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**TASKS**

Q1. How to download multiple templates from the internet on MS Project?

# **1.** **Download Templates from Microsoft Office Online:**

* **Step 1**: Open **Microsoft Project**.
* **Step 2**: Go to the **File** menu and select **New**.
* **Step 3**: In the New Project screen, you'll see a search bar labeled **Search for online templates**.
* **Step 4**: Type a keyword related to the template you’re looking for (e.g., "construction", "IT project").
* **Step 5**: Browse through the available templates and select the one you want to download by clicking on it.
* **Step 6**: Click **Create** to download the template, and it will open in MS Project.

Repeat these steps to download multiple templates.

# **2.** **Download from External Sources (Websites)**

Some websites provide additional MS Project templates:

* **Step 1**: Search for templates on third-party websites, such as:
  + Microsoft Office Templates Gallery
  + Template.net
  + ProjectManager.com
* **Step 2**: Download the templates in **.mpp** (Microsoft Project file) format or **Excel** format if provided.
* **Step 3**: Open MS Project and go to **File > Open**, then browse to the downloaded template.

Q2. What is the purpose of Auto-Scheduling in MS Project?

# **Explanation:**

Auto-Scheduling in Microsoft Project helps to automatically adjust the start and finish dates of tasks based on changes to task dependencies, resource availability, or changes in project constraints. When you enable Auto-Scheduling, MS Project will update task dates and the project timeline dynamically when you make changes, such as modifying a task’s duration or adjusting dependencies between tasks.

## **Benefits of Auto-Scheduling:**

1. **Dynamic Adjustments:**

It automatically recalculates task start and finish dates based on changes in the project plan, ensuring that your schedule reflects the most current information.

1. **Improved Accuracy:**

By adjusting task dates and dependencies in real-time, Auto-Scheduling helps maintain a more accurate project timeline.

1. **Resource Management:** It helps in managing resources more effectively by automatically adjusting schedules to reflect resource availability and workload.
2. **Dependency Management:** Changes to task dependencies are automatically updated, ensuring that the logical relationships between tasks are preserved.

In a nut shell, Auto-Scheduling helps to maintain an accurate and up-to-date project schedule, reducing the need for manual adjustments and improving overall project management efficiency.

Q3. How to deal with edited working hours in MS Project?

Dealing with edited working hours in Microsoft Project involves updating and managing the project's calendar to reflect changes in working times, holidays, or shifts. Here’s how you can handle this:

# **1. Update the Project Calendar:**

## **Access the Calendar Settings:**

* Go to the **Project** tab and click on **Change Working Time** in the **Properties** group.

## **Edit the Calendar:**

* Select the calendar you want to edit. You can modify the standard calendar or create a new one by clicking **Create New Calendar**.
* Click **Details** to adjust working hours for specific days or periods.

## **Set Working Times:**

· You can adjust working hours by specifying the work week, setting up exceptions for holidays, or modifying the working hours for specific days.

· Use the **Work Weeks** tab to define specific working hours for different days of the week or to create custom work weeks.

· Use the **Exceptions** tab to define non-working days or holidays, which will automatically adjust task schedules.

# **2. Update Resource Calendars:**

## **Access Resource Information:**

· Go to the **Resource Sheet** view or the **Resource Information** dialog box by double-clicking on a resource name.

## **Edit Resource Calendars:**

· Click on the **Change Working Time** button within the Resource Information dialog to adjust the working hours for specific resources.

· This will allow you to set different working hours for individual resources, especially if they have different schedules from the project calendar.

# **3. Check Task and Project Adjustments:**

## **Recalculate Schedule:**

· After editing working hours, MS Project will automatically recalculate the project schedule based on the new calendar settings. Ensure that tasks, start and finish dates, and dependencies are all correctly updated.

## **Review Task Constraints:**

* Review and adjust task constraints if necessary to ensure that they align with the new working hours and project timeline.

# **4. Communicate Changes:**

## **Notify Team Members:**

· Inform your team members of any changes in working hours or calendar settings, as this can affect their work schedules and deadlines.

## **Update Project Documentation:**

· Make sure that any project documentation, including schedules and resource assignments, is updated to reflect the changes in working hours.

# **5. Save and Monitor:**

## **Save Changes:**

· Save your changes regularly to avoid losing updated calendar settings and adjustments.

## **Monitor Impact:**

· Continuously monitor the impact of the updated working hours on the project schedule and resource workloads to ensure everything remains on track.

Updating working hours in MS Project, we can ensure that your project schedule accurately reflects current working conditions, which helps in maintaining realistic timelines and effective resource management.

Q4. How are splitted Tasks independent?

**Explanation:**

A split task is a task that has been divided into segments with breaks or interruptions in between. For example, you might have a task that starts, pauses, and then resumes after a certain period.

# **Independence of Split Tasks:**

1. Segment Independence:

Each segment of a split task is treated as a distinct part of the overall task. This means that work on one segment does not necessarily depend on the completion of another segment, but rather, they are part of a single task that has been split for scheduling reasons.

1. Scheduling Flexibility:

Because a split task allows for breaks in work, it provides flexibility in scheduling. This can be useful when resources are only available intermittently or when there are other scheduling constraints.

## **3.** **Resource Allocation:**

Resources assigned to a split task are allocated across the segments. Each segment can have its own set of resource assignments or share resources from the entire task, depending on how the task is scheduled.

Q5. In the Task Information window, explore Advanced options.

In Microsoft Project, the **Task Information** window provides detailed settings for managing individual tasks. The **Advanced** tab within this window allows you to configure specific aspects of a task’s scheduling and constraints. Here’s an overview of the options you can explore under the **Advanced** tab:

# **Advanced Options in the Task Information Window**

1. **Task Type:**
   * **Fixed Units:** The task's duration is adjusted based on the assigned work and the number of resources. If you change the task duration, the amount of work adjusts proportionally.
   * **Fixed Duration:** The task's duration remains constant regardless of the amount of work or the number of resources. Changing the number of resources will impact the amount of work.
   * **Fixed Work:** The total amount of work for the task remains constant. Changing the duration or resources will adjust the remaining parameter accordingly.
2. **Effort Driven:**
   * **Effort Driven:** When selected, it means that as you add or remove resources, the duration of the task adjusts to keep the total amount of work constant. This is useful for tasks where you want to maintain a fixed amount of work regardless of resource changes.
3. **Constraint Type:**
   * **As Soon As Possible:** The task is scheduled to start as early as possible within the project constraints.
   * **As Late As Possible:** The task is scheduled to start as late as possible without delaying the project’s end date.
   * **Must Start On (MSO):** The task must start on a specific date.
   * **Must Finish On (MFO):** The task must finish on a specific date.
   * **Start No Earlier Than (SNE):** The task cannot start before a specific date.
   * **Start No Later Than (SNL):** The task cannot start after a specific date.
   * **Finish No Earlier Than (FNE):** The task cannot finish before a specific date.
   * **Finish No Later Than (FNL):** The task cannot finish after a specific date.
4. **Constraint Date:**
   * If you select a constraint type that requires a specific date (like Must Start On or Must Finish On), you can specify that date in this field. This ensures that the task adheres to your defined schedule constraints.
5. **Calendar:**
   * **Task Calendar:** You can assign a specific calendar to the task, which overrides the project calendar. This is useful for tasks with unique working hours or exceptions, like night shifts or specialized work weeks.
6. **Priority:**
   * **Priority:** Assign a priority level to the task (ranging from 0 to 1000). Higher priority tasks are more likely to be scheduled first when there are conflicts or when resources are limited.
7. **Recurrence:**
   * If the task is recurring (e.g., a weekly meeting), you can set up recurring task options here.
8. **Rollup:**
   * **Rollup to Summary Task:** You can choose whether the task's data rolls up to its summary task. This affects how task progress and completion are aggregated in the summary tasks.

Q6. How many Exceptions can be handled in MS Project?

In MS Project, there is no strict limit on the number of exceptions (e.g., holidays, non-working days, or different working hours) that can be added to a project calendar. You can create as many exceptions as needed based on your project’s requirements.

**Difference between Exception and Warning:**

* **Exception:** An exception is an adjustment or deviation from the regular working calendar, such as a holiday or specific non-working day that alters the schedule. It does not necessarily indicate a problem but reflects changes in planned working hours.
* **Warning:** A warning typically indicates a potential issue with your project schedule or task dependencies. For instance, a warning may appear if a task is scheduled after its deadline or if resources are over-allocated. It prompts t

Q7. Write down the purpose of the Four Predecessor Types.

1. **Finish to Start (FS)**:

**Definition:** The successor task cannot start until the predecessor task finishes

**Use Case:** This is the most common relationship. For example, "Task B" (installing software) cannot start until "Task A" (purchasing the software) is finished.

1. **Start to Start (SS):**

**Definition:** The successor task can only start after the predecessor task starts

**Use Case:** If two tasks need to start at the same time but do not necessarily finish at the same time. For example, "Task A" (laying the foundation) and "Task B" (pouring the concrete) may start at the same time, but Task B can only start after Task A starts.

1. **Start to Finish (SF):**

**Definition:** The successor task cannot finish until the predecessor task starts

**Use Case**: This is a less common relationship but may be used for complex dependencies. For example, "Task B" (removing scaffolding) can only finish after "Task A" (construction) has started.

1. **Finish to Finish (FF):**

**Definition:** The successor task cannot finish until the predecessor task finishes.

**Use Case:** This is useful when two tasks must finish at the same time but may start at different times. For example, "Task A" (editing a document) and "Task B" (reviewing the document) can finish only when both are completed.

Q8. What is the purpose of adding a Summary and a Milestone in a Project Plan?

**1. Summary:**

**Purpose:** A summary task consolidates several subtasks under a single heading, helping to organise and group related activities. It provides a high-level overview of a specific phase or work stream of the project.

**Benefits:**

* Simplifies project management by showing only the overall progress of a group of tasks.
* Enhances clarity, especially in large projects, by collapsing detailed task lists into manageable sections.

**2. Milestone:**

**Purpose:** A milestone is a significant event or checkpoint in a project, typically used to mark the completion of a critical phase or deliverable.

**Benefits:**

* Helps track project progress and ensures that important deadlines are met.
* Communicates key events or achievements to stakeholders, allowing for a clear understanding of project status.
* Often used as decision points or stage gates in project reviews. Both summary tasks and milestones improve the overall structure and tracking of a project plan, making it easier to manage and report on the project’s status.

Q9. How to close a Summary in MS Project?

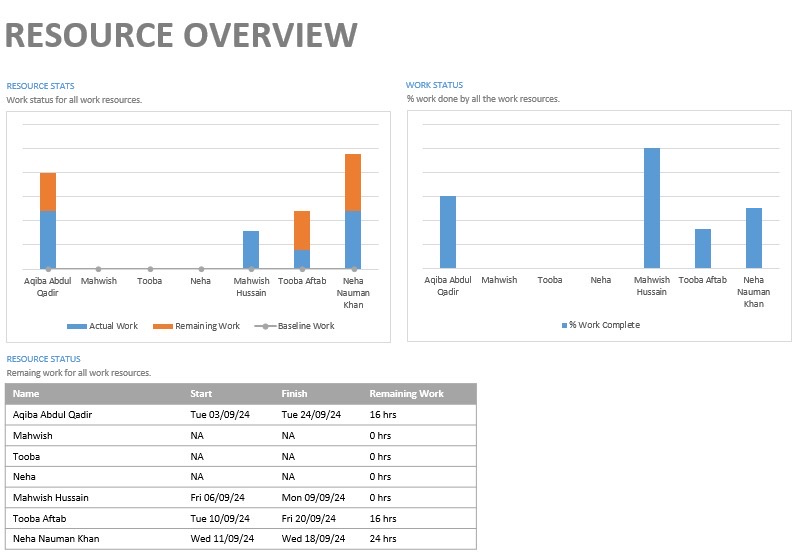
To close (or collapse) a summary task in MS Project:

1. **Identify the Summary Task:** Summary tasks are those that group multiple subtasks underneath them.
2. **Click the Collapse Button: On the left side of the summary task, there is a small triangle or "collapse/expand" button**

* Click the triangle to collapse the summary task. This hides the subtasks and shows only the overall summary progress.
* To reopen/expand, click the triangle again.

This helps in managing large projects by temporarily hiding the details and focusing on the broader phases of the project.

Q10. Create a report that will reflect the resources availability and project completion of individual tasks in MS Project.

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