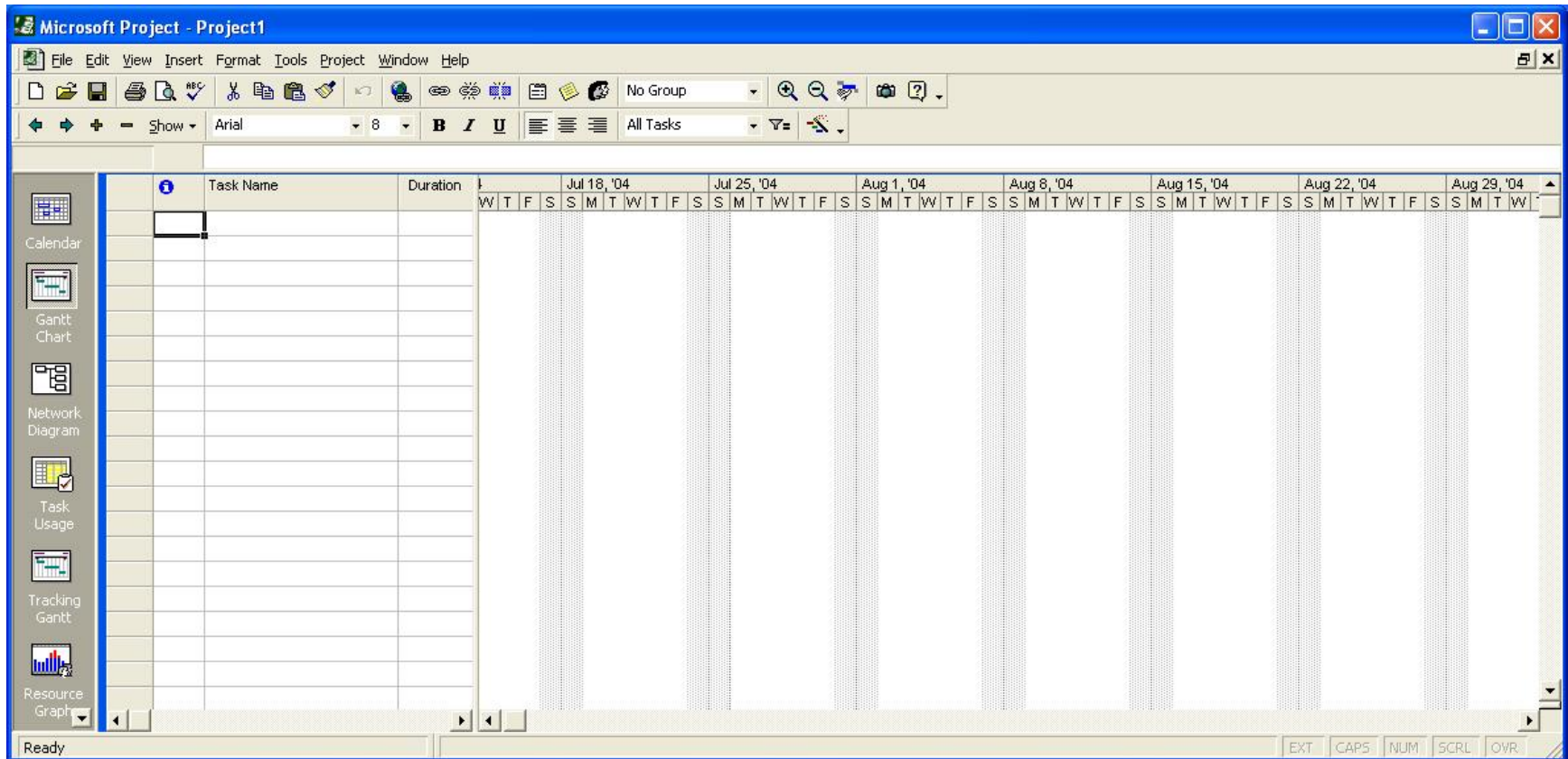


# MS Project Example

Project Management Unit, Lecture 6a

# New Project Screen

- On starting Project a blank template will appear.



# Basic Project Information

- From the “Project” menu select “Project Information” and enter the anticipated project start date.

Project Information for 'Project1'

Start date: Mon 1/24/05

Finish date: Mon 7/26/04

Schedule from: Project Start Date

All tasks begin as soon as possible.

Current date: Mon 7/26/04

Status date: NA

Calendar: Standard

Priority: 500

Help Statistics... OK Cancel

# Enter the major tasks

- Type in the major tasks (WBS level 1) in the “Task Name” box.
- Each row is a separate task
- Do not worry about the rest of the columns for now

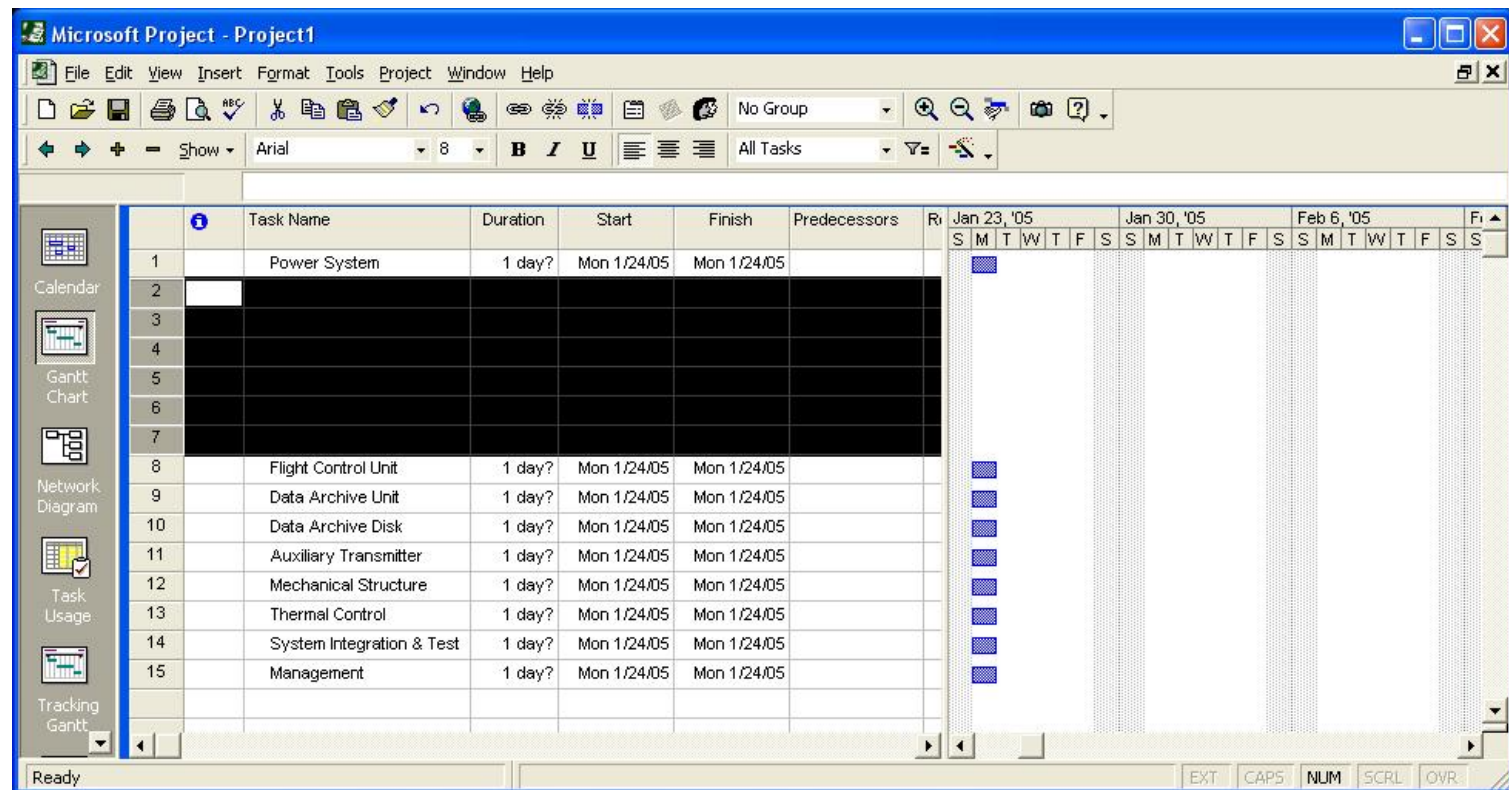
The screenshot shows the Microsoft Project interface. The task list table is as follows:

ID	Task Name	Duration	Start	Finish	Predecessors
1	Power System	1 day?	Mon 1/24/05	Mon 1/24/05	
2	Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05	
	Data Archive U				

The Gantt chart shows three tasks: 'Power System' (Jan 23, '05 to Jan 24, '05), 'Flight Control Unit' (Jan 23, '05 to Jan 24, '05), and 'Data Archive U' (Jan 23, '05 to Jan 24, '05). The 'Data Archive U' task is currently selected and highlighted in blue.

# Insert Rows

- Select the row above which you want to insert a subunit
- Select “New Task” from the “Insert” menu
- To delete a row, select the row and press the “Delete” key



# Enter the subunit task names

- Type in the name of the subunit task in the “Task Name” field
- Subunits are “indented” with the right arrow on the task bar
- When subunits are so “indented” the major unit will become bold and the Gantt chart bar will change shape

The screenshot shows the Microsoft Project interface for a project named 'Project1'. The task list is as follows:

Task ID	Task Name	Duration	Start	Finish	Predecessors
1	<b>Power System</b>	1 day?	Mon 1/24/05	Mon 1/24/05	
2	Power Source	1 day?	Mon 1/24/05	Mon 1/24/05	
3	FCU Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
4	DAU HD Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
5	DAU Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
6	CubeSat Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
7	<b>Integrate &amp; Test</b>	1 day?	Mon 1/24/05	Mon 1/24/05	
8	Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05	
9	Data Archive Unit	1 day?	Mon 1/24/05	Mon 1/24/05	
10	Data Archive Disk	1 day?	Mon 1/24/05	Mon 1/24/05	
11	Auxiliary Transmitter	1 day?	Mon 1/24/05	Mon 1/24/05	
12	Mechanical Structure	1 day?	Mon 1/24/05	Mon 1/24/05	
13	Thermal Control	1 day?	Mon 1/24/05	Mon 1/24/05	
14	System Integration & Test	1 day?	Mon 1/24/05	Mon 1/24/05	
15	Management	1 day?	Mon 1/24/05	Mon 1/24/05	

The Gantt chart on the right shows a single bar for 'Integrate & Test' that is bold and wider than the bars for the subunits below it, indicating its status as a major unit.



# Complete entering WBS

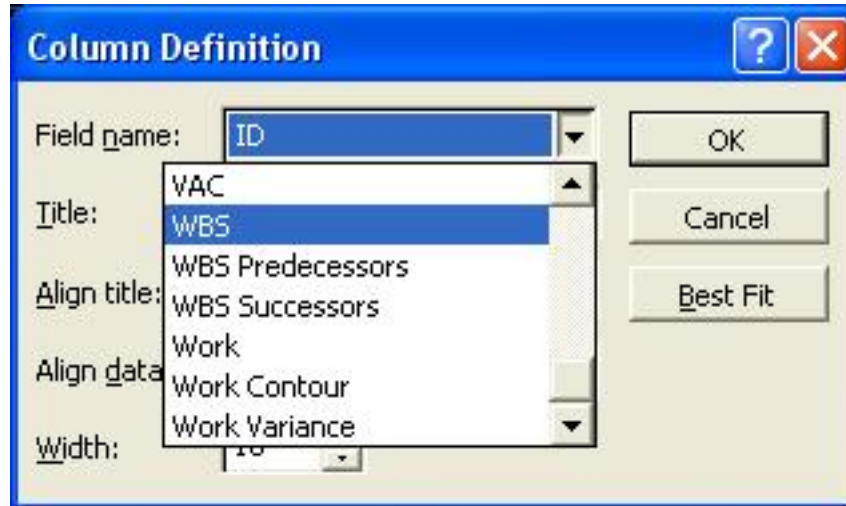
- Process of inserting rows, typing in the task name and indenting the subunit continues until all tasks in the WBS are entered

The screenshot displays the Microsoft Project interface with a WBS table. The table columns are Task Name, Duration, Start, Finish, and Predecessors. The tasks are listed in a hierarchical structure with indentation. The Gantt chart on the right shows the task durations and dependencies.

Task ID	Task Name	Duration	Start	Finish	Predecessors
1	<b>Power System</b>	1 day?	Mon 1/24/05	Mon 1/24/05	
2	Power Source	1 day?	Mon 1/24/05	Mon 1/24/05	
3	FCU Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
4	DAU HD Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
5	DAU Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
6	<b>CubeSat Supply</b>	1 day?	Mon 1/24/05	Mon 1/24/05	
7	Interface to power source	1 day?	Mon 1/24/05	Mon 1/24/05	
8	<b>FCU Control Interface</b>	1 day?	Mon 1/24/05	Mon 1/24/05	
9	Establish Control Requirements	1 day?	Mon 1/24/05	Mon 1/24/05	
10	Design control interface	1 day?	Mon 1/24/05	Mon 1/24/05	
11	Prototype & test design	1 day?	Mon 1/24/05	Mon 1/24/05	
12	Complete design	1 day?	Mon 1/24/05	Mon 1/24/05	
13	Implement & test design	1 day?	Mon 1/24/05	Mon 1/24/05	
14	DC/DC Converters	1 day?	Mon 1/24/05	Mon 1/24/05	
15	FCU Monitoring Interface	1 day?	Mon 1/24/05	Mon 1/24/05	
16	Integrate & Test	1 day?	Mon 1/24/05	Mon 1/24/05	
17	Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05	
18	Data Archive Unit	1 day?	Mon 1/24/05	Mon 1/24/05	
19	Data Archive Disk	1 day?	Mon 1/24/05	Mon 1/24/05	
20	Auxiliary Transmitter	1 day?	Mon 1/24/05	Mon 1/24/05	
21	Mechanical Structure	1 day?	Mon 1/24/05	Mon 1/24/05	
22	Thermal Control	1 day?	Mon 1/24/05	Mon 1/24/05	
23	System Integration & Test	1 day?	Mon 1/24/05	Mon 1/24/05	
24	Management	1 day?	Mon 1/24/05	Mon 1/24/05	

# Display the WBS code

- Select the “Information” column, right click and choose “Hide Column”.
- Next select the “Task Name” column and from the “Insert” menu select “Column”. The following pop-up will appear.
- Choose “WBS” as the “Field name”





# Showing the WBS code

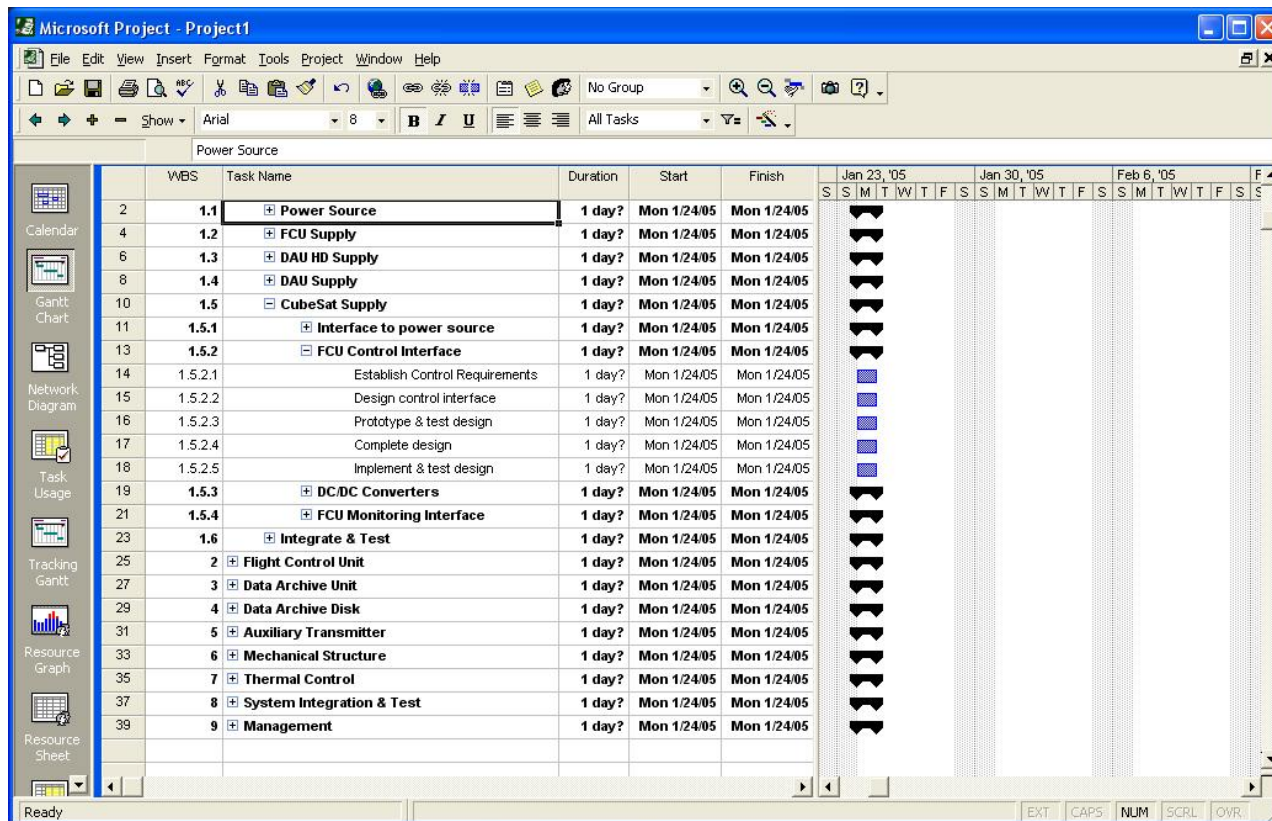
- The correct WBS code number will now be displayed for all tasks

The screenshot displays the Microsoft Project interface for a project named 'Project1'. The main window shows a task list with columns for WBS, Task Name, Duration, Start, and Finish. The WBS column is populated with hierarchical codes for each task. To the right, a Gantt chart shows the task bars for the same period, with task names and WBS codes visible above the bars.

WBS	Task Name	Duration	Start	Finish
1	<b>Power System</b>	1 day?	Mon 1/24/05	Mon 1/24/05
2	1.1 Power Source	1 day?	Mon 1/24/05	Mon 1/24/05
3	1.2 FCU Supply	1 day?	Mon 1/24/05	Mon 1/24/05
4	1.3 DAU HD Supply	1 day?	Mon 1/24/05	Mon 1/24/05
5	1.4 DAU Supply	1 day?	Mon 1/24/05	Mon 1/24/05
6	<b>1.5 CubeSat Supply</b>	1 day?	Mon 1/24/05	Mon 1/24/05
7	1.5.1 Interface to power source	1 day?	Mon 1/24/05	Mon 1/24/05
8	<b>1.5.2 FCU Control Interface</b>	1 day?	Mon 1/24/05	Mon 1/24/05
9	1.5.2.1 Establish Control Requirements	1 day?	Mon 1/24/05	Mon 1/24/05
10	1.5.2.2 Design control interface	1 day?	Mon 1/24/05	Mon 1/24/05
11	1.5.2.3 Prototype & test design	1 day?	Mon 1/24/05	Mon 1/24/05
12	1.5.2.4 Complete design	1 day?	Mon 1/24/05	Mon 1/24/05
13	1.5.2.5 Implement & test design	1 day?	Mon 1/24/05	Mon 1/24/05
14	1.5.3 DC/DC Converters	1 day?	Mon 1/24/05	Mon 1/24/05
15	1.5.4 FCU Monitoring Interface	1 day?	Mon 1/24/05	Mon 1/24/05
16	1.6 Integrate & Test	1 day?	Mon 1/24/05	Mon 1/24/05
17	2 Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05
18	3 Data Archive Unit	1 day?	Mon 1/24/05	Mon 1/24/05
19	4 Data Archive Disk	1 day?	Mon 1/24/05	Mon 1/24/05
20	5 Auxiliary Transmitter	1 day?	Mon 1/24/05	Mon 1/24/05
21	6 Mechanical Structure	1 day?	Mon 1/24/05	Mon 1/24/05
22	7 Thermal Control	1 day?	Mon 1/24/05	Mon 1/24/05
23	8 System Integration & Test	1 day?	Mon 1/24/05	Mon 1/24/05
24	9 Management	1 day?	Mon 1/24/05	Mon 1/24/05

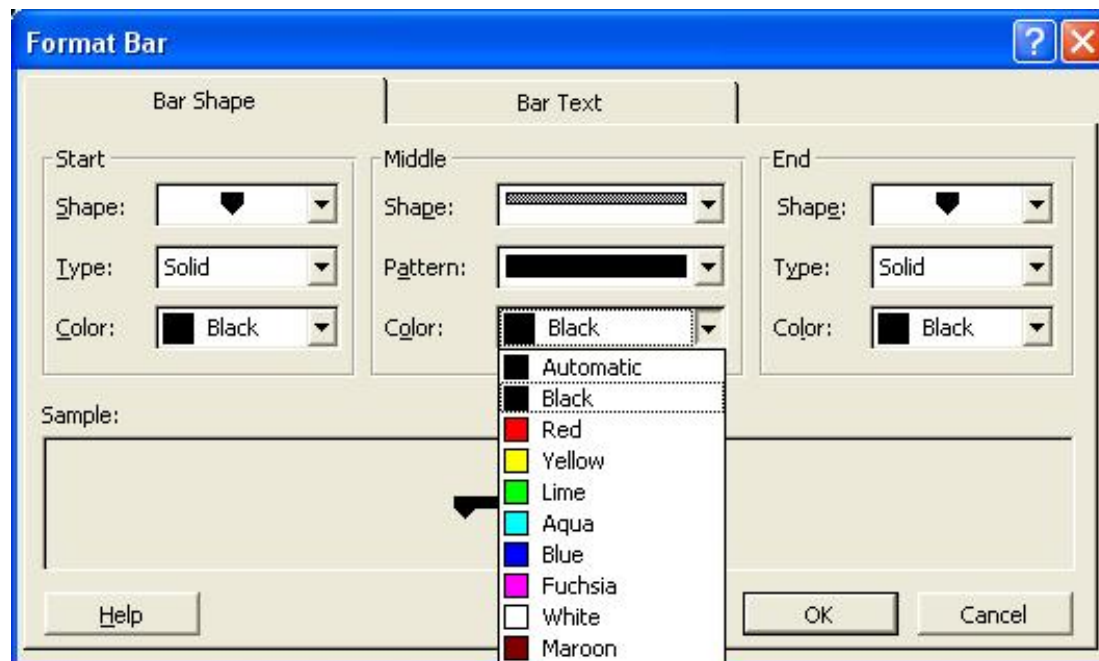
# Task bars

- With all subunits inserted the lowest level will be blue rectangles and higher levels will be black bars with points on the ends.



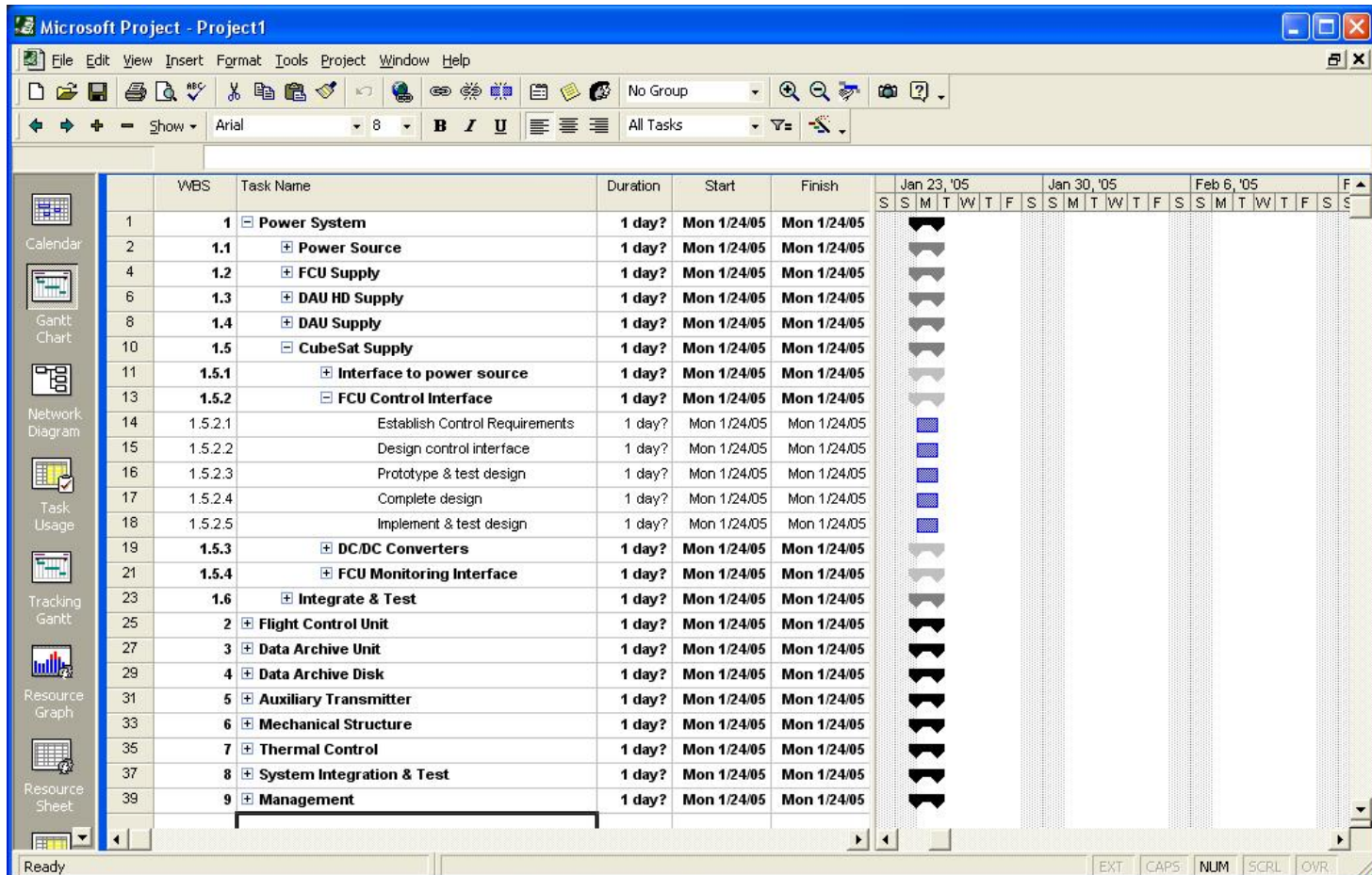
# Distinguishing different levels

- You can change the color of the task bar to distinguish between the different levels in your WBS
- Select the task bar to change (in the Gantt chart area), right click and select “Format Bar”.
- Change the color of the “Start”, “Middle” and “End”



# Results after task bar change

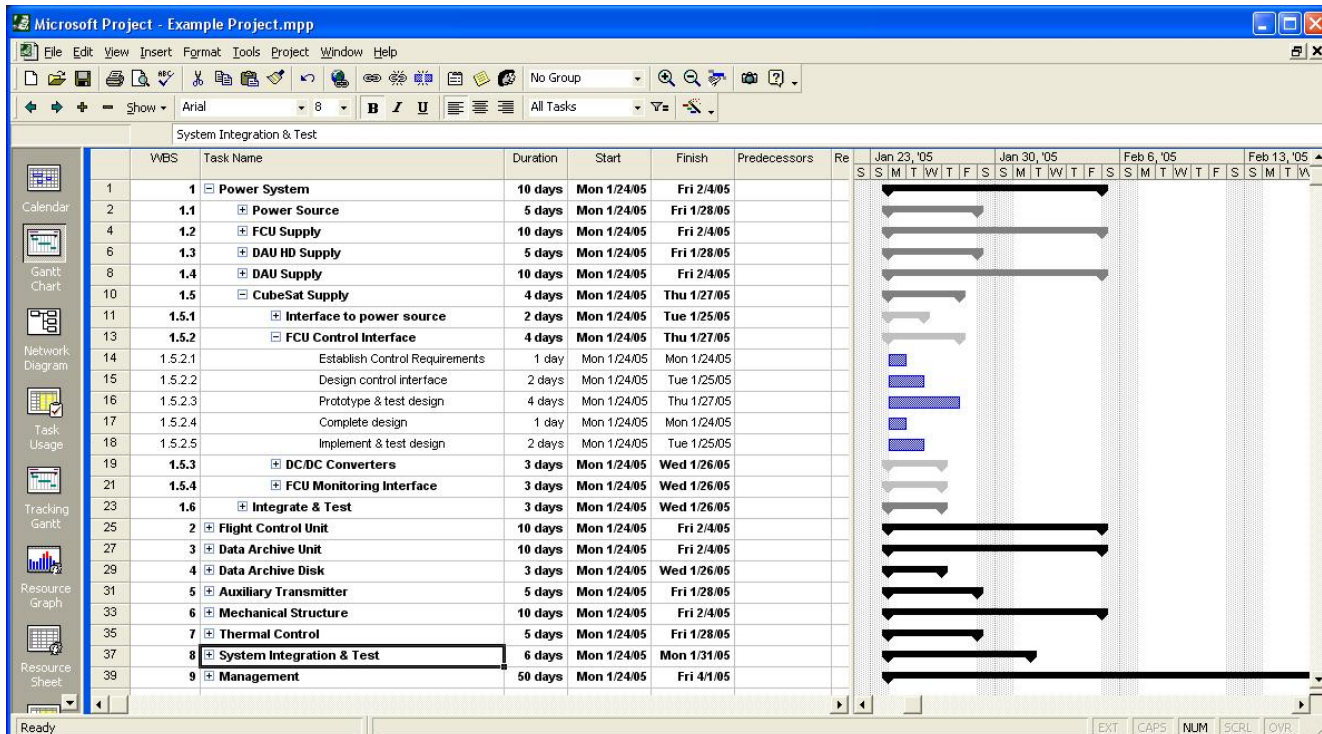
- The results of changing the task bar color are shown below





# Set the task durations

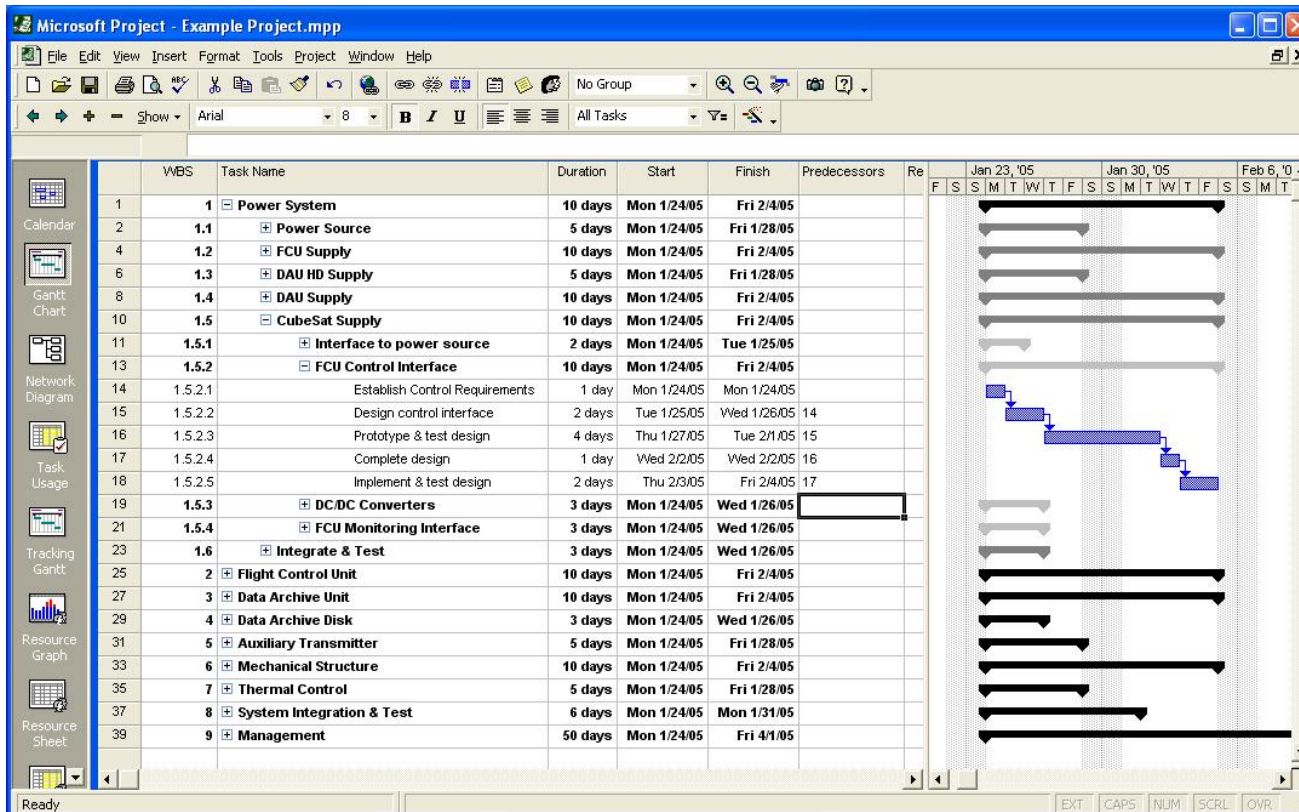
- Now enter the time associated with each task in the “Duration” field. See the MS Project Help for choices on units.
- Set durations for the lowest level tasks and the total time will be summarized or rolled-up to the next highest level.





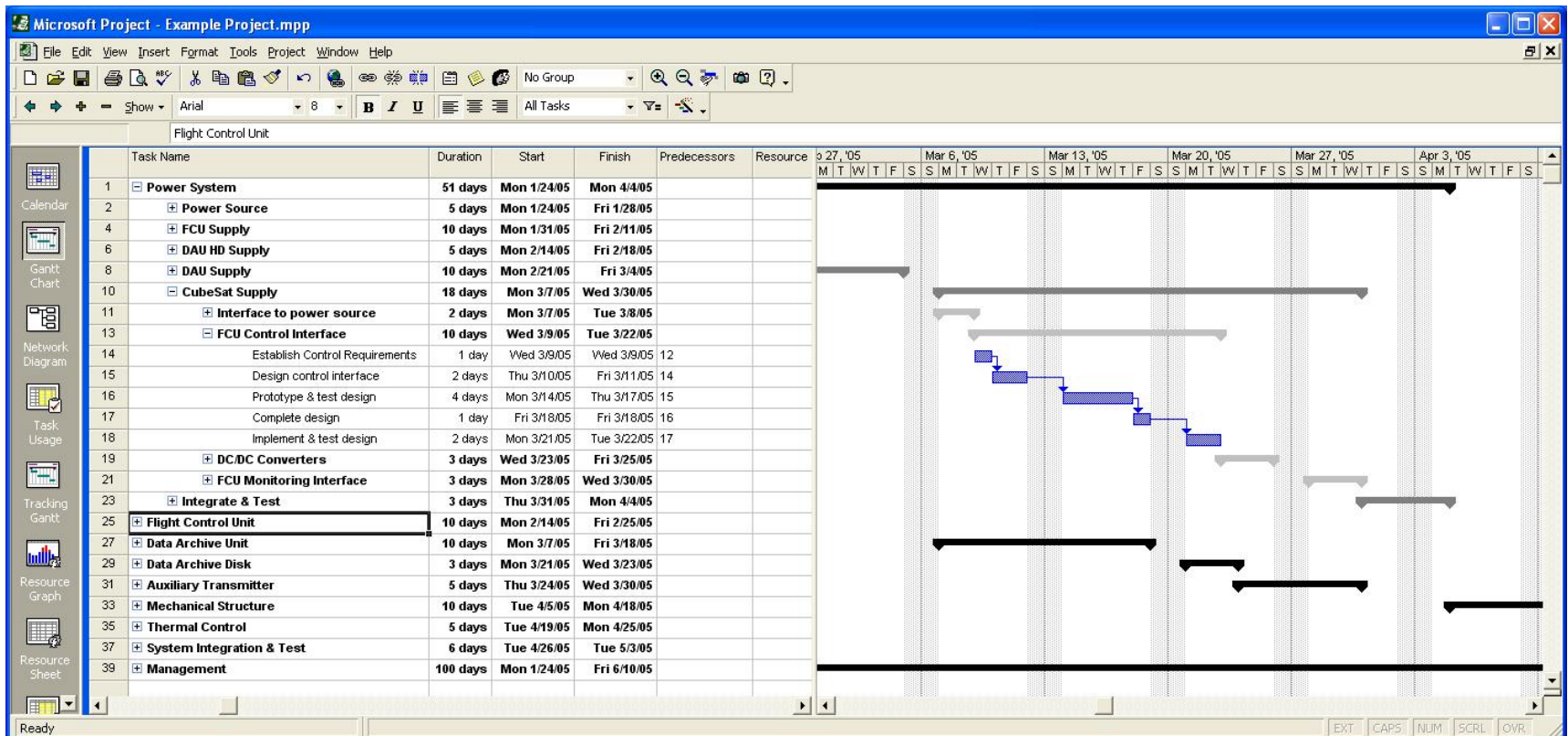
# Set the task predecessors

- Enter the task dependence (i.e. which tasks must be complete prior to starting the next task) in the “Predecessors” field.
- You need to use the row number, not the WBS code.



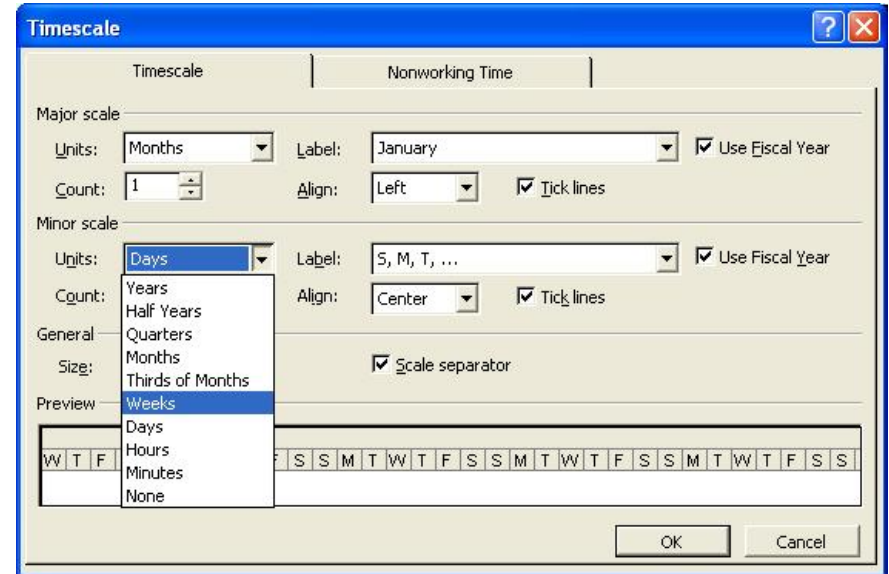
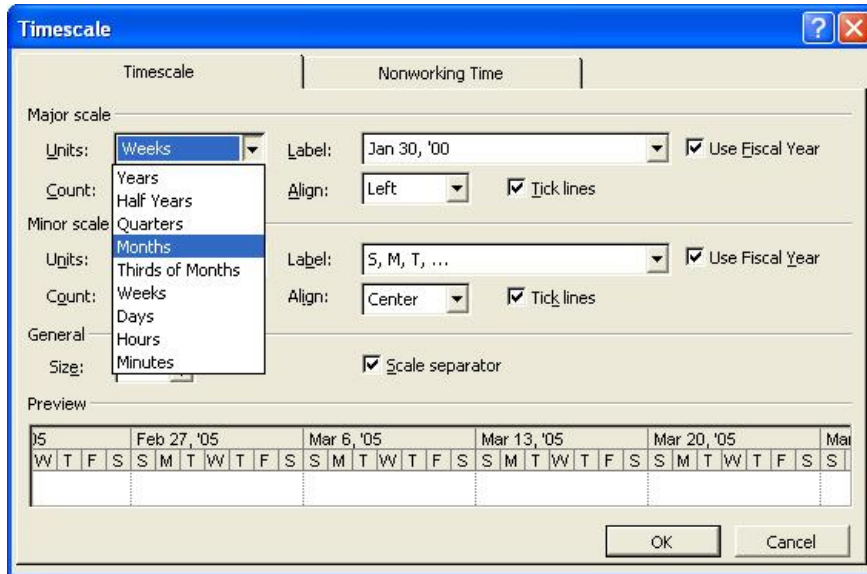
# Enter all predecessors

- Here all the task predecessors are determined and entered, but the Gantt chart now needs room to display fully



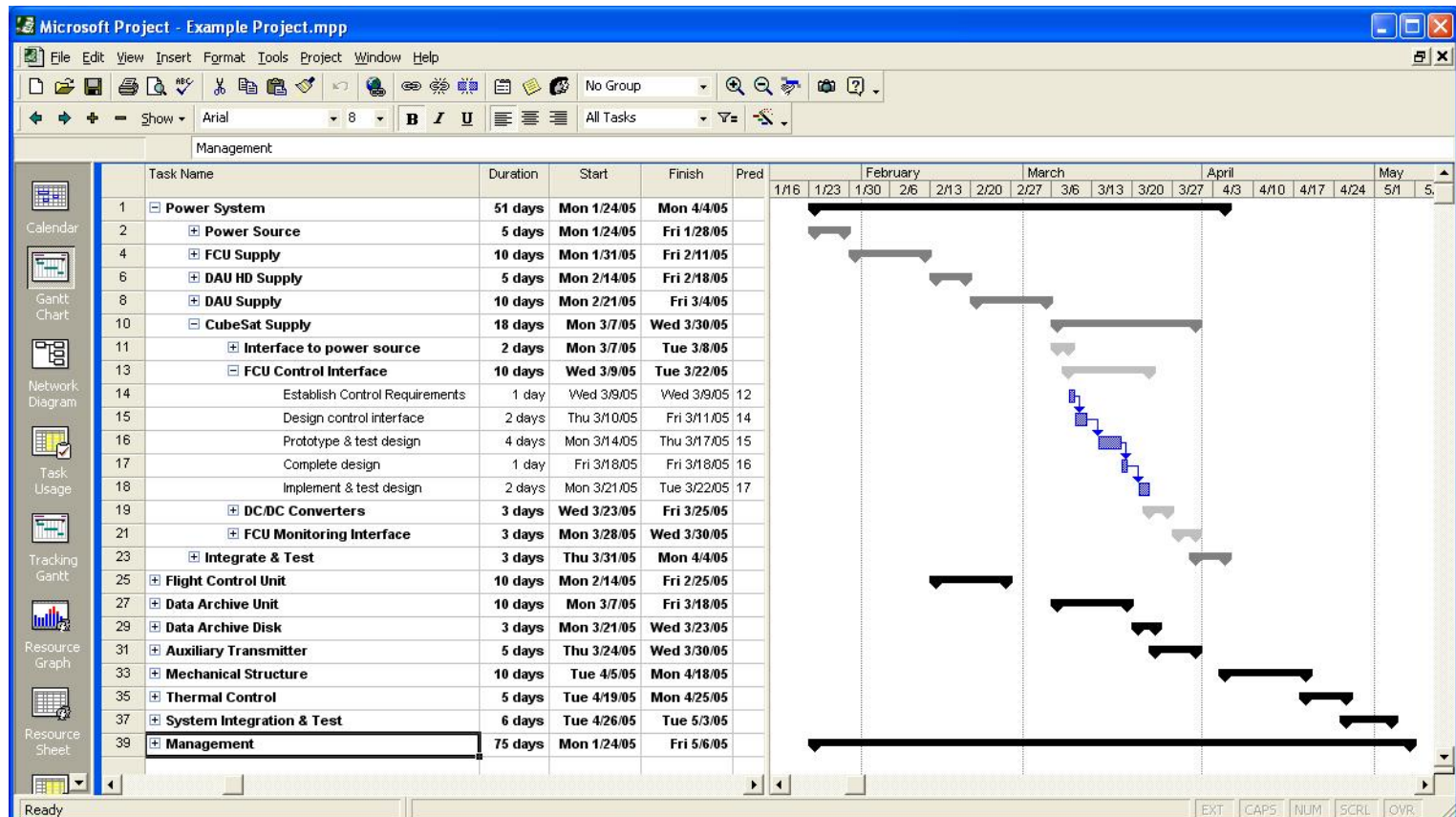
# Set the timescale of the chart

- From the “Format” menu select “Timescale”
- Set the Major Scale to Months
- Set the Minor Scale to Weeks



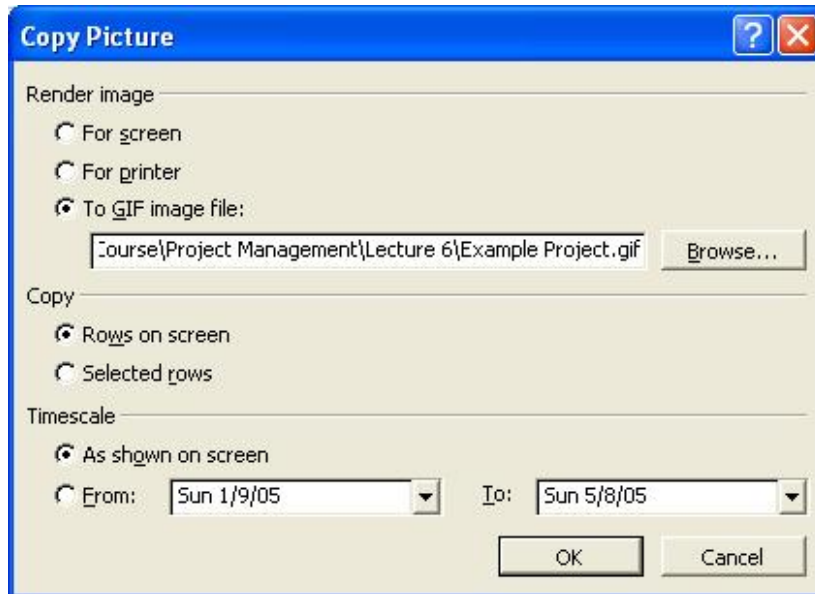
# After timescale change

- Now the full Gantt chart from project start to end can be displayed



# Make an image for documents

- To make a GIF image that can be inserted into documents, first arrange the chart and task info boundaries to display just what you want.
- From the “Edit” menu select “Copy Picture”
- Select “To GIF image file:” and enter a filename for the image



- Select what to copy: Rows on screen or Selected Rows
- Select the timescale as either what is shown on the screen or for specific dates
- Click OK and the image will be generated.



# Final version of project

- Below is the GIF image of the example project ready to be inserted in a document.

