MICROSOFT PROJECT 2016

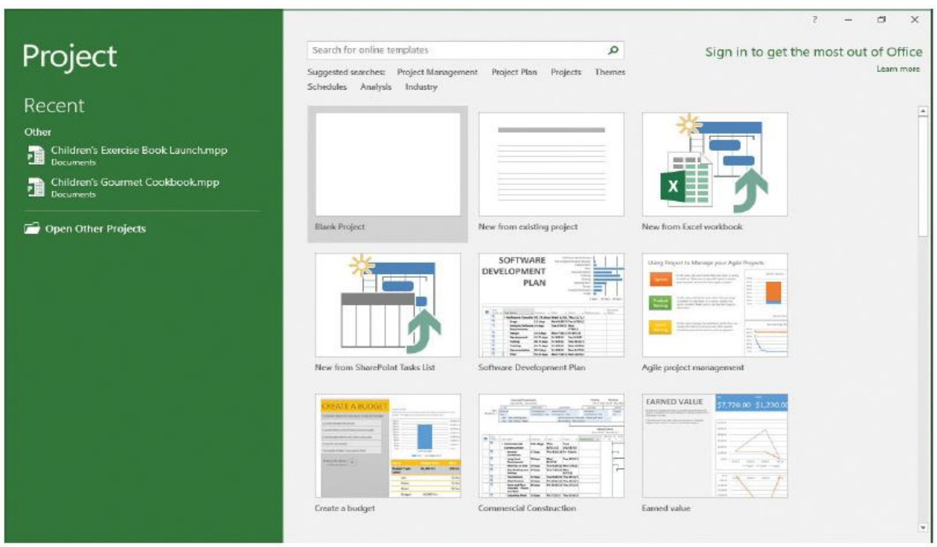
INTRODUCTION

Microsoft Project is a project management software program developed and sold by Microsoft, designed to assist a project manager in:-

- Create and manage projects.
- Create and manage tasks.
- The project calendar.
- Add and manage project resources and work with the resource sheet.
- Create reports for your project.

MS PROJECT USER INTERFACE

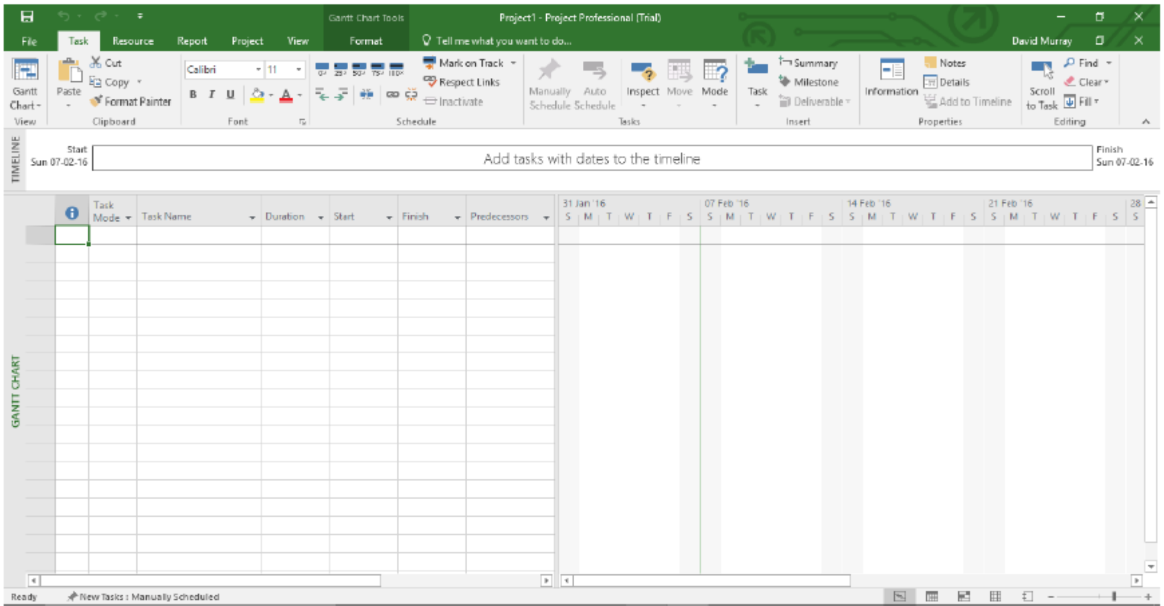
The following screen is the Project's start screen. Here you have options to open a new plan, some other plans, and even a new plan template.



The Project Start screen includes options for creating a new Project or opening an existing project

CREATING A NEW PROJECT

You create a new plan by clicking the Blank Project option on the Start screen. Doing so creates the new plan in the main Project interface.



The Ribbon

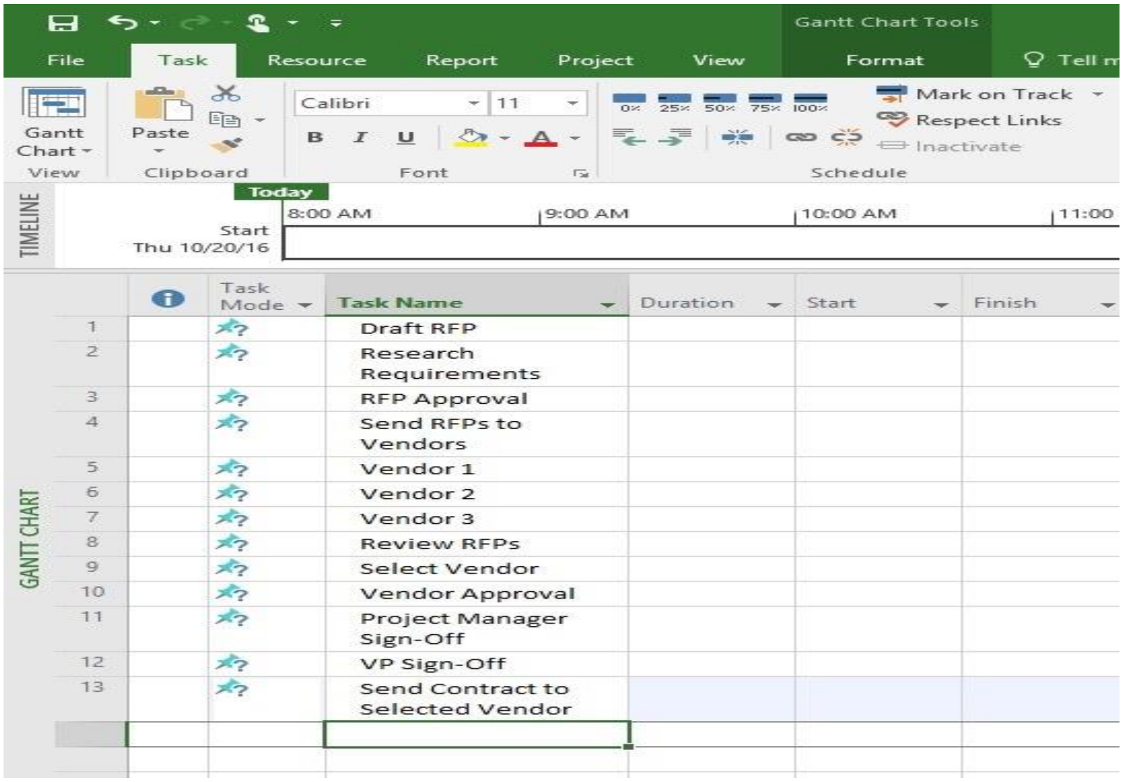
Similar to other Microsoft Office programs, Project uses the interface commonly called the *ribbon*. The most prominent parts of this interface are the tabs and ribbon that span the top of the Project window. These tabs logically group together the commands that apply to major areas of focus in Project:

- ***Task tab*** includes commands for adding, formatting, and organizing tasks.
- ***Resource tab*** to add resources to a plan, assign them to tasks, and manage their workloads.
- ***Report tab*** contains commands you can use to view reports and compare two plans.
- ***Project tab*** contains commands that usually apply to the entire plan, such as the command for setting the plan's working time.
- ***View tab*** helps you control what you see in the Project window and how that information is displayed.
- ***Tool tabs*** include the ***Format*** tab, the ***Design*** tab, and the ***Layout*** tab, among others. A tool tab appears when a certain kind of information is displayed in the active view or report, or when a certain kind of item is selected. For example, when a task view like the Gantt chart view is displayed, the commands on the Format tool tab apply to tasks and Gantt chart items like Gantt bars.

Creating Tasks

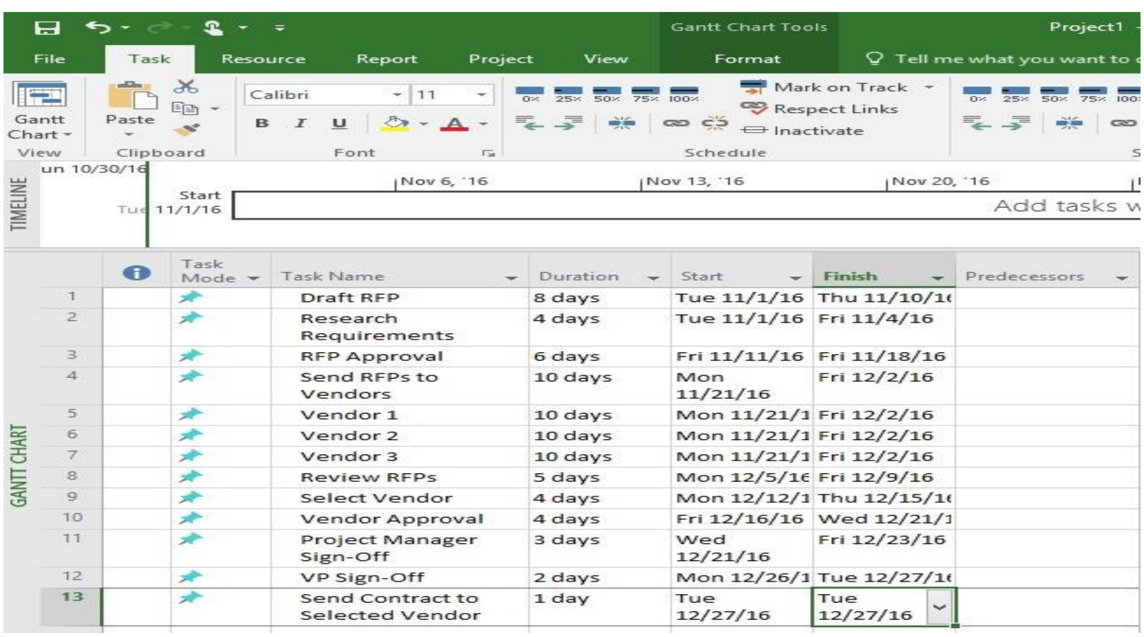
a) *Create a Task List*

You'll need to build a list of required tasks. While building the list, try to prioritize them in the order they need to be completed.



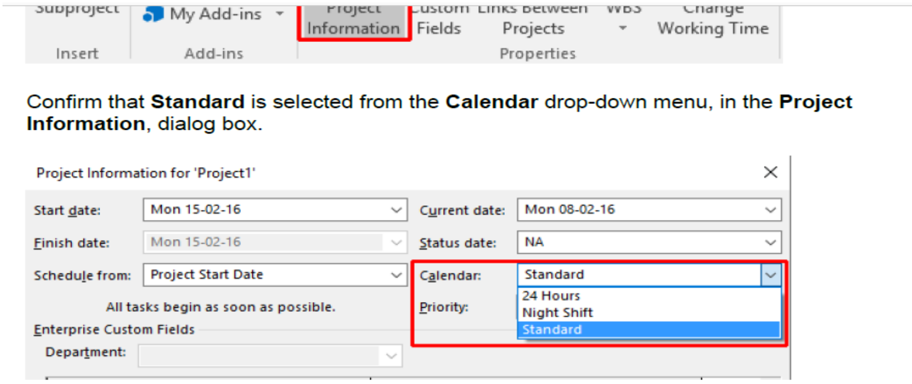
b) ***Add Start and Finish Dates to Each Task***

To enter start and end dates, click the *Start* cell that corresponds to the first task and enter a date (if you click the down arrow in the cell, a calendar will appear and you can use that to select a date). Then tab over to the finish row and enter an end date. Microsoft will automatically enter the amount of time it will take to complete the task in the *Duration* row. You'll notice that as you add the dates, bar charts will be added to the timeline in the right-hand pane.



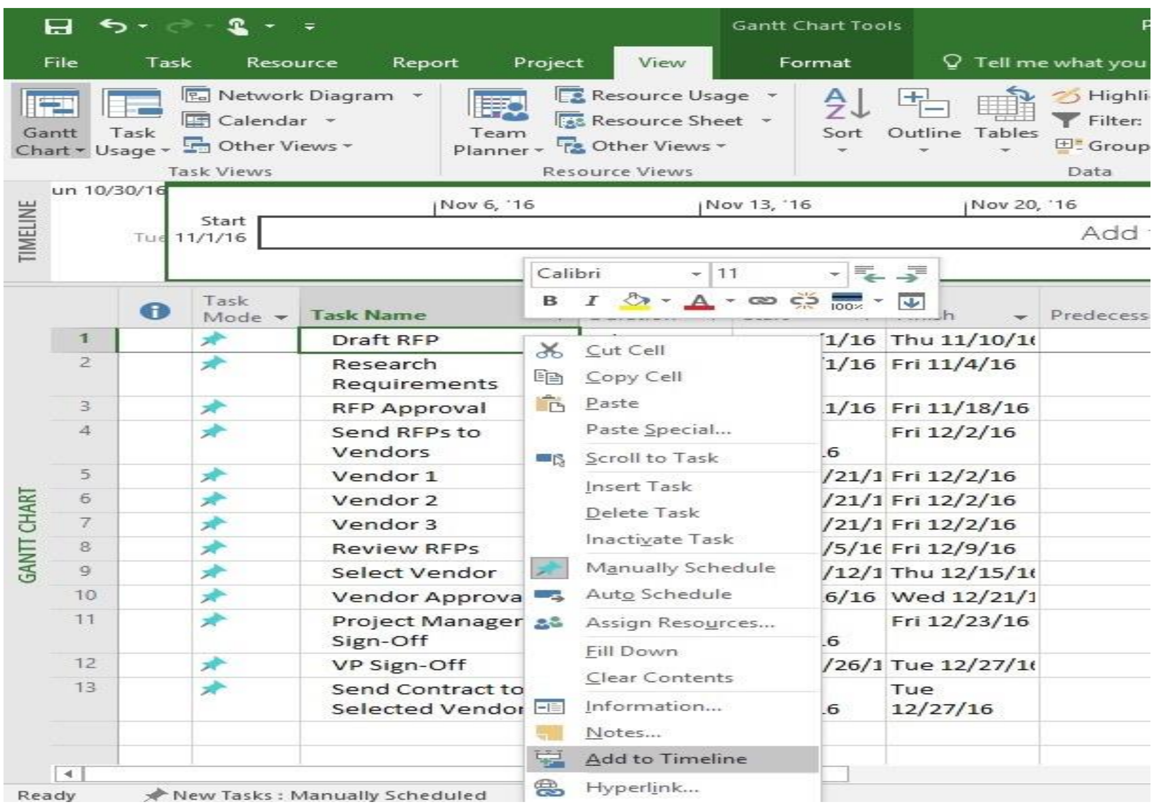
c) Select Project Calendar

The calendar indicates general working times for each resource or group of resources, There are three basic calendars i.e. standard, Night shift and 24 hours.



d) *Add Tasks to the Timeline*

To add tasks to the Timeline, click the View tab and click the *Timeline* bar that appears above the task list. Then right-click on a Task cell and choose Add to *Timeline* from the list and click it to add the task to the timeline.



You can select all tasks in the list and then right-click on the mouse and select *Add to Timeline* to add all the tasks simultaneously

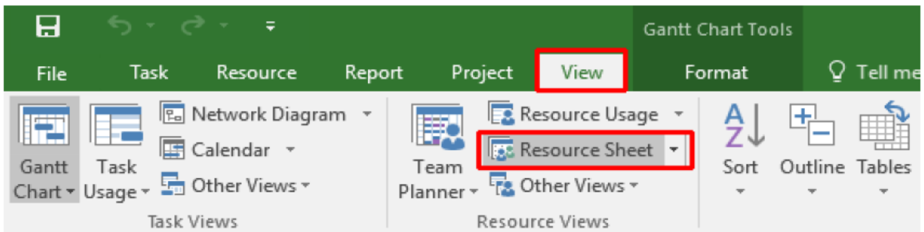
Set Up Resources

With the project structure, we're going to add the resources required to get the job done. The term "*resources*" typically refers to people, supplies, and equipment needed to accomplish the set tasks and goals.

Project uses the resource information provided to make the schedule for your project. In other words the more resources assigned the shorter the duration of the project

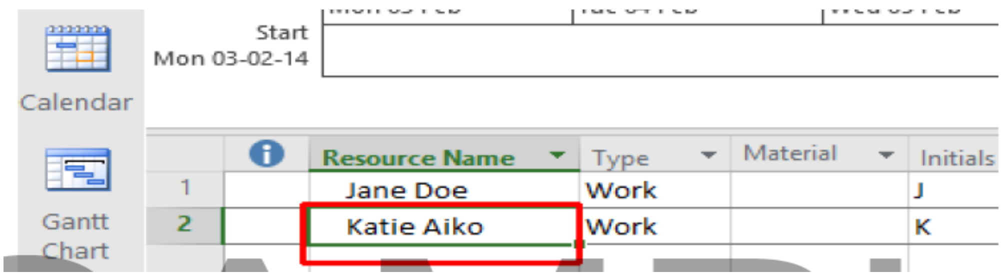
a) Open the Resource Sheet

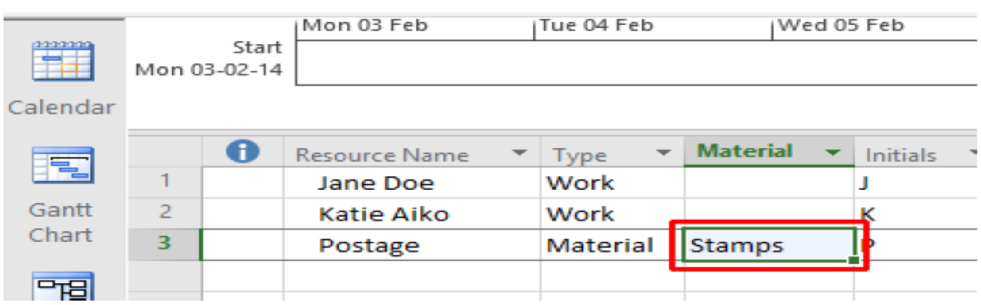
From the *View* tab, click *Resource Sheet*. The Resource Sheet will appear on the screen.



b) Add the resources

Enter the resources i.e. the people, specify the type whether work, material or cost as shown below

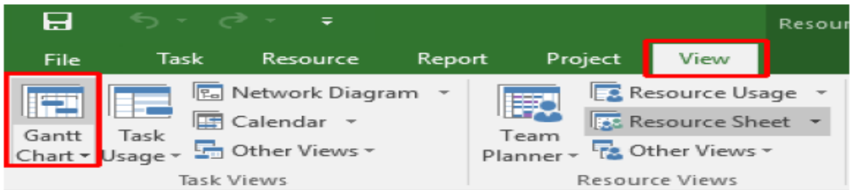




c) Assigning Resources to Tasks

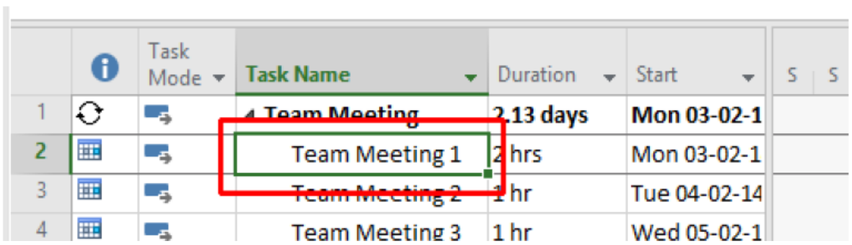
Once you have a list of resources for your project, you'll want to assign tasks. To assign tasks, you'll need to switch to the Gantt chart. Click the Gantt chart icon in top left corner of the window.

Click on the **View** tab and then select the **Gantt Chart** command.

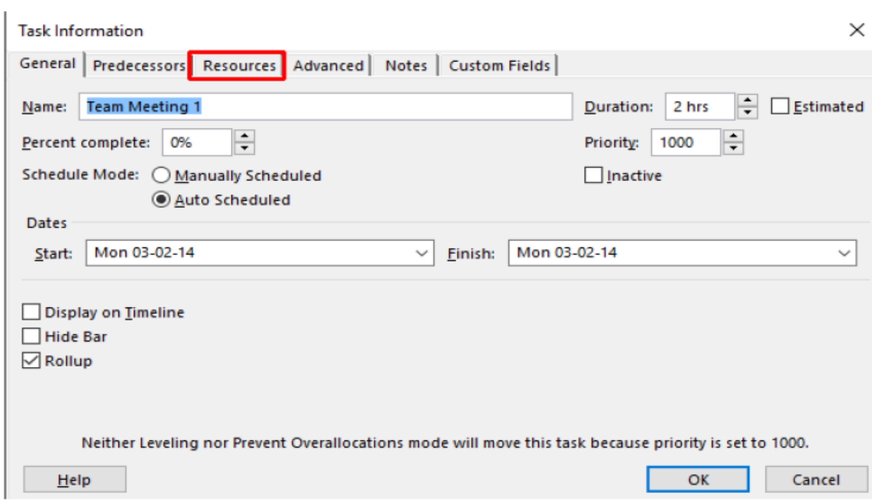


Double click a given task and this opens the **Task Information Dialog Box**

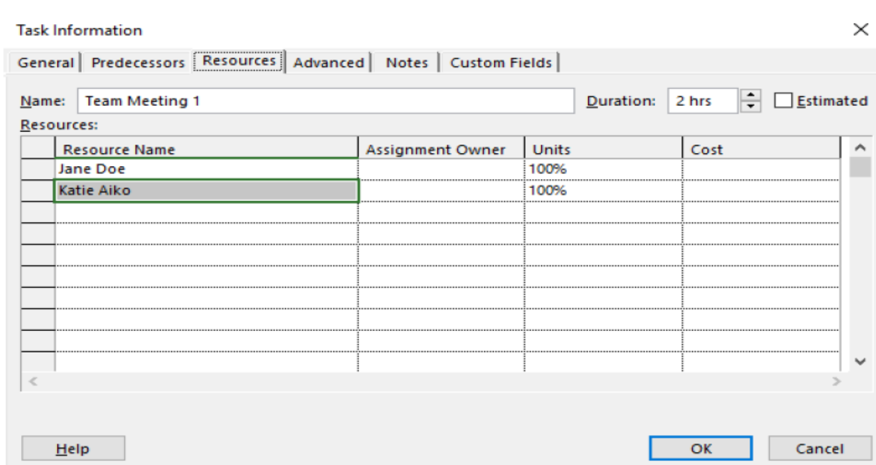
Double click on the **Team Meeting 1** task.



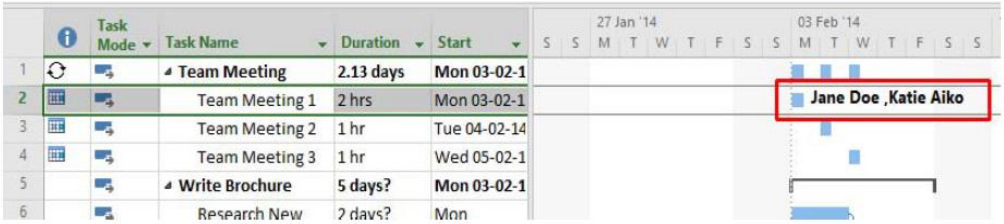
Click **Resources** tab



Select the resource persons under the Resource name as shown below



Click Okay. After the resource allocation is done your Gantt chart will be as shown below



Reports on project status

Communicating project status to key stakeholders is the most important function of a project manager. A key to communicating project status properly is knowing the answers to the following questions:

- Who needs to know the project's status, and for what purpose?
- What format or level of detail do these people need?

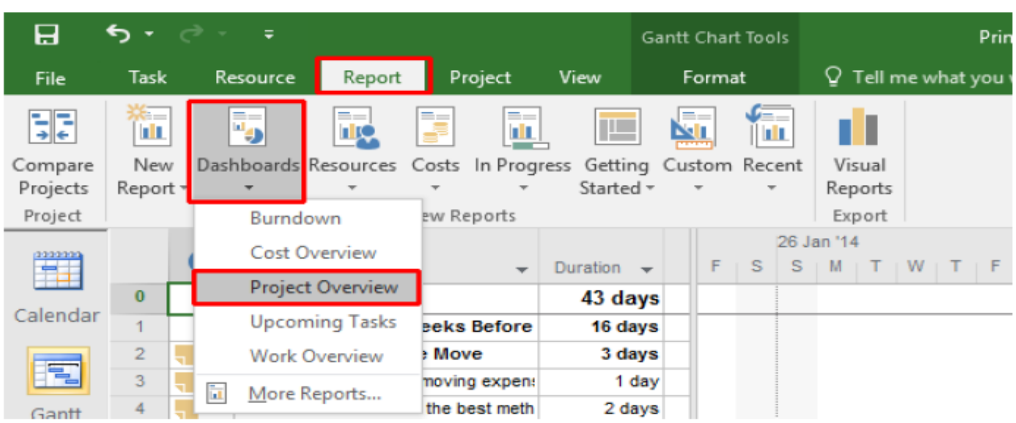
The time to answer these questions is in the initial planning phase of the project. After work on the project is underway, your main communications task will be reporting project status.

This can take several forms:-

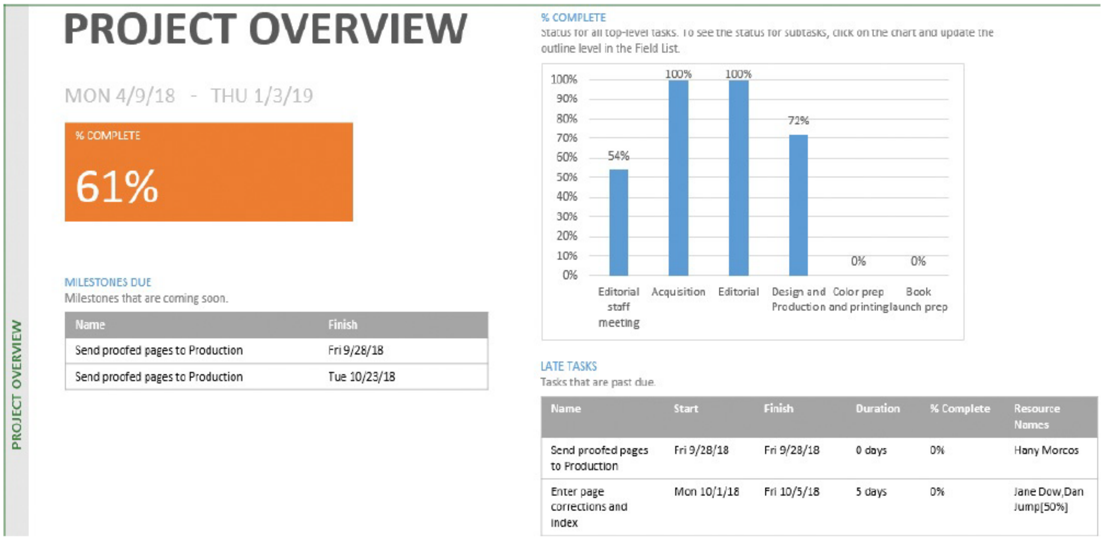
- Status reports that describe where the project is in terms of cost, scope, and schedule (project triangle)
- Progress reports that document the specific accomplishments of the project team
- Forecasts that predict future project performance

a) Project Overview report

For broad schedule and cost variance analysis and reporting, use the Project "dashboard" reports. We'll begin with the Project Overview report.



This report focuses on overall progress of summary tasks and milestones. This is a good report to share with project stakeholders who need big-picture status. The Project Overview report below prominently displays the plan's overall percent of duration completed (61% in this example), percent complete by summary task, and more.



b) Cost Overview Reports

For cost-centric reports, you can start with the Cost Overview report. This report conveys the plan's overall scheduled cost and cost status.

The Cost Overview report conveys total and remaining costs, in addition to historical and future cost trends for the plan