

# CSCI814 IT Project Management

## Week 6

### In-class exercise

This week's lab is about tracking and measuring project progress in MS Project. After a project plan is developed, one of your most important activities as a project manager is to record actuals and evaluate project performance. As you record actuals, information about tasks and resources may need to be revised due to any changes to the plan. You will continue to work on the project that was created Week 4.

1. Visit the following Web sites for a quick tutorial on tracking project progress.

[https://www.tutorialspoint.com/ms\\_project/ms\\_project\\_track\\_progress.htm](https://www.tutorialspoint.com/ms_project/ms_project_track_progress.htm)

2. Please refer to Chapter 8 of the reference book MS Project 2016 Step by Step for details.

Some functions you will use:

- i. To save a baseline, on the project tab, in the schedule group, click set baseline. You can set up to 11 baselines. (**Search online on what a baseline is**)
  - ii. To see the variance between scheduled and baseline values, switch to the Task Sheet view, click Table in the Data tab and select Variance.
  - iii. To record work as scheduled through a specific date, on the project tab, click Update Project.
  - iv. To record a task's complete percentage, select the task for which you want to record a percent complete value, on the Task tab, click 25%, 50%, 75% OR 100% COMPLETE button. (**Search online on how to record a task's percent complete value**)
  - v. To record a task's actual values in the tracking table, on the View tab, click Tables and then click Tracking, enter the actual values for the task.
  - vi. To record a task's actual values in the Update Tasks dialog box, on the Task tab, click the arrow to the right of Mark on Track, and then click Update tasks.
  - vii. To compare a plan as it is currently scheduled with its previously save baseline, on the View tab, click the Gantt Chart arrow, and then click Tracking Gantt. To compare the plan with another baseline, on the Gantt Chart Tools format tab, click Baseline.
  - viii. To record actual work, display the Task Usage view, on the View tab, click Tables, and then click Work. Enter the value to the Actual column for the task or the Actual column for the assigned resource.
  - ix. To record timephased actual work, display the Task Usage view, on the Task Usage Tools Format tab, click Actual Work, and then enter the actual work value.
  - x. To reschedule incomplete work, on the Project tab, click Update Project and select Reschedule uncompleted work to start after.
3. Download SimpleTrackBaseline.mpp from Moodle and complete the following.
    - a. Save the baseline for the entire plan.

- b. Display the variance table to see scheduled and baseline values. Is there any variance between the scheduled and baseline values? Why?
4. Download SimpleTrackActuals.mpp from Moodle and complete the following.
  - a. Use the options in the Update Project to record the work that has been completed as scheduled through January 17, 2018. Go back to the Gantt Chart. What do you see and what information does the Gantt Chart tell you?
  - b. Set the following tasks to 100 percent complete:
    - i. 5, design and order marketing material
    - ii. 6, planning complete
    - iii. 8, kickoff book launch meeting
  - c. Set task 9, prepare book P&L statement, to 50 percent complete, and then point to its progress bar. Does the progress bar span 50 percent of the length of the Gantt bar? Why?
  - d. A few more days have passed, and resources performing the work have given you actual progress that differs somewhat from the plan, and you want to record these actuals and observe the effect on the overall plan.
    - i. Use the tracking table to record that task 9, prepare book P&L statement, required a total of 24 hours of actual work to complete. How is this change reflected in the Gantt Chart?
    - ii. Use the options in the update tasks dialog box to record that task 10, plan author's travel itinerary, started one working day ahead of schedule and required a total of 7 days to complete.
    - iii. Use the options in the update tasks dialog box for task 11, Channel sales prep. This task started on time and has three days of actual duration but will still require 5 days of remaining duration to complete. This gives the task a new duration of 9 days.
    - iv. What is the new finish date of the project?

**The following exercises will be marked by Week 7.**

Download and open Updatebaseline plan, examine the current baseline in the Tracking Gantt view with the timescale set to weekly. How is the project actuals compared with the baseline? (0.5)

5. Download and open TrackWork plan, display the work table in the task usage view, and record 92 hours of actual work on task 18, original art review. How is the entered work values distributed among the assignments? On the same task, change Hany Morcos's 46 hours of actual work to 62 hours. What is the actual work on task 18 now? (0.5)
6. Download and open the TrackTimephasedWork plan, show the Actual Work detail in the timephased grid of view, and record 9 hours of actual work on task 22 for Wednesday, May 30, and 15 hours for Thursday, May 3. Adjust the timescale to weekly, and record 12 hours of actual work for Dan Jump's assignment to task 22 for the week of June 3. (0.5)
7. Download the open the RescheduleIncompleteWork plan and perform the following (0.5):

- a. Scroll the Task Usage view to display the latest actual work recorded for task 31, proofread and index.
- b. Reschedule incomplete work for the entire project to start after August 7, 2018. What is the result of this rescheduling?