



MS Project Training

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Outline

- **Motivation**
- **Software Project Plans**
- **What is Project Management**
- **MS Project 2000**

Project Plans May Look Complicated, But They Aren't!

- **Just Answer the Simple Questions:**
 - **Why?** _____ **Objectives**
 - **What?** _____
 - **When?** _____
 - **Who?** _____
 - **Where?** _____
 - **How?** _____ **Approach**
 - **How Much?** _____ **Resources**
 - **Whereas?** _____ **Assumptions**



What is Project Management

- **Keeping Scope, schedule, and resources in balance**
- **Primary Tool: Project Plan**
- **Project Definition: project scope, resources, schedule's limits**
- **Create a project plan**
- **Track the project plan**
- **Project Close**



MS Project 2000

- **Create a Project Plan**
 - Calculate most schedule details
 - Balance critical scheduling factors with ease
 - Flag problems before they impact your schedule
- **Track a Project Plan**
- **Close the Project**



Start to Use

- Start a new project file
- Breaking your project into tasks, phases, and milestones
 - Enter tasks
 - Delete tasks
 - Recurring tasks
 - Milestones
- Get task done in the right order, at the right time
 - Create a task link
 - Remove a task link
 - Specify working times for a task
 - Set a deadline date for a task



Start to use (Cond.)

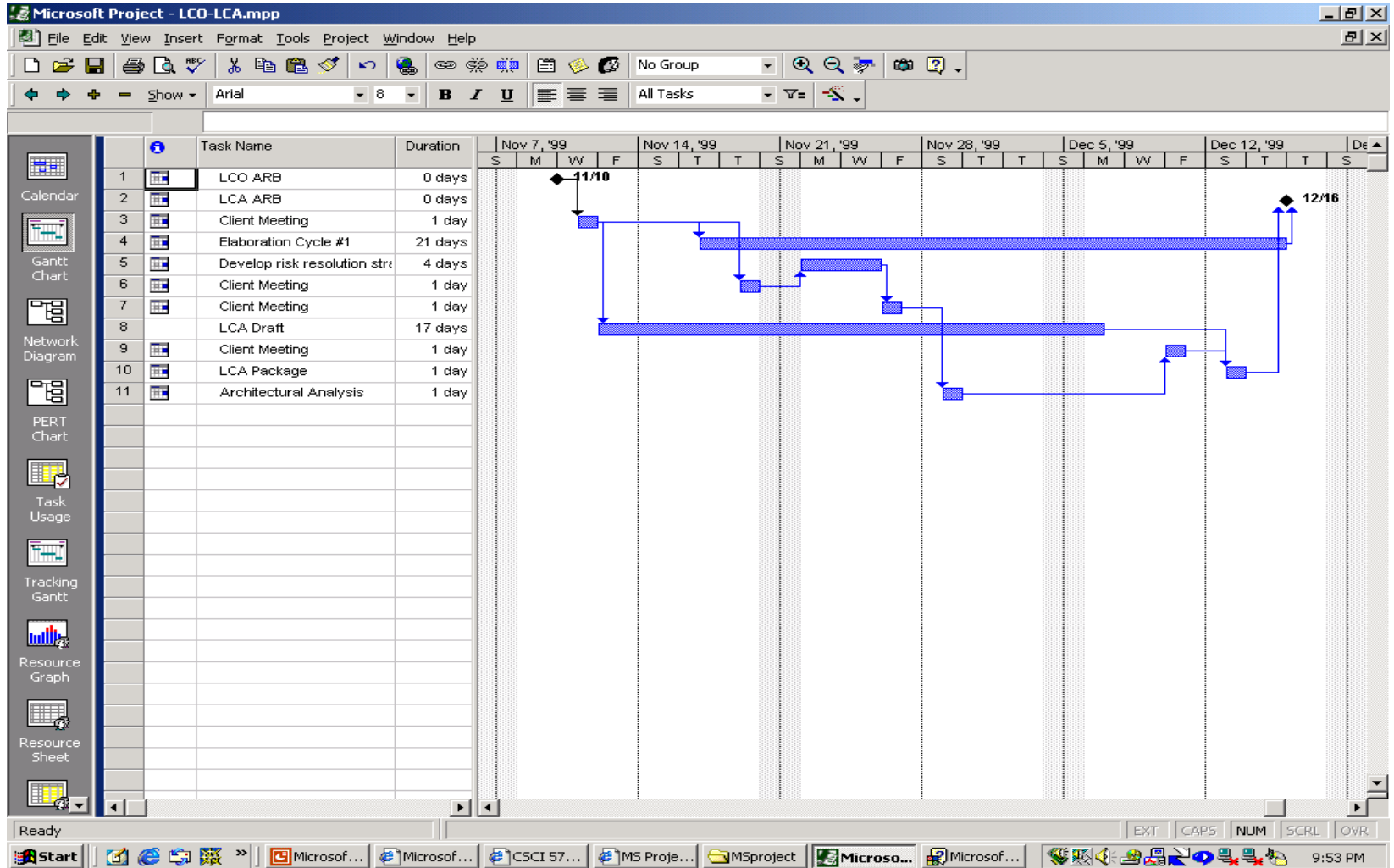
- Assemble your resources and specify working time
 - Create a resource list
 - Set the working time calendar
 - Assign resources to a task
 - Remove a resource to a task



Gantt Chart

- Represent tasks as lines
- Conveys project status information and calendar-oriented information
- Demonstrate the start dates, finish dates and duration of the activities of a project
- Easier to arrange schedule and personnel

Easy Winwin Example – Gantt Chart



Pert Chart

- A network or acyclic directed graph
- Nodes represent project activities and their associated duration
- Links represent precedence relations between pairs of activities
- Critical path between start and finish

Easy Winwin Example – Pert Chart

