

LAB Manual

PART A

(PART A : TO BE REFFERED BY STUDENTS)

Experiment No.02

A.1 Aim:

Study of Microsoft project management software

A.2 Prerequisite:

Understanding of Software project

A.3 Outcome:

After successful completion of this experiment students will be able to:

Know the steps involved in creating a new project and task list for that project

A.4 Theory:

A.5 Procedure/Algorithm:

- Cover the following points:
- Features of MS Project
- Steps to create a new project, task list, deadlines
- Add screenshots wherever applicable

PART B

(PART B : TO BE COMPLETED BY STUDENTS)

(Students must submit the soft copy as per following segments within two hours of the practical. The soft copy must be uploaded on the Blackboard or emailed to the concerned lab in charge faculties at the end of the practical in case there is no Black board access available)

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Class :	Batch : 1
Date of Experiment: 09-01-2023	Date of Submission 26-03-2023
Grade :	

B.1 Answers of Task to be written by student:

(Paste your answers completed during the 2 hours of practical in the lab here)

Microsoft Project is a popular project management software that can help you plan, manage and track your projects. Some of the key features of MS Project include:

1. Project planning: MS Project allows you to create a project plan that includes tasks, timelines, resources, and costs.
2. Task management: You can create a task list with start and end dates, assign resources, and track progress.
3. Resource management: You can assign resources to tasks, track their availability and workload, and manage their costs.
4. Gantt chart: MS Project has a Gantt chart view that helps you visualize the project timeline, tasks, and dependencies.
5. Budget management: You can set a budget for your project, track actual costs, and compare them with the budget.
6. Reporting: MS Project can generate reports on project progress, resource utilization, and costs.

Here are the steps to create a new project, task list, and deadlines in MS Project:

1. Open MS Project and click on the "Blank Project" option to create a new project.
2. Define the project start date, duration, and end date in the "Project Information" dialog box.

3. Create a task list by entering the task names, durations, and dependencies in the "Task Name" column.
4. Assign resources to each task by entering their names in the "Resource Name" column.
5. Set task deadlines by entering the start and finish dates in the "Start" and "Finish" columns.
6. Create a Gantt chart by selecting the "Gantt Chart" view from the "View" tab.
7. Customize the Gantt chart by adding columns, formatting the bars, and adjusting the timescale.
8. Track project progress by entering actual start and finish dates, percent complete, and remaining work.
9. Generate reports on project progress, resource utilization, and costs by selecting the "Reports" tab and choosing a report template.
10. Save your project and share it with your team members or stakeholders for collaboration and feedback.

B.2 Observations and learning:

(Students are expected to comment on the output obtained with clear observations and learning for each task/ sub part assigned)

Observations:

- MS Project is a powerful project management software that can help you plan, manage and track your projects.
- It provides a wide range of features and tools that can be used to create project plans, assign resources, track progress, and generate reports.
- The software can be customized to suit your specific project management needs, and it can be used for a variety of project types and sizes.

Learning Points:

- MS Project can be a valuable tool for project managers to help them plan, manage, and track their projects more efficiently.
- It is important to define the project scope, objectives, and deliverables before creating a project plan in MS Project.
- It is also important to identify the tasks, milestones, and deadlines in order to create an accurate project schedule.

- Regular updates and tracking of project progress is crucial to ensure the project is on track and to identify any issues or risks that need to be addressed.
- Collaborating and communicating with team members and stakeholders is essential to ensure everyone is aligned and working towards the project goals.

B.3 Conclusion:

(Students must write the conclusion as per the attainment of individual outcome listed above and learning/observation noted in section B.3)

In conclusion, Microsoft Project is a powerful project management software that provides a range of features and tools to help plan, manage and track projects. It can be customized to suit specific project management needs and used for a variety of project types and sizes. When using MS Project, it is important to define project scope, objectives, and deliverables, as well as identify tasks, milestones, and deadlines. Regular updates and tracking of project progress, collaboration with team members and stakeholders, and communication are essential to ensure the project is on track and to identify any issues or risks that need to be addressed. MS Project can be a valuable tool for project managers to help them efficiently manage and successfully complete their projects.

B.4 Question of Curiosity

(To be answered by student based on the practical performed and learning/observations)

Q1: Discuss the Project Management Life Cycle in detail

The Project Management Life Cycle (PMLC) is the process of managing a project from its conception to its completion. It is a framework that helps project managers and teams plan, execute, and control their projects. The PMLC consists of five phases: Initiation, Planning, Execution, Monitoring and Control, and Closure.

1. **Initiation:** This is the first phase of the PMLC. During this phase, the project is defined and the project charter is created. The project charter outlines the objectives, scope, stakeholders, and key deliverables of the project. The feasibility of the project is also assessed in this phase, and the project manager determines whether the project should be pursued further.
2. **Planning:** In the planning phase, the project team develops a detailed project plan that includes tasks, timelines, resources, and budgets. The project plan is a comprehensive document that outlines how the project will be executed and

controlled. The project team also identifies risks and develops a risk management plan to address any potential issues.

3. Execution: The execution phase is where the actual work of the project begins. The project team carries out the tasks outlined in the project plan, and the project manager monitors progress to ensure that the project is on track. Any issues or changes that arise are addressed in this phase, and the project team makes adjustments as needed.
4. Monitoring and Control: In this phase, the project manager monitors project progress and performance against the project plan. The project team identifies and addresses any deviations from the plan and takes corrective action to keep the project on track. The project manager also communicates progress and issues to stakeholders and updates the project plan as needed.
5. Closure: The closure phase is the final phase of the PMLC. During this phase, the project team completes all remaining tasks, finalizes project deliverables, and conducts a post-project review. The post-project review assesses the success of the project and identifies any lessons learned or opportunities for improvement. The project manager also documents the project closure and obtains approval from stakeholders.

In conclusion, the Project Management Life Cycle (PMLC) is a framework for managing projects from initiation to closure. The five phases of the PMLC are Initiation, Planning, Execution, Monitoring and Control, and Closure. By following this framework, project managers can ensure that their projects are well-planned, well-executed, and successfully completed.

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