Multimedia Project Planning

Title: Multimedia Project Planning

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Chapter 5 SCHEDULE THE PROJECT

Learning Outcome

Objectives of this chapter are: -

➢ Scheduling Project
➢ Choosing Right Project Management Software Tools
➢ Microsoft Project tutorials

Scheduling the project

Introduction to scheduling the project

After choose the project team members, it is time to schedule and assign the job to them. Schedule means, when the job will be going happen, how long it going to take, follow the project deadline, assign people to work.

To do all of these, we need to have help. This help could be a management software which help us to manage our project easily and perfectly. There are many managements software tools available in the market. All of them are done the same job but depend on the organization to choose the software tools that fit in their organization.

What Should You Look for In a Project Management Software?

Every good project management software, at least must have three **useful** features!

Here are the top five aspects of the project management software: -

1. Team Collaboration
   ➢ How can you predict your project's success? So, how do you do it? You just need to know how well your team works together.
   ➢ Team collaboration essentially determines whether your projects meet deadlines or not. Effective teamwork is the core of every project management process.
   ➢ Good project management software lets your team communicate easily and effectively. They need to easily share ideas, opinions, resources, or even attach files to get work done quickly.
2. Innovative Features
   ➢ Project management is a dynamic process. New process innovations and breakthroughs happen all the time.

- ➢ But is your project management system keeping up with times, or is it way past its prime? You should choose a project management app that regularly keeps rolling out cool features. These could be things like an integrated wiki feature, a notes app, a built-in Gantt chart, and the list goes on.

3. Customizability
   - ➢ Every company is different. Every workforce is different. Every project has different challenges. Your project management app must adapt to this reality. It needs to be customizable. You should have customizability over layouts, themes, views, project milestones, everything.
   - ➢ Your project management tool must be flexible enough for managing entire enterprises or a specific task within an employee day-to-day.

4. User-Friendliness
   - ➢ If your tool isn't easy to use, it just isn't worth it. It could have a million different features, but if they're not user friendly, what's the point? Your team will waste precious work hours figuring how to use it. Imagine that: wasting time on a productivity tool.

5. Customer-Focused Product Roadmap
   - ➢ Great project management software always let you know what's in store for its future. There has to be a set of ideas and objectives that it's planned to release in the upcoming months. If there's no project roadmap, there are two possibilities: -
     - o These PM tools aren't looking to achieve much
     - o or the software development team has given up on it
   - ➢ So, go for a tool that keeps customer inputs and feedback at the very core of its innovation and product roadmap. For example: a free project management software like ClickUp has a public roadmap and also allows users to vote for the feature they'll like to see next. So, choose a PM tool that challenges itself to be better and push the boundaries of what's expected.

What Are the Top 10 Project Management Tools?

All of the Project Management tools are brought something different to the table, and there's something for everybody in this list. We should study and read their futures to find out which project management tools suitable for our organization, our team, or project.

Here are the best project management tools: -

ClickUp

ClickUp is the highest-rated project management tool. It's got loads of features that you just won't find in any other project management software. Here are some features that put ClickUp in a league of its own: -

- Custom Views - ClickUp gives you over 10 different views for your projects, so all your teams are on the same page, literally.
- Custom Statuses - The ClickUp's statuses are customizable. You are not limited to standard statuses like 'Open,' 'Closed,' or 'Review.'
- Assigned Comments - Whenever you want someone to address a comment, you can assign it to them. ClickUp will send them a notification to ensure that it doesn't get overlooked. They can then address the comment and mark it as resolved when they're done.
- Gantt Charts - ClickUp gives you state-of-the-art Gantt charts to track and manage your projects. You get a bird's eye view of your project progress and can plan projects in no time. It's perfect for project portfolio management.
- Custom Dashboards - ClickUp's powerful built-in Dashboards help you visualize and organize your project data automatically.
- Reminders - With ClickUp, project managers can delegate reminders to other team members. Once they do, ClickUp notifies them, and the remainder will appear in their inbox. Your team member can then easily proceed with the upcoming work.
- Time Tracking - ClickUp has a powerful native time tracker to supercharge your productivity levels. Just one click is all you need to start recording how much time a project task takes. This way, you can set realistic deadlines for your team.
- Custom Fields - ClickUp lets you add Custom Fields to your tasks to make them richer and more detailed. You can add fields such as, URLs, Dropdowns, Emails, Phone numbers, Currencies, and so on.
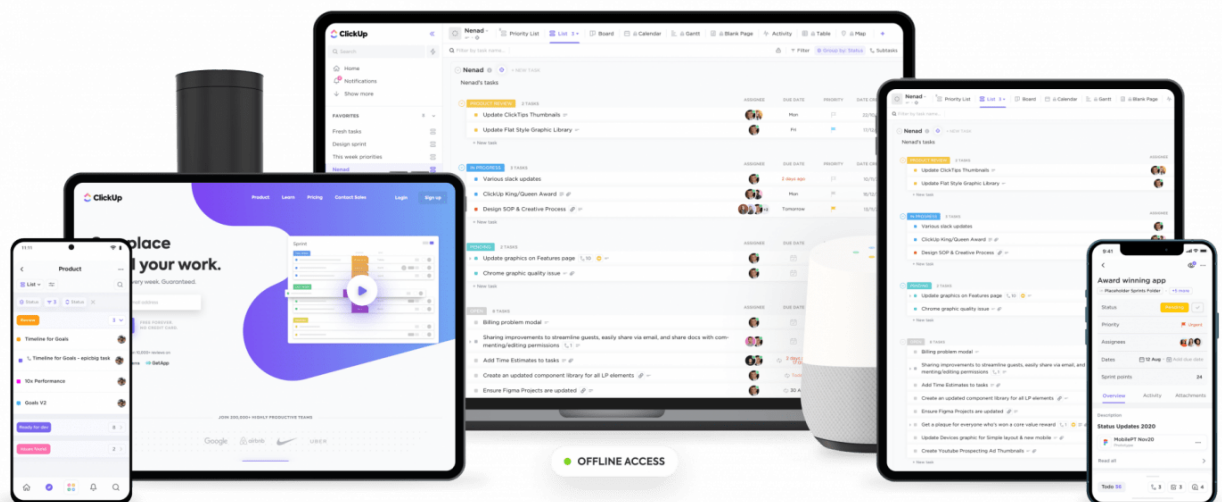

Figure 1 clickUp

- ➢ Docs - With ClickUp you can shift all your company documents online, so there's a need for those pesky paper sheets. Not only that, ClickUp Docs act as a powerful wiki and document management tool for your company, just like Notion.
- ➢ Integrations - With ClickUp's public API, you can also add as many custom integrations as you want. As new integrations are added every month, you'll have no trouble switching to ClickUp. Some of ClickUp's current integrations include, Slack, Zoom, Dropbox, Google drive and so on.
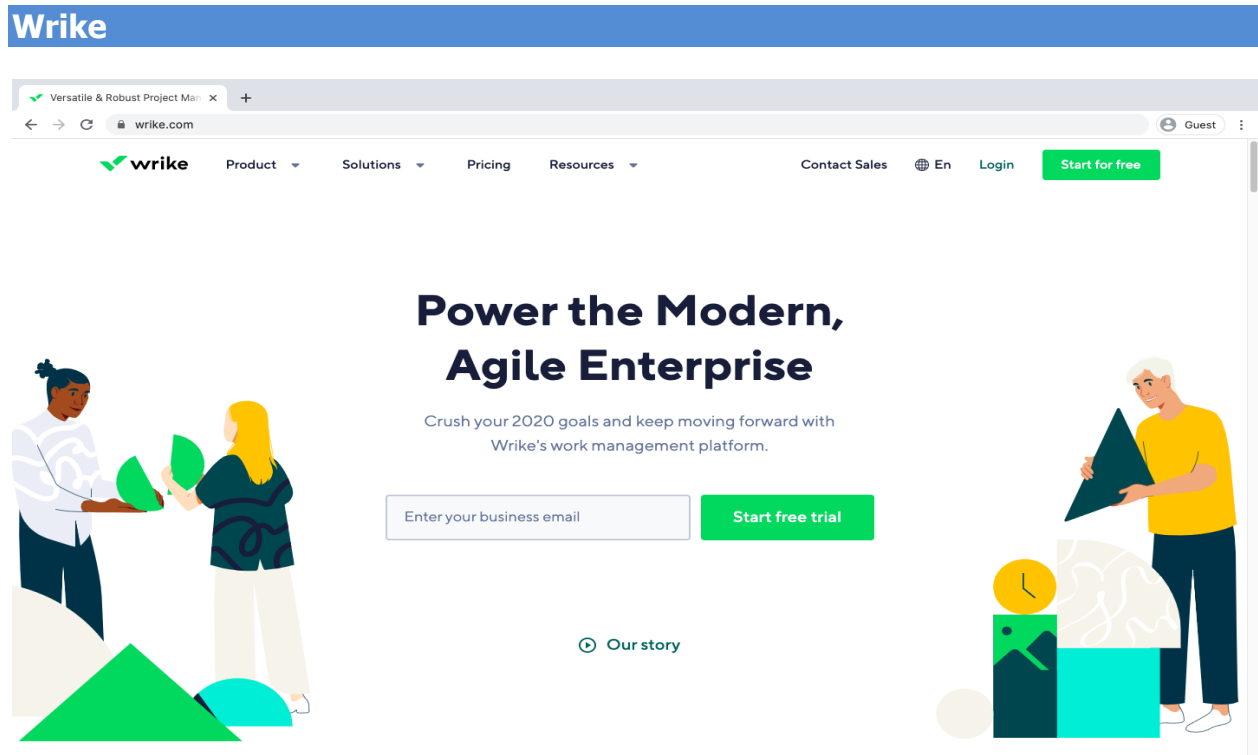
Wrike

Figure 2 Wrike

Wrike is an award-winning web-based application for project management. Unlike most PM tools on this list, this collaboration tool is especially used in the big leagues. As a result, it's great for larger teams and huge corporations.

The futures of Wrike are: -
Three-Pane View

Wrike has a three paned intuitive interface geared towards accessibility and productivity. Here's what it contains:

- ➢ **Left pane**: contains the project hierarchy to edit and adjust subtasks
- ➢ **Middle pane**: contains all your current task lists for a project
- ➢ **Right pane**: contains detailed information about your tasks

This interface makes it easy to manage everything from one workspace. You can monitor every task dependency, team communication, and project progress reports easily.

Analytics

Wrike has powerful analytics to give project managers detailed insights about their project and team.
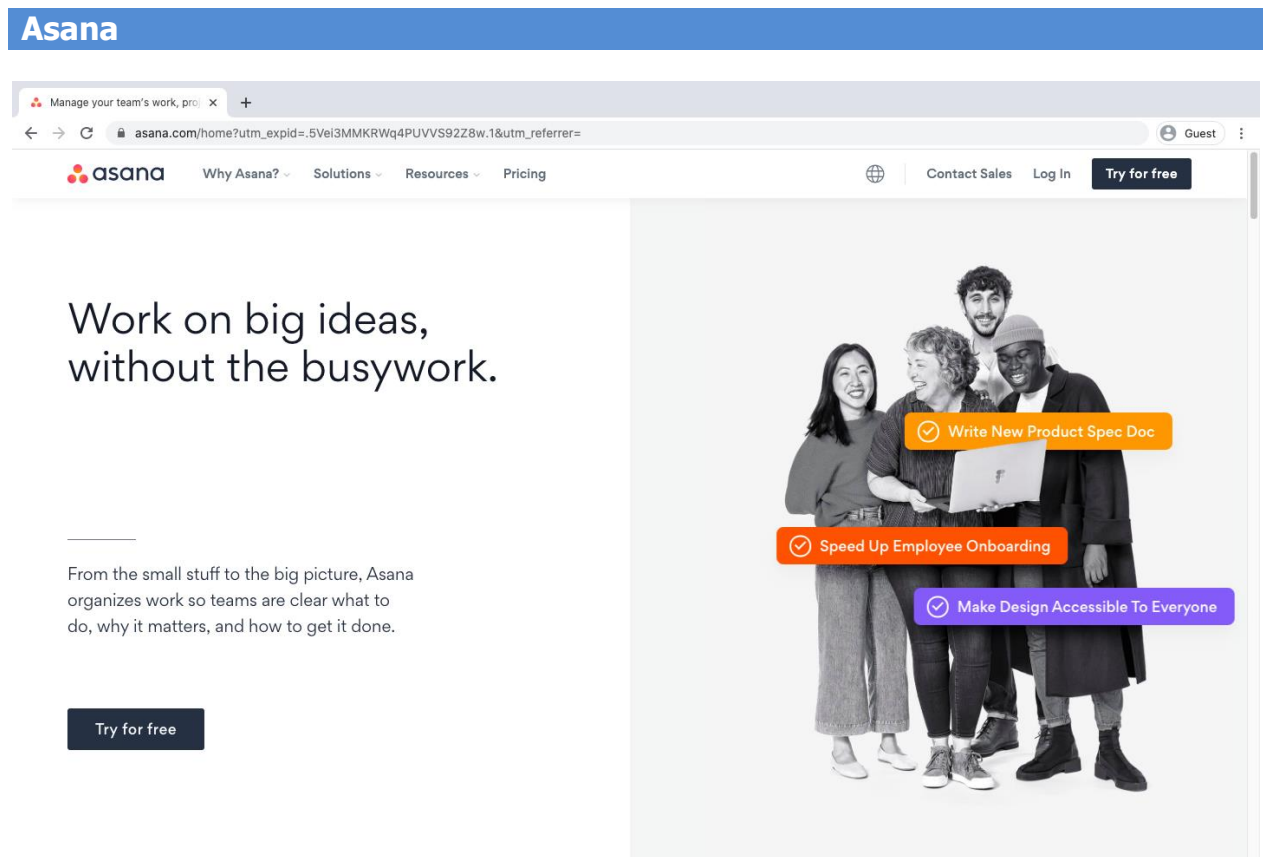
Asana

Figure 3 Asana

Despite its laid-back yoga-inspired name, Asana is a dynamic project management tool used by companies all over the globe.

Key Features

➢ User Interface - One of the best things about Asana is its intuitive user interface. It's simple and easy to use.
➢ Visual Project Timeline - Asana's visual project timeline feature is a Gantt chart of sorts. It highlights your task due dates, assignees, and progress over time.
➢ Loads of Integrations - Asana can integrate with loads of applications to become a hub for all your business activities. Here are some popular apps it can integrate with are Slack, Outpanr, Google Calendar, Dropbox, Unito and so on.
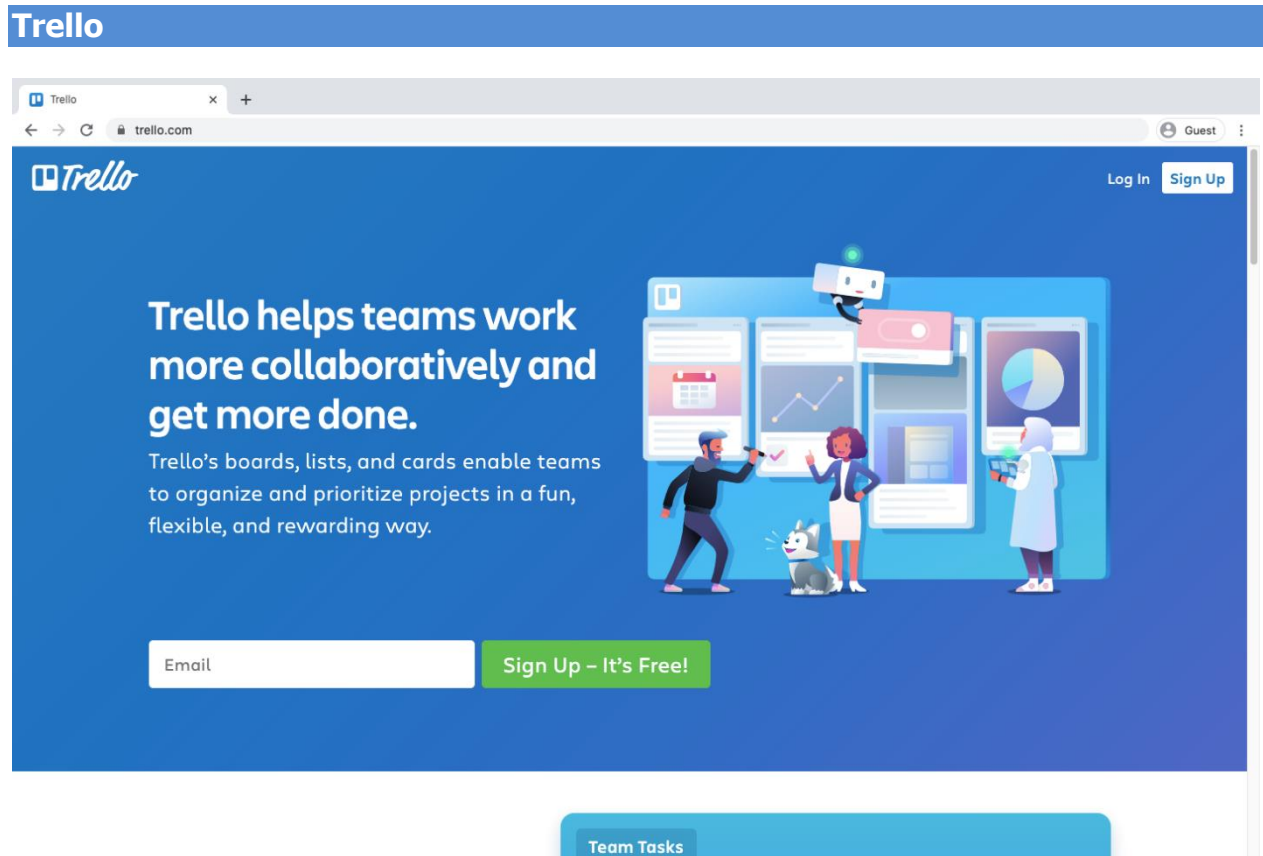
Trello

Figure 4 Trello

Trello is a simple project management tool. Known for its iconic cards, Trello works like supercharged sticky notes.

Key Features

Simple Task Management tool - Trello assigns a "Board" to each task. A project manager can access these boards from their dashboard and make any changes they want. They can add tags, custom fields, and priorities, all with one click.

Drag and Drop Functionality - Trello lets you drag and drop tasks around your dashboard. This makes rescheduling and editing tasks and projects easy.

Power-Ups - Each project task can be assigned a power-up depending on what's needed. Most of these power-ups are free and have paid upgrades for more functionality. Some of these power-ups include features like calendar views, Google Drive integrations, and quick file sharing.

ProofHub

ProofHub is a good project management tool. True to its name, it's a great online proofing tool.
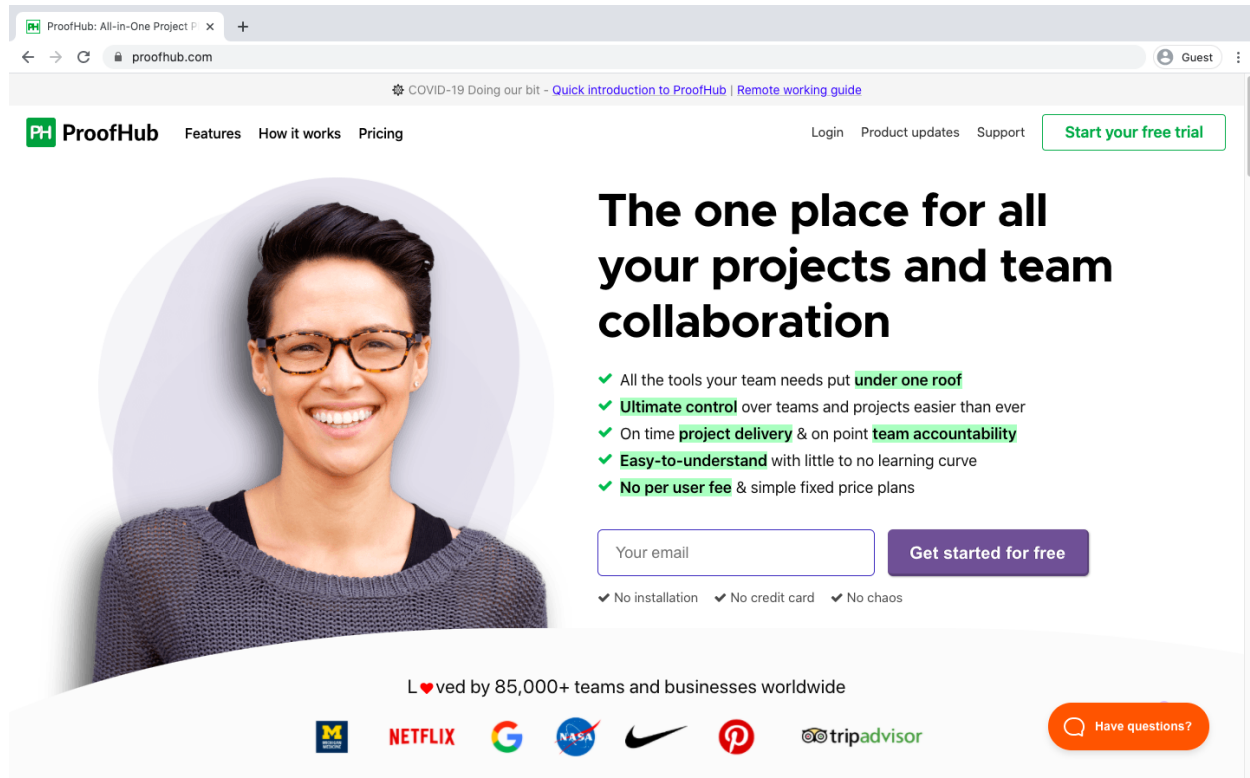
Figure 5 Proofhub

Key Features

- ➢ User Interface - ProofHub's interface is easy to use. You can organize tasks, teams, and projects from your dashboard with ease. ProofHub also lets you set status alerts with the click of a button, making it easy to manage your projects.
- ➢ Customization - ProofHub gives you tons of customization options to suit your needs. You have complete control over the colour scheme of your tool as well as the layout. You can also white-label it by adding your company name and logo everywhere.
- ➢ Access Rights - ProofHub lets you assign custom roles to employees. These custom roles give employees varying access to your tool. This is a good way to ensure that only certain people can access sensitive projects and useful information.

Monday.com

Monday.com is another good online project management solution available today.

Key Features

- ➢ **Third-Party Collaboration** - Most project management tools only allow team members to access their workspaces. This makes working with freelancers and

third-party agents difficult. A team leader can add as many third-party agents as they want.

➢ **Easy Communication** - Monday.com is a good project management collaboration software because of its comment sections. Teams can use it to share ideas, project tasks, and files with no difficulty. Monday.com also lets you follow Twitter and LinkedIn threads in the app to stay updated.

➢ **Loads of Native Integrations** - Monday.com can integrate with tons of integrations such as Google Drive, Dropbox, and Zapier to boost its functionality. As Monday.com is built on an open-source framework, developers can add their own custom integrations as well.
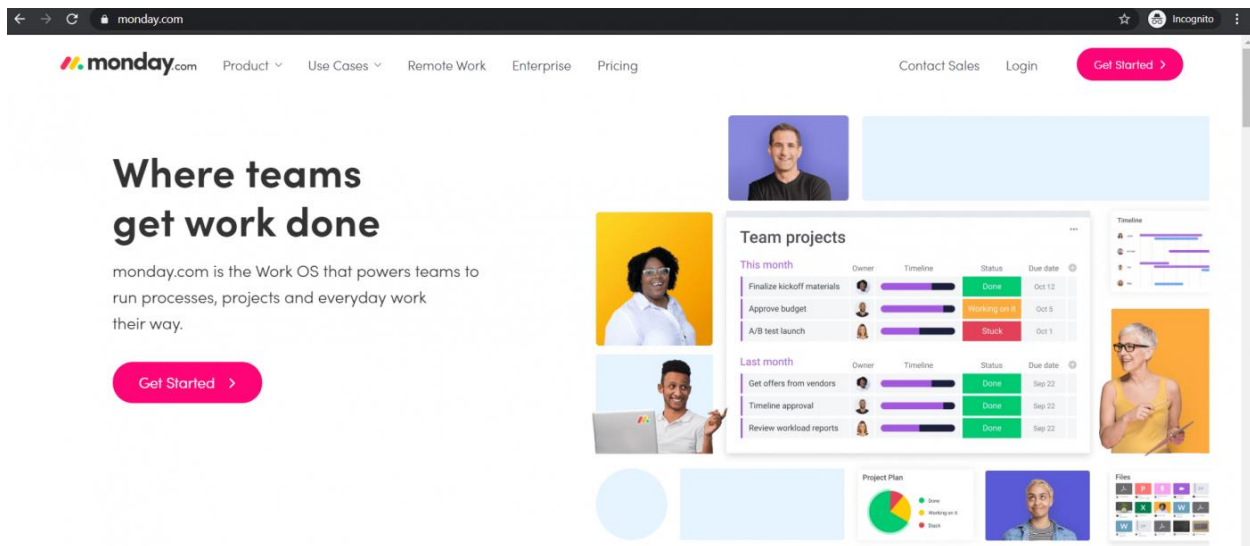
Figure 6 Monday.com

Teamwork

Teamwork is a great online project management tool, which helps you to manage your team not only within organization but also online.

Key Features

➢ Intuitive Dashboard - Teamwork's dashboard is unique as it gives you an option to only see your most recent tasks. This way, you'll never get lost in an ocean of completed tasks. While dealing with loads of projects, this key feature can be useful to identify priority targets and deal with them first. The dashboard's interface can also be customized to include your company's name and logo.

➢ Email Integration - Teamwork lets you reply to comments and notifications via email. This makes responding super convenient, and you can get things sorted out in seconds.

➢ You can add multiple email accounts and signatures to further customize this process.

➤ Invoicing Capabilities - Teamwork's time tracker has an invoicing tab that can be a useful billing feature. It can calculate billable hours in order to generate invoices for your clients. As the invoices are directly generated from your timesheets, so your clients know that you're billing them correctly.
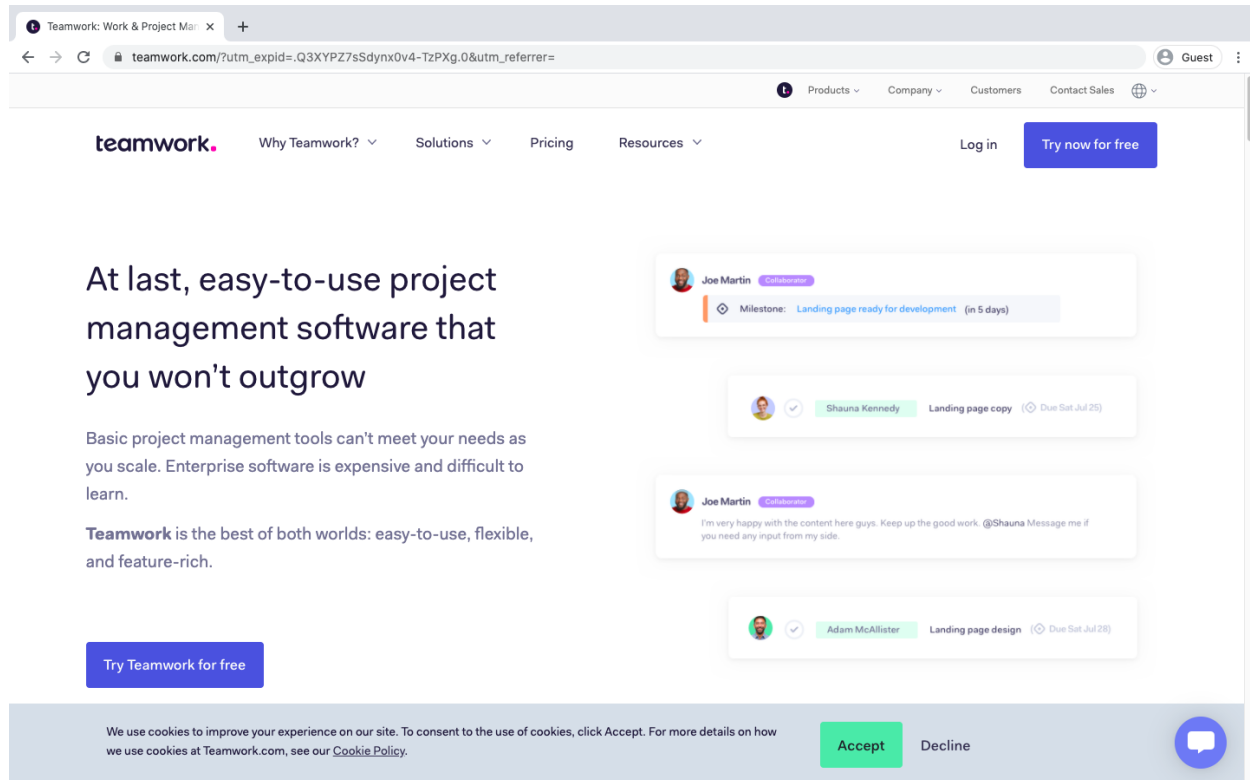

Figure 7 TeamWork

Microsoft project

With using Microsoft project stay organized, focused, and in charge. Tackle anything from small projects to large initiatives. You may or may not be a project manager, but now you can be the boss of any project with a powerful, easy-to-use app.
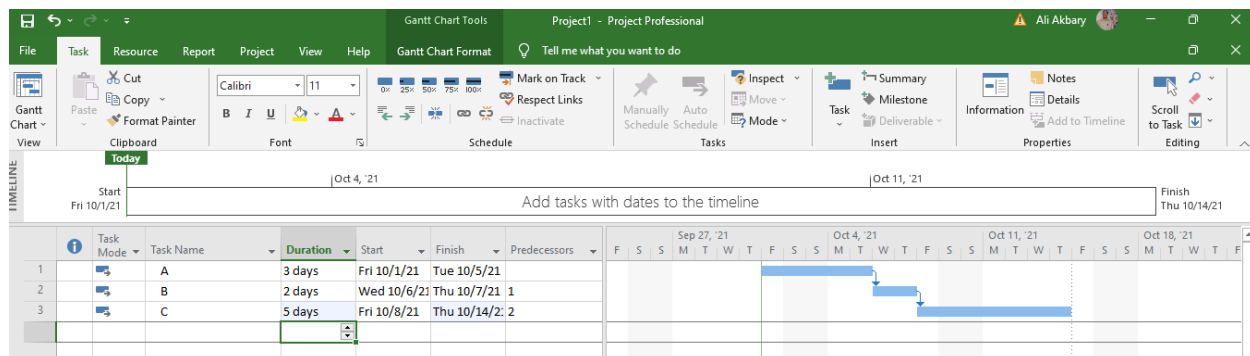
Figure 8 MS Project

Key Features

- ➤ **Easy to start, simple to use, and vice versa** - Work confidently with a powerful project management tool that makes getting started and managing projects both simple and easy.
- ➤ **Take the pain out of painstaking projects** - Even complex projects are easier to manage when you can choose methods and tools such as Microsoft project that best suit your needs.
- ➤ **Microsoft Project and Microsoft Teams, the power of two** - Use Project and Teams to empower collaboration and management of projects, including file sharing, chats, meetings, and more.
- ➤ **Work hand in hand without being side by side** - Collaborate on projects even when you are on different continents. Enable all team members to update tasks simultaneously so you can get more done together.
- ➤ **Stay on track effortlessly** - Easily plan your projects with the power of dynamic scheduling based on effort needed, project duration, and allotted team members.
- ➤ **Improve your vision and results with business intelligence** - Create interactive dashboards to view overall status and drill down into the details of your projects and programs, using Power of visualization.
- ➤ **Wield the power to innovate** - Build the desktop or mobile experiences you want and easily create automated workflows. All with a flexible, secure platform built on Azure, the world's trusted enterprise cloud.

Microsoft Project (MP) Tutorials

Introduction

At its heart, project management is a combination of skills and tools that help you predict and control the outcomes of endeavors undertaken by your organization. Your organization might be involved in other work apart from projects. Projects (such as developing a new product) are distinct from ongoing operations (such as running payroll services). Projects are defined as temporary endeavors undertaken to create some unique deliverable or result. With a good project-management system in place, you should be able to answer such questions as the following: -

- ➤ What tasks must be performed, and in what order, to produce the deliverable of the project?
- ➤ When should each task be performed, and what is the final deadline?
- ➤ Who will complete these tasks?
- ➤ How much will it cost?
- ➤ What if some tasks are not completed as scheduled?

➢ What's the best way to communicate project details to those who have an interest or stake in the project?

As we see the question above, the best tools to help us to achieve the result is management tools. Out management tools for this course will be MS Project.

In the Practice tasks hands-on activities in this tutorial, you will play the role of a project manager.
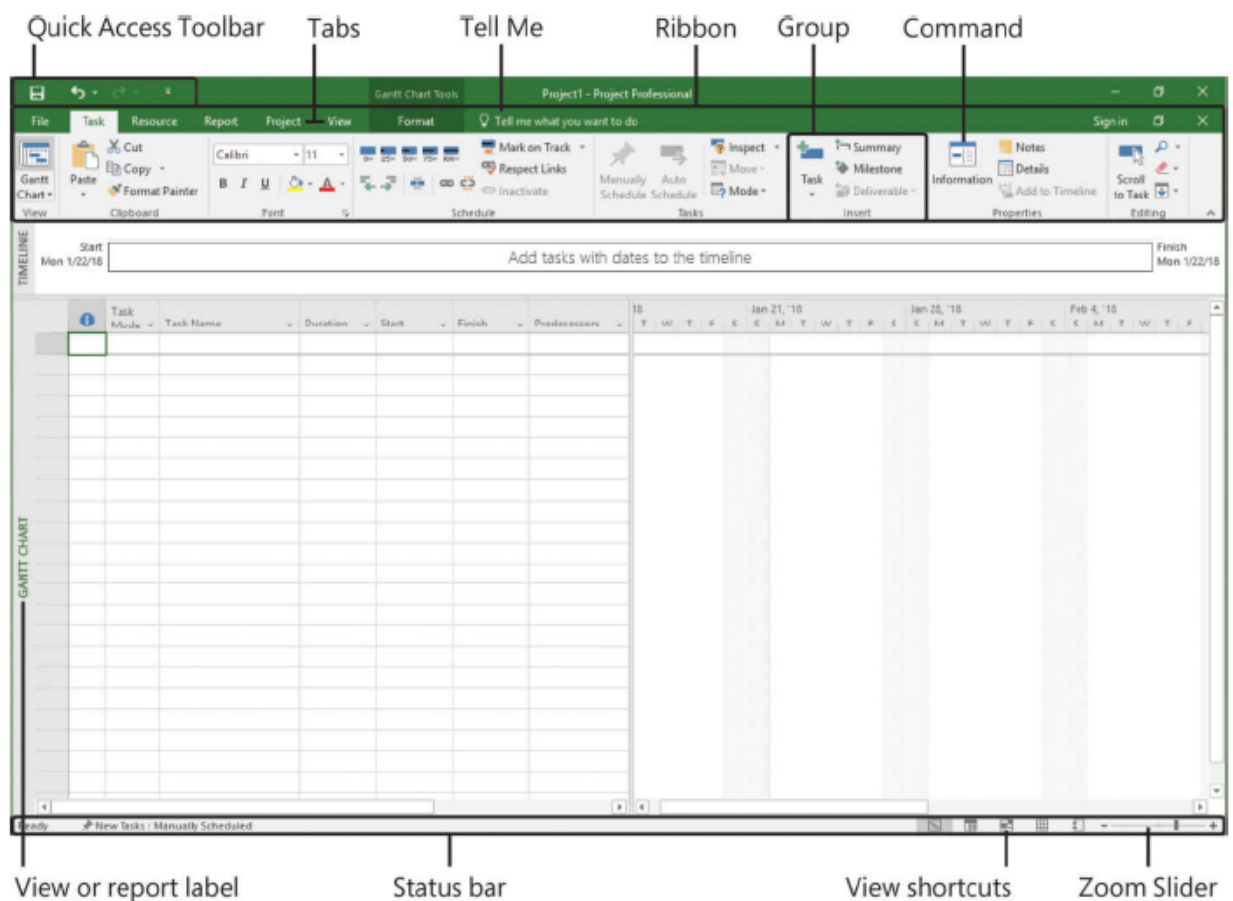
The first steps are understanding the interface: -

Figure 9 MP Interface

When we start new project, the first step is to set the calendar in option. Go to file – Option – click on calendar and change the setting as follows: -
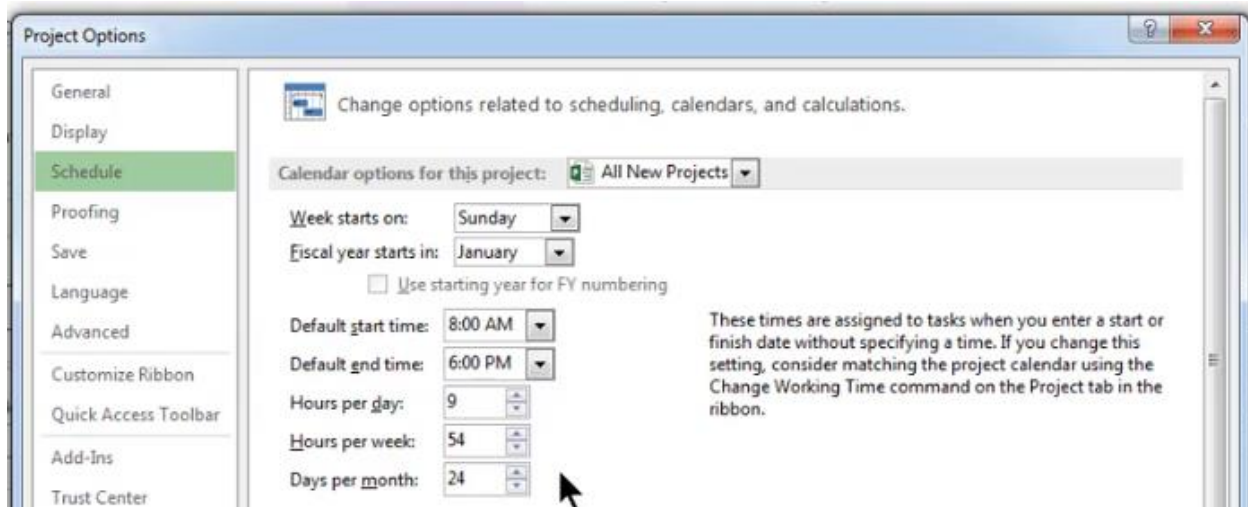
Figure 10 Calendar setting

Calendar setting: -

1. We assume our project starts in January
2. Weekday starts at Sunday
3. Daily start time is 8:00AM
4. Daily end time is 6:00PM
5. We need to adjust the hours per day Manually
6. We need to adjust the hours per week manually
7. We need to adjust the hours per month manually

Schedule option for this project setting: -

1. Check the – show schedule messages
2. Show assign units as a – Decimal (This shows about resources we used in our project)
3. For other setting see the figure 11.

Schedule alert and calculation setting: -

1. For setting on alert and calculation follow the setting of the figure 12.

Figure 12 Alert and calculation setting

Create New Calendar Based on Our Project

Here we are going to set the project information such as working hours, holidays and so on.
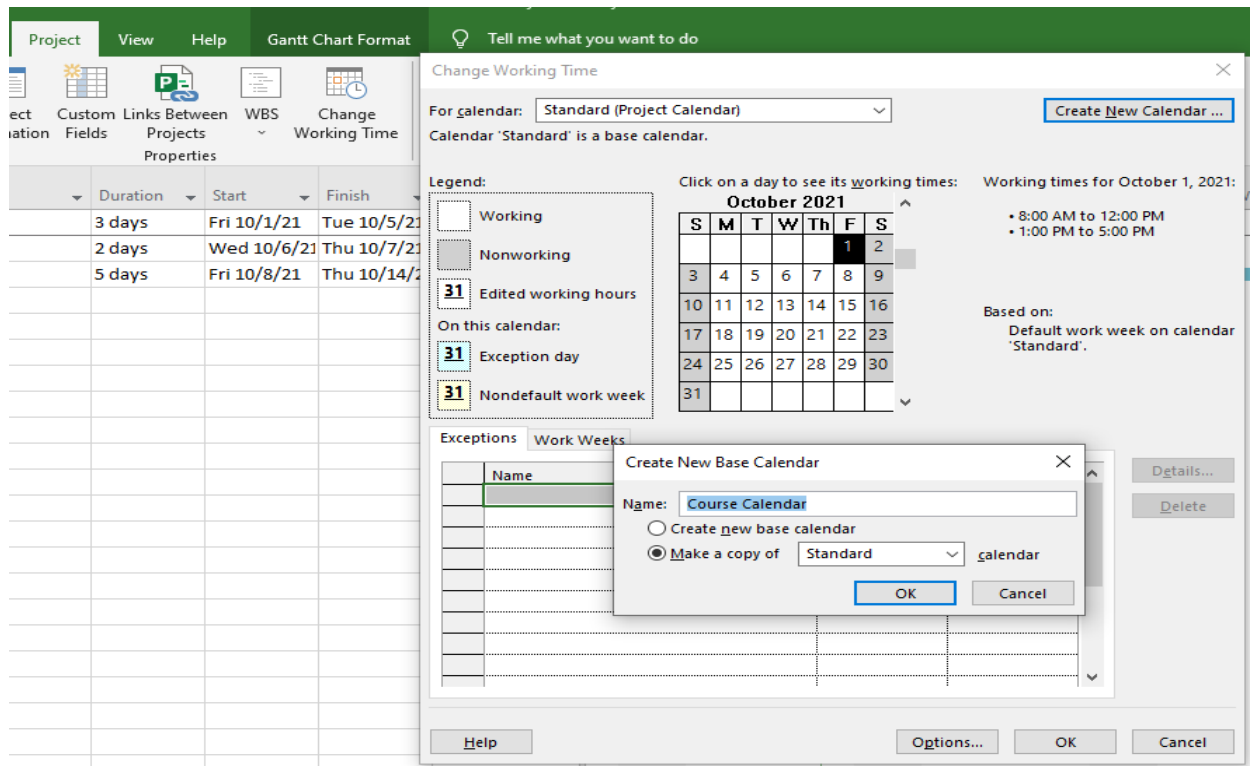
Figure 13 Create new Calendar

1. Go to project Tab – click on change working Time
2. Click on create new calendar button on top right corner
3. Give the name "Course Calendar" and tick Make a copy of "Standard" Calendar
4. And click on OK button.
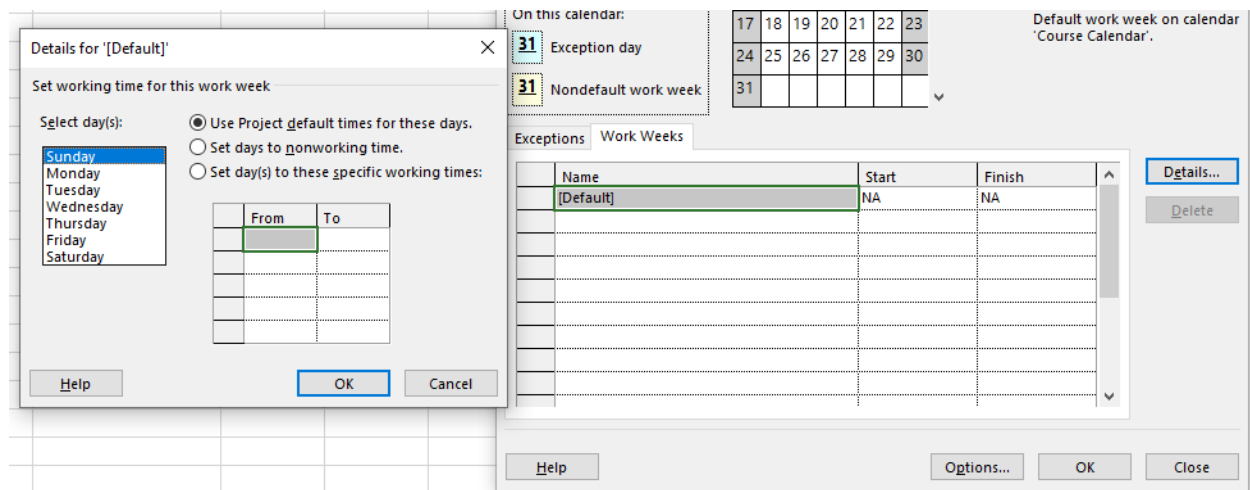5. On the tab below click on work weeks tab and click on Details

Figure 14 Changing working hours for the projects

Setting working times

6. Select the days in the left side
7. Select the "Set days(s) to the specific working times"
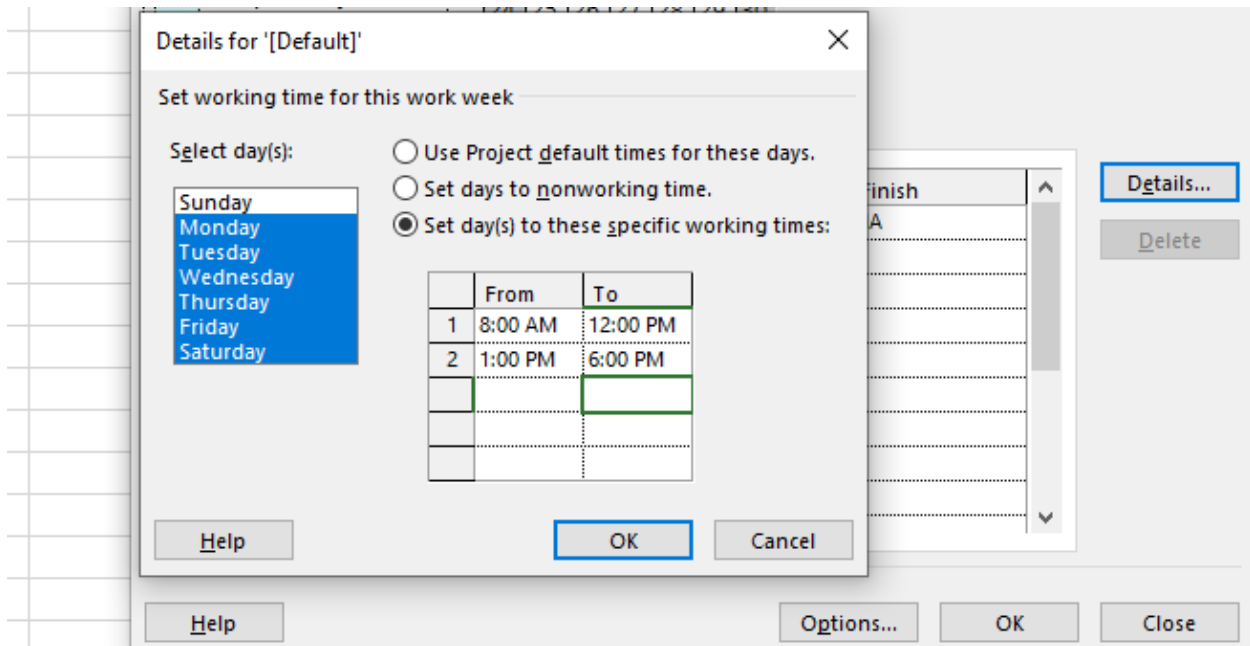8. And set the time – "From" – "To" – see the figure 15 and click ok

Figure 15 Setting working hours

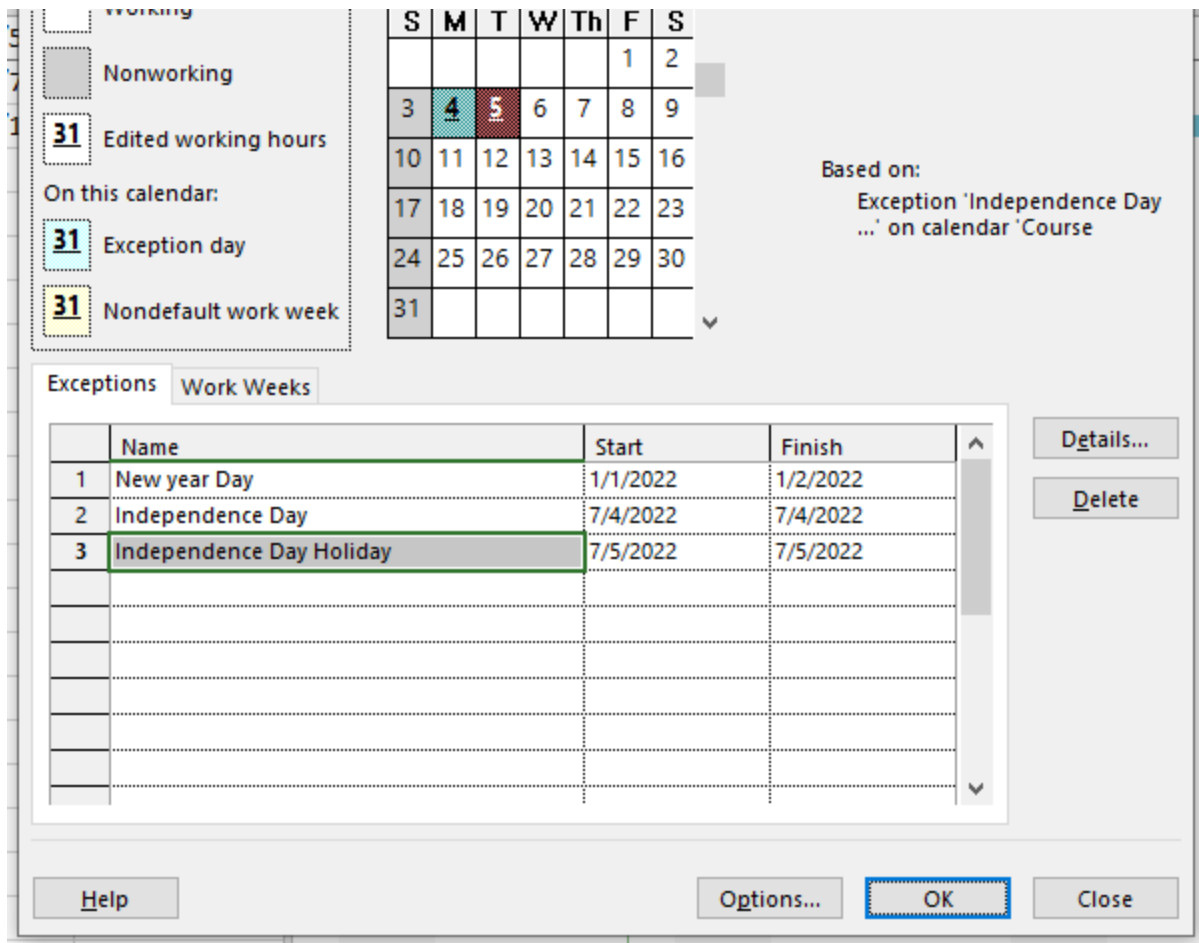**Setting public holidays**

Figure 16 Setting Public holidays

9. Select the exception tab
10. Enter Holiday Name – set the start date and end date
11. And also, we may have part time working day. Example on Independence Day holiday on 5th July, we may work in the afternoon. For this we double click on that column and enter the working hours as required.
12. We will work from 12:00PM to 6:00PM
13. We can set this for how many years of occurrences. Example we set for 5 years.
14. Even we can do these changes to other holidays occurrences. Example for New year day and Independence Day.

Figure 17 setting part time working hours

15. After finished our calendar and holidays setting, we need to apply to our project.
16. Click on project tab – click on project information
17. Change the calendar from "Standard" to "Course Calendar"

Figure 18 setting project to new calendar

Work breakdown on Project

We assume the have project to build two similar double story houses. Now we create Work Breakdown first.

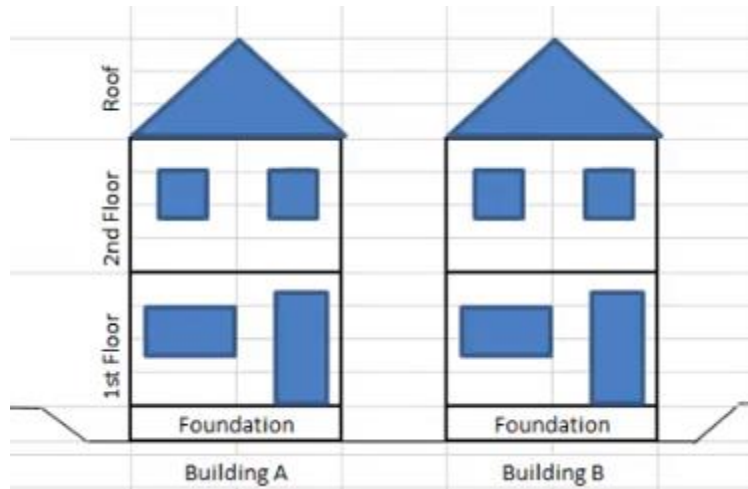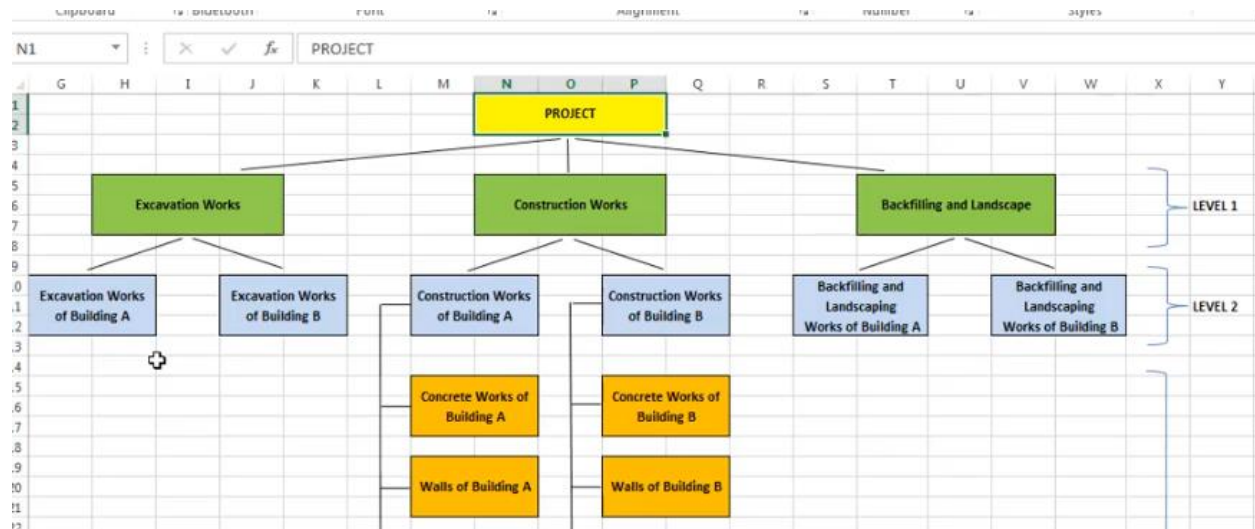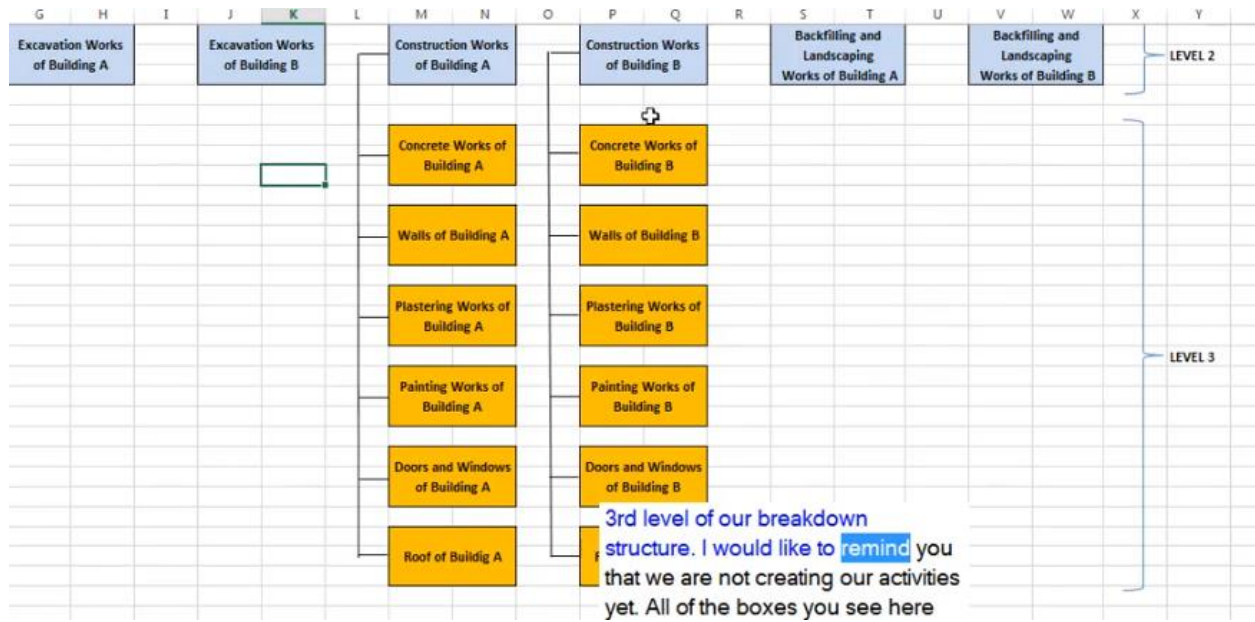*Figure 19 Two Similar House project*

Figure 20 Work Breakdown of house project

Figure 21 Work Breakdown of house project