CENG 6101 Project Management

Lab Session

MS Project 2010

Abraham Assefa Tsehayae, PhD

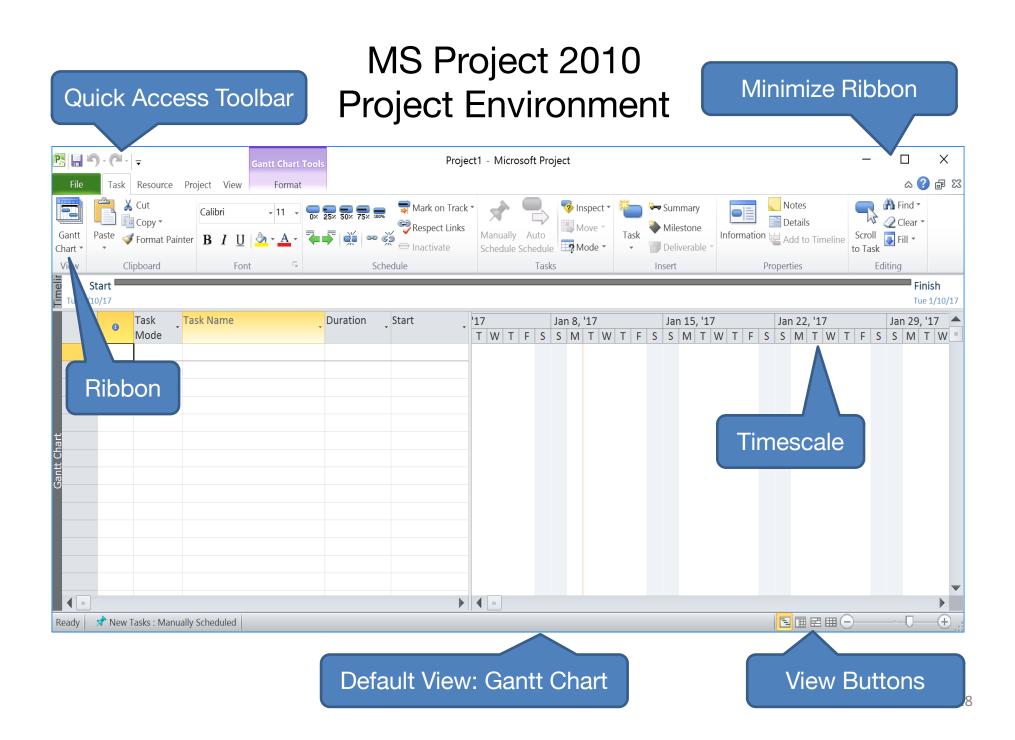
January, 2017

Abraham Assefa Tsehayae (PhD)

MS Project 2010: Introduction

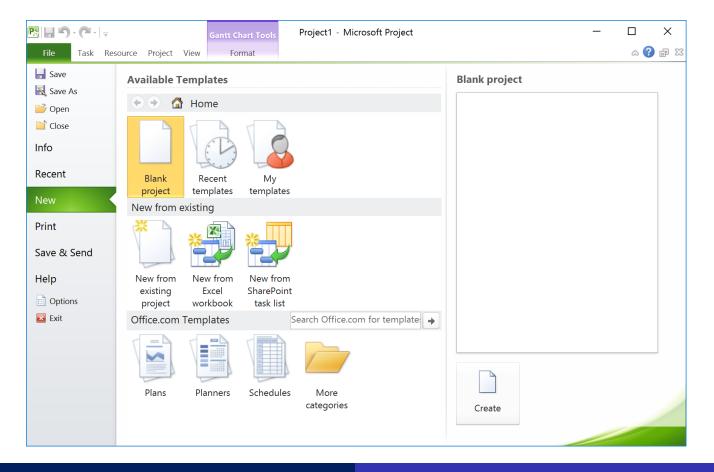
- Project management software programs such as Microsoft Project 2010 can be used for:
 - Developing the project schedule and budget
 - Tracking actual versus planned progress
- Launch MS Project 2010:





I. Creating a Project

- From: Blank project, Template, Existing project, Excel
- Select "Blank project" and click "Create"



Select File, Options

Project Options		?	Х
General	General options for working with Project.		
Display			
Schedule	User Interface options		
Proofing	<u>C</u> olor scheme: Silver ScreenTip style: Show feature descriptions in ScreenTips		
Save	Project view		
Language	Default view: Gantt with Timeline		
Advanced	Date format: Wed 1/28/09		
Customize Ribbon	Personalize your copy of Microsoft Office		
Quick Access Toolbar	User name: Abraham Assefa		
Add-Ins	Initials: AA		

- Click on "General" tab
 - For Default view:
 - Select "Gantt with Timeline"
- Click on "Display" tab
 - For Currency option for this project:
 - Select "ETB"

- Click on "Schedule" tab
 - For Calendar options for this project:
 - Select "Project 1"
 - For Scheduling options for this project:
 - Select "Project 1"
 - For New Tasks Created:
 - Select "Manually Scheduled"
 - For Duration is entered in:
 - Select "Days"
- For default task type:
 - Select "fixed duration"
- Make sure New tasks are effort driven is NOT checked
- Click OK when finished

Project Options		?	×
General	Change options related to scheduling, ca	alendars, and calculations.	^
Display			
Schedule	Calendar options for this project: Project1	×	
Proofing	Week starts on: Sunday		
Save	Eiscal year starts in: January		
Language	Default start time: 8:00 AM 🗸	These times are assigned to tasks when you enter a start or finish date without	
Advanced	Default end time: 5:00 PM V	specifying a time. If you change this setting, consider matching the project calendar using the Change Working Time command on the Project tab in the	
Customize Ribbon	Hours per <u>d</u> ay: 8	ribbon.	
Quick Access Toolbar	Hours per week: 40		
Add-Ins	Days per month: 20		
Trust Center	Schedule		
	Show scheduling messages		
	Show <u>a</u> ssignment units as a: Percentage \checkmark		
	Scheduling options for this project: Project1	×	
	New tasks created: Manually Scheduled		
	Auto scheduled tasks scheduled on: Project Start Date	×	
	Du <u>r</u> ation is entered in: Days		
	Work is entered in:		
	Default <u>t</u> ask type: Fixed Duration ~		
	New tasks are effort dri <u>v</u> en	$igsquiral$ Tasks will always honor their contraint dates $\widehat{\mathbb{O}}$	
	Autolink inserted or moved tasks	${\displaystyle \!$	
	Split in-progress tasks	\bigtriangledown New scheduled tasks have estimated durations	
	Update Manually Scheduled tasks when editing links	Keep task on nearest working day when changing to Automatically Scheduled mode	
			~
		OK Cance	

 Click on Project, Project Information, select Wed 1/11/17 as the Start date, click OK

Project Informa	tion for 'Project1'				×
Start <u>d</u> ate:	Wed 1/11/17	\sim	C <u>u</u> rrent date:	Tue 1/10/17	~
<u>F</u> inish date:	Wed 1/11/17	\sim	<u>S</u> tatus date:	NA	~
Schedu <u>l</u> e from:	Project Start Date	\sim	C <u>a</u> lendar:	Standard	~
All ta	asks begin as soon as possible.		<u>P</u> riority:	500	
Enterprise Custo	m Fields				
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Custom Field I	Vame			Value	

- Click on File, Save as, type in project name such as Project1, click OK
- Your project is saved as Project1.mpp

MS Project 2010: Project Calendar

II. Assigning a Project Calendar

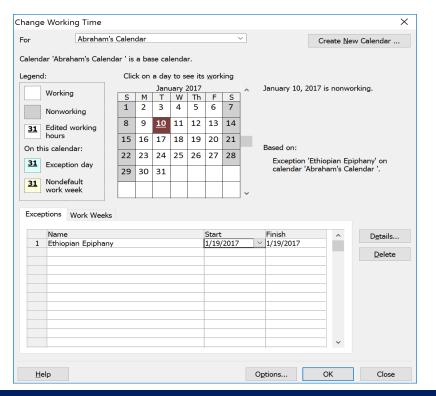
- Project default base calendars: Standard, 24 Hours, Night Shift
- From "Project" tab, click "Changing Working Time"

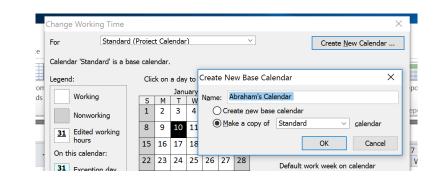
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For Stan	dard (Proie	ct Cal	endaı	.)			`	~		Create <u>N</u> ev	w Calendar
Calendar 'Standard' is	a base cal	endar.									
Legend:	Cl	ick on				<u>w</u> ork	ang				
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31 Edited working	g 8	9	10	11	12	13	14				
hours	15	16	17	18	19	20	21				
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31 Nondefault work week											
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Help									Options	ОК	Cancel

MS Project 2010: Project Calendar

Assigning a Project Calendar

- Select "Create New Calendar"
- Enter a name for the calendar
- Add details
- Assign calendar to Project 1





Project Informa	tion for 'Project1'				×	
Start <u>d</u> ate:	Wed 1/11/17	\sim	Current date:	Tue 1/10/17	~	·
<u>F</u> inish date:	Wed 1/11/17	\sim	<u>S</u> tatus date:	NA	~	·
Schedule from:	Project Start Date	\sim	C <u>a</u> lendar:	Abraham's Calendar	~	·
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Example Project

	Activity Nome	Duration		Predecesso	r	Recourses
Activity ID	Activity Name	Duration	Activity ID	Relationship	Lead/Lag	Resources
RD-Road W	/ork					
RD10	Bulk excavation	7				Dozer, Foreman
RD20	Sub Base for Road	4	RD10	FS	0	Dozer, Gravel, Foreman
RD30	Base-course for Road	4	RD20	SS	2	Grader, Lime, Foreman
RD40	Prime Coat for Road	1	RD30	FS	0	Spreader, Bitumen, Foreman
RD50	50 mm Asphalt for Road Layer I	2	RD40	FS	0	Paver, AC, Foreman
RD60	50 mm Asphalt for Road Layer II	2	RD50	FS	0	Paver, AC, Foreman
FW-Finishir	ng Works					
FW10	Install Signs	1	RD60	SS	0	Excavator, Signs Foreman
FW20	Pavement Marking	1	RD60	SS	1	Marker-machine,
	T avenient Marking	I	FW10	FF	0	Paint, Foreman
LS-Land Sc	aping					
LS20	Seeding	2	RD60	FS	0	Seeder, Seeds, Foreman
			RD60	FS	0	Concrete-paver,
LS10	Sidewalks	4	LS20	FF	0	Concrete,
			FW20	FF	0	Foreman

III. Creating a Task List and WBS

- 1. Adding Tasks:
- In "View" tab, click on "Gantt Chart"
- Add Project "Start" and "Finish" milestones
- Type each task (Summary and subtask)
- 2. Organizing Tasks:

Pr 🔚 🔊 ~ | - File Resource Project View 🔜 Resource Usa 🔣 Resource She Gantt Task Team Other Views Planner -Chart 👻 Usage Task Views Resource Views Start Wed 1/11/17 Task Task Name Mode

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 Once all tasks are added, use the "Indent" or "Outdent" buttons to organize tasks

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	4		*	RD20							
	5		*	RD30							
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Gantt Chart	7		*?	RD50							
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	10		*	FW10							
	11		*	FW20							
	12		2	LS-Land Sca	ping	1 day?	Wed 1/11/17	φ	 •		
	13		*	LS20							
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III. Creating a Task List and WBS

- 3. Work Breakdown Structure:
- To view WBS, under the "Format" tab, check the "Outline Number" box

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	Fo	rmat		Columns		Bar Style	S		Gan	tt Chart Style	Г	1	Show/Hide		Drawings	
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III. Creating a Task List and WBS

- 4. Enter Durations:
- Enter the duration of each subtask (activity)

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Re	ady	📌 New	Tasks : Mai	nually Scheduled							——————————————————————————————————————

IV. Creating Dependencies

- Option 1: Using Link tasks icon
- Select the two activities (RD10 and RD 20) to be linked and click the "Link Tasks" icon under the "Task" tab.

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MS Project 2010: Activity Relationships

IV. Creating Dependencies

- Option 2: Using Task information
- Double click the succeeding activity (RD20), and in the "Task Information" window insert the predecessors and also the type of relationship.

Task	nfor	mation	1			×
Gene	ral P	redeces	ssors Resources Advanced Notes Custom Fields			
<u>N</u> am	e: F	RD20		Duration: 4	days	<u>E</u> stimated
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	ID		Task Name Type		Lag	
	3		RD10 Finish-to-Start (FS)		0d	
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• Insert dependencies for all activities using Option 2.

IV. Creating Dependencies

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V. Resources

- Resources are categorized into four types: Work (people or equipment), Material (concrete, paint, etc.), Cost (airfare, camp cost), and Budget (Project-level work, material, and cost resources).
- From "View" tab, choose "Resource Sheet"

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• Enter each resources for each activity.

V. Resources

Task Resource Project Yam Product Usage Product Usage </th <th>P</th> <th>S • @ • </th> <th>Ŧ</th> <th>Resource Sheet</th> <th>Tools Pr</th> <th>oject1 - Micr</th> <th>osoft Project</th> <th></th> <th></th> <th></th> <th>— C</th> <th>) X</th>	P	S • @ •	Ŧ	Resource Sheet	Tools Pr	oject1 - Micr	osoft Project				— C) X
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V. Resources

 Assign Resources to Tasks: In the "Gantt Chart" view, under the "Resource Name" column, select the appropriate resource(s) for each task

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E Wed	1/11/17										Mon 2/13/17
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2	2	5	2 RD-Road	Work	18 days	Wed 1/11/17	Mon 2/6/17			,	v
3	*	•	2.1 RD10		7 days	Wed 1/11/17	Fri 1/20/17	1	Dozer,Foreman , 🤄	Dozer, F	oreman ,Gravel[1]
4	*	•	2.2 RD20		4 days	Mon 1/23/17	Thu 1/26/17	3	Asphalt-Concret ^		1
5	*	•	2.3 RD30		4 days	Wed 1/25/17	Mon 1/30/17	4SS+2 days	Bitumen		
6	*	•	2.4 RD40		1 day	Tue 1/31/17	Tue 1/31/17	5	Concrete		ža,
tg 7	*	•	2.5 RD50		2 days	Wed 2/1/17	Thu 2/2/17	6	Concrete-paver		č
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9 gut		\$	3 FW-Finis	hing Works	2 days	Fri 2/3/17	Mon 2/6/17			_	·•
^G 10	*		3.1 FW10	l.	1 day	Fri 2/3/17	Fri 2/3/17	855	Grader	_	•
11	*	•	3.2 FW20		1 day	Mon 2/6/17	Mon 2/6/17	8SS+1 day,10FF	Gravel	_	
12	2	>	4 LS-Land S	Scaping	4 days	Tue 2/7/17	Fri 2/10/17		Lime Marker-machine	-	
13			4.1 LS20		2 days	Tue 2/7/17	Wed 2/8/17	8	- Marker-machine Paint	_	Ĕ-
14	*	-	4.2 LS10		4 days	Tue 2/7/17	Fri 2/10/17	8,13FF,11FF	- Paver	-	č—
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V. Resources

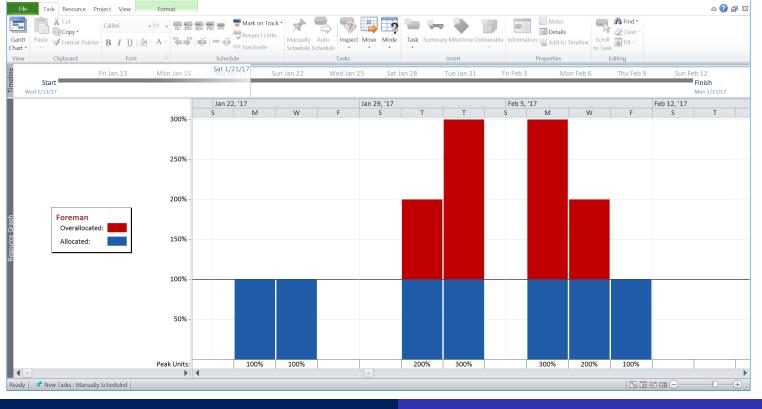
• Assigned resources:

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ntt Ta rt Vsa	ask Cther Views T			Outline Tables	Highlight: [No Highligh Filter: [No Filter] Group by: [No Group]	• [4] Days •		tire Sele ject Ta:	cted	meline Timel etails	ine	*	New Window	Arra	ange A	indows 🔻	Macro	_		
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3	2.1 RD10	7 days	Wed 1/11/17			Dozer,Foreman 🗸 🗸		¢.		Dozer,Fo		_		_						
4	2.2 RD20	4 days	Mon 1/23/17		3	,Gravel[1],				č			ravel[1]							
5	2.3 RD30	4 days	Wed 1/25/17			Gı, Lime[1],Foreman						-	1],Fore							
6	2.4 RD40	1 day	Tue 1/31/17	Tue 1/31/17	5	Bitumen[1],Foremar										preader				
7	2.5 RD50	2 days	Wed 2/1/17	Thu 2/2/17	6	Asphalt-Concrete[1]					č	_ A	•			Forema				
8	2.6 RD60	2 days	Fri 2/3/17	Mon 2/6/17	7	Asphalt-Concrete[1]						ľ	As	ohalt-C	oncr	ete[1],Fo	orem	an ,Pav	er	
9	3 FW-Finishing Works	2 days	Fri 2/3/17	Mon 2/6/17								-								
10	3.1 FW10	1 day	Fri 2/3/17	Fri 2/3/17	8SS	Excavator,Foreman,						400-				,Signs[-			
11	3.2 FW20	1 day	Mon 2/6/17	Mon 2/6/17	8SS+1 day,10FF	Marker-m, Marker-m							📼 Fo	eman	,Mar	ker-mac	:hine,	Paint[1]	
12	4 LS-Land Scaping	4 days	Tue 2/7/17	Fri 2/10/17									-							
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15	5 Finish Project	0 days	Mon 2/13/17	Mon 2/13/17	14									ţ	2/13					
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MS Project 2010: Resource Allocation

V. Resources

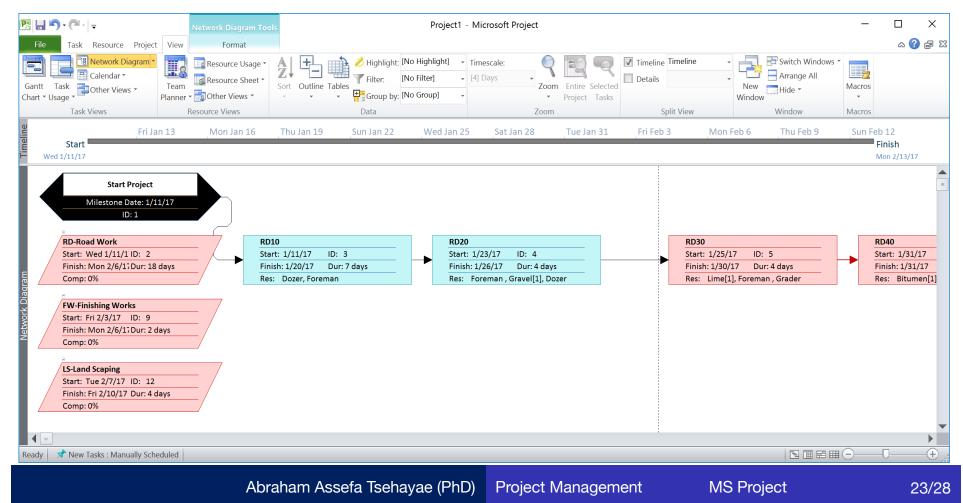
- Review Resource Allocations: E.g. Foreman
- Under "Task" tab, select the "View" dropdown menu, and choose "Resource Graph". Using the Tab on the left window, select the different resources and review their allocation.



MS Project 2010: CPM Results

VI. CPM Analysis Results

- MS Project will run a CPM analysis.
- View AON diagram by selecting "Network Diagram" in "View" tab.



MS Project 2010: Schedule Control

VII. Tracking Progress

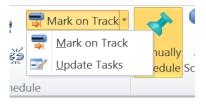
- 1. Set a Baseline
- MS Projects uses Baselines Schedules to evaluate project progress.
- Baseline schedules copy the project plan before anything is done.
- Under "Project" tab, click "Set Baseline"

	· @ · -			Gantt Chart Tools					Pro	oject1 - Micro	soft Proje	ect	
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4	ŧ , , , , , , , , , , , , , , , , , , ,	•	2.2 RD20		, 4 days	Mo	n	O Selected ta	asks			а	
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8	i 🛪	•	2.6 RD60		2 days	Fri 2	2/					t	
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MS Project 2010: Schedule Control

VII. Tracking Progress

- 2. Update tasks
- Under "Task" tab, click to highlight the task to be undated, and "Mark on Track" in "Schedule Box", and then click "Update Tasks"



Update the "Actual Start" and "Finish Dates"

Update Tasks	>	×
Name: RD30	Duration: 4d	
% <u>C</u> omplete: 0% <u>A</u> ctual dur: 0	d <u>A</u> emaining dur: 4d	▲ ▼
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Help	Notes OK Cancel	
Abraham Assefa T	sehayae (PhD) Project Management	MS Project 25/28

MS Project 2010: Schedule Control

VII. Tracking Progress

- 2. Monitoring Task Progress
- To view the progress, under the "Task" tab, click the "View" dropdown menu and select "Tracking Gantt".

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3		*	RD10	7 days	Wed 1/11/17	Fri 1/20/17	↓0%	
4		*	RD20	4 days	Mon 1/23/17	Thu 1/26/17	0%	
5	~	*	RD30	5 days	Tue 1/31/17	Mon 2/6/17	100%	
번 6	•	*	RD40	1 day	Tue 1/31/17	Tue 1/31/17	0%	
<mark>ල</mark> 7	•	*	RD50	2 days	Wed 2/1/17	Thu 2/2/17	0%	
8 King	•	*	RD60	2 days	Fri 2/3/17	Mon 2/6/17	0%	
Fracking Gantt 8 0 6		5	FW-Finishing Works	2 days	Fri 2/3/17	Mon 2/6/17	• 0%	
⊢ 10	•	*	FW10	1 day	Fri 2/3/17	Fri 2/3/17		
11	•	*	FW20	1 day	Mon 2/6/17	Mon 2/6/17		
12		5	LS-Land Scaping	4 days	Tue 2/7/17	Fri 2/10/17	• 0%	
13	•	*	LS20	2 days	Tue 2/7/17	Wed 2/8/17		
14	ŧ	*	LS10	4 days	Tue 2/7/17	Fri 2/10/17		
15		*	Finish Project	0 days	Mon 2/13/17	Mon 2/13/17	•	2/13
4 -						•		•
	🕈 New T	asks : Manua	ally Scheduled			,		·

MS Project 2010: Submissions

VIII. Printing Reports

- MS Project provides a number of built-in reports.
- From the "Project" tab, in the "Reports" category, select "Reports"

) - (2 -	-	Gantt Chart Too	bls	Projec	ct1 - Microsoft Project
Task	Resource	Project View Format			
Proje		Links Between WBS Change	Calculate Set Move	Status Date:	Sync to Visual Reports Compare Spelling
5	ation Fields	Projects Vorking Tin			tected Actuals Reports Projects
		Properties	Schedule	Status	Reports Proofing
		Fri Jan 13 Mon Jan 1	.6 Thu Jan 19 5	Sun Jan 22 Wed Ja	an Reports X Mo
Start					
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0	Task Mode	Task Name	Uuration Start	Finish -	Qverview Current Costs Close 7 Jan 2.
	5	Start Project	0 days Wed 1/1	.1/17 Wed 1/11/17	
	3	RD-Road Work	18 days Wed 1/2	L1/17 Mon 2/6/17	
	*	RD10	7 days Wed 1/1	.1/17 Fri 1/20/17	signments Workload Custom
	*	RD20	4 days Mon 1/2	3/17 Thu 1/26/17	
~	*	RD30	5 days Tue 1/3:	l/17 Mon 2/6/17	Overview Reports X
•	*	RD40	1 day Tue 1/3:	l/17 Tue 1/31/17	
٠	*	RD50	2 days Wed 2/1	./17 Thu 2/2/17	Select
•	*	RD60	2 days Fri 2/3/1	.7 Mon 2/6/17	
	5	FW-Finishing Works	2 days Fri 2/3/2	L7 Mon 2/6/17	Project Top-Level Critical
ŧ	*	FW10	1 day Fri 2/3/1	.7 Fri 2/3/17	Summary Tasks Tasks Close
٠	*	FW20	1 day Mon 2/6	0/17 Mon 2/6/17	
	-	LS-Land Scaping	4 days Tue 2/7	/17 Fri 2/10/17	
٠	*	LS20	2 days Tue 2/7/	'17 Wed 2/8/17	Milestones Working Days
٠	*	LS10	4 days Tue 2/7/	'17 Fri 2/10/17	
	*	Einich Draigat	O dave Man 2/1	2/17 Man 2/12/17	

Assignment 3

- Assignment 3: MS Project Lab Session
- Complete the lab exercise and provide answers for the questions given the lab session handout.
- Due date: Wednesday, January 18, 2017 before 5 p.m.