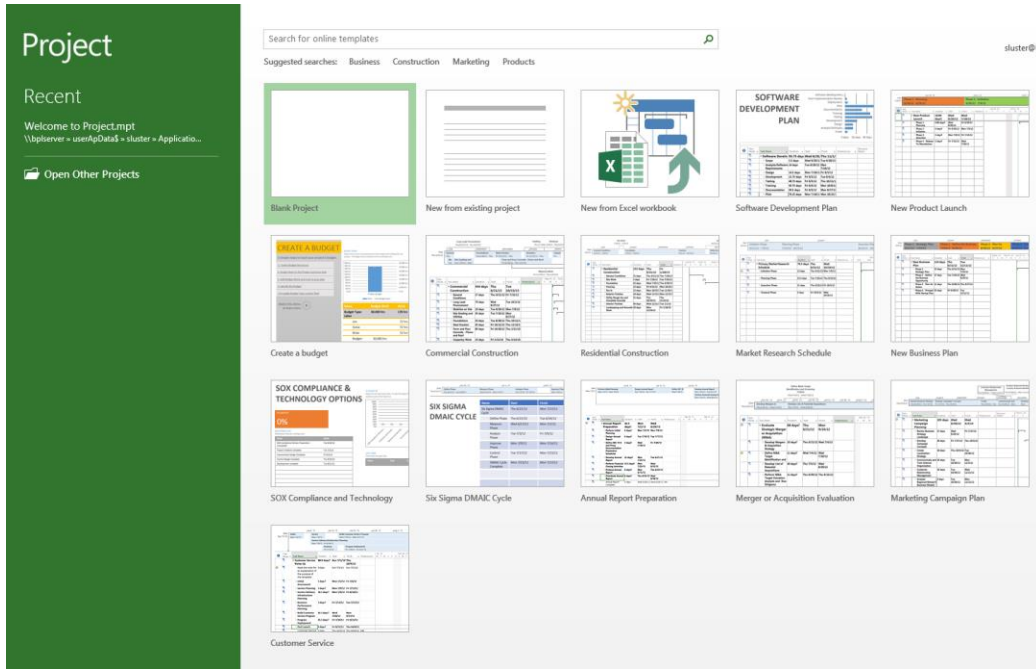# MS Project 2013

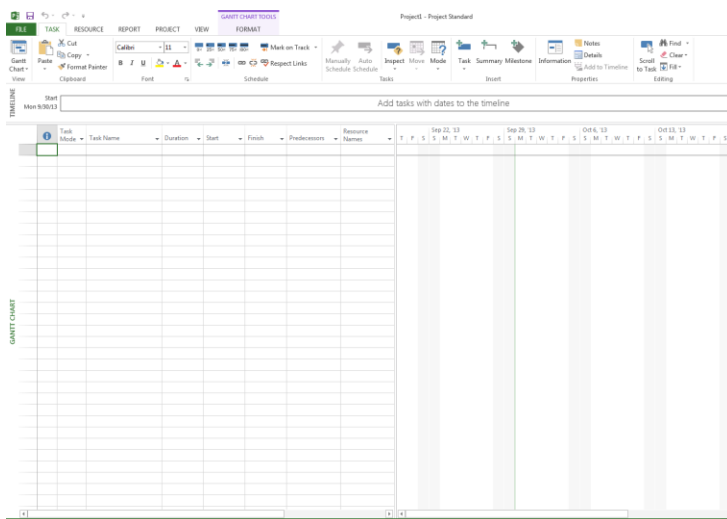## Instructor: Sean Luster

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
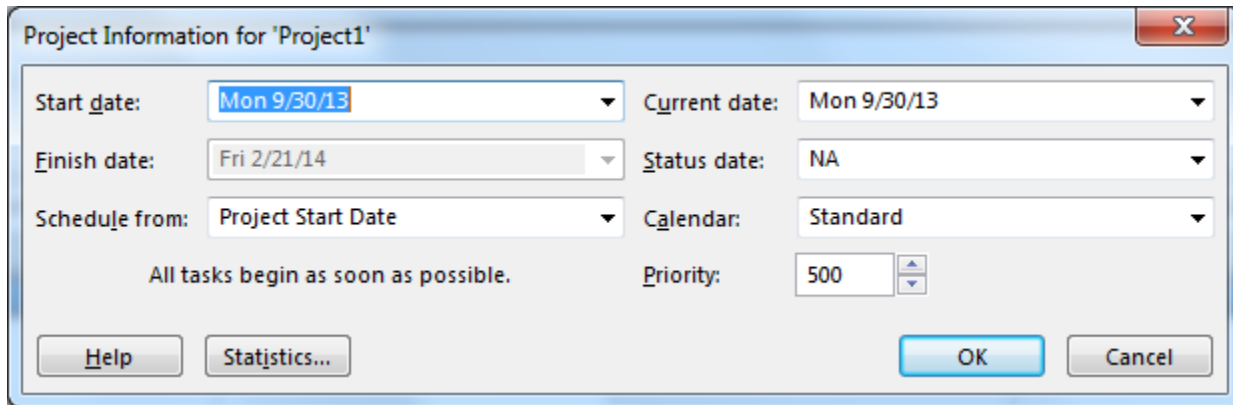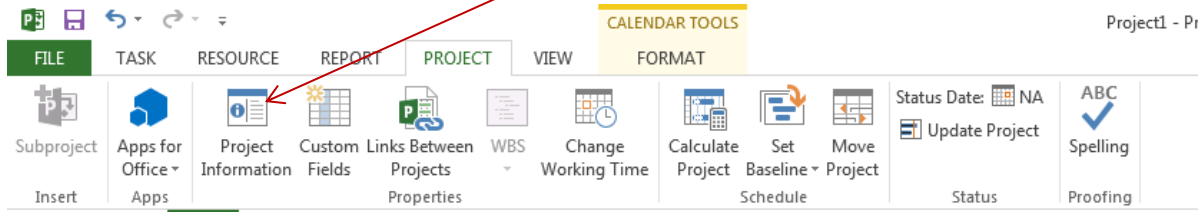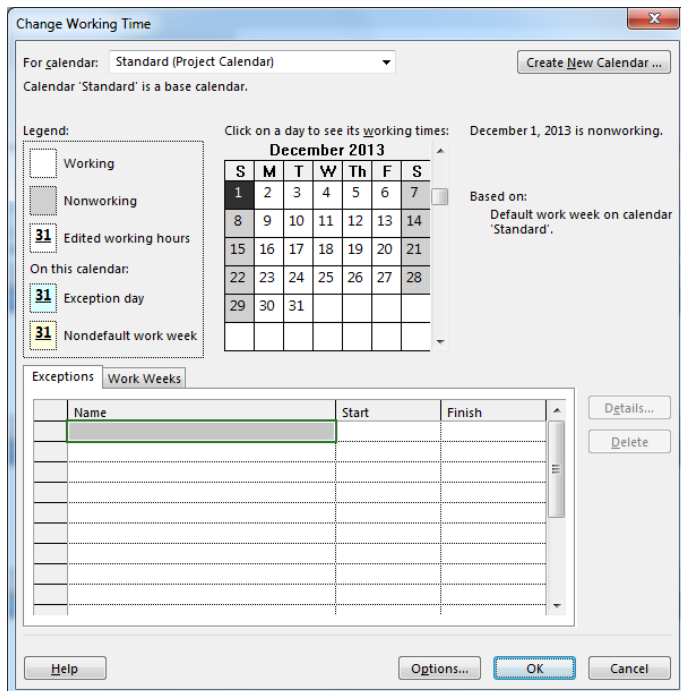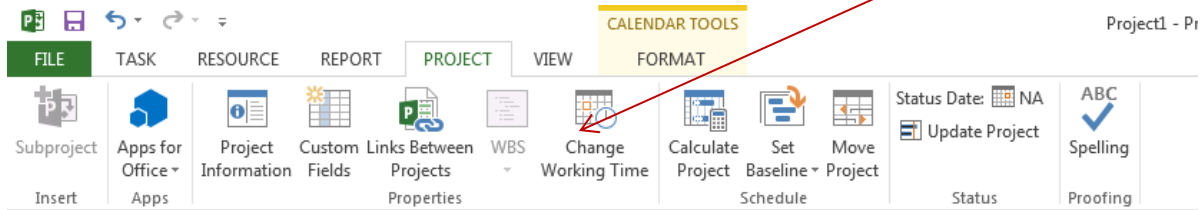
- Templates*

Work Area

- Scheduling Bar – create tasks and dates

| TIMELINE | Start
Mon 9/30/13 | Add tasks with dates to the timeline | Finish
Mon 9/30/13 |

- Task overview

- Pictorial Representation of Project

Scheduling

Project Tab

Calendar

Task Information

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

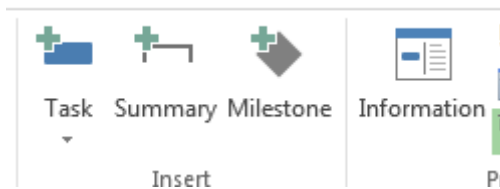Name: Research   Duration: ☑ Estimated

Percent complete: 0%   Priority: 500
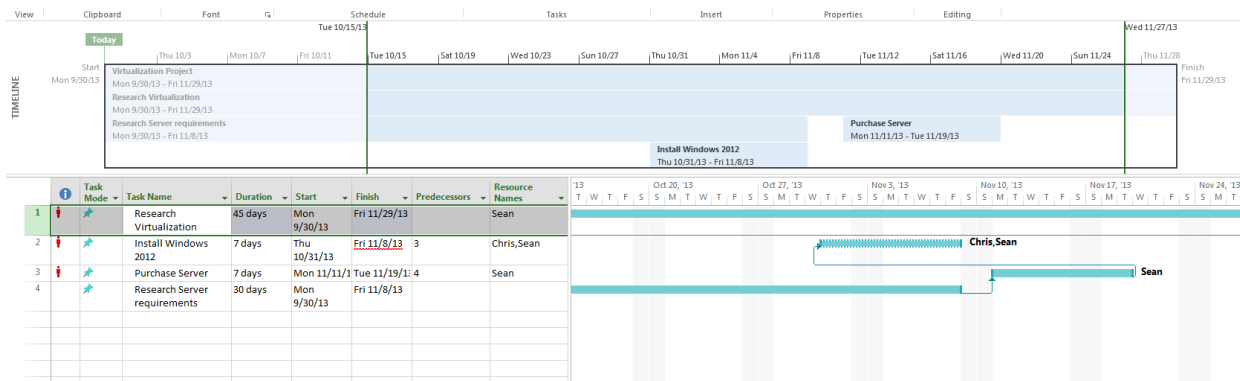
Schedule Mode: ⦿ Manually Scheduled
             ◯ Auto Scheduled

Dates

Start: ▼   Finish: ▼

☐ Display on Timeline
☐ Hide Bar
☐ Rollup

Help   OK   Cancel

Add tasks here, using the button shown below.

Task   Summary   Milestone   Information

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.

	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1		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
3		Purchase Server	7 days	Mon 11/11/1	Tue 11/19/13	4	Sean
4		Research Server requirements	30 days	Mon 9/30/13	Fri 11/8/13		

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.

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

Assigning Resources

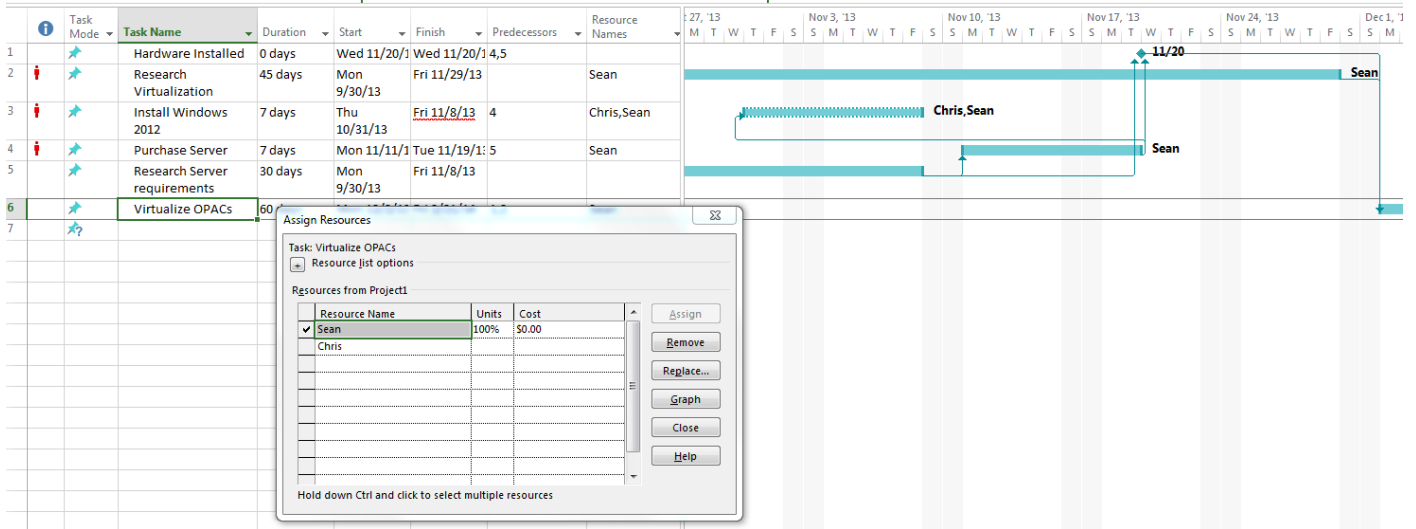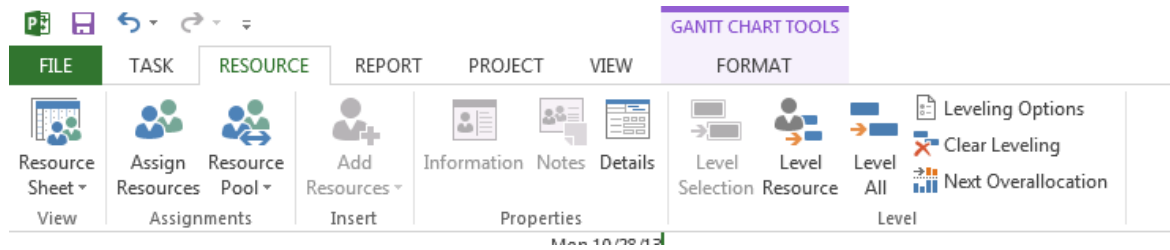After assigning resources to tasks:

Budgeting

Cost Table
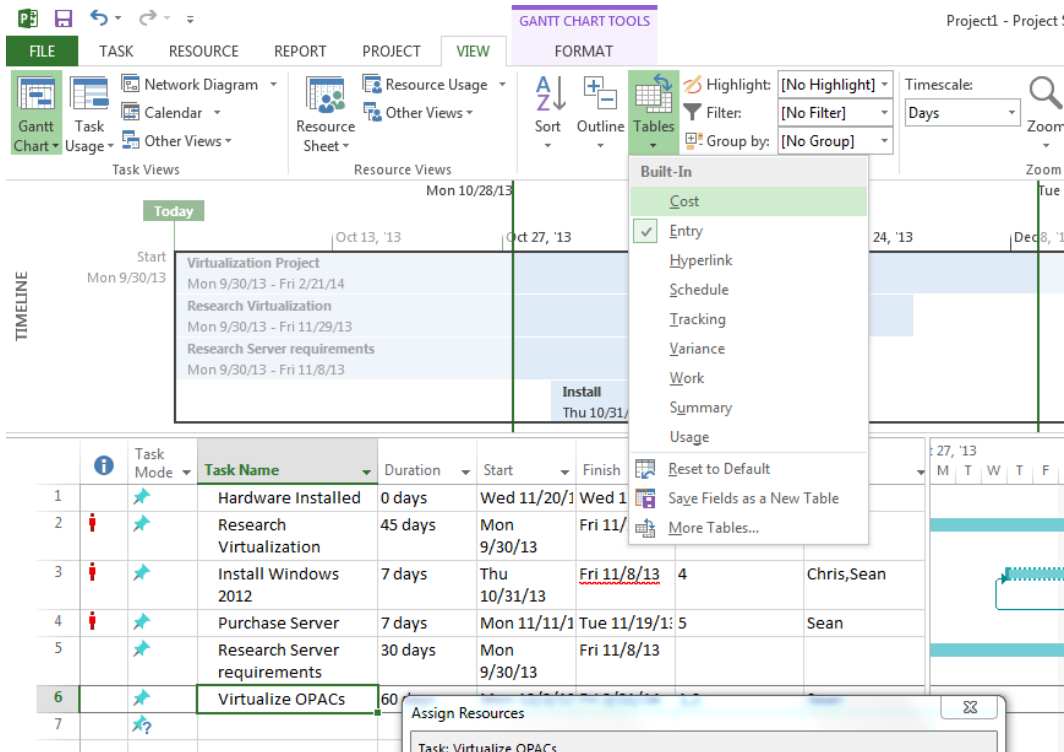
Allows adding fixed costs rather than creating additional resources.

Problems

Red items in information column indicate a resource over allocation.

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.