to be done and how long the task will take -
Break it down to smallest pieces. For Example:
 - Call up Artists – 5 days
 - Finalize Artist and performance date – 2 days
 - Call auditoriums and check date availability - 6 days
 - Negotiate with auditorium - 3 days
 - Confirm auditorium and pay in advance - 2 days
 - Book advertisement slots in media - 21 days
 - Print tickets - 20 days
 - Sell tickets - 10 days
 - Organize accommodation for artist's group - 5 days
 - Organize travel arrangements - 5 daysNotice the blue bar appearing to the right as you type things in. This graphically indicates the duration. This is the **task bar** and the collection of these bars is called the **Gantt chart**
5. Save the project file. Choose File -> Save in a folder of your choice. Name the file Concert 0 (Concert Zero, to indicate this is the zero-th version of your project). All MS Project files have a default extension of .mpp

Enter Project Start Date and Task Dependencies

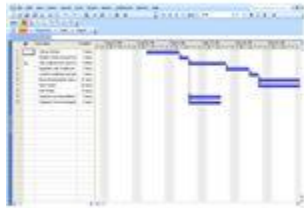
So far so good. You are wondering why all the activities are starting on the same date. By default, MS Project will assume the Project and all activities start on the current date. As Project Manager, your first available time to work on this project is September 1. To enter this information, Click Project on the Ribbon, find the Properties Ribbon. Look for Project Information group. For now ignore all other components in this window and look for the label: Start date. Change the date using the date picker to September 1. Notice that the time now has switched to start all tasks on September 1. We can tell by looking at the tasks that they follow some sort of sequence. Remember no work week includes Sat or Sun. We wouldn't pay for the

auditorium without have commitment from some artists that they are coming. What we need to do now is to tell MS Project what order tasks need to be done in. And if any task is dependent on another being completed first. For example, you can't sell printed tickets without first printing them. This is called setting Task Dependencies or Precedence relationships. There are several ways to do this, we'll do it by linking the tasks graphically.

In looking at the tasks, we know that "Finalize Artist and performance date" can start only AFTER "Call up Artist finishes.

To indicate this:

1. On the Gantt chart. position the mouse on the center of the task bar corresponding to the first task, until the mouse cursor turns into a 4-way arrow.
2. Hold down the left mouse button and drag the mouse pointer over the second task (Finalize artist..) which is to be linked. and then release the mouse button. You will notice a link line from the finish of the first task to the start of the second task.
3. Repeat the above steps for linking task 2 with task 3, then task 3 with task 4, task 4 with task 5, and task 5 with task 6 since they all follow a similar sequential precedence relationship between them. The precedence relationship between task 5 and task 6 may be



debatable, but for this project let us assume we want to be sure about availability of an auditorium before we book slots for advertisements, and therefore that this is a reasonable relationship for now. We will go into other possibilities in later lessons.

4. Task 7 (Print tickets), as you can see, need not wait till completion of task 6, but can start as soon as the auditorium is confirmed. Hence, you will link task 7 with task 5. Task 8 (Sell tickets) will follow task 7.
5. Tasks 9 and 10, which are administrative tasks, can logically be taken up as soon as the date with the artist is confirmed, and hence both of these can be defined as tasks immediately following task 2.
6. Now, complete the Predecessors column. So for step 2 which cannot be completed until step 1 is completed, it would have a predecessor of 1

Now you have completed all task dependencies, subject to the assumptions we have made. Your Project should appear as shown above on the left. Again save this file (File->Save as) in the same folder, but with File name as "Concert 1", to indicate your "First" complete version.

End of First Lesson

Congratulations!!!. You now know how to start a project with Microsoft Project.

http://www.brighthubpm.com/software-reviews-tips/45402-step-by-step-tutorial-on-microsoft-project-getting-started-in-twenty-minutes/#imgn_2

Just to understand what all Microsoft Project software has done for you, behind the scenes even for a simple project like this, you can

- Scroll to the right on the Task pane and look at the columns for Start date, Finish date and Predecessor.
- Click on View->[Network Diagram](#).
- Click on Report in the Top menu bar and choose Reports (if you are using any version prior to Project 2007, please click on View->Reports->Summary); and try out some of the reports. Go through these Reports and digest them to the extent you can. Such as Project Summary Report, Critical Tasks Report, Top Level Tasks Report.