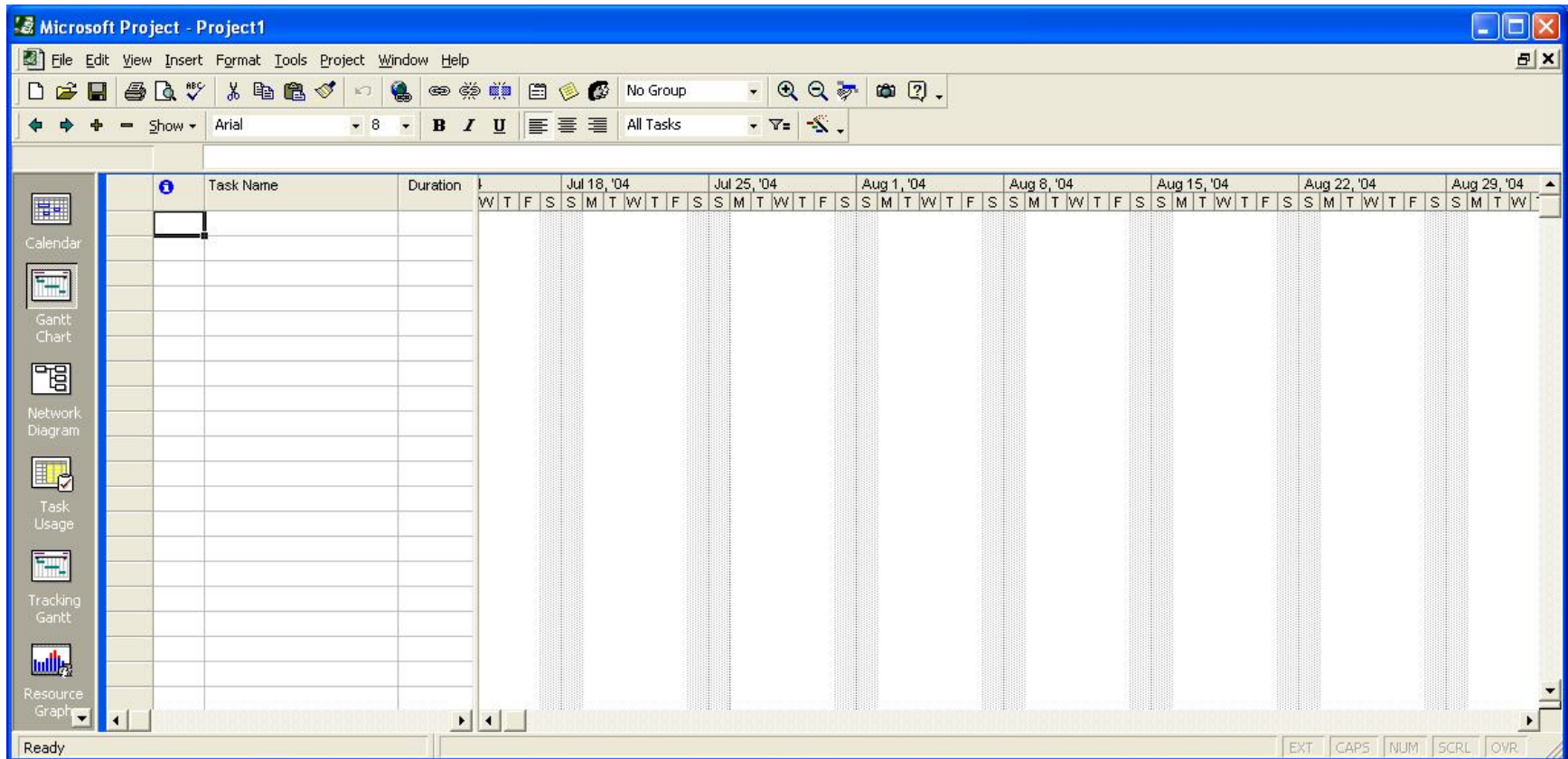


MS Project Example

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

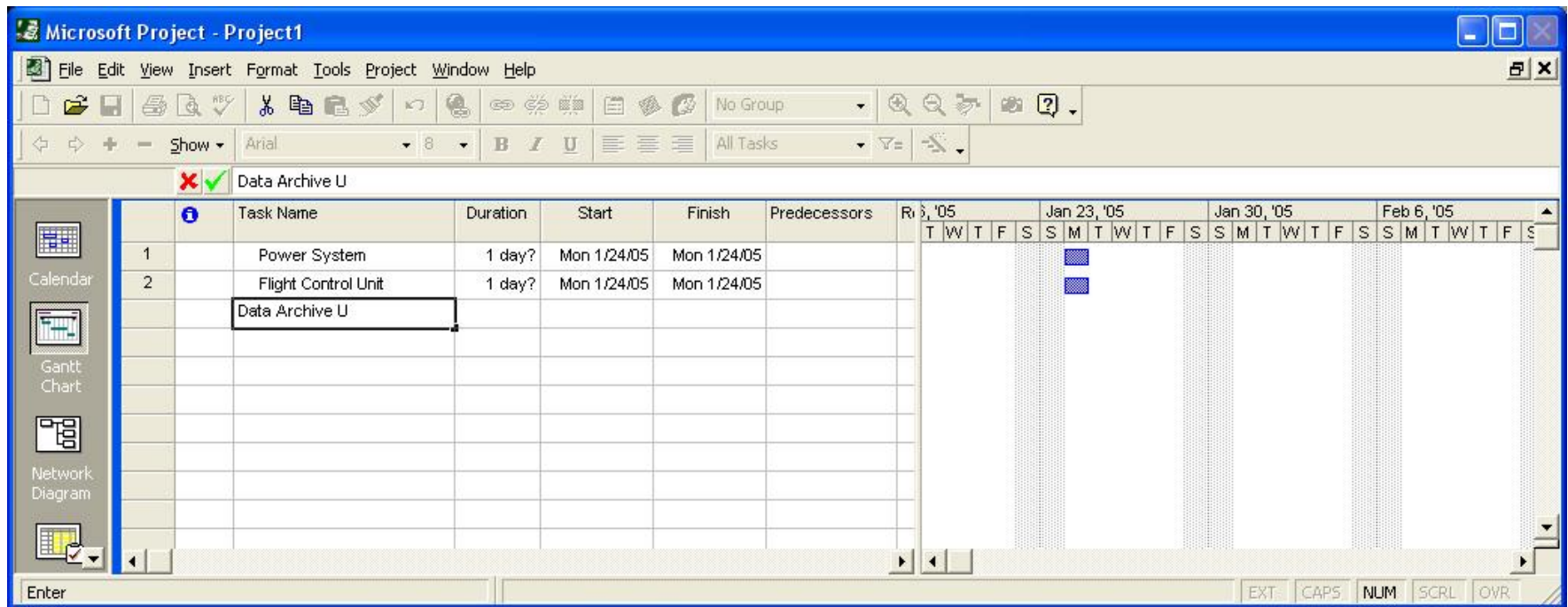
Calendar: Standard

Priority: 500

Buttons: Help, Statistics..., OK, Cancel

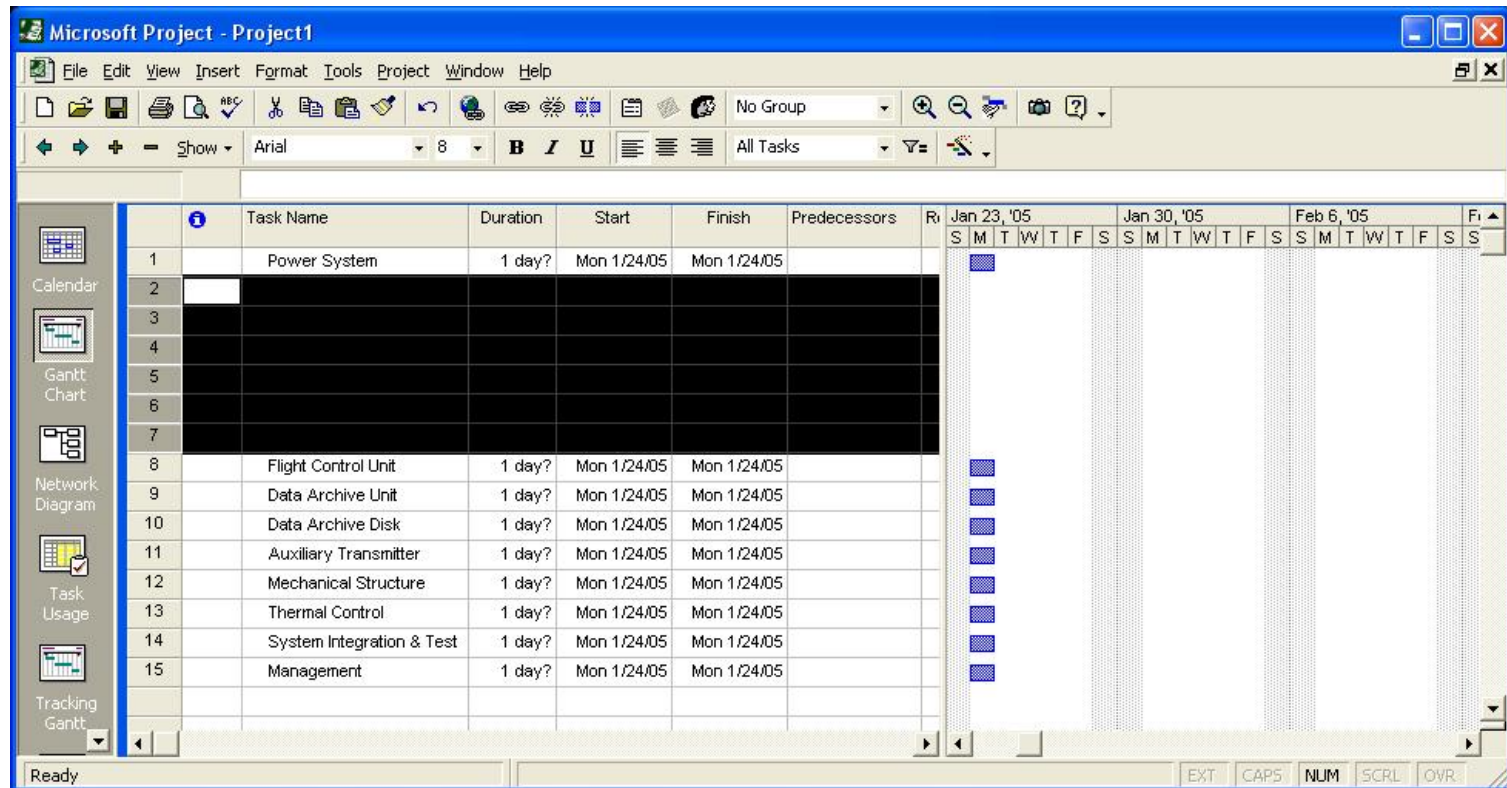
Enter the major tasks

- 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



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	Power System	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	Integrate & Test	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 its subunits, indicating its status as a major unit. The task bar for 'Integrate & Test' is highlighted with a black border.

Complete entering WBS

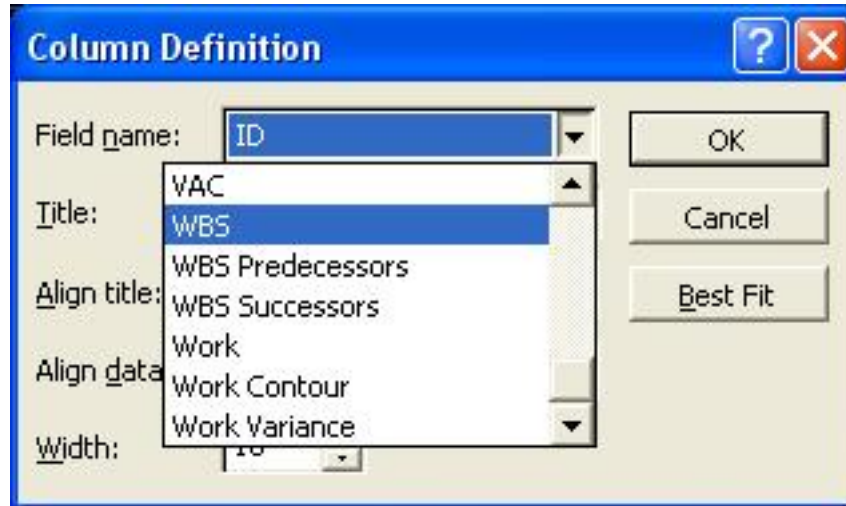
- Process of inserting rows, typing in the task name and indenting the subunit continues until all tasks in the WBS are entered

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 duration of each task as a vertical bar, all starting on Monday, 1/24/05, and lasting for 1 day.

Task ID	Task Name	Duration	Start	Finish
1	Power System	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	Interface to power source	1 day?	Mon 1/24/05	Mon 1/24/05
8	FCU Control Interface	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

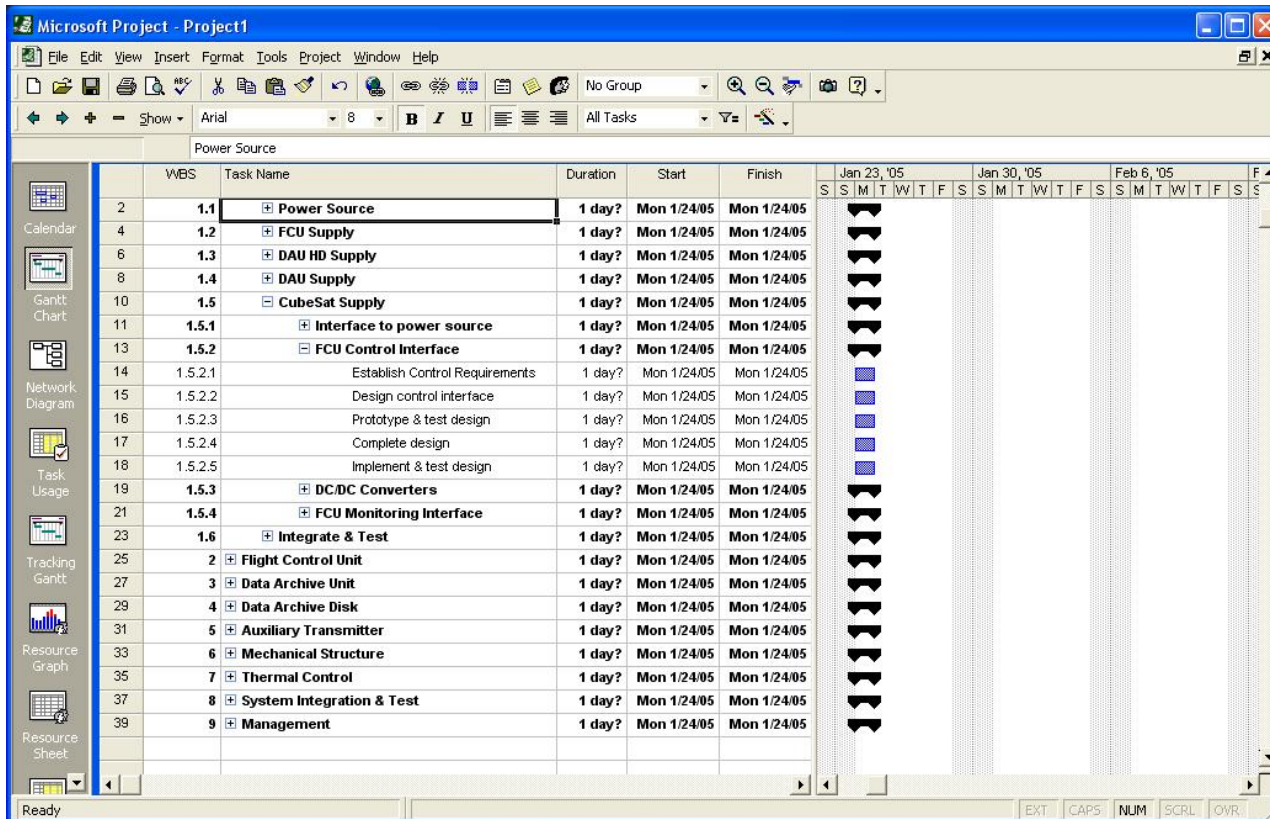
- The correct WBS code number will now be displayed for all tasks

The screenshot shows the Microsoft Project interface with a task list. The WBS code column is visible and populated for all tasks. The task list is as follows:

WBS	Task Name	Duration	Start	Finish	Jan 23, '05	Jan 30, '05	Feb 6, '05	F											
					S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	Power System	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	1.5 CubeSat Supply	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	1.5.2 FCU Control Interface	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															

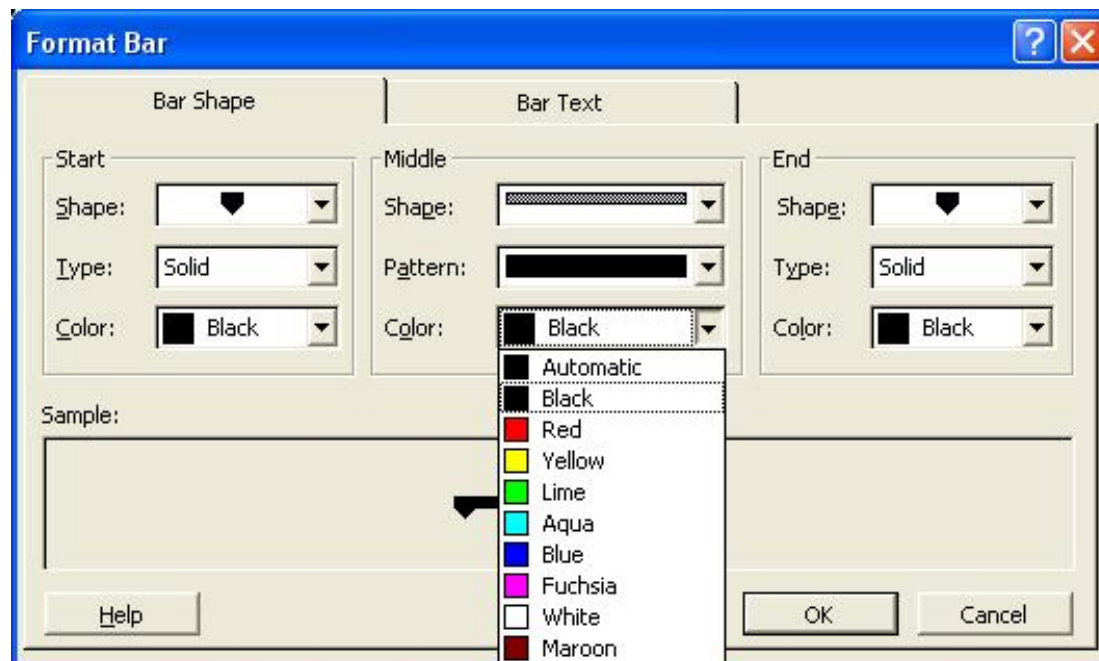
Task bars

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



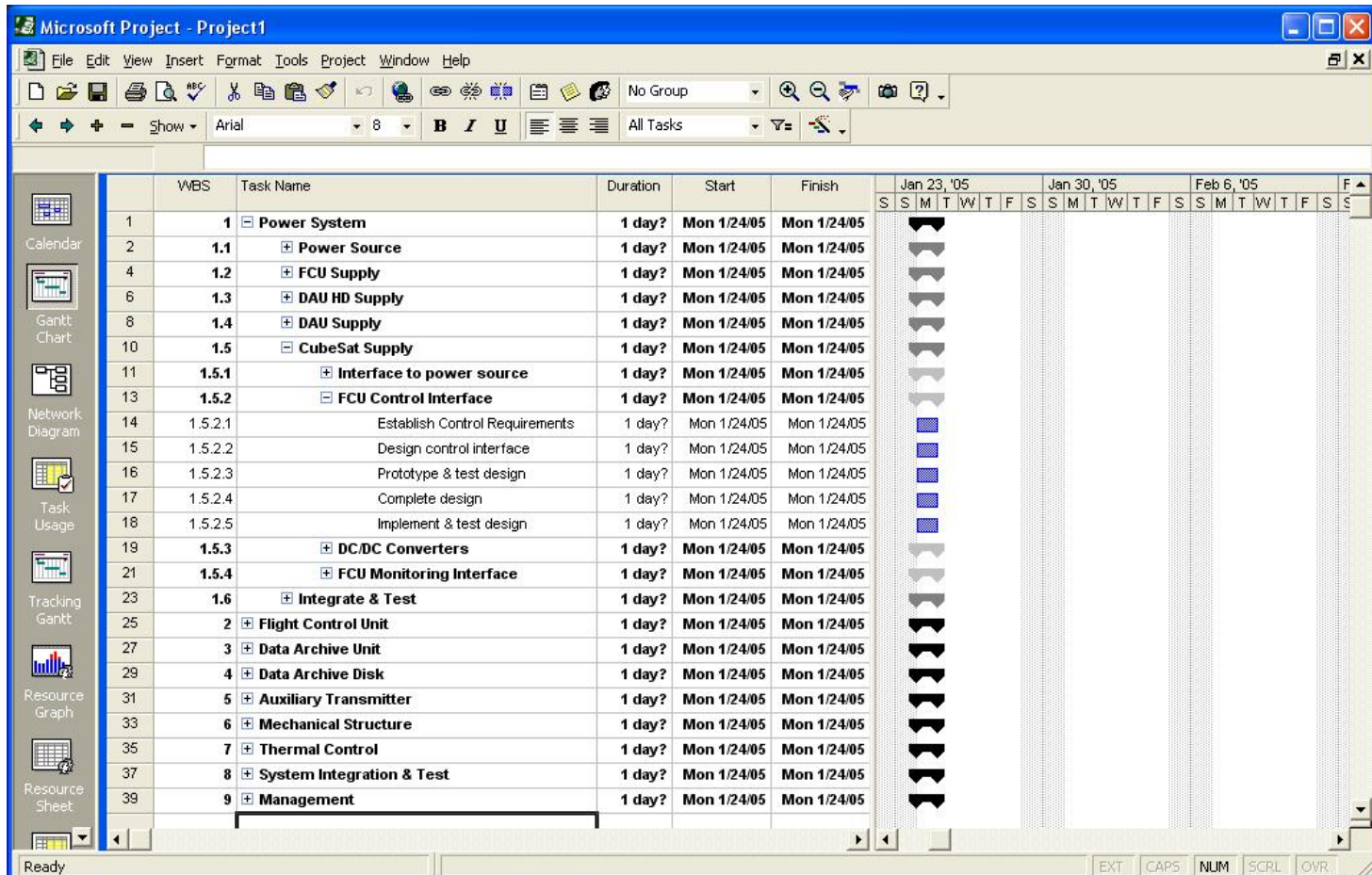
Distinguishing different levels

- 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”



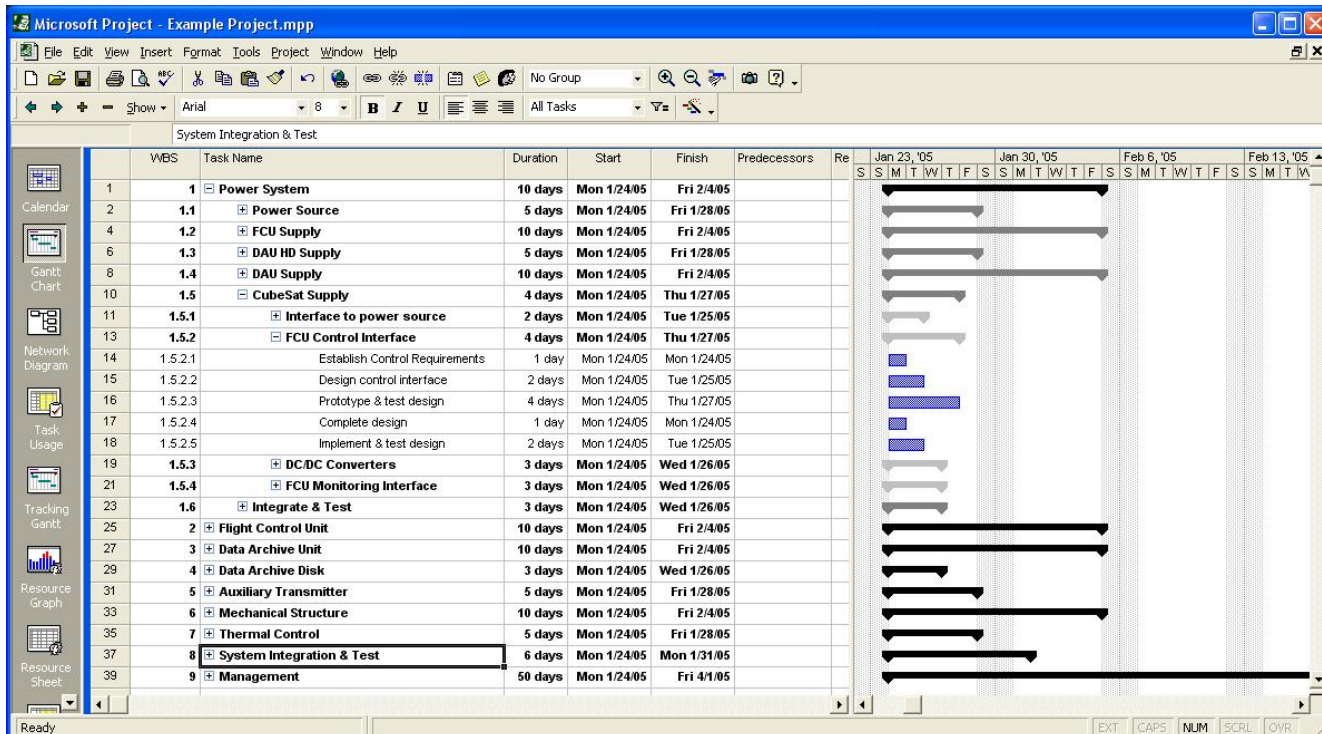
Results after task bar change

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



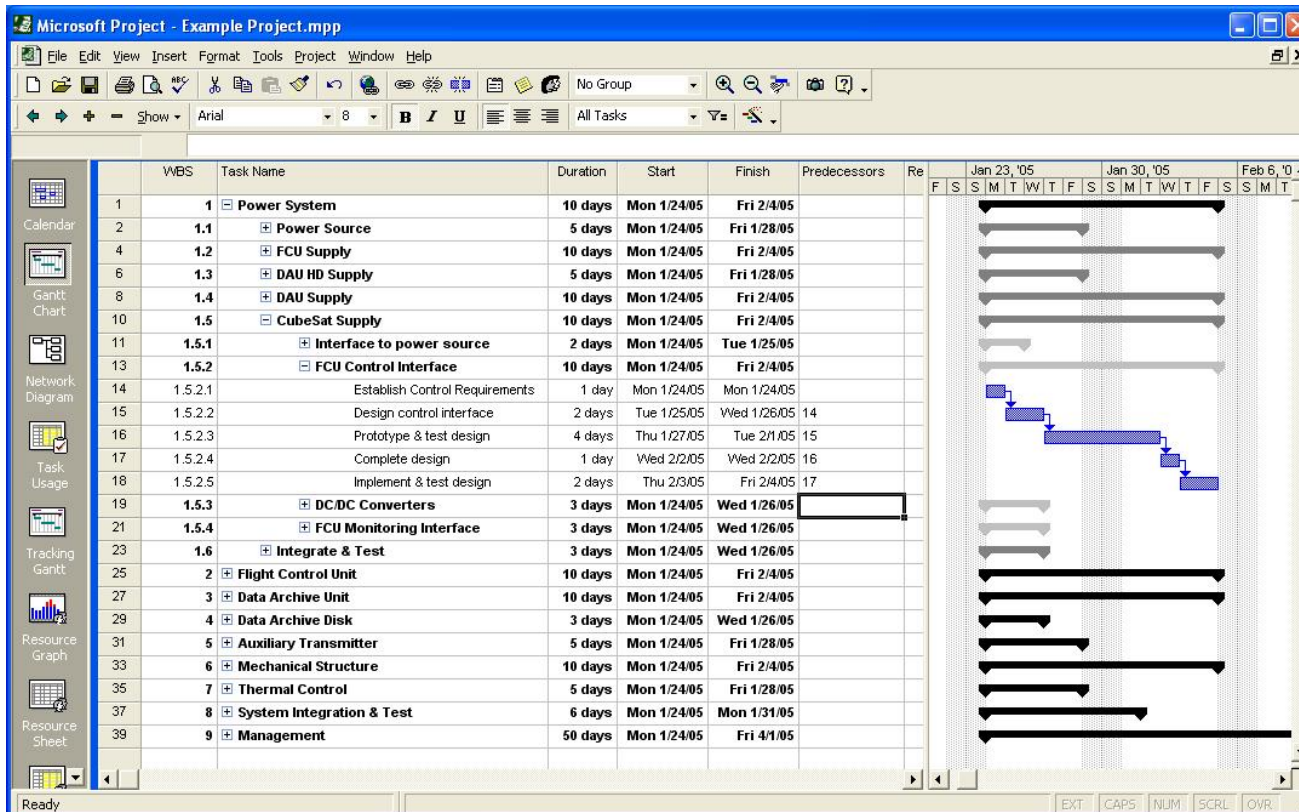
Set the task durations

- 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.



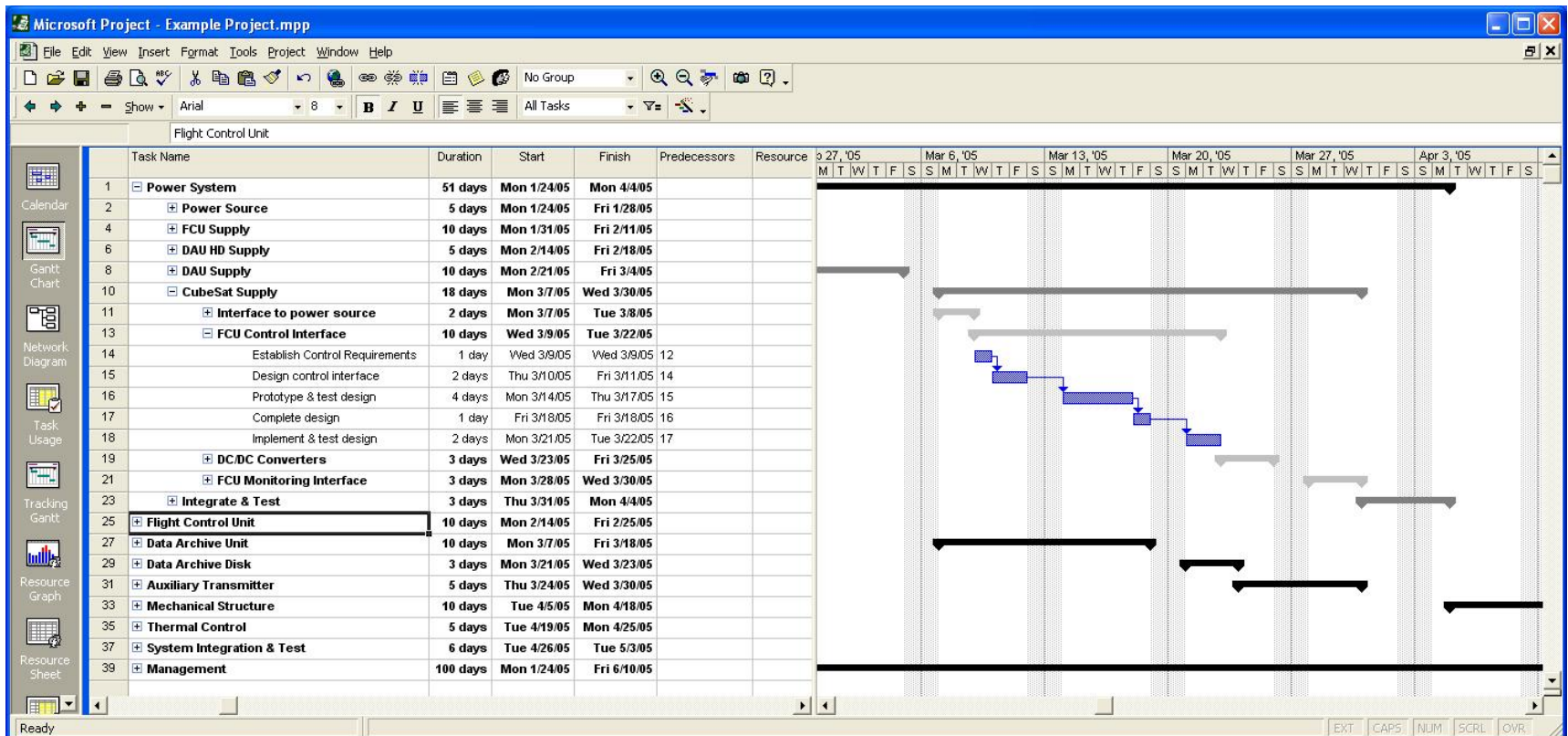
Set the task predecessors

- 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.



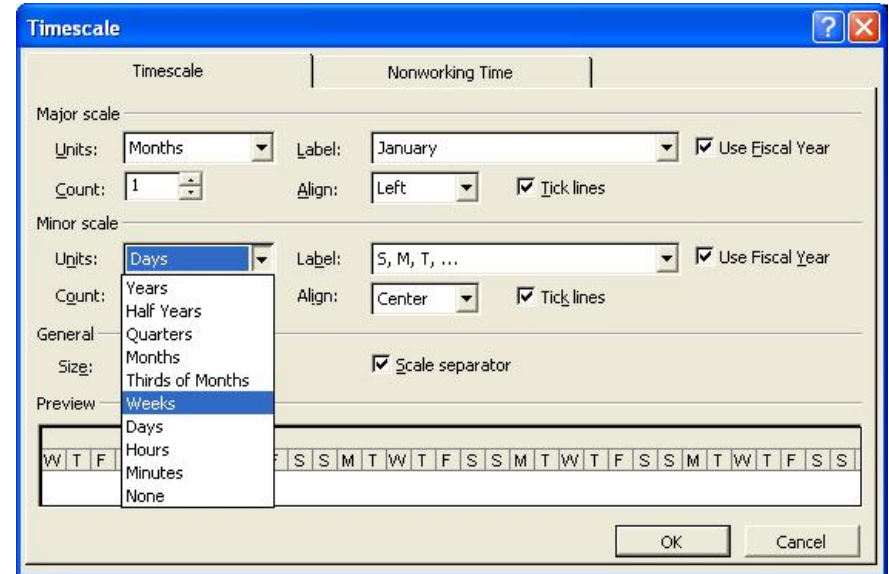
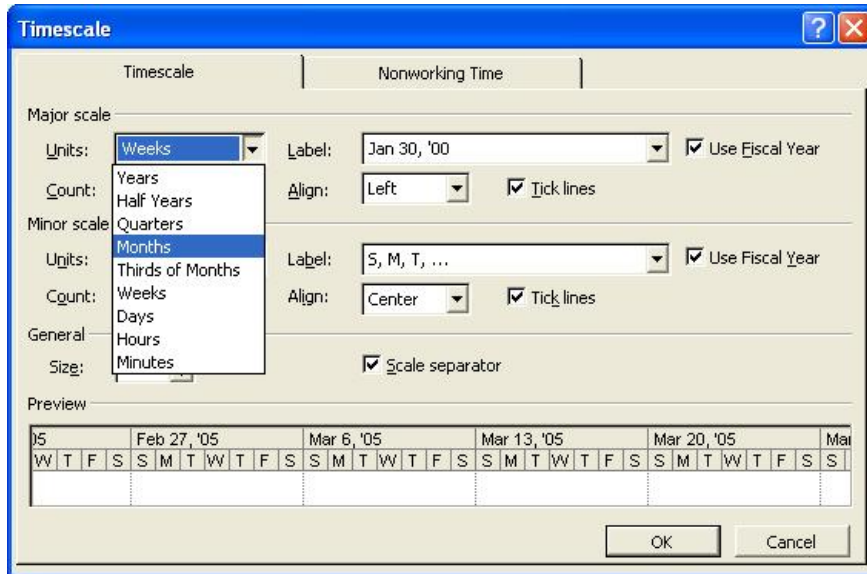
Enter all predecessors

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



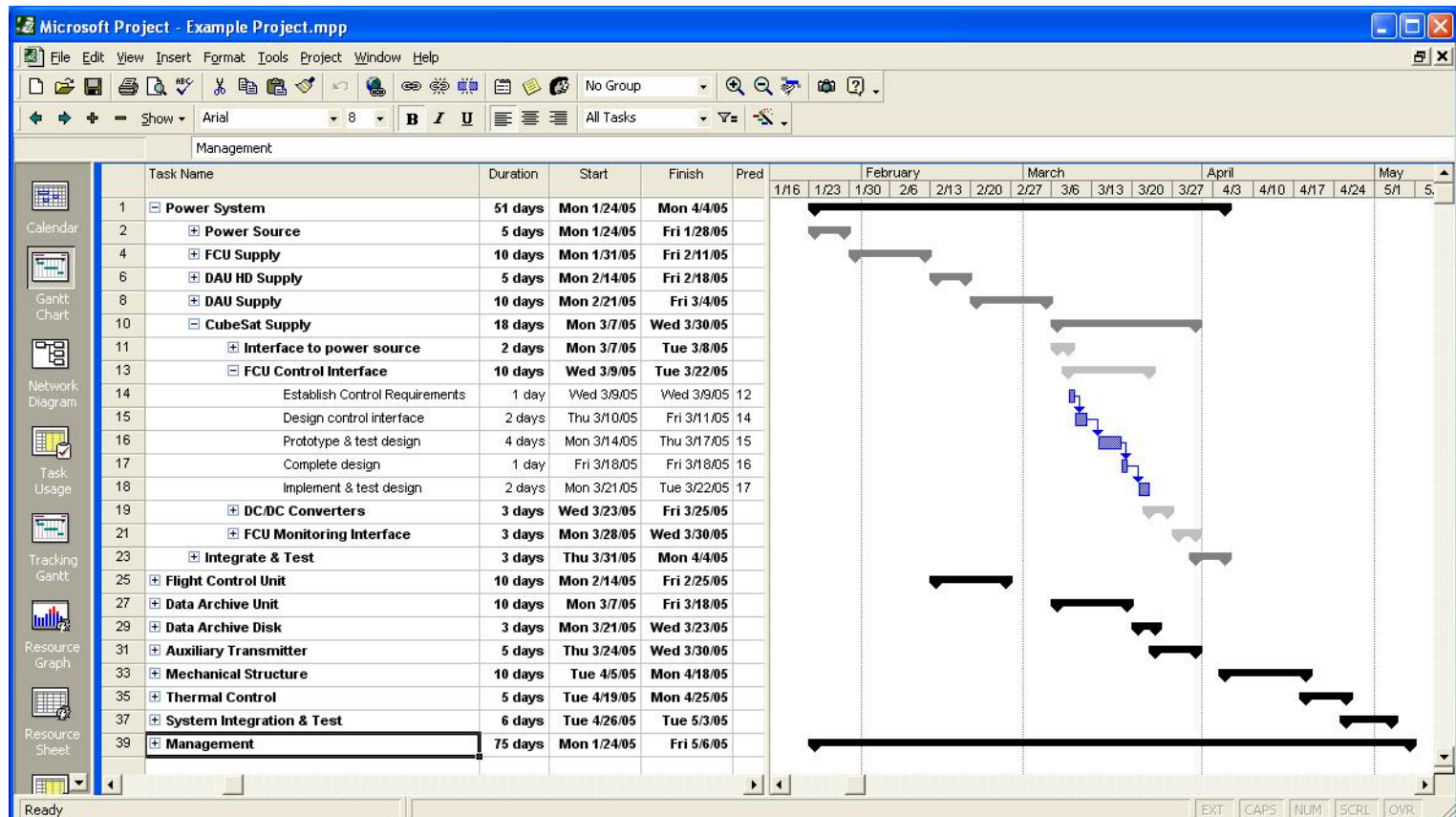
Set the timescale of the chart

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



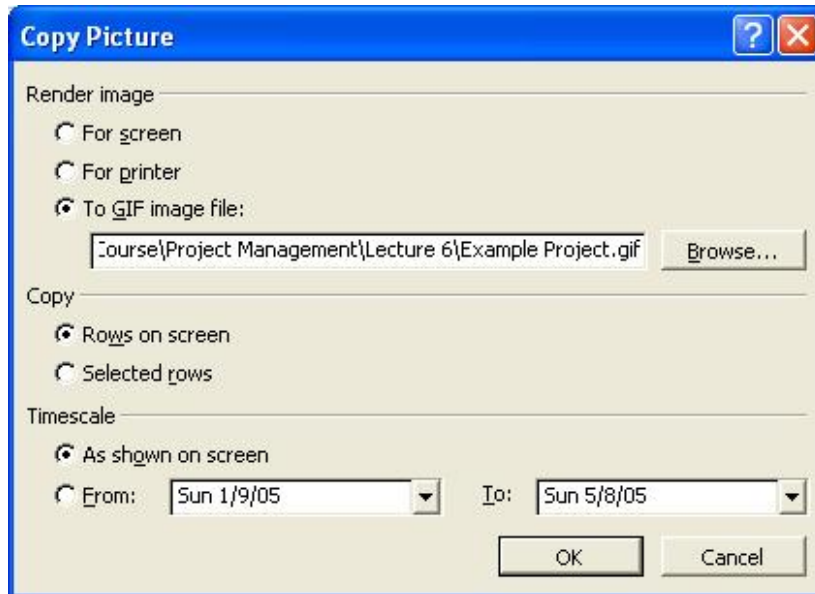
After timescale change

- 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.

