

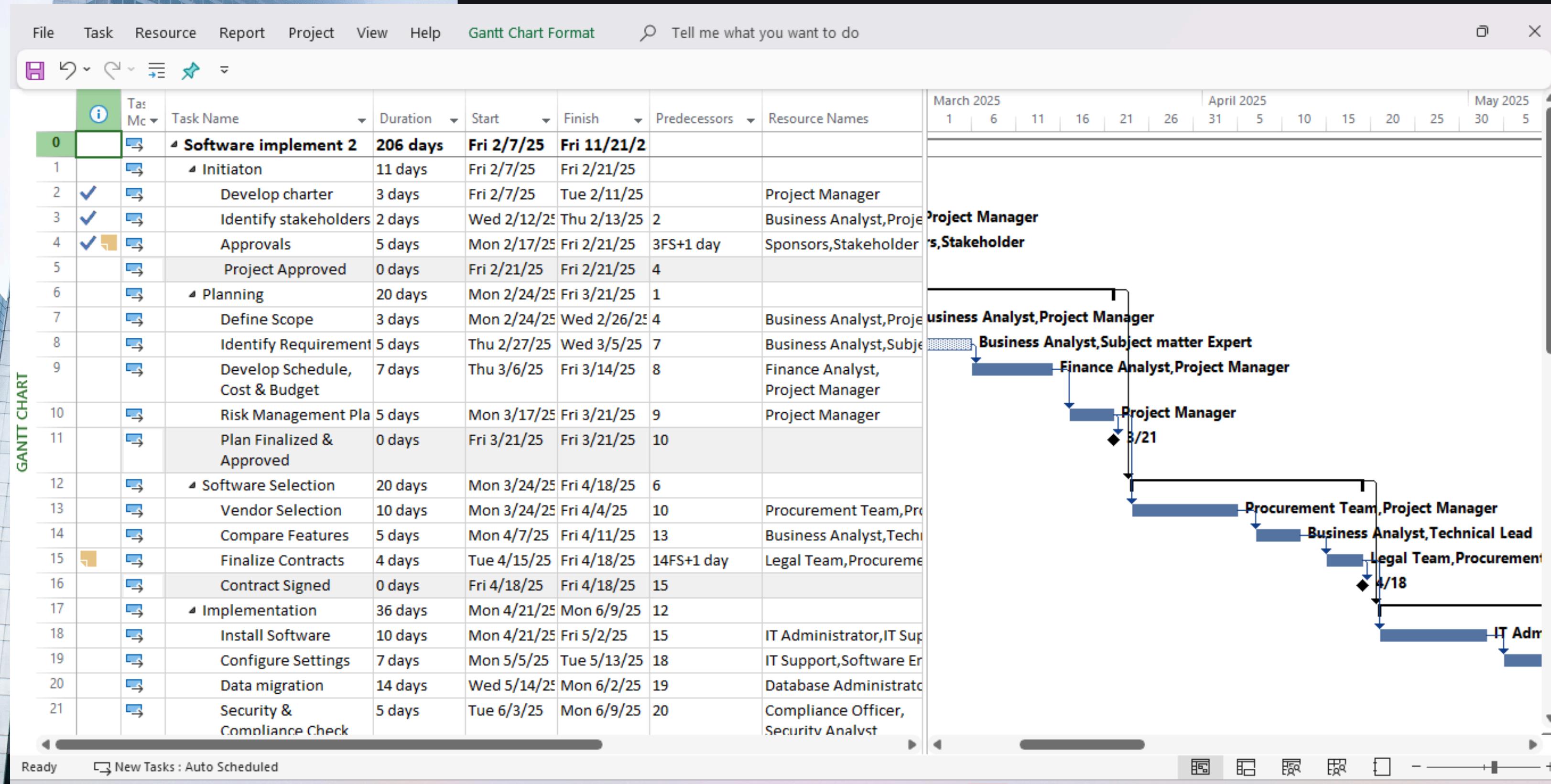
Software Implementation Plan

Project Planning on
MS Project

By Jigyasa Singhariya



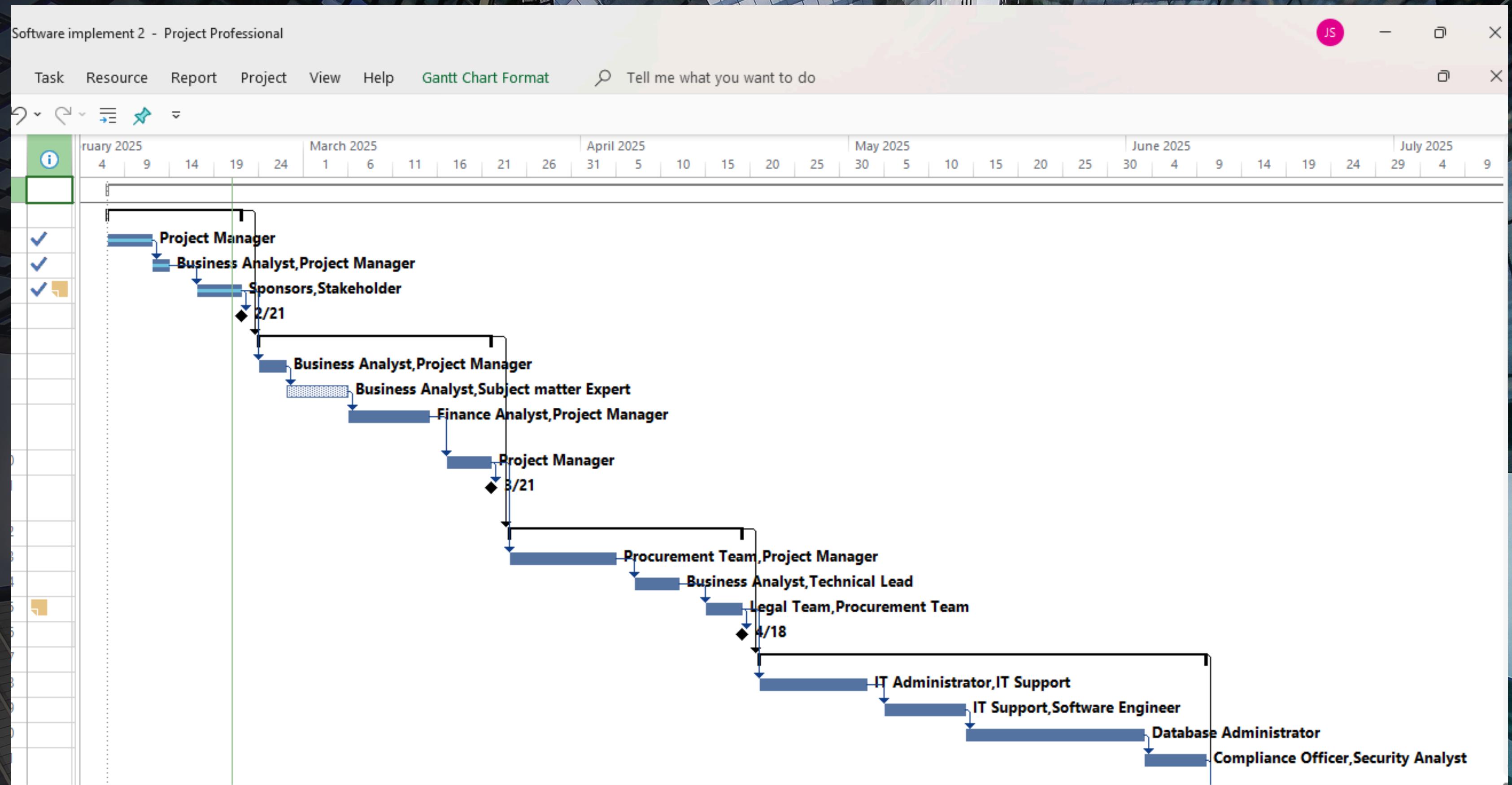
Project Planning





Gantt Chart

MS Project





Resource Sheet

RESOURCE SHEET

| | Resource Name | Type | Material | Initials | Group | Max. | Std. Rate | Ovt. | Cost/Use | Accrue | Base | Code | Add New Column |
|----|------------------------|------|----------|----------|-------|------|--------------|----------|----------|----------|----------|------|----------------|
| 1 | Project Manager | Work | | PM | | 100% | ₹2,500.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 2 | Business Analyst | Work | | BA | | 100% | ₹2,000.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 3 | Sponsors | Work | | S | | 100% | ₹0.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 4 | Stakeholder | Work | | S | | 100% | ₹0.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 5 | Subject matter Expert | Work | | SMEs | | 100% | ₹3,000.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 6 | Finance Analyst | Work | | F | | 100% | ₹1,800.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 7 | Risk Analyst | Work | | R | | 100% | ₹2,200.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 8 | Procurement Team | Work | | P | | 100% | ₹1,500.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 9 | Technical Lead | Work | | T | | 100% | ₹3,500.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 10 | Legal Team | Work | | L | | 100% | ₹4,000.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 11 | IT Support | Work | | I | | 100% | ₹1,200.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 12 | Database Administrator | Work | | DBA | | 100% | ₹2,200.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 13 | Software Engineer | Work | | S | | 100% | ₹2,800.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 14 | Data Engineer | Work | | D | | 100% | ₹2,500.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 15 | Security Analyst | Work | | SA | | 100% | ₹2,800.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 16 | Compliance Officer | Work | | C | | 100% | ₹2,500.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 17 | Integration Specialist | Work | | I | | 100% | ₹2,800.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 18 | Trainers | Work | | T | | 100% | ₹1,500.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 19 | IT Administrator | Work | | I | | 100% | ₹2,000.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 20 | QA Engineer | Work | | QA | | 100% | ₹2,200.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |
| 21 | Test Analyst | Work | | TA | | 100% | ₹2,000.00/hr | ₹0.00/hr | ₹0.00 | Prorated | Standard | | |



Project Report

PROJECT OVERVIEW

FRI 2/7/25 - FRI 11/21/25



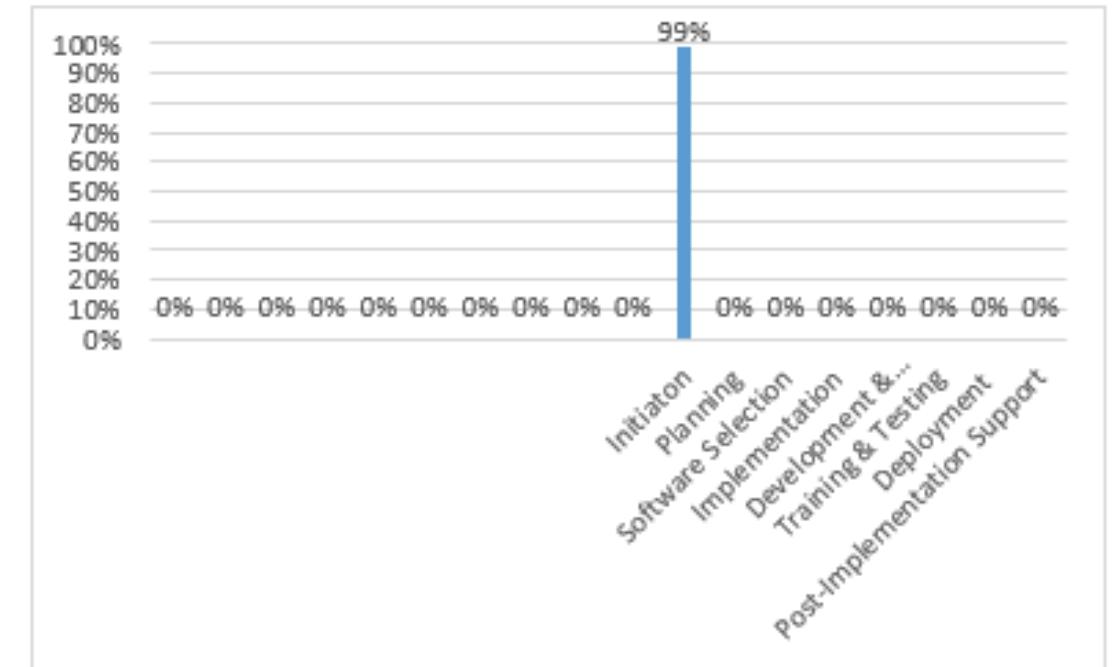
MILESTONES DUE

Milestones that are coming soon.

| Name | Finish |
|-------------------------------------|--------------|
| Project Approved | Fri 2/21/25 |
| Plan Finalized & Approved | Fri 3/21/25 |
| Contract Signed | Fri 4/18/25 |
| Software Installed & Configured | Mon 6/9/25 |
| Software is Customized & Integrated | Wed 7/9/25 |
| Fully tested | Wed 9/3/25 |
| Successfully Deployed | Fri 9/26/25 |
| Project Successfully completed | Fri 11/21/25 |

% COMPLETE

Status for all top-level tasks. To see the status for subtasks, click on the chart and update the outline level in the Field List.



LATE TASKS

Tasks that are past due.

| Name | Start | Finish | Duration | % Complete | Resource Names |
|------|------------|------------|----------|------------|----------------|
| | Fri 2/7/25 | Fri 2/7/25 | 1 day? | 0% | |
| | Fri 2/7/25 | Fri 2/7/25 | 1 day? | 0% | |
| | Fri 2/7/25 | Fri 2/7/25 | 1 day? | 0% | |
| | Fri 2/7/25 | Fri 2/7/25 | 1 day? | 0% | |
| | Fri 2/7/25 | Fri 2/7/25 | 1 day? | 0% | |
| | Fri 2/7/25 | Fri 2/7/25 | 1 day? | 0% | |
| | Fri 2/7/25 | Fri 2/7/25 | 1 day? | 0% | |



Task Cost Report

TASK COST OVERVIEW

COST STATUS
Cost status for top-level tasks.

| Task | Actual Cost | Remaining Cost | Baseline Cost |
|-----------------------|-------------|----------------|---------------|
| Initiation | ₹132,000.00 | ₹0.00 | ₹132,000.00 |
| Planning | ₹0.00 | ₹648,800.00 | ₹648,800.00 |
| Software Selection | ₹0.00 | ₹716,000.00 | ₹716,000.00 |
| Implementation | ₹0.00 | ₹0.00 | ₹132,000.00 |
| Development & Testing | ₹0.00 | ₹0.00 | ₹132,000.00 |
| Training & Testing | ₹0.00 | ₹0.00 | ₹132,000.00 |
| Deployment | ₹0.00 | ₹0.00 | ₹132,000.00 |
| Post-Implementation | ₹0.00 | ₹0.00 | ₹132,000.00 |

COST DISTRIBUTION
How costs are spread out amongst tasks based on their status.

| Status | Cost |
|---------------------|---------------|
| Status: Complete | ₹132,000.00 |
| Status: Future Task | ₹6,677,600.00 |
| Status: Past Task | ₹0.00 |

TASK COST OVERVIEW

COST DETAILS
Cost details for all top-level tasks.

| Name | Fixed Cost | Actual Cost | Remaining Cost | Cost | Baseline Cost | Cost Variance |
|--------------------|------------|-------------|----------------|-------------|---------------|---------------|
| Initiation | ₹0.00 | ₹132,000.00 | ₹0.00 | ₹132,000.00 | ₹0.00 | ₹132,000.00 |
| Planning | ₹0.00 | ₹0.00 | ₹648,800.00 | ₹648,800.00 | ₹0.00 | ₹648,800.00 |
| Software Selection | ₹0.00 | ₹0.00 | ₹716,000.00 | ₹716,000.00 | ₹0.00 | ₹716,000.00 |

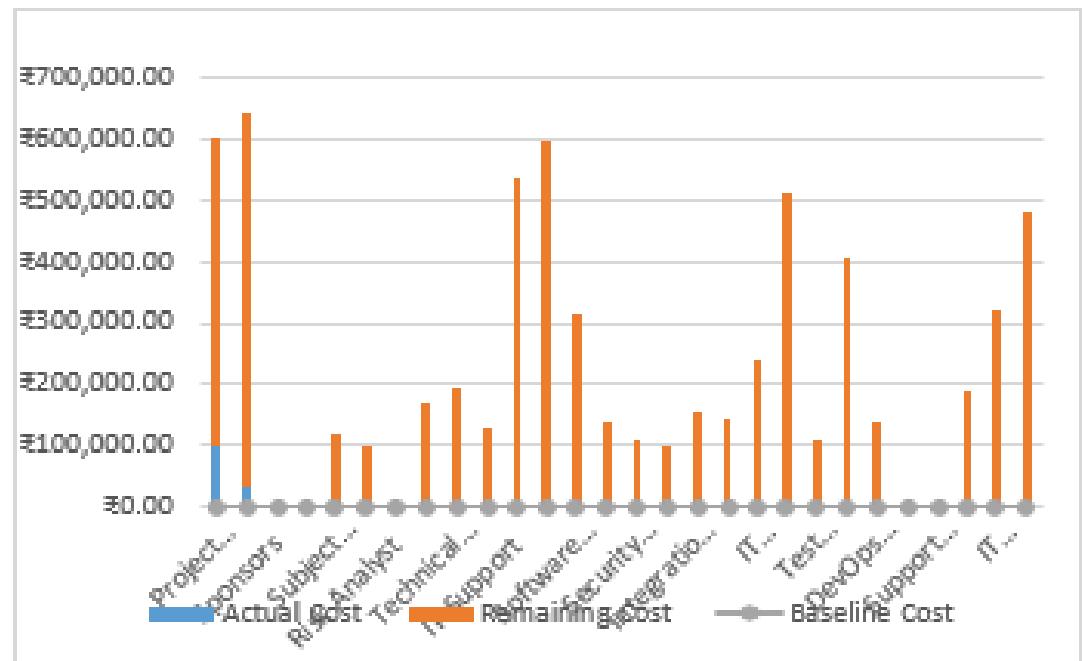
Resource Cost Report



RESOURCE COST OVERVIEW

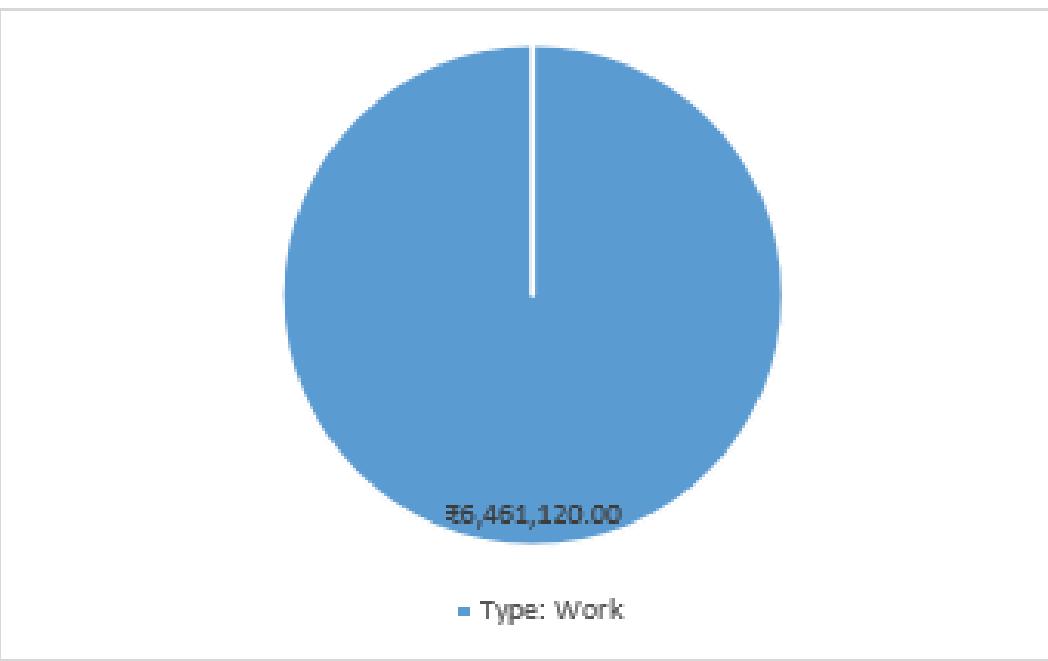
COST STATUS

Cost status for work resources.



COST DISTRIBUTION

How costs are spread out amongst different resource types.



COST DETAILS

Cost details for all work resources.

| Name | Actual Work | Actual Cost | Standard Rate |
|-----------------------|-------------|--------------|---------------|
| Project Manager | 40 hrs | \$100,000.00 | \$2,500.00/hr |
| Business Analyst | 16 hrs | \$32,000.00 | \$2,000.00/hr |
| Sponsors | 40 hrs | \$0.00 | \$0.00/hr |
| Stakeholder | 40 hrs | \$0.00 | \$0.00/hr |
| Subject matter Expert | 0 hrs | \$0.00 | \$3,000.00/hr |
| Finance Analyst | 0 hrs | \$0.00 | \$1,800.00/hr |
| Risk Analyst | 0 hrs | \$0.00 | \$2,200.00/hr |
| Procurement Team | 0 hrs | \$0.00 | \$1,500.00/hr |
| Technical Lead | 0 hrs | \$0.00 | \$3,500.00/hr |

Milestone Report

MILESTONE REPORT

LATE MILESTONES

Milestones that are past due.

| Name | Finish |
|------|--------|
|------|--------|

MILESTONES UP NEXT

Milestones due in this month.

| Name | Finish |
|------------------|-------------|
| Project Approved | Fri 2/21/25 |

COMPLETED MILESTONES

Milestones that are 100% complete.

| Name | Finish |
|------|--------|
|------|--------|

A line chart showing the number of tasks remaining over time. The Y-axis represents the number of tasks from 0 to 40. The X-axis represents dates from 2/7/25 to 11/20/25. A blue line represents 'Remaining Tasks' and an orange line represents 'Remaining Actual Tasks'. Both lines start at approximately 36 tasks on 2/7/25. The blue line shows a steady decline, reaching about 2 tasks by 11/20/25. The orange line remains flat at 36 tasks until late April, then drops sharply to about 10 tasks by 11/20/25.

| Date | Remaining Tasks | Remaining Actual Tasks |
|----------|-----------------|------------------------|
| 2/7/25 | 36 | 36 |
| 2/20/25 | 35 | 35 |
| 3/5/25 | 33 | 33 |
| 3/18/25 | 29 | 33 |
| 3/31/25 | 25 | 33 |
| 4/13/25 | 22 | 33 |
| 4/26/25 | 20 | 33 |
| 5/9/25 | 18 | 33 |
| 5/22/25 | 15 | 33 |
| 6/4/25 | 12 | 33 |
| 6/17/25 | 10 | 33 |
| 6/30/25 | 8 | 33 |
| 7/13/25 | 6 | 33 |
| 7/26/25 | 4 | 33 |
| 8/8/25 | 2 | 33 |
| 8/21/25 | 1 | 33 |
| 9/3/25 | 0 | 33 |
| 9/16/25 | 0 | 33 |
| 9/29/25 | 0 | 33 |
| 10/12/25 | 0 | 33 |
| 10/25/25 | 0 | 33 |
| 11/7/25 | 0 | 33 |
| 11/20/25 | 0 | 33 |

MILESTONE REPORT

Ready New Tasks : Auto Scheduled

Icon Row



Earned Value Report

EARNED VALUE

Earned value management helps you quantify the performance of a project. It compares costs and schedules to a baseline to determine if the project is on track.

If the charts don't look right, make sure you have set a baseline, assigned costs to tasks or resources, and entered progress.

EARNED VALUE REPORT

| EAC | ACWP | BCWP |
|---------------|-------------|-------|
| ₹6,461,120.00 | ₹132,000.00 | ₹0.00 |

EARNED VALUE OVER TIME

The project's earned value based on the status date. If actual cost (ACWP) is higher than earned value (BCWP), then the project is over budget. If planned value (BCWS) is higher than earned value, then the project is behind schedule.

[Learn more about earned value](#)

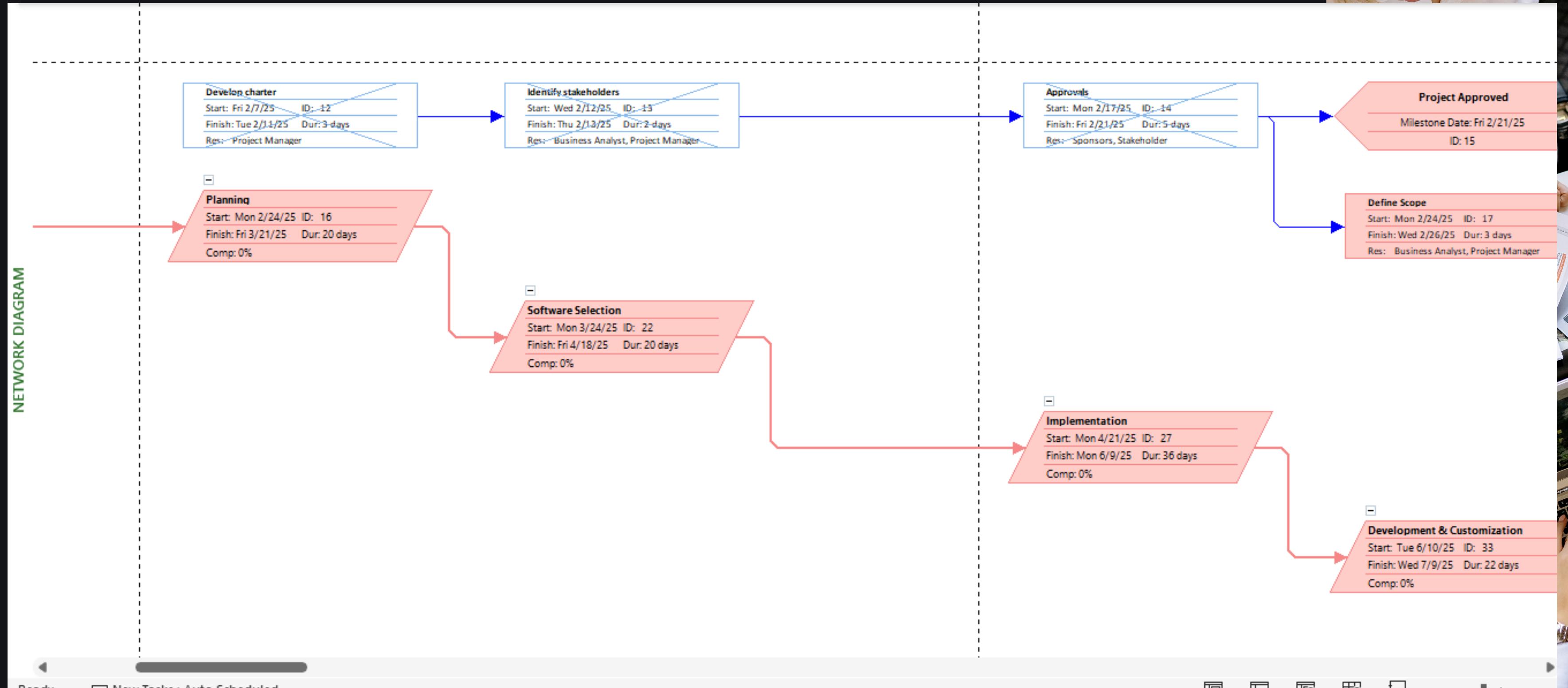
VARIANCE OVER TIME

Cost and schedule variances for the project based on status date. If CV is negative then, the project is over budget. If SV is positive then the project is ahead of schedule in cost terms.

Ready New Tasks : Auto Scheduled



Network Diagram





Conclusion

Key Skills Demonstration

- ◆ Project scheduling, task dependencies
 - ◆ Resource & budget management
 - ◆ Gantt charts & milestone tracking
 - ◆ Risk assessment & stakeholder reporting

Project Phases & Tasks

- ◆ Planning
- ◆ Software Selection
 - ◆ Implementation
- ◆ Testing & Training
- ◆ Go-Live & Closure

Deliverables

- ◆ MS Project file with full schedule & dependencies
- ◆ Gantt Chart & Risk Assessment
- ◆ Budget vs Actual Cost Report
- ◆ Task Progress Report

Key Achievements:

- 25% faster project completion (8 months instead of 10)
- \$20,000 cost savings through better budget control
- 100% on-time milestone delivery
- 40% increase in team productivity