FIT 5178 MSP Report

MSP ASSGINMENT

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Table of Contents

Figures and Tables

1. Executive Summary

This report is focused on creating a packed placement sequence project for the winding shop of a power transformer manufacturing company.

It models the manufacturing processes into different tasks by using Microsoft Project, then indicate each tasks dependency and work out the resources needed for each of the tasks.

The units required for each tasks and maximum resources needed for each of the workgroups is also calculated out accordingly.

After completion of the Microsoft project, various project related diagrams will be generated and summarised in this report to assist the project manager identify the critical tasks, task levels, and project schedules.

Besides setting up the project, this report will also presents the end summary according to the information entered, these summary reports are critical tasks report, budget reports, who does what report and resource usage report respectively.

Finally, this report will analyses the usefulness of Microsoft project and its features to give an overview of the Microsoft project.

2. Resource calculations for workgroups and resources

According to the given resource calculation method: $Resources = Ceiling\left(\frac{Labour\ Minutes}{80\%\ X\ Lead\ Times\ X\ 8\ X\ 60}\right)$, and using significance value as 1, we can produce the following table:

Table 1 Resource required for each individual tasks

JOB	OP	Description	WCt	LT	LT UNIT	mins	Activity	Resources Needed
79	**10**	LV B, 3 Tie Straps	FAB	4	working days	3600	JOB79-OP10	3
80	**10**	Winding Insulation	INS	5	working days	2880	JOB80-OP10	2
81	**10**	Winding Insulation	INS	5	working days	2880	JOB81-OP10	2
82	**10**	Winding Insulation	INS	5	working days	2880	JOB82-OP10	2
83	**10**	Frame Welding	WLD	4	working days	3600	JOB83-OP10	3
84	**10**	Windings Set 3	WDG	8	working days	14700	JOB84-OP10	5
85	**10**	Windings Set 2	WDG	8	working days	14700	JOB85-OP10	5
86	**10**	Windings Set 1	WDG	8	working days	14700	JOB86-OP10	5
87	**10**	Frame Paint	PNT	1	working days	600	JOB87-OP10	2
88	**10**	Coil Prep	STORE	4	working days	19560	JOB88-OP10	13
89	**10**	Core Cutting	CC	5	working days	5520	JOB89-OP10	3
89	**20**	Core Insulation	INS	3	working days	300	JOB89-OP20	1
89	**30**	Core Build	CB	4	working days	19620	JOB89-OP30	13
89	**40**	Clamp and Finish Off	CB	2	working days	2880	JOB89-OP40	4
90	**10**	Internal Assy Insulation	INS	5	working days	4260	JOB90-OP10	3
91	**10**	Tank Welding	WLD	11	working days	24600	JOB91-OP10	6
92	**10**	Place Shunts	ASY	4	working days	1200	JOB92-OP10	1
92	**20**	Place Coils	ASY	2	working days	5760	JOB92-OP20	8
93	**10**	Tank Painting	PNT	6	working days	7200	JOB93-OP10	4
94	**10**	Top Yoke	CC	4	working days	1380	JOB94-OP10	1
94	**20**	Lace Top Yoke	ASY	3	working days	8640	JOB94-OP20	8
94	**30**	HV Lead Arrangement	ASY	3	working days	14400	JOB94-OP30	13
94	**40**	LV Lead Arrangement	ASY	3	working days	5760	JOB94-OP40	5
94	**50**	Final Ratio and Inspection	ASY	1	working days	480	JOB94-OP50	2
95	**10**	Drying	TNK	26	calendar days	5700	JOB95-OP10	1

96	**10**	Wiring	WIR	10	working days	10200	JOB96-OP10	3
97	**10**	Radiator Manufacture	RAD	5	working days	2190	JOB97-OP10	2
97	**20**	Radiator Galvanising	GBG	2	working days	SC	JOB97-OP20	0
97	**30**	Radiator Testing	RAD	1	working days	480	JOB97-OP30	2
98	**10**	Lift-Lock	TNK	1	working days	7200	JOB98-OP10	19
98	**20**	Final Assembly	TNK	4.5	working days	15900	JOB98-OP20	10
98	**30**	Wiring	WIR	1	working days	3600	JOB98-OP30	10
98	**40**	DUMMY	DUMMY	0	working days	0	JOB98-OP40	0
99	**10**	Electrical Testing	TST	8	working days	12360	JOB99-OP10	5
100	**10**	Preparation for Painting	TNK	1.75	working days	7200	JOB100-OP10	11
100	**20**	Tank Painting	PNT	0.75	working days	3000	JOB100-OP20	11
100	**30**	Finishing Despatch	TNK	1.75	working days	7200	JOB100-OP30	11
100	**40**	Clean Up	TNK	0.75	working days	3600	JOB100-OP40	13

Based on this table, we can identify the parallel Jobs and then decide how many units of the resources under that workgroup needs. For example, when we look at WDG, it has parallel job of JOB840-10, JOB85-10 and JOB86-10, each of the tasks require 5 units to complete, so the maximum units it required is (5+5+5)X100% = 1500% units. After calculation of the max units, we can produce this table showing below:

Table 2 Maximum units needed for each resources

Resource Name	Type	Max. Units	Std. Rate
ASY	Work	1800%	$1,518.40/wk
CB	Work	1300%	$1,518.40/wk
CC	Work	400%	$1,518.40/wk
DUMMY	Work	0%	$1,518.40/wk
FAB	Work	300%	$1,518.40/wk
GBG	Work	0%	$1,518.40/wk
INS	Work	1000%	$1,518.40/wk
PNT	Work	1100%	$1,518.40/wk
RAD	Work	200%	$1,518.40/wk
STORE	Work	1300%	$1,518.40/wk
TNK	Work	1900%	$1,518.40/wk
TST	Work	500%	$1,518.40/wk
WDG	Work	1500%	$1,518.40/wk
WIR	Work	1000%	$1,518.40/wk
WLD	Work	900%	$1,518.40/wk

3. Steps of producing MS Project

The steps taken to input the project into MS project are as follows:

Implementing section A

1. Set the project timing to start at 1st of March, 2013.
2. Create calendar for each of the resources besides Tank Drying, making it work 8 hours a day (From 8:00 – 12:00, 13:00 – 17:00), rest at weekends.
3. Create a special calendar called Dry 24 hours for Tank Drying task, making it work 24 hours a day, rest at weekends
4. Set the timescale to the 8 hours working day calendar just now created
5. Enter the task name (Activity Name) into the MS project, the task duration (Lead Time) is also entered together with the task name

Implementing section B

6. Under resource sheet, create resources according to given information, and assign the resources with corresponding base calendar
7. Based on the Figure of engineering master for a power transformer, identify the dependency relationship and create predecessors
8. Adjust Gantt Chart, make it display task name in the middle of the bar and resource name on the right side of the bar
9. Assign resources to each of the tasks
   Calculate units required to complete the activity using CEILING formula, enter the unit's amount under Resource tab for each of the tasks.
   At the same time change the task time to fixed duration and effort driven. But for Job95, make it remain as fixed units
10. Based on Team planner, identify the parallel tasks, based on the parallel tasks, calculate maximum resources required, enter the maximum resources under resources sheet accordingly
11. Create summary tasks for each of the activity

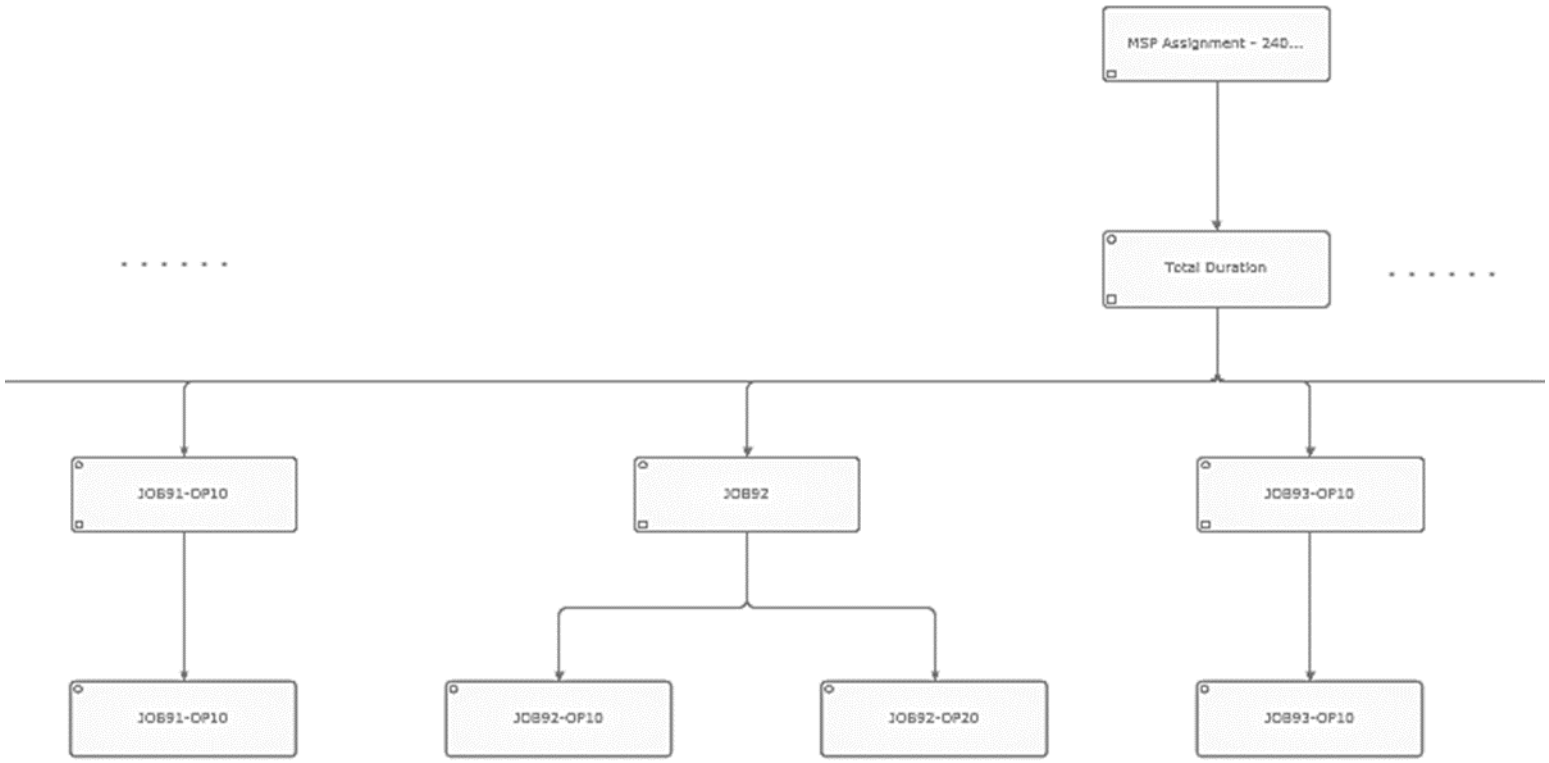
Implementing section C

12. Using report generation function, create reports (Critical Tasks, Budget, Who Does What, Resource Usage)

4. Features of MS Project

1. Work Breakdown structure (WBS)

The WBS identify all the tasks in project's work and displays the relationship of the tasks. It bridges from the scope definition to creation of a detailed project schedule, in the bottom level, it displays the most detailed task that needs to be performed, and going upper level, similar tasks will be grouped to one task for easy identifications.



Graphic Structure of MSP.vsdx

Figure 1 WBS for Power Transformer Project (Partial)

2. Gantt Chart

The Gantt Chart illustrates a project schedule, it will display the start and finish dates of each tasks, it will also display the dependency relationships as well as some critical information like project schedule and assigned resources. Using the chart will display the project in a graphical way that is more obvious and easy to understand.

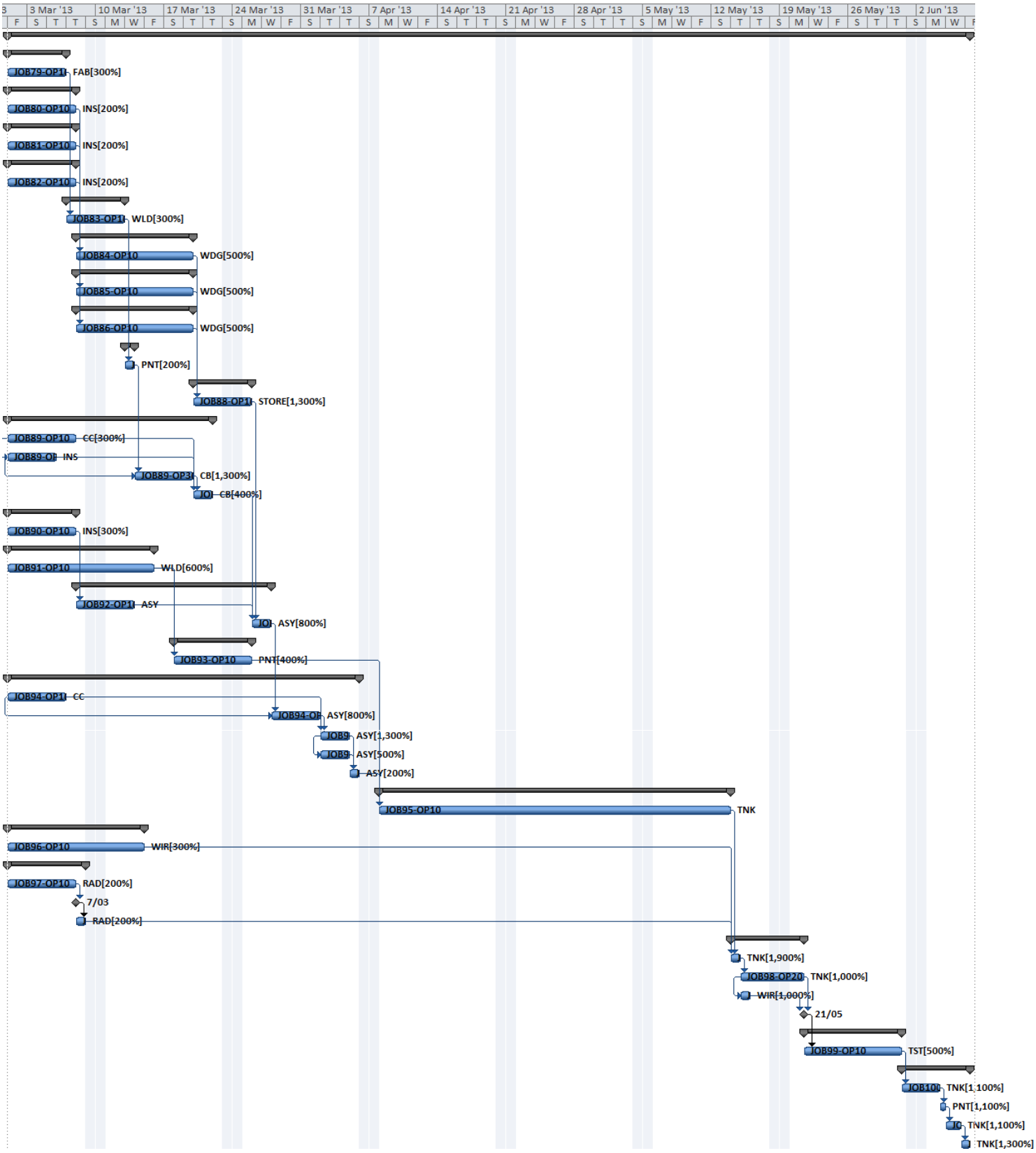


Figure 2 Gantt Chart for Power Transformer Project

3. Network Diagram

The network diagram is a flow chart showing the sequence of a project's tasks and their dependencies, the diamond shaped are identified as summary task, the red colour indicated the task is a critical task, if it is not a critical task, the task will be coloured in white and its summary task will be coloured in blue. Below is a collapsed network diagram displaying task ID only.

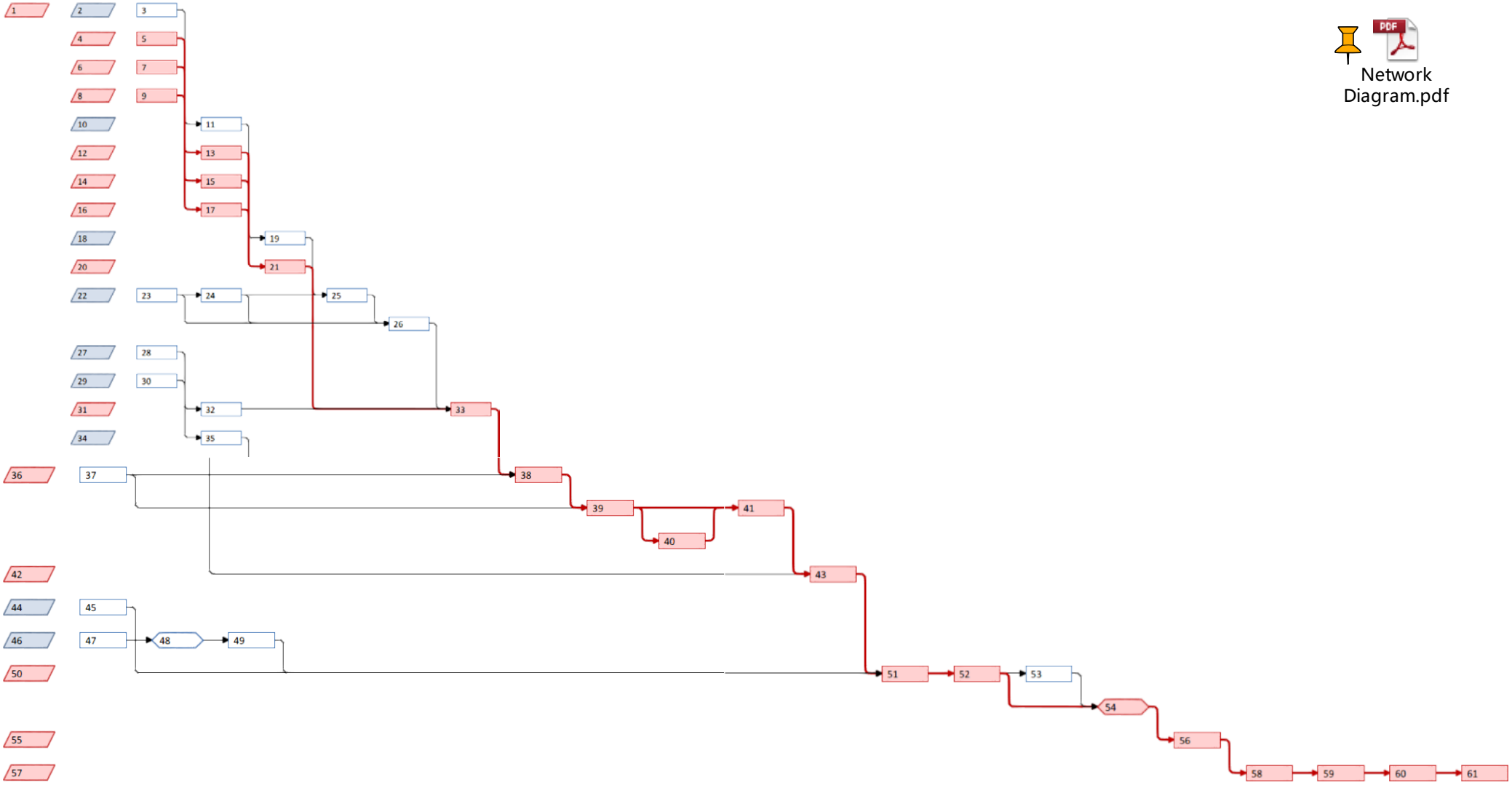


Figure 3 Collapsed Network Diagram for Power Transformer Project

5. Report Generation

4. Critical Tasks report

This report describe the critical tasks of the project, it is used to identify the tasks that can influence the total project duration when the task duration is changed. The report will cover the duration of each of the critical task, as well as its start and finish date and its predecessors.

ID	Indicators	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
5		Auto Schedule	JOB80-OP10	5 days	1/03/13 8:00 AM	7/03/13 5:00 PM		INS[200%]
	ID	Successor Name	Type Lag					
	13	JOB84-OP10	FS 0 days					
7		Auto Schedule	JOB81-OP10	5 days	1/03/13 8:00 AM	7/03/13 5:00 PM		INS[200%]
	ID	Successor Name	Type Lag					
	15	JOB85-OP10	FS 0 days					
9		Auto Schedule	JOB82-OP10	5 days	1/03/13 8:00 AM	7/03/13 5:00 PM		INS[200%]
	ID	Successor Name	Type Lag					
	17	JOB86-OP10	FS 0 days					
13		Auto Schedule	JOB84-OP10	8 days	8/03/13 8:00 AM	19/03/13 5:00 PM	5	WDG[500%]
	ID	Successor Name	Type Lag					
	21	JOB88-OP10	FS 0 days					
15		Auto Schedule	JOB85-OP10	8 days	8/03/13 8:00 AM	19/03/13 5:00 PM	7	WDG[500%]
	ID	Successor Name	Type Lag					
	21	JOB88-OP10	FS 0 days					
17		Auto Schedule	JOB86-OP10	8 days	8/03/13 8:00 AM	19/03/13 5:00 PM	9	WDG[500%]
	ID	Successor Name	Type Lag					
	21	JOB88-OP10	FS 0 days					
21		Auto Schedule	JOB88-OP10	4 days	20/03/13 8:00 AM	25/03/13 5:00 PM	13,15,17	STORE[1,300%]
	ID	Successor Name	Type Lag					
	33	JOB92-OP20	FS 0 days					
33		Auto Schedule	JOB92-OP20	2 days	26/03/13 8:00 AM	27/03/13 5:00 PM	21,26,32	ASY[800%]
	ID	Successor Name	Type Lag					
	38	JOB94-OP20	FS 0 days					
38		Auto Schedule	JOB94-OP20	3 days	28/03/13 8:00 AM	1/04/13 5:00 PM	33,37SS	ASY[800%]
	ID	Successor Name	Type Lag					
	39	JOB94-OP30	FS 0 days					
39		Auto Schedule	JOB94-OP30	3 days	2/04/13 8:00 AM	4/04/13 5:00 PM	37,38	ASY[1,300%]
	ID	Successor Name	Type Lag					
	40	JOB94-OP40	SS 0 days					
	41	JOB94-OP50	FS 0 days					
40		Auto Schedule	JOB94-OP40	3 days	2/04/13 8:00 AM	4/04/13 5:00 PM	39SS	ASY[500%]
	ID	Successor Name	Type Lag					
	41	JOB94-OP50	FS 0 days					
41		Auto Schedule	JOB94-OP50	1 day	5/04/13 8:00 AM	5/04/13 5:00 PM	39,40	ASY[200%]
	ID	Successor Name	Type Lag					
	43	JOB95-OP10	FS 0 days					

Crticial Task Report.pdf

Figure 4 Critical Task Report I

ID	Indicators	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
43		Auto Schedule	JOB95-OP10	26 days	8/04/13 8:00 AM	13/05/13 5:00 PM	35,41	TNK
	ID	Successor Name	Type	Lag				
	51	JOB98-OP10	FS	0 days				
51		Auto Schedule	JOB98-OP10	1 day	14/05/13 8:00 AM	14/05/13 5:00 PM	43,45,49	TNK[1,900%]
	ID	Successor Name	Type	Lag				
	52	JOB98-OP20	FS	0 days				
52		Auto Schedule	JOB98-OP20	4.5 days	15/05/13 8:00 AM	21/05/13 12:00 PM	51	TNK[1,000%]
	ID	Successor Name	Type	Lag				
	53	JOB98-OP30	SS	0 days				
	54	JOB98-OP40	FS	0 days				
54		Auto Schedule	JOB98-OP40	0 days	21/05/13 12:00 PM	21/05/13 12:00 PM	52,53	DUMMY
	ID	Successor Name	Type	Lag				
	56	JOB99-OP10	FS	0 days				
56		Auto Schedule	JOB99-OP10	8 days	21/05/13 1:00 PM	31/05/13 12:00 PM	54	TST[500%]
	ID	Successor Name	Type	Lag				
	58	JOB100-OP10	FS	0 days				
58		Auto Schedule	JOB100-OP10	1.75 days	31/05/13 1:00 PM	4/06/13 10:00 AM	56	TNK[1,100%]
	ID	Successor Name	Type	Lag				
	59	JOB100-OP20	FS	0 days				
59		Auto Schedule	JOB100-OP20	0.75 days	4/06/13 10:00 AM	4/06/13 5:00 PM	58	PNT[1,100%]
	ID	Successor Name	Type	Lag				
	60	JOB100-OP30	FS	0 days				
60		Auto Schedule	JOB100-OP30	1.75 days	5/06/13 8:00 AM	6/06/13 3:00 PM	59	TNK[1,100%]
	ID	Successor Name	Type	Lag				
	61	JOB100-OP40	FS	0 days				
61		Auto Schedule	JOB100-OP40	0.75 days	6/06/13 3:00 PM	7/06/13 12:00 PM	60	TNK[1,300%]

Figure 5 Critical Task Report II

5. Budget Report

This report displays the cost of each tasks including fixed cost, variable cost and actual cost, since we only have data in variable cost (The resource cost), we only counted the variable costs.

ID	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remaining
30	JOB91-OP10	$0.00	Prorated	$20,042.88	$0.00	$20,042.88	$0.00	$20,042.88
21	JOB88-OP10	$0.00	Prorated	$15,791.36	$0.00	$15,791.36	$0.00	$15,791.36
25	JOB89-OP30	$0.00	Prorated	$15,791.36	$0.00	$15,791.36	$0.00	$15,791.36
52	JOB98-OP20	$0.00	Prorated	$13,665.60	$0.00	$13,665.60	$0.00	$13,665.60
13	JOB84-OP10	$0.00	Prorated	$12,147.20	$0.00	$12,147.20	$0.00	$12,147.20
15	JOB85-OP10	$0.00	Prorated	$12,147.20	$0.00	$12,147.20	$0.00	$12,147.20
17	JOB86-OP10	$0.00	Prorated	$12,147.20	$0.00	$12,147.20	$0.00	$12,147.20
56	JOB99-OP10	$0.00	Prorated	$12,147.20	$0.00	$12,147.20	$0.00	$12,147.20
39	JOB94-OP30	$0.00	Prorated	$11,843.52	$0.00	$11,843.52	$0.00	$11,843.52
45	JOB96-OP10	$0.00	Prorated	$9,110.40	$0.00	$9,110.40	$0.00	$9,110.40
43	JOB95-OP10	$0.00	Prorated	$7,895.68	$0.00	$7,895.68	$0.00	$7,895.68
35	JOB93-OP10	$0.00	Prorated	$7,288.32	$0.00	$7,288.32	$0.00	$7,288.32
38	JOB94-OP20	$0.00	Prorated	$7,288.32	$0.00	$7,288.32	$0.00	$7,288.32
58	JOB100-OP10	$0.00	Prorated	$5,845.84	$0.00	$5,845.84	$0.00	$5,845.84
60	JOB100-OP30	$0.00	Prorated	$5,845.84	$0.00	$5,845.84	$0.00	$5,845.84
51	JOB98-OP10	$0.00	Prorated	$5,769.92	$0.00	$5,769.92	$0.00	$5,769.92
33	JOB92-OP20	$0.00	Prorated	$4,858.88	$0.00	$4,858.88	$0.00	$4,858.88
23	JOB89-OP10	$0.00	Prorated	$4,555.20	$0.00	$4,555.20	$0.00	$4,555.20
28	JOB90-OP10	$0.00	Prorated	$4,555.20	$0.00	$4,555.20	$0.00	$4,555.20
40	JOB94-OP40	$0.00	Prorated	$4,555.20	$0.00	$4,555.20	$0.00	$4,555.20
3	JOB79-OP10	$0.00	Prorated	$3,644.16	$0.00	$3,644.16	$0.00	$3,644.16
11	JOB83-OP10	$0.00	Prorated	$3,644.16	$0.00	$3,644.16	$0.00	$3,644.16
5	JOB80-OP10	$0.00	Prorated	$3,036.80	$0.00	$3,036.80	$0.00	$3,036.80
7	JOB81-OP10	$0.00	Prorated	$3,036.80	$0.00	$3,036.80	$0.00	$3,036.80
9	JOB82-OP10	$0.00	Prorated	$3,036.80	$0.00	$3,036.80	$0.00	$3,036.80
47	JOB97-OP10	$0.00	Prorated	$3,036.80	$0.00	$3,036.80	$0.00	$3,036.80
53	JOB98-OP30	$0.00	Prorated	$3,036.80	$0.00	$3,036.80	$0.00	$3,036.80
61	JOB100-OP40	$0.00	Prorated	$2,960.88	$0.00	$2,960.88	$0.00	$2,960.88
59	JOB100-OP20	$0.00	Prorated	$2,505.36	$0.00	$2,505.36	$0.00	$2,505.36
26	JOB89-OP40	$0.00	Prorated	$2,429.44	$0.00	$2,429.44	$0.00	$2,429.44
32	JOB92-OP10	$0.00	Prorated	$1,214.72	$0.00	$1,214.72	$0.00	$1,214.72
37	JOB94-OP10	$0.00	Prorated	$1,214.72	$0.00	$1,214.72	$0.00	$1,214.72
24	JOB89-OP20	$0.00	Prorated	$911.04	$0.00	$911.04	$0.00	$911.04
19	JOB87-OP10	$0.00	Prorated	$607.36	$0.00	$607.36	$0.00	$607.36
41	JOB94-OP50	$0.00	Prorated	$607.36	$0.00	$607.36	$0.00	$607.36
49	JOB97-OP30	$0.00	Prorated	$607.36	$0.00	$607.36	$0.00	$607.36
48	JOB97-OP20	$0.00	Prorated	$0.00	$0.00	$0.00	$0.00	$0.00
54	JOB98-OP40	$0.00	Prorated	$0.00	$0.00	$0.00	$0.00	$0.00
		$0.00		$228,822.88	$0.00	$228,822.88	$0.00	$228,822.88

Budget Report.pdf

Figure 6 Budget Report

6. Who does what Report

The report will show each resources' responsible task. It will also show its working hours, start day, finish day and amount of units required to perform the task, it gives an overview of the resource allocation of the whole project.

ID	Indicators	Resource Name	Work
1		ASY	800 hrs

ID	Task Name	Units	Work	Delay	Start	Finish
32	JOB92-OP10	100%	32 hrs	0 days	8/03/13 8:00 AM	13/03/13 5:00 PM
33	JOB92-OP20	800%	128 hrs	0 days	26/03/13 8:00 AM	27/03/13 5:00 PM
38	JOB94-OP20	800%	192 hrs	0 days	28/03/13 8:00 AM	1/04/13 5:00 PM
39	JOB94-OP30	1,300%	312 hrs	0 days	2/04/13 8:00 AM	4/04/13 5:00 PM
40	JOB94-OP40	500%	120 hrs	0 days	2/04/13 8:00 AM	4/04/13 5:00 PM
41	JOB94-OP50	200%	16 hrs	0 days	5/04/13 8:00 AM	5/04/13 5:00 PM

ID	Indicators	Resource Name	Work
2		CB	480 hrs

ID	Task Name	Units	Work	Delay	Start	Finish
25	JOB89-OP30	1,300%	416 hrs	0 days	14/03/13 8:00 AM	19/03/13 5:00 PM
26	JOB89-OP40	400%	64 hrs	0 days	20/03/13 8:00 AM	21/03/13 5:00 PM

ID	Indicators	Resource Name	Work
3		CC	152 hrs

ID	Task Name	Units	Work	Delay	Start	Finish
23	JOB89-OP10	300%	120 hrs	0 days	1/03/13 8:00 AM	7/03/13 5:00 PM
37	JOB94-OP10	100%	32 hrs	0 days	1/03/13 8:00 AM	6/03/13 5:00 PM

ID	Indicators	Resource Name	Work
4		DUMMY	0 hrs

ID	Task Name	Units	Work	Delay	Start	Finish
54	JOB98-OP40	100%	0 hrs	0 days	21/05/13 12:00 PM	21/05/13 12:00 PM

ID	Indicators	Resource Name	Work
5		FAB	96 hrs

ID	Task Name	Units	Work	Delay	Start	Finish
3	JOB79-OP10	300%	96 hrs	0 days	1/03/13 8:00 AM	6/03/13 5:00 PM

ID	Indicators	Resource Name	Work
6		GBG	0 hrs

ID	Task Name	Units	Work	Delay	Start	Finish
48	JOB97-OP20	0%	0 hrs	0 days	7/03/13 5:00 PM	7/03/13 5:00 PM

ID	Indicators	Resource Name	Work
7		INS	384 hrs

ID	Task Name	Units	Work	Delay	Start	Finish
5	JOB80-OP10	200%	80 hrs	0 days	1/03/13 8:00 AM	7/03/13 5:00 PM
7	JOB81-OP10	200%	80 hrs	0 days	1/03/13 8:00 AM	7/03/13 5:00 PM

ID	Indicators	Resource Name	Work
"INS" continued			

ID	Task Name	Units	Work	Delay	Start	Finish
9	JOB82-OP10	200%	80 hrs	0 days	1/03/13 8:00 AM	7/03/13 5:00 PM
24	JOB89-OP20	100%	24 hrs	0 days	1/03/13 8:00 AM	5/03/13 5:00 PM
28	JOB90-OP10	300%	120 hrs	0 days	1/03/13 8:00 AM	7/03/13 5:00 PM

ID	Indicators	Resource Name	Work
8		PNT	274 hrs

ID	Task Name	Units	Work	Delay	Start	Finish
19	JOB87-OP10	200%	16 hrs	0 days	13/03/13 8:00 AM	13/03/13 5:00 PM
35	JOB93-OP10	400%	192 hrs	0 days	18/03/13 8:00 AM	25/03/13 5:00 PM
59	JOB100-OP20	1,100%	66 hrs	0 days	4/06/13 10:00 AM	4/06/13 5:00 PM

ID	Indicators	Resource Name	Work
9		RAD	96 hrs

ID	Task Name	Units	Work	Delay	Start	Finish
47	JOB97-OP10	200%	80 hrs	0 days	1/03/13 8:00 AM	7/03/13 5:00 PM
49	JOB97-OP30	200%	16 hrs	0 days	8/03/13 8:00 AM	8/03/13 5:00 PM

ID	Indicators	Resource Name	Work
10		STORE	416 hrs

ID	Task Name	Units	Work	Delay	Start	Finish
21	JOB88-OP10	1,300%	416 hrs	0 days	20/03/13 8:00 AM	25/03/13 5:00 PM

ID	Indicators	Resource Name	Work
11		TNK	1,106 hrs

ID	Task Name	Units	Work	Delay	Start	Finish
51	JOB98-OP10	1,900%	152 hrs	0 days	14/05/13 8:00 AM	14/05/13 5:00 PM
52	JOB98-OP20	1,000%	360 hrs	0 days	15/05/13 8:00 AM	21/05/13 12:00 PM
58	JOB100-OP10	1,100%	154 hrs	0 days	31/05/13 1:00 PM	4/06/13 10:00 AM
60	JOB100-OP30	1,100%	154 hrs	0 days	5/06/13 8:00 AM	6/06/13 3:00 PM
61	JOB100-OP40	1,300%	78 hrs	0 days	6/06/13 3:00 PM	7/06/13 12:00 PM
43	JOB95-OP10	100%	208 hrs	0 days	8/04/13 8:00 AM	13/05/13 5:00 PM

ID	Indicators	Resource Name	Work
12		TST	320 hrs

ID	Task Name	Units	Work	Delay	Start	Finish
56	JOB99-OP10	500%	320 hrs	0 days	21/05/13 1:00 PM	31/05/13 12:00 PM

Figure 7 Who does what report

ID	Indicators	Resource Name	Work
13		WDG	960 hrs

ID	Task Name	Units	Work	Delay	Start	Finish
13	JOB84-OP10	500%	320 hrs	0 days	8/03/13 8:00 AM	19/03/13 5:00 PM
15	JOB85-OP10	500%	320 hrs	0 days	8/03/13 8:00 AM	19/03/13 5:00 PM
17	JOB86-OP10	500%	320 hrs	0 days	8/03/13 8:00 AM	19/03/13 5:00 PM

14		WIR	320 hrs

ID	Task Name	Units	Work	Delay	Start	Finish
45	JOB96-OP10	300%	240 hrs	0 days	1/03/13 8:00 AM	14/03/13 5:00 PM
53	JOB98-OP30	1,000%	80 hrs	0 days	15/05/13 8:00 AM	15/05/13 5:00 PM

15		WLD	624 hrs

ID	Task Name	Units	Work	Delay	Start	Finish
11	JOB83-OP10	300%	96 hrs	0 days	7/03/13 8:00 AM	12/03/13 5:00 PM
30	JOB91-OP10	600%	528 hrs	0 days	1/03/13 8:00 AM	15/03/13 5:00 PM

Figure 8 Who does what report (Con.)

7. Resource Usage Report

The resource usage report describes the total hours required according by a period of timing for each task under resources, it will also provide a summary of the total timing needed for each resources. At last, this report will generate the total hours required for all the resources under a period of time to give a summary of how the resources are used.

	24/02/13	3/03/13	10/03/13	17/03/13	24/03/13	31/03/13	7/04/13	14/04/13	21/04/13	28/04/13	5/05/13	12/05/13	19/05/1	19/05/13	26/05/13	2/06/13	9/06/13	Total
ASY		8 hrs	24 hrs		256 hrs	512 hrs												800 hrs
JOB92-OP10		8 hrs	24 hrs															32 hrs
JOB92-OP20					128 hrs													128 hrs
JOB94-OP20					128 hrs	64 hrs												192 hrs
JOB94-OP30						312 hrs												312 hrs
JOB94-OP40						120 hrs												120 hrs
JOB94-OP50						16 hrs												16 hrs
CB			208 hrs	272 hrs														480 hrs
JOB89-OP30			208 hrs	208 hrs														416 hrs
JOB89-OP40				64 hrs														64 hrs
CC	32 hrs	120 hrs																152 hrs
JOB89-OP10	24 hrs	96 hrs																120 hrs
JOB94-OP10	8 hrs	24 hrs																32 hrs
DUMMY																		
JOB98-OP40																		
FAB	24 hrs	72 hrs																96 hrs
JOB79-OP10	24 hrs	72 hrs																96 hrs
GBG																		
JOB97-OP20																		
INS	80 hrs	304 hrs																384 hrs
JOB80-OP10	16 hrs	64 hrs																80 hrs
JOB81-OP10	16 hrs	64 hrs																80 hrs
JOB82-OP10	16 hrs	64 hrs																80 hrs
JOB89-OP20	8 hrs	16 hrs																24 hrs
JOB90-OP10	24 hrs	96 hrs																120 hrs
PNT			16 hrs	160 hrs	32 hrs											66 hrs		274 hrs
JOB87-OP10			16 hrs															16 hrs
JOB93-OP10				160 hrs	32 hrs													192 hrs
JOB100-OP20																66 hrs		66 hrs
RAD	16 hrs	80 hrs																96 hrs
JOB97-OP10	16 hrs	64 hrs																80 hrs
JOB97-OP30		16 hrs																16 hrs
STORE				312 hrs	104 hrs													416 hrs
JOB88-OP10				312 hrs	104 hrs													416 hrs
TNK							40 hrs	40 hrs	40 hrs	40 hrs	40 hrs	400 hrs		120 hrs	44 hrs	342 hrs		1,106 hrs
JOB95-OP10							40 hrs	40 hrs	40 hrs	40 hrs	40 hrs	8 hrs						208 hrs
JOB98-OP10												152 hrs						152 hrs
JOB98-OP20												240 hrs		120 hrs				360 hrs
JOB100-OP10															44 hrs	110 hrs		154 hrs
JOB100-OP30																154 hrs		154 hrs
JOB100-OP40																78 hrs		78 hrs
TST														140 hrs	180 hrs			320 hrs
JOB99-OP10														140 hrs	180 hrs			320 hrs
WDG		120 hrs	600 hrs	240 hrs														960 hrs
JOB84-OP10		40 hrs	200 hrs	80 hrs														320 hrs
JOB85-OP10		40 hrs	200 hrs	80 hrs														320 hrs
JOB86-OP10		40 hrs	200 hrs	80 hrs														320 hrs
WIR	24 hrs	120 hrs	96 hrs									80 hrs						320 hrs
JOB96-OP10	24 hrs	120 hrs	96 hrs															240 hrs
JOB98-OP30												80 hrs						80 hrs
WLD	48 hrs	288 hrs	288 hrs															624 hrs
JOB83-OP10		48 hrs	48 hrs															96 hrs
JOB91-OP10	48 hrs	240 hrs	240 hrs															528 hrs
Total	224 hrs	1,112 hrs	1,232 hrs	984 hrs	392 hrs	512 hrs	40 hrs	40 hrs	40 hrs	40 hrs	40 hrs	480 hrs		260 hrs	224 hrs	408 hrs		6,028 hrs

Resource Usage.pdf

Figure 9 Resource Usage Report

6. Conclusion

Microsoft Project enables the project team and project manager to develop a plan, assigning resources to tasks, tracking progresses of the project, also assist in managing the budget as well as the work loads.

It also provides report generation mechanism to help project team and project manager focus on one or several aspect of the project.

This tool is also able to auto generate the project related diagrams to visualize the project, making it easier to identify the critical tasks and its structure.

With the plugins provided by Microsoft itself, Microsoft project together with Microsoft Visio is able to deliver a properly levelled work break down structure to understand the relationship between tasks.

Microsoft Project in all is quite useful for project management, although the software sometimes produces some bugs and displays incorrect result, the overall functionality overcomes the shortness.

In conclusion, Microsoft project covers most of the important functionalities that project management requires, and the functionalities is quite useful.