

WORKBOOK

For
Software Project Management
(SE – 306)
Software Engineering Third Year

Prepared by:
M. Imran Shaikh
I.T. Manager (JS), CSIT

Chairman
(CSIT)

WORKBOOK

For
Software Project Management
(SE – 306)
Software Engineering Third Year

Name: _____

Roll #:_____

Batch: _____

Academic Session: _____

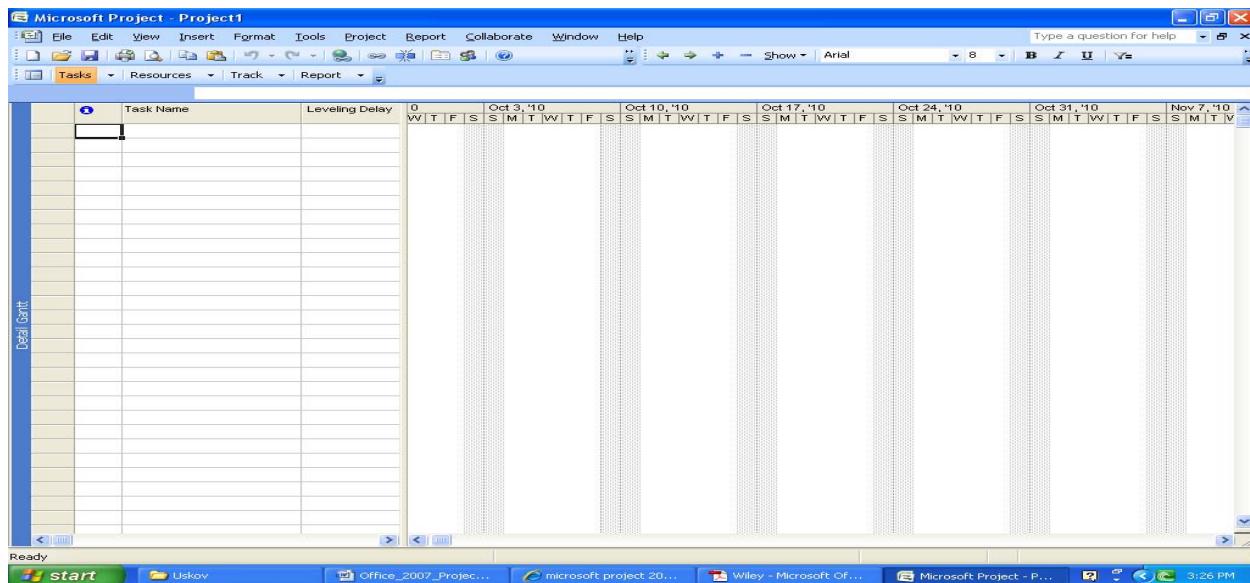
1.	HOW TO START THE PROJECT	4
1.1	Starting Project	4
1.2	Entering the Project Title.....	5
1.3	Entering the Project Start Date.....	6
1.4	Project Guide Wizard.....	7
2	CREATING A BASIC WORK BREAKDOWN STRUCTURE (WBS)	13
2.1	Entering the List of Tasks	13
2.2	Inserting a New Column on the Task Sheet.....	14
2.3	Creating a unique WBS Code.....	15
2.4	Entering a Task	18
2.5	Making a Milestone.....	19
2.6	Entering Recurring Tasks	19
2.7	Creating a Hierarchy of Tasks	21
2.8	Exercises	23
2.8.1	Enter the task name.....	24
2.8.2	Creating WBS Column.....	25
2.8.3	Creating Hierarchy of tasks	26
2.8.4	Entering the duration of the task.....	29
2.8.5	Gantt Diagram	29
2.8.6	Network Diagram	30
3	ADDING MORE DETAILS TO THE WBS.....	32
3.1	Assigning Predecessors to Tasks	32
3.2	Gantt Diagram with relationships	33
3.3	Network Diagram with relationships	33
3.4	Setting Constraints on a Task.....	34
3.5	Entering the Early Start and Early Finish Dates.....	34
4	ADDING RESOURCES TO THE WBS.....	37
4.1	Displaying the Resource Sheet	37
4.2	ADDING RESOURCE ATTRIBUTES	39
4.3	Entering Multiple Pay Rates	40
4.4	Entering Equipment and Material Resources.....	41
4.5	Editing the Resource Calendar	42
4.6	Dealing With Over Allocated Resources	45
4.7	LEVELING RESOURCES.....	47
4.8	Exercises-2	47
4.8.1	Assigning Human and Material resources to tasks.....	47
4.8.1.1	Enter the list of resources	49
4.8.1.2	Entering Cost for each Resource	49
4.8.1.3	Assigning each resource to the task.....	51
4.8.1.4	Resource Usage.....	51
4.8.1.5	Dealing with over allocated Resource.....	52
4.8.1.6	Leveling Resources	54
4.8.2	Gantt Diagram with Resources Assigned.....	57

4.8.3	Network Diagram with Resources Assigned.....	57
4.8.4	Assigning Resource Availability	58
5	PRINTING AND FORMATTING THE PROJECT INFORMATION.....	60
5.1	Using a GANTT CHART.....	60
5.2	Changing the Gridlines to be Used	61
5.3	Using the GANTT CHART Wizard	62
5.3.1	Setting the Critical Path.....	64
5.4	Critical path	66
5.5	Displaying Task Completion.....	67
5.6	Formatting the Progress Lines on the GANTT CHART	68
5.7	Using Predefined Reports	69
5.7.1	Overview Report.....	70
5.7.2	Assignment Report	72
5.8	Creating Custom Reports	73
5.8.1	Selecting the Report to use.....	74
5.8.2	Defining New Report.....	75
5.8.3	Defining Options for the Resource Report.....	76
6	ASSIGNING COST INFORMATION TO A TASK.....	78
6.1	Determining Project Cost.....	78
6.2	Determining the Baseline Cost	79
6.3	Determining the Cost Variance.....	82
6.4	Determining the Actual Cost.....	82
6.5	Determining the Remaining Cost.....	83
7	TRACKING PROGRESS	84
7.1	Planned Versus Actual Amounts.....	84
7.2	Tracking Project Percentage Completion.....	86
7.3	Tracking the Actual Hours Worked	87
7.4	Setting the Baseline	88
7.5	The Tracking GANTT CHART	90
7.6	Interrupting work on a task.....	91
8	References.....	92

1. HOW TO START THE PROJECT

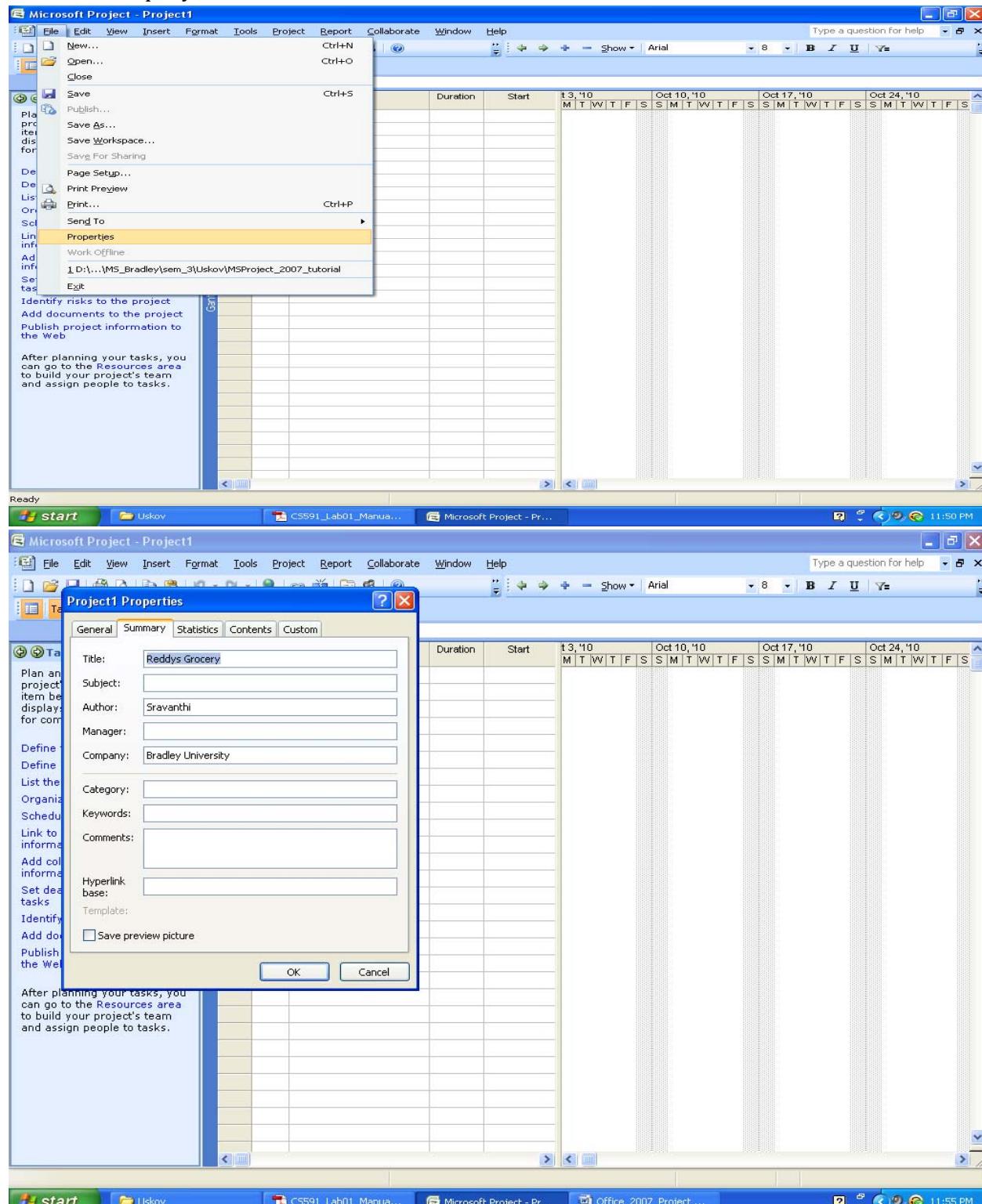
1.1 Starting Project

In order to start Microsoft Project 2007 in labs, click the Windows Start menu item (in the left lower corner of computer screen), then click All Programs menu item, select Microsoft Applications menu item, and click on Microsoft Project 2007 icon. You should get the main window of Project 2007, as shown below



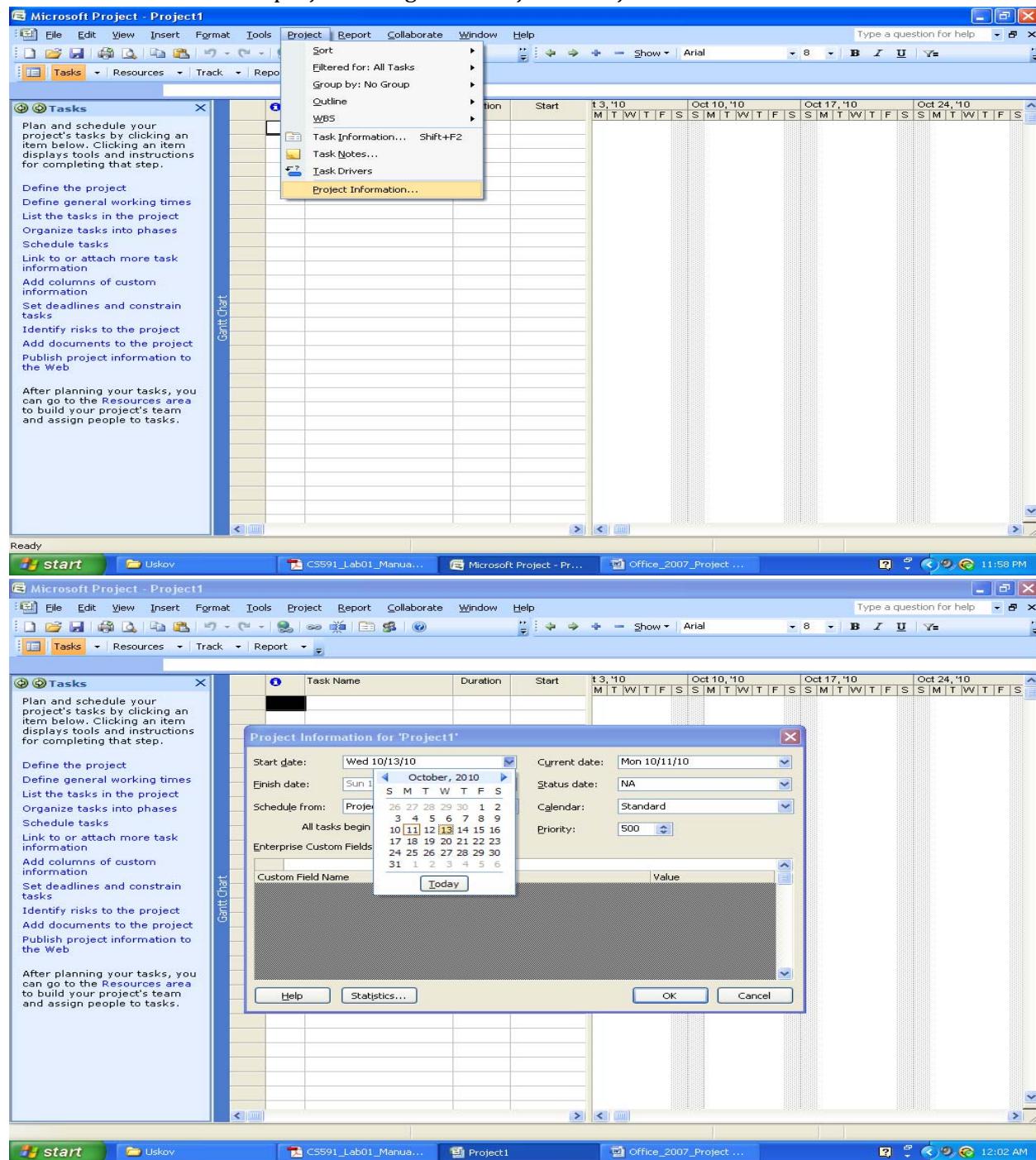
1.2 Entering the Project Title

To enter a title for a project, navigate to File-> Properties. As shown below. Enter project title, Author & company.



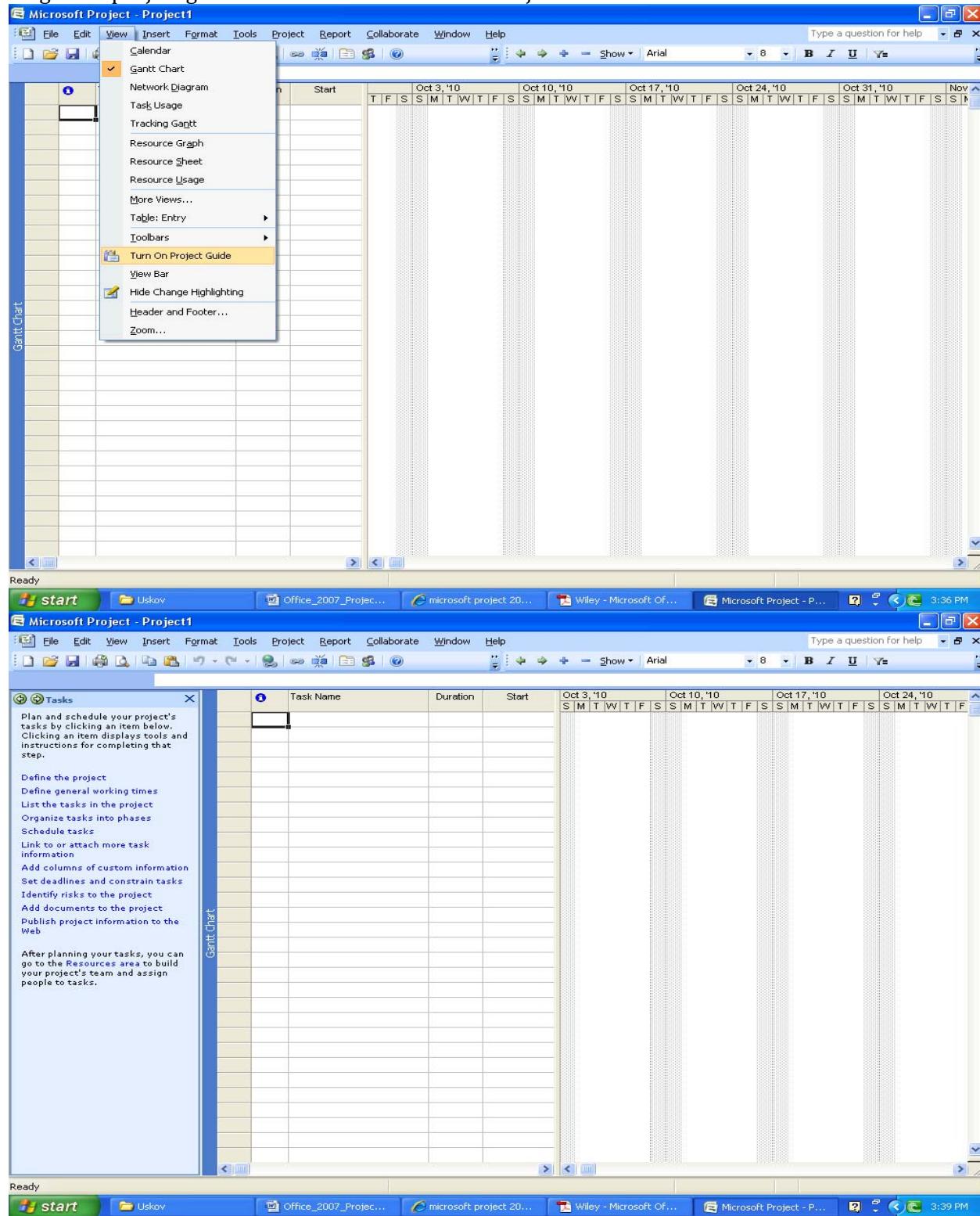
1.3 Entering the Project Start Date

To set a start date for the project. Navigate to Project ->Project Information

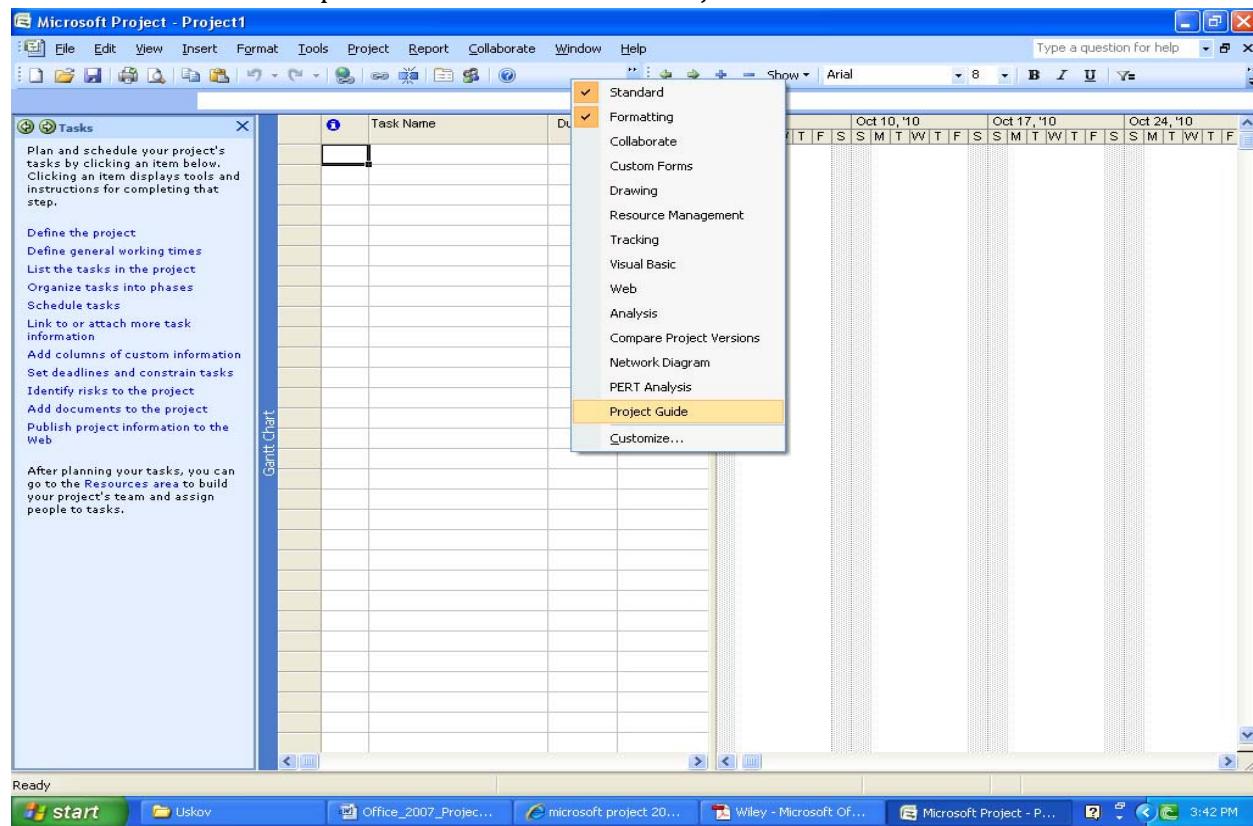


1.4 Project Guide Wizard

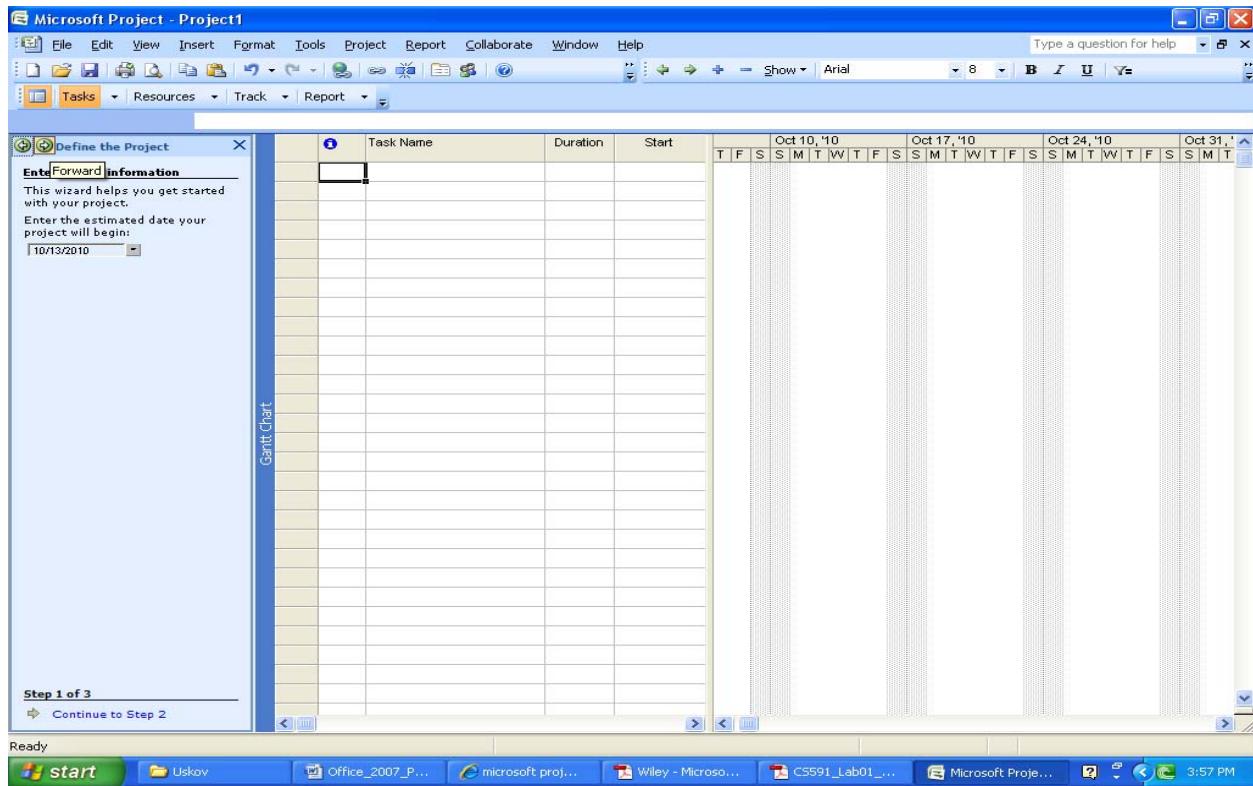
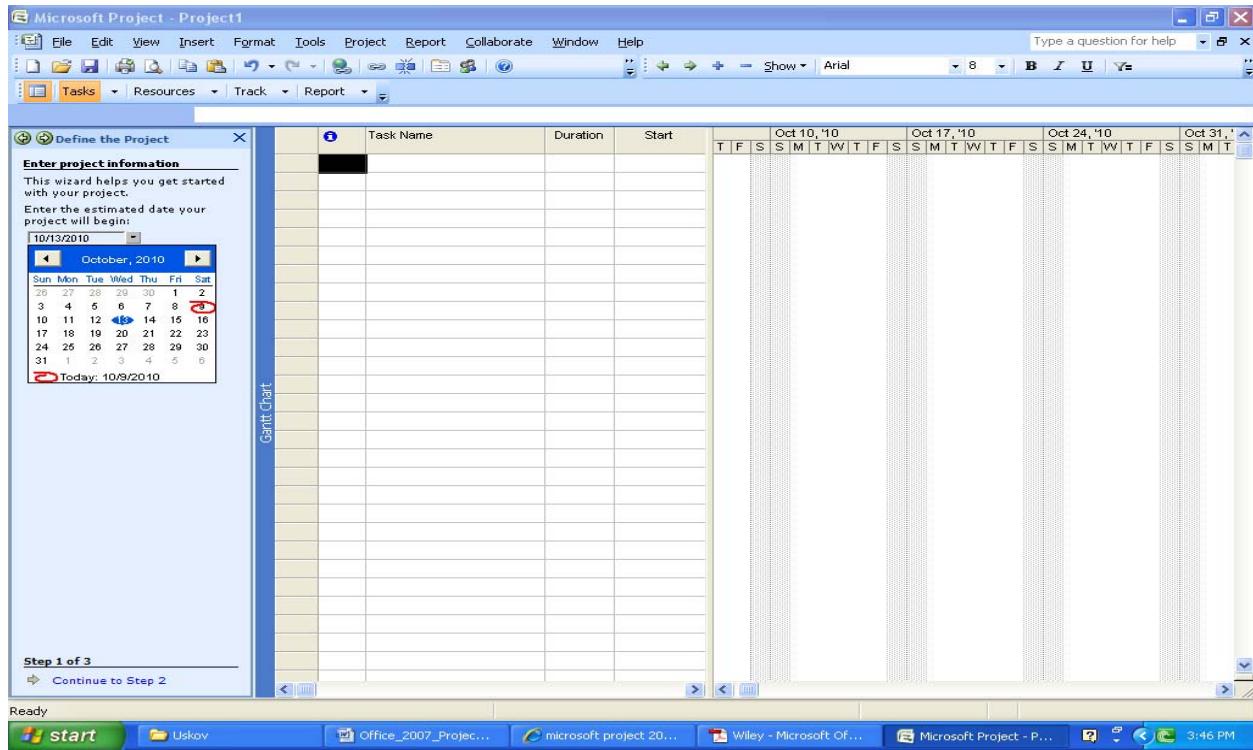
To get the project guide Click on View -> Turn on Project Guide

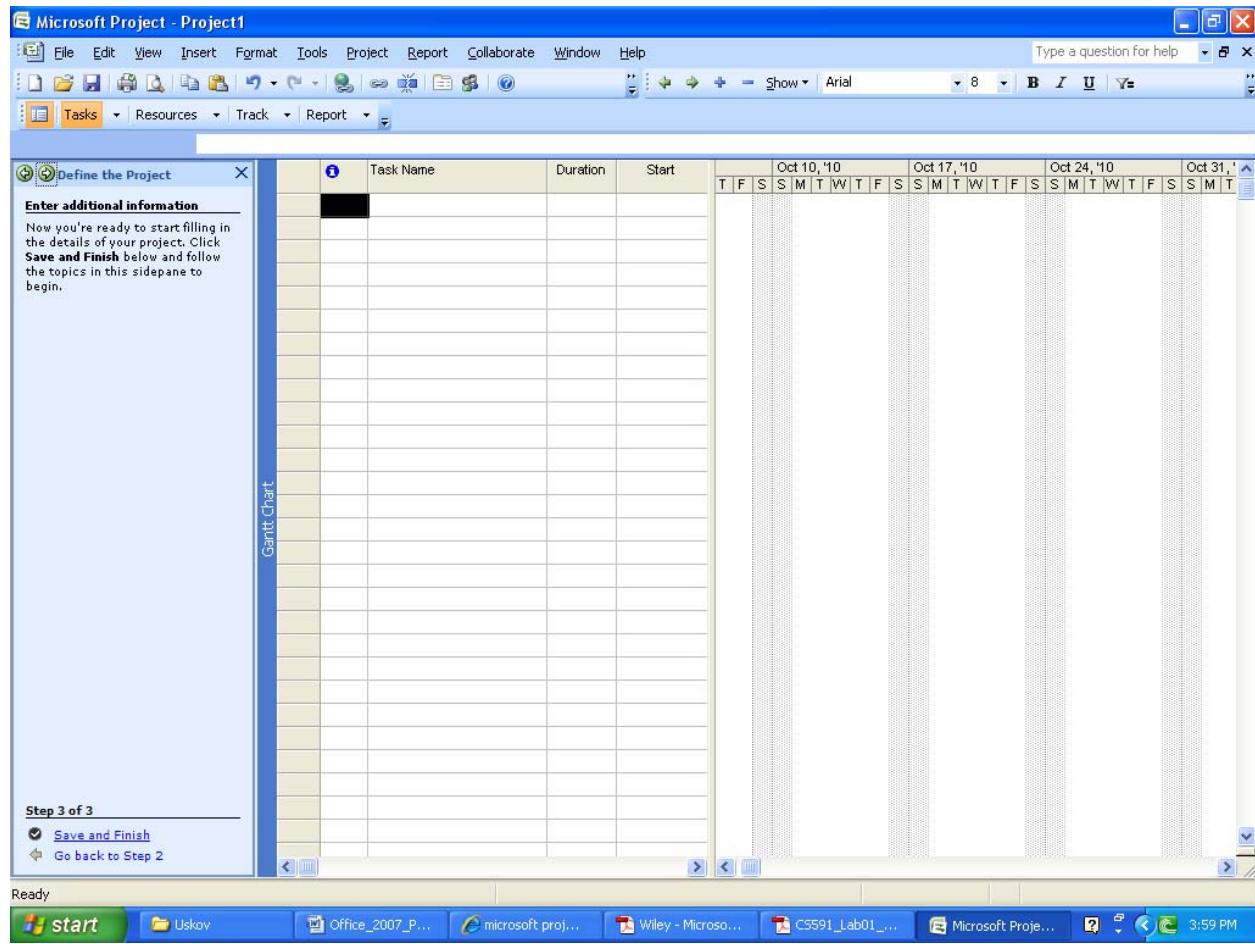
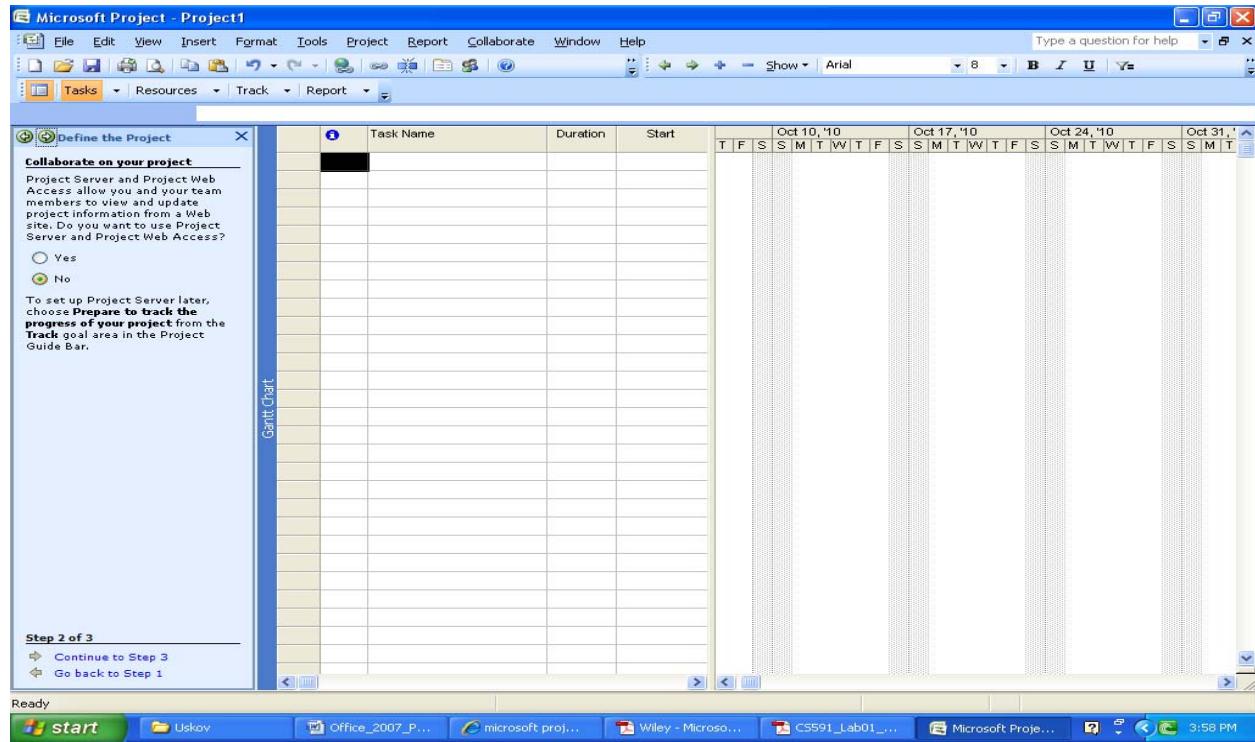


To get the project guide toolbar Click on View-> Toolbars-> Project Guide or right-click anywhere in the toolbar area at the top of the screen and choose Project Guide.

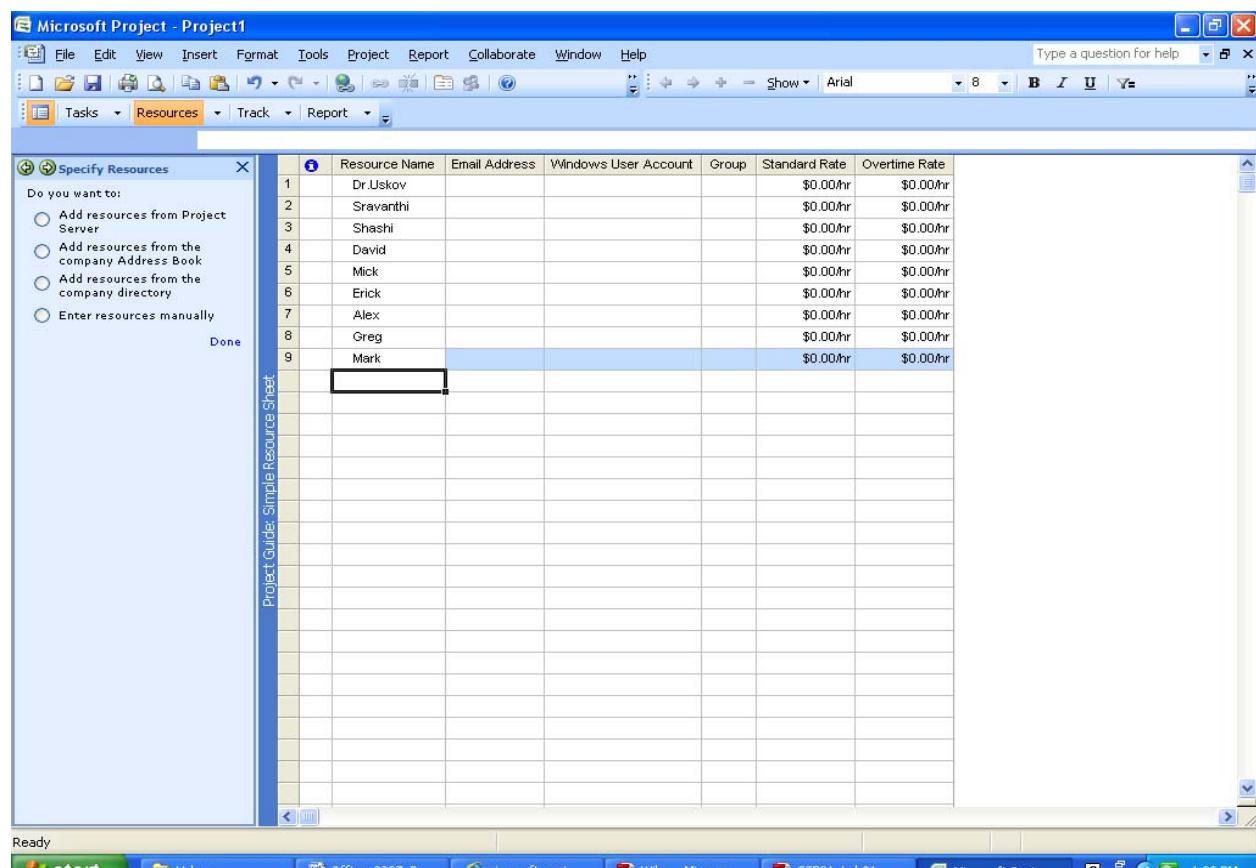
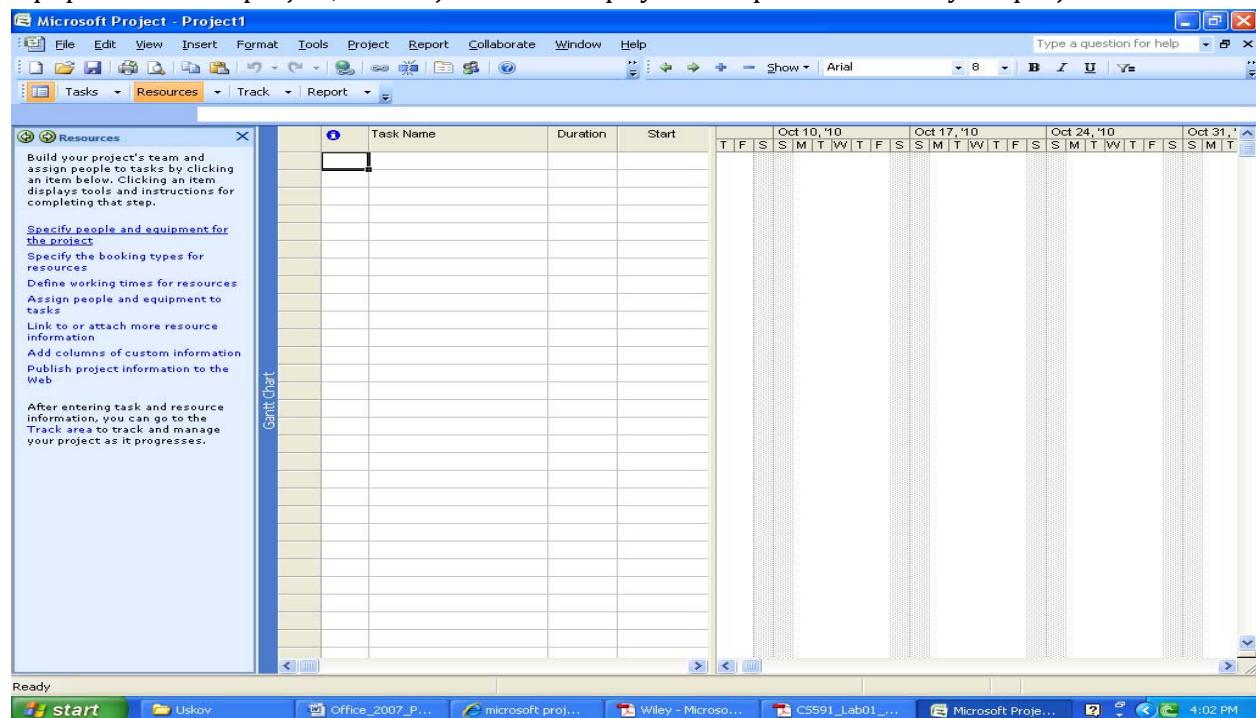


When you click a link in the Project Guide, a wizard starts and walks you through the process that's suggested by the link. For example, if you click the Tasks button on the Project Guide toolbar and then click the Define the project link, a three-step wizard walks you through starting a project.





If you click the Resources button on the Project Guide taskbar and then click Specify people and equipment for the project, the Project Guide helps you set up resources for your project



When you click the Track button on the Project Guide toolbar, you can perform a variety of tasks that are associated with tracking your project, including setting a baseline

The screenshot shows the Microsoft Project 2007 interface. The title bar reads "Microsoft Project - Project1". The ribbon menu is visible with tabs like File, Edit, View, Insert, Format, Tools, Project, Report, Collaborate, Window, and Help. A search bar at the top right says "Type a question for help". The main window has a toolbar with icons for Tasks, Resources, Track, and Report. The "Track" icon is highlighted. On the left, there's a "Project Guide" sidebar titled "Track" with various options like "Save a baseline plan to compare with later versions" and "Check the progress of the project". The main area displays a "Simple Resource Sheet" table with columns: Resource Name, Email Address, Windows User Account, Group, Standard Rate, and Overtime Rate. The table contains 9 rows with names: Dr Uskov, Sravanthi, Shashi, David, Mick, Erick, Alex, Greg, and Mark. All rates are listed as \$0.00/hr. The status bar at the bottom shows "Ready" and the system time as 4:12 PM.

	Resource Name	Email Address	Windows User Account	Group	Standard Rate	Overtime Rate
1	Dr Uskov				\$0.00/hr	\$0.00/hr
2	Sravanthi				\$0.00/hr	\$0.00/hr
3	Shashi				\$0.00/hr	\$0.00/hr
4	David				\$0.00/hr	\$0.00/hr
5	Mick				\$0.00/hr	\$0.00/hr
6	Erick				\$0.00/hr	\$0.00/hr
7	Alex				\$0.00/hr	\$0.00/hr
8	Greg				\$0.00/hr	\$0.00/hr
9	Mark				\$0.00/hr	\$0.00/hr

2 CREATING A BASIC WORK BREAKDOWN STRUCTURE (WBS)

2.1 Entering the List of Tasks

When you click the Task button on the Project Guide toolbar, you can enter the List of Task for your project.

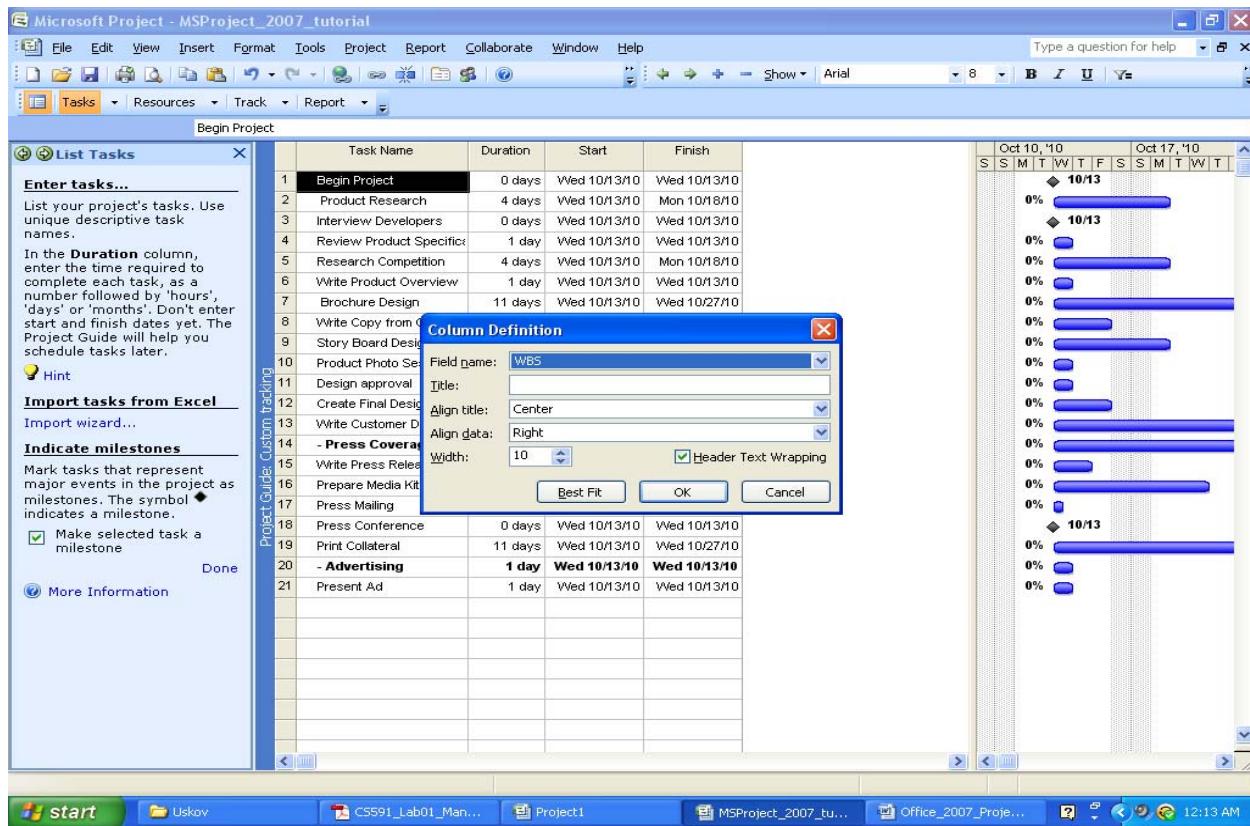
The screenshot shows two instances of Microsoft Project 2007. The top instance is titled 'Project1' and displays the 'List Tasks' dialog box. The dialog box contains sections for 'Enter tasks...', 'Import tasks from Excel', and 'Indicate milestones'. It includes a 'Hint' button, an 'Import wizard...' link, and a 'Done' button. The main workspace shows a Gantt chart with tasks listed in the 'Task Name' column. The tasks are: 1. Begin Project, 2. Product Research, 3. Interview Developers, 4. Review Product Specifics, 5. Research Competition, 6. Write Product Overview, 7. Brochure Design, 8. Write Copy from Overview, 9. Story Board Design, 10. Product Photo Session, 11. Design approval, 12. Create Final Design, 13. Write Customer Document, 14. - Press Coverage, 15. Write Press Releases, 16. Prepare Media Kit, 17. Press Mailing, 18. Press Conference, 19. Print Collateral, 20. - Advertising, and 21. Present Ad. The Gantt chart shows various task durations and start/finish dates. The bottom instance is titled 'MSProject_2007_tutorial' and shows a similar 'List Tasks' dialog with the same set of tasks and Gantt chart. Both instances have a toolbar at the top with buttons like File, Edit, View, Insert, Format, Tools, Project, Report, Collaborate, Window, and Help. The status bar at the bottom indicates 'Ready' and the date '12:08 AM'.

2.2 Inserting a New Column on the Task Sheet

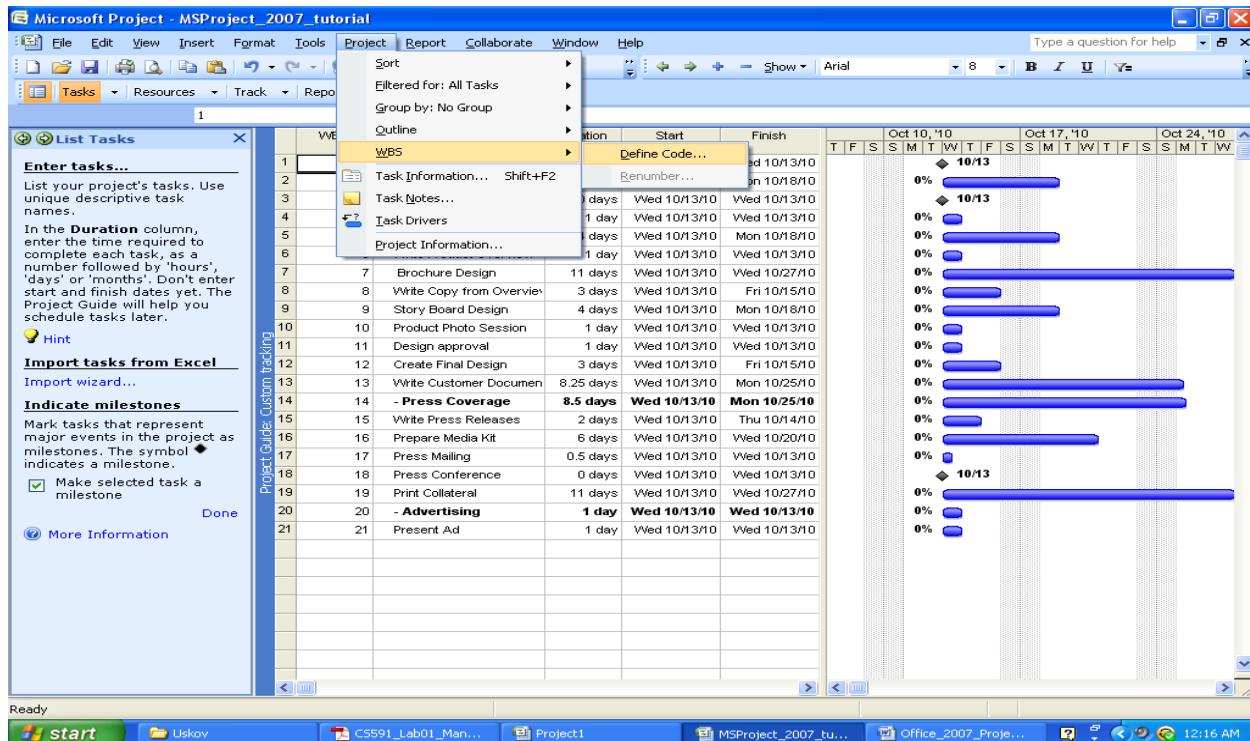
Select Insert->Column->WBS and then click OK.

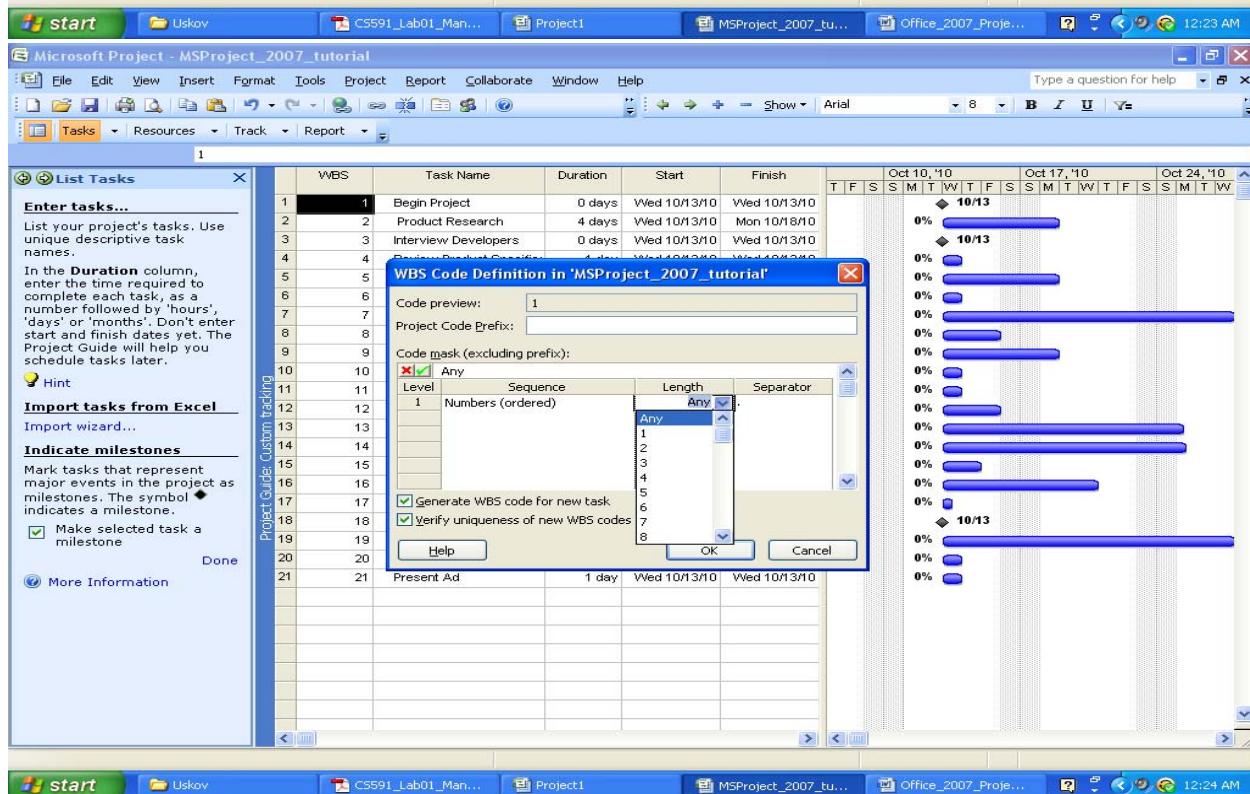
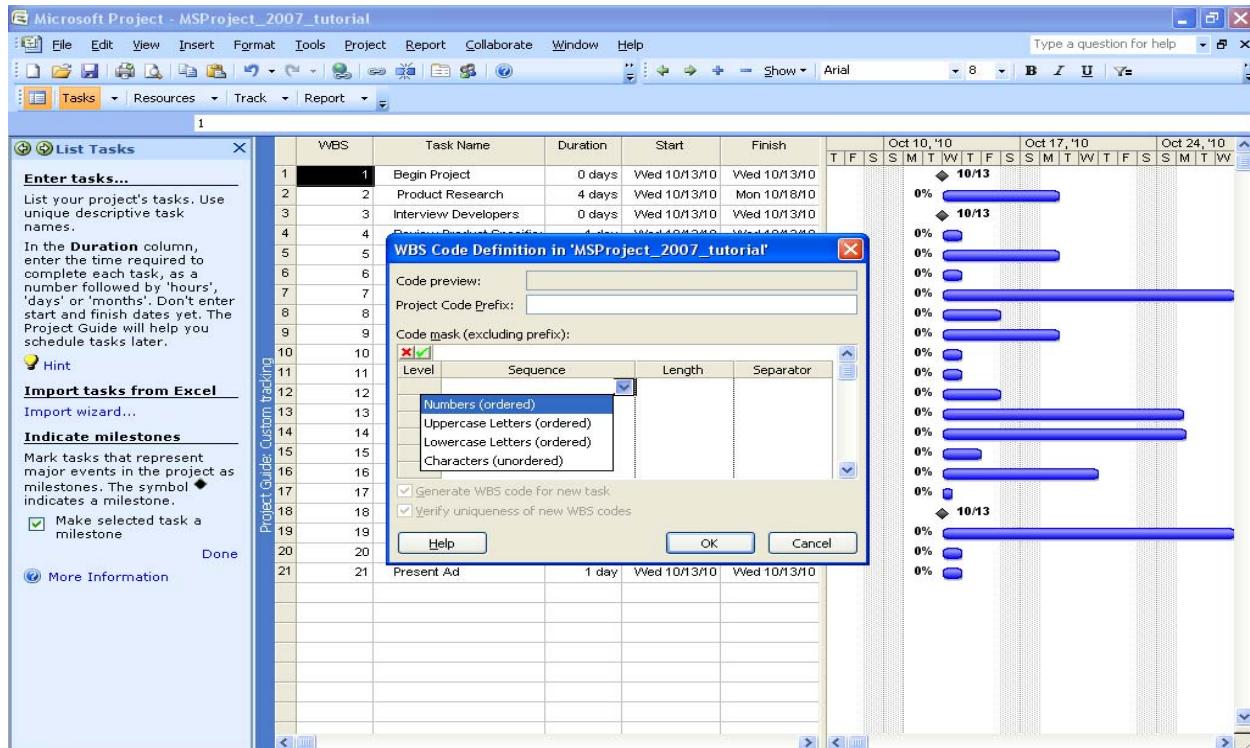
The screenshot shows the Microsoft Project 2007 interface. The 'Insert' menu is open, and 'Column...' is highlighted. The main workspace shows a task list with columns for Task Name, Duration, Start, Finish, and a Gantt chart for the tasks from October 10 to October 17, 2010. The Gantt chart bars are blue and show 0% completion for most tasks.

This screenshot shows the Microsoft Project 2007 interface again, but with a 'Column Definition' dialog box overlaid on the task list. The dialog box has 'Field name:' set to 'ID', 'Width:' set to 'WBS', and 'Title:' set to 'Unique ID'. The task list and Gantt chart are visible in the background.



2.3 Creating a unique WBS Code





Enter the code Prefix as ggg as shown below

Microsoft Project - MSProject_2007_tutorial

File Edit View Insert Format Tools Project Report Collaborate Window Help

Type a question for help

Tasks Resources Track Report

1

List Tasks

Enter tasks...
List your project's tasks. Use unique descriptive task names.

In the **Duration** column, enter the time required to complete each task, as a number followed by 'hours', 'days' or 'months'. Don't enter start and finish dates yet. The Project Guide will help you schedule tasks later.

Hint

Import tasks from Excel

Import wizard...

Indicate milestones
Mark tasks that represent major events in the project as milestones. The symbol ♦ indicates a milestone.

Make selected task a milestone

Done

More Information

WBS

	Task Name	Duration	Start	Finish
1	Begin Project	0 days	Wed 10/13/10	Wed 10/13/10
2	Product Research	4 days	Wed 10/13/10	Mon 10/18/10
3	Interview Developers	0 days	Wed 10/13/10	Wed 10/13/10
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21	Present Ad	1 day	Wed 10/13/10	Wed 10/13/10

WBS Code Definition in 'MSProject_2007_tutorial'

Code preview: ggg1.1.1

Project Code Prefix: ggg

Code mask (excluding prefix):

Level	Sequence	Length	Separator
1	Numbers (ordered)	Any .	
2	Numbers (ordered)	Any .	
3	Numbers (ordered)	Any .	

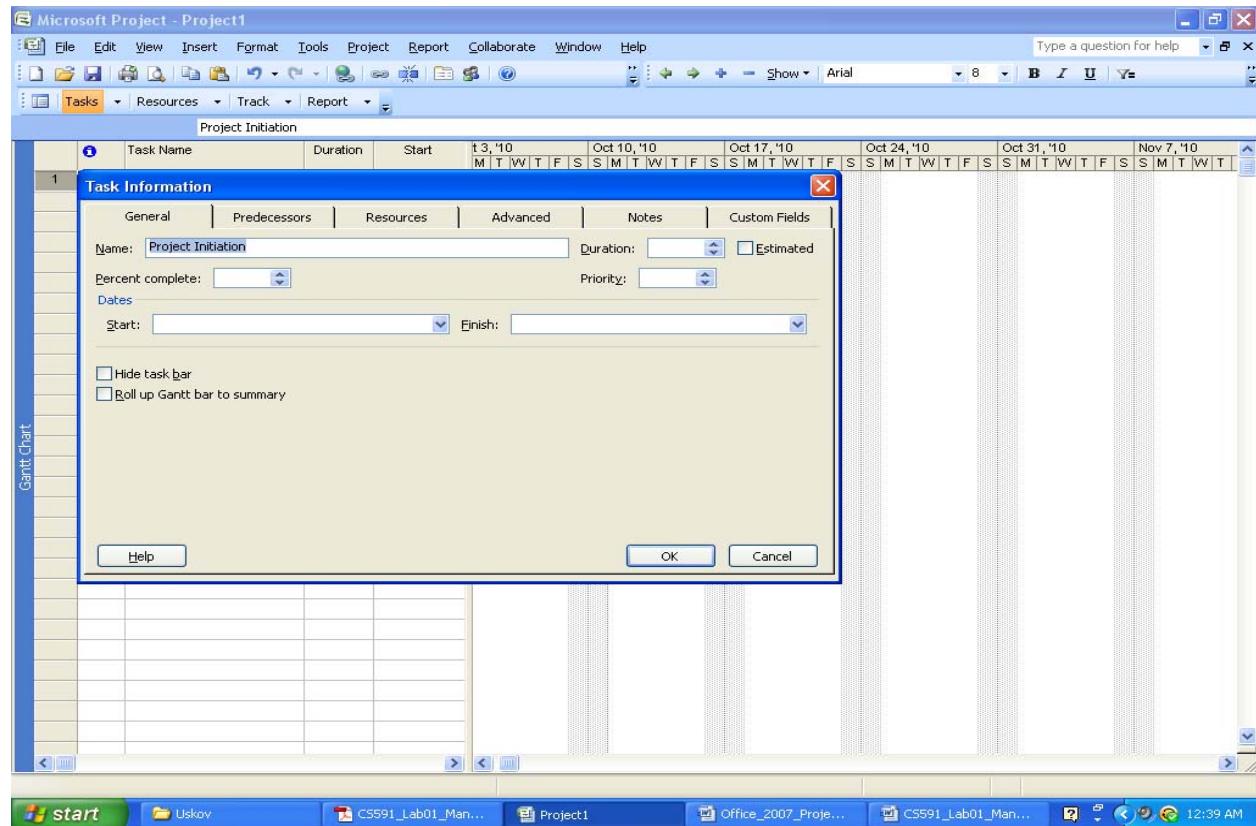
Generate WBS code for new task
 Verify uniqueness of new WBS codes

Help OK Cancel

Oct 10, '10 Oct 11, '10 Oct 12, '10

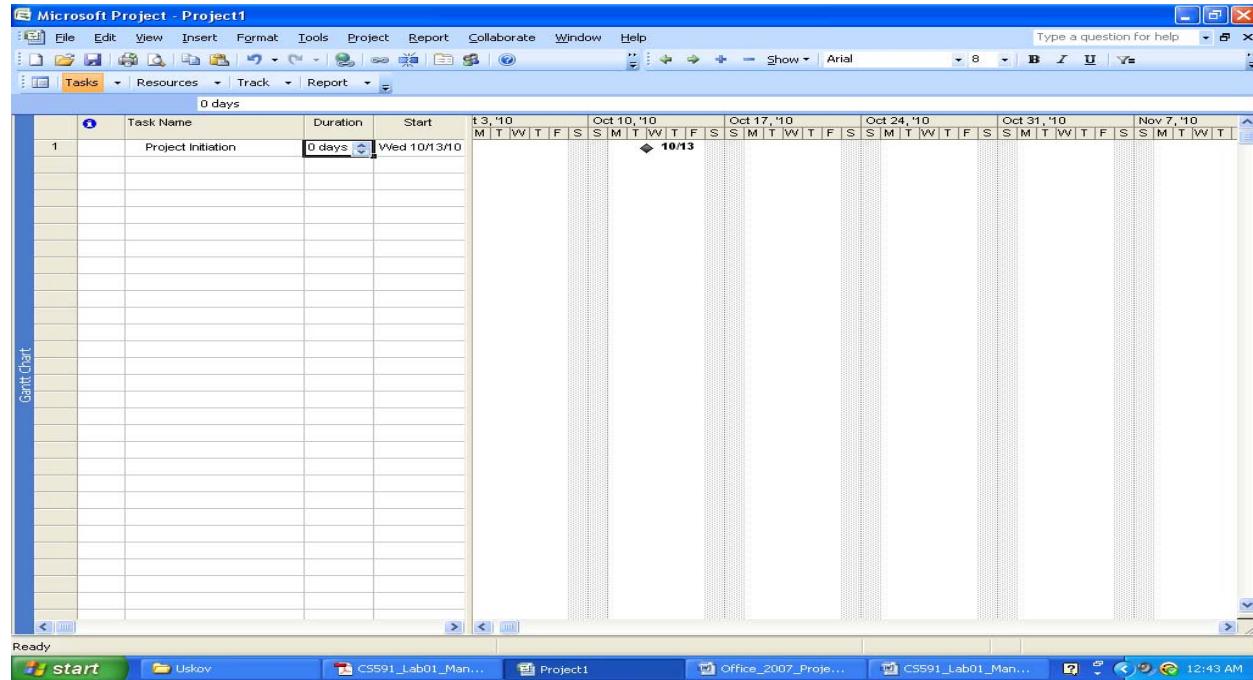
2.4 Entering a Task

Click on Tasks -> Double Click on task name field to show the task information screen.



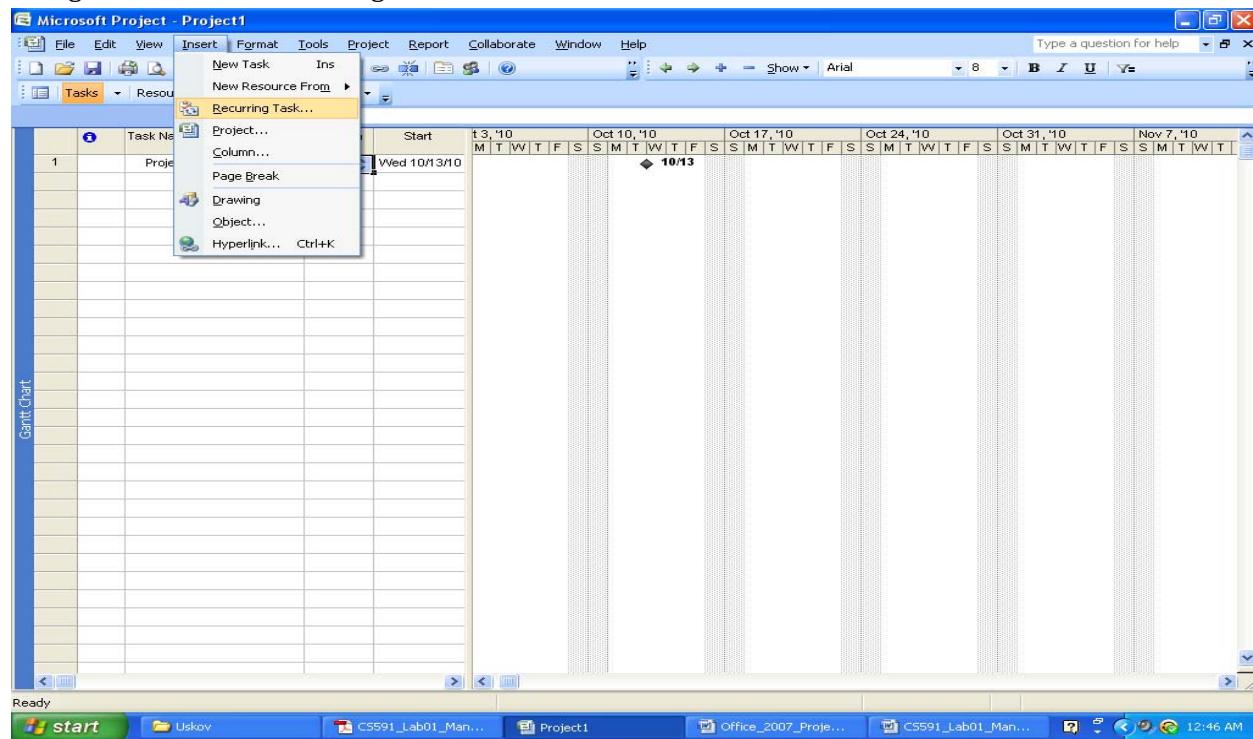
2.5 Making a Milestone

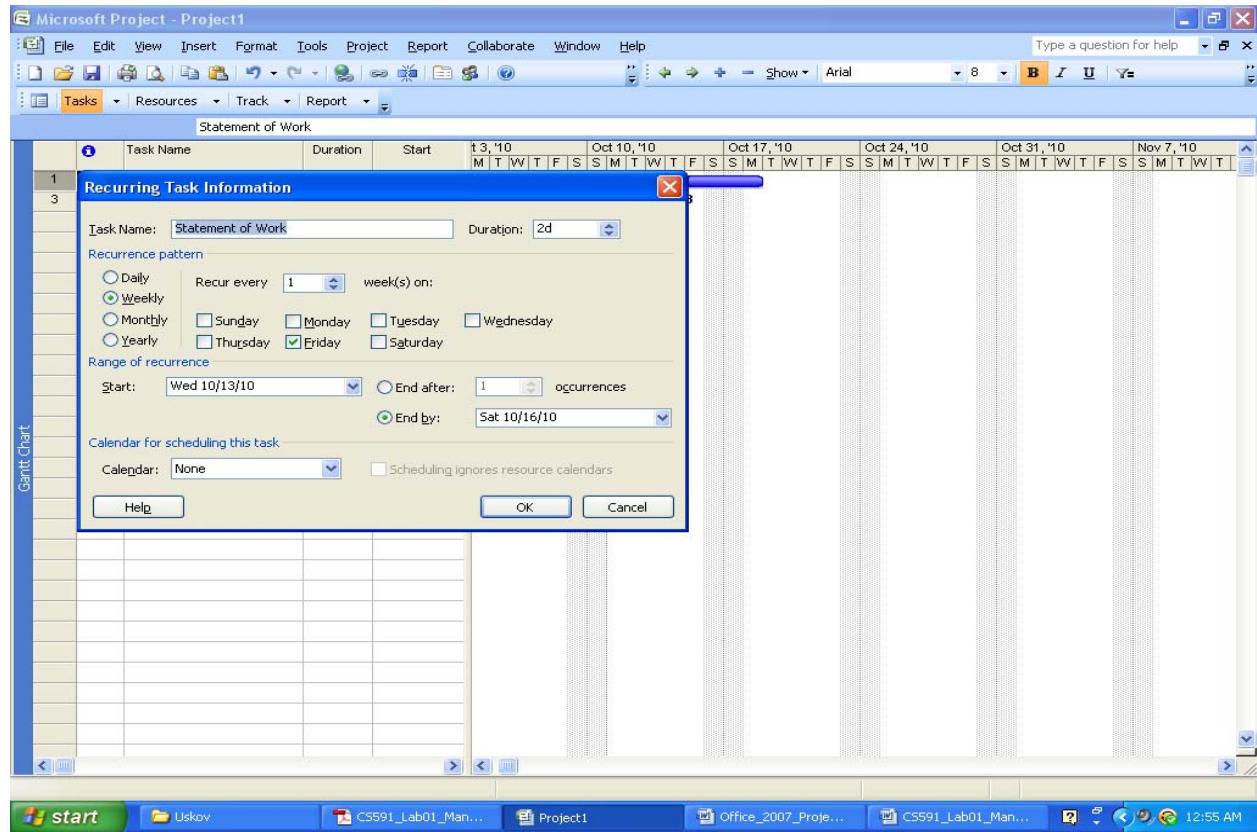
A milestone is a task with zero duration; it is generally used for tracking purposes.



2.6 Entering Recurring Tasks

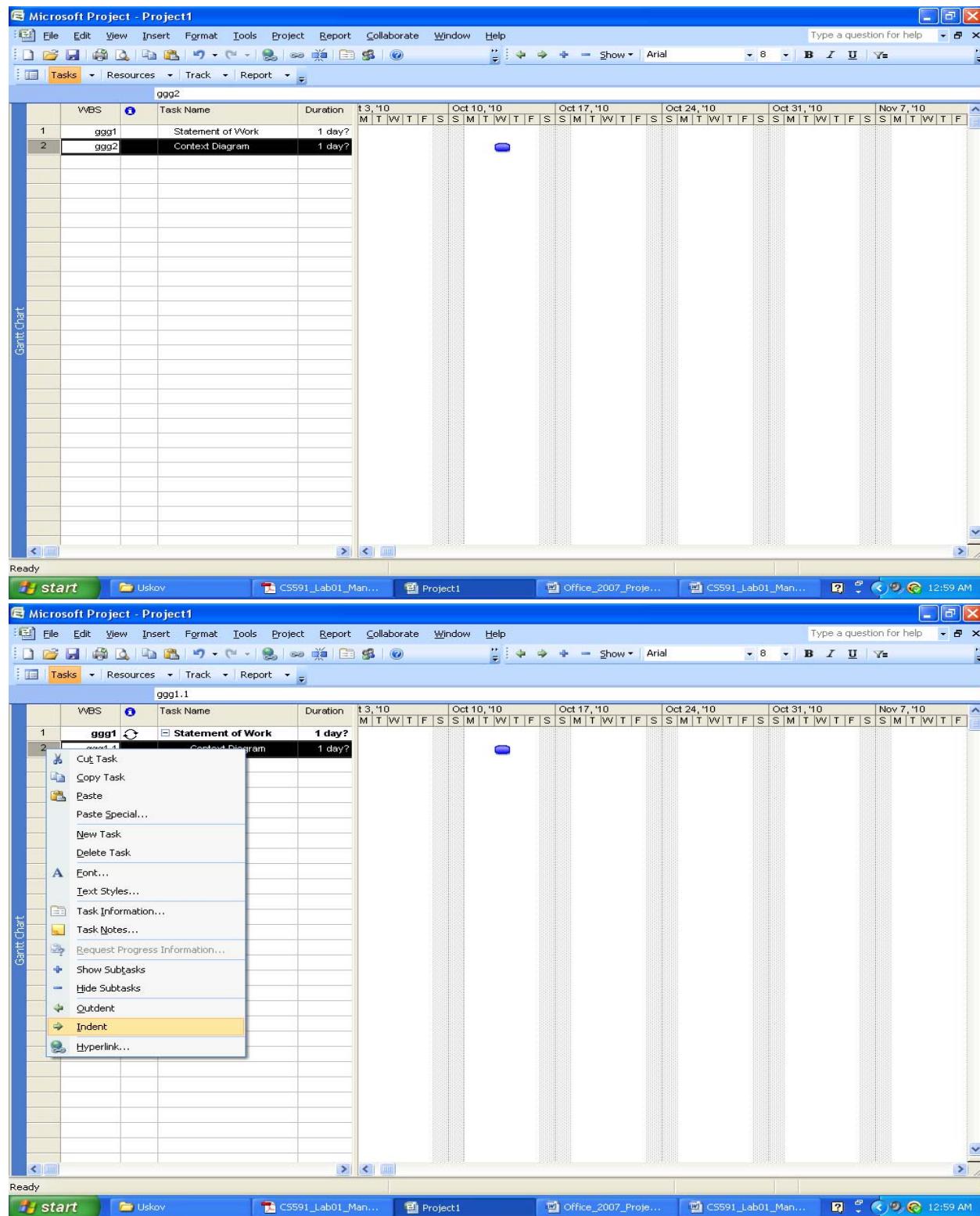
Navigate to Insert->Recurring Task

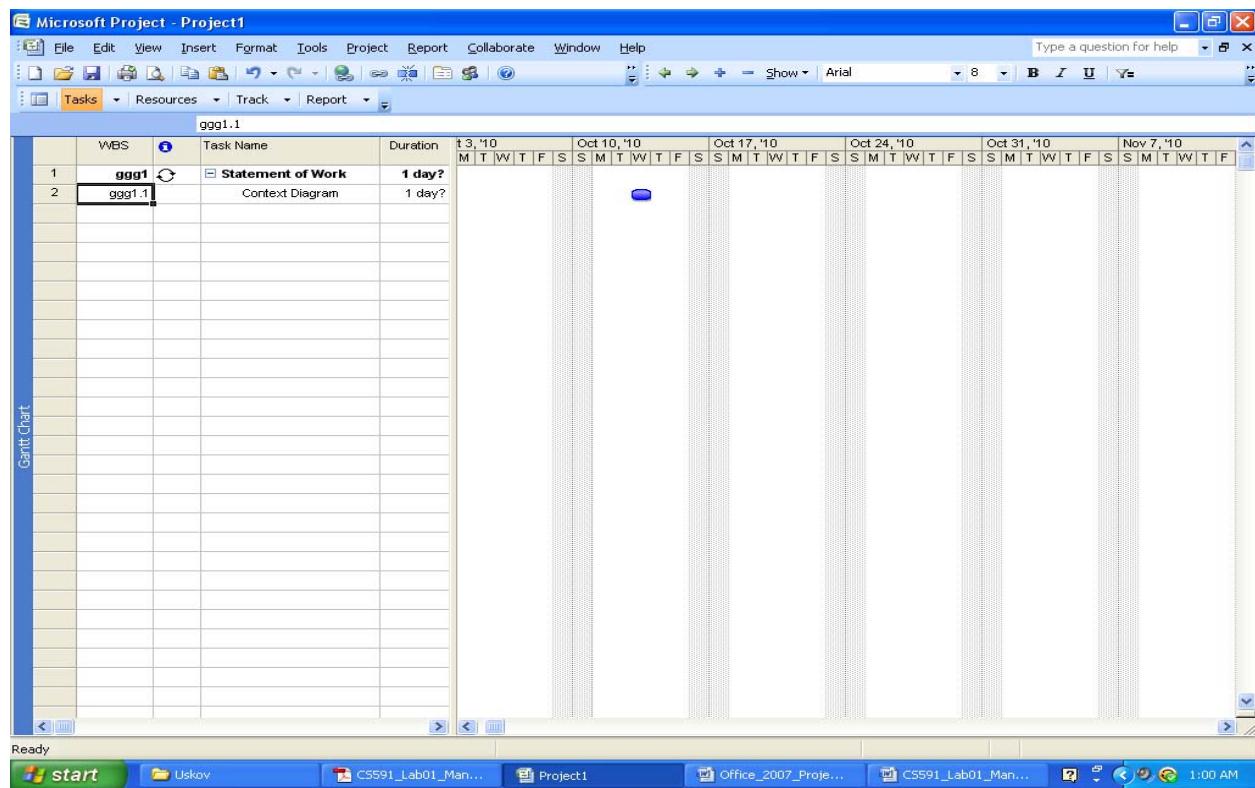




2.7 Creating a Hierarchy of Tasks

Select a task that is to be indented and then click the indent as shown below





2.8 Exercises

Enter the following tasks, in the hierarchy shown here. Do not enter the numbers-just the task names.

	Task No	Task Name	Duration	Predecessors
Column 0	Column 1	Column 2	Column 3	Column 4
1	1	SPM_Project_Team0		
2	1.1	Project Initiation		
3	1.1.1	Develop project charter	5 days	
4	1.1.2	Develop Statement Of Work	7 days	3
5	1.1.3	Develop preliminary scope development	3 days	4
6	1.1.4	Develop preliminary architectural model	4 days	5
7	1.1.5	Project initiation complete	0 days	3, 4, 5, 6
8	1.2	Project plan		
9	1.2.1	Develop scope management plan	1 day	2
10	1.2.2	Develop change management plan	2 days	2
11	1.2.3	Develop initial descriptive budget	10 days	9
12	1.2.4	Develop schedule	2 days	9
13	1.2.5	Develop quality management plan	2 days	2
14	1.2.6	Develop human resource plan	3 days	9
15	1.2.7	Develop risk management plan	2 days	9
16	1.2.8	Project plan complete	0 days	9 – 15
17	1.3	Project Execution		
18	1.3.1	Release 1		
19	1.3.1.1	Analysis phase	18 days	8
20	1.3.1.2	Design phase	15 days	19
21	1.3.1.3	Construction phase	12 days	20
22	1.3.1.4	Validation phase	12 days	21
23	1.3.1.5	Deployment phase	3 days	22
24	1.3.1.6	Closeout	1 day	23
25	1.3.1.7	Release 1 Complete	0 days	24
26	1.3.2	Release 2		
27	1.3.2.1	Analysis phase	9 days	18
28	1.3.2.2	Design phase	7 days	27
29	1.3.2.3	Construction phase	6 days	28
30	1.3.2.4	Validation phase	6 days	29
31	1.3.2.5	Deployment phase	1 day	30
32	1.3.2.6	Closeout	1 day	31
33	1.3.2.7	Release 2 Complete	0 days	32
34	1.3.3	Execution complete	0 days	
35	1.4	Project Closeout	1 day	17

36	1.5	Project Complete	0 days	35
----	-----	------------------	--------	----

Steps to do the above task:

2.8.1 Enter the task name

The screenshot shows the Microsoft Project 2007 interface with a Gantt chart titled "SPM_Project_Team0". The chart lists 29 tasks, each with a duration of 1 day, starting on Wednesday, October 13, 2010. The tasks are categorized into phases: Project Initiation (Tasks 1-18), Project Plan (Tasks 19-21), Analysis phase (Tasks 22-25), Design phase (Tasks 26-27), Construction phase (Tasks 28-29), and Closeout (Task 24). The Gantt chart includes a legend for the week of October 10-17, 2010.

Task Name	Duration	Start	Finish	Predecessor
SPM_Project_Team0	1 day?	Wed 10/13/10	Wed 10/13/10	
Project initiation	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop project charter	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop Statement Of Work	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop preliminary scope development	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop preliminary architectural model	1 day?	Wed 10/13/10	Wed 10/13/10	
Project initiation complete	1 day?	Wed 10/13/10	Wed 10/13/10	
Project plan	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop scope management plan	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop change management plan	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop initial descriptive budget	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop schedule	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop quality management plan	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop human resource plan	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop risk management plan	1 day?	Wed 10/13/10	Wed 10/13/10	
Project plan complete	1 day?	Wed 10/13/10	Wed 10/13/10	
Project Execution	1 day?	Wed 10/13/10	Wed 10/13/10	
Release 1	1 day?	Wed 10/13/10	Wed 10/13/10	
Analysis phase	1 day?	Wed 10/13/10	Wed 10/13/10	
Design phase	1 day?	Wed 10/13/10	Wed 10/13/10	
Construction phase	1 day?	Wed 10/13/10	Wed 10/13/10	
Validation phase	1 day?	Wed 10/13/10	Wed 10/13/10	
Deployment phase	1 day?	Wed 10/13/10	Wed 10/13/10	
Closeout	1 day?	Wed 10/13/10	Wed 10/13/10	
Release 1 Complete	1 day?	Wed 10/13/10	Wed 10/13/10	
Release 2	1 day?	Wed 10/13/10	Wed 10/13/10	
Analysis phase	1 day?	Wed 10/13/10	Wed 10/13/10	
Design phase	1 day?	Wed 10/13/10	Wed 10/13/10	
Construction phase	1 day?	Wed 10/13/10	Wed 10/13/10	

2.8.2 Creating WBS Column

The screenshot shows the Microsoft Project interface with a 'Column Definition' dialog box overlaid on the task list. The task list contains 29 items, each with a duration of 1 day from Wednesday, October 13, 2010, to Wednesday, October 13, 2010. The dialog box is used to define a new column named 'WBS'.

Task Name	Duration	Start	Finish	Predecessor
SPM_Project_Team0	1 day?	Wed 10/13/10	Wed 10/13/10	
Project Initiation	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop project charter	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop Statement Of Work	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop preliminary scope development	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop preliminary architectural model	1 day?	Wed 10/13/10	Wed 10/13/10	
Project initiation complete	1 day?	Wed 10/13/10	Wed 10/13/10	
Project plan	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop change management plan	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop initial descriptive budget	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop schedule	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop quality management plan	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop human resource plan	1 day?	Wed 10/13/10	Wed 10/13/10	
Develop risk management plan	1 day?	Wed 10/13/10	Wed 10/13/10	
Project plan complete	1 day?	Wed 10/13/10	Wed 10/13/10	
Project Execution	1 day?	Wed 10/13/10	Wed 10/13/10	
Release 1	1 day?	Wed 10/13/10	Wed 10/13/10	
Analysis phase	1 day?	Wed 10/13/10	Wed 10/13/10	
Design phase	1 day?	Wed 10/13/10	Wed 10/13/10	
Construction phase	1 day?	Wed 10/13/10	Wed 10/13/10	
Validation phase	1 day?	Wed 10/13/10	Wed 10/13/10	
Deployment phase	1 day?	Wed 10/13/10	Wed 10/13/10	
Closeout	1 day?	Wed 10/13/10	Wed 10/13/10	
Release 1 Complete	1 day?	Wed 10/13/10	Wed 10/13/10	
Release 2	1 day?	Wed 10/13/10	Wed 10/13/10	
Analysis phase	1 day?	Wed 10/13/10	Wed 10/13/10	
Design phase	1 day?	Wed 10/13/10	Wed 10/13/10	
Construction phase	1 day?	Wed 10/13/10	Wed 10/13/10	

The screenshot shows the Microsoft Project interface with the 'WBS' column successfully added as the first column in the task list. The task list now includes the 'WBS' column, which contains values 1 through 29. The other columns remain the same: Task Name, Duration, Start, Finish, Predecessor, and the standard Gantt chart columns (M, T, W, T, F, S, M, T, W).

WBS	Task Name	Duration	Start	Finish	Predecessor	M	T	W	T	F	S	M	T	W
1	SPM_Project_Team0	1 day?	Wed 10/13/10	Wed 10/13/10										
2	Project Initiation	1 day?	Wed 10/13/10	Wed 10/13/10										
3	Develop project charter	1 day?	Wed 10/13/10	Wed 10/13/10										
4	Develop Statement Of Work	1 day?	Wed 10/13/10	Wed 10/13/10										
5	Develop preliminary scope development	1 day?	Wed 10/13/10	Wed 10/13/10										
6	Develop preliminary architectural model	1 day?	Wed 10/13/10	Wed 10/13/10										
7	Project initiation complete	1 day?	Wed 10/13/10	Wed 10/13/10										
8	Project plan	1 day?	Wed 10/13/10	Wed 10/13/10										
9	Develop scope management plan	1 day?	Wed 10/13/10	Wed 10/13/10										
10	Develop change management plan	1 day?	Wed 10/13/10	Wed 10/13/10										
11	Develop initial descriptive budget	1 day?	Wed 10/13/10	Wed 10/13/10										
12	Develop schedule	1 day?	Wed 10/13/10	Wed 10/13/10										
13	Develop quality management plan	1 day?	Wed 10/13/10	Wed 10/13/10										
14	Develop human resource plan	1 day?	Wed 10/13/10	Wed 10/13/10										
15	Develop risk management plan	1 day?	Wed 10/13/10	Wed 10/13/10										
16	Project plan complete	1 day?	Wed 10/13/10	Wed 10/13/10										
17	Project Execution	1 day?	Wed 10/13/10	Wed 10/13/10										
18	Release 1	1 day?	Wed 10/13/10	Wed 10/13/10										
19	Analysis phase	1 day?	Wed 10/13/10	Wed 10/13/10										
20	Design phase	1 day?	Wed 10/13/10	Wed 10/13/10										
21	Construction phase	1 day?	Wed 10/13/10	Wed 10/13/10										
22	Validation phase	1 day?	Wed 10/13/10	Wed 10/13/10										
23	Deployment phase	1 day?	Wed 10/13/10	Wed 10/13/10										
24	Closeout	1 day?	Wed 10/13/10	Wed 10/13/10										
25	Release 1 Complete	1 day?	Wed 10/13/10	Wed 10/13/10										
26	Release 2	1 day?	Wed 10/13/10	Wed 10/13/10										
27	Analysis phase	1 day?	Wed 10/13/10	Wed 10/13/10										
28	Design phase	1 day?	Wed 10/13/10	Wed 10/13/10										
29	Construction phase	1 day?	Wed 10/13/10	Wed 10/13/10										

2.8.3 Creating Hierarchy of tasks

Microsoft Project - Exercise1

File Edit View Insert Format Tools Project Report Collaborate Window Help

Tasks Resources Track Report

Tasks

WBS Task Name Duration Start Finish t 10, '10 M T W T F S S M T W

1	1	SPM_Project_Team0	1 day?	Wed 10/13/10	Wed 10/13/10							
2	2	Project Initiation	1 day?	Wed 10/13/10	Wed 10/13/10							
		Cut Task	1 day?	Wed 10/13/10	Wed 10/13/10							
		Copy Task	1 day?	Wed 10/13/10	Wed 10/13/10							
		Paste	1 day?	Wed 10/13/10	Wed 10/13/10							
		Paste Special...	1 day?	Wed 10/13/10	Wed 10/13/10							
		Complete	1 day?	Wed 10/13/10	Wed 10/13/10							
		New Task	1 day?	Wed 10/13/10	Wed 10/13/10							
		Delete Task	1 day?	Wed 10/13/10	Wed 10/13/10							
		Font...	1 day?	Wed 10/13/10	Wed 10/13/10							
		Text Styles...	1 day?	Wed 10/13/10	Wed 10/13/10							
		Task Information...	1 day?	Wed 10/13/10	Wed 10/13/10							
		Task Notes...	1 day?	Wed 10/13/10	Wed 10/13/10							
		Request Progress Information...	1 day?	Wed 10/13/10	Wed 10/13/10							
		Show Subtasks	1 day?	Wed 10/13/10	Wed 10/13/10							
		Hide Subtasks	1 day?	Wed 10/13/10	Wed 10/13/10							
		Outdent	1 day?	Wed 10/13/10	Wed 10/13/10							
		Indent	1 day?	Wed 10/13/10	Wed 10/13/10							
		Hyperlink...	1 day?	Wed 10/13/10	Wed 10/13/10							
23	23	Deployment phase	1 day?	Wed 10/13/10	Wed 10/13/10							
24	24	Closeout	1 day?	Wed 10/13/10	Wed 10/13/10							
25	25	Release 1 Complete	1 day?	Wed 10/13/10	Wed 10/13/10							
26	26	Release 2	1 day?	Wed 10/13/10	Wed 10/13/10							
27	27	Analysis phase	1 day?	Wed 10/13/10	Wed 10/13/10							
28	28	Design phase	1 day?	Wed 10/13/10	Wed 10/13/10							
29	29	Construction phase	1 day?	Wed 10/13/10	Wed 10/13/10							

Ready

start Uskov CS591_Lab01_Man... Office_2007_Proje... CS591_Lab01_Man... Microsoft Project - ... 1:27 AM

Microsoft Project - Exercise1

File Edit View Insert Format Tools Project Report Collaborate Window Help

Type a question for help

Tasks Resources Track Report

WBS Task Name Duration Start Finish

1	1	SPM_Project_Team0	1 day?	Wed 10/13/10	Wed 10/13/10
2	1.1	Project Initiation	1 day?	Wed 10/13/10	Wed 10/13/10
3	1.2	Develop project charter	1 day?	Wed 10/13/10	Wed 10/13/10
4	1.3	Develop Statement Of Work	1 day?	Wed 10/13/10	Wed 10/13/10
5	1.4	Develop preliminary scope development	1 day?	Wed 10/13/10	Wed 10/13/10
6	1.5	Develop preliminary architectural model	1 day?	Wed 10/13/10	Wed 10/13/10
7	1.6	Project initiation complete	1 day?	Wed 10/13/10	Wed 10/13/10
28	27	Design phase	1 day?	Wed 10/13/10	Wed 10/13/10
29	28	Construction phase	1 day?	Wed 10/13/10	Wed 10/13/10

Cut Task Copy Task Paste Paste Special... New Task Delete Task A. Font... Text Styles... Task Information... Task Notes... Request Progress Information... Show Subtasks Hide Subtasks Outdent Indent Hyperlink...

Gantt Chart

t10, '10 M T W T F S S M T W Oct 17, '10

Microsoft Project - Exercise1

File Edit View Insert Format Tools Project Report Collaborate Window Help

Type a question for help

Tasks Resources Track Report

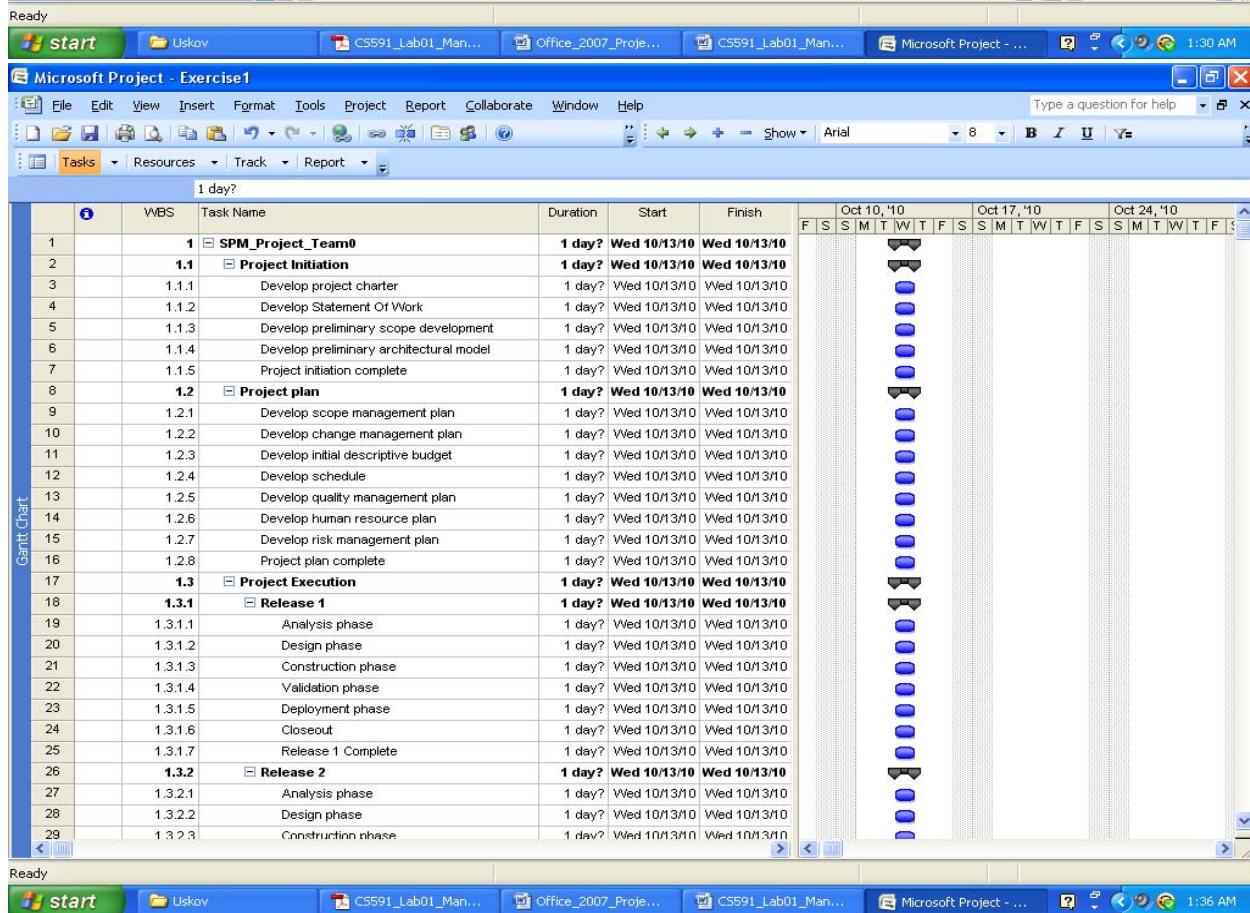
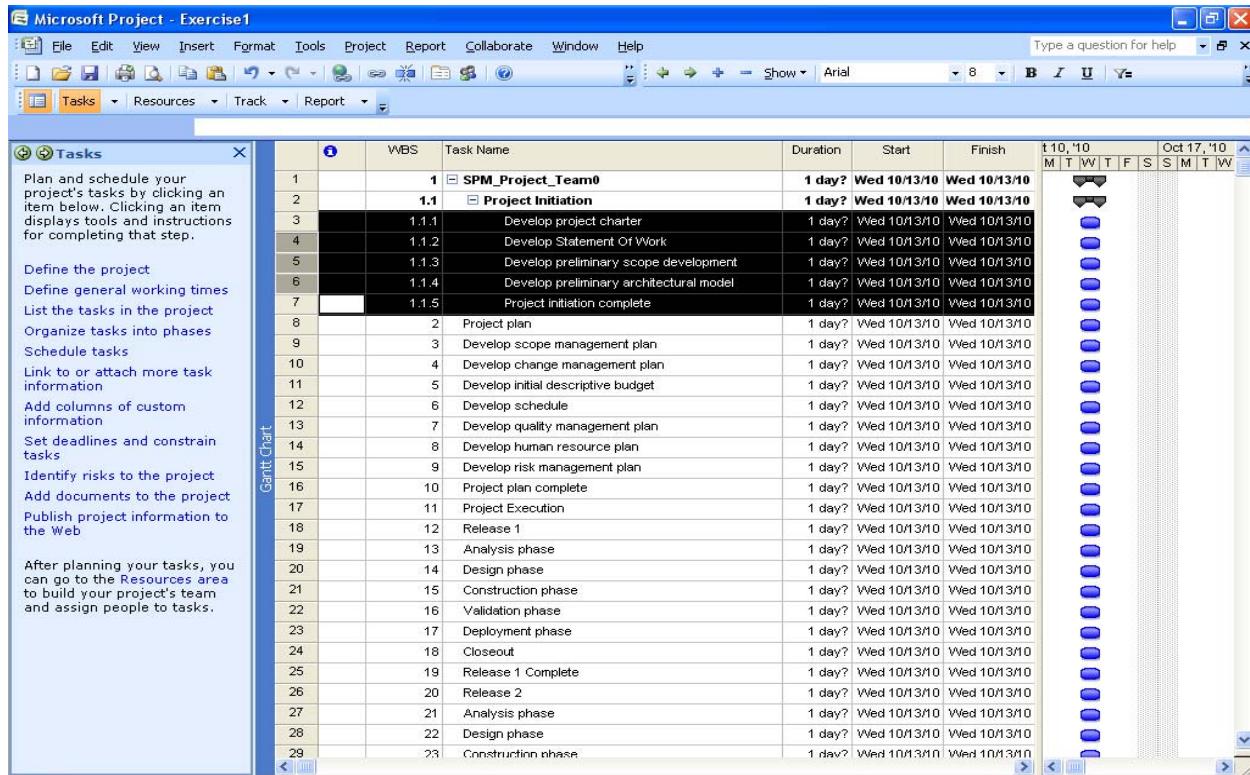
WBS Task Name Duration Start Finish

1	1	SPM_Project_Team0	1 day?	Wed 10/13/10	Wed 10/13/10
2	1.1	Project Initiation	1 day?	Wed 10/13/10	Wed 10/13/10
3	1.2	Develop project charter	1 day?	Wed 10/13/10	Wed 10/13/10
4	1.3	Develop Statement Of Work	1 day?	Wed 10/13/10	Wed 10/13/10
5	1.4	Develop preliminary scope development	1 day?	Wed 10/13/10	Wed 10/13/10
6	1.5	Develop preliminary architectural model	1 day?	Wed 10/13/10	Wed 10/13/10
7	1.6	Project initiation complete	1 day?	Wed 10/13/10	Wed 10/13/10
28	22	Design phase	1 day?	Wed 10/13/10	Wed 10/13/10
29	23	Construction phase	1 day?	Wed 10/13/10	Wed 10/13/10

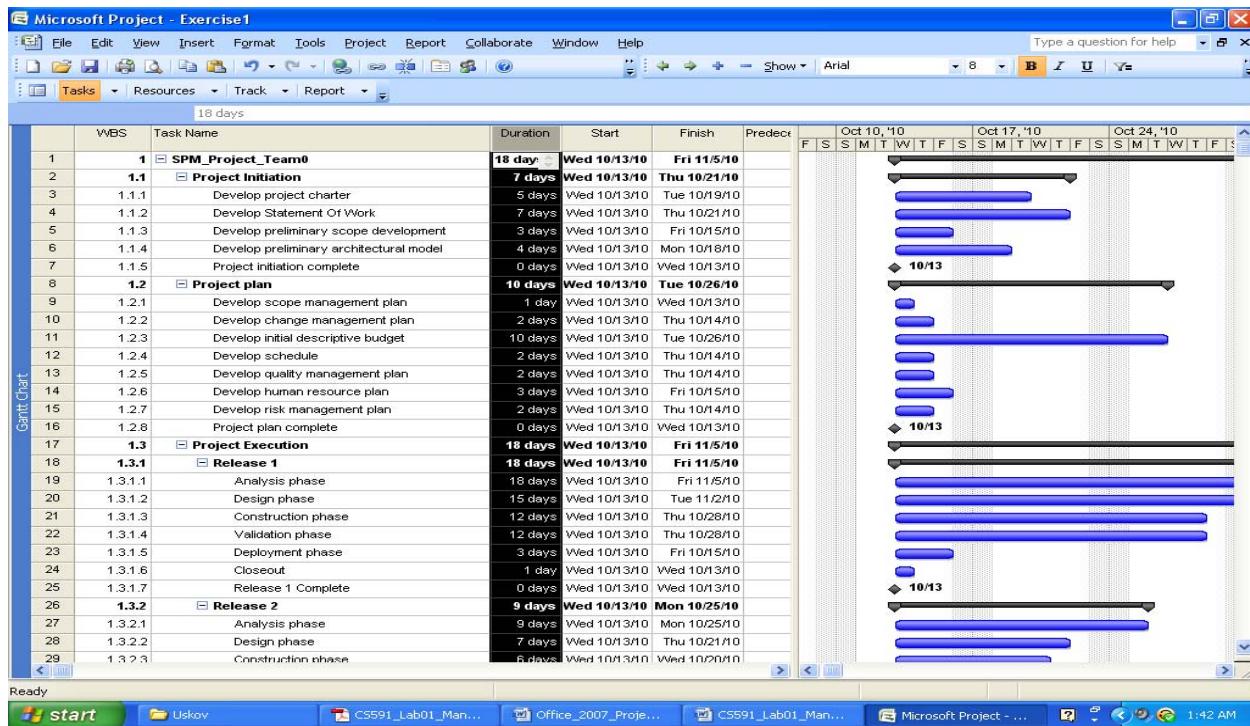
Cut Task Copy Task Paste Paste Special... New Task Delete Task A. Font... Text Styles... Task Information... Task Notes... Request Progress Information... Show Subtasks Hide Subtasks Outdent Indent Hyperlink...

Gantt Chart

t10, '10 M T W T F S S M T W Oct 17, '10

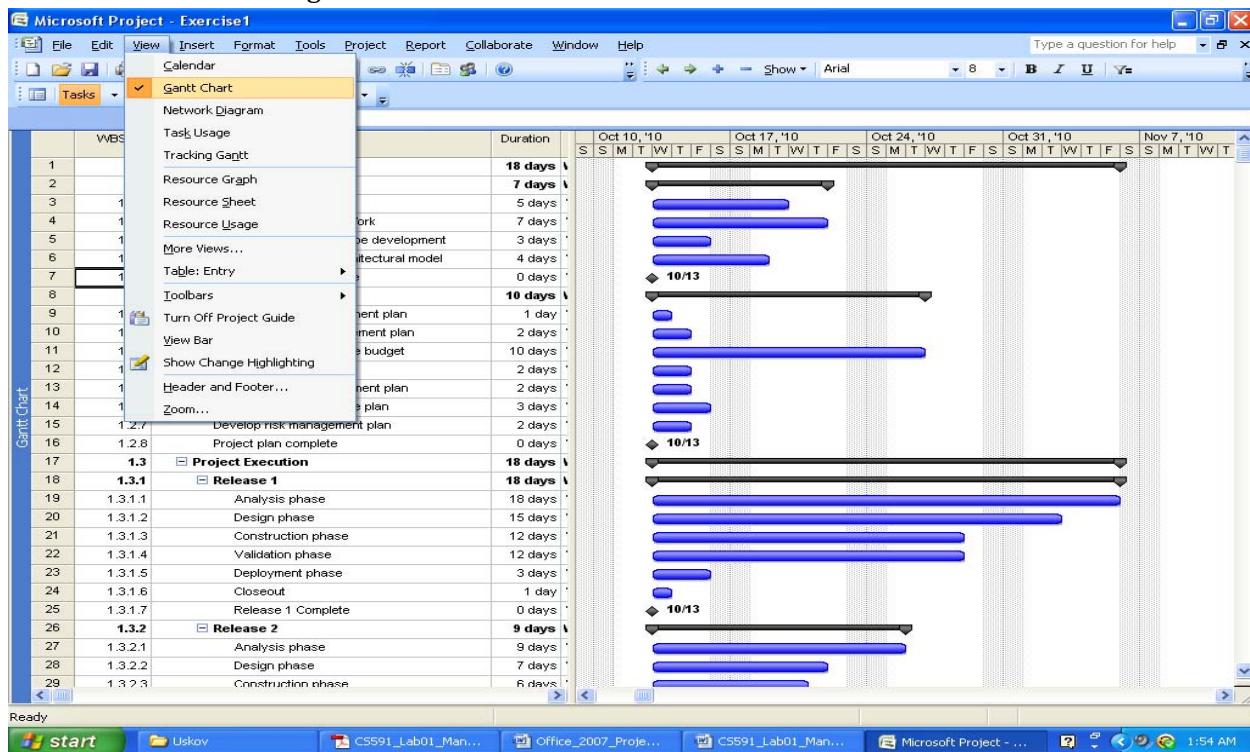


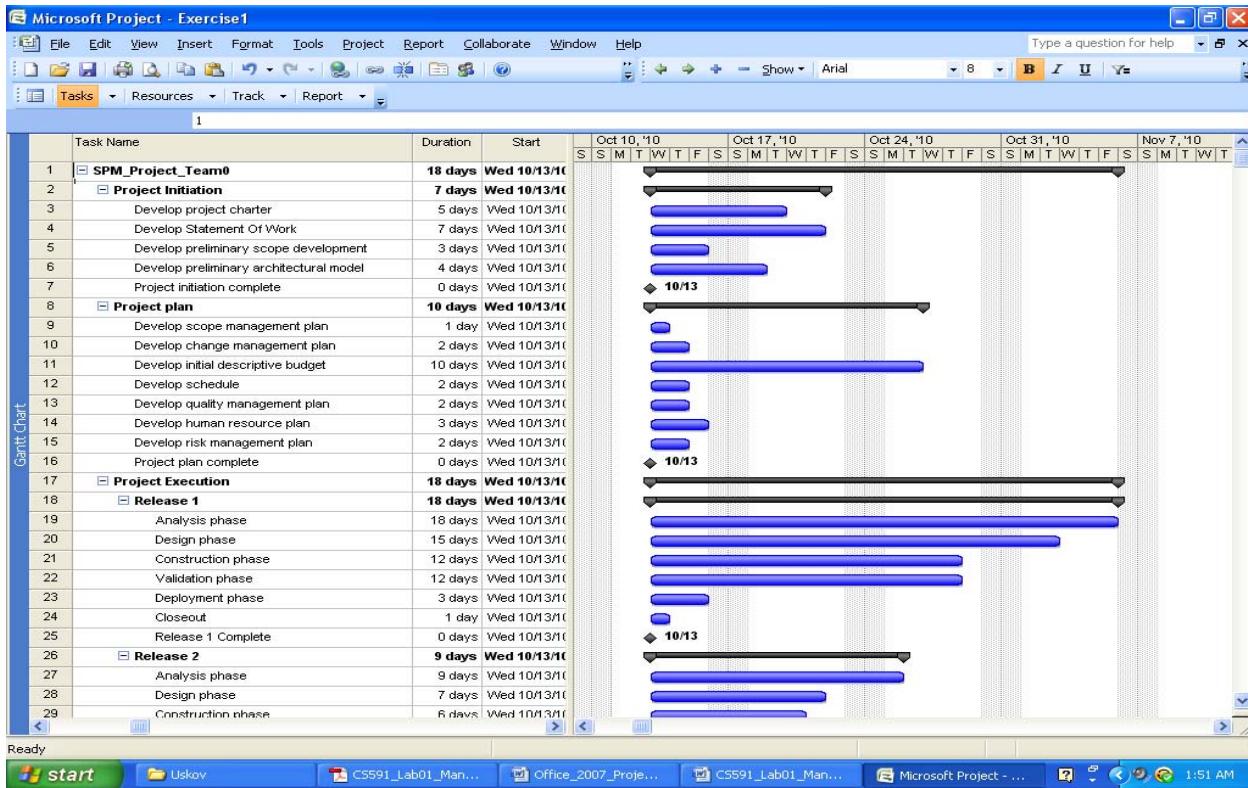
2.8.4 Entering the duration of the task



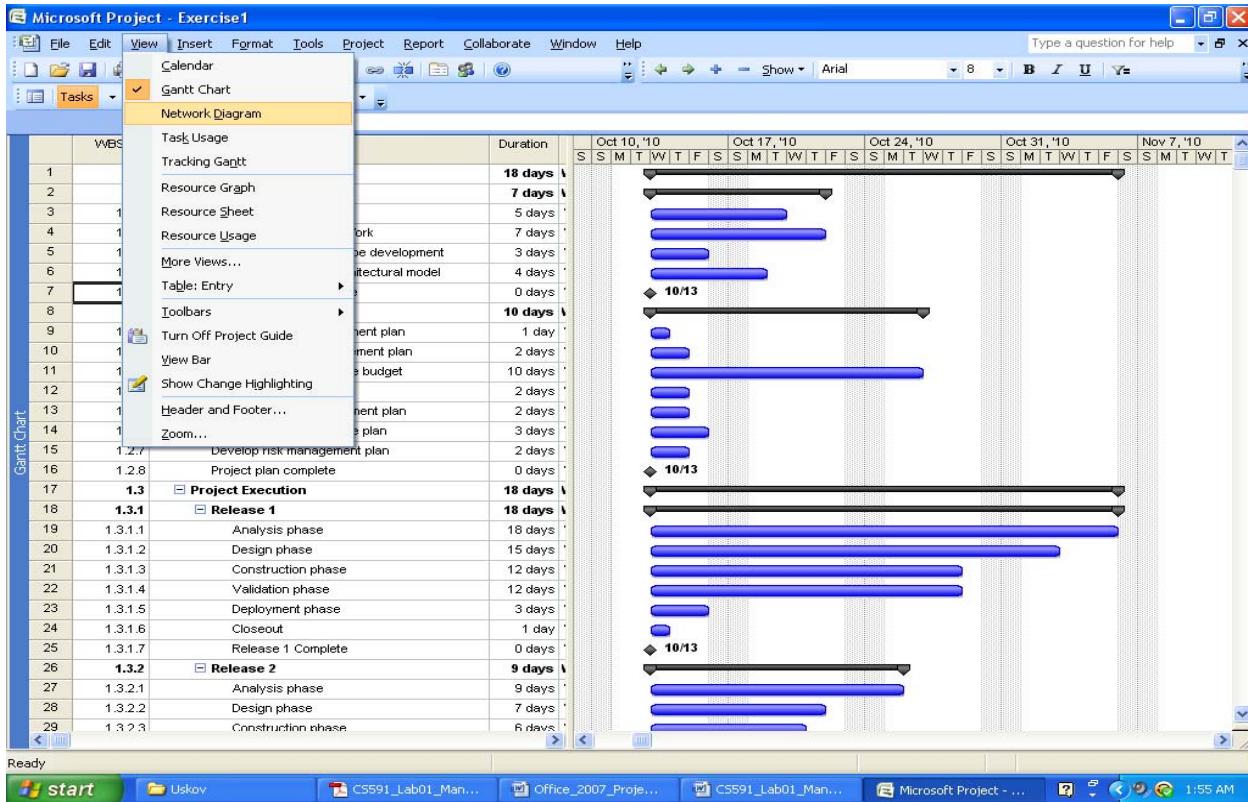
2.8.5 Gantt Diagram

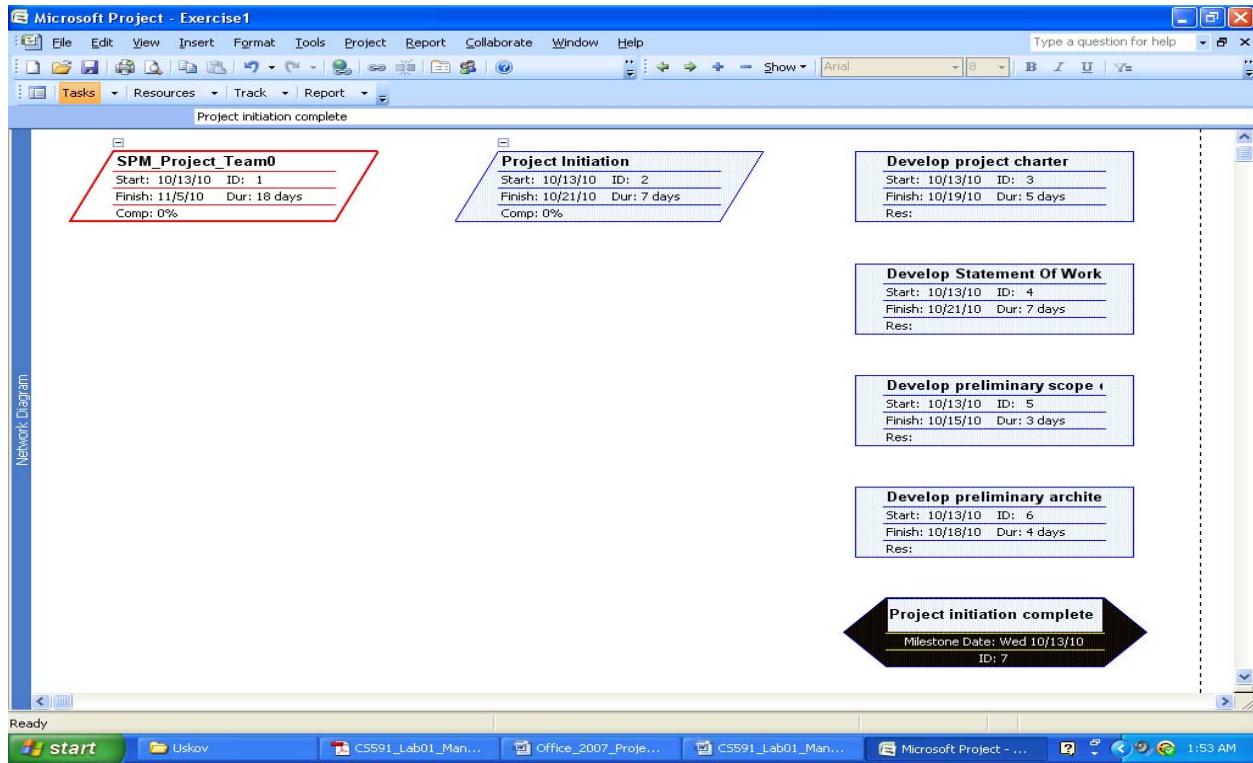
Select View -> Gantt Diagram





2.8.6 Network Diagram

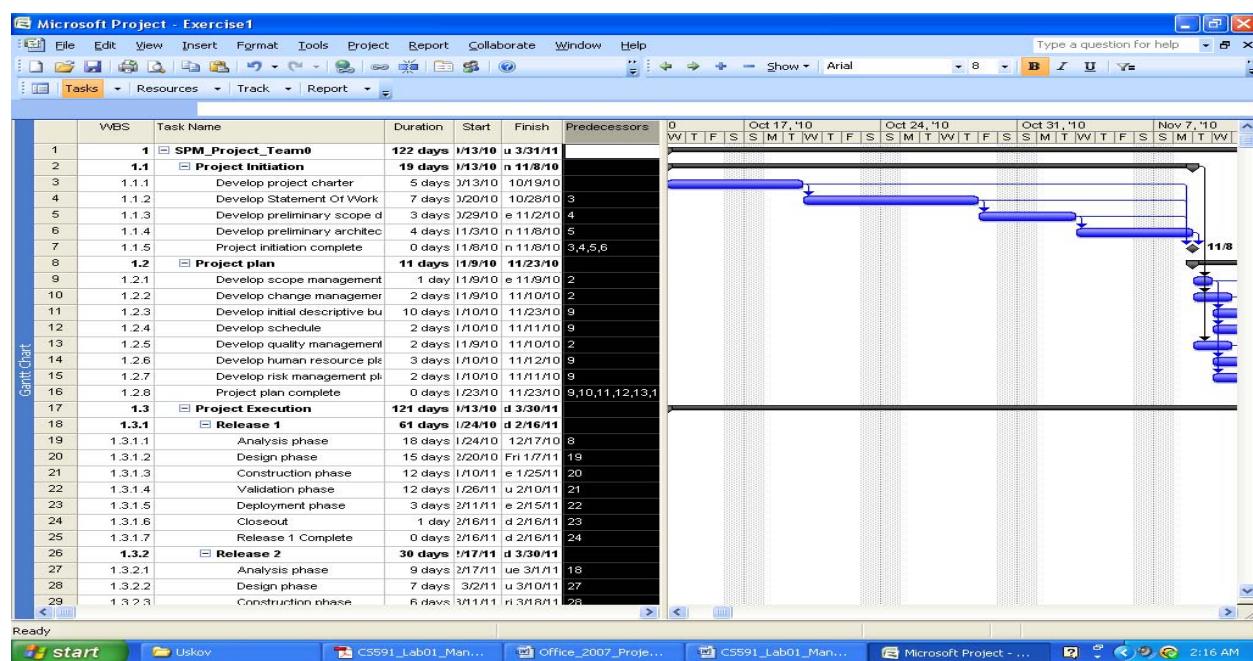
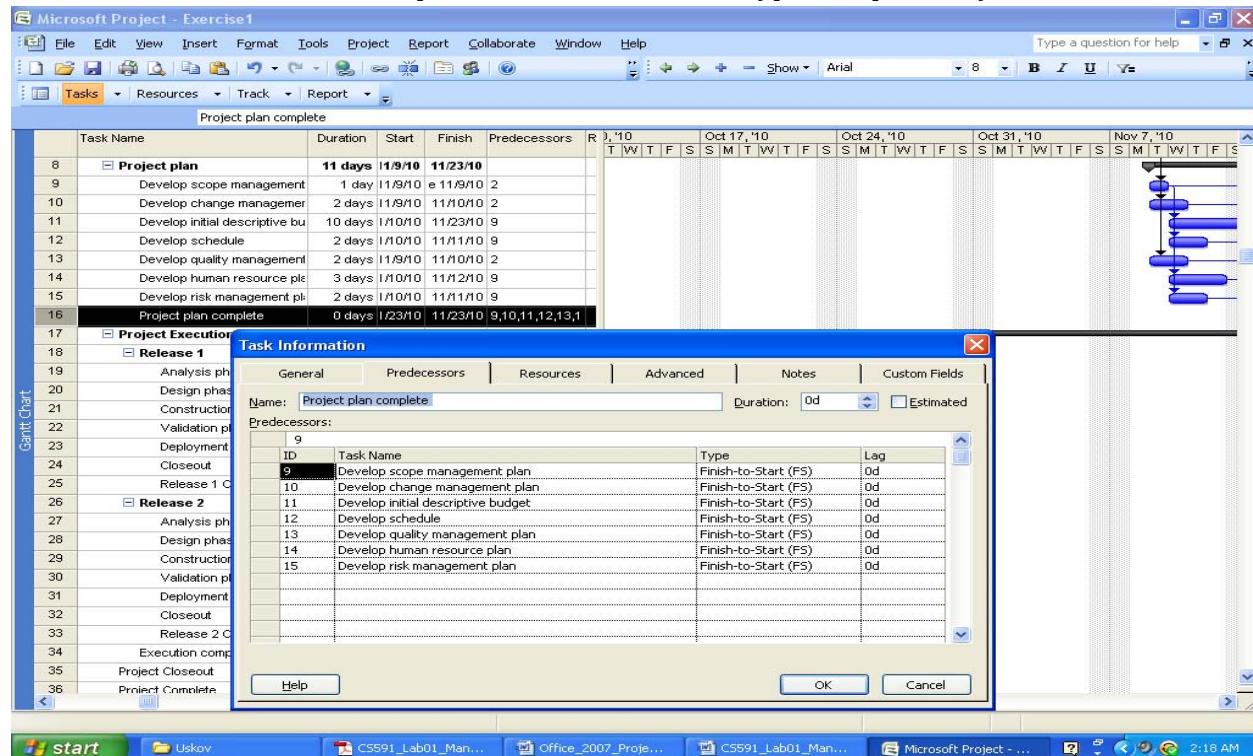




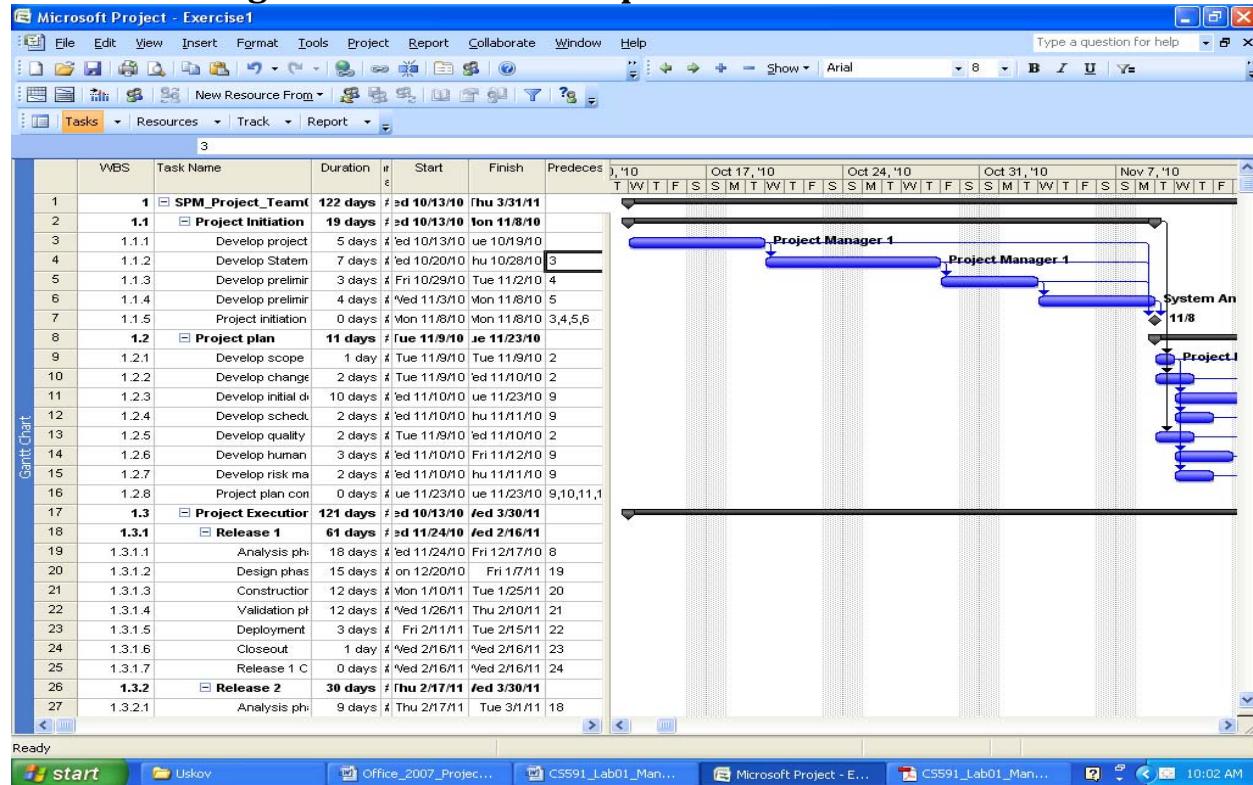
3 ADDING MORE DETAILS TO THE WBS

3.1 Assigning Predecessors to Tasks

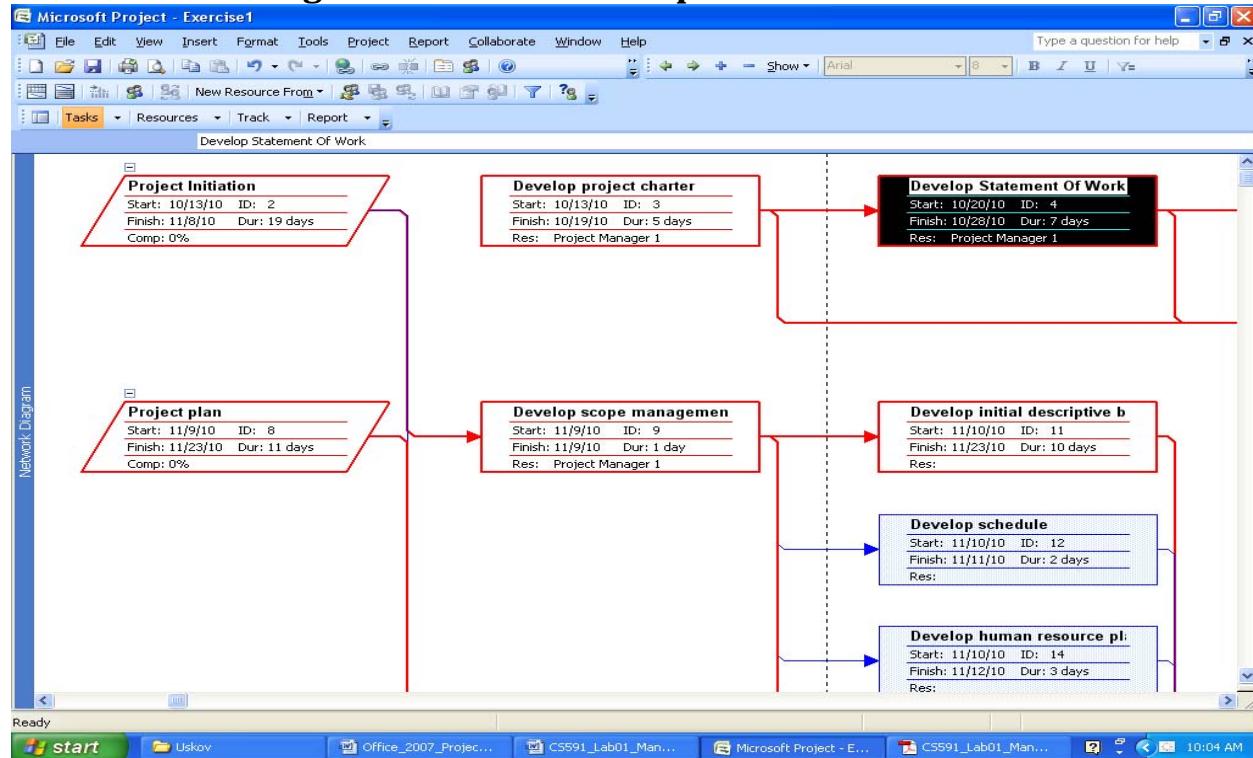
Double-click the task that needs the predecessors. Select the Predecessors & enter the ID for the task on which selected task is dependent & then select the type of dependency needed.



3.2 Gantt Diagram with relationships

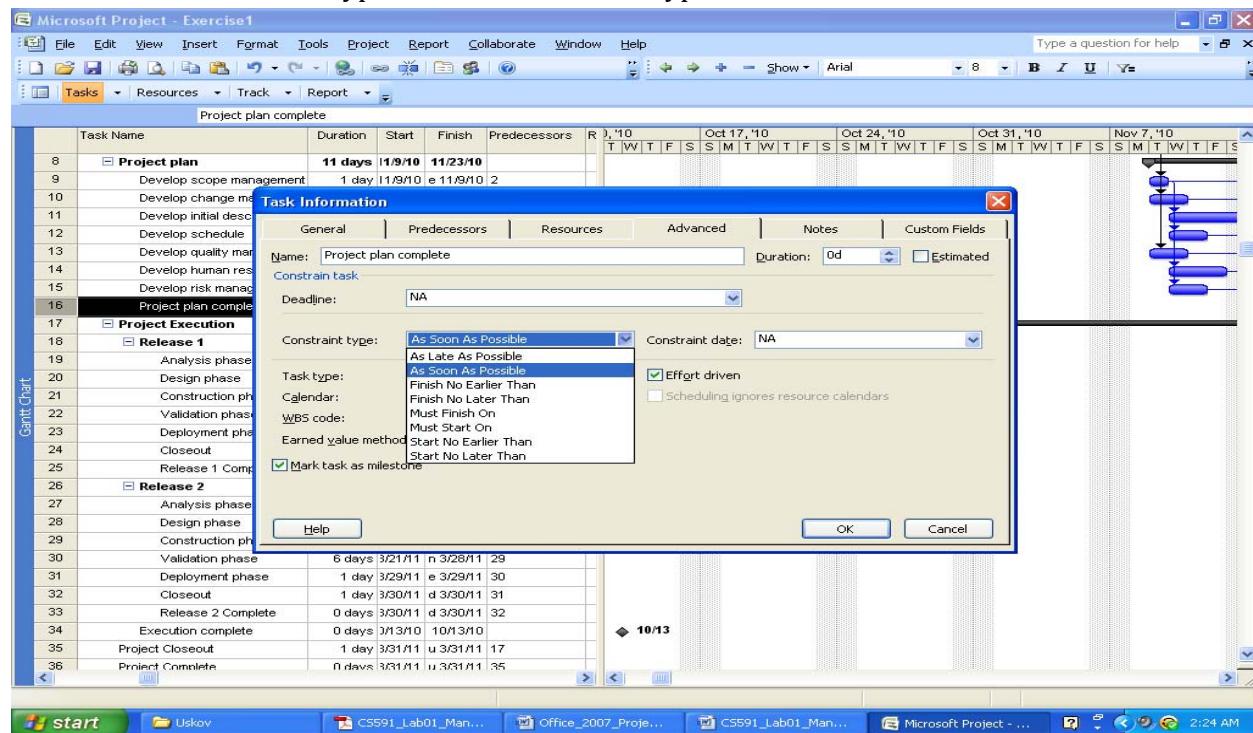


3.3 Network Diagram with relationships

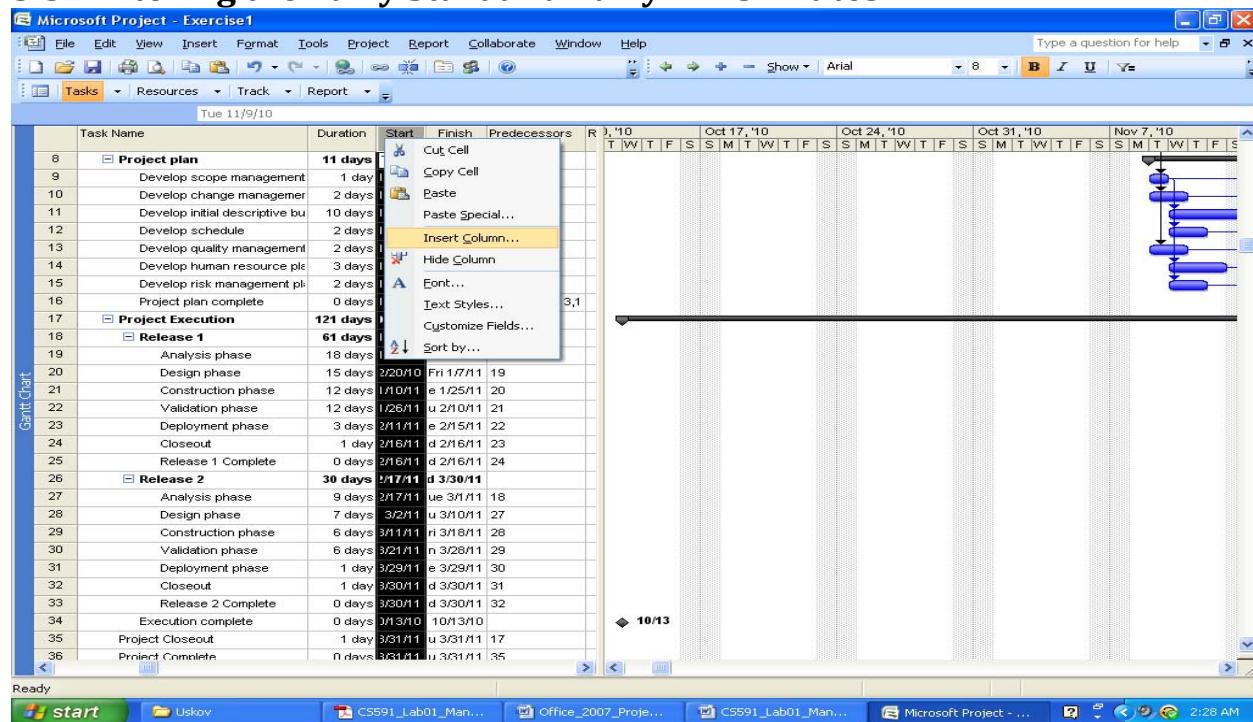


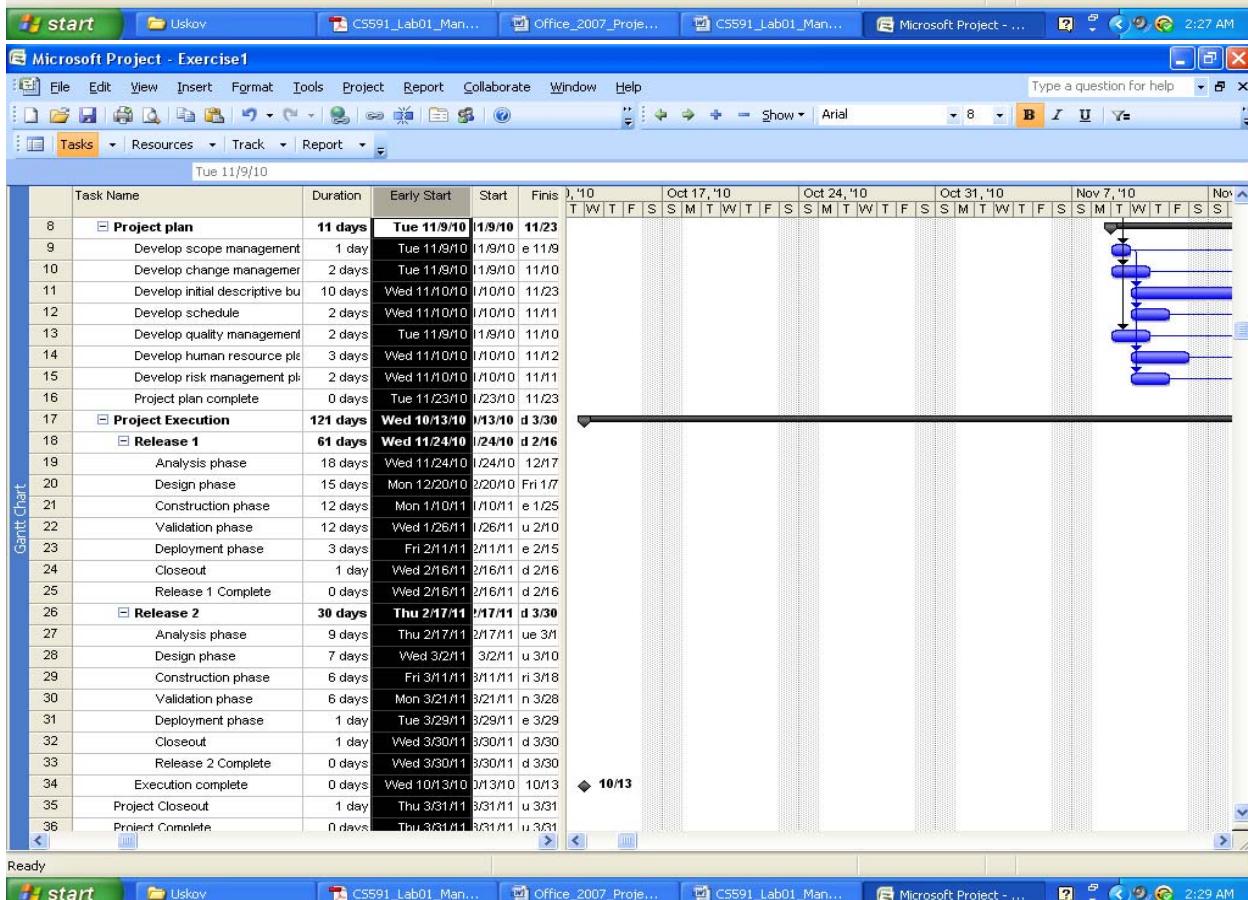
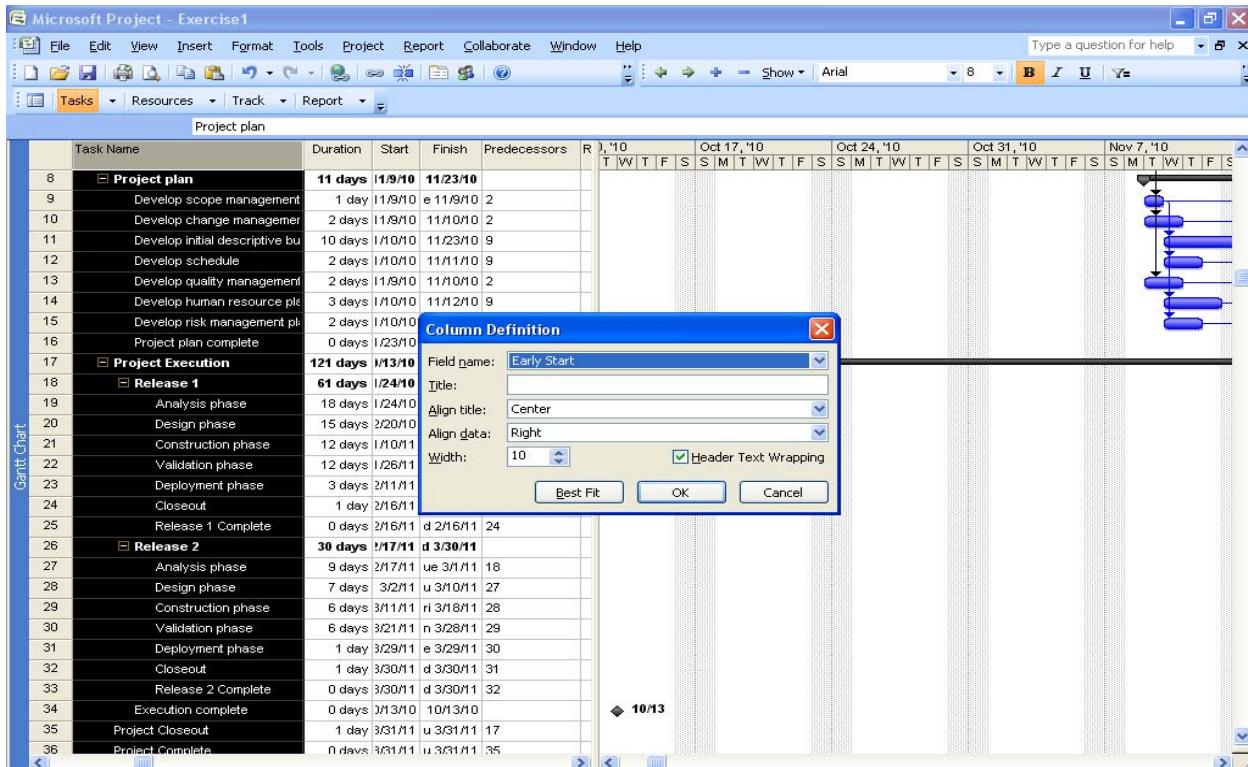
3.4 Setting Constraints on a Task

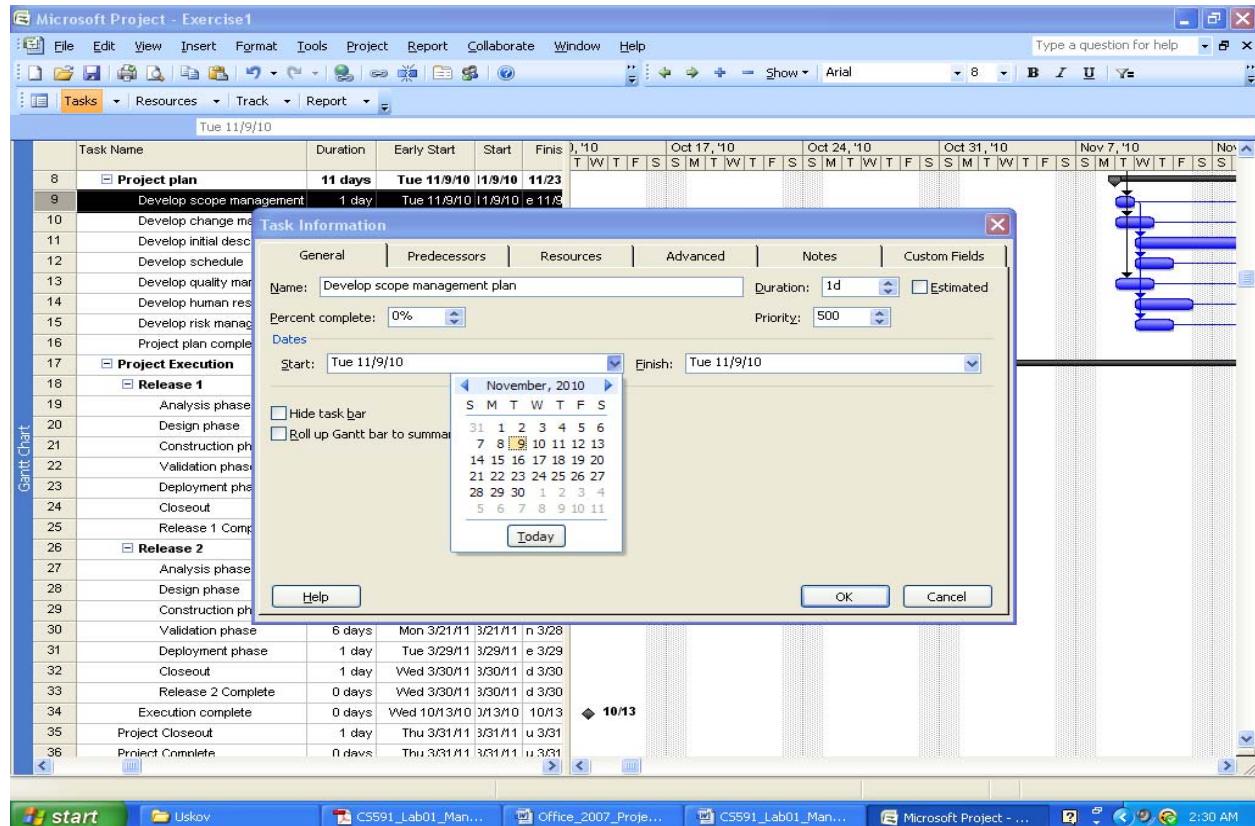
Double-Click the task, select the Advanced tab on the task information screen, click the drop-down arrow next to Constraint Type & select a constraint type.



3.5 Entering the Early Start and Early Finish Dates



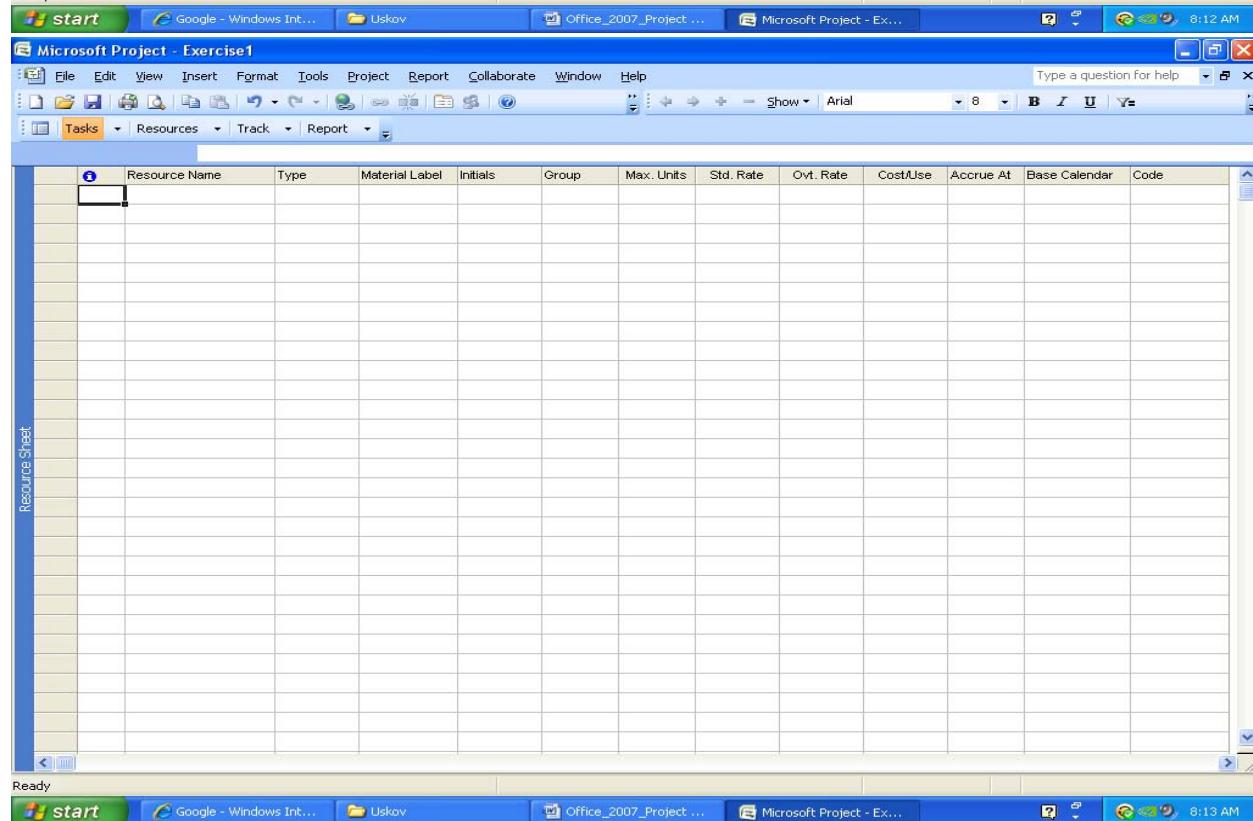
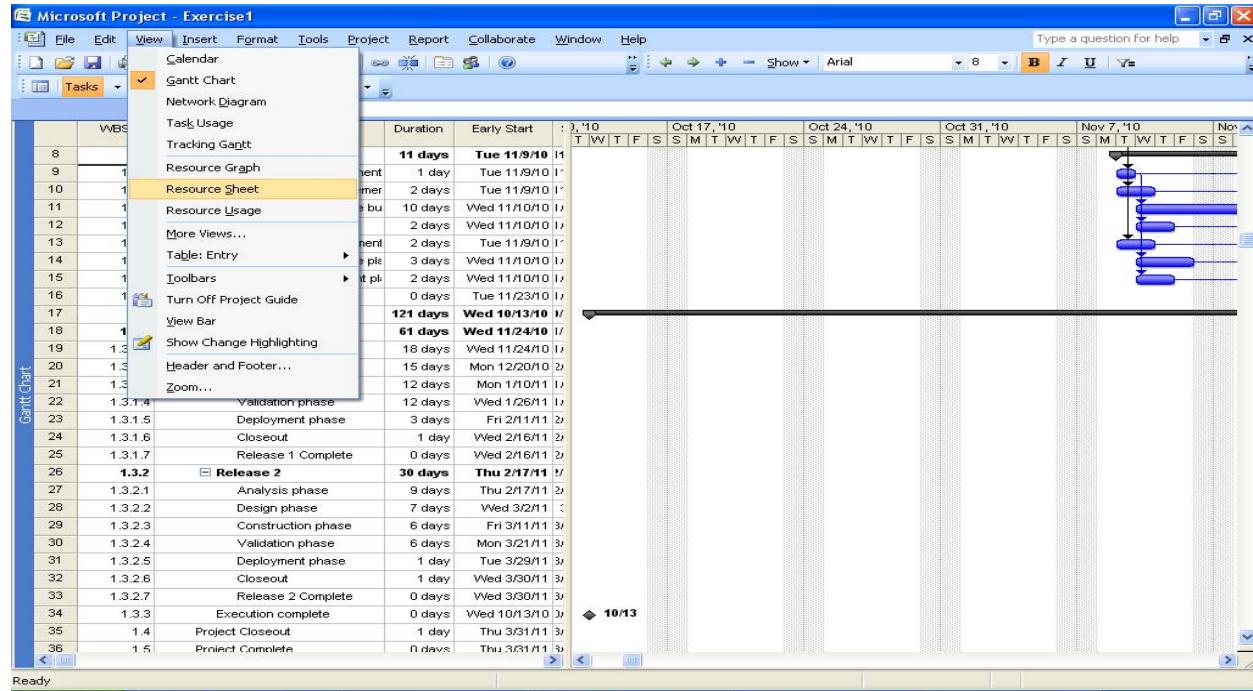




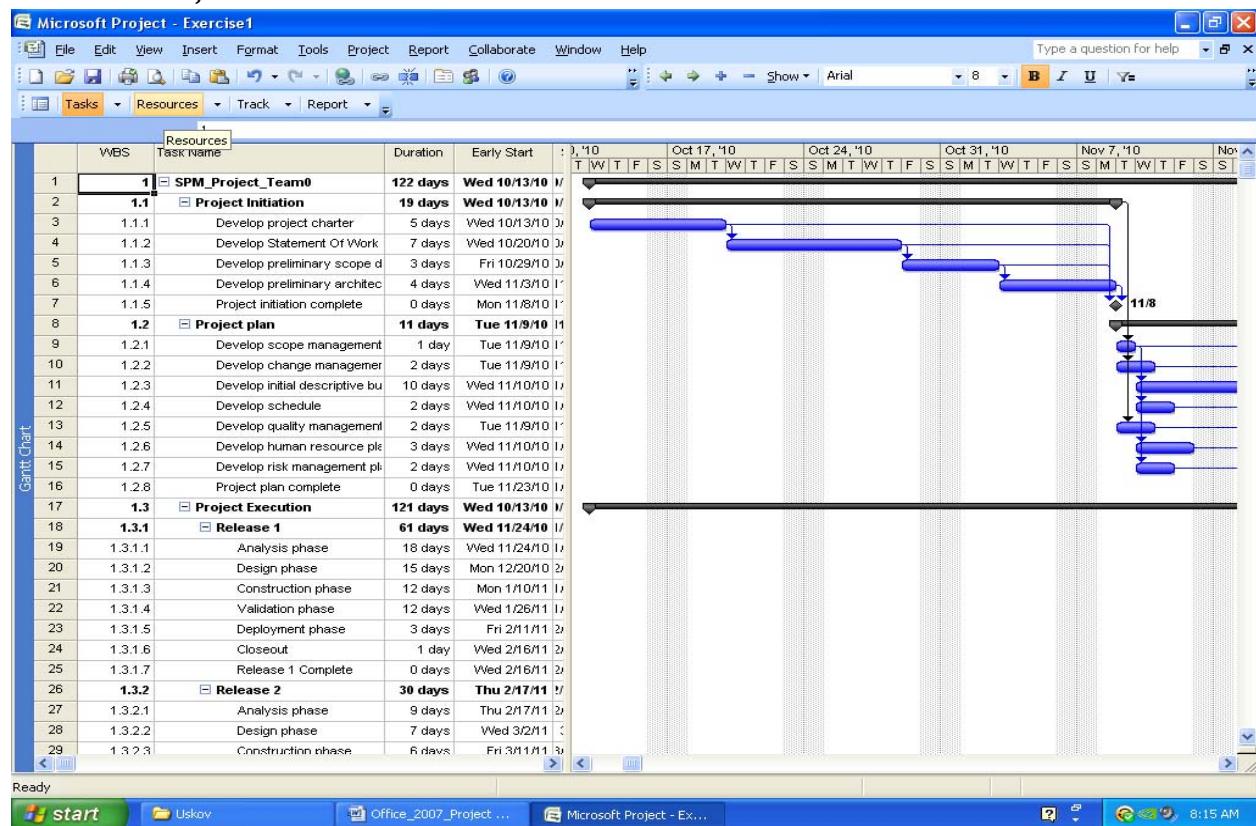
4 ADDING RESOURCES TO THE WBS

4.1 Displaying the Resource Sheet

Navigate to View->Resource Sheet.



Or click on Project Guide Toolbar->Resources



4.2 ADDING RESOURCE ATTRIBUTES

Resource Name is the title of resource to be used

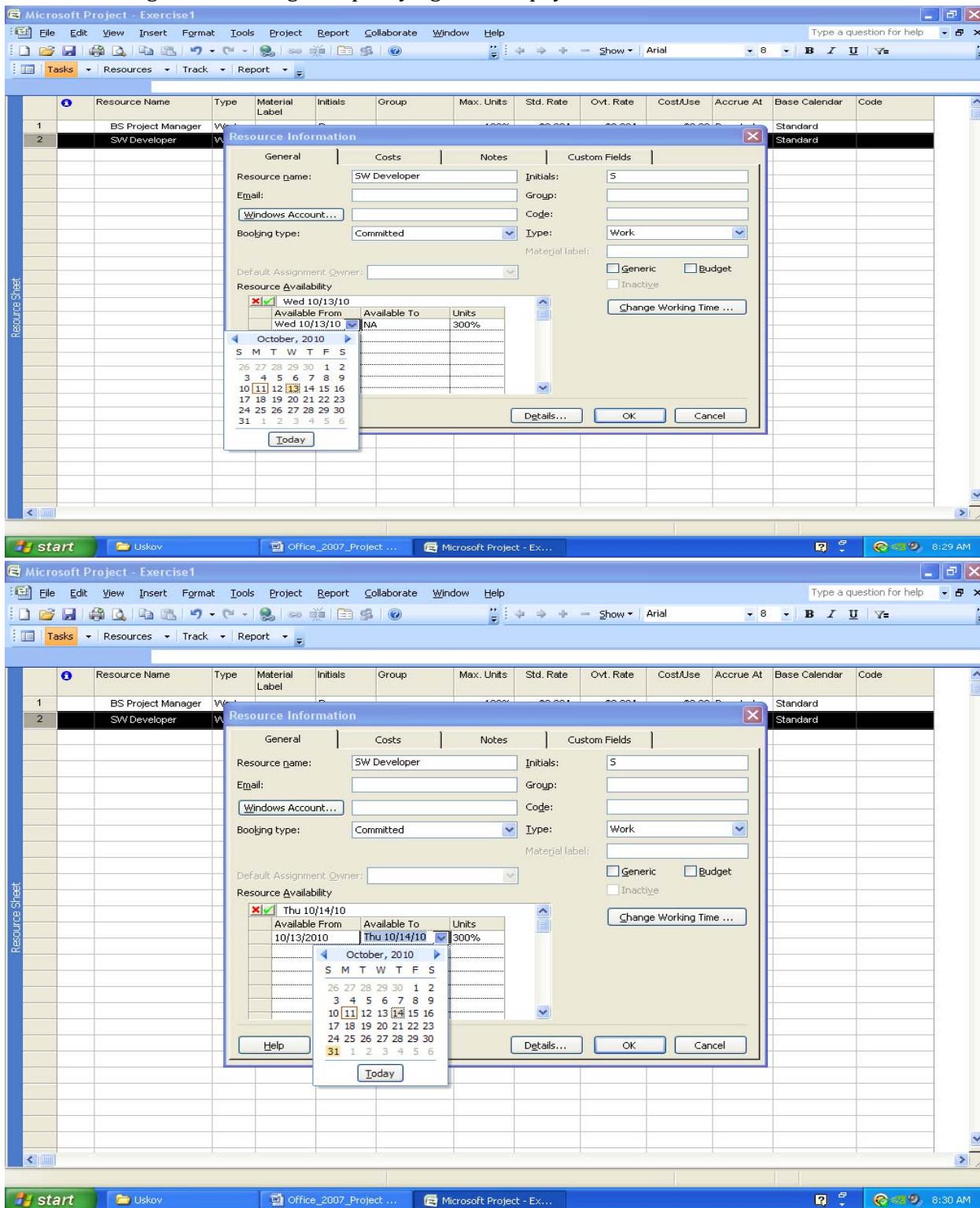
The screenshot shows the Microsoft Project application window titled "Microsoft Project - Exercise1". The menu bar includes File, Edit, View, Insert, Format, Tools, Project, Report, Collaborate, Window, and Help. The ribbon tabs are Tasks, Resources, Track, and Report. The main area is titled "BS Project Manager" and displays the Resource Sheet. The columns are: Resource Name, Type, Material Label, Initials, Group, Max. Units, Std. Rate, Ovt. Rate, Cost/Use, Accrue At, Base Calendar, and Code. Row 1 contains "BS Project Manager" (Type: Work, Initials: B, Max. Units: 100%, Std. Rate: \$0.00/hr, Ovt. Rate: \$0.00/hr, Cost/Use: \$0.00, Accrue At: Prorated, Base Calendar: Standard). Row 2 contains "SWV Developer" (Type: Work, Initials: S, Max. Units: 300%, Std. Rate: \$0.00/hr, Ovt. Rate: \$0.00/hr, Cost/Use: \$0.00, Accrue At: Prorated, Base Calendar: Standard). The status bar at the bottom shows "Ready".

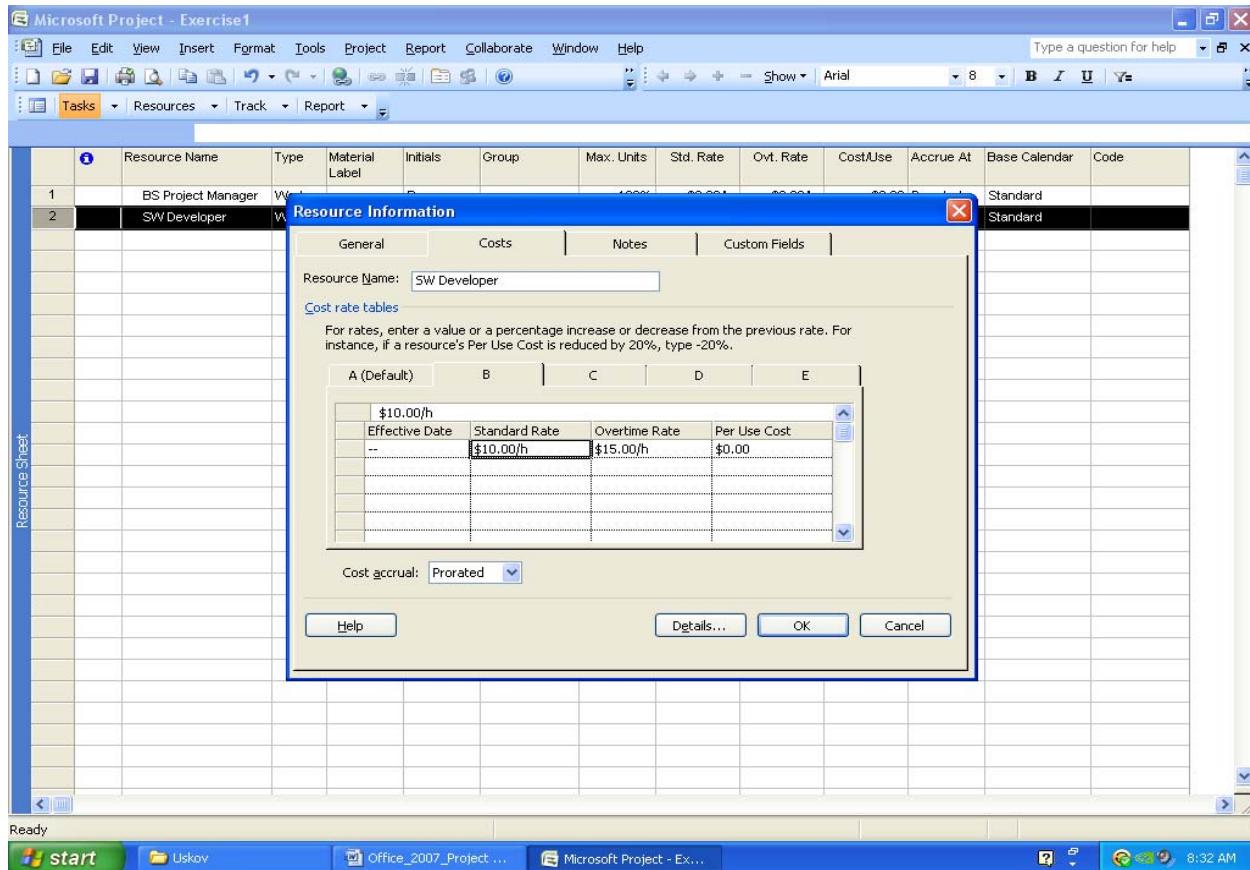
Max Units represents the maximum capacity for which resource is available to accomplish the task.

The screenshot shows the Microsoft Project application window titled "Microsoft Project - Exercise1". The menu bar and ribbon tabs are identical to the previous screenshot. The main area is titled "BS Project Manager" and displays the Resource Sheet. The columns are: Resource Name, Type, Material Label, Initials, Group, Max. Units, Std. Rate, Ovt. Rate, Cost/Use, Accrue At, Base Calendar, and Code. Row 1 contains "BS Project Manager" (Type: Work, Initials: B, Max. Units: 100%, Std. Rate: \$0.00/hr, Ovt. Rate: \$0.00/hr, Cost/Use: \$0.00, Accrue At: Prorated, Base Calendar: Standard). Row 2 contains "SWV Developer" (Type: Work, Initials: S, Max. Units: 300%, Std. Rate: \$0.00/hr, Ovt. Rate: \$0.00/hr, Cost/Use: \$0.00, Accrue At: Prorated, Base Calendar: Standard). The "Max. Units" column for the "SWV Developer" row is highlighted with a yellow background. The status bar at the bottom shows "Edit".

4.3 Entering Multiple Pay Rates

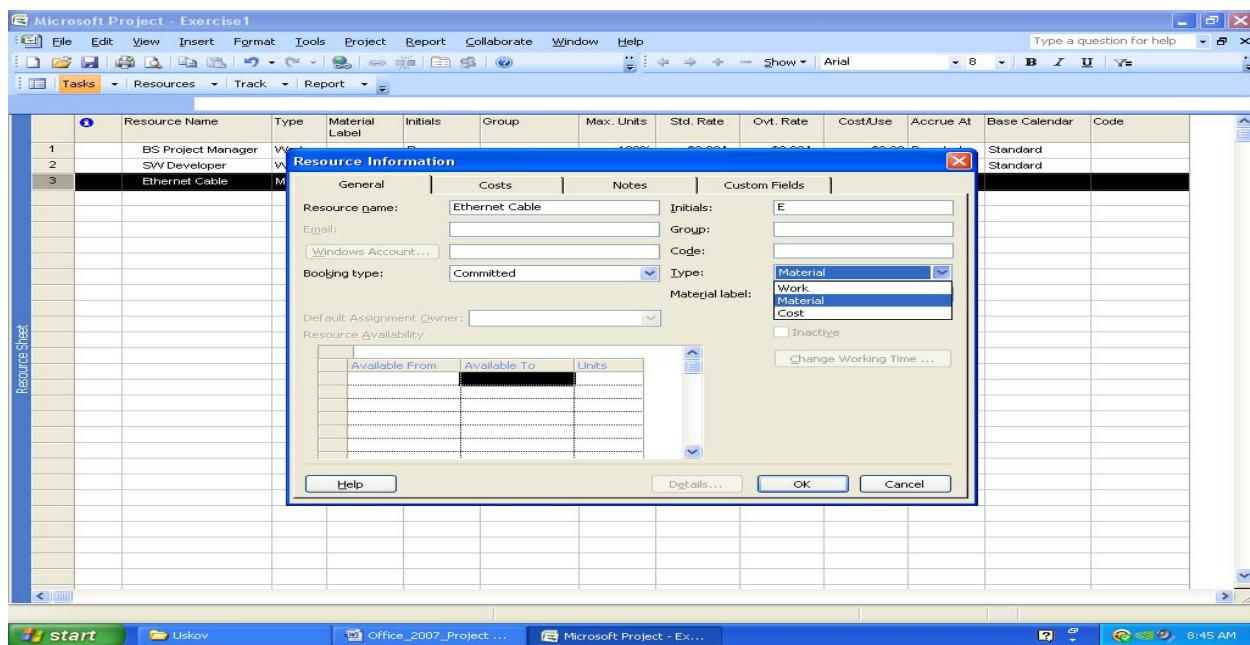
Double-clicking the resource and displaying the Resource Information Screen->Costs tab. Changing the rates for a given date range or specifying another pay rate for another calendar

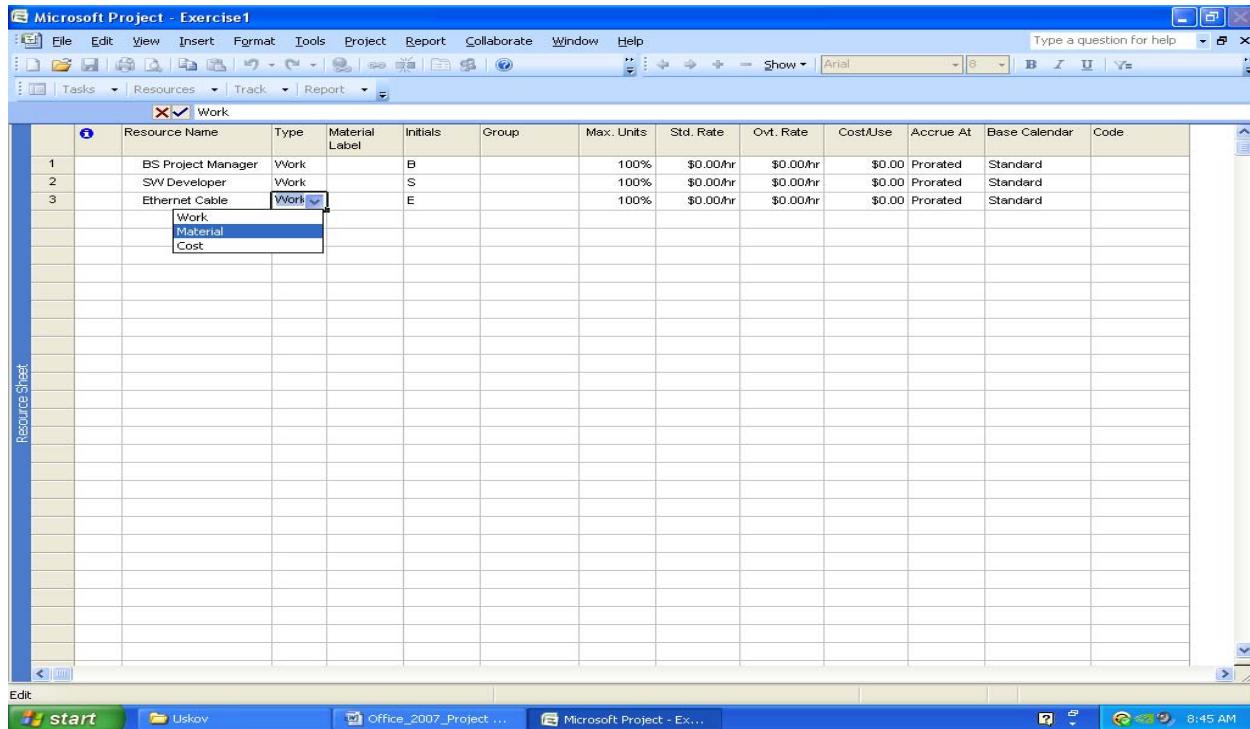




4.4 Entering Equipment and Material Resources

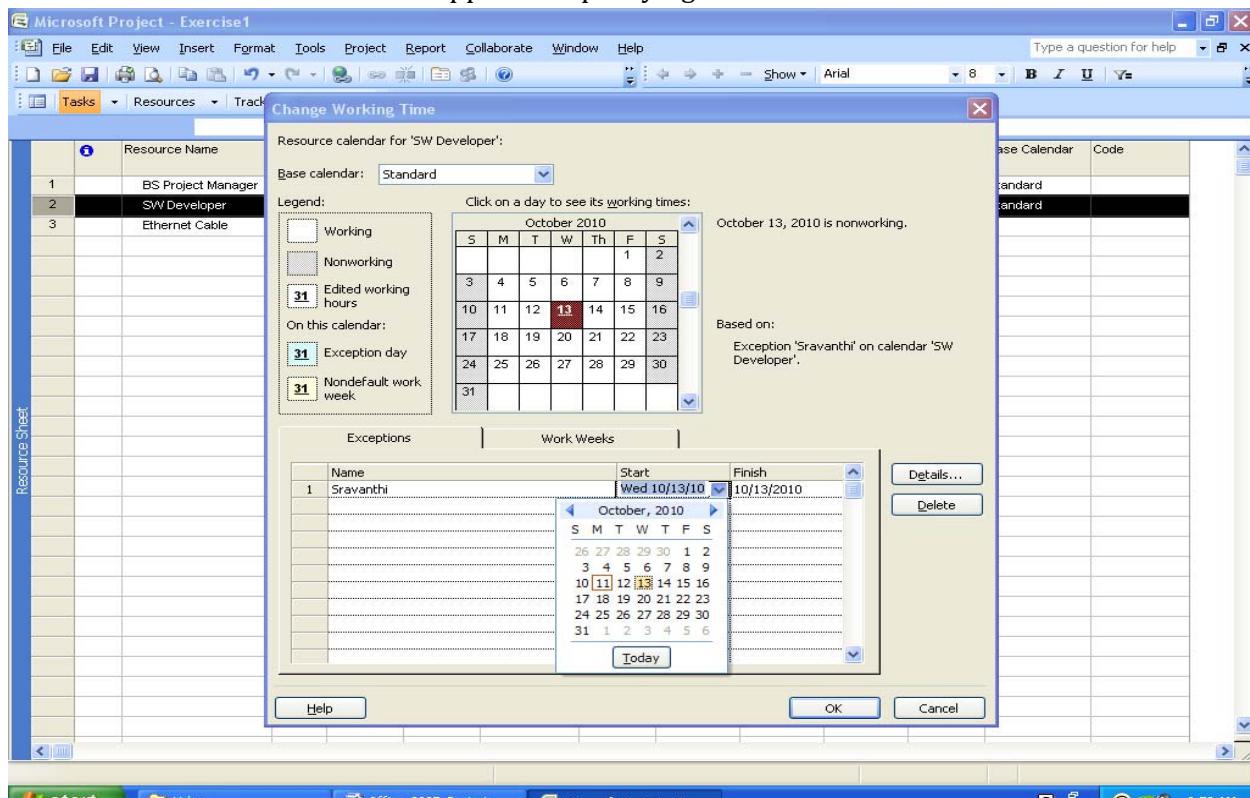
Double-Click an open row on resource sheet. Click a drop-down box in the Type Field and select Material

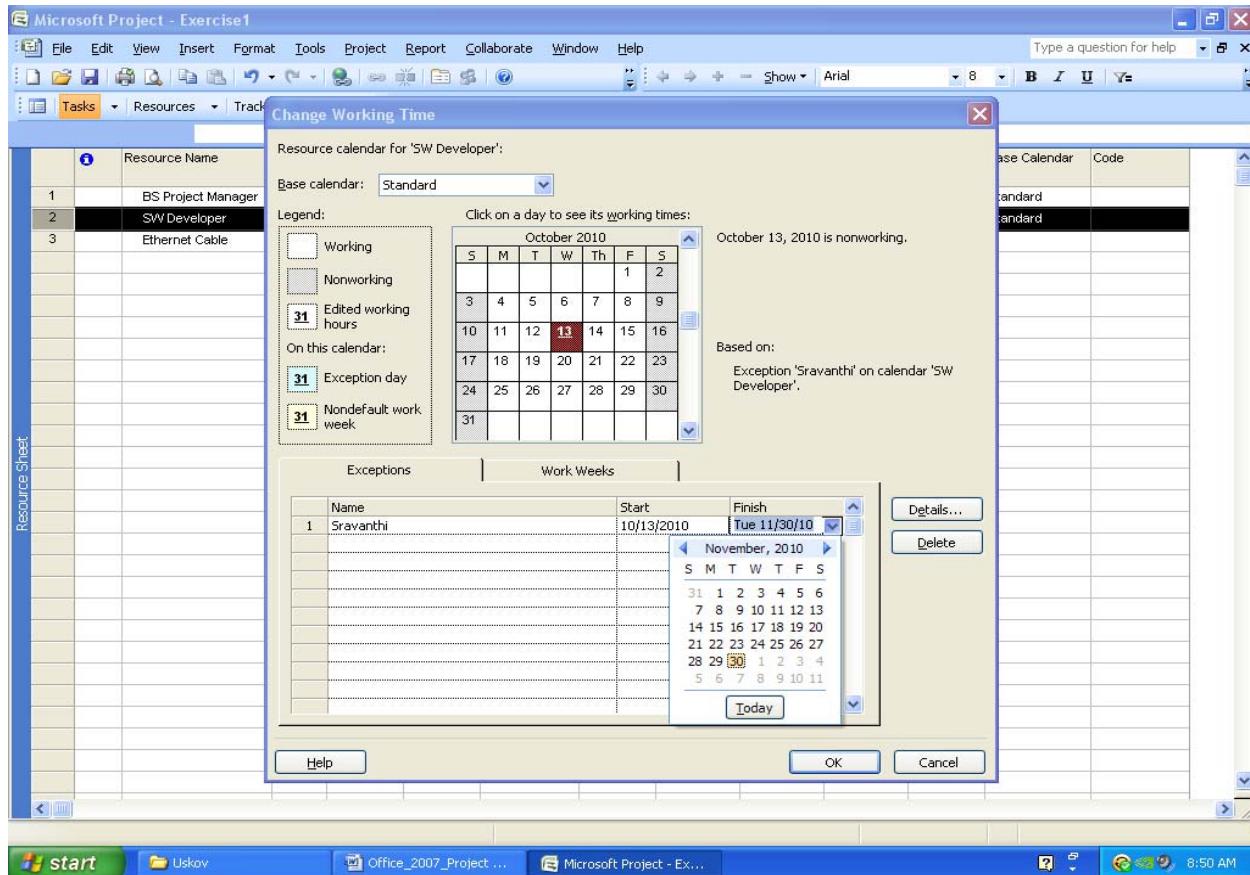




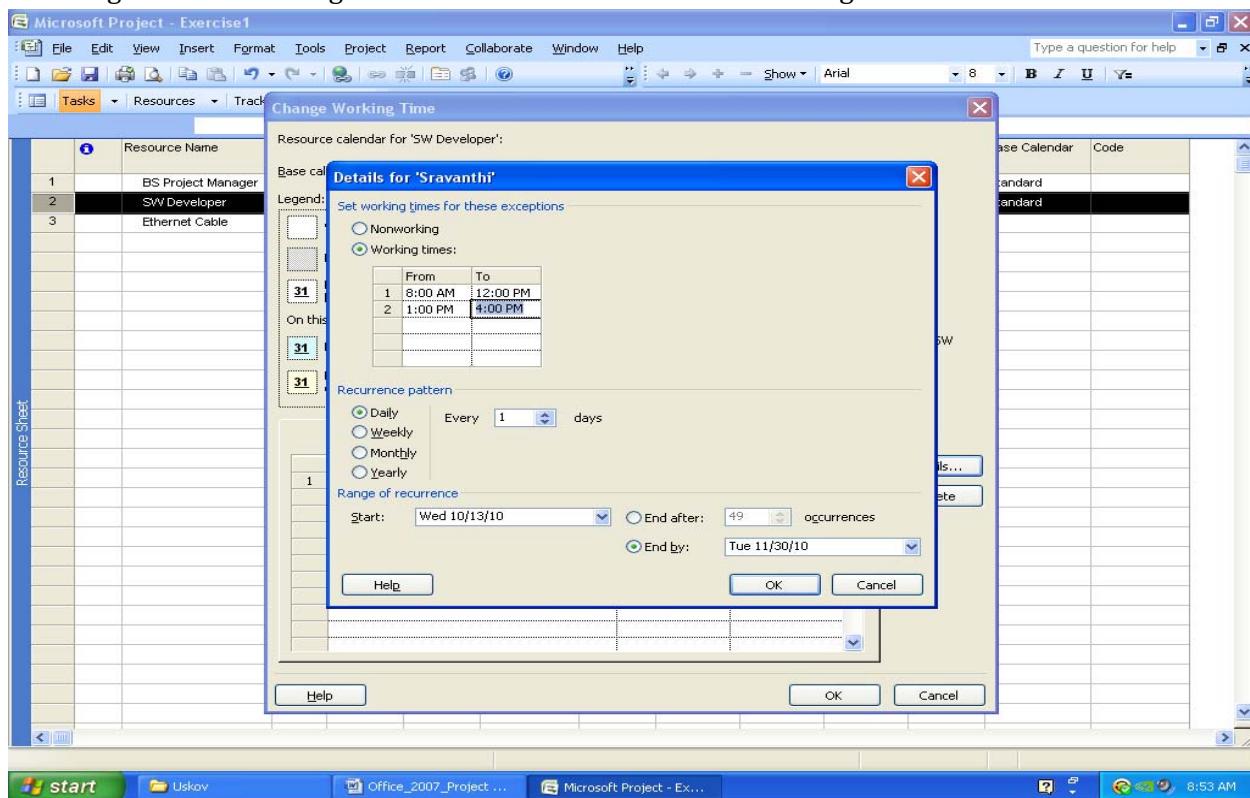
4.5 Editing the Resource Calendar

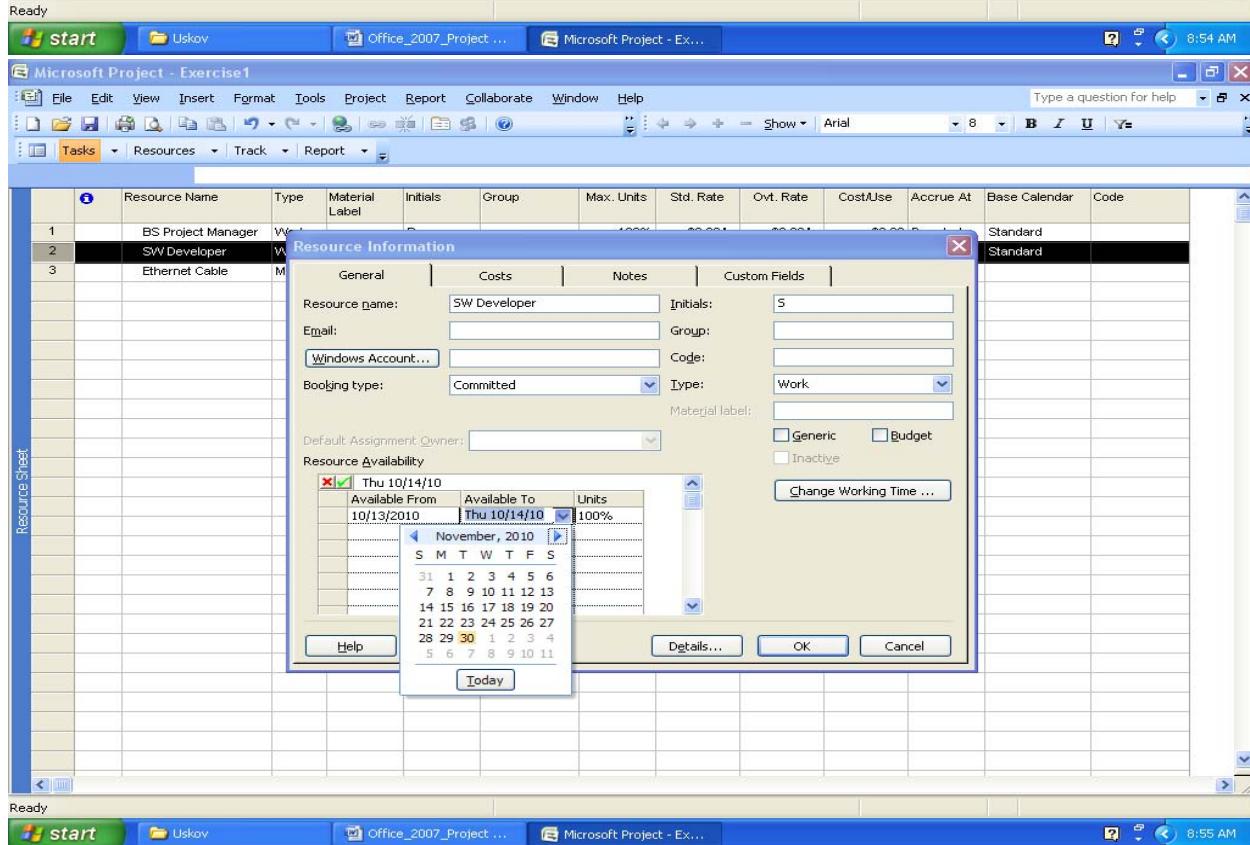
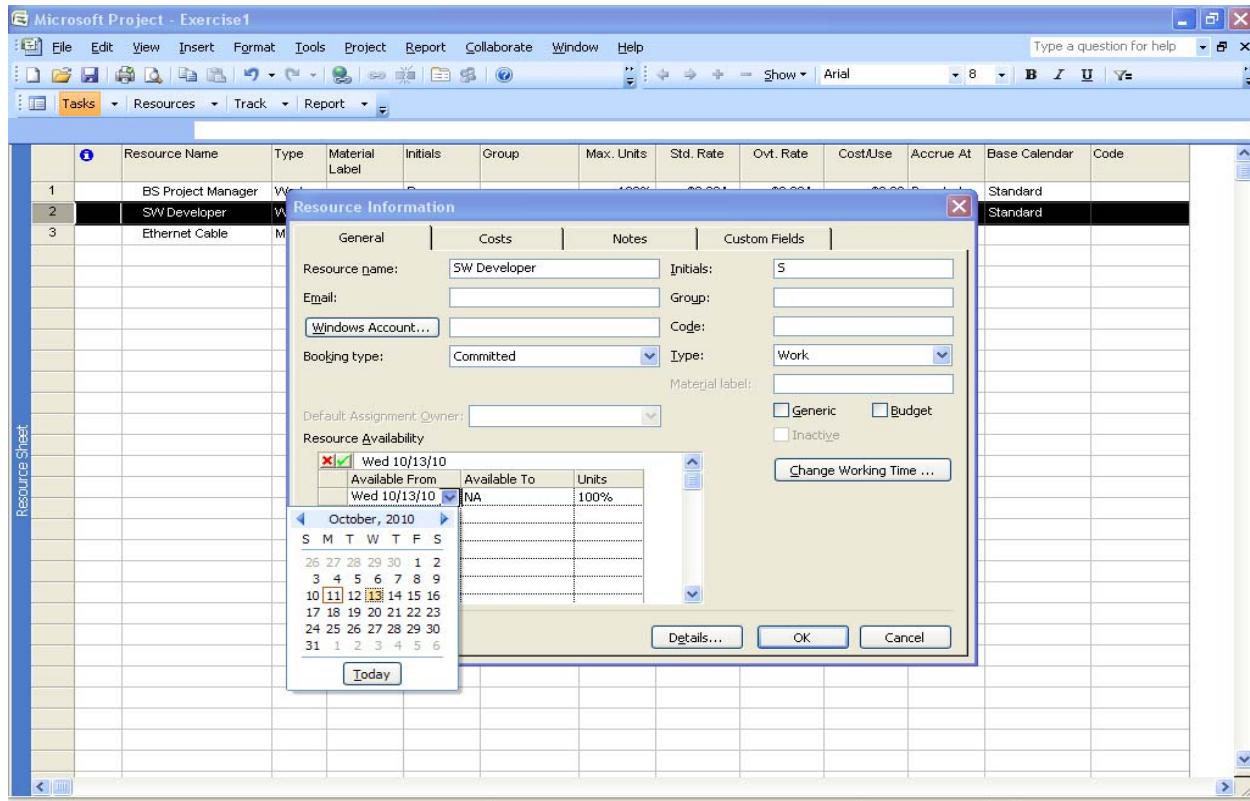
You can add specific working times and days by double-clicking the resource, selecting the Working Time Tab in the new window that appears & specifying the new work times.





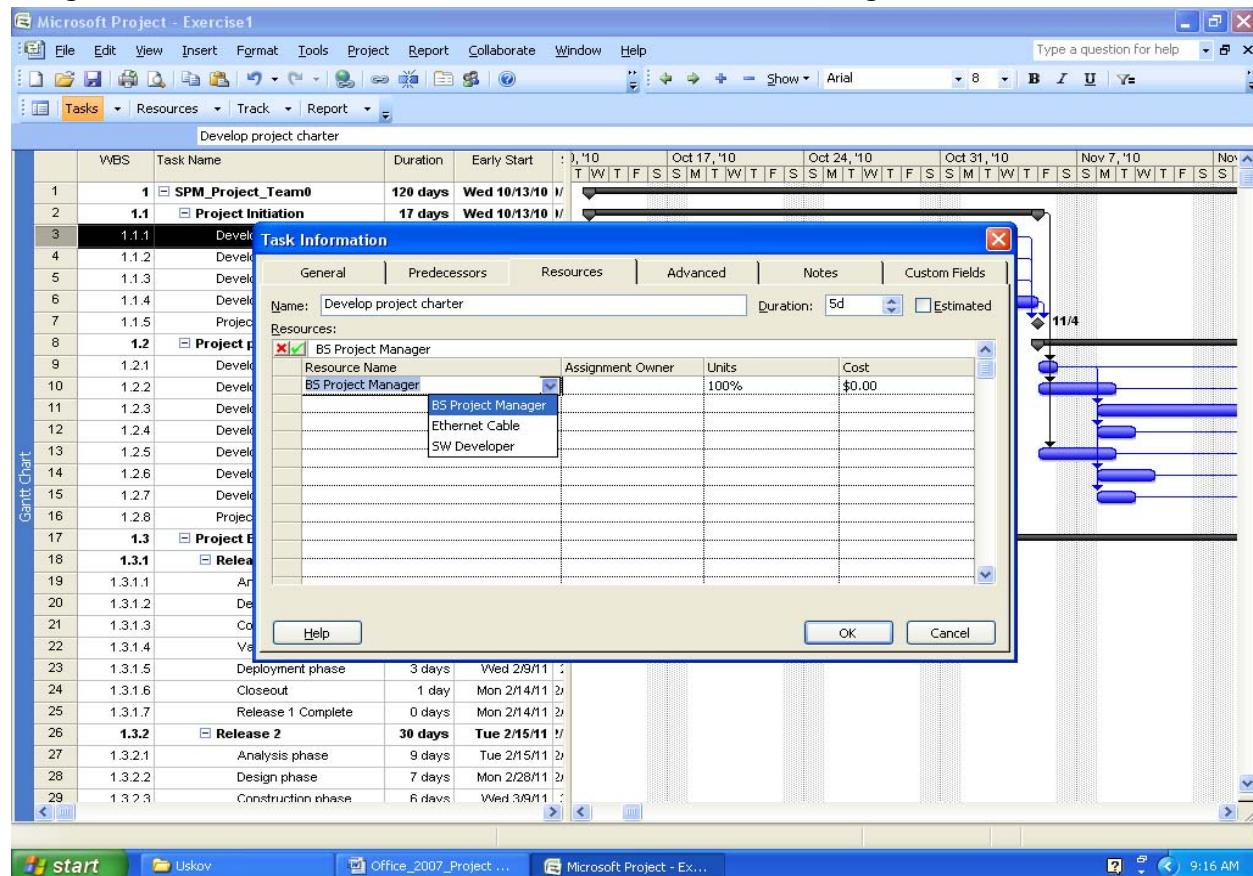
To change the work timings click on details button-> select working times as shown below

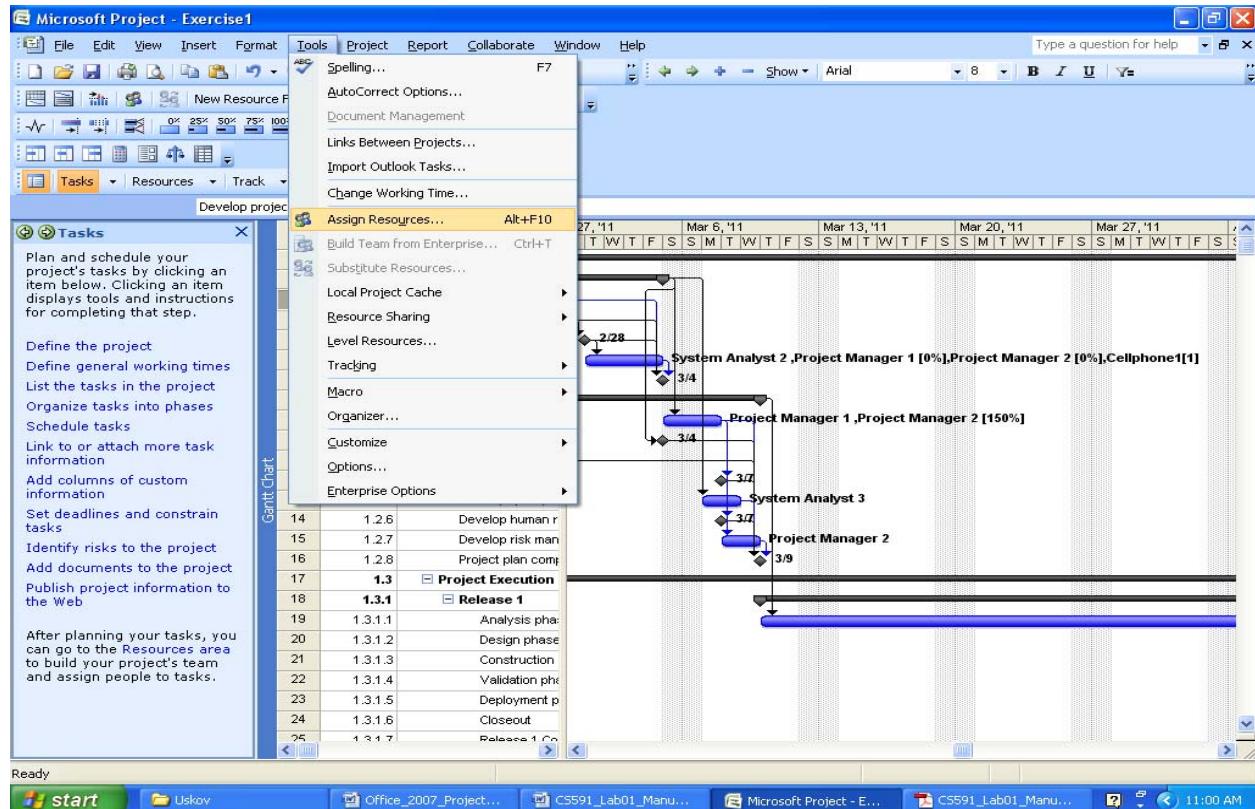


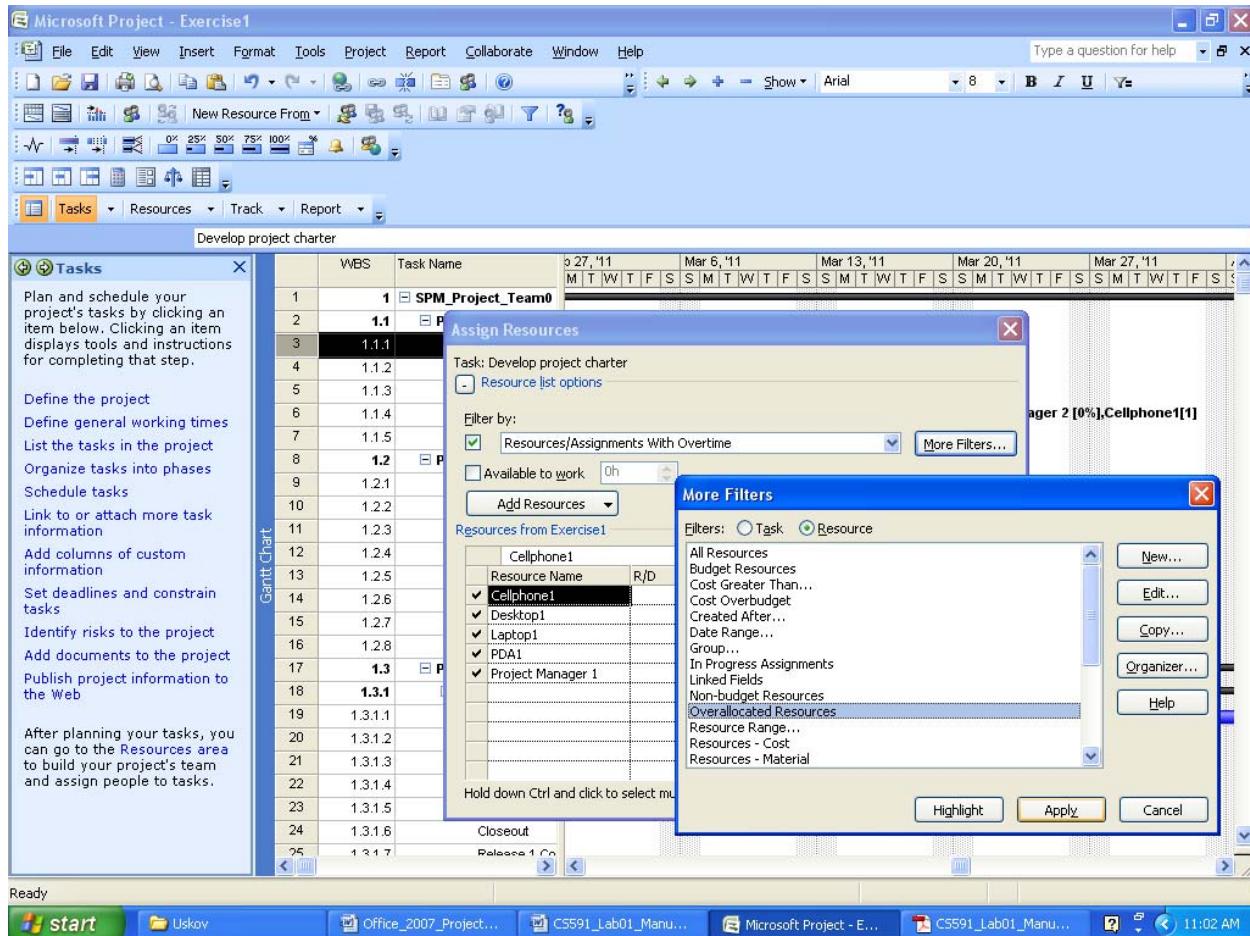


4.6 Dealing With Over Allocated Resources

Navigate to View ->Resource Usage to determine whether a resource is over allocated. Now, navigate to task->Double-click on task name -> Resources tab to assign resources to the task.







4.7 LEVELING RESOURCES

Navigate to Task->tools->Level Resources. Please check the Exercise for the leveling Resources.

4.8 Exercises-2

4.8.1 Assigning Human and Material resources to tasks

	Task No	Human Resources	Material Resources
Column 0	Column 1	Column 5	Column 6
1	1		
2	1.1		
3	1.1.1	Project Manager 1	Laptop1, PDA1, Cellphone1
4	1.1.2	Project Manager 2	Laptop2, PDA2, Cellphone2
5	1.1.3	Project Manager 2, System Analyst 1	Laptop2, PDA2, Cellphone2, Laptop3, Cellphone3
6	1.1.4	System Analyst 1, System Analyst 2	Laptop3, Cellphone 3, Laptop4, Cellphone 4
7	1.1.5	Project Manager 1, Project	Laptop1, PDA1, Cellphone1,

		Manager 2	Laptop2, PDA2,Cellphone 2
8	1.2		
9	1.2.1	Project Manager 1	Laptop1, PDA1,Cellphone1
10	1.2.2	Project Manager 1, System Analyst 1	Laptop1, PDA1,Cellphone1, Laptop3, Cellphone3
11	1.2.3	System Analyst 1	Laptop3, Cellphone3
12	1.2.4	System Analyst 2	Laptop4, Cellphone4
13	1.2.5	System Analyst 1, System Analyst 2	Laptop3, Cellphone3, Laptop4, Cellphone4
14	1.2.6	System Analyst 3	Laptop5, Cellphone5
15	1.2.7	System Analyst 2, System Analyst 3	Laptop4, Cellphone4, Laptop5, Cellphone5
16	1.2.8	Project Manager 1	Laptop1, PDA1,Cellphone1
17	1.3		
18	1.3.1		
19	1.3.1.1	Project Manager 1	Laptop1,PDA1,Cellphone1
20	1.3.1.2	Developer 1, Developer 2	Desktop1,Desktop2
21	1.3.1.3	Developer 2, Developer 3	Desktop2,desktop3
22	1.3.1.4	Developer 3	Desktop3
23	1.3.1.5	Developer1, Developer 3	Desktop1,Desktop3
24	1.3.1.6	System Analyst 1	Laptop3,Cellphone3
25	1.3.1.7	Developer 1, Project Manager 1	Laptop1,PDA1,cellphone1,Desktop1
26	1.3.2		
27	1.3.2.1	Project Manager 1	Laptop1,PDA1,Cellphone1
28	1.3.2.2	Developer 1, Developer 2	Desktop1,Desktop2
29	1.3.2.3	Developer 2, Developer 3	Desktop2,desktop3
30	1.3.2.4	Developer 3	Desktop3
31	1.3.2.5	Developer1, Developer 3	Desktop1,Desktop3
32	1.3.2.6	System Analyst 1	Laptop3,Cellphone3
33	1.3.2.7	Developer 1, Project Manager 1	Laptop1,PDA1,cellphone1,Desktop1
34	1.3.3		
35	1.4	Project Manager 2	Laptop2,PDA2,Cellphone2
36	1.5	Project Manager 1	Laptop1,PDA1,Cellphone1

4.8.1.1 Enter the list of resources

	Resource Name	Initials	Type	Email Address	Windows User Account	Group	Standard Rate	Overtime Rate
1	Project Manager 1	P	Work				\$0.00/hr	\$0.00/hr
2	Project Manager 2	P	Work				\$10.00/hr	\$0.00/hr
3	System Analyst 1	S	Work				\$0.00/hr	\$0.00/hr
4	System Analyst 2	S	Work				\$0.00/hr	\$0.00/hr
5	System Analyst 3	S	Work				\$0.00/hr	\$0.00/hr
6	Developer 1	D	Work				\$0.00/hr	\$0.00/hr
7	Developer 2	D	Work				\$0.00/hr	\$0.00/hr
8	Developer 3	D	Work				\$0.00/hr	\$0.00/hr
9	Laptop1	L	Material				\$0.00	
10	Laptop2	L	Material				\$0.00	
11	Laptop3	L	Material				\$0.00	
12	Laptop4	L	Material				\$0.00	
13	Laptop5	L	Material				\$0.00	
14	PDA1	P	Material				\$0.00	
15	PDA2	P	Material				\$0.00	
16	Cellphone1	C	Material				\$0.00	
17	Cellphone2	C	Material				\$0.00	
18	Cellphone3	C	Material				\$0.00	
19	Cellphone4	C	Material				\$0.00	
20	Cellphone5	C	Material				\$0.00	
21	Desktop1	D	Material				\$0.00	
22	Desktop2	D	Material				\$0.00	
23	Desktop3	D	Material				\$0.00	

4.8.1.2 Entering Cost for each Resource

Resource Name	Initials	Type	Email Address	Windows User Account	Group	Standard Rate	Overtime Rate
Developer 1						\$60.00/h	\$0.00/hr

Do you want to:

- Add resources from Project Server
- Add resources from the company Address Book
- Add resources from the company directory
- Enter resources manually

Done

Specify Resources X

Resource Information

General Costs Notes Custom Fields

Resource Name: Developer 1

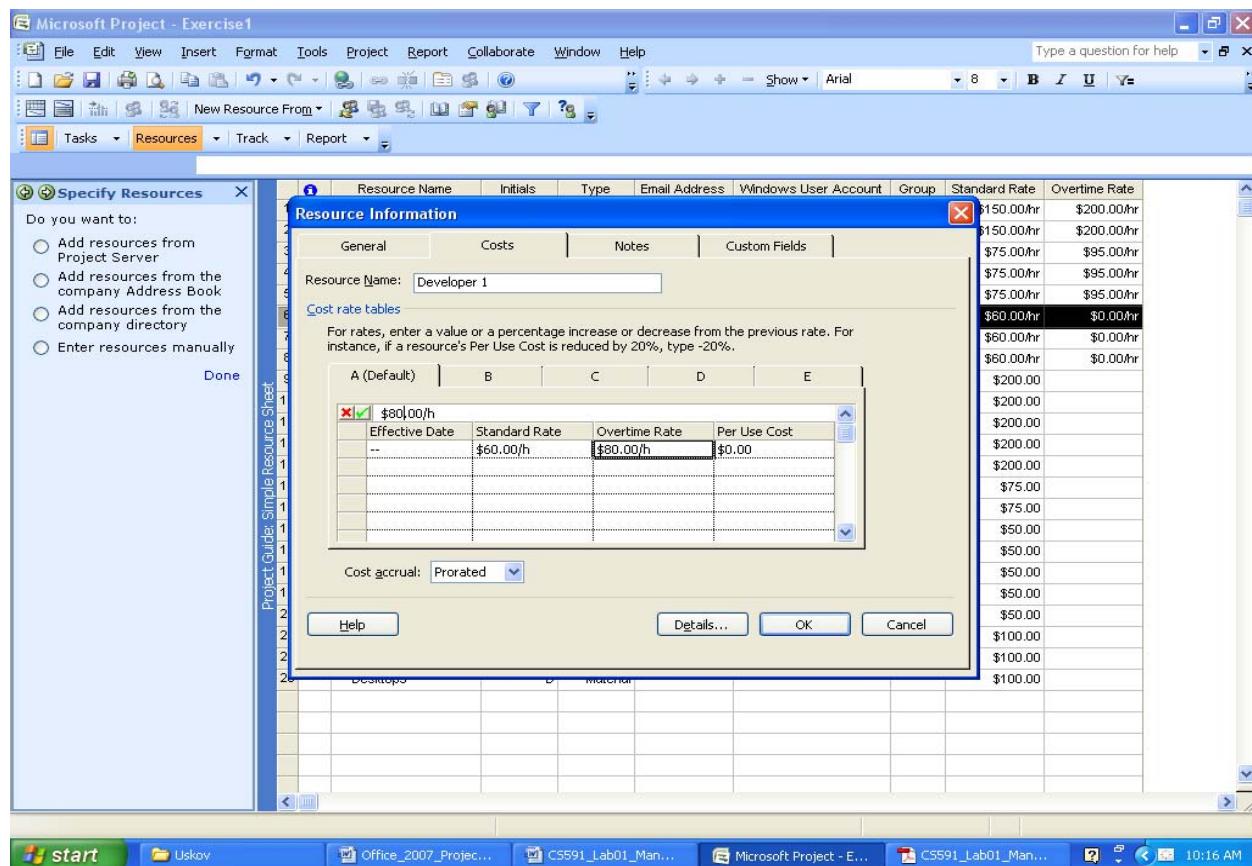
Cost rate tables

A (Default) B C D E

<input checked="" type="checkbox"/> \$60.00/h	Effective Date	Standard Rate	Overtime Rate	Per Use Cost
	--	\$60.00/h	\$0.00/h	\$0.00

Cost accrual: Prorated

Help Details... OK Cancel



	Resource Name	Initials	Type	Email Address	Windows User Account	Group	Standard Rate	Overtime Rate
1	Project Manager 1	P	Work				\$150.00/hr	\$200.00/hr
2	Project Manager 2	P	Work				\$150.00/hr	\$200.00/hr
3	System Analyst 1	S	Work				\$75.00/hr	\$95.00/hr
4	System Analyst 2	S	Work				\$75.00/hr	\$95.00/hr
5	System Analyst 3	S	Work				\$75.00/hr	\$95.00/hr
6	Developer 1	D	Work				\$60.00/hr	\$80.00/hr
7	Developer 2	D	Work				\$60.00/hr	\$80.00/hr
8	Developer 3	D	Work				\$60.00/hr	\$80.00/hr
9	Laptop1	L	Material				\$200.00	
10	Laptop2	L	Material				\$200.00	
11	Laptop3	L	Material				\$200.00	
12	Laptop4	L	Material				\$200.00	
13	Laptop5	L	Material				\$200.00	
14	PDA1	P	Material				\$75.00	
15	PDA2	P	Material				\$75.00	
16	Cellphone1	C	Material				\$50.00	
17	Cellphone2	C	Material				\$50.00	
18	Cellphone3	C	Material				\$50.00	
19	Cellphone4	C	Material				\$50.00	
20	Cellphone5	C	Material				\$50.00	
21	Desktop1	D	Material				\$100.00	
22	Desktop2	D	Material				\$100.00	
23	Desktop3	D	Material				\$100.00	

4.8.1.3 Assigning each resource to the task

Task Information

Resource Name	Assignment Owner	Units	Cost
PDA1	Project Manager 1	100%	\$6,000.00
PDA2	Project Manager 1	100%	
System Analyst 1	System Analyst 1	100%	

4.8.1.4 Resource Usage

Task	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	SPM_Project_0	188 days	ed 10/13/10	Fri 7/1/11		
1.1	Project Initiation	103 days	ed 10/13/10	Fri 3/4/11		Project Manager 1 [0]
1.1.1	Develop project charter	5 days	ed 10/13/10	Mon 10/19/10		Project Manager 1 ,Cell
1.1.2	Develop Statement Of Work	0 days	ue 10/19/10	Mon 10/19/10	3	Project Manager 1 [0%]
1.1.3	Develop preliminary scope	0 days	ed 10/13/10	Mon 2/28/11	4	Project Manager 1 [0%]
1.1.4	Develop preliminary architecture	4 days	Mon 2/28/11	Fri 3/4/11	5	System Analyst 2 ,Proj
1.1.5	Project initiation complete	0 days	Fri 3/4/11	Fri 3/4/11	3,4,5,6	
1.2	Project plan	97 days	je 10/26/10	Wed 3/9/11		
1.2.1	Develop scope management plan	1 day	Fri 3/4/11	Mon 3/7/11	2	Project Manager 1 ,Proj
1.2.2	Develop change management plan	0 days	Fri 3/4/11	Fri 3/4/11	2	Project Manager 2 [0%]
1.2.3	Develop initial descriptive budget	0 days	ue 10/26/10	ue 10/26/10		Project Manager 2 [0%]
1.2.4	Develop schedule	0 days	Mon 3/7/11	Mon 3/7/11	9	Project Manager 2 [0%]
1.2.5	Develop quality management plan	2 days	Mon 3/7/11	Tue 3/8/11	2	System Analyst 3
1.2.6	Develop human resource plan	0 days	Mon 3/7/11	Mon 3/7/11	9	Project Manager 2 [0%]
1.2.7	Develop risk management plan	2 days	Tue 3/8/11	Wed 3/8/11	9	Project Manager 2
1.2.8	Project plan complete	0 days	Wed 3/8/11	Wed 3/8/11	9,10,11,12,13,1	
1.3	Project Execution	188 days	ed 10/13/10	Fri 7/1/11		
1.3.1	Release 1	61 days	Thu 3/10/11	Thu 6/2/11		
1.3.1.1	Analysis phase	18 days	Thu 3/10/11	Mon 4/4/11	8	System Analyst 1
1.3.1.2	Design phase	15 days	Tue 4/5/11	Mon 4/25/11	19	System Analyst 2
1.3.1.3	Construction phase	12 days	Tue 4/26/11	Wed 5/11/11	20	Developer 1
1.3.1.4	Validation phase	12 days	Thu 5/2/11	Fri 5/27/11	21	Developer 2
1.3.1.5	Deployment phase	3 days	Mon 5/30/11	Wed 6/1/11	22	Developer 3
1.3.1.6	Closeout	1 day	Thu 6/2/11	Thu 6/2/11	23	System Analyst 1 ,Syst
1.3.1.7	Release 1 Complete	0 days	Thu 6/2/11	Thu 6/2/11	24	

4.8.1.5 Dealing with over allocated Resource

Navigate to task->Assign Resources

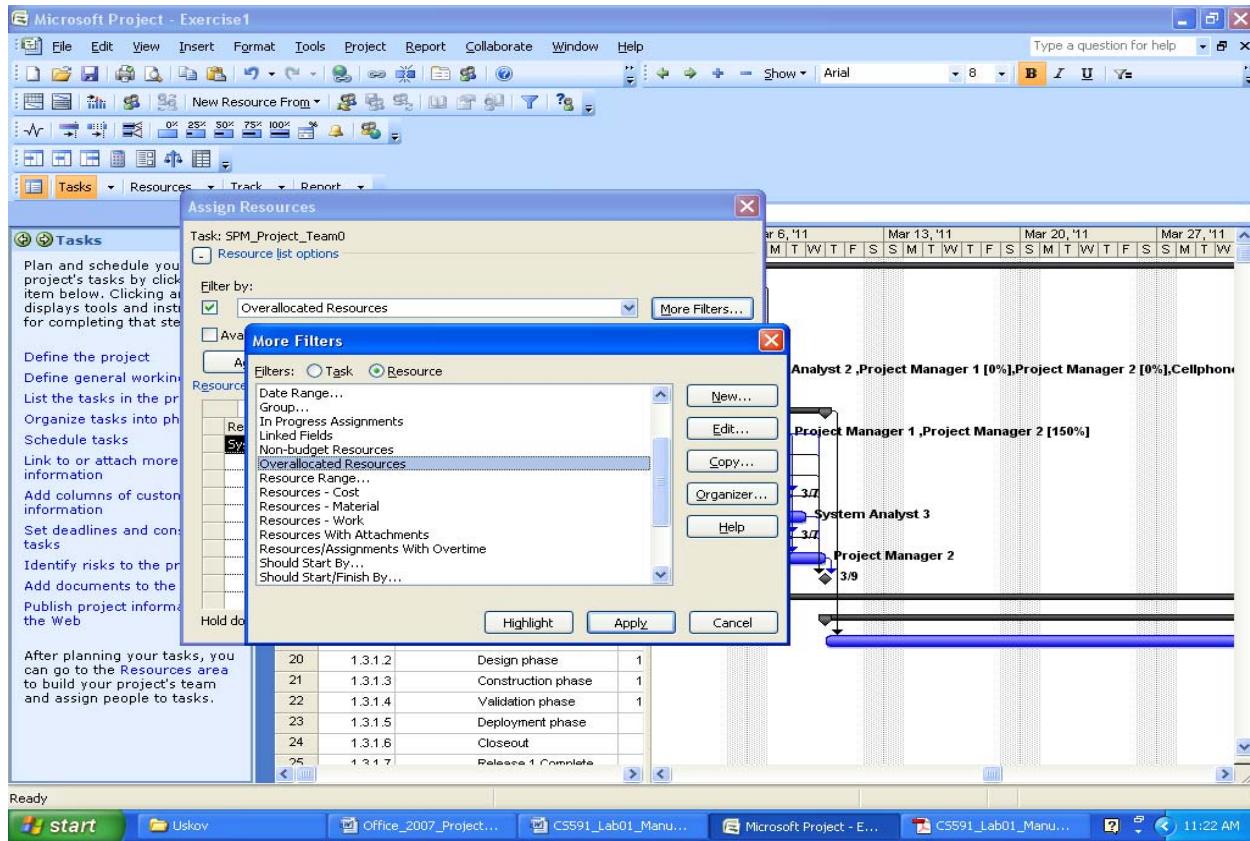
The screenshot shows two windows of Microsoft Project side-by-side.

Top Window (Resource View):

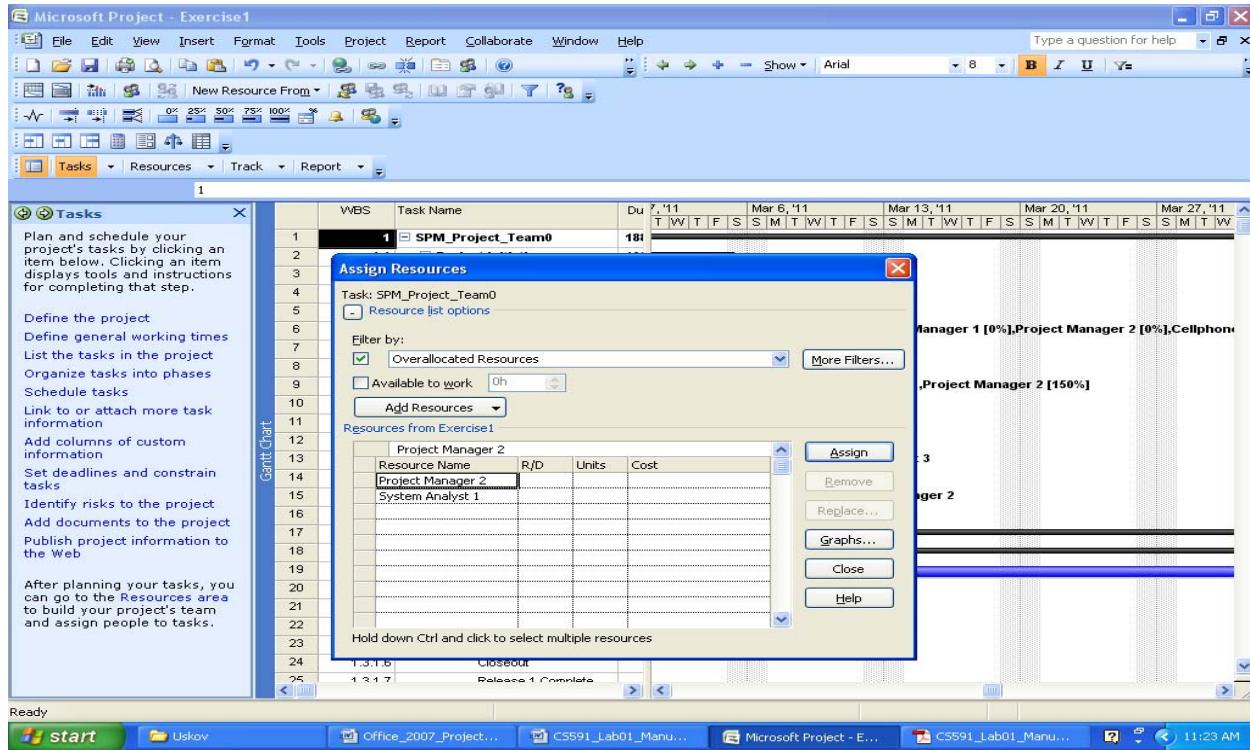
- Title Bar:** Microsoft Project - Exercise1
- Menu Bar:** File, Edit, View, Insert, Format, Tools, Project, Report, Collaborate, Window, Help
- Toolbar:** Standard and Formatting buttons.
- Table:** Shows a list of resources with columns: Resource Name, Start, Initials, Type, Email Address, Windows User Account, Group, Standard Rate, and Overtime Rate.
- Left Panel:** "Specify Resources" dialog with options: Add resources from Project Server, Add resources from the company Address Book, Add resources from the company directory, Enter resources manually.
- Status Bar:** Ready

Bottom Window (Gantt Chart View):

- Title Bar:** Microsoft Project - Exercise1
- Menu Bar:** Tools, Project, Report, Collaborate, Window, Help
- Toolbar:** Standard and Formatting buttons.
- Table:** Shows tasks with columns: ID, Name, Duration, and Work.
- Chart Area:** Gantt chart showing tasks from Mar 7 to Mar 27. A resource conflict is visible where multiple resources are assigned to the same task at the same time.
- Left Panel:** "Tasks" dialog with project planning steps: Plan and schedule your project's tasks by clicking an item below. Clicking an item displays tools and instructions for completing that step.
- Status Bar:** Ready



After clicking apply button. Again Navigate from tools->Assign Resources to display which Resources are over allocated



Microsoft Project - Exercise1

Project Guide: Simple Resource Sheet

	Resource Name	Start	Initials	Type	Email Address	Windows User Account	Group	Standard Rate	Overtime Rate
1	Project Manager 1	Wed 10/13/10	P	Work				\$150.00/hr	\$200.00/hr
2	Project Manager 2	Wed 10/13/10	P	Work				\$150.00/hr	\$200.00/hr
3	System Analyst 1	Thu 3/1/11	S	Work				\$75.00/hr	\$95.00/hr
4	System Analyst 2	Tue 3/1/11	S	Work				\$75.00/hr	\$95.00/hr
5	System Analyst 3	Mon 3/7/11	S	Work				\$75.00/hr	\$95.00/hr
6	Developer 1	Tue 4/26/11	D	Work				\$60.00/hr	\$80.00/hr
7	Developer 2	Thu 5/12/11	D	Work				\$60.00/hr	\$80.00/hr
8	Developer 3	Mon 5/30/11	D	Work				\$60.00/hr	\$80.00/hr
9	Laptop1	Wed 10/13/10	L	Material				\$200.00	
10	Laptop2	NA	L	Material				\$200.00	
11	Laptop3	NA	L	Material				\$200.00	
12	Laptop4	Wed 6/8/11	L	Material				\$200.00	
13	Laptop5	NA	L	Material				\$200.00	
14	PDA1	Wed 10/13/10	P	Material				\$75.00	
15	PDA2	NA	P	Material				\$75.00	
16	Cellphone1	Tue 3/1/11	C	Material				\$50.00	
17	Cellphone2	NA	C	Material				\$50.00	
18	Cellphone3	NA	C	Material				\$50.00	
19	Cellphone4	NA	C	Material				\$50.00	
20	Cellphone5	NA	C	Material				\$50.00	
21	Desktop1	NA	D	Material				\$100.00	
22	Desktop2	NA	D	Material				\$100.00	
23	Desktop3	NA	D	Material				\$100.00	

4.8.1.6 Leveling Resources

Microsoft Project - Exercise1

Project Guide: Simple Resource Sheet

Tools

- Spelling...
- AutoCorrect Options...
- Document Management
- Links Between Projects...
- Import Outlook Tasks...
- Change Working Time...
- Assign Resources...
- Build Team From Enterprise...
- Substitute Resources...
- Local Project Cache
- Resource Sharing
- Level Resources...**
- Tracking
- Macro
- Organizer...
- Customize
- Options...
- Enterprise Options

Windows User Account	Group	Standard Rate	Overtime Rate
Project Manager 1	Wed 1	\$150.00/hr	\$200.00/hr
Project Manager 2	Tue 1	\$150.00/hr	\$200.00/hr
System Analyst 1	Thu	\$75.00/hr	\$95.00/hr
System Analyst 2	Tue	\$75.00/hr	\$95.00/hr
System Analyst 3	Mon	\$75.00/hr	\$95.00/hr
Developer 1	Tue	\$60.00/hr	\$80.00/hr
Developer 2	Thu	\$60.00/hr	\$80.00/hr
Developer 3	Mon	\$60.00/hr	\$80.00/hr
Laptop1	Wed 1	\$200.00	
Laptop2	NA	\$200.00	
Laptop3	NA	\$200.00	
Laptop4	Wed	\$200.00	
Laptop5	NA	\$200.00	
PDA1	Wed 10/13/10	P	Material
PDA2	NA	P	Material
Cellphone1	Wed 10/13/10	C	Material
Cellphone2	NA	C	Material
Cellphone3	NA	C	Material
Cellphone4	NA	C	Material
Cellphone5	NA	C	Material
Desktop1	Wed 10/13/10	D	Material
Desktop2	NA	D	Material
Desktop3	NA	D	Material

Microsoft Project - Exercise1

File Edit View Insert Format Tools Project Report Collaborate Window Help Type a question for help

Project Guide: Simple Resource Sheet

Tasks Resources Track Report

Resource Leveling

Leveling calculations

Automatic Manual

Look for overallocations on a **Day by Day** basis

Clear leveling values before leveling

Leveling range for "Exercise1"

Level entire project

Level From: **Wed 10/13/10** To: **Fri 7/1/11**

Resolving overallocations

Leveling order: **Standard**

Level only within available slack

Leveling can adjust individual assignments on a task

Leveling can create splits in remaining work

Level resources with the proposed booking type

Help Clear Leveling... Level Now OK Cancel

Resource Name	Start	Type	Standard Rate	Overtime Rate
Project Manager 1	Wed 10/13/10	Work	\$150.00/hr	\$200.00/hr
Project Manager 2	Tue 10/26/10	Work	\$150.00/hr	\$200.00/hr
System Analyst 1	Thu 3/10/11	Work	\$75.00/hr	\$95.00/hr
System Analyst 2	Tue 3/1/11	Work	\$75.00/hr	\$95.00/hr
System Analyst 3	Mon 3/7/11	Work	\$75.00/hr	\$95.00/hr
Developer 1	Tue 4/26/11	Work	\$60.00/hr	\$80.00/hr
Developer 2	Thu 5/12/11	Work	\$60.00/hr	\$80.00/hr
Developer 3	Mon 5/30/11	Work	\$60.00/hr	\$80.00/hr
Laptop1	Wed 10/13/10	Material	\$200.00	
Laptop2	NA	Material	\$200.00	
Laptop3	NA	Material	\$200.00	
Laptop4	Wed 6/8/11	Material	\$200.00	
Laptop5	NA	Material	\$200.00	
PDA1	Wed 10/13/10	Material	\$75.00	
PDA2	NA	Material	\$75.00	
Cellphone1	Wed 10/13/10	Material	\$50.00	
Cellphone2	NA	Material	\$50.00	
Cellphone3	NA	Material	\$50.00	
Cellphone4	NA	Material	\$50.00	
Cellphone5	NA	Material	\$50.00	
Desktop1	Wed 10/13/10	Material	\$100.00	
Desktop2	NA	Material	\$100.00	
Desktop3	NA	Material	\$100.00	

Microsoft Project - Exercise1

File Edit View Insert Format Tools Project Report Collaborate Window Help Type a question for help

Project Guide: Simple Resource Sheet

Tasks Resources Track Report

Level Now

Entire pool Selected resources

OK Cancel

Resource Name	Start	Initials	Type	Email Address	Windows User Account	Group	Standard Rate	Overtime Rate
Project Manager 1	Wed 10/13/10	P	Work				\$150.00/hr	\$200.00/hr
Project Manager 2	Tue 10/26/10	P	Work				\$150.00/hr	\$200.00/hr
System Analyst 1	Thu 3/10/11	S	Work				\$75.00/hr	\$95.00/hr
System Analyst 2	Tue 3/1/11	S	Work				\$75.00/hr	\$95.00/hr
System Analyst 3	Mon 3/7/11	S	Work				\$75.00/hr	\$95.00/hr
Developer 1	Tue 4/26/11	D	Work				\$60.00/hr	\$80.00/hr
Developer 2	Thu 5/12/11	D	Work				\$60.00/hr	\$80.00/hr
Developer 3	Mon 5/30/11	D	Work				\$60.00/hr	\$80.00/hr
Laptop1	Wed 10/13/10	L	Material				\$200.00	
Laptop2	NA	L	Material				\$200.00	
Laptop3	NA	L	Material				\$200.00	
Laptop4	Wed 6/8/11	L	Material				\$200.00	
Laptop5	NA	L	Material				\$200.00	
PDA1	Wed 10/13/10	P	Material				\$75.00	
PDA2	NA	P	Material				\$75.00	
Cellphone1	Wed 10/13/10	C	Material				\$50.00	
Cellphone2	NA	C	Material				\$50.00	
Cellphone3	NA	C	Material				\$50.00	
Cellphone4	NA	C	Material				\$50.00	
Cellphone5	NA	C	Material				\$50.00	
Desktop1	Wed 10/13/10	D	Material				\$100.00	
Desktop2	NA	D	Material				\$100.00	
Desktop3	NA	D	Material				\$100.00	

Microsoft Project - Exercise1

File Edit View Insert Format Tools Project Report Collaborate Window Help

Type a question for help

Tasks Resources Track Report

Project Guide: Simple Resource Sheet

Level Now

	Resource Name	Start	Initials	Type	Email Address	Windows User Account	Group	Standard Rate	Overtime Rate
1	Project Manager 1	Wed 10/13/10	P	Work				\$150.00/hr	\$200.00/hr
2	Project Manager 2	Tue 10/26/10	P	Work				\$150.00/hr	\$200.00/hr
3	System Analyst 1	Thu 3/10/11	S	Work				\$75.00/hr	\$95.00/hr
4	System Analyst 2	Tue 3/1/11	S	Work				\$75.00/hr	\$95.00/hr
5	System Analyst 3	Mon 3/7/11	S	Work				\$75.00/hr	\$95.00/hr
6	Developer 1	Tue 4/26/11	D	Work				\$60.00/hr	\$80.00/hr
7	Developer 2	Thu 5/12/11	D	Work				\$60.00/hr	\$80.00/hr
8	Developer 3	Mon 5/30/11	D	Work				\$60.00/hr	\$80.00/hr
9	Laptop1	Wed 10/13/10	L	Material				\$200.00	
10	Laptop2	NA	L	Material				\$200.00	
11	Laptop3	NA	L	Material				\$200.00	
12	Laptop4	Wed 6/8/11	L	Material				\$200.00	
13	Laptop5	NA	L	Material				\$200.00	
14	PDA1	Wed 10/13/10	P	Material				\$75.00	
15	PDA2	NA	P	Material				\$75.00	
16	Cellphone1	Wed 10/13/10	C	Material				\$50.00	
17	Cellphone2	NA	C	Material				\$50.00	
18	Cellphone3	NA	C	Material				\$50.00	
19	Cellphone4	NA	C	Material				\$50.00	
20	Cellphone5	NA	C	Material				\$50.00	
21	Desktop1	Wed 10/13/10	D	Material				\$100.00	
22	Desktop2	NA	D	Material				\$100.00	
23	Desktop3	NA	D	Material				\$100.00	

Microsoft Project - Exercise1

File Edit View Insert Format Tools Project Report Collaborate Window Help

Type a question for help

Tasks Resources Track Report

Project Guide: Simple Resource Sheet

Specify Resources

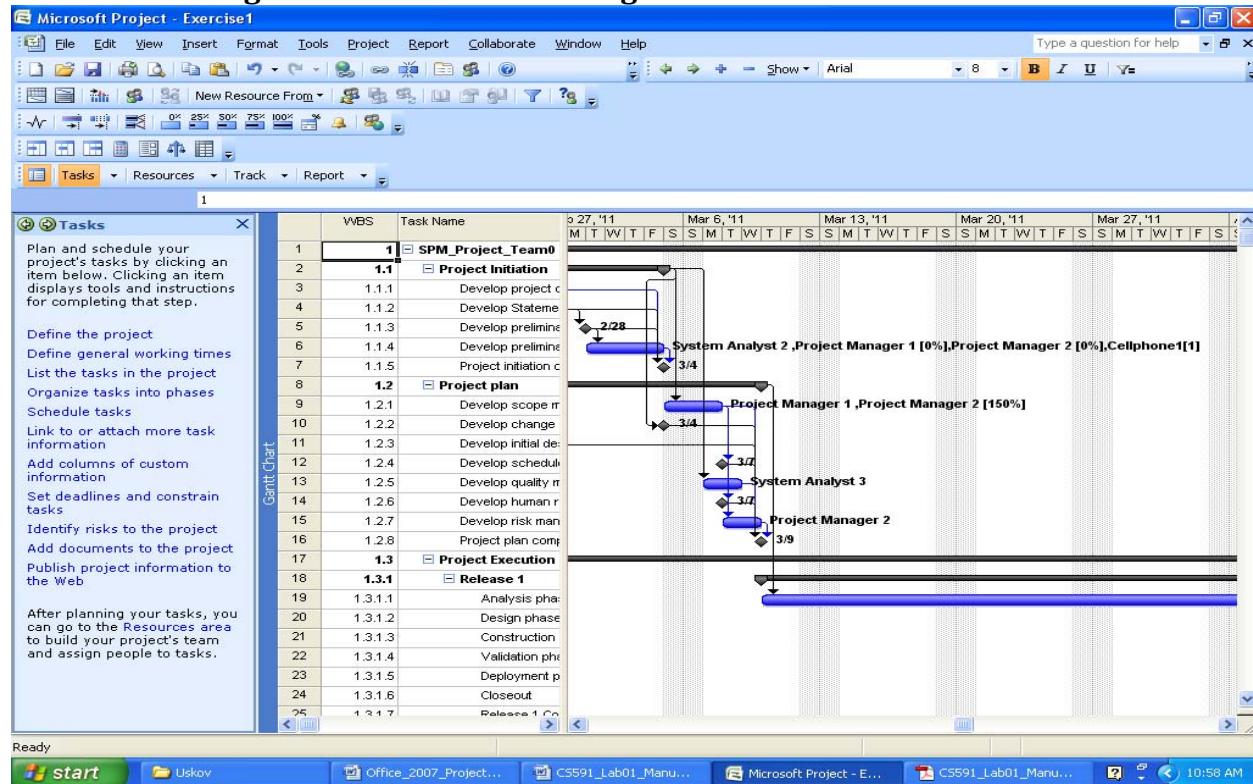
Do you want to:

- Add resources from Project Server
- Add resources from the company Address Book
- Add resources from the company directory
- Enter resources manually

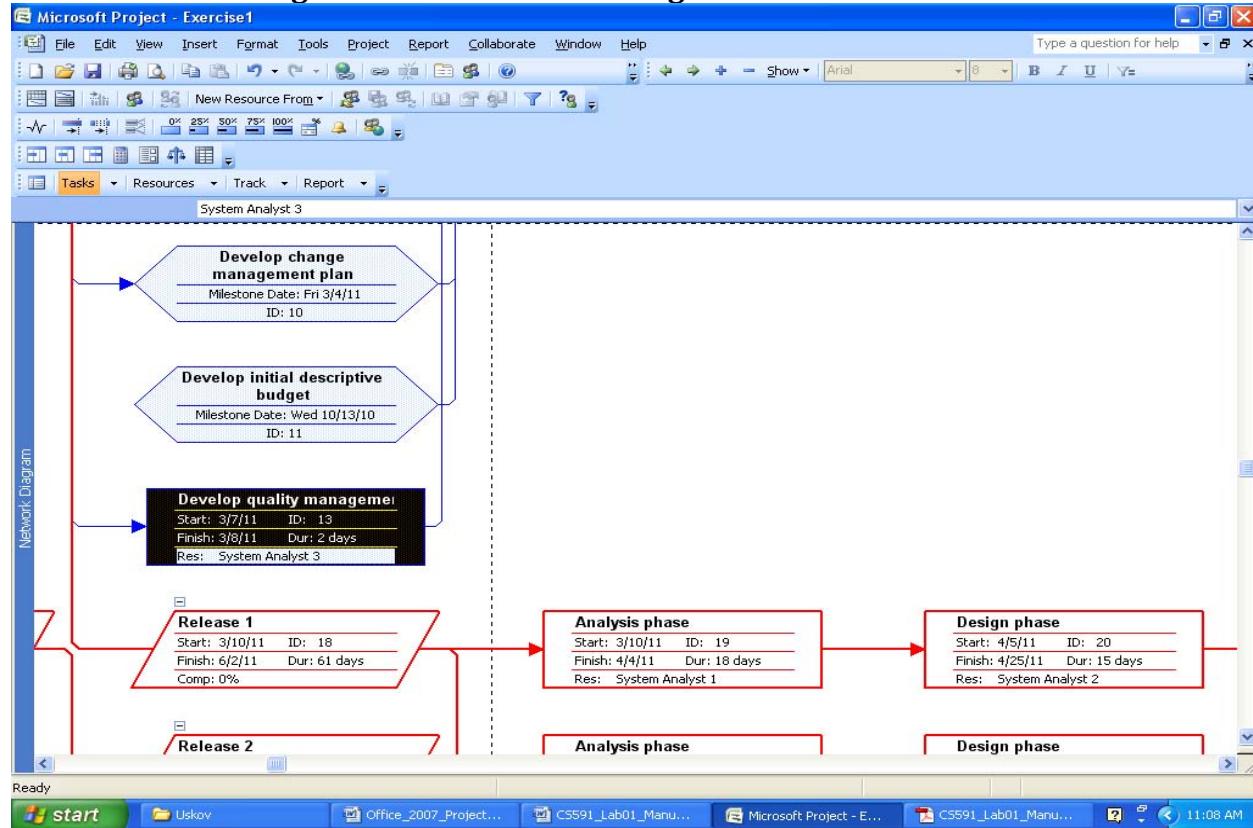
Done

	Resource Name	Start	Initials	Type	Email Address	Windows User Account	Group	Standard Rate	Overtime Rate
1	Project Manager 1	Wed 10/13/10	P	Work				\$150.00/hr	\$200.00/hr
2	Project Manager 2	Wed 10/13/10	P	Work				\$150.00/hr	\$200.00/hr
3	System Analyst 1	Thu 3/1/11	S	Work				\$75.00/hr	\$95.00/hr
4	System Analyst 2	Tue 3/1/11	S	Work				\$75.00/hr	\$95.00/hr
5	System Analyst 3	Mon 3/7/11	S	Work				\$75.00/hr	\$95.00/hr
6	Developer 1	Tue 4/26/11	D	Work				\$60.00/hr	\$80.00/hr
7	Developer 2	Thu 5/12/11	D	Work				\$60.00/hr	\$80.00/hr
8	Developer 3	Mon 5/30/11	D	Work				\$60.00/hr	\$80.00/hr
9	Laptop1	Wed 10/13/10	L	Material				\$200.00	
10	Laptop2	NA	L	Material				\$200.00	
11	Laptop3	NA	L	Material				\$200.00	
12	Laptop4	Wed 6/8/11	L	Material				\$200.00	
13	Laptop5	NA	L	Material				\$200.00	
14	PDA1	Wed 10/13/10	P	Material				\$75.00	
15	PDA2	NA	P	Material				\$75.00	
16	Cellphone1	Wed 10/13/10	C	Material				\$50.00	
17	Cellphone2	NA	C	Material				\$50.00	
18	Cellphone3	NA	C	Material				\$50.00	
19	Cellphone4	NA	C	Material				\$50.00	
20	Cellphone5	NA	C	Material				\$50.00	
21	Desktop1	Wed 10/13/10	D	Material				\$100.00	
22	Desktop2	NA	D	Material				\$100.00	
23	Desktop3	NA	D	Material				\$100.00	

4.8.2 Gantt Diagram with Resources Assigned



4.8.3 Network Diagram with Resources Assigned



4.8.4 Assigning Resource Availability

The screenshot shows the Microsoft Project application interface. The main window displays a list of resources and their assigned tasks. A context menu is open over a resource named 'System Analyst 1'. A 'Resource Information' dialog box is displayed, showing details for 'System Analyst 1' and allowing the user to set resource availability dates. The 'Resource Availability' section of the dialog shows a calendar for October 2010 with a checkmark on October 11, 2010, and a dropdown menu indicating the date is set to 'Mon 10/11/10'. The 'Available From' field is set to 'NA' and the 'Available To' field is set to '10/11/2010'. The 'Units' field is set to '100%'. Below the calendar, a message states: 'Default Assignment Owner: [dropdown]'.

Resource Information Dialog (Top Window):

- General tab: Resource name: System Analyst 1, Initials: S, Email: Windows Account..., Booking type: Committed, Type: Work.
- Costs tab: Not visible.
- Notes tab: Not visible.
- Custom Fields tab: Not visible.
- Resource Availability tab: Available From: NA, Available To: Mon 10/11/10, Units: 100%.

Resource Availability Calendar (Bottom Window):

- Calendar: October, 2010. The date October 11, 2010, is highlighted with a red box.
- Buttons: Details..., OK, Cancel.

Microsoft Project - Exercise1

File Edit View Insert Format Tools Project Report Collaborate Window Help Type a question for help

Tasks Resources Track Report

Specify people and equipment for the project

Specify the booking types for resources

Define working times for resources

Assign people and equipment to tasks

Link to or attach more resource information

Add columns of custom information

Publish project information to the Web

Specify people and equipment for the project

Specify the booking types for resources

Define working times for resources

Assign people and equipment to tasks

Link to or attach more resource information

Add columns of custom information

Publish project information to the Web

After entering task and resource information, you can go to the **Track** area to track and manage your project as it progresses.

Resource Usage

Resource	Task	Start Date	End Date	Duration	Type	Work	Oct 10, '10						
							M	T	W	T	F	S	S
System Analyst 1	Develop change			0 hrs	Work								
	Develop initial c			8 hrs	Work								
	Develop schedu			0 hrs	Work								
	Develop human			0 hrs	Work								
	Develop risk me			16 hrs	Work								
	Project Closeout			0 hrs	Work								
					Work								
					Work								
					Work								
					Work								
System Analyst 2	Analysis phase			144 hrs	Work								
	Closeout			8 hrs	Work								
	Analysis phase			24 hrs	Work								
	Design phase			56 hrs	Work								
	Construction ph			24 hrs	Work								
	System Analyst 3			64 hrs	Work								
				16 hrs	Work								
					Work								
					Work								
					Work								

Microsoft Project - Exercise1

File Edit View Insert Format Tools Project Report Collaborate Window Help Type a question for help

Tasks Resources Track Report

System Analyst 1

Project Guide/Simple Resource Sheet

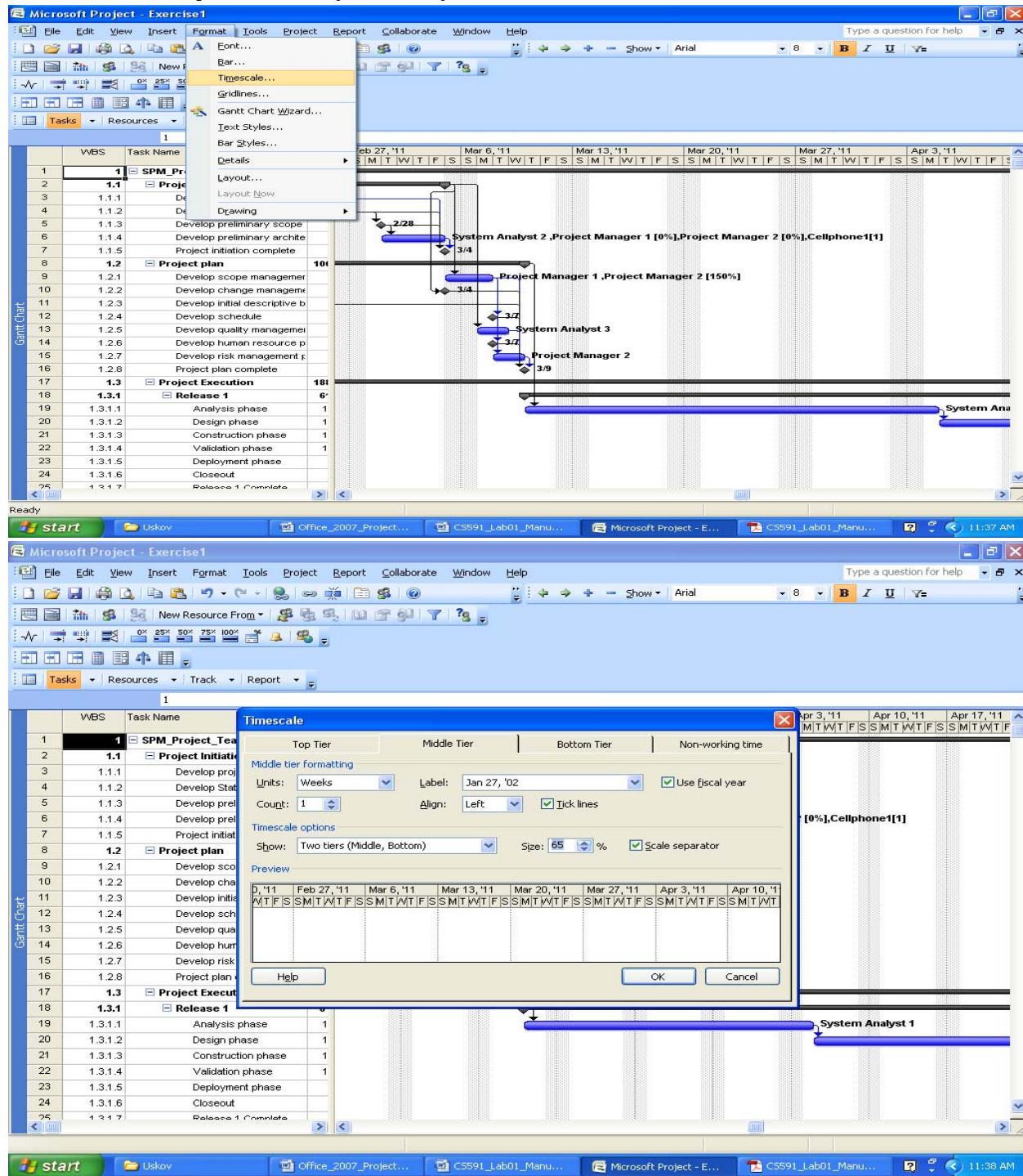
#	Resource Name	Start	Initials	Type	Email Address	Windows User Account	Group	Standard Rate	Overtime Rate
1	Project Manager 1	Wed 10/13/10	P	Work				\$150.00/hr	\$200.00/hr
2	Project Manager 2	Tue 10/26/10	P	Work				\$150.00/hr	\$200.00/hr
3	System Analyst 1	Thu 3/10/11	S	Work				\$75.00/hr	\$95.00/hr
4	System Analyst 2	Tue 3/1/11	S	Work				\$75.00/hr	\$95.00/hr
5	System Analyst 3	Mon 3/7/11	S	Work				\$75.00/hr	\$95.00/hr
6	Developer 1	Tue 4/26/11	D	Work				\$60.00/hr	\$80.00/hr
7	Developer 2	Thu 5/12/11	D	Work				\$60.00/hr	\$80.00/hr
8	Developer 3	Mon 5/30/11	D	Work				\$60.00/hr	\$80.00/hr
9	Laptop1	Wed 10/13/10	L	Material				\$200.00	
10	Laptop2		NA	L	Material			\$200.00	
11	Laptop3		NA	L	Material			\$200.00	
12	Laptop4	Wed 6/8/11	L	Material				\$200.00	
13	Laptop5		NA	L	Material			\$200.00	
14	PDA1	Wed 10/13/10	P	Material				\$75.00	
15	PDA2		NA	P	Material			\$75.00	
16	Cellphone1	Wed 10/13/10	C	Material				\$50.00	
17	Cellphone2		NA	C	Material			\$50.00	
18	Cellphone3		NA	C	Material			\$50.00	
19	Cellphone4		NA	C	Material			\$50.00	
20	Cellphone5		NA	C	Material			\$50.00	
21	Desktop1	Wed 10/13/10	D	Material				\$100.00	
22	Desktop2		NA	D	Material			\$100.00	
23	Desktop3		NA	D	Material			\$100.00	

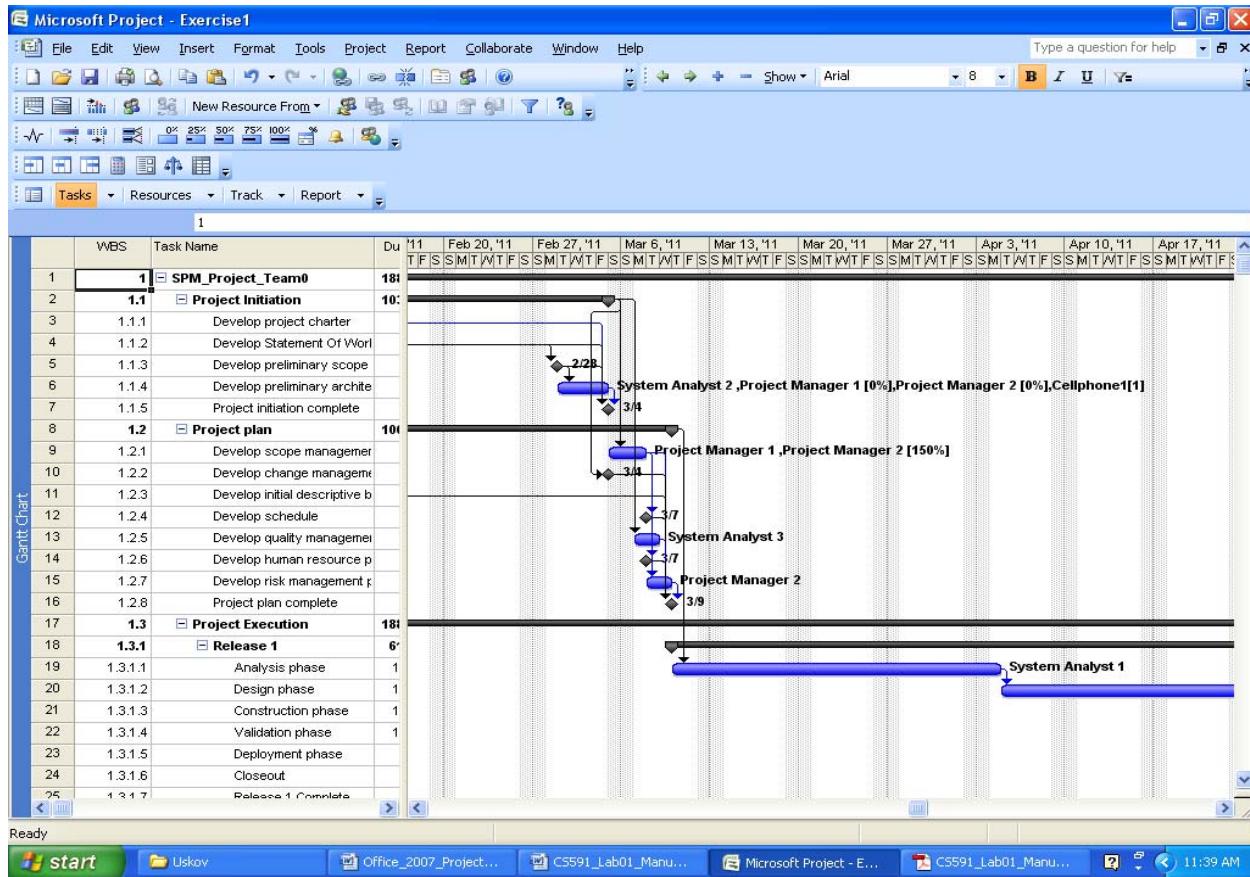
5 PRINTING AND FORMATTING THE PROJECT INFORMATION

5.1 Using a GANTT CHART

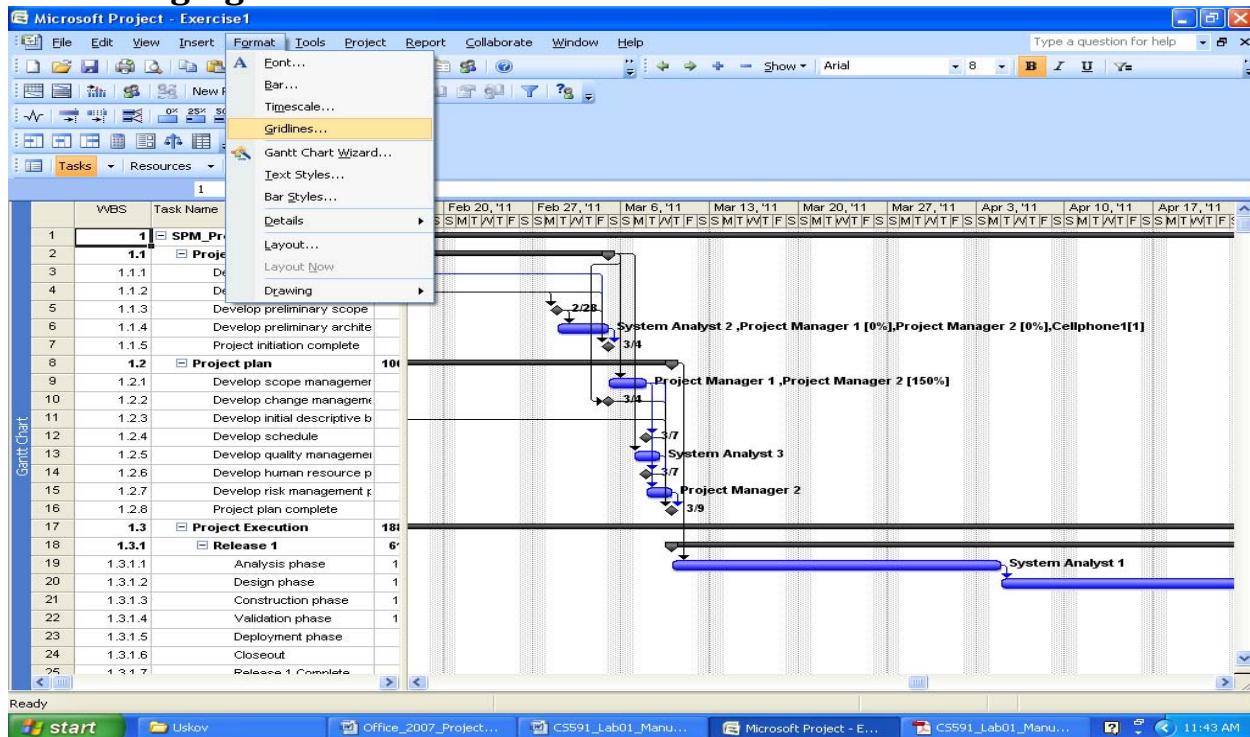
To View the Gantt chart Select ->view -> Gantt chart

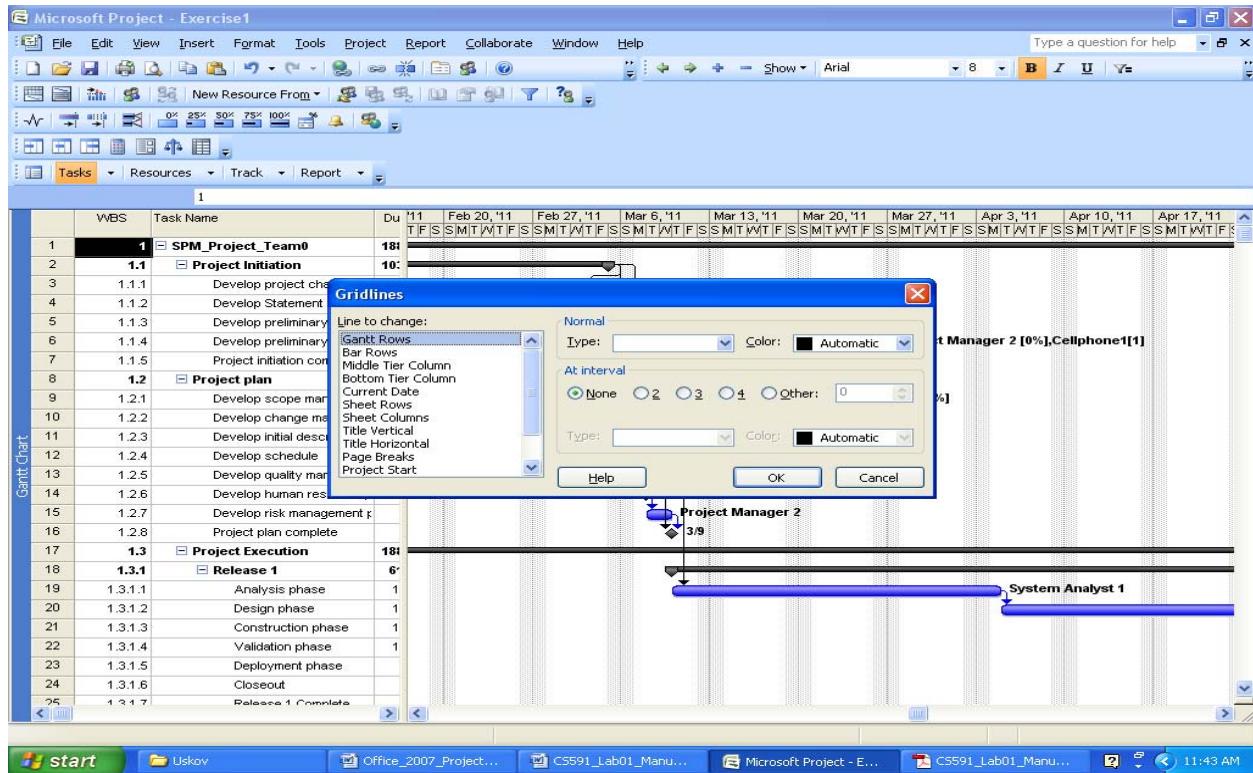
To Modify Select Format->Timescale for the output to be displayed in min, hrs, weeks, thirds of months, months , quarters , half years and years





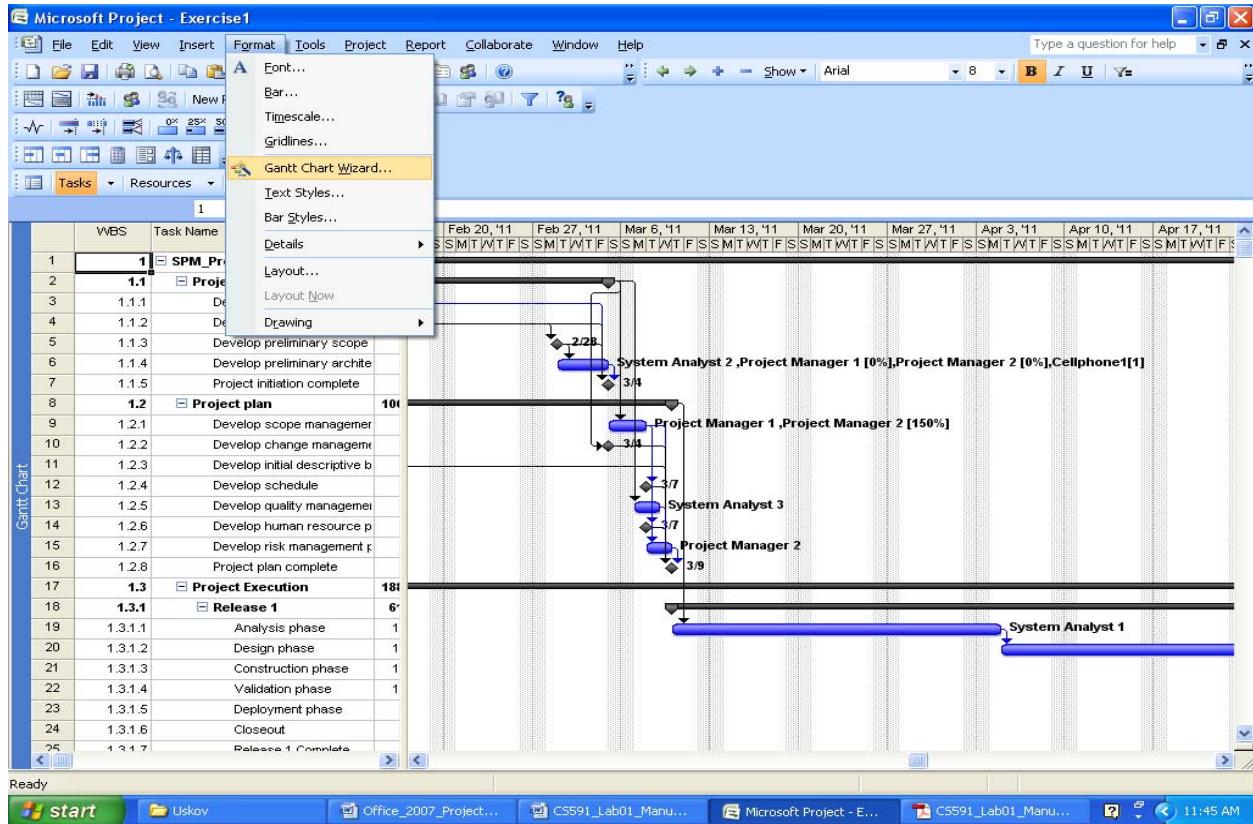
5.2 Changing the Gridlines to be Used

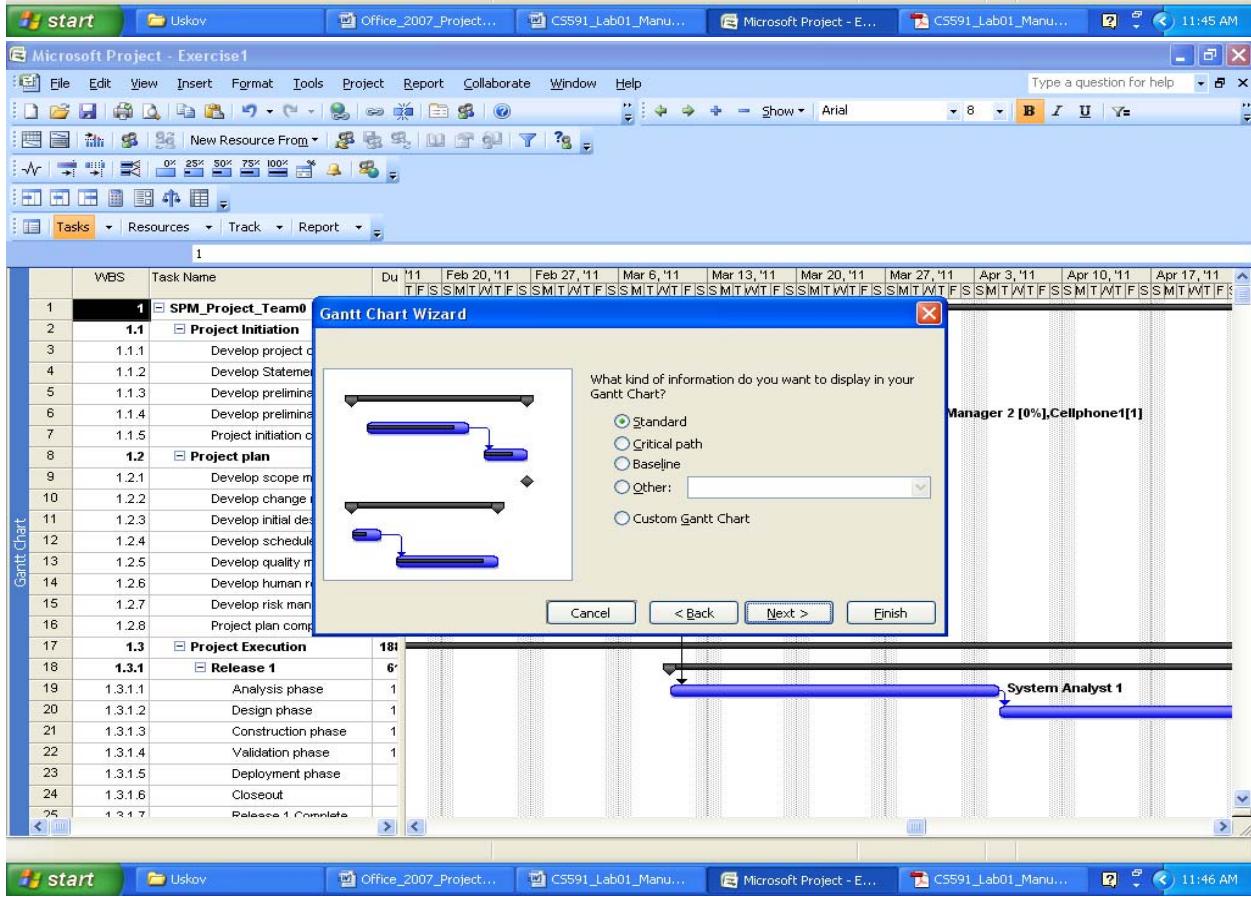
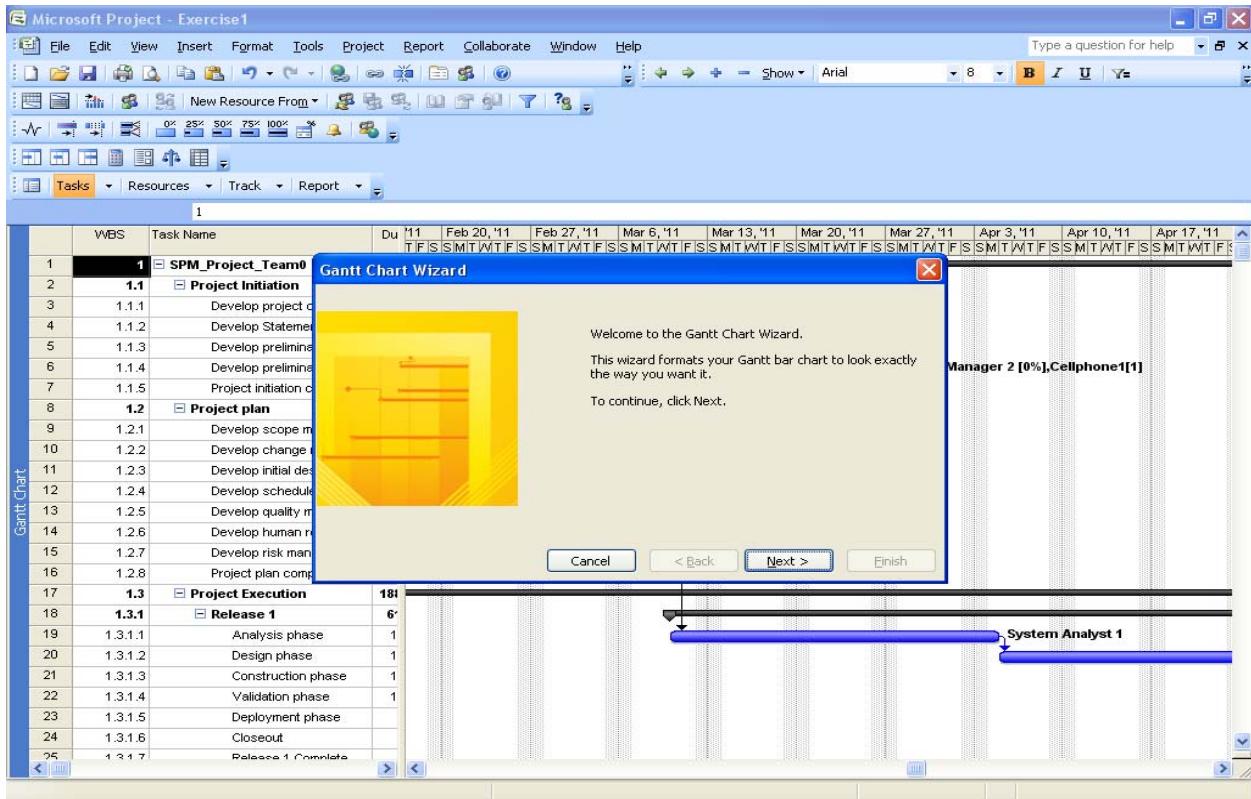




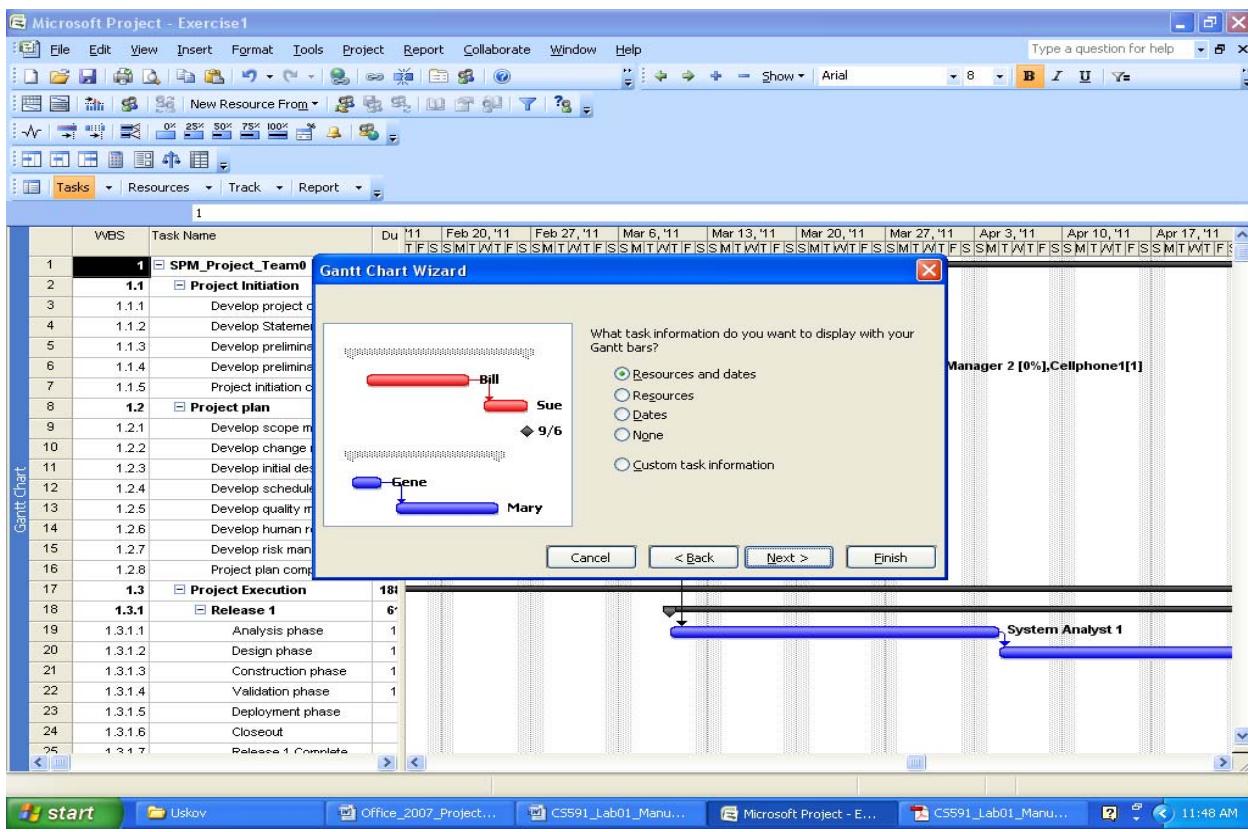
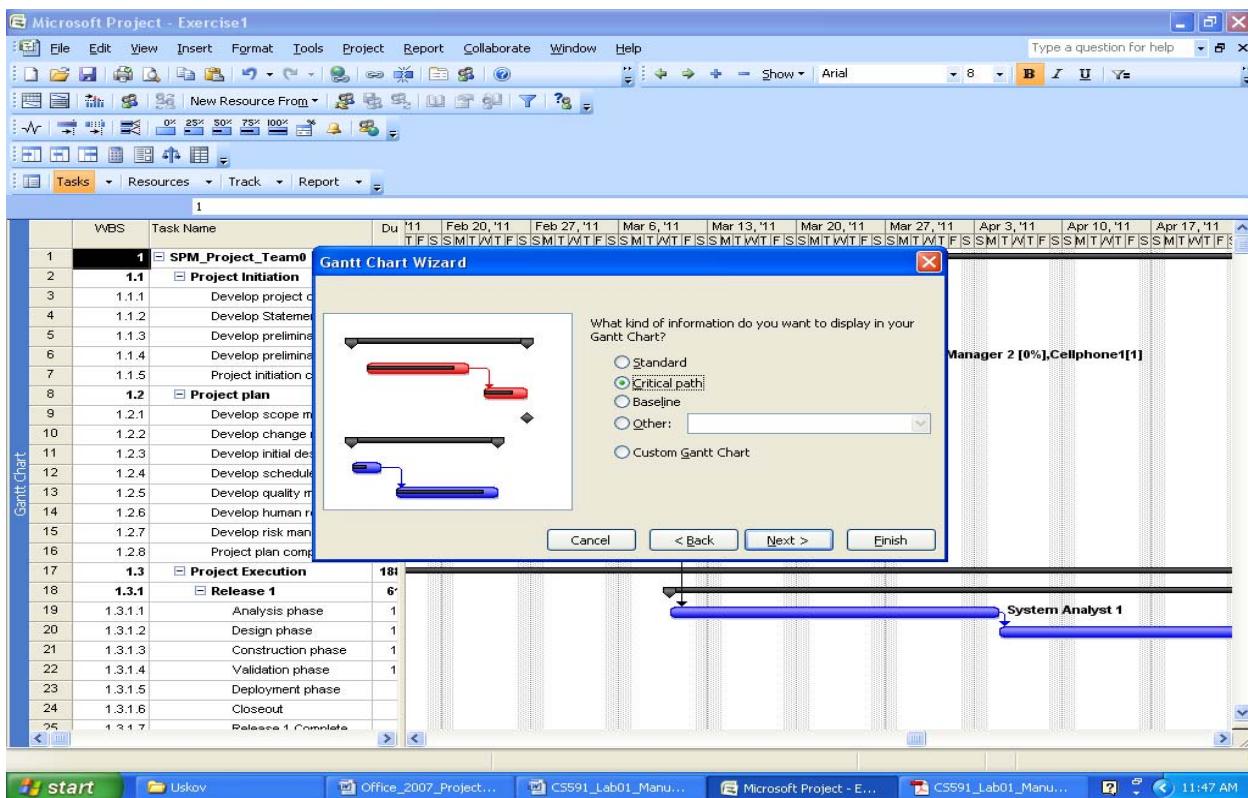
5.3 Using the GANTT CHART Wizard

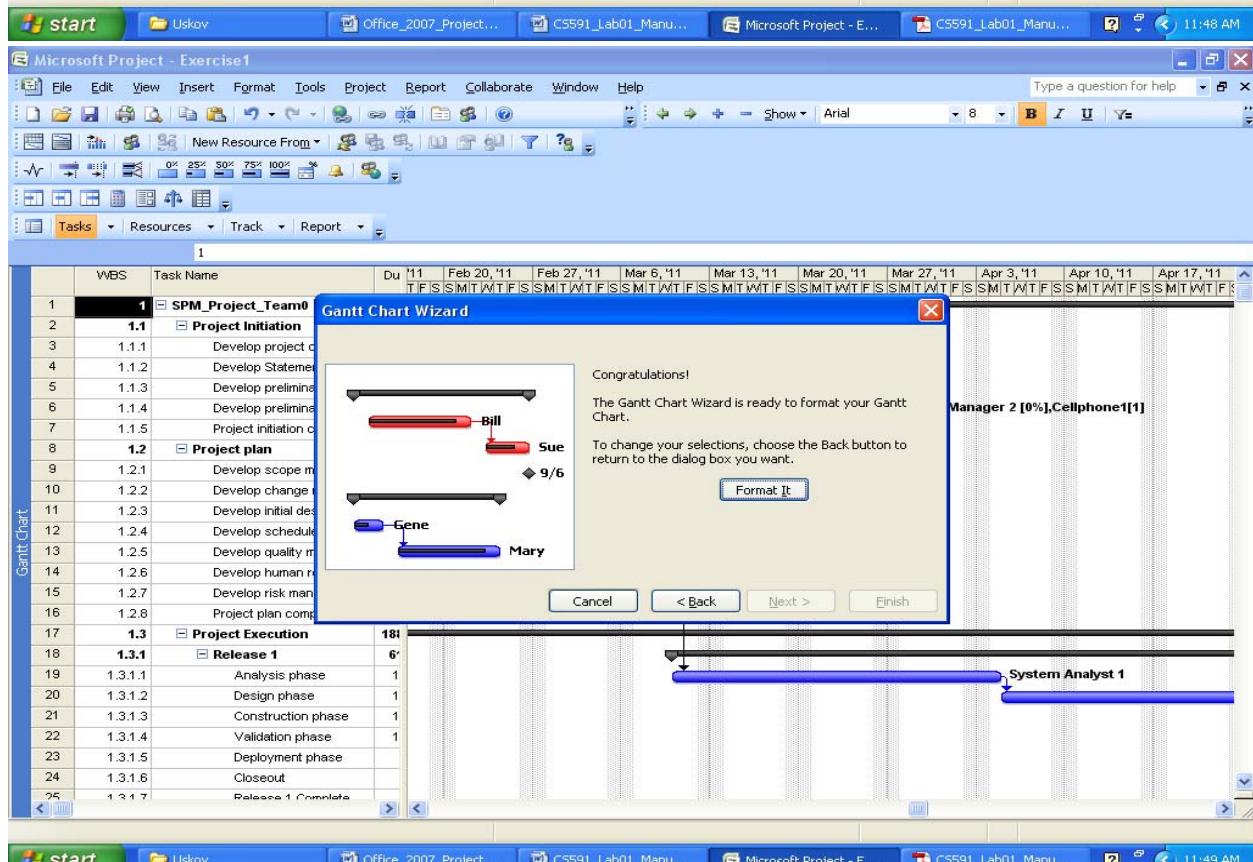
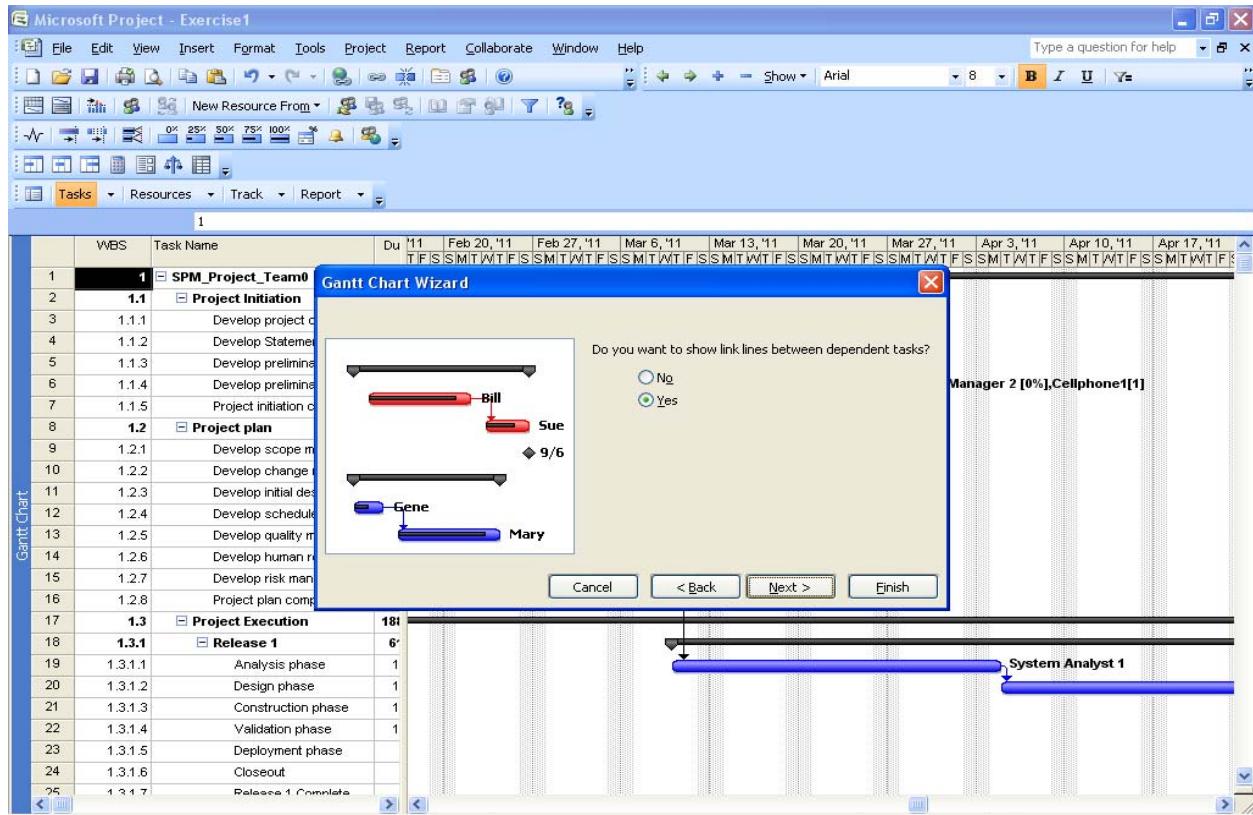
Navigate to Format->Gantt Chart Wizard

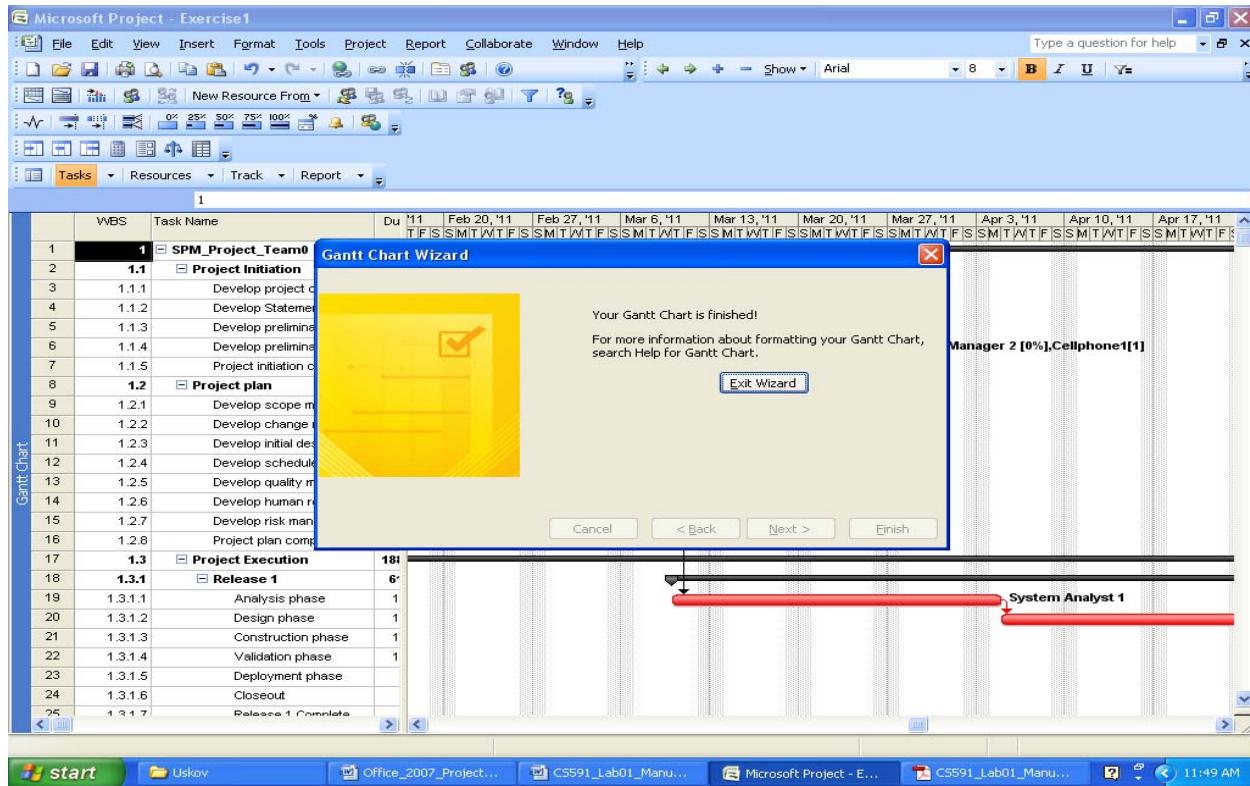




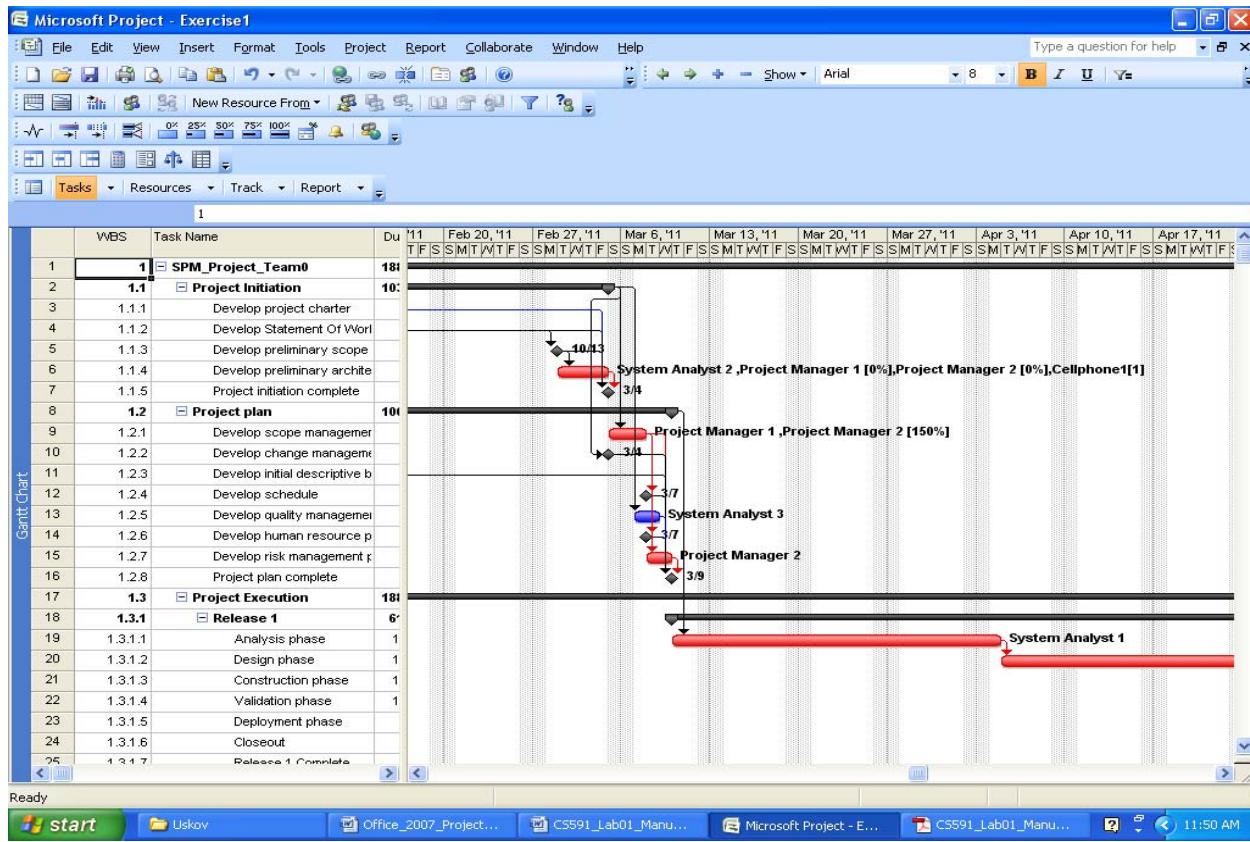
5.3.1 Setting the Critical Path





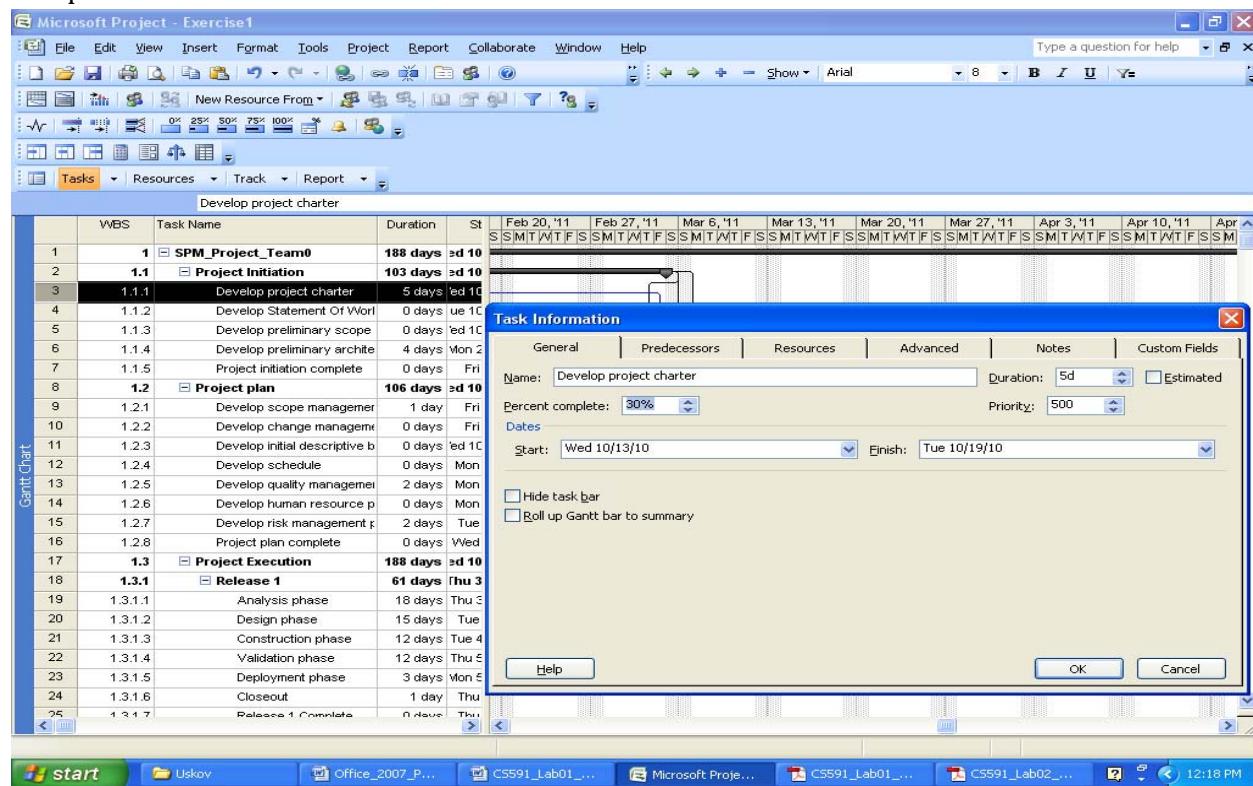


5.4 Critical path

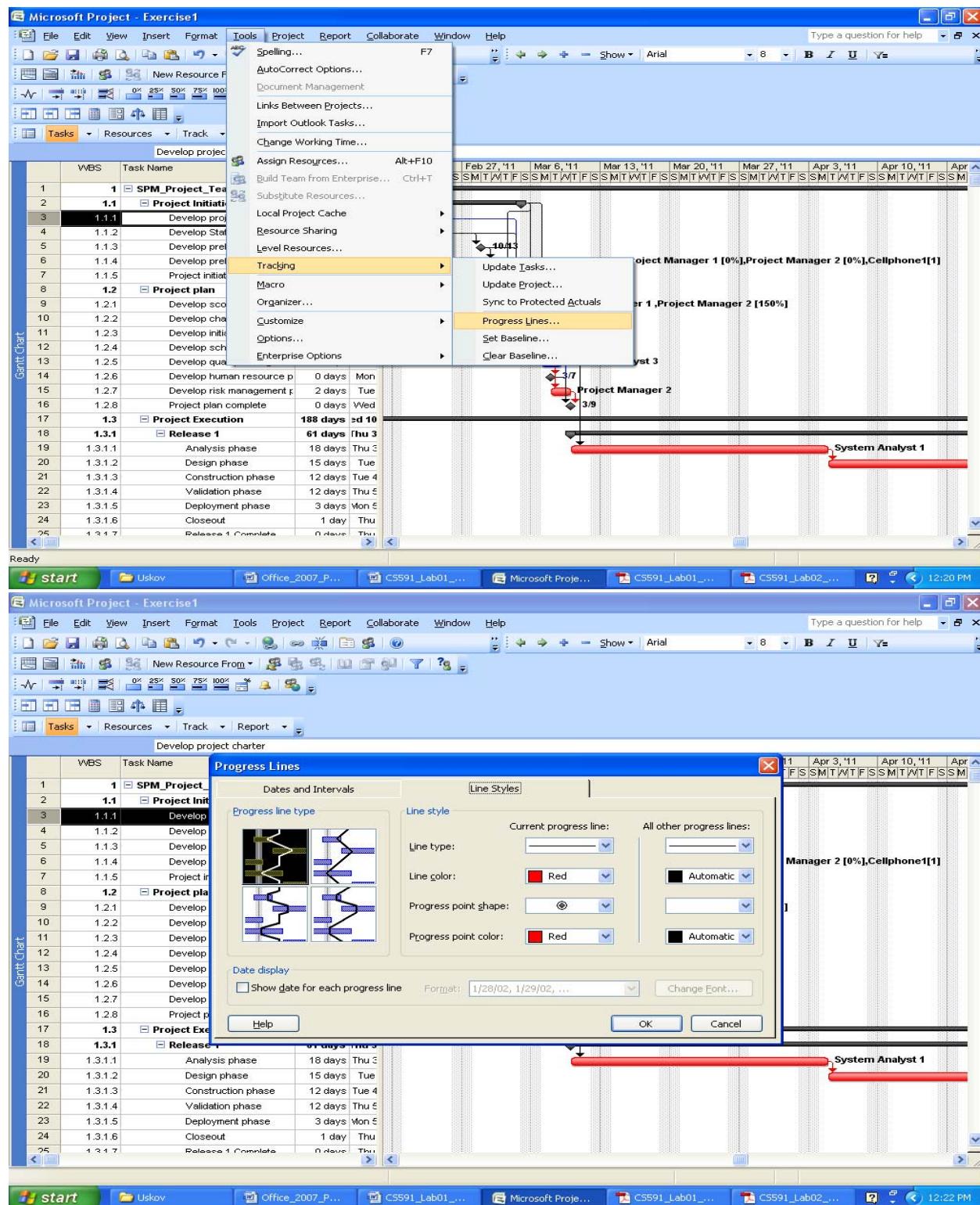


5.5 Displaying Task Completion

The completion of the task is selected by Double-Click on the task name-> using the Percent Complete Field in task information.

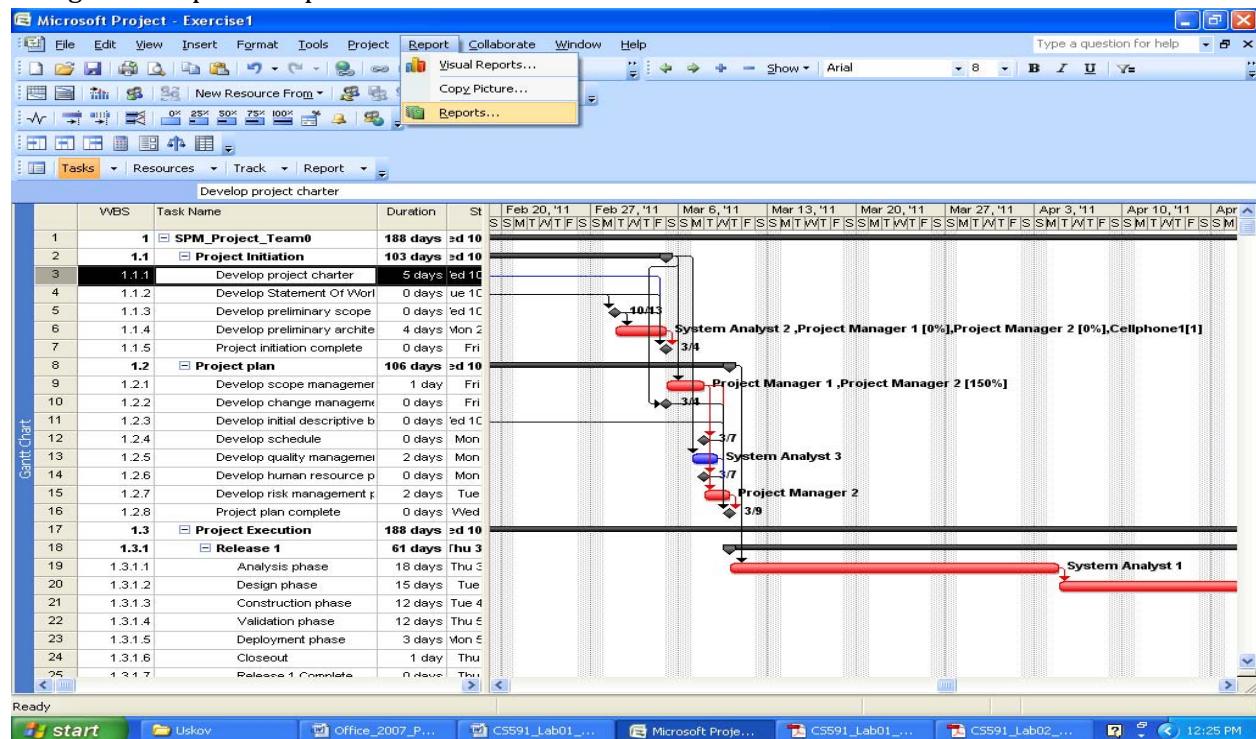


5.6 Formatting the Progress Lines on the GANTT CHART



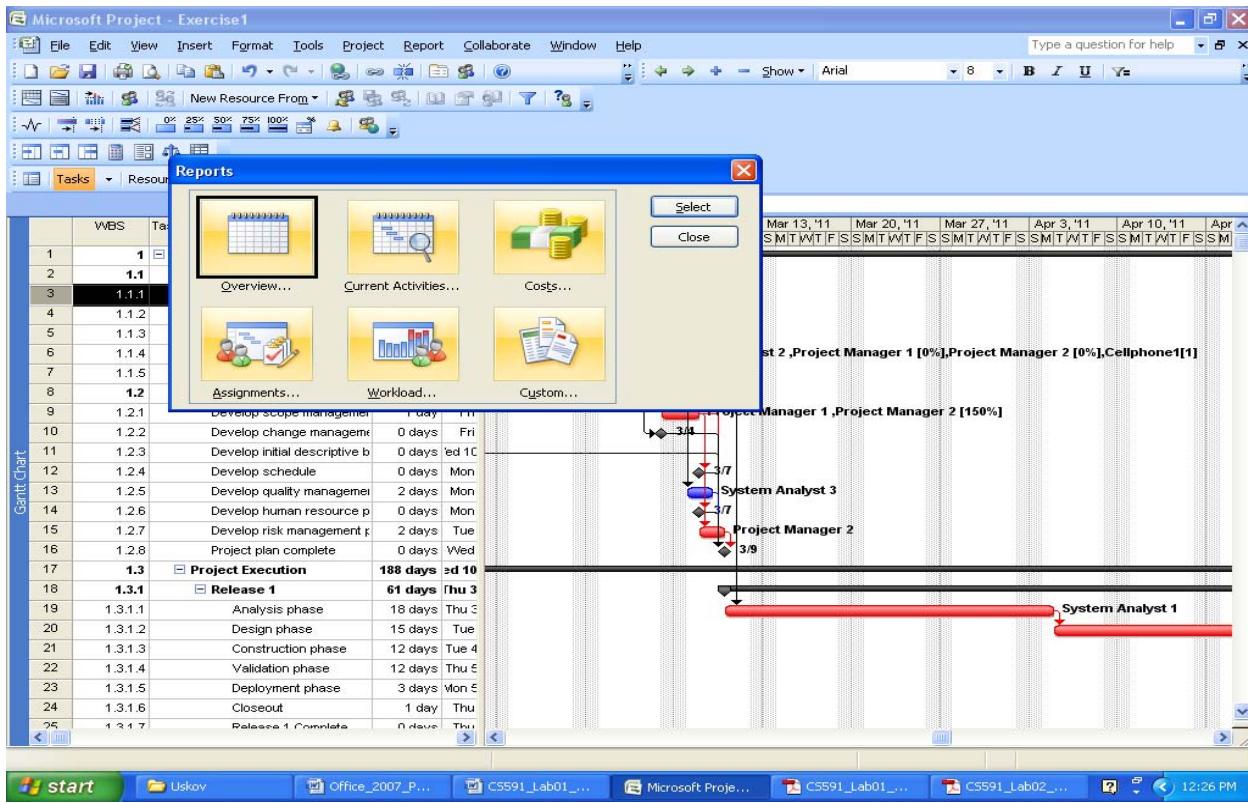
5.7 Using Predefined Reports

Navigate to Report->Reports

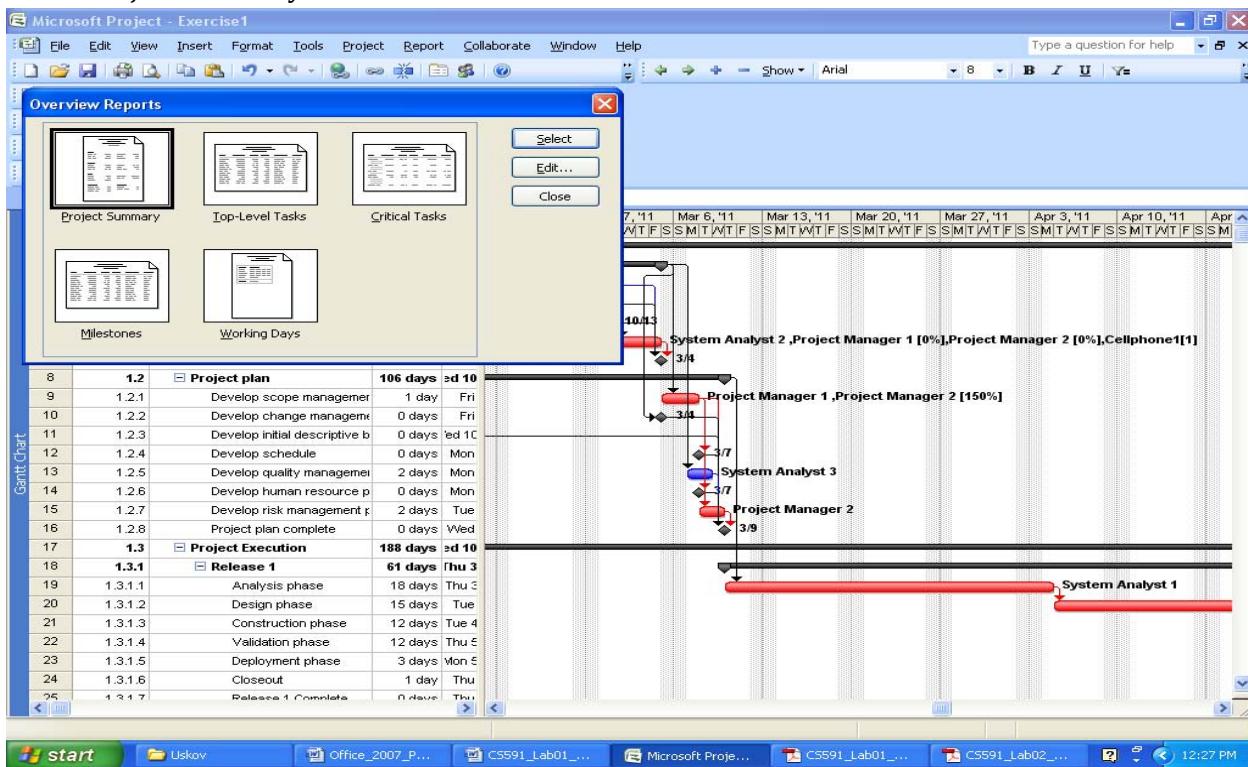


Click on Overview & click on select button as shown below

5.7.1 Overview Report



Select Project Summary & click on Select button



Microsoft Project - Exercise1

Page Setup... Print... Close Help

Exercise1

as of Mon 10/11/10

Dates

Start:	Wed 10/13/10	Finish:	Fri 7/1/11
Baseline Start:	NA	Baseline Finish:	NA
Actual Start:	Wed 10/13/10	Actual Finish:	NA
Start Variance:	0 days	Finish Variance:	0 days

Duration

Scheduled:	188 days	Remaining:	186.06 days
Baseline:	0 days?	Actual:	2.94 days
Variance:	188 days	Percent Complete:	2%

Work

Scheduled:	2,488 hrs	Remaining:	2,450.75 hrs
Baseline:	0 hrs	Actual:	37.25 hrs
Variance:	2,488 hrs	Percent Complete:	1%

Costs

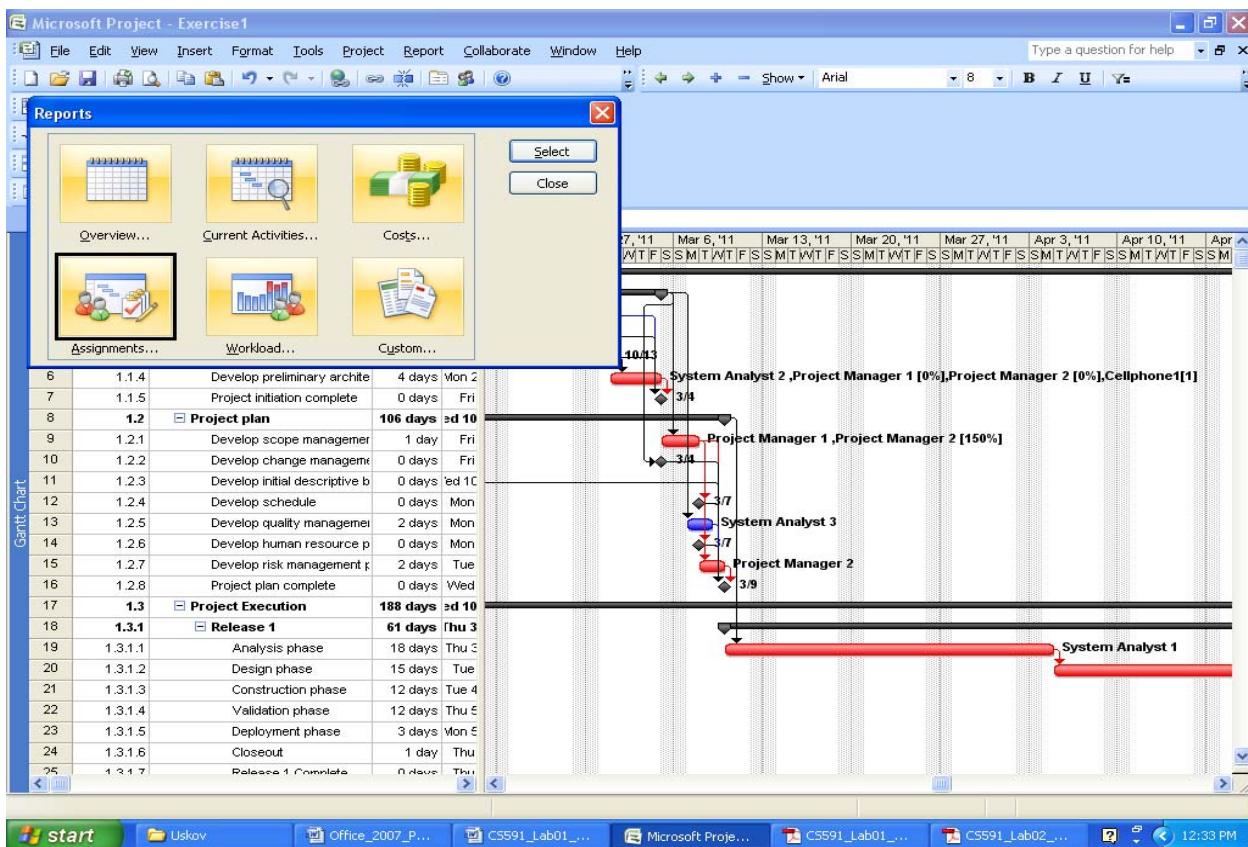
Scheduled:	\$308,765.00	Remaining:	\$303,121.67
Baseline:	\$0.00	Actual:	\$5,643.33
Variance:	\$308,765.00		

Task Status Resource Status

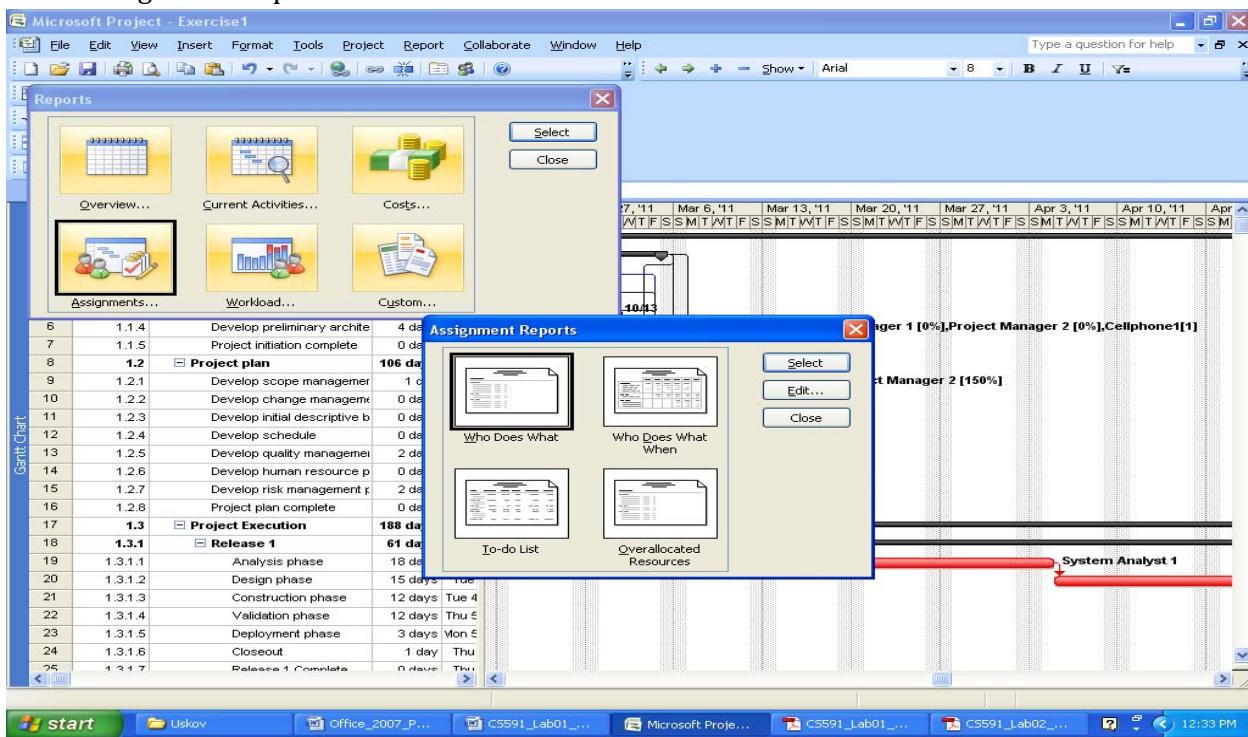
Page: 1 of 1

start Uskov Office_2007_P... CS591_Lab01_... Microsoft Proje... CS591_Lab01_... CS591_Lab02_... 12:29 PM

5.7.2 Assignment Report



Select Assignment Report->Who Does What

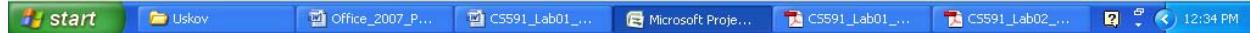


Microsoft Project - Exercise1

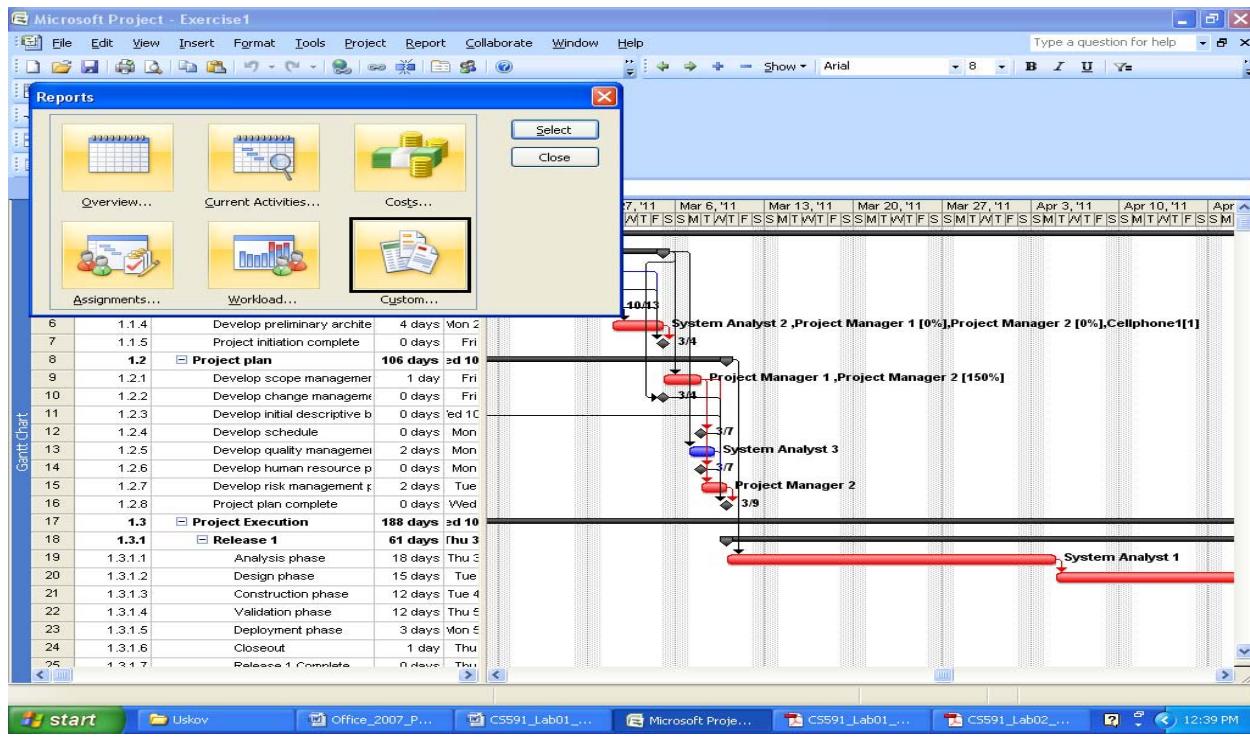
VWho Does What as of Mon 10/11/10
Exercise1

ID	Resource Name	Work
Project Manager 1 48 hrs		
1	ID Task Name	Units Work Delay Start Finish
	3 Develop project charter	100% 40 hrs 0 days Wed 10/13/10 Tue 10/19/10
	4 Develop Statement of Work	0% 0 hrs 0 days Tue 10/19/10 Tue 10/19/10
	9 Develop scope management plan	100% 0 hrs 0 days Mon 3/7/11 Mon 3/7/11
	6 Develop preliminary scope development	0% 0 hrs 0 days Wed 10/13/10 Mon 2/28/11
2	Project Initiation	0% 0 hrs 0 days Wed 10/13/10 Wed 10/13/10
	6 Develop preliminary architectural model	0% 0 hrs 0 days Mon 2/28/11 Mon 2/28/11
	36 Project Closeout	0% 0 hrs 0 days Fri 7/1/11 Fri 7/1/11
Project Manager 2 1,832 hrs		
2	ID Task Name	Units Work Delay Start Finish
	9 Develop scope management plan	100% 0 hrs 0 days Fri 3/4/11 Fri 3/4/11
	10 Develop change management plan	0% 0 hrs 0 days Fri 3/4/11 Fri 3/4/11
	11 Develop initial descriptive budget	0% 0 hrs 0 days Wed 10/13/10 Mon 3/7/11
	12 Develop schedule	0% 0 hrs 0 days Mon 3/7/11 Mon 3/7/11
	6 Develop preliminary architectural model	0% 0 hrs 0 days Mon 2/28/11 Mon 2/28/11
	14 Develop human resource plan	0% 0 hrs 0 days Mon 3/7/11 Mon 3/7/11
	15 Develop risk management plan	100% 16 hrs 0 days Tue 3/8/11 Wed 3/9/11
	36 Project Closeout	0% 0 hrs 0 days Fri 7/1/11 Fri 7/1/11
	SPM_Project_Team0	100% 1,610 hrs 0 days Wed 10/13/10 Fri 7/1/11
System Analyst 1 176 hrs		
3	ID Task Name	Units Work Delay Start Finish
	19 Analysis phase	100% 144 hrs 0 days Thu 3/10/11 Mon 4/4/11
	27 Analysis phase	100% 24 hrs 0 days Fri 3/4/11 Tue 3/8/11
	24 Closeout	100% 0 hrs 0 days Thu 6/2/11 Thu 6/2/11
System Analyst 2 264 hrs		
4	ID Task Name	Units Work Delay Start Finish
	6 Develop preliminary architectural model	100% 32 hrs 0 days Tue 3/1/11 Mon 4/5/11
	20 Design phase	100% 100 hrs 0 days Wed 3/2/11 Mon 4/5/11
	28 Design phase	100% 88 hrs 0 days Wed 6/6/11 Thu 6/10/11
	27 Analysis phase	100% 24 hrs 0 days Fri 6/3/11 Tue 6/7/11
	29 Construction phase	100% 24 hrs 0 days Fri 6/7/11 Tue 6/2/11
	24 Closeout	100% 8 hrs 0 days Thu 6/2/11 Thu 6/2/11
System Analyst 3 64 hrs		
5	ID Task Name	Units Work Delay Start Finish
	27 Analysis phase	100% 24 hrs 0 days Fri 6/3/11 Tue 6/7/11
	29 Construction phase	100% 24 hrs 0 days Fri 6/7/11 Tue 6/2/11
	13 Develop quality management plan	100% 16 hrs 0 days Mon 3/7/11 Tue 3/9/11
Developer 1 104 hrs		
6	ID Task Name	Units Work Delay Start Finish
	23 Construction phase	100% 88 hrs 0 days Tue 4/26/11 Wed 5/1/11
	24 Closeout	100% 8 hrs 0 days Thu 6/2/11 Thu 6/2/11

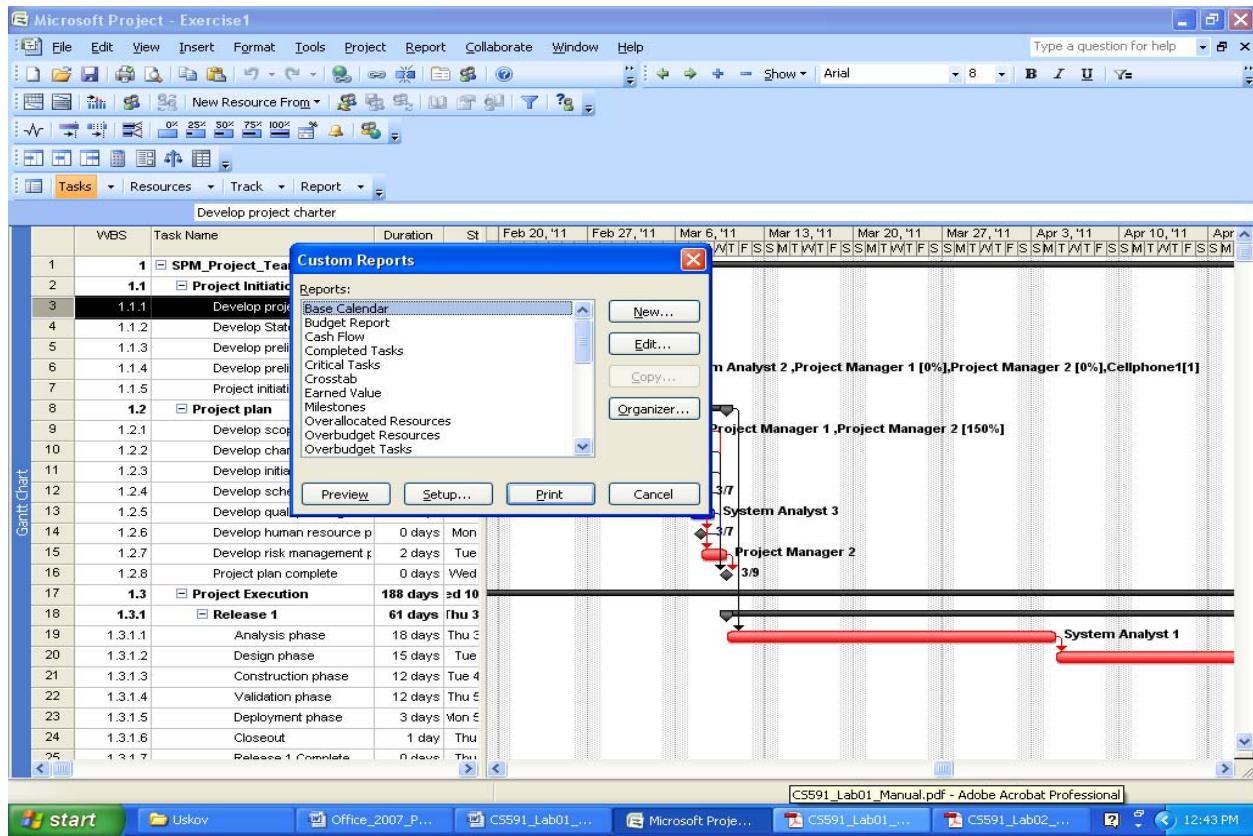
Page: 1 of 2 Size: 2 rows by 1 column



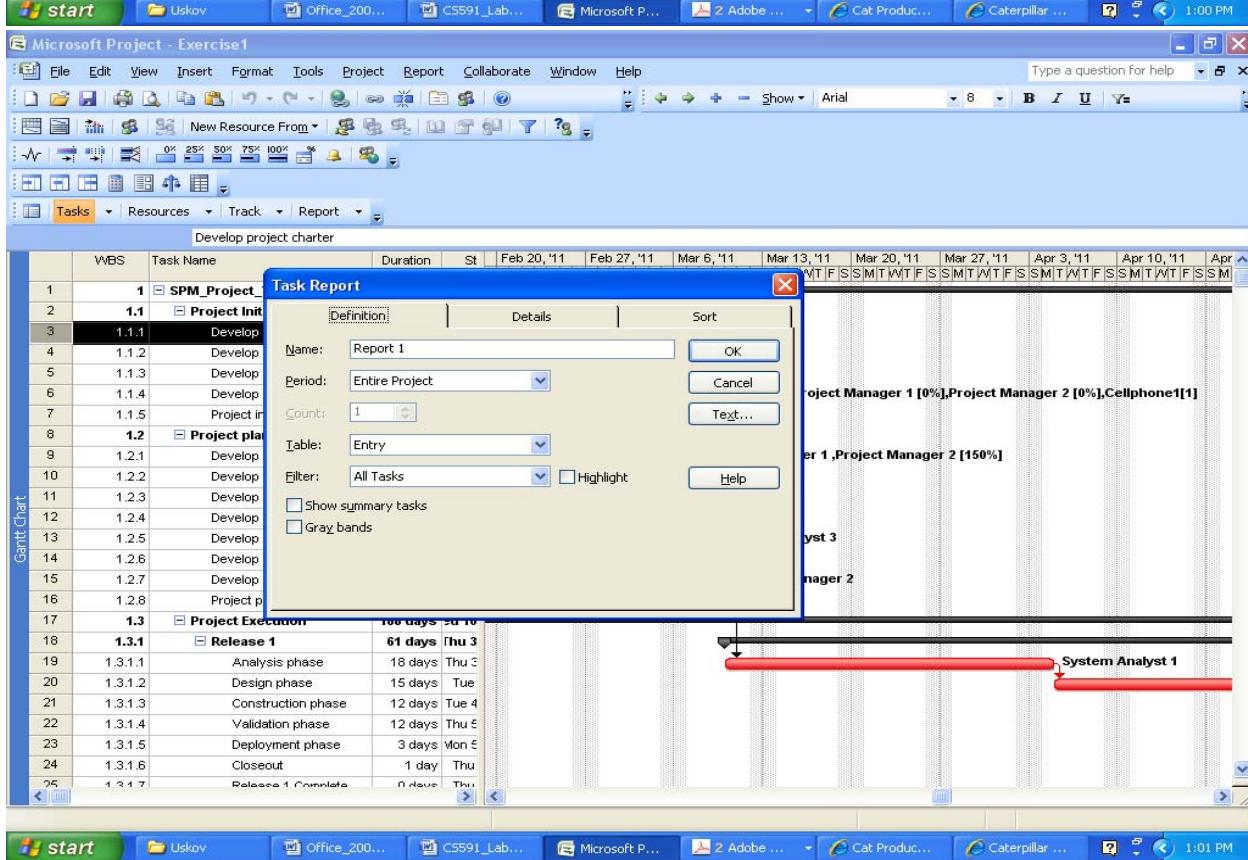
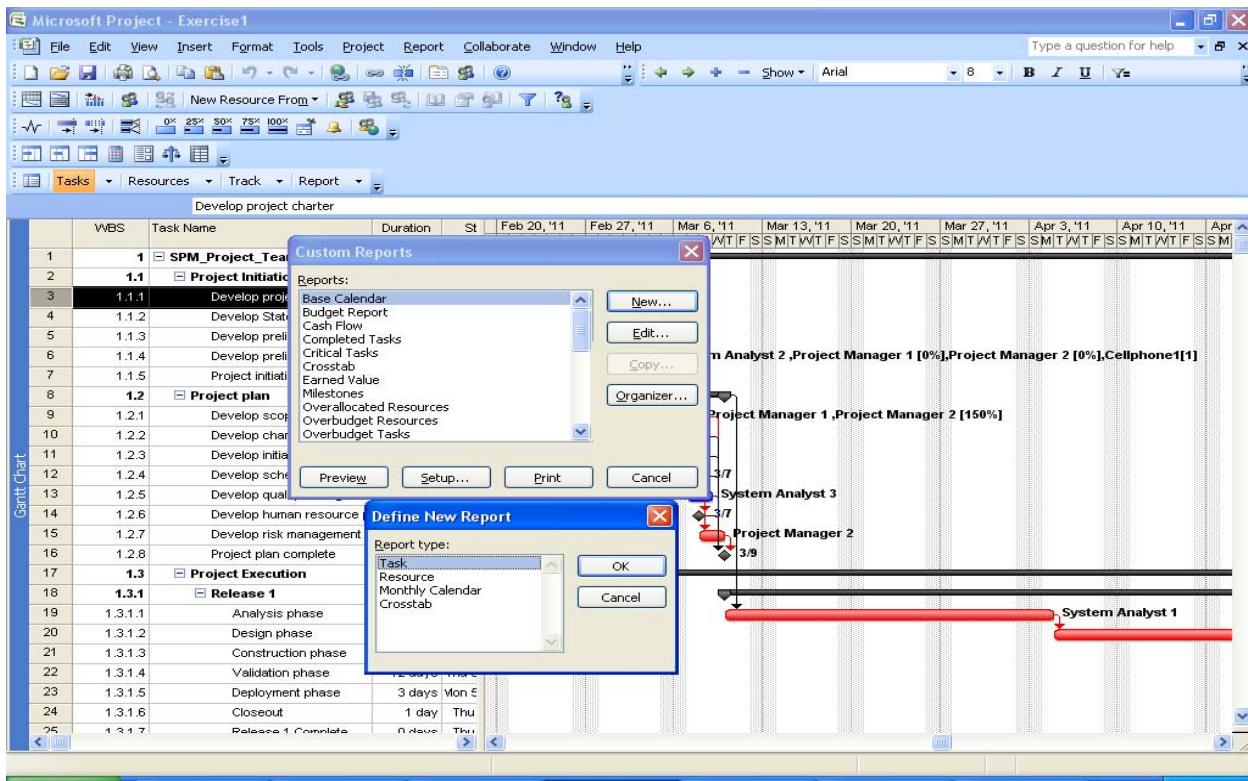
5.8 Creating Custom Reports



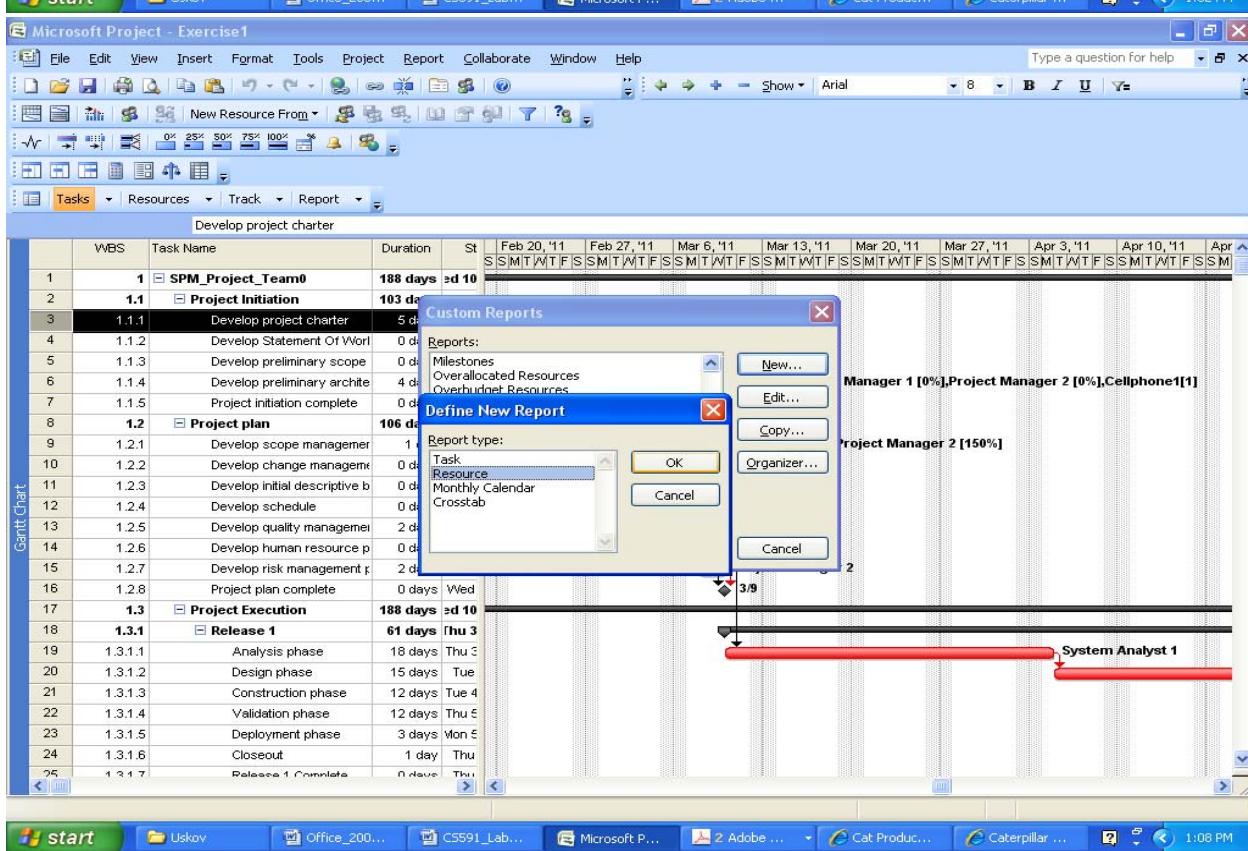
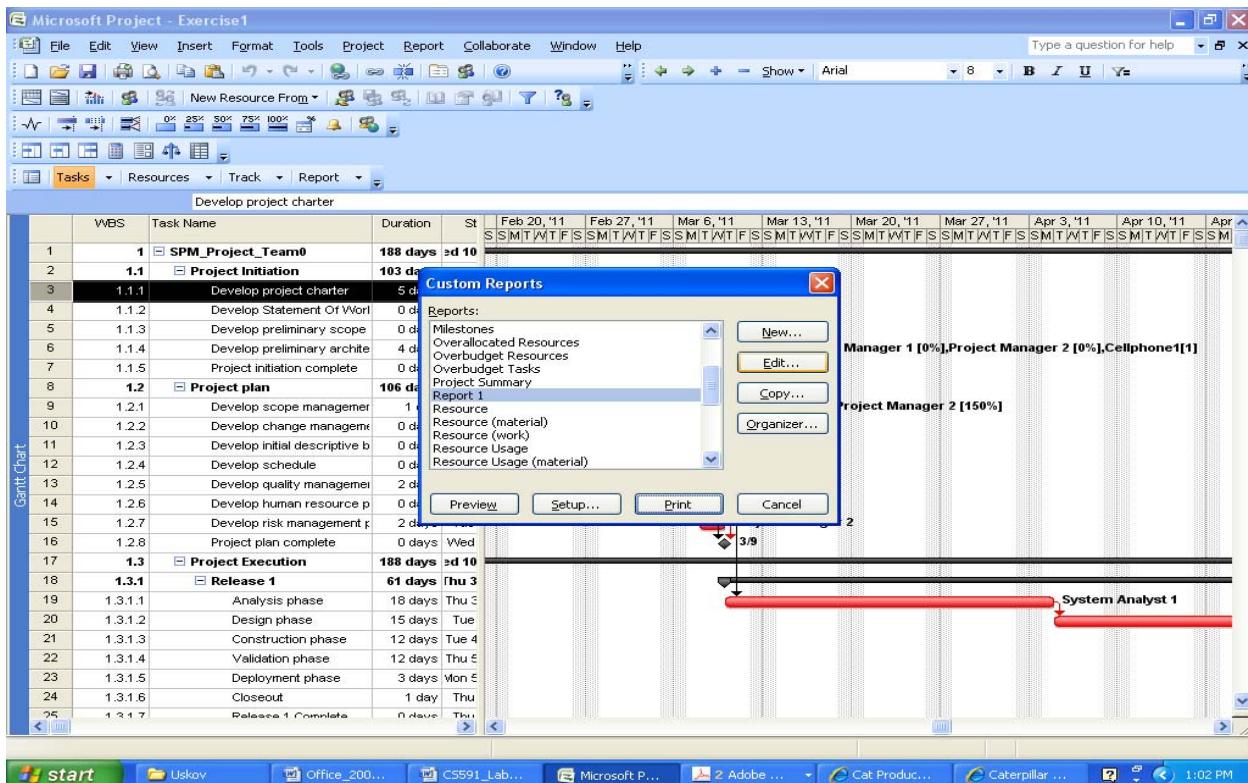
5.8.1 Selecting the Report to use

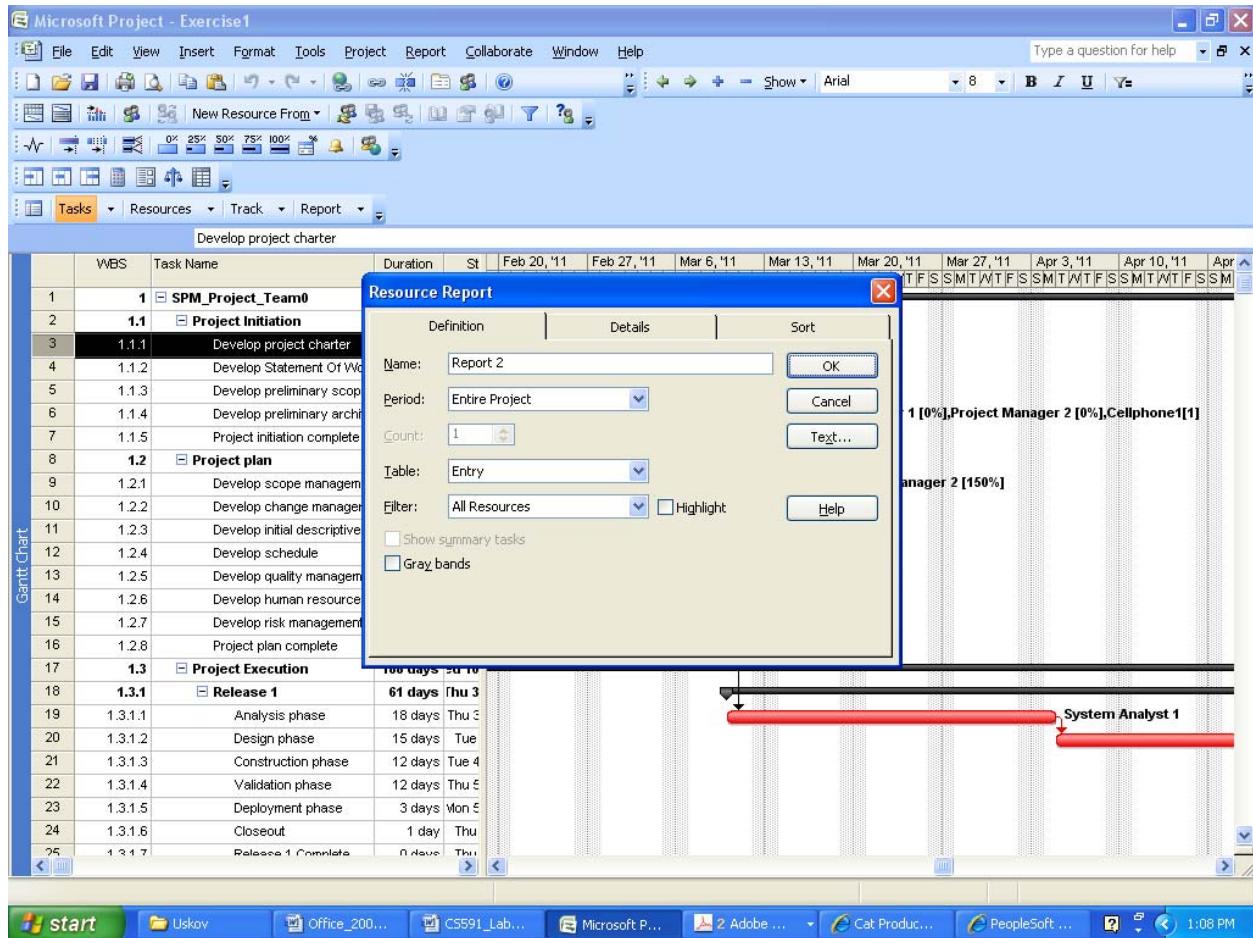


5.8.2 Defining New Report



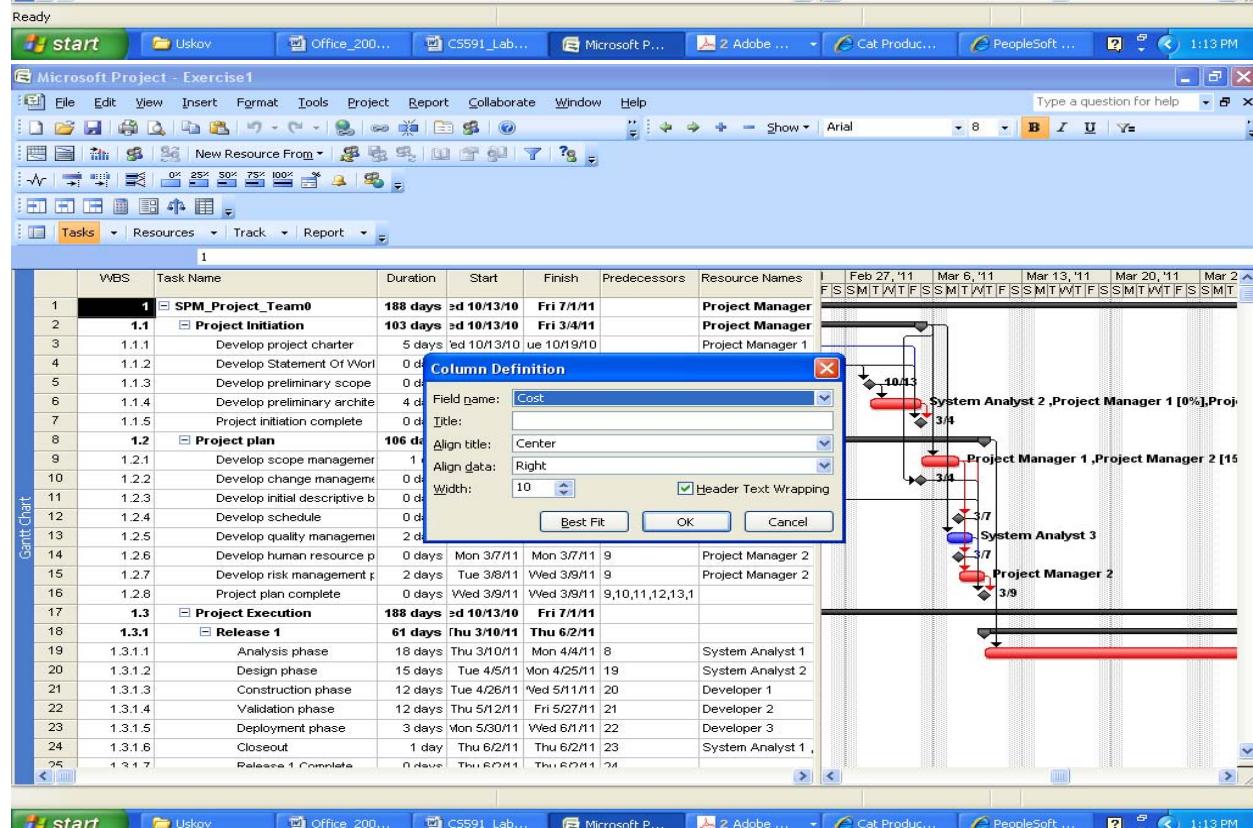
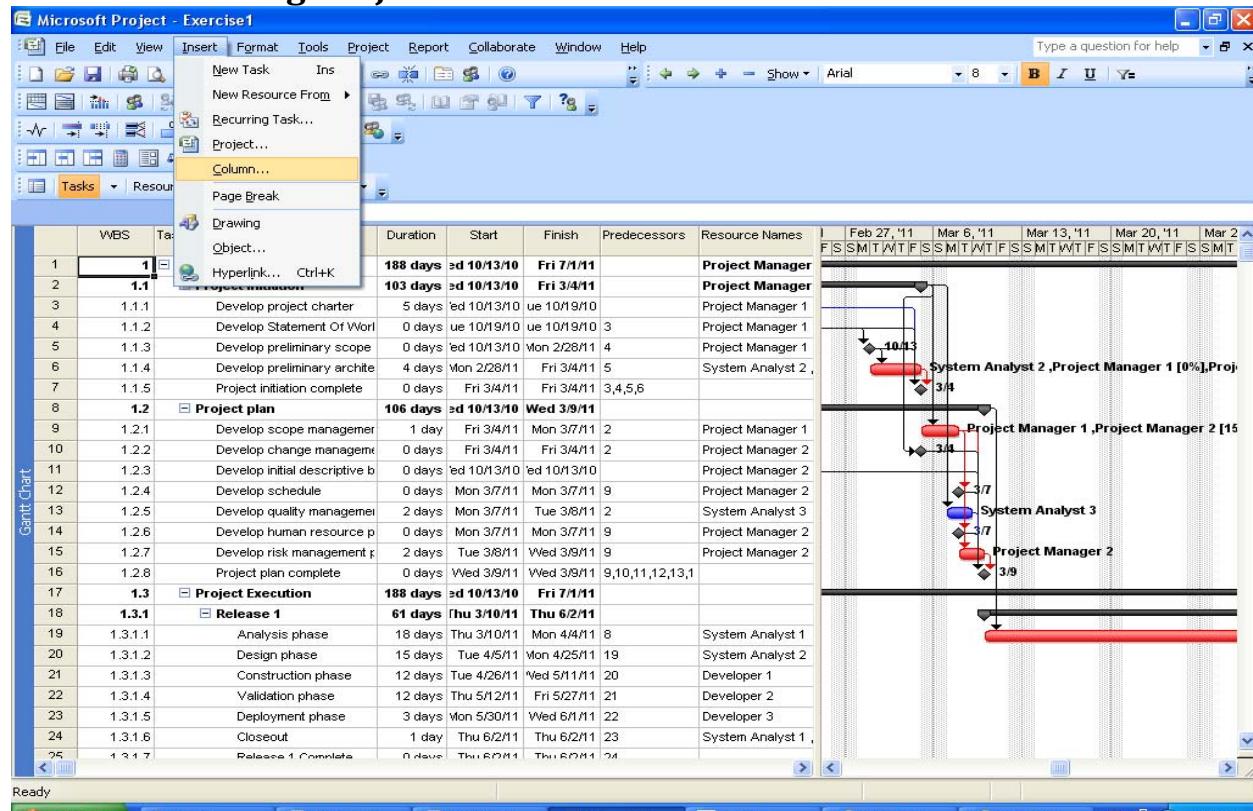
5.8.3 Defining Options for the Resource Report

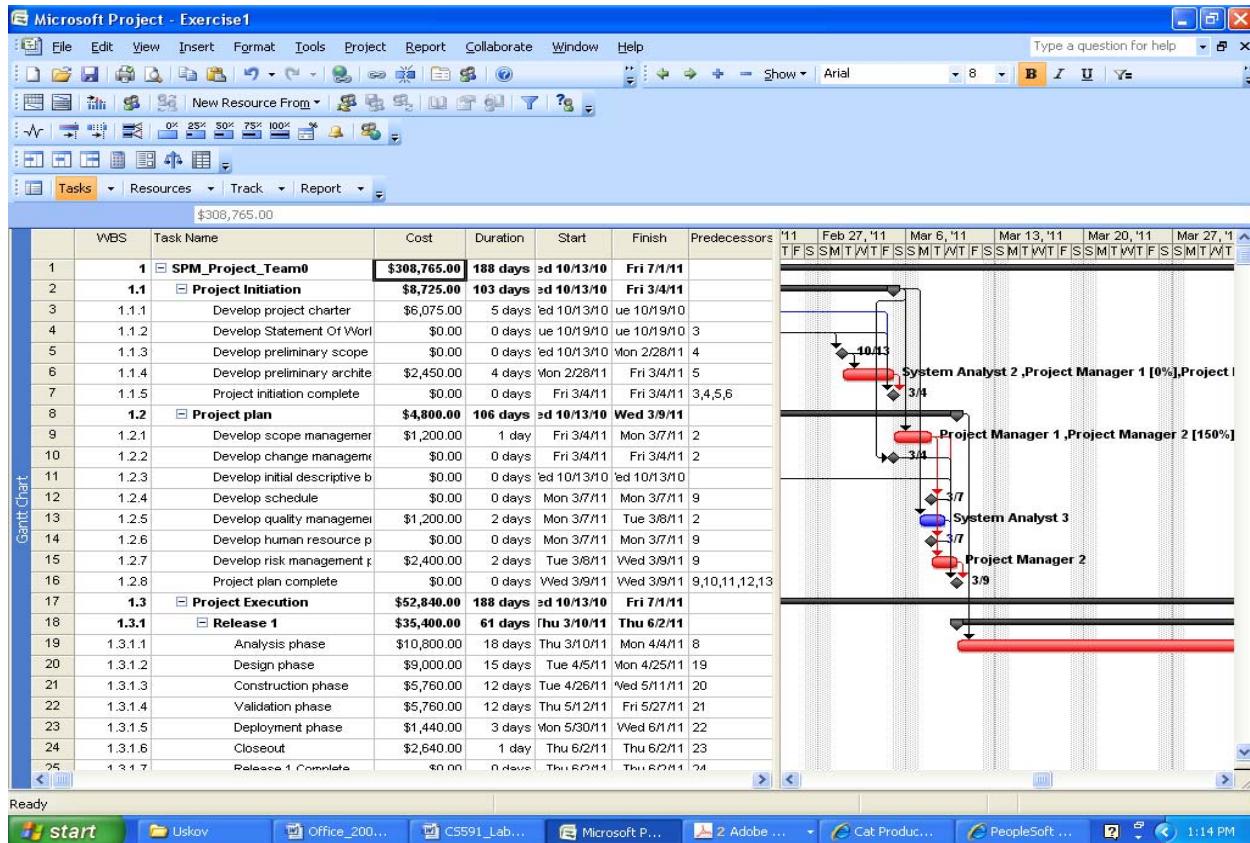




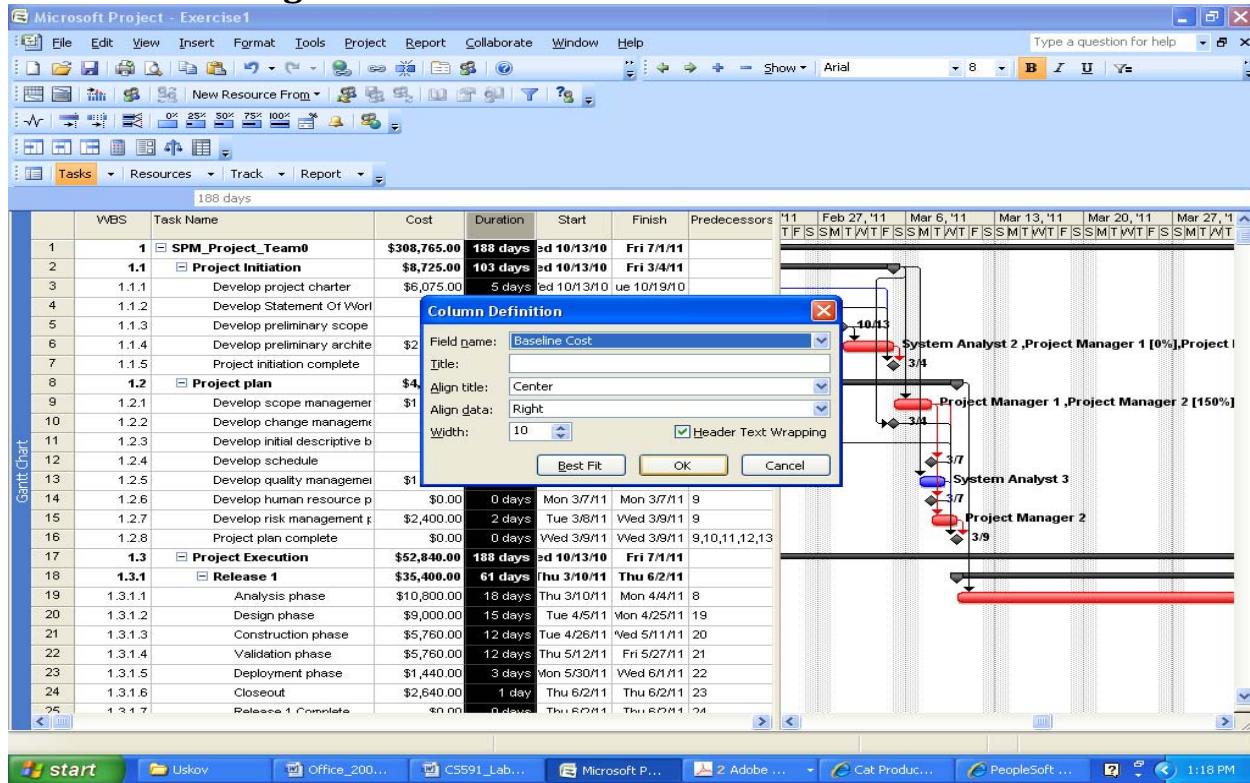
6 ASSIGNING COST INFORMATION TO A TASK

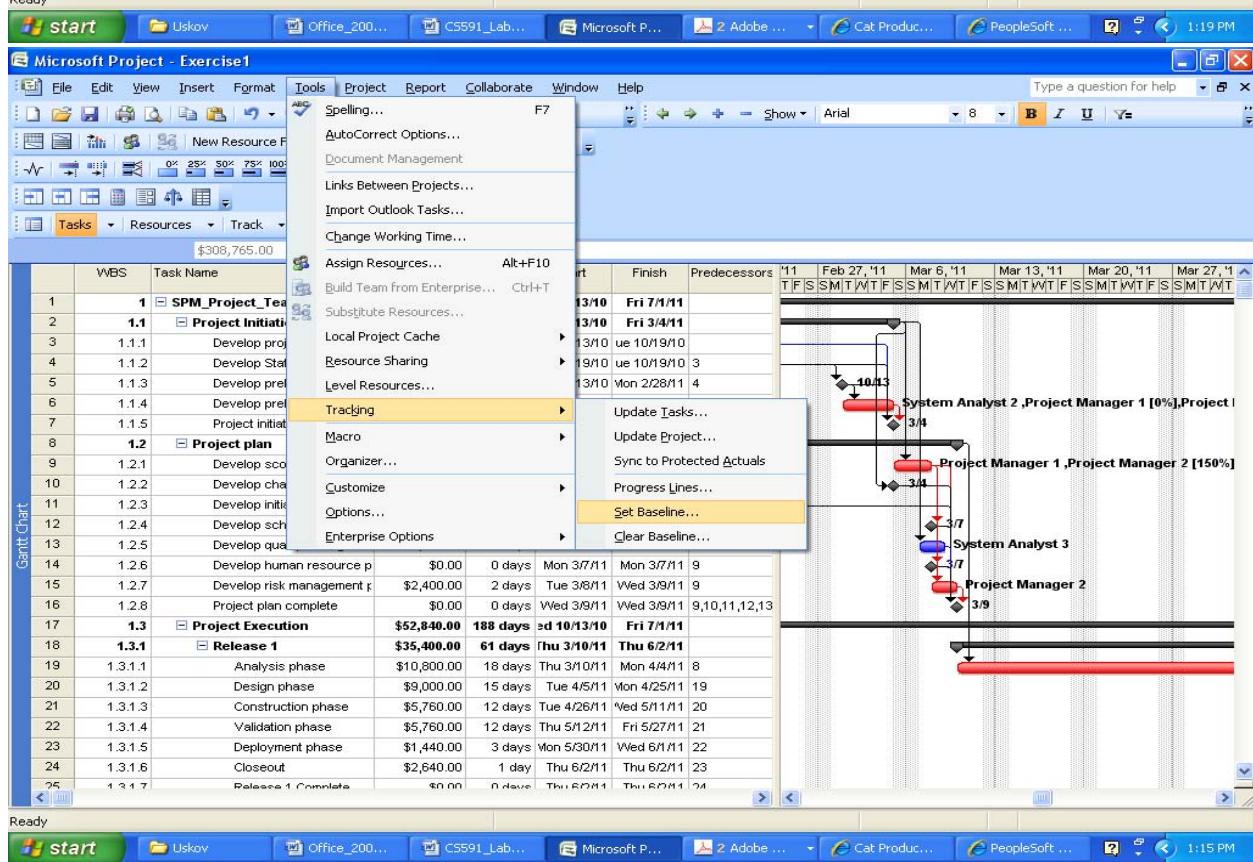
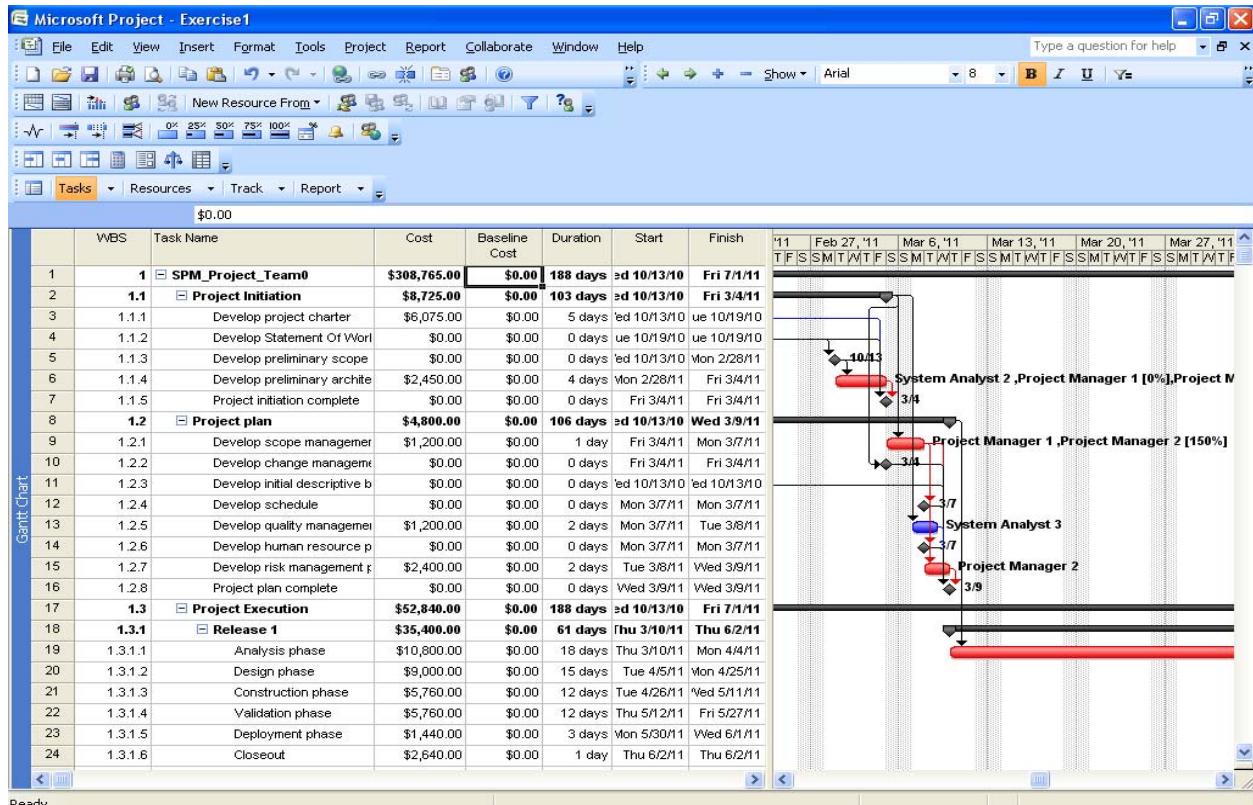
6.1 Determining Project Cost

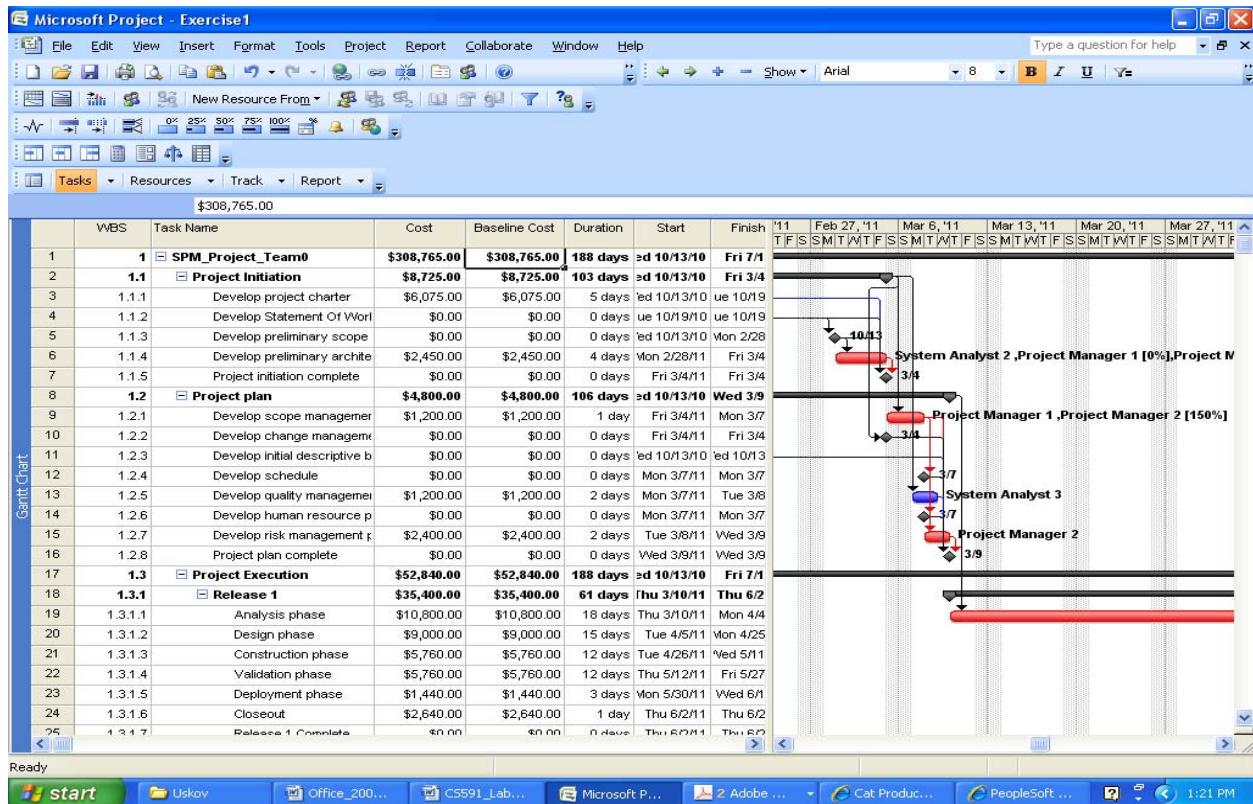
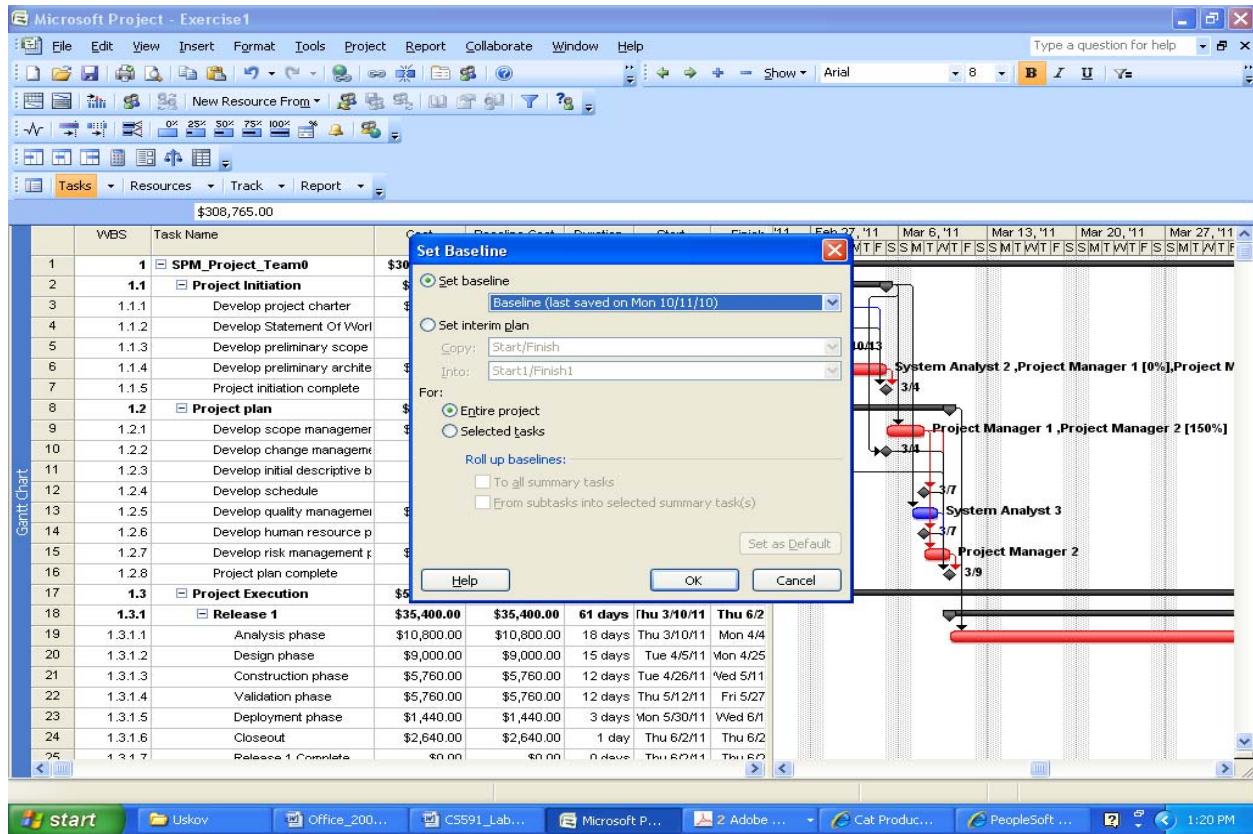




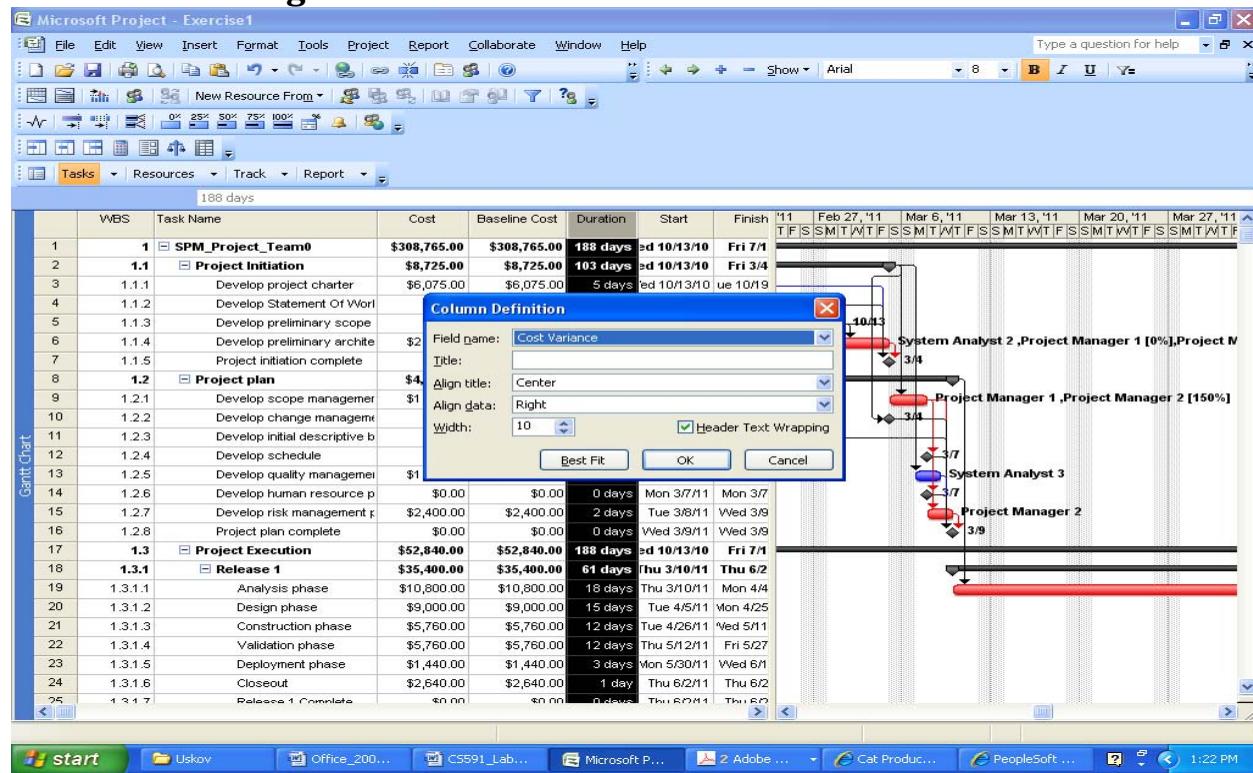
6.2 Determining the Baseline Cost



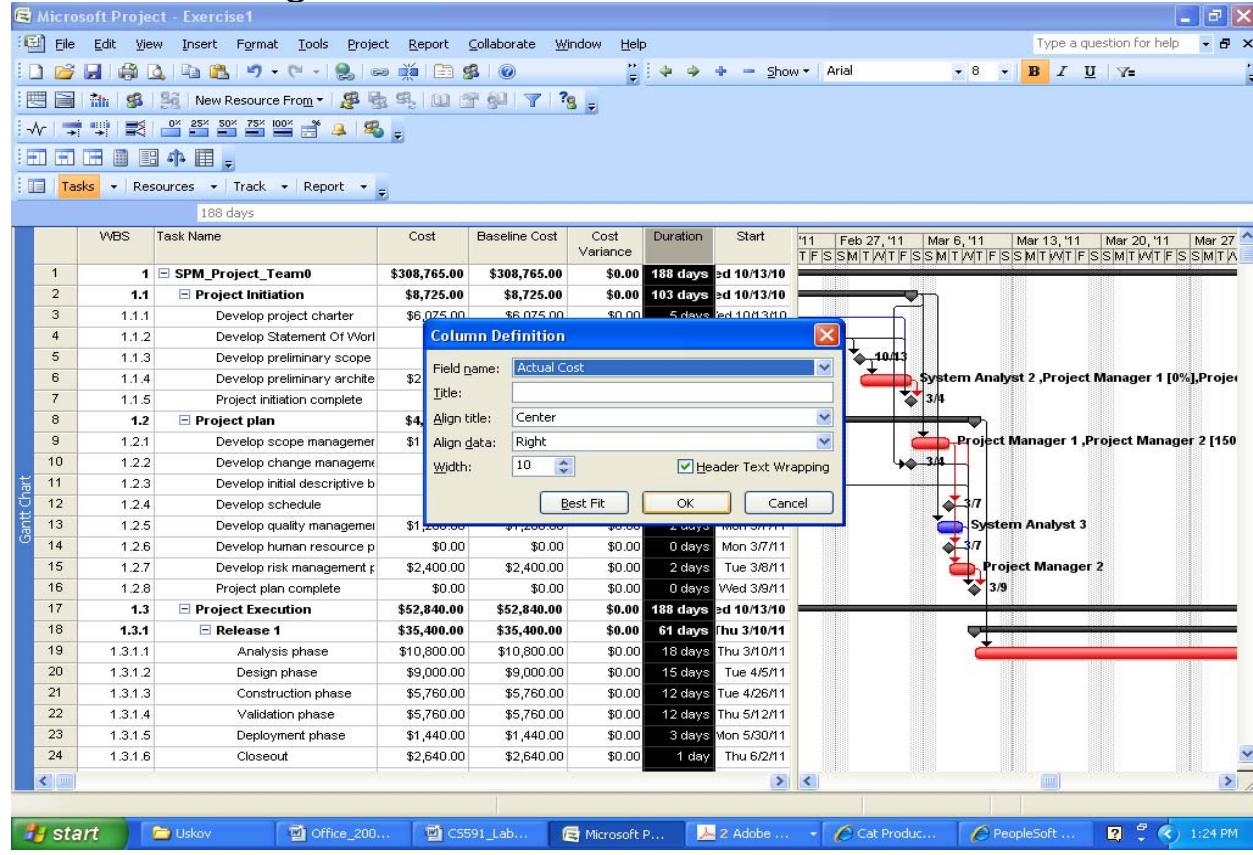




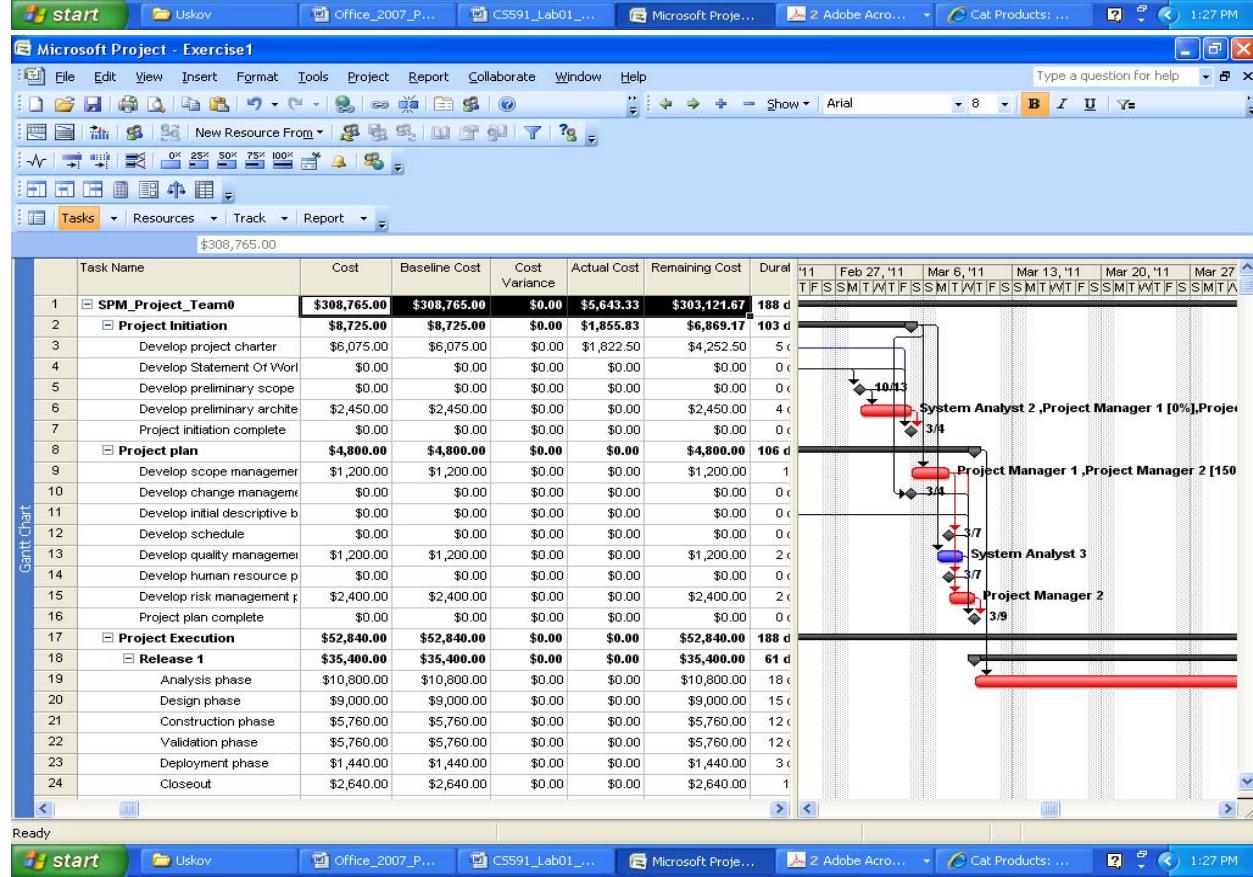
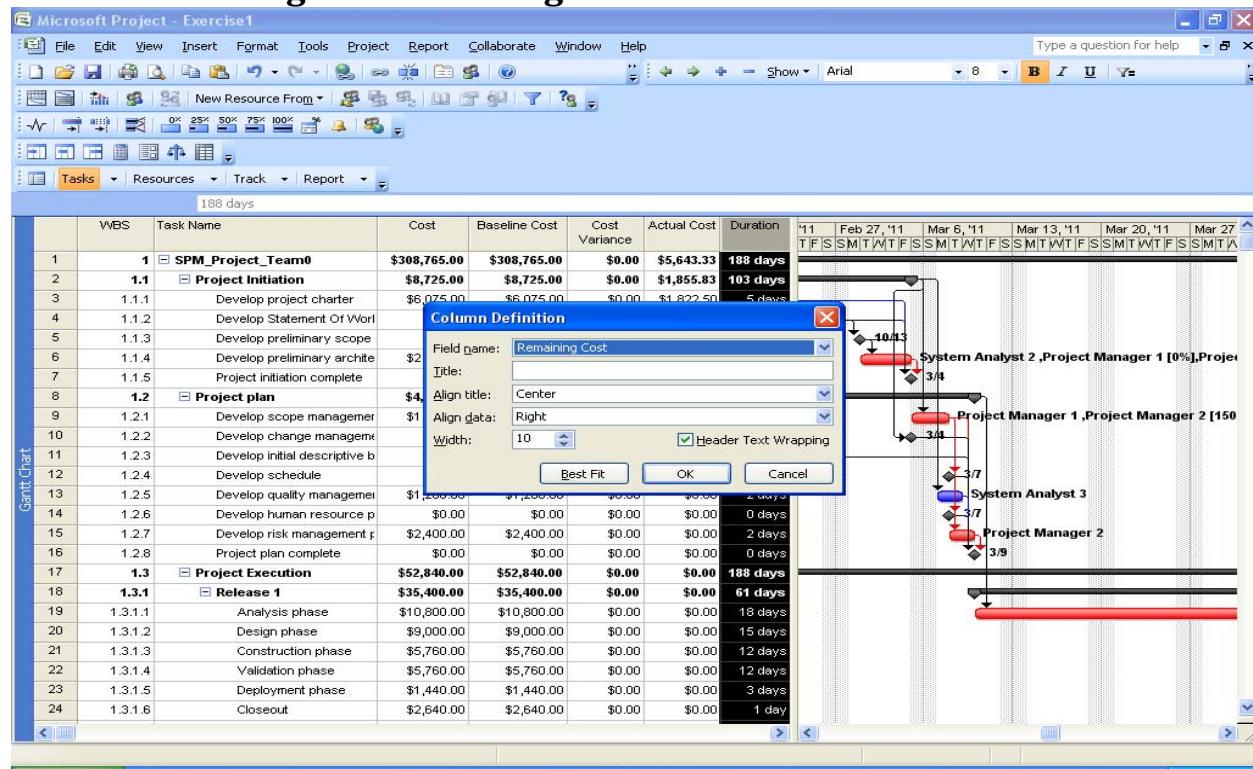
6.3 Determining the Cost Variance



6.4 Determining the Actual Cost

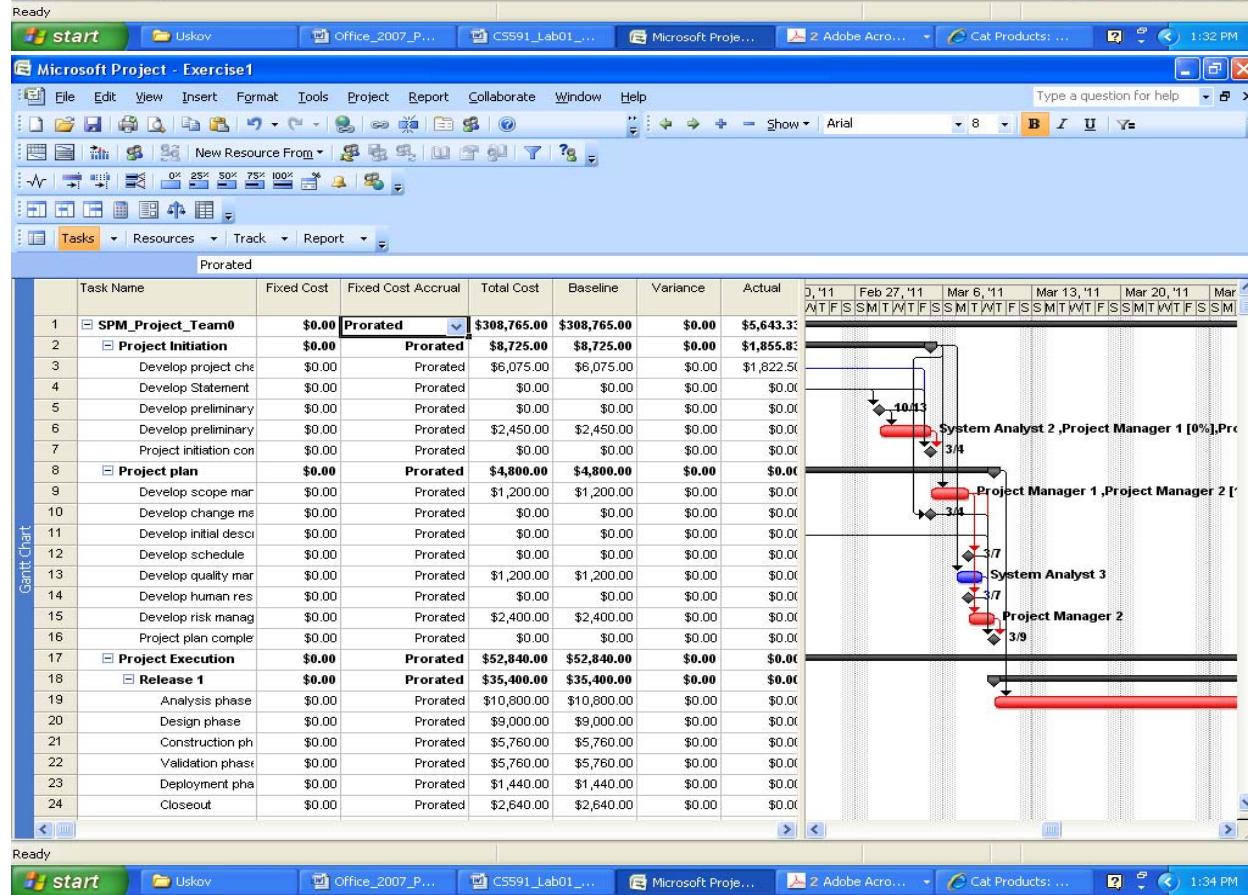
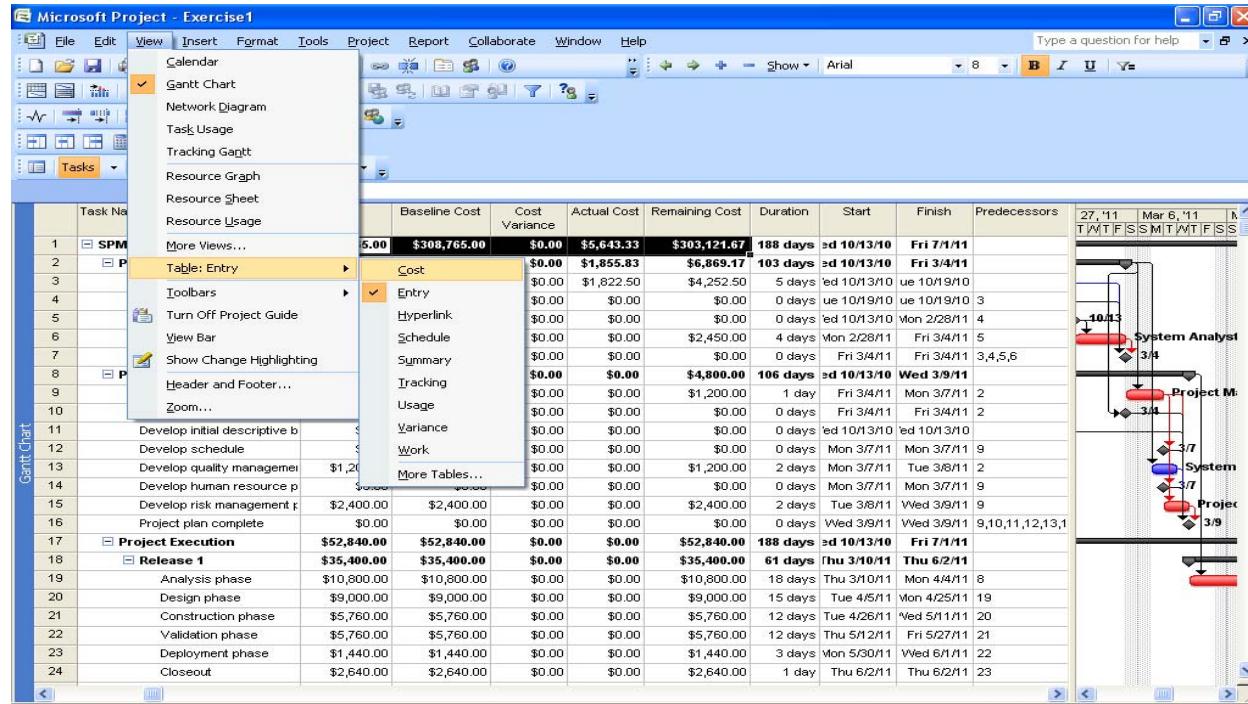


6.5 Determining the Remaining Cost

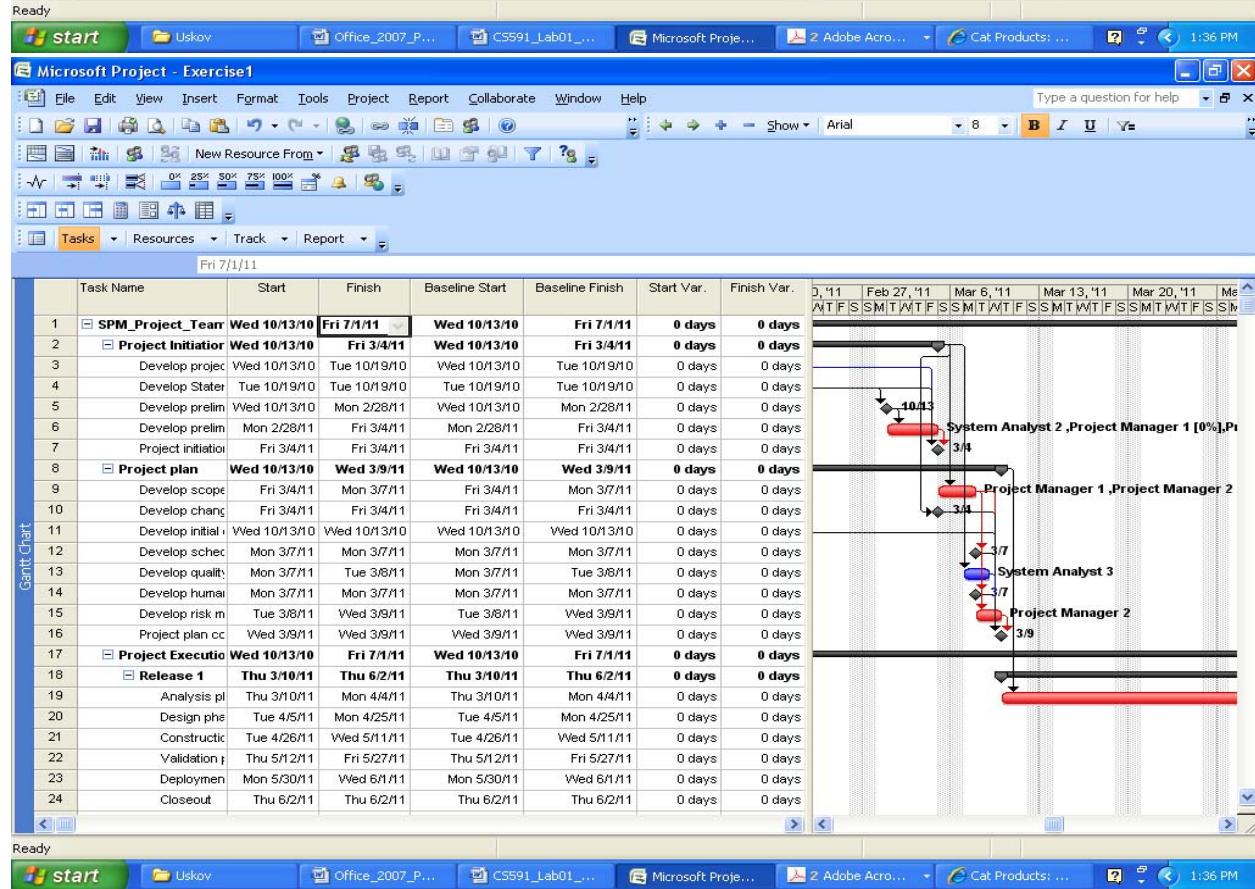
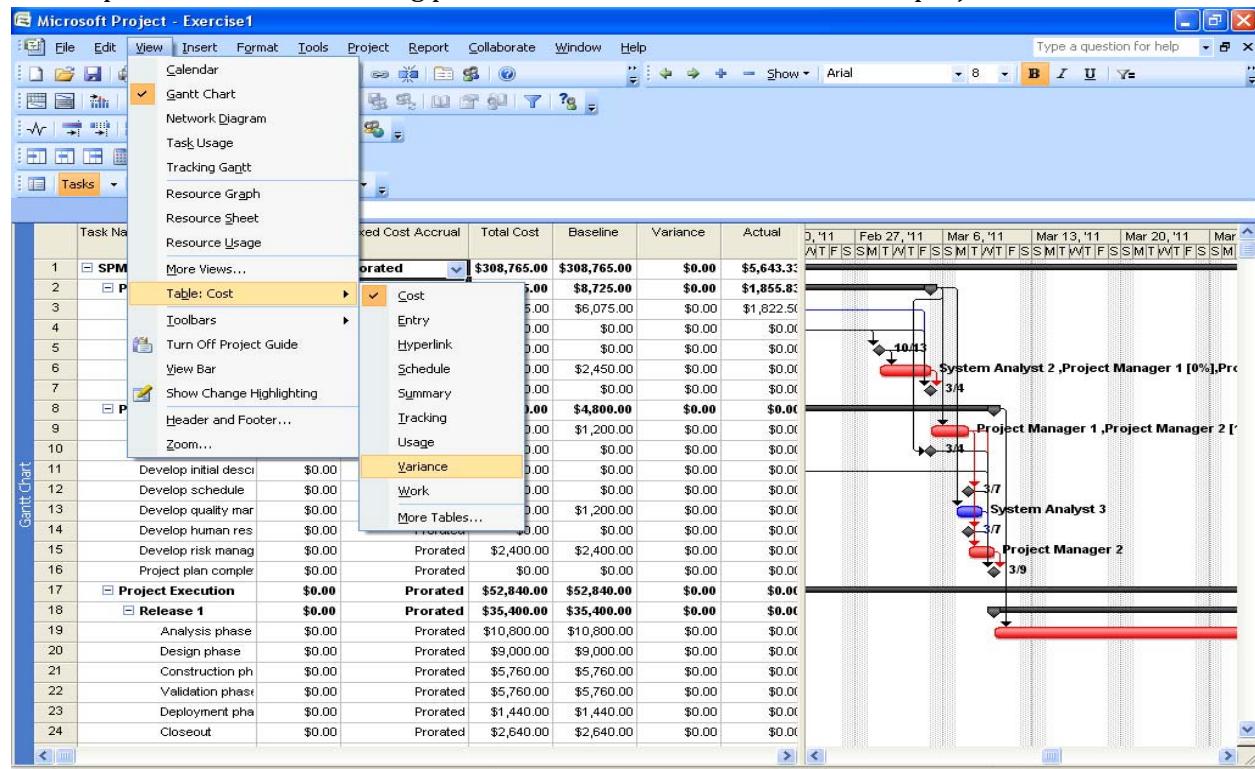


7 TRACKING PROGRESS

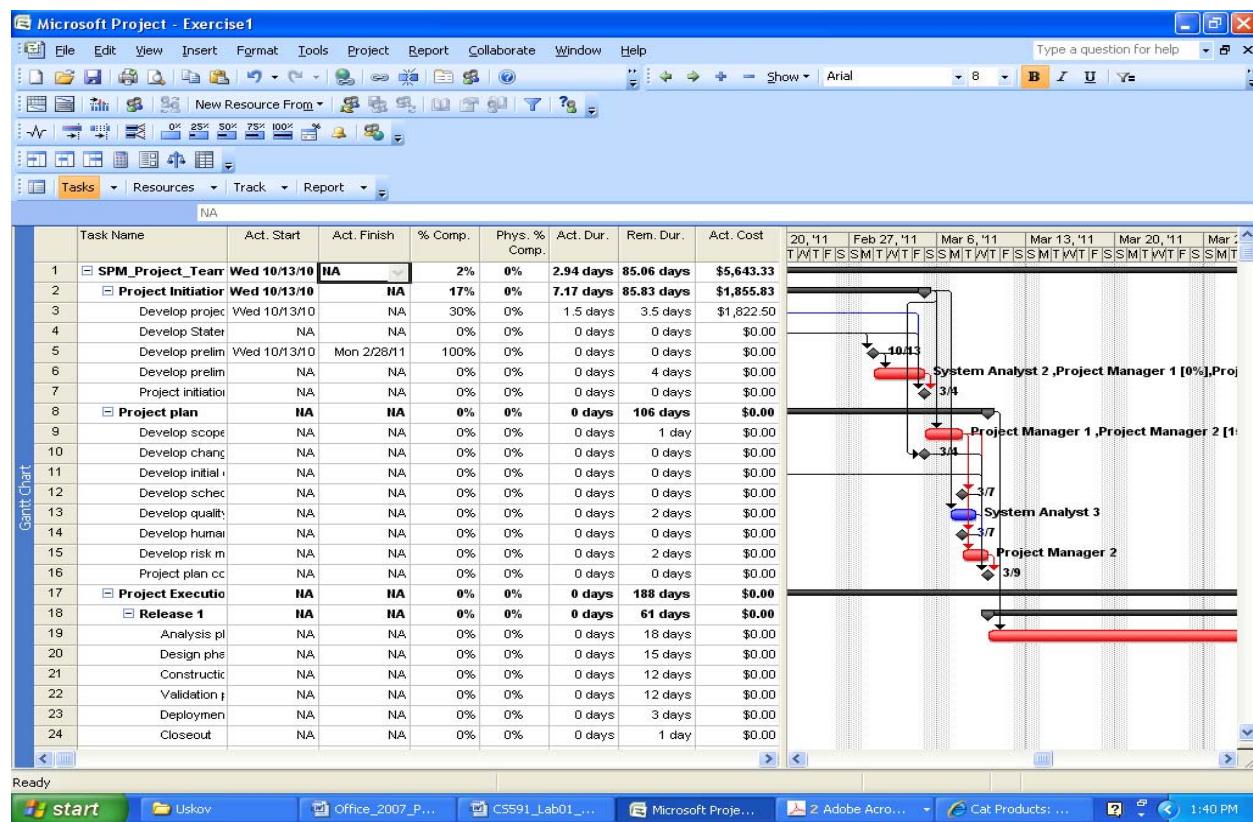
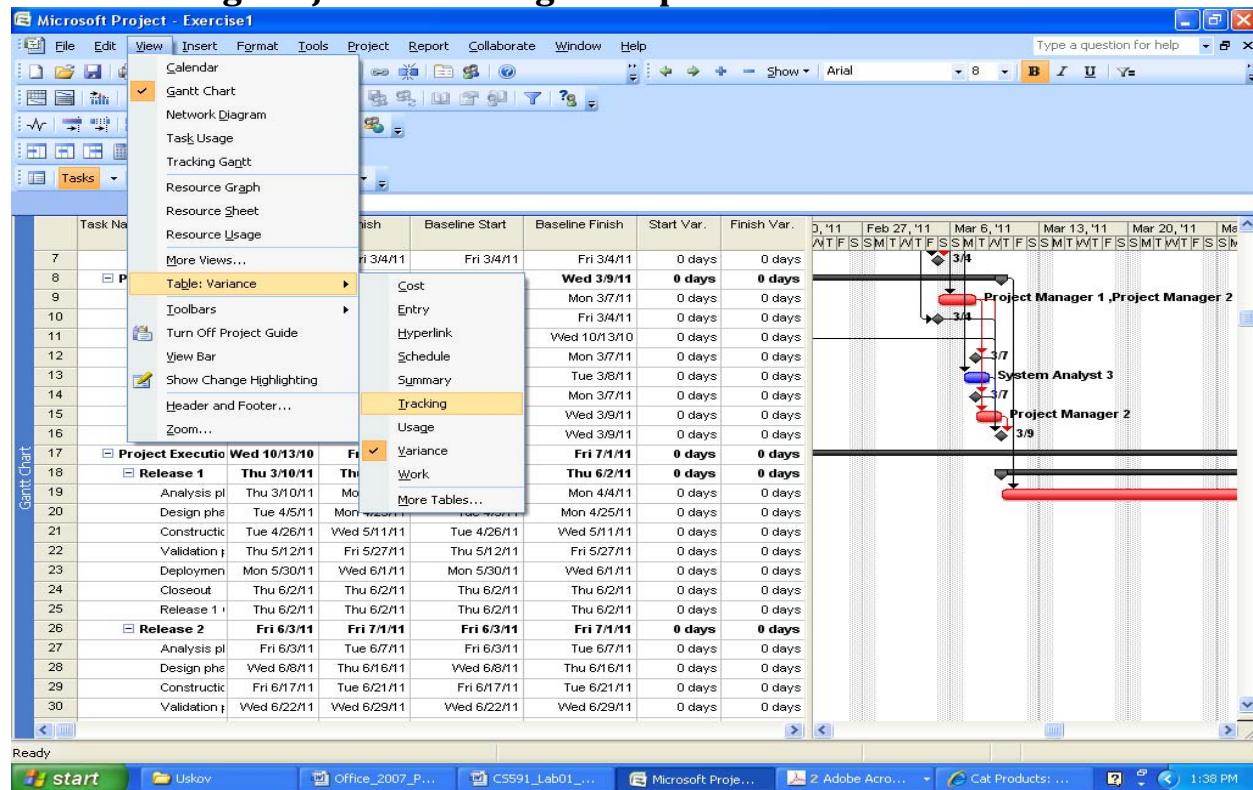
7.1 Planned Versus Actual Amounts



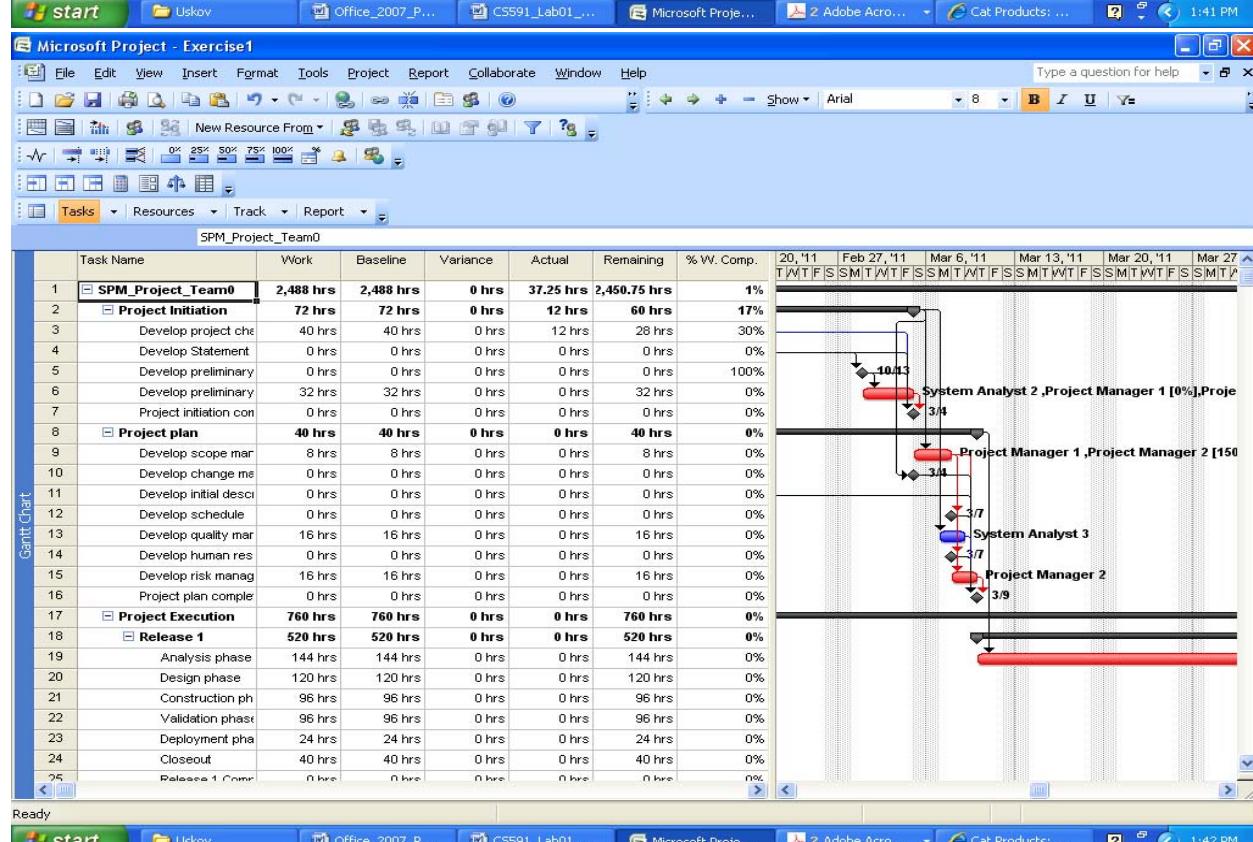
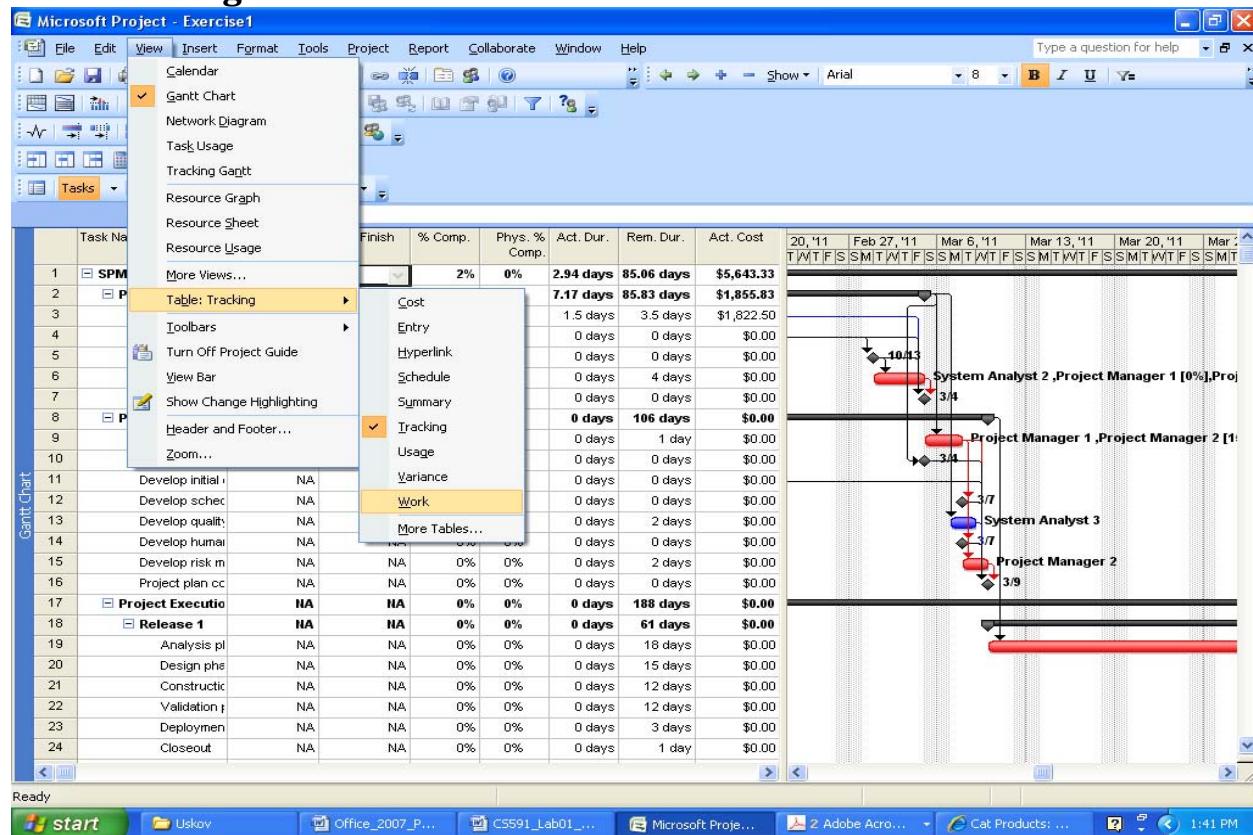
To compare the variances among planned and actual for the time on the project.



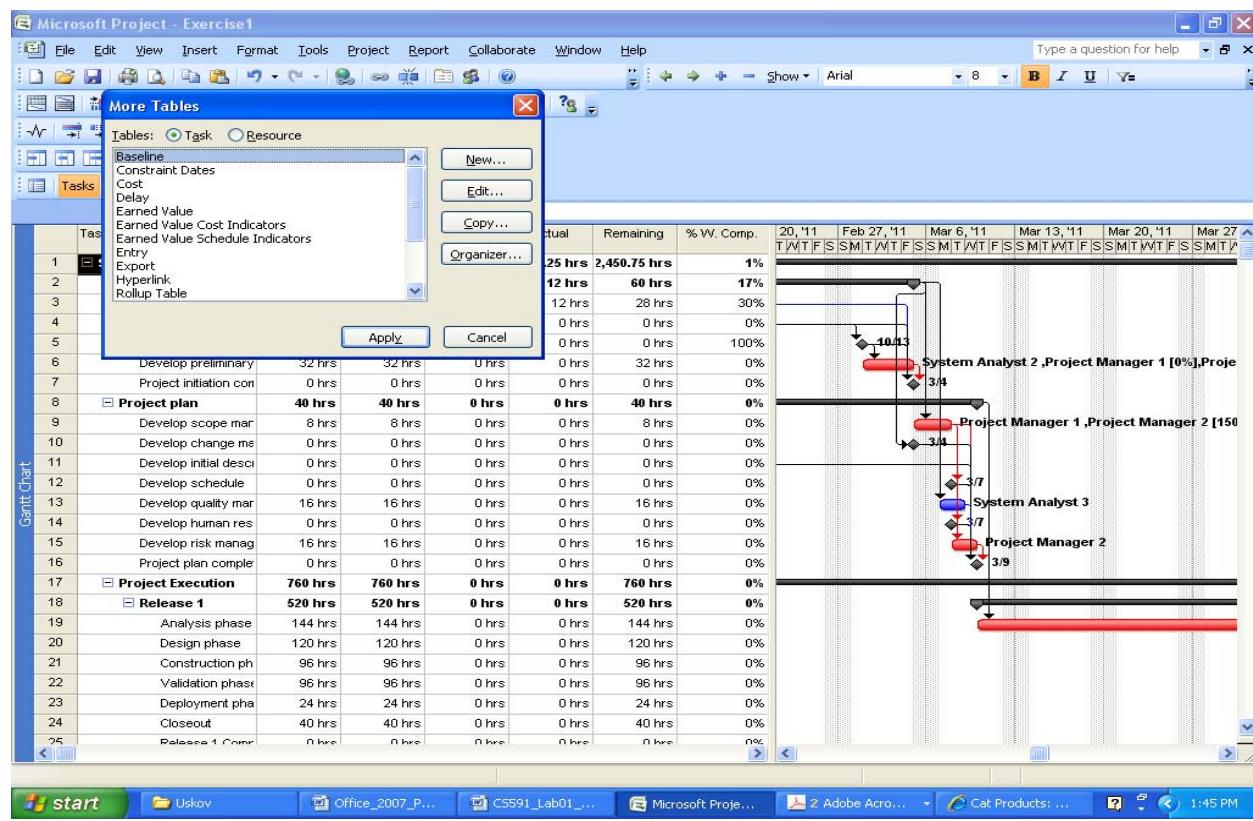
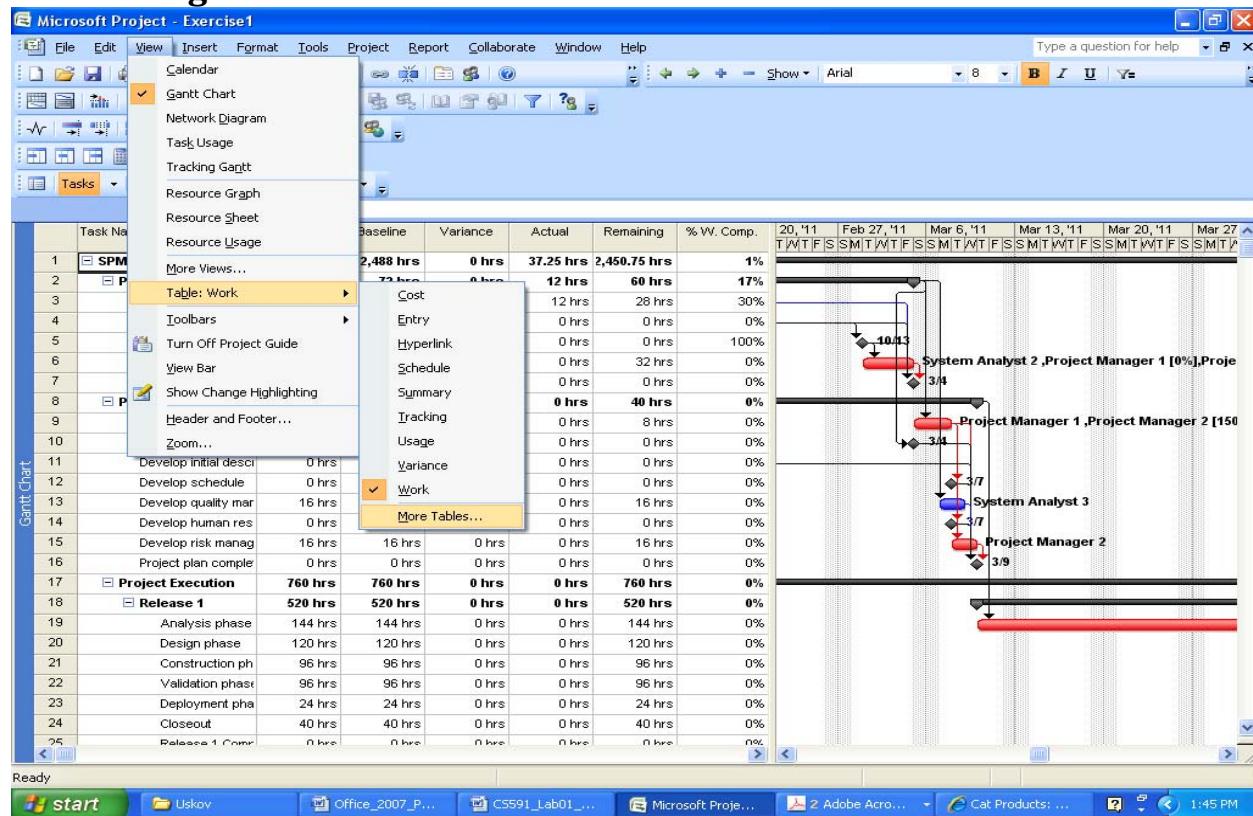
7.2 Tracking Project Percentage Completion

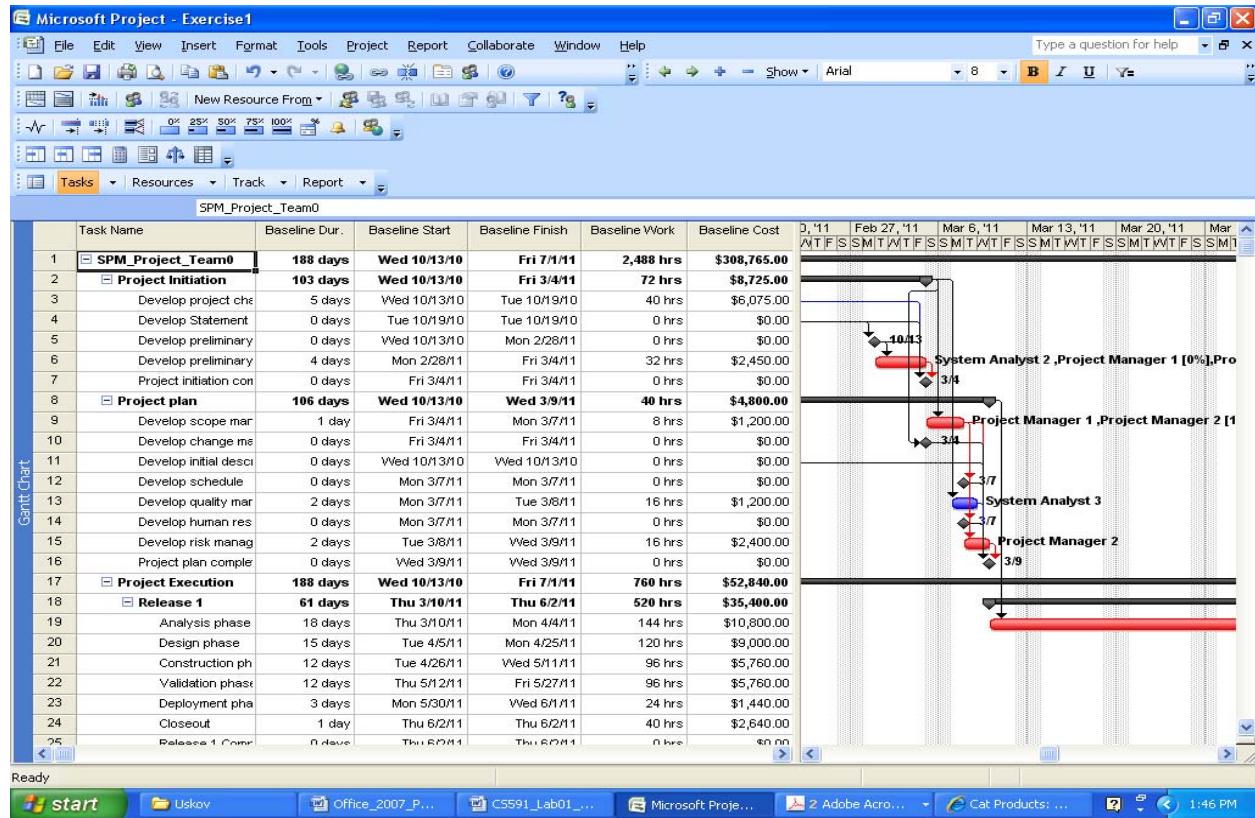


7.3 Tracking the Actual Hours Worked

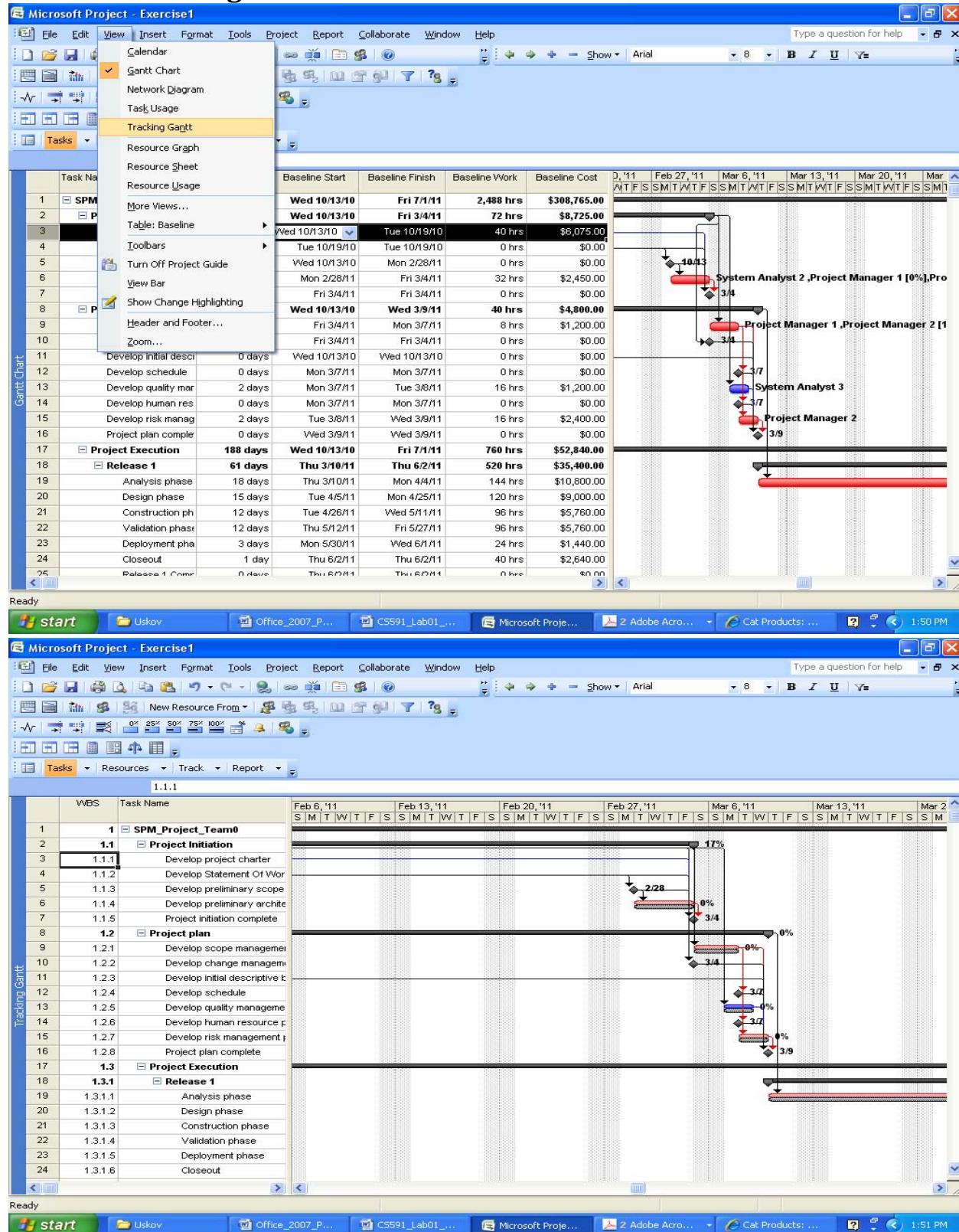


7.4 Setting the Baseline

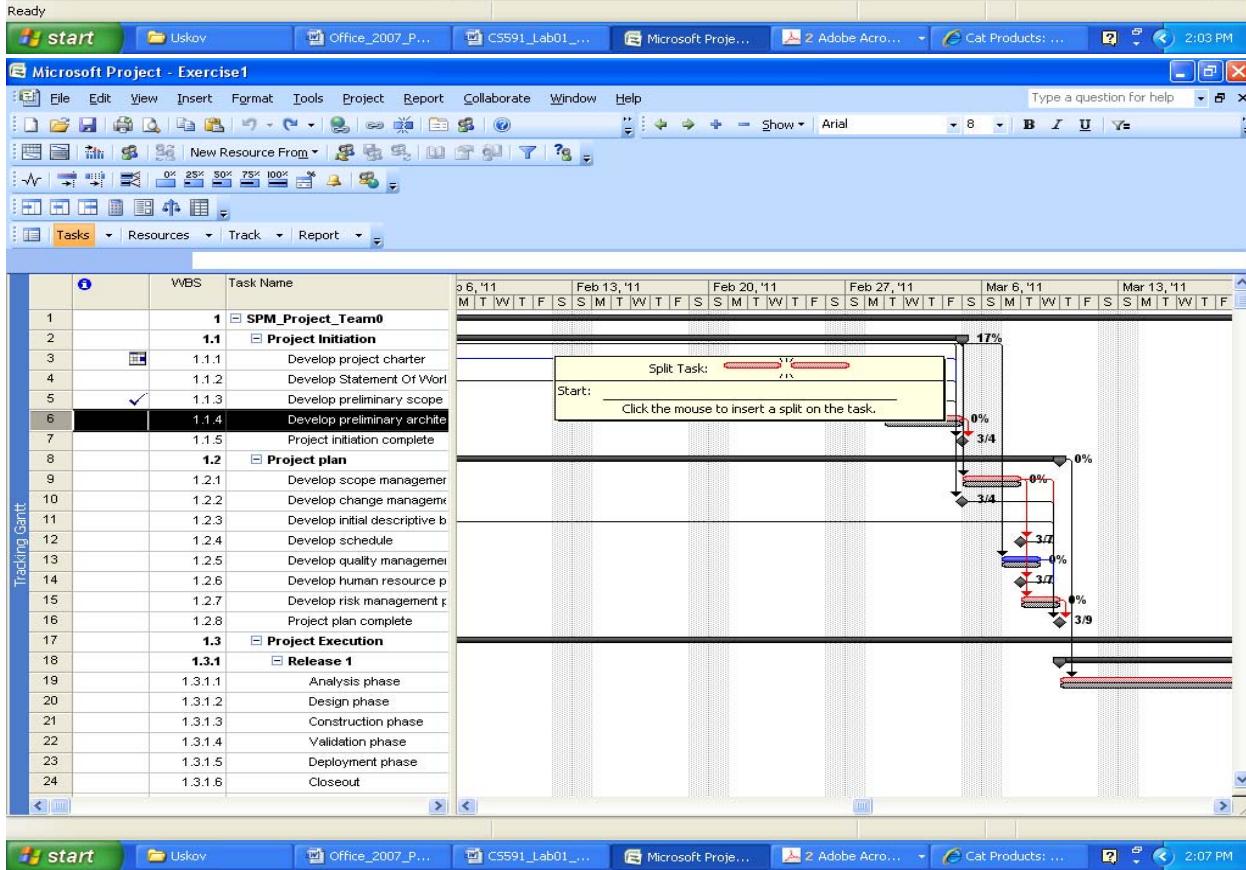
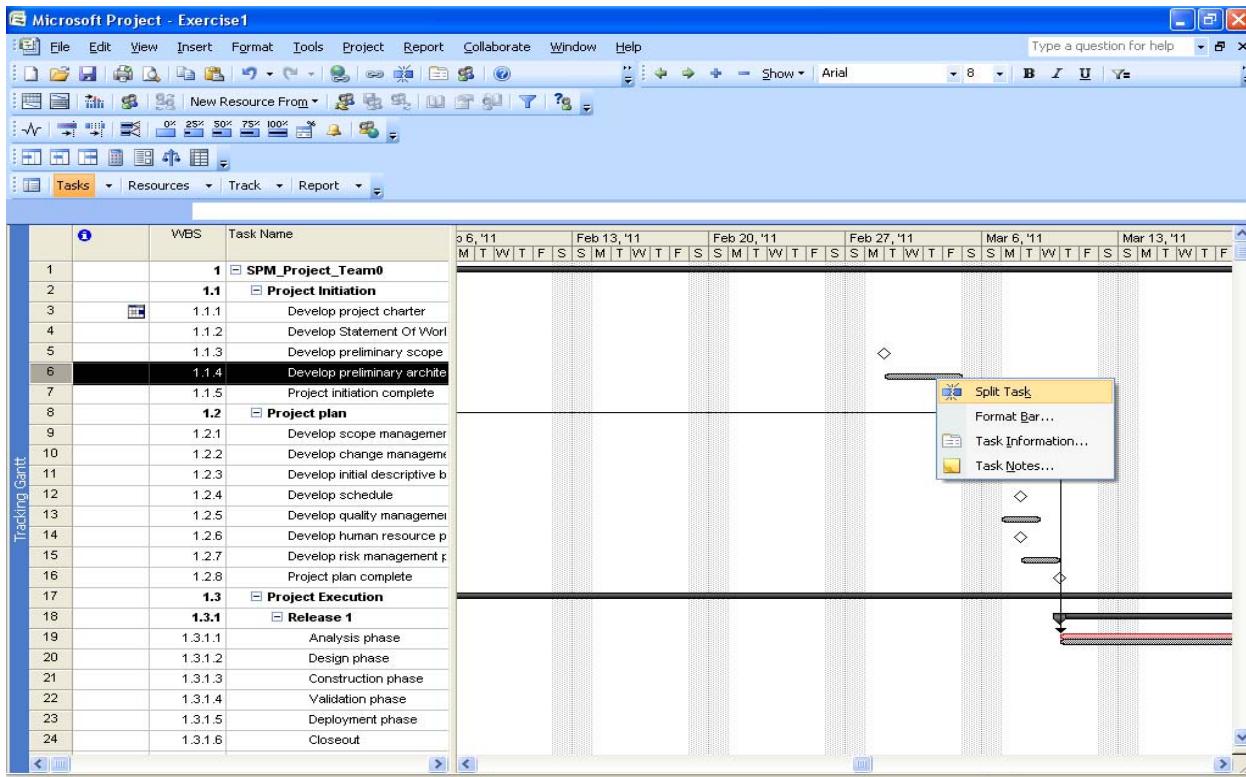




7.5 The Tracking GANTT CHART



7.6 Interrupting work on a task



8 References

- <http://office.microsoft.com/en-us/outlook-help/learn-where-menu-and-toolbar-commands-are-in-office-2010-and-related-products-HA101794130.aspx>
- <http://www.project-blog.com/>
- <http://www.ms-project2007.com/tutorials/index.html>
- <http://www.youtube.com/watch?v=f2tQLHD1cRk>
- <http://www.vtc.com/products/Microsoft-Project-2007-Tutorials.htm>
- <http://office.microsoft.com/en-us/training/dependency-links-RZ010210710.aspx?section=2>