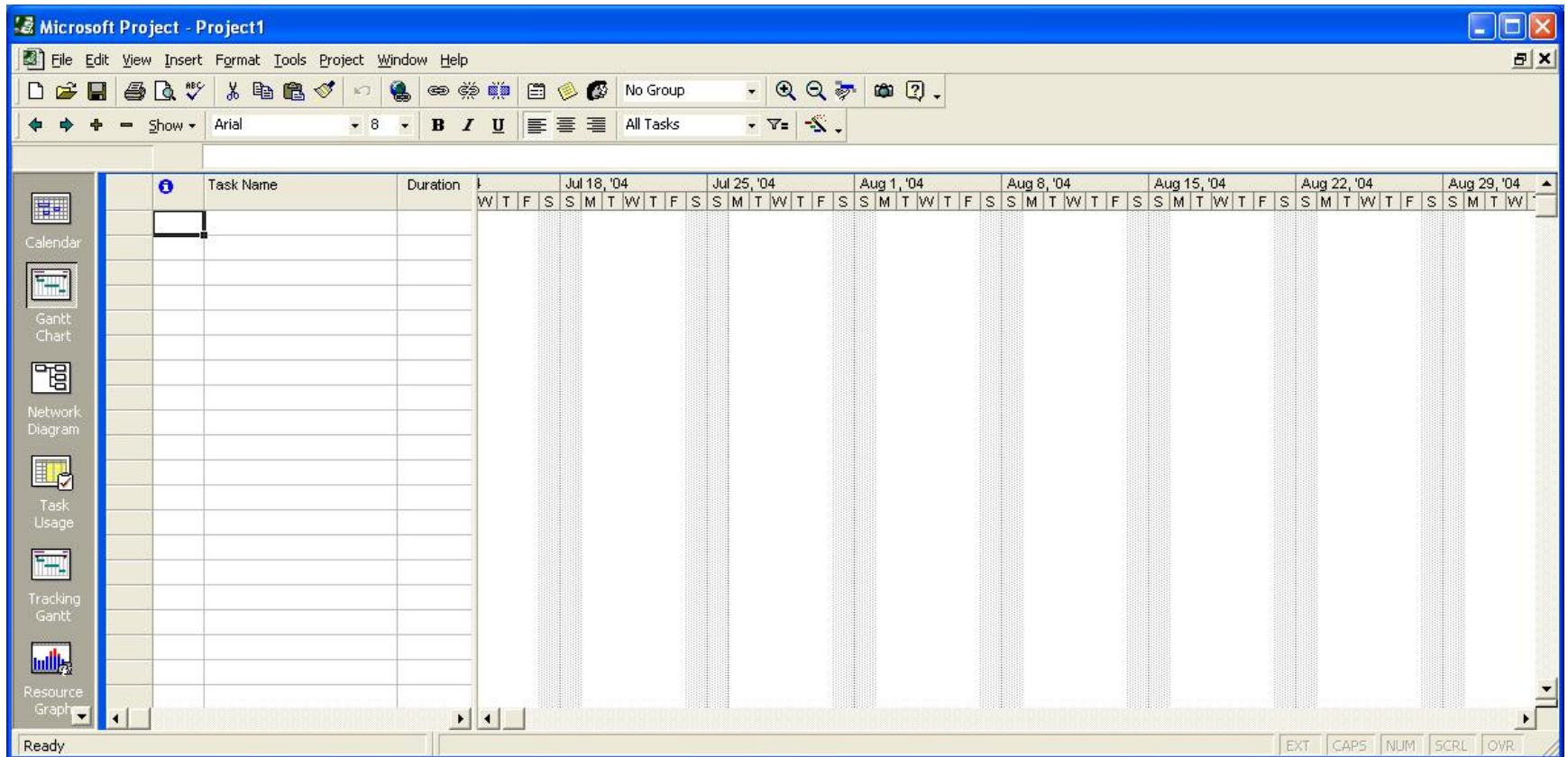# MS Project Example

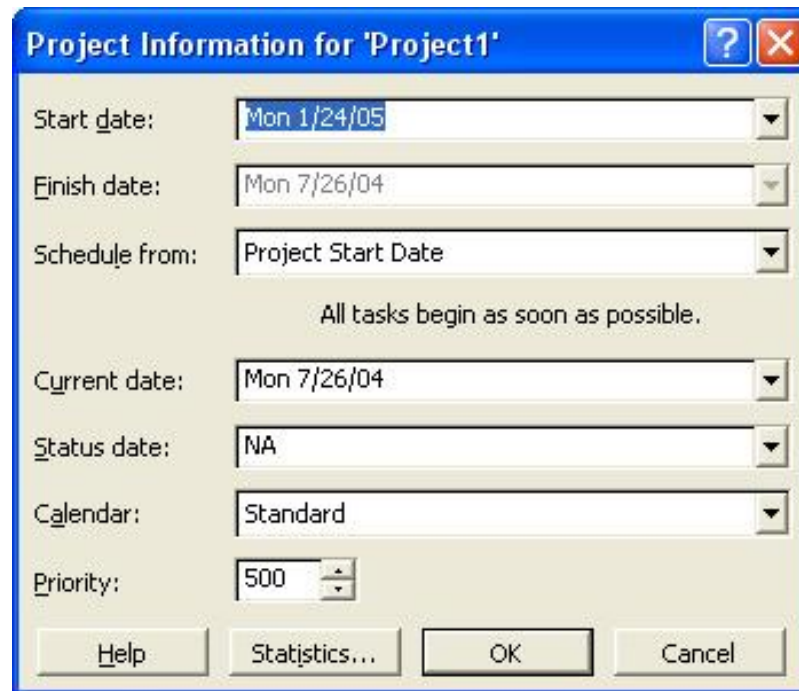## Project Management Unit, Lecture 6a

New Project Screen

- On starting Project a blank template will appear.

Basic Project Information

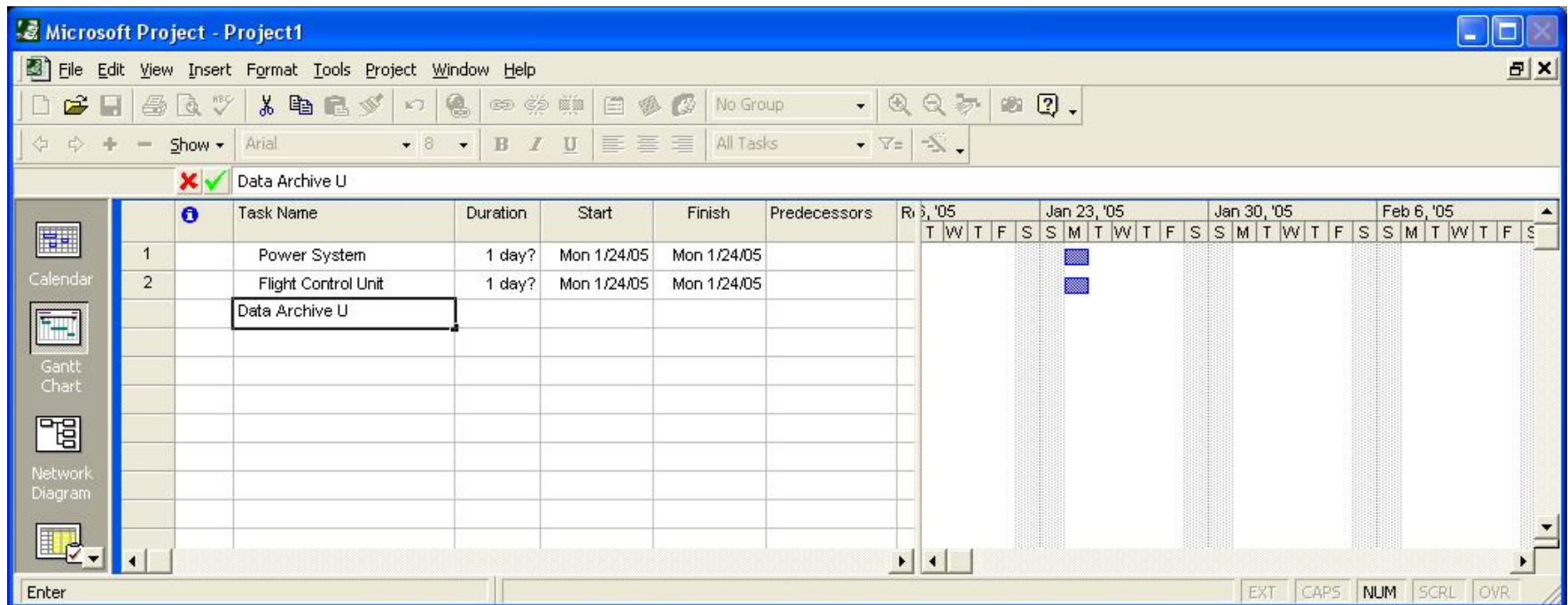- From the "Project" menu select "Project Information" and enter the anticipated project start date.
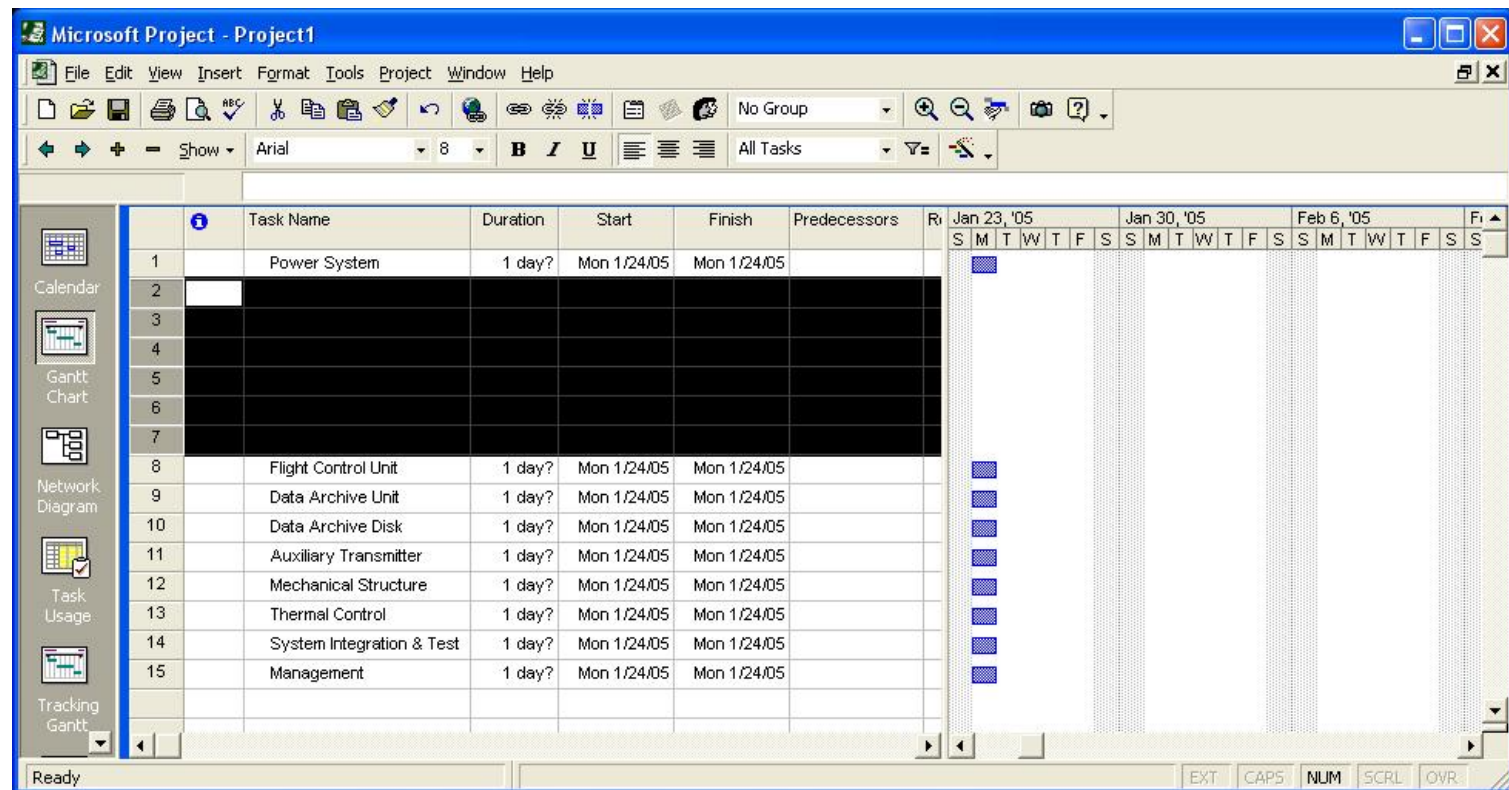
Enter the major tasks

- 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
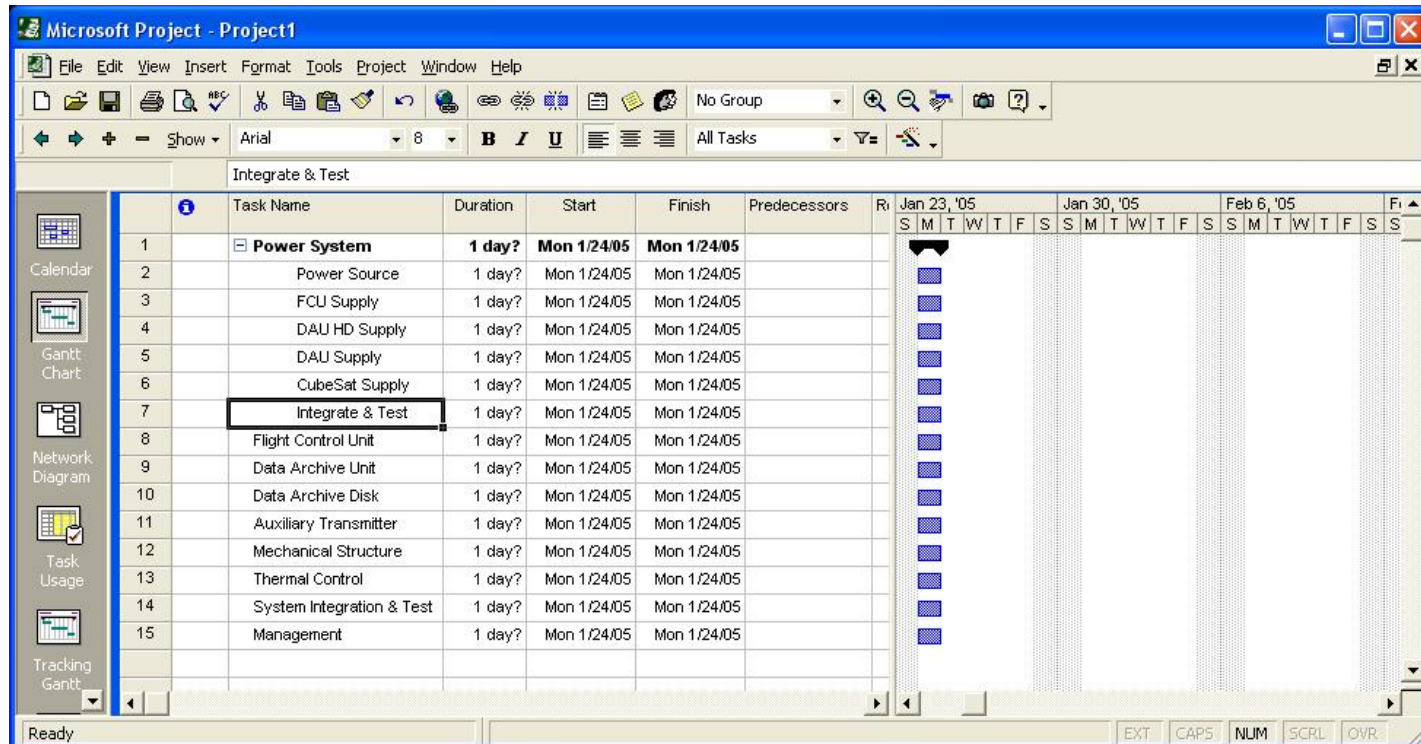
Complete entering WBS

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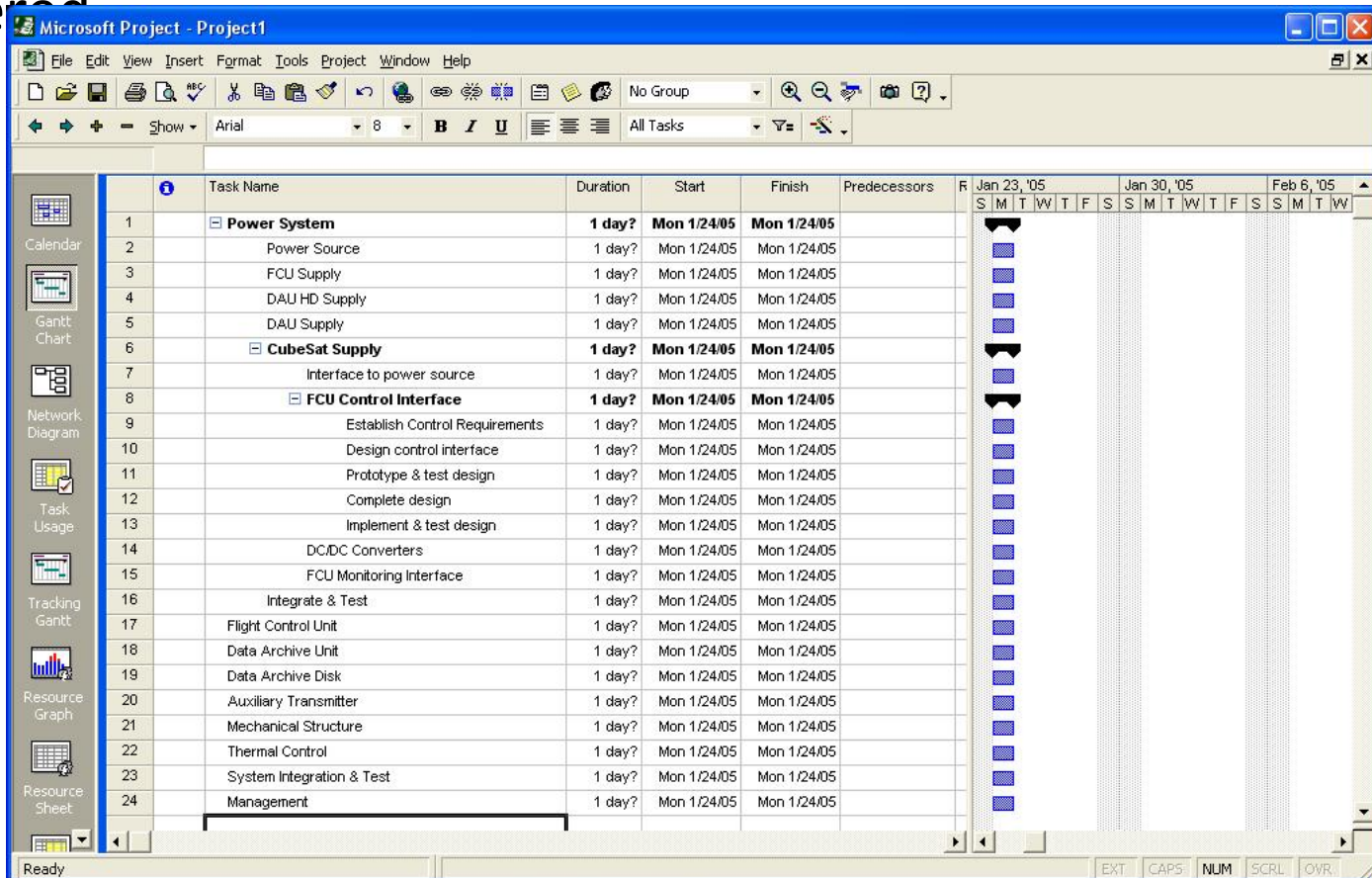
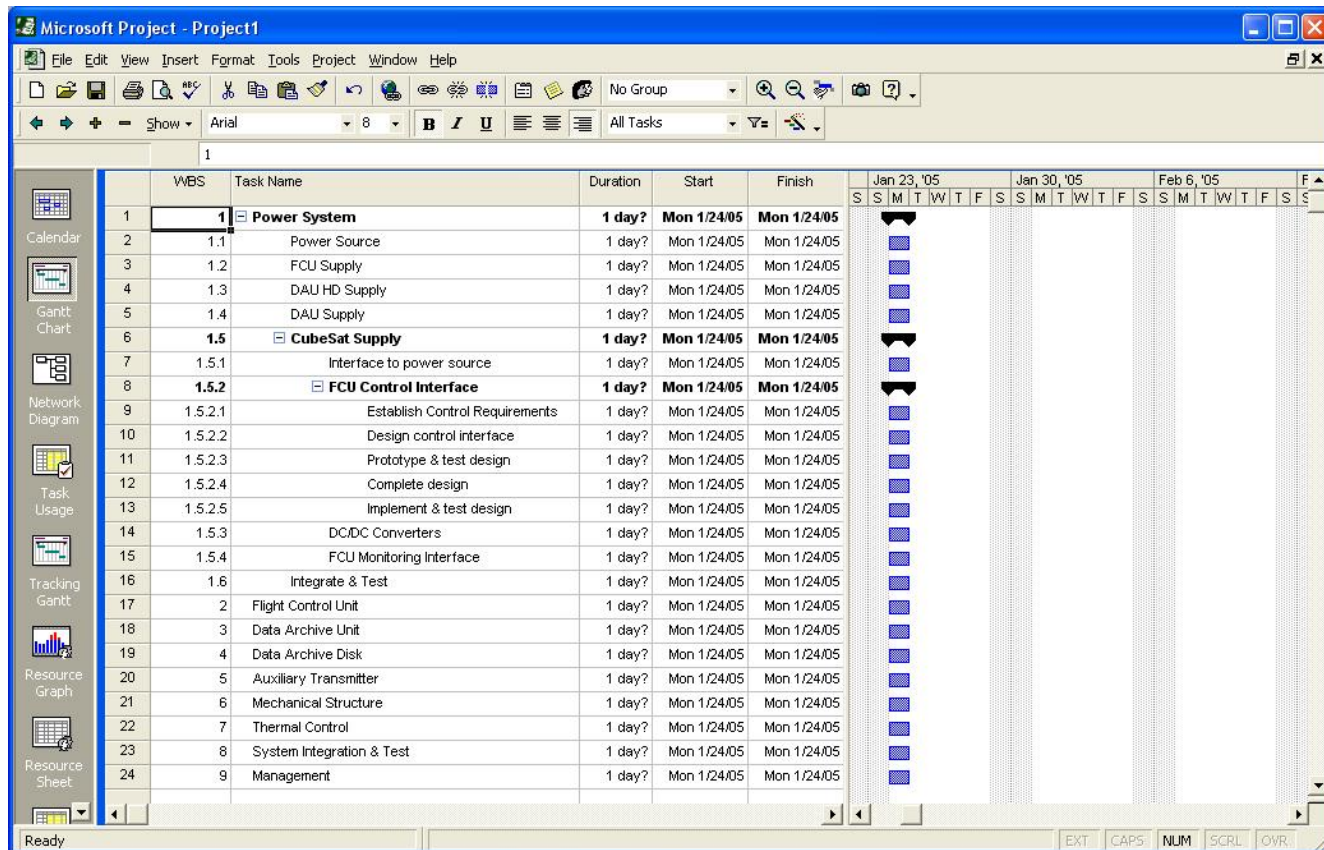# Display the WBS code

- 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.
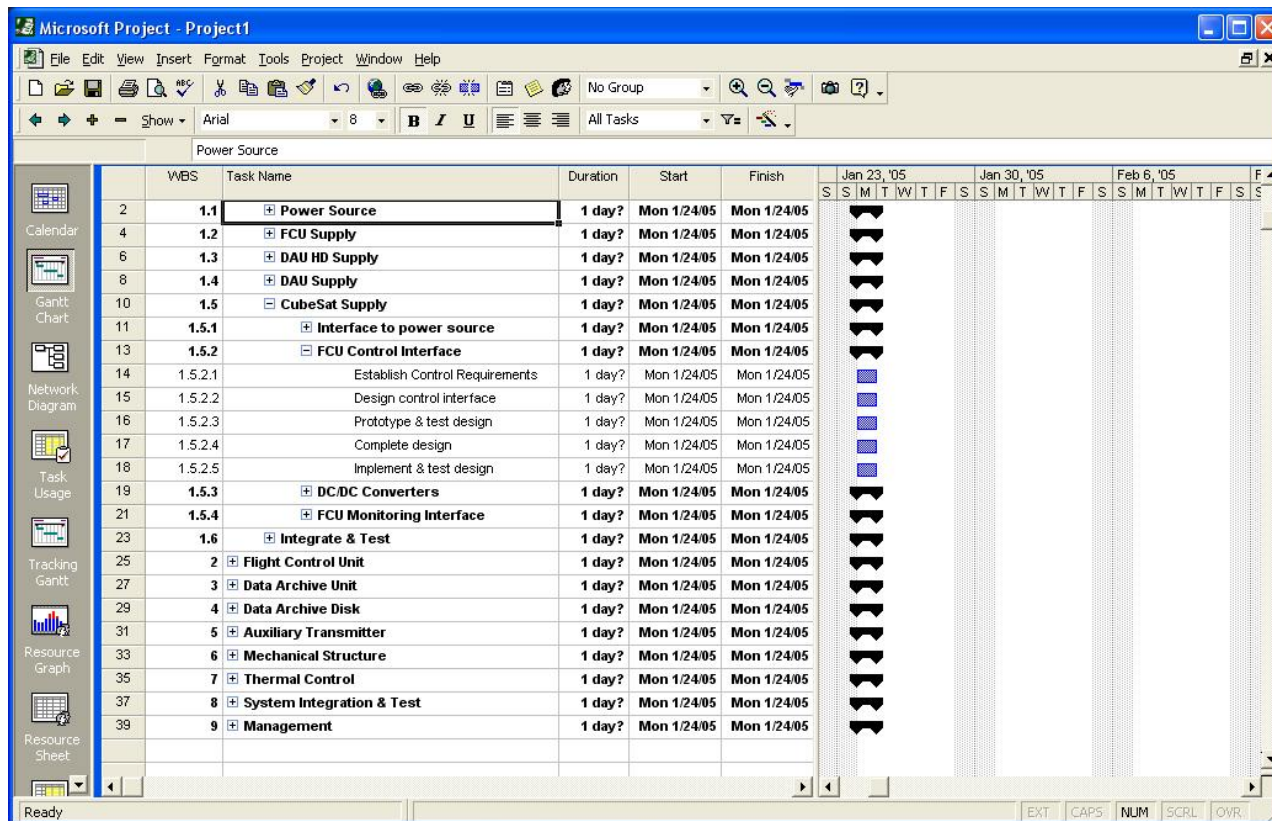- Choose "WBS" as the "Field name"
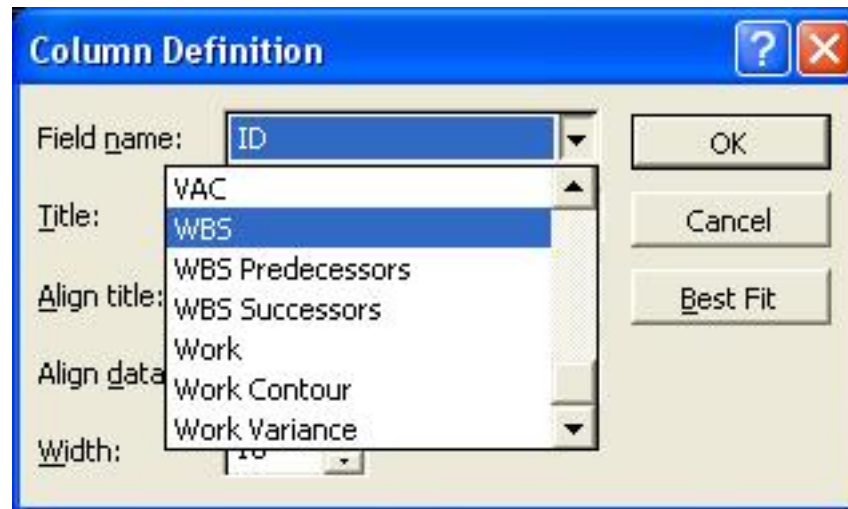
Showing the WBS code

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

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.
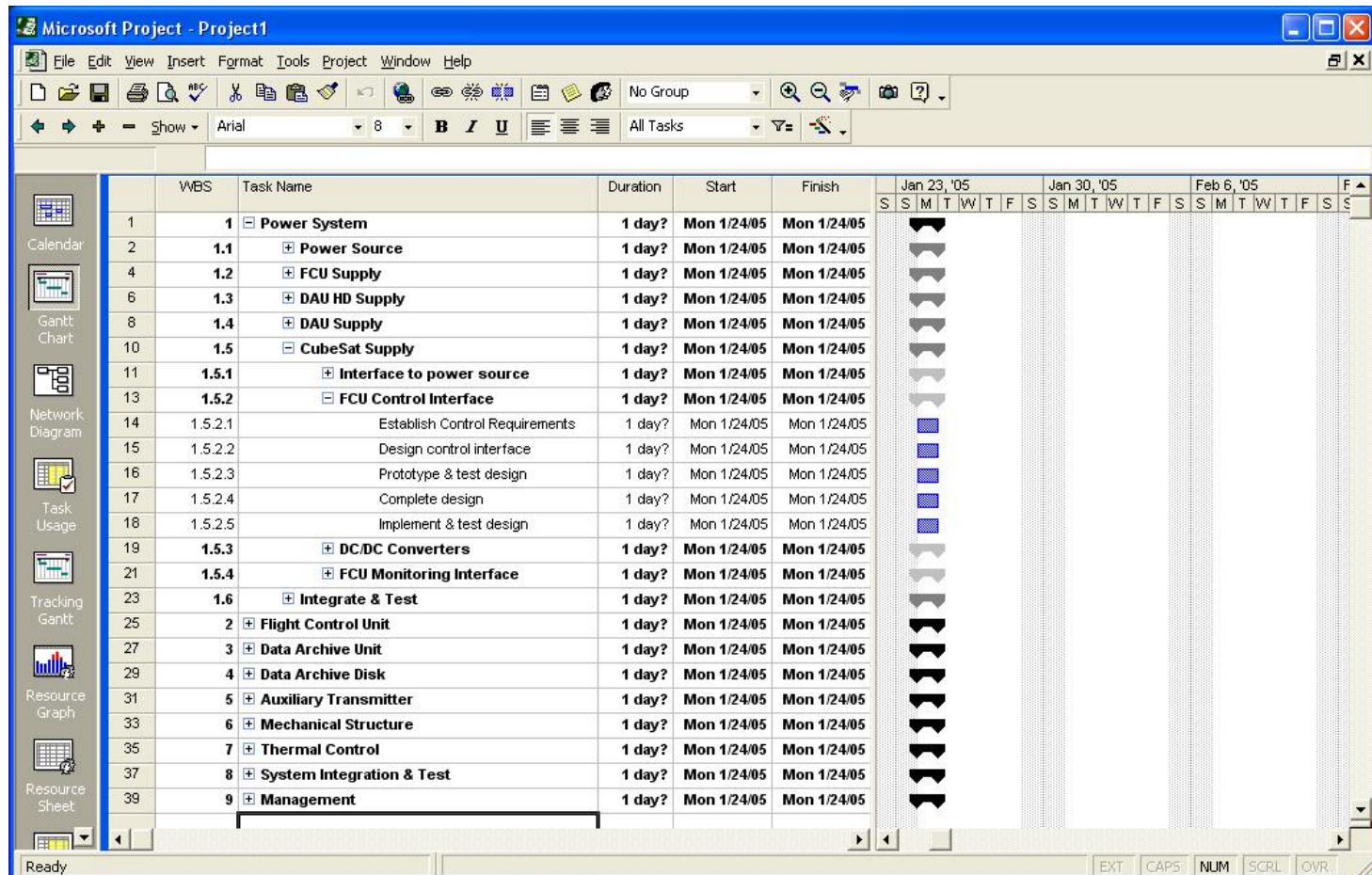
Distinguishing different levels

- 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"
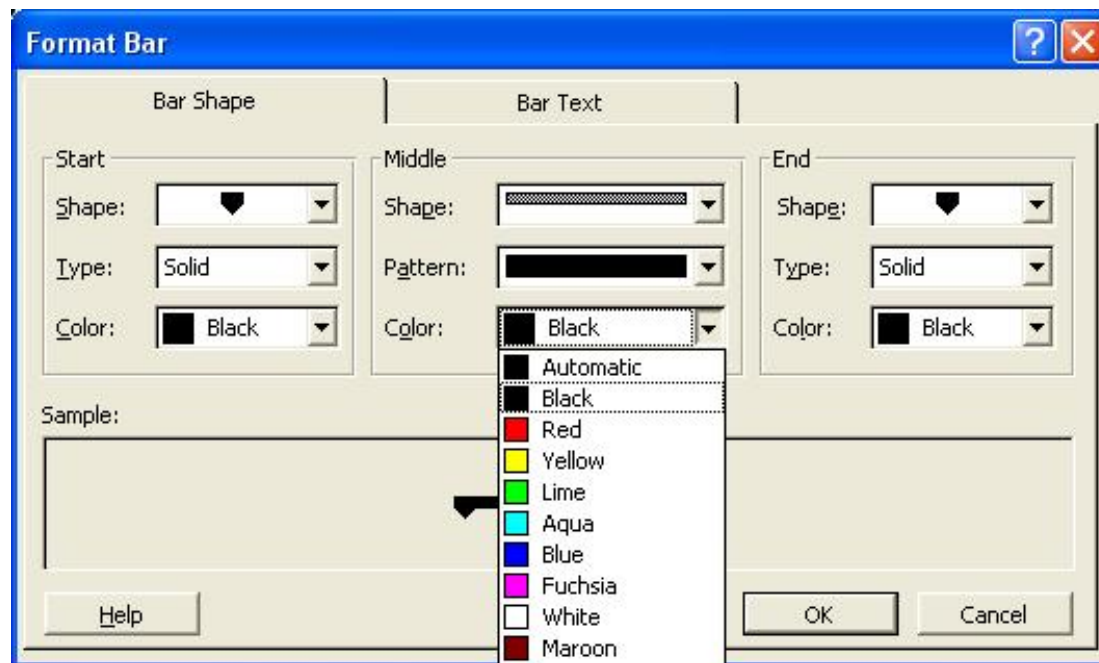
Results after task bar change

- 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.
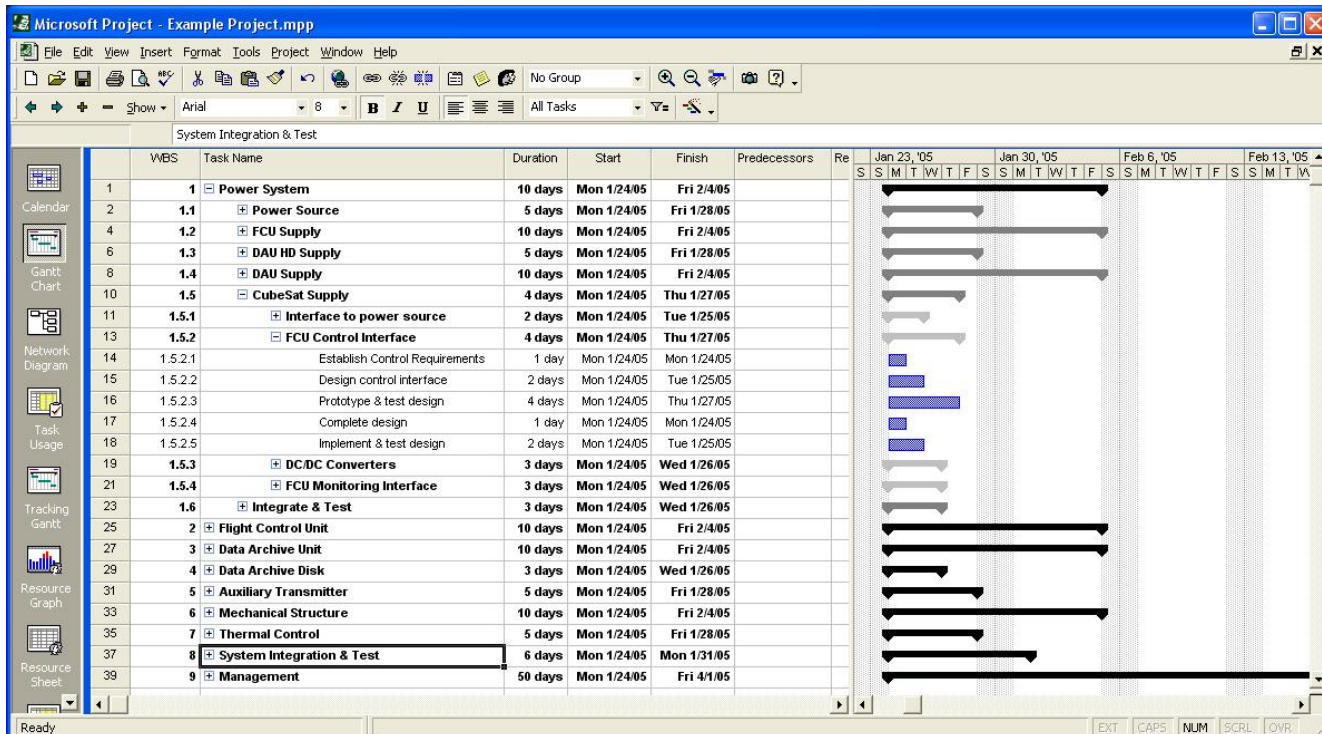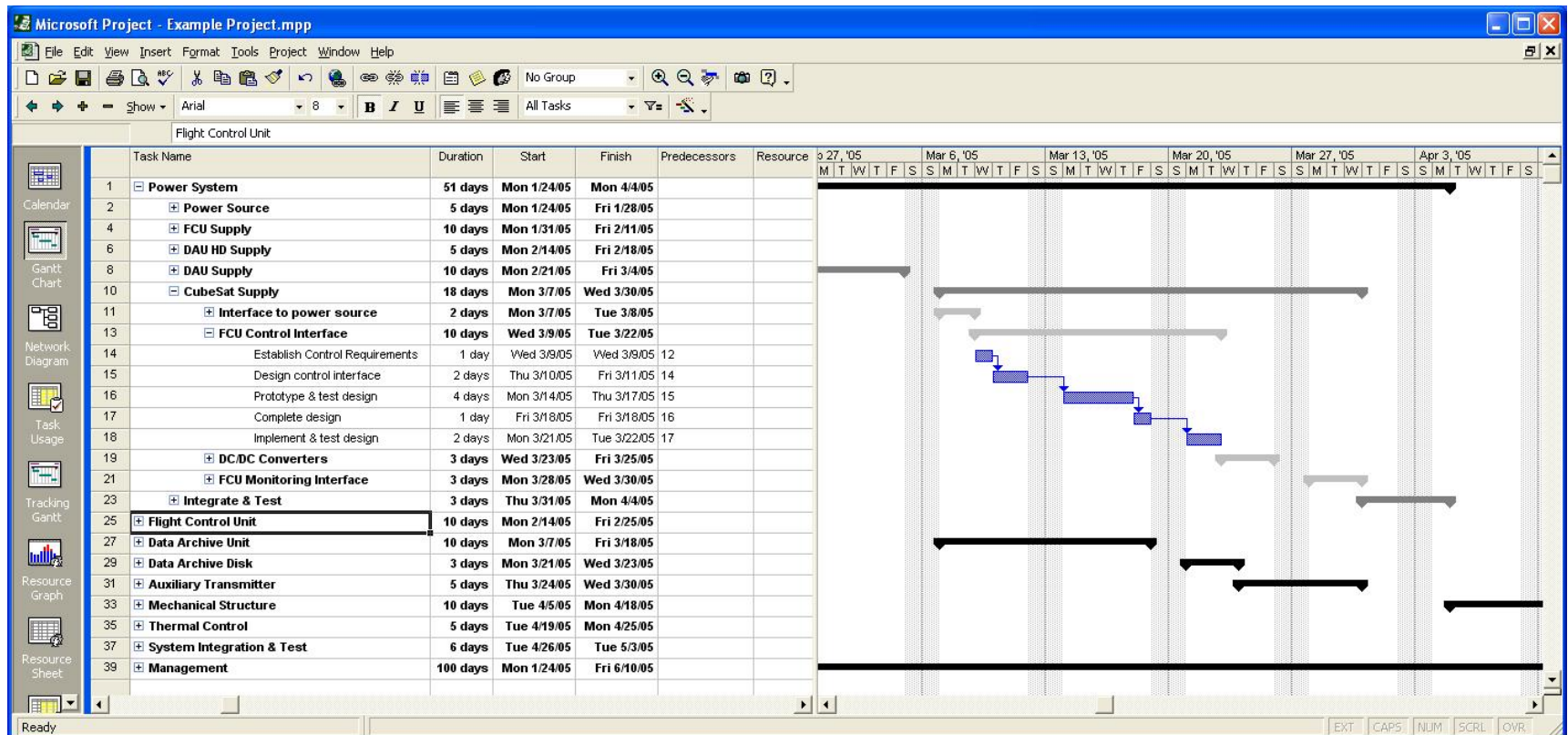
Set the task predecessors

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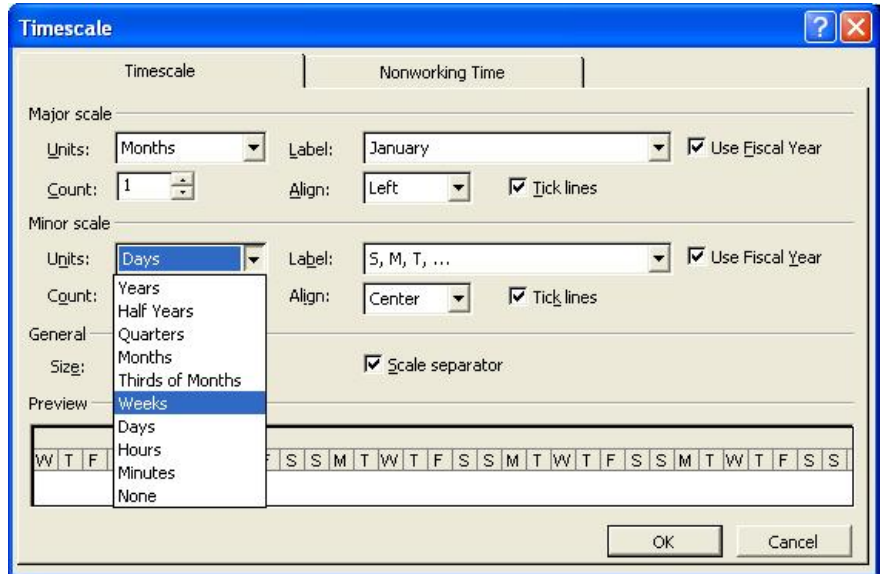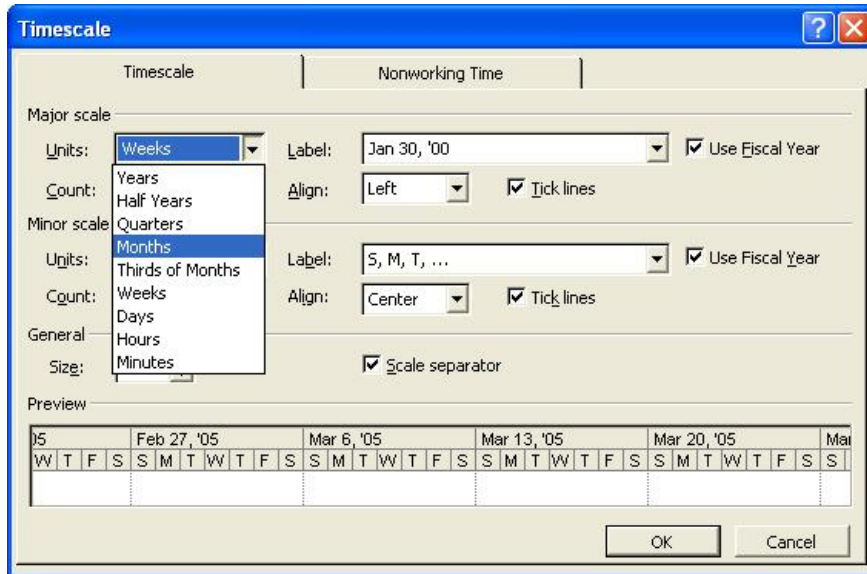- You need to use the row number, not the WBS code.
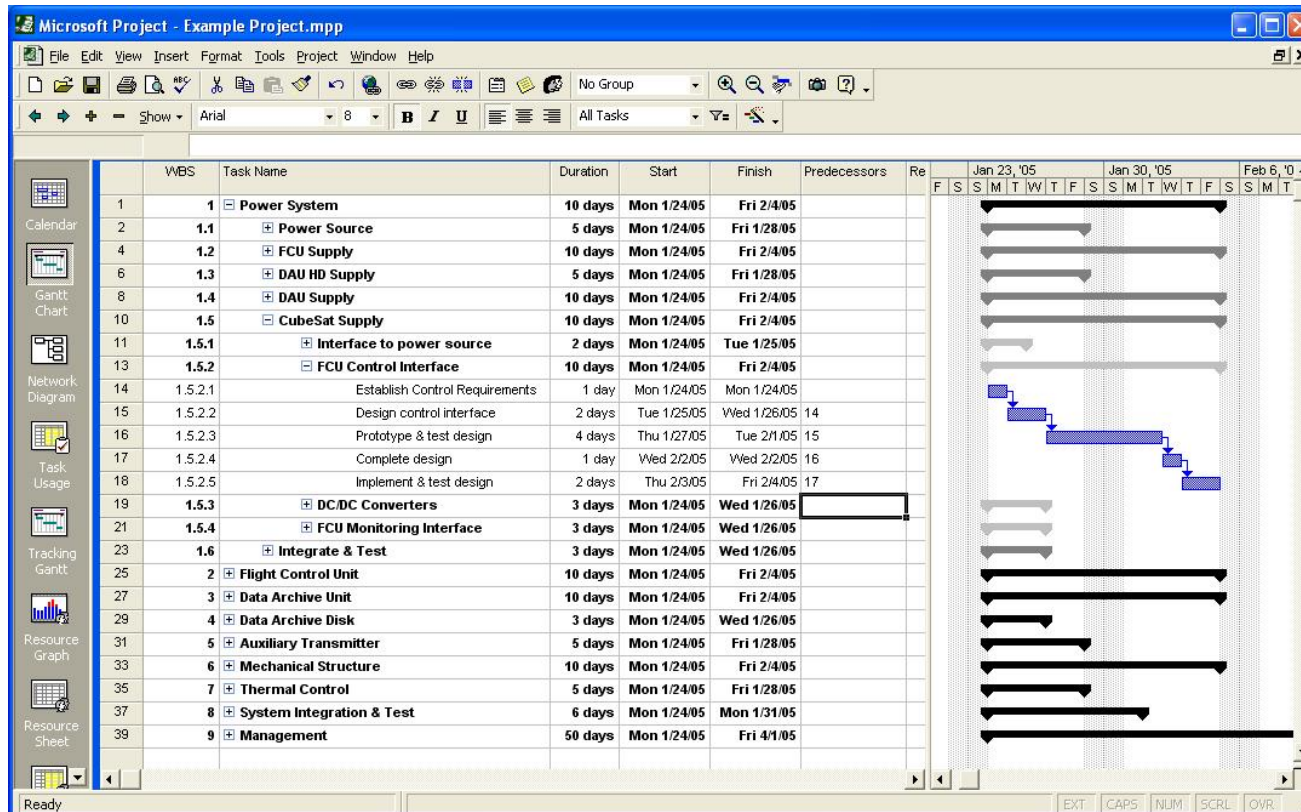
Enter all predecessors

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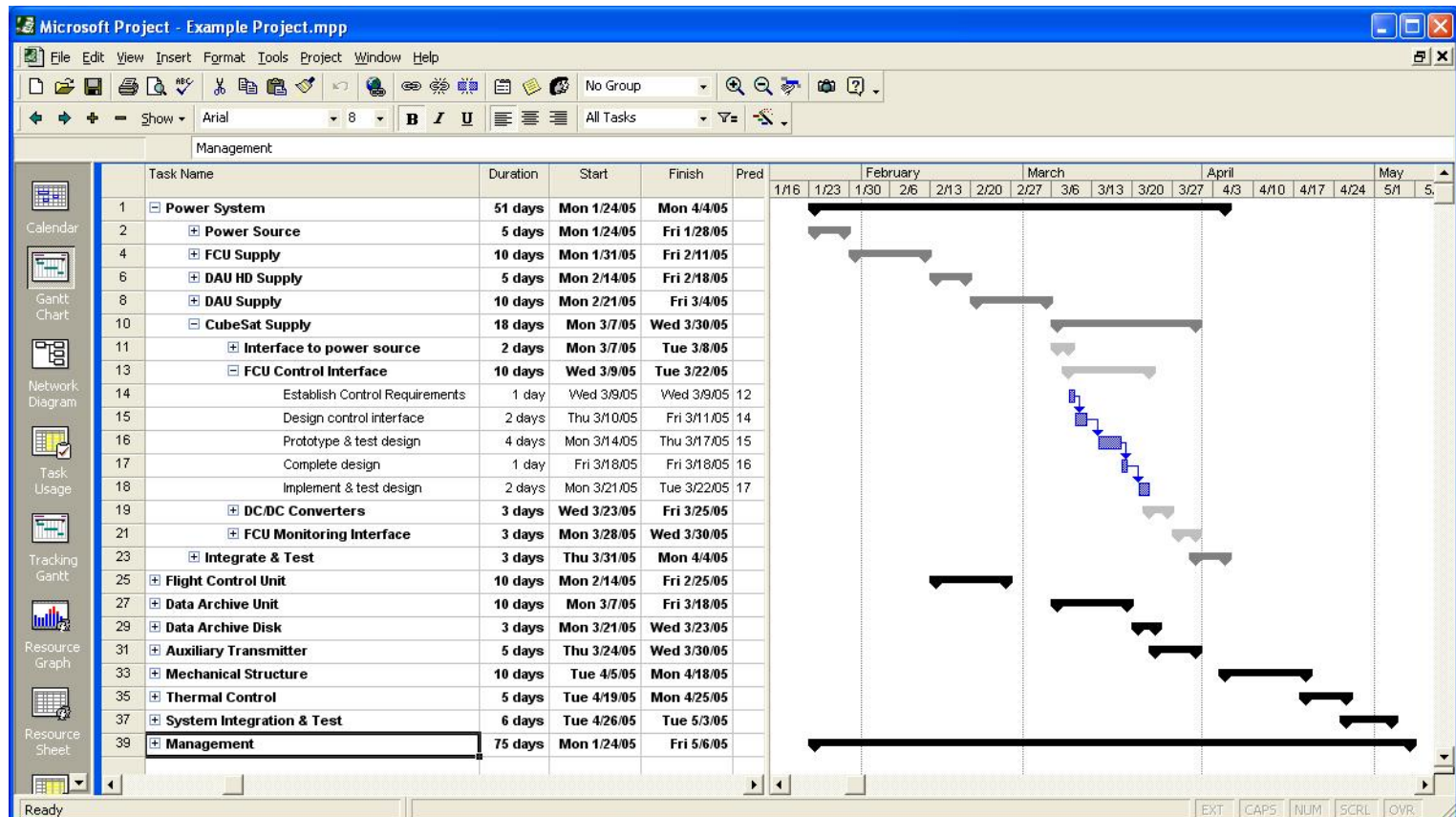
Set the timescale of the chart

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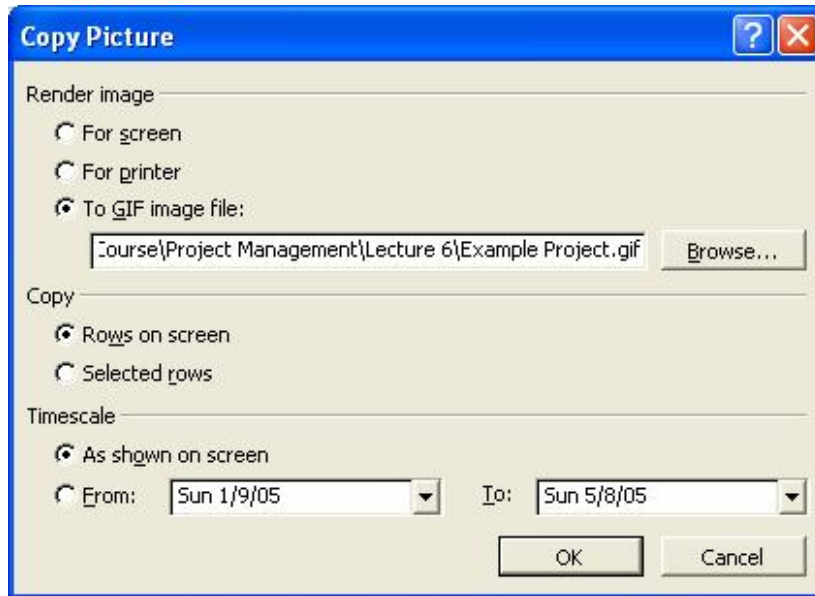
- Select what to copy: Rows on screen or Selected Rows
- Select the timescale as either what is shown on the screen or for specific dates
- Click OK and the image will be generated.

Final version of project

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