

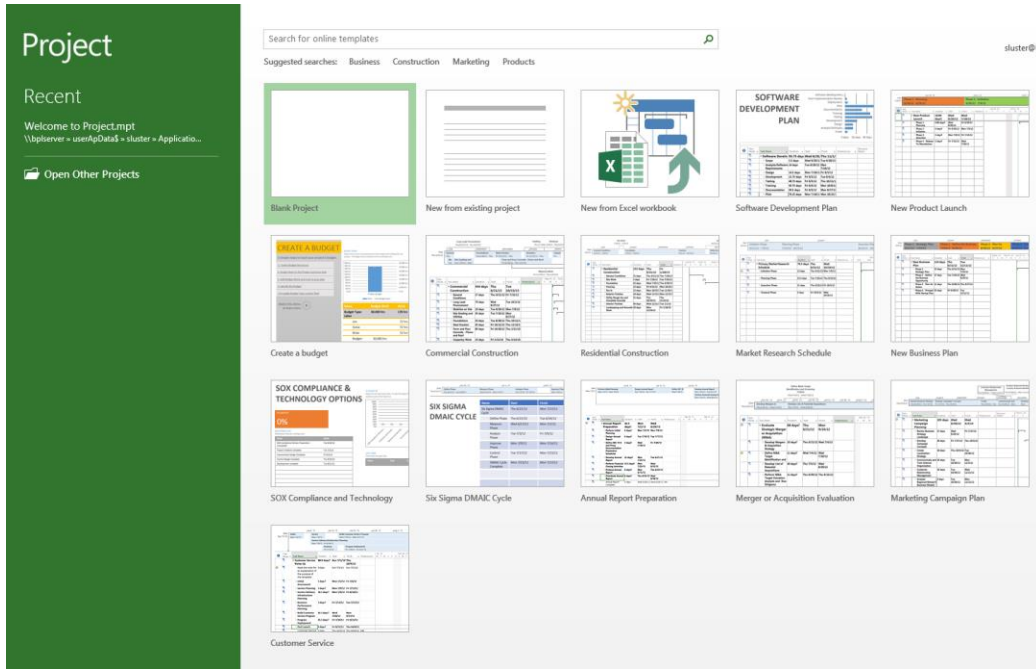
# MS Project 2013

Instructor: Sean Luster

PLEASE SILENCE ALL CELL PHONES

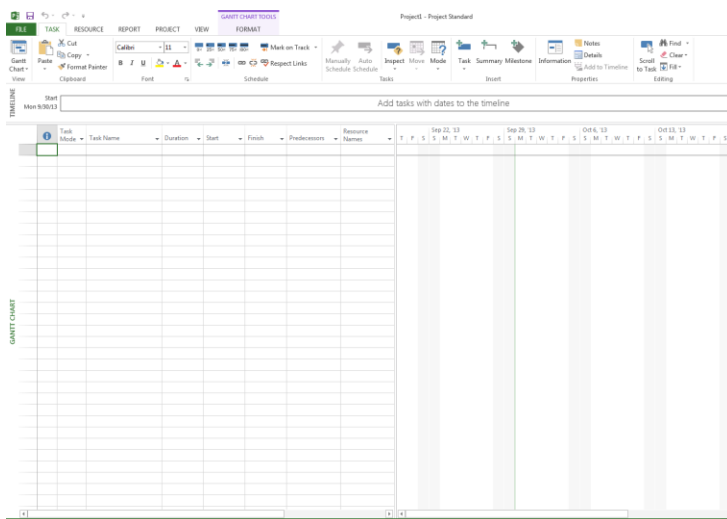
## The Workspace

### 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\*

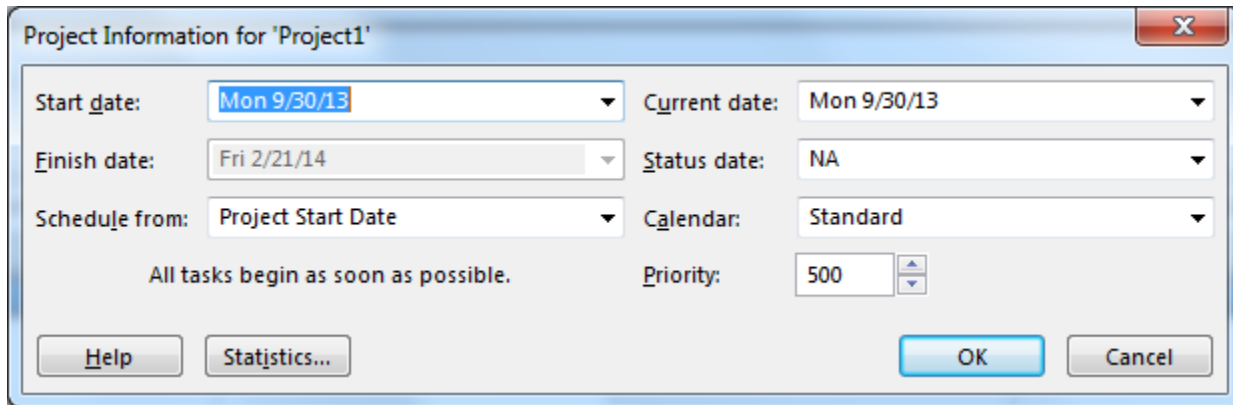
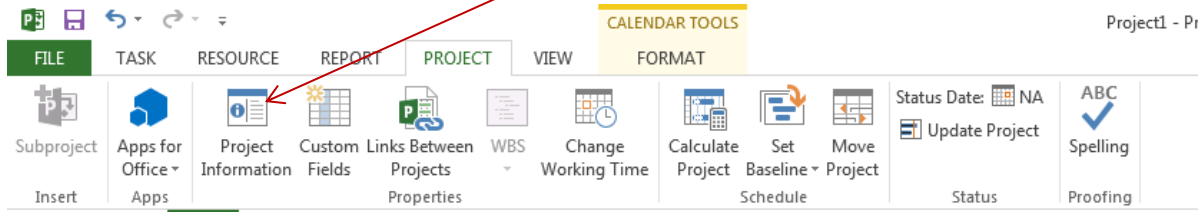
### Work Area



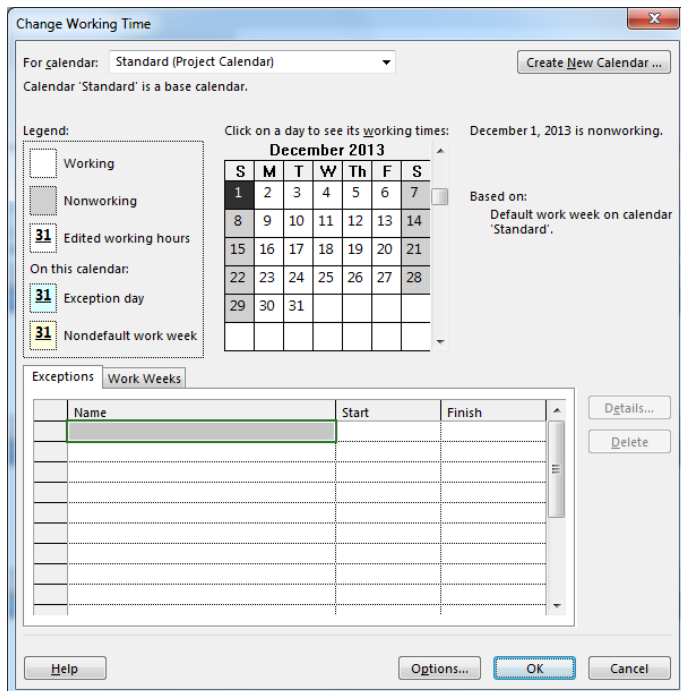
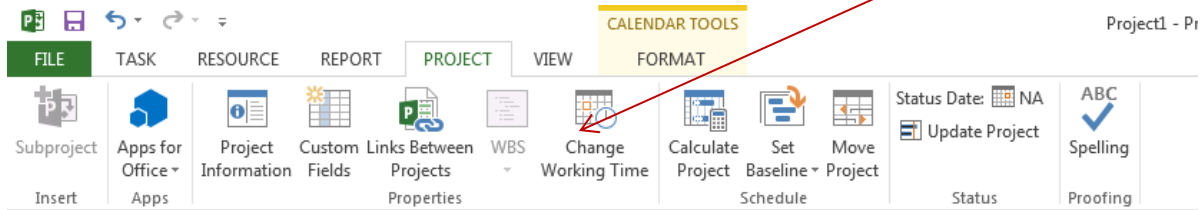


# Scheduling

## Project Tab



## Calendar



**Task Information**

General | Predecessors | Resources | Advanced | Notes | Custom Fields

Name:  Duration:   Estimated

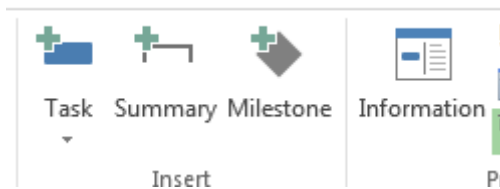
Percent complete:  Priority:

Schedule Mode:  Manually Scheduled  Auto Scheduled

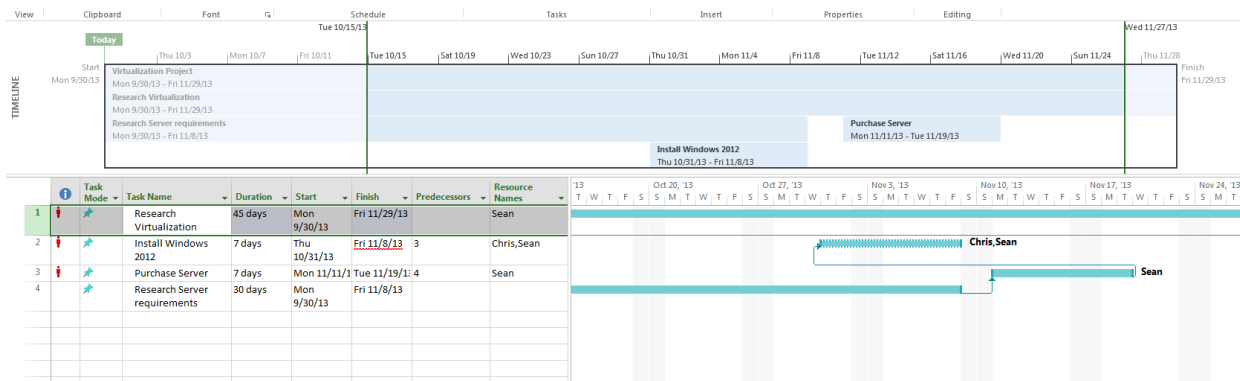
Dates  
Start:  Finish:

Display on Timeline  
 Hide Bar  
 Rollup

Add tasks here, using the button shown below.



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



## 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.

The screenshot displays the Microsoft Project interface. The 'RESOURCE' ribbon is active, showing the 'RESOURCE SHEET TOOLS' group. The 'Resource Sheet View' icon is highlighted with a red arrow. Below the ribbon, a Gantt chart shows a project timeline from Mon 9/30/13 to Jan 5, '14. Tasks include 'Virtualization Project' (Mon 9/30/13 - Fri 2/21/14), 'Research Virtualization' (Mon 9/30/13 - Fri 11/29/13), 'Research Server requirements' (Mon 9/30/13 - Fri 11/8/13), 'Purchase' (Mon 11/11/13), and 'Install' (Thu 10/31/13).

Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt.	Cost/Use	Accrue	Base	Code	Add New Column
1 Sean	Work		S		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard		
2 Chris	Work		C		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.

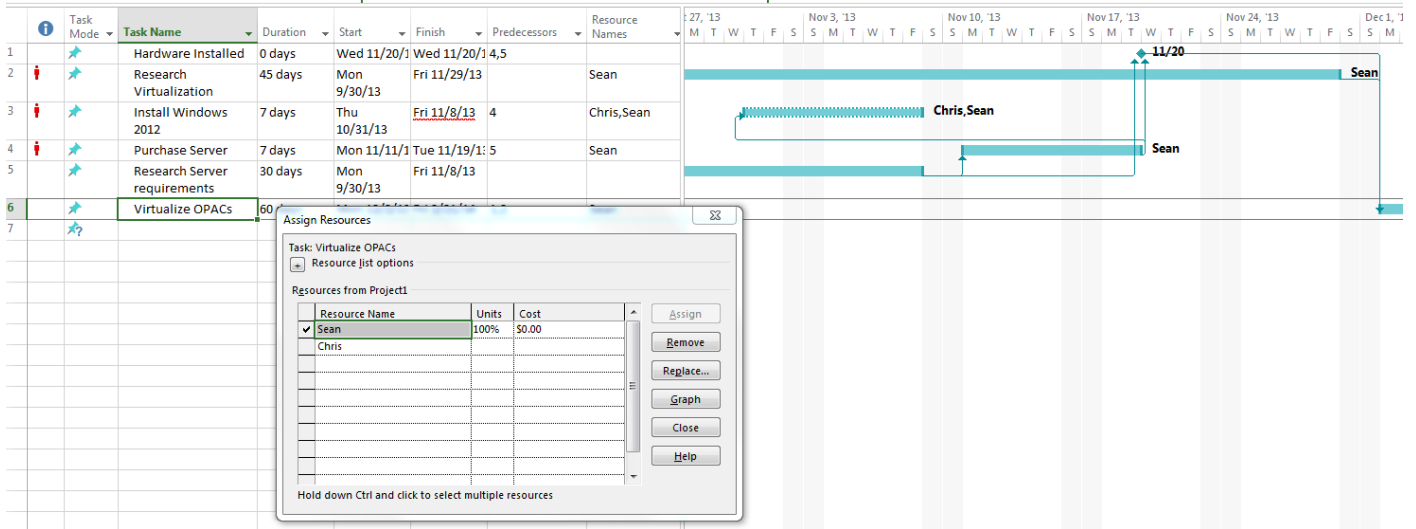
### Assigning Resources

The 'Assign Resources' dialog box is shown. The task is 'Hardware Installed'. The 'Resource list options' are expanded. The 'Resources from Project1' list contains the following data:

Resource Name	Units	Cost
Chris		
Sean		

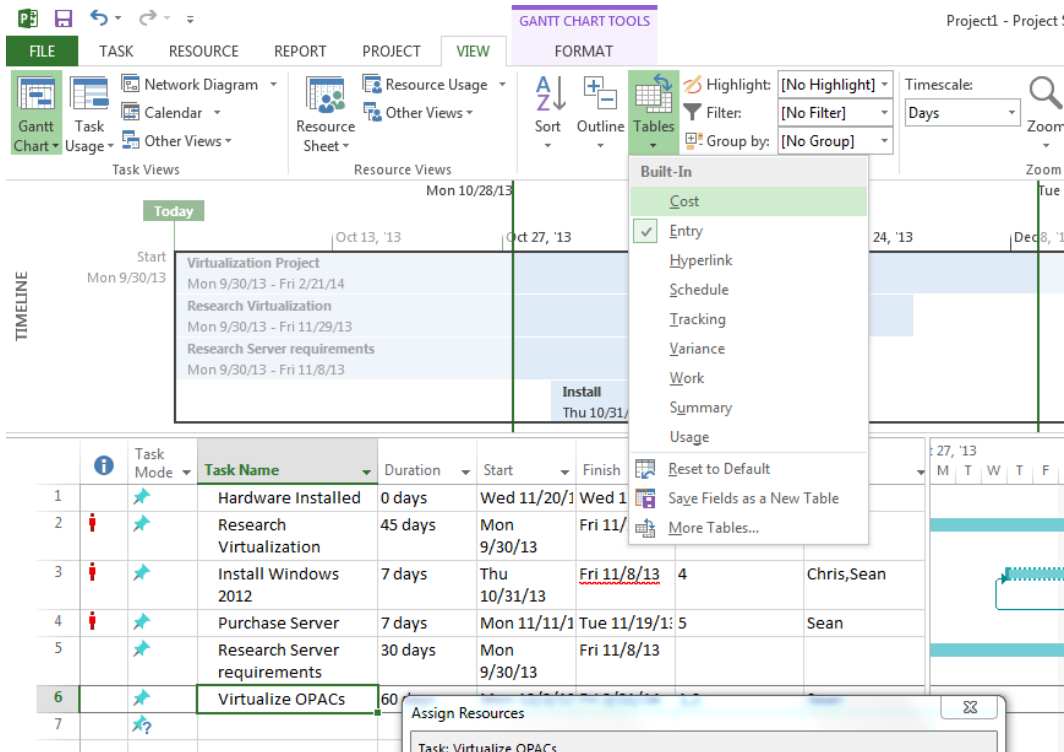
Buttons on the right include: Assign, Remove, Replace..., Graph, Close, and Help. A note at the bottom states: 'Hold down Ctrl and click to select multiple resources'.

After assigning resources to tasks:



## Budgeting

### Cost Table



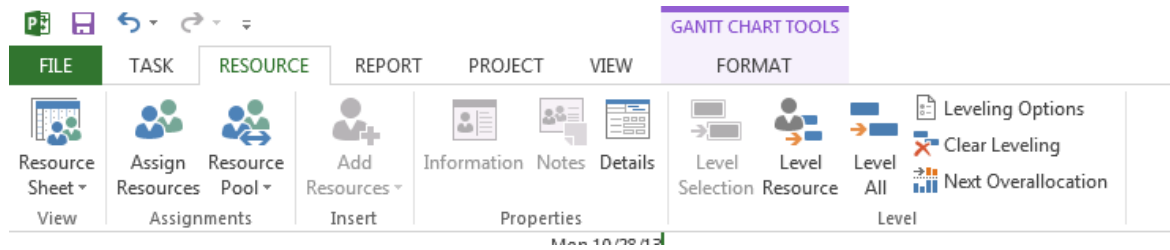
Allows adding fixed costs rather than creating additional resources.

### Problems

Red items in information column indicate a resource over allocation.

Task ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	Hardware Installed	0 days	Wed 11/20/13	Wed 11/20/13	4,5	
2	Research Virtualization	45 days	Mon 9/30/13	Fri 11/29/13		Sean
3	Install Windows 2012	7 days	Thu 10/31/13	Fri 11/8/13	4	Chris,Sean
4	Purchase Server	7 days	Mon 11/11/13	Tue 11/19/13	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.