MS Project 2007 Quick Guide

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- Through the web/intranet

1 Setup your project

Add project information : FILE / PROPERTIES

Strategic Pla	n 2no	d quarter	2007	7 Pr	operties	? 🗙
General Sun	nmary	Statistics	Conte	nts	Custom	
<u>T</u> itle:	Strate	egic Plan (2)	007			
<u>S</u> ubject:						
<u>A</u> uthor:						
<u>M</u> anager:	Philipp	oe Rideau				
C <u>o</u> mpany:	WCO	-OMD				
Cat <u>e</u> gory:						
Keywords:						
<u>⊂</u> omments:						
<u>H</u> yperlink base:						
Template:						
Sa <u>v</u> e pre	view pi	cture				
					ОК	Iancel

Determine project start date : PROJECT / PROJECT INFORMATION

Project Inform	nation for 'Strategic Plan 2n	d quarter 2007'	X
Start <u>d</u> ate:	Mon 4/06/07	Current date:	Wed 16/05/07
<u>F</u> inish date:	Thu 6/12/07	Status date:	NA
Schedu <u>l</u> e from:	Project Start Date	✓ C <u>a</u> lendar:	Standard 🕑
All tasks	s begin as soon as possible.	Priority:	500 😂
Enterprise Custon	n Fields		
Custom Field Nar	ne		Value
			v
<u>H</u> elp	Statistics		OK Cancel

Check / Edit the standard/base calendar: TOOLS / CHANGE WORKING TIME

Change Working Time									×
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Calendar 'Standard' is a bas	e calend	lar.							Add Calendar to Enterprise
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Nonworking	M	T 1	2	Th 3	F 4	5	6		0:30 to 12:30 13:30 to 17:00
21 Edited working	7	8	9	10	11	12	13		
On this calendar:	14	15	16	17	18	19	20		Based on:
31 Exception day	21	22	23	24	25	26	27		Default work week on calendar 'Standard'.
31 Nondefault work	20	23		31		<u> </u>	-		
Week								~	
Exceptions			٧	Vork \	Neeks			1	
Name						Stat	t		Finish Dgtais
									Delete
						-			
								_	<u> </u>
								_	
Help								L	Options OK Cancel

Set the basic time schedule to match days with working time of 7h30 :

Choose Work Weeks / Select Default Time Table / Click Details Select days to change and set days to the specific working times of your choice

Details for '[Default]'					
Set working time for this w	ork week				
S <u>e</u> lect day(s): Monday Tuesday Wednesday	⊖ Se	t d	ays to <u>n</u> or	ault times for working time, nese <u>s</u> pecific v	
Thursday Friday			From	То	
Saturday Sunday		1 2	8:30 13:30	12:30 17:00	
]
Help				ок	Cancel

Set holidays or non working time :

Activate Exceptions tab Select date or dates in the calendar Click under name and give a name to your day or period of non-activity Verify the dates and fine tune by clicking on details

Change	e Worki	ing Time									X
For <u>c</u> ale	endar:	Standard	(Project	Cale	ndar)				•	~	Create <u>N</u> ew Calendar
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	wonling		M	Т	W	Th	F	S	S		
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31	Edited w hours	orking	2	3	4	5	6	7	8		
			9	10	11	12	13	14	15		
On thi	s calenda	ar:	<u>16</u>	17	18	<u>19</u>	<u>20</u>	21	22		Based on:
<u>31</u>	Exceptio	n day	23	24	25	26	27	28	29		Exception 'holidays' on calendar 'Standard'.
34	Nondefa	ult work			==						
12	week		<u>30</u>	31						~	
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			I							<u>'</u>	
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	ASCENS							13/0	10120		
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He	lp 📄										Ogtions OK Cancel

Check / Edit calendar calculation options : TOOLS / OPTIONS / CALENDAR

Save	Interface	10	Security	1
Schedule	Calculation		Spelling	Collaborate
View	General		Edit	Calendar
alendar options for S	trategic Plan 2nd quar	ter		
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	Den starting ye	NA TOUTT	webering	
Default start time:	8:30		These times are assigne enter a start or finish do	
Default end times	17:00		time. If you change this	setting, consider
County District	47094	-	matching the project ca Working Time command	
Hours per day:	7,50	18		
Hours per geek:	37,50			
Days per gonth:	20	- 2		
	No. of Concession, Name	-		Set as Qefault
				There as for our

Fine-tune your configuration : TOOLS / OPTIONS

Time units, currency, view settings

Click on Set as default whenever you want a setting to be permanent View tab allows you to set outline number for tasks, add project summary task and determine your currency for the project

Currency options f	for 'Strategic Plan	2nd quarter'-			
<u>Symbol:</u>	€	Decimal digits:	2		
Placement:	1€ ⊻	<u>C</u> urrency:	EUR	~	
Outline options for	'Strategic Plan 2	nd quarter'—			
🗹 Indent name		🗹 Show outline	e s <u>v</u> mbol		Show project summary task
Show outline	nu <u>m</u> ber	🗹 Show summ	ary tas <u>k</u> s		

Edit tab allows you to minimize space for units

Minutes:	m	<u> </u>	eks: W	~
Hours:	h	Mo	nths: mo	~
Days:	d	Ye	ars: y	

Work and duration calculation units

Decide which units you want to use for work and duration calculations – preferably choose a different one

Scheduling options for 'Strateg	ic Plan 2nd quarter'		
<u>N</u> ew tasks:	Start On Project Start Date	~	
Duration is entered in:	Weeks	~	
Work is entered in:	Days	×	
Default task type:	Fixed Units	×	

Save your file: FILE / SAVE

Save As						l	? 🗙
Save in:	🚞 omd			~	() - ()	×	•
My Recent Documents Desktop My Documents My Computer My Network Places	I6A Strategic P	lan 2nd quarter 2007 lan 2nd quarter 2007vBM					
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	Save as <u>t</u> ype:	Project			*		
Tools 🔹					<u>S</u> ave	Can	icel

2. Create your project plan

Input your tasks and create a WBS (work breakdown structure)

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:@) (jle (Edit j	jew Insert Figmat Iools Project Report Collaborate Window Help		Type a question for help 💿 🖉 🗙
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			Complete 2 regional and 4 WTO National Workshops and reports		
	-		Task Name	Duration	June 2007 July 2007 All 21 24 27 30 3 6 9 12 15 18 21 24 27 30
		0	Strategic Plan 2007	26,67 wks	
Calen	dar	1	I Provision of capacity building and technical assistance in line with	26,67 wks	~
	.	2	1.1 Provision of Capacity Building Support of the SAFE Framewor	26,67 wks	
		3	1.1.1 Complete 20 Diagnostic Missions and associated report	26,67 wks	
Enterp		- 4	1.1.1.1 Complete 20 Diagnostic Missions and associated reports	128,33 days	
Gan	#	- 5	1.1.1.2 Reports completed	0 days	
		6	1.1.2 Complete 2 regional and 4WTO llational Workshops and	4 wks	
	-	7	1.1.2.1 Reports completed	20 days	
Gari Cha		8	1.1.3 Complete 6 Phase 2 country development missions and	9,21 wks	
0.0		9	1.1.3.1 6 Phase 2 country development missions completed	1,07 days	•
015	1	10	E 1.1.4 Columbus	0.21 wks	CC

Insert new tasks with the Ins key

Move tasks by selecting them and then dragging them to their new location Delete tasks by selecting them by clicking on their ID number then hitting Del key

Tasks and summary tasks

Use Indent / Outdent buttons to create Summary Tasks:



Use Show to activate a view level on your tasks

Be aware that changes to summary tasks involve all their subtasks/children – deleting a summary = deleting all subtasks, idem with moving or indenting.

Milestones

To create miles tones set your task duration to Od

Deadlines

Double click the task or click the task information button to go to TASK INFORMATION and choose ADVANCED to see the deadline

General		Predecessors Resources Advanced		Notes	Custom Fields	
lame:	Reports cor	npleted	Duration: 0d	Estimate		
lonstr	ain task					
Dead	ļine:	Mon 31/12/07		*		
	traint type:	As Soon As Possit	ole 😪	Constraint date:	NA	8

Constraints

Avoid using constraints to early in your plan – they tend to block the automatic calculation of MS Project; to remove them reset a constraint type to As Soon As Possible

Give your tasks an initial duration / first global assessment

Just type in duration in the duration column / field

Differentiate between 10d? – 10ed – 10d or Estimated / Elapsed / Normal duration

You can multiple select several tasks and change duration of multiple tasks by using the task information button on the default toolbar.

	Task Name	Multiple Task Information
3	🖂 1.1.1 Complete 20 Diagnostic	General Antonesian Bespaces Advanced torus Costum
4	1.1.1.1 Complete 20 Diagnost	General Producesors Resources Advanced forms Contars/
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6	1.1.2 Complete 2 regional and	Constrain Lesk
7.	1.1.2.1 Reports completed	Deadine:
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	1.1.3.1 6 Phase 2 country de	1
10	E 1.1,4 Columbus	Constraint type:
11	1.1.4.1 implementation plan to	
12	1.1.5 Complete 2 facilitators y	Task type:
12	1.1.5.1 Keep the number of fa	Cglendar: 💓 🔝 Scheduling ignores resource calendars
-14	= 1.1.6 Complete 1 SAFE Framew	- Martillas
15	1.1.6.1 Keep the number of fe	Earned value method:
16	1.1.7 Complete 1 managemen	
17	1.1.7.1 Workshop completed	Bork task as miestone
18	🖻 1.1.1 Complete diagnostic con	
19	1.1.8.1 Compendium published	the second se
20	= 1.1.9 Report to the Policy Com	the OK Caro
21	1.1.9.1 implementation plan to	
22	🚍 1.1.10 Provide briefing to facili	ator pool on updated SAFE and 0.21 wks 🖤
-91 K		e n't deux

Determine the task dependencies

To create dependencies:

FIRST select the predecessor task THEN the depending task, and then click the Link Tasks button on the default toolbar



Use the Predecessor/Successor form view, by splitting your screen, then Right Clicking on the grey area; then type in the ID or select the predecessor or successor tasks.

	6	I.1.2 Complete 2 regional and 4 WTO flational Workshops and 2 WTO flational WTO flati	inc 4 wks
Enterprise	7	1.1.2.1 Reports completed	20 days
Gantt	8	1.1.3 Complete 6 Phase 2 country development missions an	nd Swks 🗢
	9	1.1.3.1 country development missions and agreeing action plans	9 5 wks
	10	1.1.3.2 6 Phase 2 country development missions completed	0 days 6.07
Gankt	11	1.1.4 Columbus	0,21 wks 🖤
Chart	12	1.1.4.1 Implementation plan for 2007/8 completed.	1,07 days
~ 8	13	1.1.5 Complete 2 facilitators workshop for SAFE and WTO	0,21 wks WW Hide Fgrm View
	14	1.1.5.1 Keep the number of facilitators	1,07 days Besources & Predecessors
Network Diagram	15	1.1.6 Complete 1 SAFE Framework Workshop for OCO	0,21 wks Resources & Successors
chaptan	16	1.1.6.1 Keep the number of facilitators	1,07 days
	17	1.1.7 Complete 1 management development workshop	0.21 wks
	10	1.1.7.1 Workshop completed	1,07 days
Task Usage	<	-	Kesource Work
	-		Resource Cost
	Name:	country development missions and agr Quration: Sw C	CEffort driven Previous Next Notes
Tracking Gantt	Røt:	Mon 4/06/07 Minigh: Fri 6/07/07 Minigh:	Task type: Fixed Units V Complete: 0% 🗘 Objects
_	ID		Successor Name Type Lag
- 1		10	6 Phase 2 country development missions or P5 Od
Resource			
Graph			
4			

FS / FF / SS

Using the link tasks button tasks are always first Finish to Start (FS) – in Form view you can change them to either Finish to Finish or Start to Start (FF/SS)

Lag / Lead time

Form view also allows you to set some buffer time (LAG time) or have a task starting before the predecessor has completely finished (LEAD time = negative LAG time) Alternatively in the Gant view, you can also double click the lines connecting the tasks

Define your resources : RESOURCE SHEET VIEW

Functional / Named resources / Group resources

You can describe resources with their proper name, their functional description or as a group. When referring to a group you can set the Max. Units to a equivalent % of the FTE

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															_
		0	Resource Name	Type	Material Label	Initials	Oroup	Max. Units	Std. Rate	Ovt. Rate	CostUse	Accrue At	Base Calendar	Code	1
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Calendar	2		wco2	Work		w2	intern	100%	0,00 €hr	0,00 €hr	0,00€	Proroted	Standard		
Caroninara	3		wco3	Work		w3	Intern	100%	0,00 €hr	0,00 €hr	0,00 €	Prorated	Standard		
	- 4		Consultant	Work		Cons	Extern	100%	500,00 €tday	0,00 €hr	0,00 €	Prorated	Standard		
Enterprise Gantt															
														-	

Grouping resources

You have to determine possible groups yourself by giving them a name and typing them in each time in exactly the same way

Edit calendar information for your resources: RESOURCE INFORMATION / GENERAL / CHANGE WORKING TIME

When resources have specific times of non-availability, or a specific work regime you have to adapt their personal calendar – this happens in exactly the same way as the base calendar

General Costs Notes Custom	n Fields							Tipe a suerton for help 😤 🖉
rce games Consultant Initials:	Cone			tails f				1
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	Base calendar: Standard	-		4				
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	1 Exception day			30 3	-	1.00	-	Default work week on calendar "Standard".
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	Exceptors			man		<u> </u>		1
	Name	_				2.8	rt –	Fresh Ogtalium
	1 (Default)		_			71A		144

Assign resources to your tasks

Assign resources button

By using the Assign Resources button on the main toolbar, then selecting the Resource, then clicking on Assign:

-									
	country development missions and agreeing action plans			-	_				
	Task Norm	Duration	- Lost	June 200	A 144.144	lan los l	July 20	07	-
0	Strategic Plan 2007	Assign	Resource	es					
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3	1.1.1 Complete 20 Diagnostic Missions and associated report	10 m							
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9	1.1.3.1 country development missions and agreeing action plans	Resource		trategic PA	an and au	arter 200	6		_
10	1.1.3.2 6 Phase 2 country development missions completed	in the second	WCOZ	-	F/D	Units	Cost	^	
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13	E 1.1.5 Complete 2 facilitators workshop for SAFE and WTO	100 100	co2						- Re
14	1.1.5.1 Keep the number of facilitators	10	¢63		1	1	Ĭ	1	10
15	1.1.6 Complete 1 SAFE Framework Workshop for OCO				-	-			19
16	1.1.6.1 Keep the number of facilitators	-			-	-	-		
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18	1.1.7.1 Workshop completed	12							
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20	1.1.8.1 Compendium published at Council	Hold d	lowen Ctrl a	nd click to	select mu	tiple reso	UPCRS		
21	😑 1.1.9 Report to the Policy Commission and Council on progre			**					_
22	1.1.9.1 implementation plan for 2007/8 completed	1,07 day	y'e						
23	🗄 1.1.10 Provide briefing to facilitator pool on updated SAFE and	0,21 wk	15	99					
24	1 1 10.1 Briefing completed	1,07 day	ve.						

Form view

You can also add resources through a resource form in Split window mode, asper your liking:

		Task Name					Duration			ne 2007					007			A ^
-	0	Strategic Plan	2007				26.67 w		8 31	3 6	9 12 15	18 21 24	27 30	3	6 5	9 12 15 18 21 2	4 27 30	
Calendar	-									~								
Caencas						istance in line w			1.5	_								2.
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	6			-	ed 4 WTO Batio	nal Workshops				_			-					
	7		1.2.1 Reports				20 di											
Gantt Chart	8		Complete 6	Phase 2 co	untry developr	ment missions	and 5w	ks		_			_	_	Ψ.			
	9	1.	1.3.1 country	/ developmen	t missions and a	greeing action pla	ns Sv	viks								102		
°18	10	1.	1.3.2 6 Phas	e 2 country o	development miss	sions completed	0 di	ery:s							4 6	07		
	11	8 1.1.4	Columbus				0.21 w	ks										۲
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	Nam	. country developme	ent missions /	and age	Duration:	5w	• •	Effort dr	i		Previou		Next					
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Task Usage	п	Resource Name			Units	Work	Ovt. Work	Baselir	ve Wor		ct. Work	Rem.	Work	^		Hide Form View		
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Tracking Gantt																Resources & Syc	cessors	
Gantt																Predecessors & S	uccessor	5
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Fine-tune your schedule

W = D * U

After adding a resource an initial equation is applied by the program whereby the Duration is multiplied by the maximum availability giving birth to WORK – Work does not exist when no resource has been applied to a task (ASSIGNMENT)

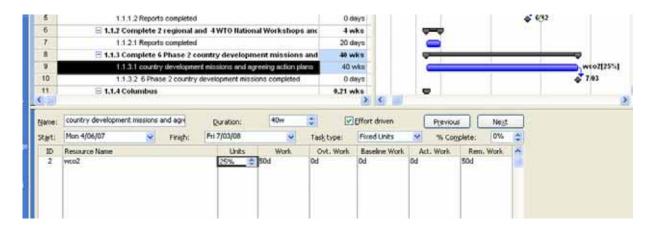
To fine tune assignments, you can either change Work, Duration or UNITS (the intensity with which work is done). MS Project is going to recalculate according to the type of task and according to the setting Effort driven or not.

Check task type

There are 3 types of tasks: Fixed units, fixed work or fixed duration. Fixed duration means that your prefer the program not to change durations, which results in recalculation of work or of units. With fixed work you express that the work volume should not be changed. Fixed Work tasks are effort drive by default. In most circumstances fixed units is a good starting point. However to get MS Project to calculate the way you like, you might have to reset the task type. Use following table to predict/understand how the program is going to recalculate:

Which value is re- calculated?	You Change		
Task Types	UNITS	WORK	DURATION
Fixed Units	Duration	Duration	Work
Fixed Work	Duration	Duration	Units
Fixed Duration	Work	Units	Work

A good way to plan is by assessing the work volume for a task in 'man days' or in hours and then by determining with which intensity the work is being done over time (base on your experience). MS Project then calculates duration for you (if you left the task type as Fixed Units)



A more advanced way of planning is through TASK USAGE of RESOURCE USAGE Views, whereby you can enter WORK into a schedule that has a timescale of your liking. Adapt the timescale by zooming or by Right clicking the Timescale at the top of ANY view and then clicking on Timescale.

Contract of the		0	Resource Name	Work	Details	May					208				and a second second	uty		
-			NAMES AND ADDRESS OF ADDRESS OF ADDRESS OF ADDRESS ADDRESS ADDRESS ADDRESS ADDRESS ADDRESS ADDRESS ADDRESS ADDR	- (1997)	C-PERME	30/04	7/05	14/05	21/05	28/05		Timesca	le		25/06	2/07	9/07	15/07
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	-	1AL	Complete 20 £	39 days	Work							Change	Working T	itieli.	1,54	1,54	1,54	1,
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onterprise.	-	1	Complete 20 E	40 days	Work						-	3d	34	3d	30	38	36	11-24
Gantz			country develos	50 days	Work						-	1,25d	1,254	1,25d	1,254	1,254	1,254	1,2

Enter the WORK for a resource on a task in the appropriate boxes:

CONTRACT OF		0	Resource Name	Work	Details	An	1			1000 A	ay				August	North State	
1				1000	Cetion	28.05	4.05	11/05	18/05	25/05	2/07	9.07	15/07	23/07	30/07	6.08	13/08
			I Unassigned	0 days	Work		a no cana								1.2611112	1.1.2.1.1.1	1000
dendar	51	1.1.1	E weet	39 deys	Work		1,54	1,54	1,54	1,54	1,54	1,50	1,54	1,5d	1,50	1,50	1.
-		14	Complete 30 E	39 days	Work		1,54	1,54	1,54	1,54	1,54	1,54	1,54	1,54	1,58	1,54	
	2		🖹 wco2	92,5 days	Work		50	4d	54	4d	5d	4d	50	4d	58	4d	4,2
terprise Garitt		1.12	Complete 20 E	40 days	Work		34	34	3d	34	3d	34	38	36	34	36	1
Gavet -		M.	country develop	52,5 days	Work		24	14	24	14	24	14	24	14	24	14	1,2
100	3		E web3	20 days	Work		46	40	4.5	4d	4d			·			1
51			Complete 20 C	20 days	Work		4d	40	4d	4d	4d						
Gartt Chart	4		Consultant	0 days	Work										-		
					Work												
76					Work							-	·	·	1	1	-
					Work		_										

Effort driven tasks

If you have already assigned resources and you add new resources, then MS Project is going to react either by RE-DISTRIBUTING the allocated work when effort drive is ON, or by just ADDING new work to the resource and the task when effort driven is OFF

Check over-allocation

Use the Resource management toolbar / GO TO THE NEXT OVER ALLOCATION to detect possible over allocation. Over allocated resources are going to be in red in the Resource Sheet views.

and a second	200	1000	Insert Format Iooks	Project Bep	ort <u>Collab</u>	orate 1	<u>Window</u>	Help						partition	for belo	
			9 x 4 8 9 9		-	- Interior					19.0	12				
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dampeters.			Complete 20 C	.40 days	Work		30	3d	3d	38	3d		Tracking	30	- 3d	3
Gerit		N.	country develop	52,5 days	Work		20	14	24	14	2d		Visual Basic	24	1d	
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Gantt Chart	4		Consultant	10 days	Work								Analysis			
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°18		_			Work								Network Diagram			
etvice.					Work		-						PERT Analysis			
agram -		-			Work						_		Customize			-
					Work								Property of the second			

You can then either adapt your schedule manually or use an automatic feature of MS Project to address over allocation: TOOLS / LEVEL RESOURCES

Resource Leveling	\mathbf{X}
Leveling calculations	Manual
	-
	/ by Day 💟 basis
Clear leveling values before leve	eling
Leveling range for 'Strategic Plan 2r	nd quarter 2007'
• Level <u>e</u> ntire project	
OLe <u>v</u> el <u>F</u> ror	n: Mon 4/06/07 😔
Ŀ	p: Fri 7/03/08
Resolving overallocations	
Leveling or <u>d</u> er:	Standard 💌
Level only within available <u>s</u> lack	
🔽 Leveling can adjust individual as	signments on a task
Veveling can create splits in <u>r</u> em	aining work
Level resources with the propos	ed booking type
Help Clear Leveling	Level Now OK Cancel

Beware that MS Project calculates everything to the MINUTE and that resources in red DO NOT necessary mean that they are over-allocated on a week or day basis.

Format your schedule

FORMAT / BAR STYLES

Used to format all the bars of same type of object – you can change the look of the Bars and the text accompanying the bar

Bar Styles							
Cut Row	Paste Row	Insert Row					
Task							~
Name	Appearance	Show For Tas	iks	Row	From	То	
Task		Normal		1	Start	Finish	
Split	[Normal;Split		1	Start	Finish	
Progress	·····	Normal			Actual Start	CompleteThrough	
Milestone	·	Milestone			Finish	Finish	
Summary	<u> </u>			1	Start	Finish	
Project Summary		Project Summary	·		Start	Finish	¥
							>
Т	ext		Bars				
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Shape:	~	Shape:			⊻ Shap <u>e</u> :		~
<u>T</u> ype:	~	Patte <u>r</u> n:			💙 Туре:		~
<u>⊂</u> olor:	~	C <u>o</u> lor:	E Blue		💙 Color:		*

FORMAT / BAR

Used to format ONE or SOME SELECTED bars – you can change the look of the Bars and the text accompanying the bar

Format Bar		X
Bar Shape	Bar Text	
Start Shape: Iype: Color:	Middle Shage: Pgttern: Cglor: Blue	End Shap <u>e</u> : Type: Color:
Sample:	Resour	ce Ilames

3. Track your schedule

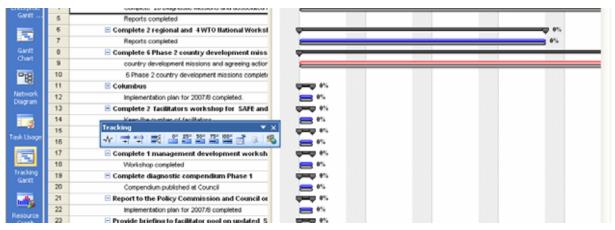
Save the baseline : TOOLS / TRACKING / SET THE BASELINE

This is the first step to start tracking. All the scheduled values are copied to the baseline fields.

Set Baseli	ne 🔀
⊙ <u>S</u> et base	line
	Baseline (last saved on Wed 16/05/07)
🔘 Set inter	im glan
⊆opy;	Start/Finish
Into:	Start1/Finish1
	e project :ted <u>t</u> asks
Roll	up baselines: To <u>a</u> ll summary tasks <u>F</u> rom subtasks into selected summary task(s)
<u>H</u> elp	Set as <u>D</u> efault OK Cancel

Choose your tracking method & enter actual values

To track values the program offers some helping tools like the TRACKING TOOLBAR, the TRACKING GANTT view and also a TRACKING table.



Using percentages

When using percentages to track the program enters all the actual values and fields for you . The % complete field is available at several places or by clicking the appropriate percent button on the tracking toolbar.

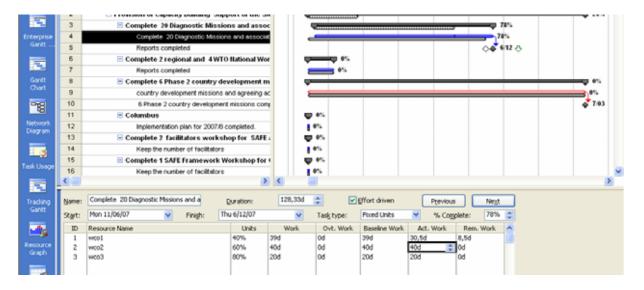
Using actual duration and actual start/finish

Use Update Task button to enter either ACTUAL DURATION or ACTUAL START or/and ACTUAL FINISH dates.

Calendar	1	Provision of capacity building and technical assistance
_	2	Provision of Capacity Building Support of the SAFE
	3	Complete 20 Diagnostic Michigan and acculut.
Enterprise	-4	Complete 20 Diagni Update Tasks
Gankt	- 5	Reports completed Name: Complete 20 Diagnostic Missions and associated rep. Duration: 128,334
	6	Complete 2 regional
	7	Reports completed % Complete: 0% C Actual dur: 100d C Remaining dur: 128,33d C
Gankt Chart	8	Complete 6 Phase 2 Actual Current
	9	country developme Start: Mon 11/06/07 V Start: Mon 4/06/07
°18	10	6 Phase 2 country
	11	Columbus Enish: NA Phish: Thu 29/11/07
Network Diagram	12	Implementation plan Help Notes OK Cancel
	13	Complete 2 facilitate
3	14	Keen the contract facilitation and the second
Task.Usage	15	Tracking × × v
rask osage	16	
	17	🖻 Complete 1 management development worksh 🛛 💭 🕫
	18	Workshop completed 😑 📲

Using actual work

Alternatively enter ACTUAL WORK in a Resource Work form view:



Using time-scaled views (task and resource usage)

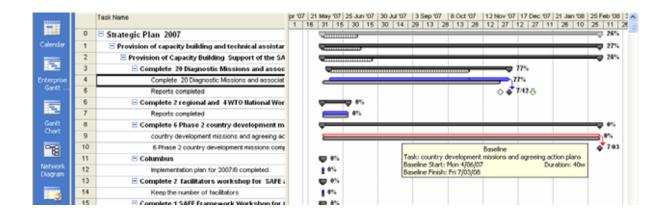
The most detailed and powerful way of working is by using a USAGE view (Task or Resource), then by ADDING the ACTUAL WORK field onto the view (RIGHT click work) and by adding ACTUAL WORK in the appropriate boxes.

	Provision of capacit	151,5 days	40 wks		Worl	k		26	9,54	10,56
					Act.	W			8,54	8,50
	Provision of Cap	151,5 days	40 wks		Worl	k		26	9,5d	10,5
					Act.	W			8,50	8,50
	Complete 20	99 days	25,67 wks	P.	Worl	k			8,5d	8,50
					Act.		Detail Styles		8,54	8,50
	Complete :	99 days	128,33 days		Wor		Decai 2cyles		8,5d	8,50
					Act.	¥.	Work		8,54	8,50
4	wood	39 days			Wor	~	Actual Work		1,54	1,50
					Act.	_			1,5d	1,50
	wool	40 days			Wor		Cumulative Work		3d	30
					Act.		Baseline Work		34	34
	wco3	20 days			Wor		Cost		4d	40
					Act.				44	46
	Reports oc	0 days	0 days		Wor	Wor Actual Cost				
					Act.	w				
	Complete 2 r	0 days	4 wks		World	k				
					Act.	w				
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					Act	167				

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1	1000	-				Crebara	15/10	22/10	29/10	5/11	12/11	19/11	26/11	3/12	10/12	17/12	24
and the second s	3		Complete 24	99 days	26 wks #	Work	1,54	10	1,54	1,56	1,54	1,50	1,54	1,54	avante s		
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Evaluate the progress and adapt your planning

Use the Tracking Gantt to evaluate progress in comparison to the baseline; the Tracking Gantt also shows the Critical path, allowing to easily detect those tasks which you should adapt first when you try to get your project back on schedule.



4. Communicate

Through printing

The basic rule for printing is : first get the information on the screen as you would like to see it printed, then choose FILE / PRINT PREVIEW. LEGEND and options can be found in FILE / PAGE SETUP.

By creating print screens

Use the COPY PICTURE button to make more advance print screens to be used in PowerPoint and Word.

Copy Picture	×
Render image	
⊙ For screen! ○ For printer	
To GIF image file:	
Browse	
Сору	
Selected rows	
Timescale	
As shown on screen	
O Erom: Tue 1/05/07	
OK Cancel	

With the help of reports : REPORT Menu

The Report Menu gives you access to preconceived reports, which you can also Edit asper your convenience.



By exporting information to excel or to html/ the web

You can use COPY/PASTE from any worksheet view in Project. But you can also you FILE / SAVE AS TYPE to choose the export wizard inviting you to use or create a MAP for export to Excel.

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My Recent Documents Desitop Documents My Computer My Network Places				07 21 Jan 90 23 11 26 10 25
	File parse:	Strategic Plan 2nd quarter 2007	×	
	Save as type:	Microsoft Excel Workbook	2	
3		Project		100 200

Project: Name Start Finish Work Excel: Resources and AssiStart Finish Scheduled_Work wco1 Mon 11/06/07 Fri 7/12/07 39 days Preview: wco2 Mon 4/06/07 Fri 7/03/08 92,5 days wco3 Mon 11/06/07 Fri 13/07/07 20 days	Export Wiza	rd - Resource M	apping							X
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10 basic insights to better master MS Project

1. MS Project is a database

All views and tables show the same data from different perspectives.

2. MS Project is a calculator

Everything is recalculated to minutes. And then shown in time units as per your configuration settings.

3. Start each project schedule by checking your basic configuration settings

These include your default calendar, the calendar calculations, metadata, currency and time settings.

4. Let MS Project calculate

Let it calculate start and end times for you !

5. MS Project is already programmed to be asap ;

Don't put constraints initially; if needed put them in when project is ongoing.

6. Use an outline code to discern your task levels and WBS structure

You can use the default one or your own.

7. Each of the input fields have 3 faces, personalities or characteristics

Input happens in duration | work | cost fields – but to be able to manage a project you need 3 versions of those fields: scheduled | baseline | actual – different versions are shown in different views and tables.

8. Set the timescales to weeks and month for easier management

The default setting is by days and weeks – in many cases a key to mastering views and schedules is triggered off by zooming out the time scale to weeks and months. This makes assessing over allocation (in weeks) much easier to handle too.

9. Think in work-terms as much as possible.

Distinguish between work and hours. If you prefer work in "man days", do so, but then express duration in weeks.

Work only exists when resources are assigned, which triggers off the formula W = D * U. Have a good eye on the task type at all times.

10. Tracking a project = entering actuals

To track values, search for the appropriate 'actual' field and enter the data.