

# Introduction to IT Project Management

Dr. Inas Ezz

Spring Semester 2020

# Steps:

1. Define Tasks
2. Define Summary Tasks
3. Define Resources in Resource Sheet
4. Assign Resources to Tasks
5. Assign Time to Tasks
6. Assign Relationships to Tasks



## 2. Define Summary Tasks

The screenshot displays the Microsoft Project interface. The 'TASK' ribbon is active, showing options like 'Gantt Chart View', 'Clipboard', 'Font', and 'Schedule'. A tooltip for the 'Indent Task' button (represented by a right-pointing arrow) is shown, stating: 'Indent Task (Alt+Shift+Right). This task becomes a subtask. Creating a hierarchy will help you better organize your tasks.'

The task list below shows the following tasks:

	Task Mode	Task Name	Duration
1	★?	Design the database	
2	★?	Identify entities	
3	★?	Identify attributes	
4	★?	Build the database	
5	★?	Prepare the data	
6	★?	Enter the data	

An inset window provides a detailed view of the task list after the first task is indented:

	Task Mode	Task Name	Duration	Start
	→	Design the database	1 day	Wed 2/
	★?	Identify entities		
	★?	Identify attributes		
	★?	Build the database		
	★?	Prepare the data		
	★?	Enter the data		

# 3. Define Resources in Resource Sheet

View => Resource Sheet

Project1 -

RESOURCE SHEET TOOLS

FILE TASK RESOURCE REPORT PROJECT VIEW FORMAT

Task Views: Gantt Chart, Task Usage, Network Diagram, Calendar, Other Views

Resource Views: Team Planner, Resource Usage, Resource Sheet, Other Views

Data: Sort, Outline, Tables, Highlight, Filter, Group by

Zoom: Timescale (Days), Zoom, Entire Project, Selection

	Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt.	Cost/Use	Accrue	Base
1	Project Manager	Work		P		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
2	Designer	Work		D		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
3	Developer	Work		D		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
4	Microsoft Access	Work		M		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
5	End user	Work		E		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard

# 4. Assign Resources to Tasks

## From Gant Chart

Microsoft Access ribbon showing the Gantt Chart Tools tab, which includes the Gantt Chart, Task Usage, and Resource Sheet views. The ribbon is divided into three sections: Task Views, Resource Views, and Data.

**Task Views:** Gantt Chart, Task Usage, Other Views.

**Resource Views:** Resource Usage, Resource Sheet, Other Views.

**Data:** Sort, Outline, Tables, Highlight, Filter, Group by.

The Gantt Chart view displays a project schedule with tasks and resources. The table below shows the tasks and their assigned resources.

Task ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	Design the database	1 day	Wed 2/17/10	Wed 2/17/10		Project Manager
2	Identify entities					Designer
3	Identify attributes					Designer
4	Build the database					Developer
5	Prepare the data					
6	Enter the data					

The Resource Names column is expanded, showing a list of resources with checkboxes:

- ☐ Designer
- ☒ Developer
- ☐ End user
- ☒ Microsoft Access
- ☐ Project Manager

# Assign Time to Tasks

Project1 - Project Professional

**FILE TASK RESOURCE REPORT PROJECT VIEW GANTT CHART TOOLS FORMAT**

View Clipboard Font Schedule Tasks Insert Properties Editing

Calibri 11 0% 25% 50% 75% 100% Mark on Track Respect Links Inactivate Manually Schedule Auto Schedule Inspect Move Mode Task Summary Milestone Deliverable Information Notes Details Add to Timeline Find Clear Fill Scroll to Task

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Add New Column
1	Design the database	3 days	Wed 2	Fri 2/19/		Project Manager	
2	Identify entities	2 days	Wed 2	Thu 2/18		Designer	
3	Identify attributes	3 days	Wed 2	Fri 2/19/		Designer	
4	Build the database	7 days	Wed 2	Thu 2/25		Developer, Micro	
5	Prepare the data	2 days	Wed 2	Thu 2/18		End user	
6	Enter the data	3 days	Wed 2	Fri 2/19/		End user	

Feb 7, '16 Feb 14, '16 Feb 21, '16 Feb 28, '16

F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S

Designer

Designer

Developer, Microsoft Access

End user

End user

# Assign Relationships

## From Predecessors Tab

FILE TASK RESOURCE REPORT PROJECT VIEW TEAM **FORMAT** Hazem Nabil Mohamed Hosni Hassan

Gantt Chart View

Paste Copy Format Painter

Calibri 11

B I U

0% 25% 50% 75% 100%

Mark on Track

Respect Links

Inactivate

Manually Auto Schedule Schedule

Inspect Move Mode

Task Summary Milestone Deliverable

Information

Notes Details Add to Timeline

Find Clear Scroll to Task Fill

Today

Start Wed 2/12/20

Thu 2/13 Fri 2/14 Sat 2/15 Sun 2/16 Mon 2/17 Tue 2/18 Wed 2/19 Thu 2/20 Fri 2/21 Sat 2/22 Sun 2/23 Mon 2/24 Tue 2/25 Wed 2/26 Thu 2/27 Fri 2/28

Finish Fri 2/28/20

Add tasks with dates to the timeline

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Successors	Add Ne
1	Design DB	5 days	Wed 2/12/20	Tue 2/18/20		Project Manager	4	
2	Id entities	2 days	Wed 2/12/20	Thu 2/13/20		Designer	3	
3	Id attr.	3 days	Fri 2/14/20	Tue 2/18/20	2	Designer		
4	Build DB	5 days	Wed 2/19/20	Tue 2/25/20	1	Developer, Microsoft Access	5, 6, 7	
5	DB complete	0 days	Tue 2/25/20	Tue 2/25/20	4			
6	Prep data	2 days	Wed 2/19/20	Thu 2/20/20	4	End User	7	
7	Enter data	3 days	Wed 2/26/20	Fri 2/28/20	6, 4	End User		

Feb 2, '20 Feb 9, '20 Feb 16, '20 Feb 23, '20 Mar 1, '20 Mar 8, '20

Designer

Designer

Developer, Microsoft Access

2/25

End User

End User