MS Project 2013

Instructor: Sean Luster PLEASE SILENCE ALL CELL PHONES

The Workspace

Start Screen



- Recent Projects
- Open Other Projects
- Account Information
- New from Existing Project use last project you worked on as a starting point to save steps
- Templates*

Work Area



• Scheduling Bar – create tasks and dates

¥		
Mon 9/30/1	Add tasks with dates to the timeline	Finish Mon 9/30/13
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• Task overview

0	Task Mode 🔻	Task Name	- Duration	- Start	*	Finish 🚽	Predecessors	*	Resource Names	•
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• Pictorial Representation of Project



Scheduling

Project	<u>Tab</u>										
P 🖥 开	5 - ∂	- -				CALENI	DAR TOOLS				Project1 - P
FILE	TASK	RESOURCE	REPORT	PROJECT	VIEW	FO	RMAT				
ÞS	•	6	*			Ö		1		Status Date: 🛄 NA	ABC
Subproject	Apps for	Project	Custom Links	Between W	BS Cha	ange	Calculate	Set	Move		Spelling
	Office *	Information	Fields P	rojects	Workir	ng Time	Project	Baseline *	^r Project		
Insert	Apps		Pr	operties				Schedule		Status	Proofing

Project Informati	on for 'Project1'			×
Start <u>d</u> ate:	Mon 9/30/13	•	C <u>u</u> rrent date:	Mon 9/30/13 👻
<u>F</u> inish date:	Fri 2/21/14	Ŧ	<u>S</u> tatus date:	NA 🔻
Schedu <u>l</u> e from:	Project Start Date	•	C <u>a</u> lendar:	Standard 👻
All ta	sks begin as soon as possible.		<u>P</u> riority:	500
<u>H</u> elp	Stat <u>i</u> stics			OK Cancel

Calenda	<u>ar</u>												
P 3	5 - ∂						CALEN	DAR TOOLS				Proje	ct1 - Pr
FILE	TASK	RESOURCE	REPORT	PROJECT		VIEW	FO	RMAT					
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Subproject	Apps for Office *	Project Information	Custom Link Fields	cs Between Projects	WBS	Char Working	nge g Time	Calculate Project	Set Baseline •	Move Project		Spelling	
Insert	Apps		F	Properties					Schedule		Status	Proofing	

Change Workir	ng Time									×
For <u>c</u> alendar:	Standard (Projec	t Calen	dar)				•		Create <u>N</u> ev	w Calendar
Calendar 'Stan	dard' is a base cal	endar.								
Legend:		Click	on a	day t	o see	e its <u>v</u>	<u>v</u> orkii	ng tim	es: December 1, 2013 is	nonworking.
Workin	a		D	ecer	nbe	r 20 ⁻	13		*	
	-	1	M	2	W	I h	F	5		
Nonwo	rking	1	2	3	4	5	0	/	Based on: Default work we	ek on calendar
31 Edited	working bours	8	9	10	11	12	13	14	'Standard'.	ek on calendar
		15	16	17	18	19	20	21		
On this calen	dar:	22	23	24	25	26	27	28		
31 Exception	on day	29	30	31						
31 Nondef	ault work week							-		
									Ŧ	
Exceptions	Work Weeks									
Name						Start			Finish ^	D <u>e</u> tails
										Delete
										Delete
					ĺ					
<u>H</u> elp								Opti	ions OK	Cancel

Task Information	×
General Predecessors Resources Advanced Notes Custom Fields	
Name: Research	Duration:
Percent complete: 0%	Priorit <u>y</u> : 500
Schedule Mode: O <u>M</u> anually Scheduled	
<u>Auto Scheduled</u>	
Dates	
<u>Start:</u> ▼ <u>F</u> inish:	•
Display on <u>T</u> imeline	
- Kongp	
<u>H</u> elp	OK Cancel

Add tasks here, using the button shown below.

2	*	•	
Task •	Summary 1	Milestone	Information t
	Insert		Pr

You can also edit the tasts with resources required and predecessors, i.e. tasks that have to be finished before this one can begin.

View		Clipboa	rd Fon	t Gl	T 40.0	Schedule		Tas	ks	I	nsert		Properties	Editing			he an eran	^
		Toda	y	Mag 10.7	-E-: 10/21	Tue 10/15	-5-110.00	Wed 10/22	- Sun 10/27	Thu 10.01	Mag 11 //	5.11.0	Tue 11 8 2	6-411/06	Wed 11 (20	-Cup 11 (24	Thu 11/27/15	
		Start	Inu 10/5	MOH 10/7	FII 10/11	102 10/15	Sat 10/19	vveu 10/25	Sun 10/2/	Ind 10/31	M0111/4	P1111/6	100 11/12	5at 11/16	Wed 11/20	Sun 11/24	Inu 11/20	Finish
Ψ.	Mon 9/	30/13	Mon 9/30/13 - Fri 11/29/13															Fri 11/29/13
5			Research Virtualization															
N.			Mon 9/30/13 - Fri 11/29/13															
-			Research Server requiremer	its									Purchase Server					
			Mon 9/30/13 - Fri 11/8/13										Mon 11/11/13 -	ue 11/19/13			1 1	
										Install Winde	ows 2012							
						-				Thu 10/51/13	- FII 11/0/15						+	
	0	Task Mode		+ Duration	+ Start +	Finish 🚽	Predecessors	Resource Names	"13 T W T F	Oct 20, '13 S S M T W	T F S S	ct 27, '13 M T W	Nov 3, '13 T F S S M T	W T F S	Nov 10, '13 S M T W T	Nov 17, F S S M	'13 T W T F	Nov 24, '13 A
1	ŧ	*	Research Virtualization	45 days	Mon 9/30/13	Fri 11/29/13		Sean										
2	+	*	Install Windows 2012	7 days	Thu 10/31/13	Fri 11/8/13	3	Chris,Sean				1		Ch	ris,Sean			
3		*	Purchase Server	7 days	Mon 11/11/2	1 Tue 11/19/1:	4	Sean									Sean	
4		*	Research Server requirements	30 days	Mon 9/30/13	Fri 11/8/13					-		-	-	J			
	-																	

Linking Tasks

Tasks can be linked together several ways:

- Setting dependencies when creating tasks
- Highlighting groups of them and using the link item from the task ribbon
- Dragging and dropping one on the other

The purpose of linking a task is to indicate that one requires the other's completion

*NOTE: Relationships can be edited to put a "lead" or negative time stamp if one task can be started before another

Resource Basics

Resource Sheet

On the Resource Ribbon choose Resource Sheet, shown below.

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Resource Sheet ~ View	Assig	n Resou ces Poo	irce I - R	Add	es v	Information	Notes	Details	-⇒[Lev Selec	rel Lev	→ rel Level urce All Lev	E Leveling	Options veling erallocation								
		Today Start V	irtualiz:	ation Pr	roiect	Oct 13, '13		0	tt 27, ':	13	Nov	/ 10, '13	Nov	24, '13	De	ec 8, '13		Dec 22,	'13	Jan 5, '14	
IELINE	Mon 9/3	30/13 N	lon 9/30 esearch Ion 9/30)/13 - Fi Virtual)/13 - Fi	ri 2/21/ lization ri 11/29	14 1 9/13															
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										Install Thu 10/31	/13 -										
	0	Resource	Name	v 1	Туре	▼ Mater	rial 🔻	Initials	- (Group 🔻	Max. 👻	Std. Rate 🔻	Ovt. 👻	Cost/Use ▼	Accrue 👻	Base	- (Code 🔻	Add New Co	olumn 🔻	
1	(Sean		V	Nork			S			100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard					

Notice the named resources. They can be assigned to different types (materials, work, or cost) and given

different values.

Assigning Resources

Assign Resources				×
Task: Hardware Installed Resource <u>l</u> ist options R <u>e</u> sources from Project1				
Resource Name	Units	Cost	*	<u>A</u> ssign
Chris				
Sean				Remove
			=	Re <u>p</u> lace
				<u>G</u> raph
				Close
				<u>H</u> elp
Hold down Ctrl and click to select m	ultiple re	esources	Ŧ	

After assigning resources to tasks:

	•	Task						Resource	27, '13 Nov 3, '13 Nov 10, '13 Nov 17, '13 Nov 24, '13 Dec 1, '
	U	Mode 🔻	Task Name 👻	Duration 👻	Start -	Finish 👻	Predecessors	 Names 	M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M
1		*	Hardware Installed	0 days	Wed 11/20/	1 Wed 11/20/1	4,5		11/20
2	•	*	Research Virtualization	45 days	Mon 9/30/13	Fri 11/29/13		Sean	Sean
3	۰.	*	Install Windows 2012	7 days	Thu 10/31/13	Fri 11/8/13	4	Chris,Sean	Chris,Sean
4	ŧ.	*	Purchase Server	7 days	Mon 11/11/	Tue 11/19/13	5	Sean	Sean
5		*	Research Server requirements	30 days	Mon 9/30/13	Fri 11/8/13			
6		*	Virtualize OPACs	60		/ /	1.0	100.00	
7		*?		Assign Re	sources				
				Task: Vir	ualize OPACs				
				Res	ource list option	15			
				Pacourr	er from Projecti				
				K <u>e</u> soure	cs from Project				
				Re	source Name	10	nits Cost	^ L	ssign
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									<u>place</u>
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				Hold d	own Ctrl and cl	ick to select mult	iple resources		

Budgeting

Cost Table

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FILE	Т	ASK	RES(OURCE RE	PORT PR	ROJECT	VIEW	'	FC	RMAT						
Gantt Task Ganter - Chart y Ulsane - Other Views - Chart y Usane - Chart y Usa				Resource	Resource Usage 🔻			AZ↓ Sort	Uutline	Table	y ⊘ Highlight: ▼ Filter: s 	[No Highligh [No Filter] [No Group]	rt] -	Timescale: Days	Zoom	
onare	osuge	Task Vie	2WS		Res	ource Vie	ews				Built	-In				Zoom
		T	odav			ŀ	Mon 10/2	8/13				<u>C</u> ost				Tue
	Start Mon 9/30/13		rt v	irtualization Pr	Oct 13	, '13		10	oct 27, '13		~	<u>E</u> ntry <u>H</u> yperlink		24, '1	3	Dec 8, '1
INE			3 N	1on 9/30/13 - Fr	ri 2/21/14							Schedule				
IMEL			R	esearch Virtuali 1on 9/30/13 - Fr	ization ri 11/29/13							Tracking				
F			R	esearch Server	requirements							<u>V</u> ariance				
			N	1on 9/30/13 - Fr	ri 11/8/13					actall		<u>W</u> ork				
									Т	hu 10/31/	,	S <u>u</u> mmary				
		T - 1										Usage			27 13	1
	6	Mod	de 🔻	Task Name	-	Duratio	n 👻 S	Start	-	Finish		<u>R</u> eset to Default			• M T \	V T F
	1	*		Hardware	Installed	0 days	V	Ved	11/20/	Wed 1		Sa <u>v</u> e Fields as a N	New Table			
	2	*		Research Virtualiza	tion	45 days		Mon 9/30/13		Fri 11/	1	More Tables				_
	3	*		Install Wi 2012	ndows	/s 7 days		Thu 10/31/13		Fri 11/8/13		4	Chris,Se	Chris,Sean		, ,,,,,,,,,,,,,,,,, ,,,,,,,,,,,,,,,,,,
	4	*		Purchase	Server	er 7 days		Mon 11/11/1		Tue 11/19/1		5	Sean	Sean		
	5	Research requirem		Server ents	rver 30 days ts		Mon 9/30/13		Fri 11/	8/13					_	
	6	*		Virtualize	OPACs	60		-				0	-		53	
	7	*?				ASS	agn Neso	arce	B							
						Ta	isk: Virtua	alize	OPACs							

Allows adding fixed costs rather than creating additional resources.

Problems

Red items in information column indicate a resource over allocation.

1		*	Hardware Installed	0 days	Wed 11/20/1	Wed 11/20/1	4,5	
2	۲	*	Research Virtualization	45 days	Mon 9/30/13	Fri 11/29/13		Sean
3	۲	*	Install Windows 2012	7 days	Thu 10/31/13	Fri 11/8/13	4	Chris,Sean
4	ŧ	*	Purchase Server	7 days	Mon 11/11/1	Tue 11/19/1	5	Sean
5		*	Research Server requirements	30 days	Mon 9/30/13	Fri 11/8/13		
6		*	Virtualize OPACs	60 days	Mon 12/2/13	Fri 2/21/14	1,2	Sean
7		*?						

To fix this go to the resource tab and Level Resource.



This rearranges scheduling so that no resources are double booked.

Tracking

Tracking chart and tables allow you to view progress of project as a whole and individual tasks. Remaining duration, actual cost, etc. are all presented in the tracking table.