CENG 6101 Project Management

Lab Session

**MS Project 2010** 

Abraham Assefa Tsehayae, PhD

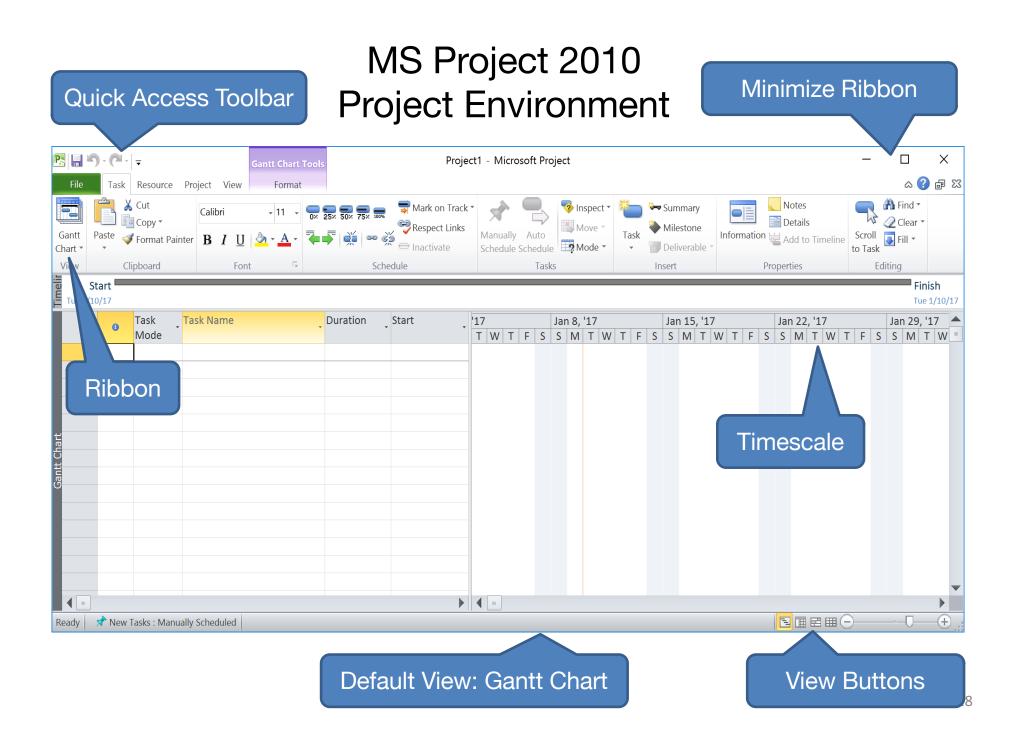
January, 2017

Abraham Assefa Tsehayae (PhD)

### MS Project 2010: Introduction

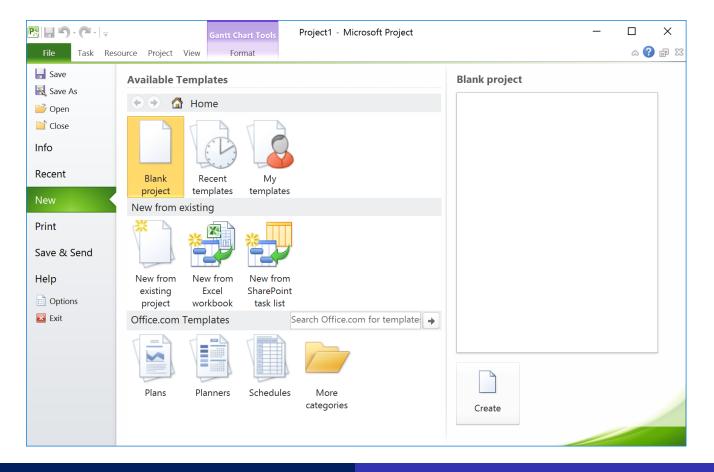
- Project management software programs such as Microsoft Project 2010 can be used for:
  - Developing the project schedule and budget
  - Tracking actual versus planned progress
- Launch MS Project 2010:





### 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				
Depar <u>t</u> ment:		$\sim$			
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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**

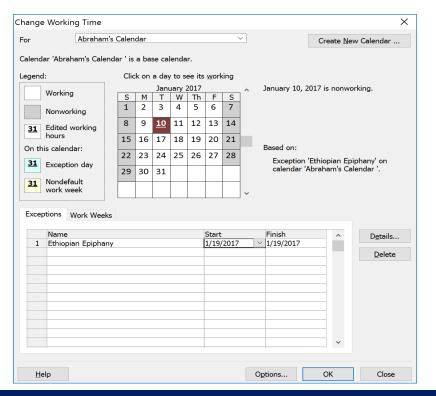
- Project default base calendars: Standard, 24 Hours, Night Shift
- From "Project" tab, click "Changing Working Time"

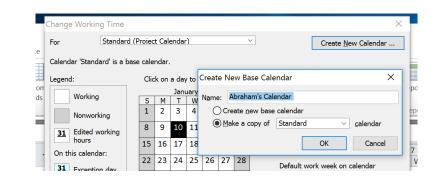
Change Working Tin	ne										×
For Stan	dard (Proie	ct Cal	endaı	.)			`	~		Create <u>N</u> ev	w Calendar
Calendar 'Standard' is	a base cal	endar.									
Legend:	Cl	ick on				<u>w</u> ork	ang				
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Nonworking	1	2	3	4	5	6	7		<ul> <li>8:00 AM to</li> <li>1:00 PM to</li> </ul>		
31 Edited working	g 8	9	10	11	12	13	14				
hours	15	16	17	18	19	20	21				
On this calendar:	22	23	24	25	26	27	28		Based on:		-leveler.
<b>31</b> Exception day	29	30	31						Default work 'Standard'.	week on ca	alendar
31 Nondefault work week											
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Exceptions Work W	Veeks										
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Name						Start			rinisn	^	D <u>e</u> tails
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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	~	·
All ta	asks begin as soon as possible.		Priority:	500		
Enterprise Custo	m Fields					
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<u>H</u> elp	Statistics			ОК	Cancel	

# Example Project

	Activity Nome	Duration		Predecesso	r	Recourses
Activity ID	Activity Name	Duration	Activity ID	Relationship	Lead/Lag	Resources
<b>RD-Road W</b>	/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:

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12/28

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

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	4		*	RD20							
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ij	8		*?	RD60							
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	11		*	FW20							
	12		2	LS-Land Sca	ping	1 day?	Wed 1/11/17	φ	<b></b> •		
	13		*	LS20							
			*	1010							

### **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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File	е	Task Reso	ource	Project View	Format									6	s 🕜 🗗	23
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Ready	5	🕈 New Tasks :	Manua	lly Scheduled												2.2

### **III.** Creating a Task List and WBS

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

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Timeline	Wed 1	Start									Finish Fri 1/20/17
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	3		**	2.1 RD10		7 days					
	4		**?	2.2 RD20		4 days					
	5		*?	2.3 RD30		4 days					
Ħ	6		*?	2.4 RD40		1 day					
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Gantt Chart	8			2.6 RD60		2 days					
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#### **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
<u>P</u> red	ecess	sors:				
	3					^
	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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	6	Task	Task Name	Duration	J Start	Finish	Predecessors	- 7		15, '17	Jan 29, '17		Feb 12,	
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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><b>P</b></th> <th><b>S</b> • @ •  </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>	<b>P</b>	<b>S</b> • @ •	Ŧ	Resource Sheet	Tools Pr	oject1 - Micr	osoft Project				— C	) X
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O         Resource Name         Type         Material Label - Initials         Group         Max. Units         Std. Rate         Ovt. Rate         Cost/Use         Accrue At         Base Calendar         Cost           1         Foreman         Work         F         100%         Br120.00/hr         Br0.00/hr         Br0.00 Prorated         Abraham's Calen           3         Grader         Work         G         100%         Br1,200.00/hr         Br0.00 Prorated         Abraham's Calen           4         Spreader         Work         G         100%         Br2,000.00/hr         Br0.00/hr         Br0.00 Prorated         Abraham's Calen           5         Paver         Work         P         100%         Br2,000.00/hr         Br0.00/hr         Br0.00 Prorated         Abraham's Calen           6         Excavator         Work         E         100%         Br2,000.00/hr         Br0.00 Prorated         Abraham's Calen           7         Marker-machine         Work         M         100%         Br400.00/hr         Br0.00 Prorated         Abraham's Calen           8         Seeder         Work         S         100%         Br20.00/hr         Br0.00 Prorated         Abraham's Calen           9         Concrete-paver <td></td> <td>Task Usage •</td> <td>Network Diagram * Calendar * Other Views * Planne</td> <td>Resource Use Resource Sho r - Other Views</td> <td>Sort Outline Tables</td> <td>lter: [No Fil roup by: [No Gr</td> <td>ter] 🕌 [4] [</td> <td>Days Zoom</td> <td>Entire Selected</td> <td>Details</td> <td>Window</td> <td>Macros</td>		Task Usage •	Network Diagram * Calendar * Other Views * Planne	Resource Use Resource Sho r - Other Views	Sort Outline Tables	lter: [No Fil roup by: [No Gr	ter] 🕌 [4] [	Days Zoom	Entire Selected	Details	Window	Macros
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	Ready		asks : Manually Scheduled								0	

#### **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
	63	ask Aode	Task Name		Duration	_ Start	Finish	Predecessors	Resource Names	Jan 15, '17 W S T M	Jan 29, '17 F T S 1
1	*	•	1 Start Pro	ject	0 days	Wed 1/11/17	Wed 1/11/17			1/11	
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
Gantt Chart 6 6 11	*		2.6 RD60		2 days	Fri 2/3/17	Mon 2/6/17	7	Excavator		riter i la
9 gut		\$	3 FW-Finis	hing Works	2 days	Fri 2/3/17	Mon 2/6/17			_	·•
<sup>G</sup> 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—
15	-	-	5 Finish Pro	oject	0 days	Mon 2/13/17	Mon 2/13/17	14	Seeder	-	
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#### **V.** Resources

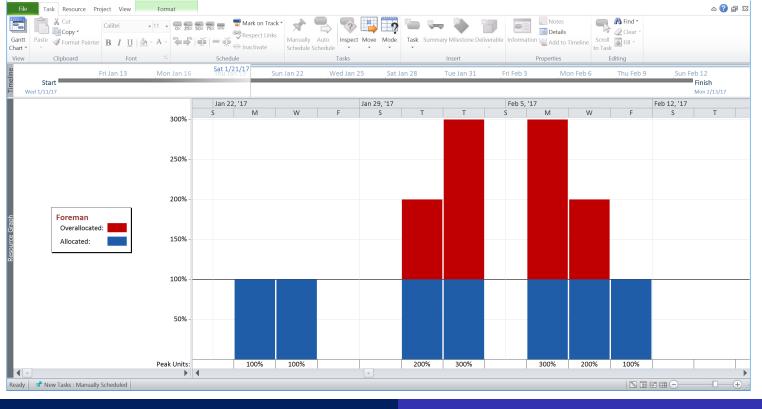
• Assigned resources:

File	· · · · · · · · · · · · · · · · · · ·	Gantt Cha /iew Form	nat		-	ect1 - Microsoft Project	<u> </u>										_	-	□ ∝ ?	× a
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	_		
	Task Views	Resource Vi	iews	Da	ata	2	oom			Split Vi	ew			Wind	dow		Macro	os		
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	Task Name	Duration	Start	Finish	Predecessors	Resource Names	A1		Jan 15, ':	L7	Jan 2	9, '1	7	Fe	b 12,	'17		Feb 26	, '17	
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2	2 RD-Road Work	18 days		Mon 2/6/17				φ												
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4	2.2 RD20	4 days	Mon 1/23/17		3	,Gravel[1],				<b>č</b>			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	<b>_</b> 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									-							
13	4.1 LS20	2 days	Tue 2/7/17	Wed 2/8/17	8	Foreman ,Seeder,See							<b>—</b>			eeder,S	-			
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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

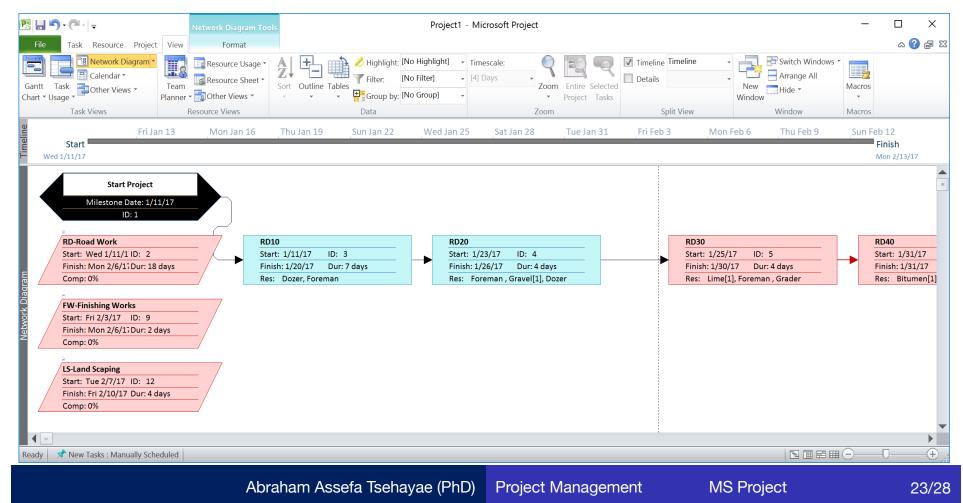
- Review Resource Allocations: E.g. Foreman
- Under "Task" tab, select the "View" dropdown menu, and choose "Resource Graph". Using the Tab on the left window, select the different resources and review their allocation.



# 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**

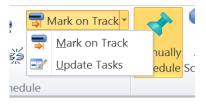
- 1. Set a Baseline
- MS Projects uses Baselines Schedules to evaluate project progress.
- Baseline schedules copy the project plan before anything is done.
- Under "Project" tab, click "Set Baseline"

	· @ ·   -			Gantt Chart Tools					Pro	oject1 - Micro	soft Proje	ect	
File	P			Format WBS Change Working Time Mon Jan 16		- 2-	Se	status Date: 1/10/17 e ct Baseline	Update	Sync to otected Actuals	Reports	eports Com Proje	pare Spelling
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2	2	•	2 RD-Road	Work	18 days	We	d Fo						
3	*	•	2.1 RD10		7 days	We	d	Entire proj				F	e*
4	ŧ , , , , , , , , , , , , , , , , , , ,	•	2.2 RD20		, 4 days	Mo	n	O Selected ta	asks			а	
5	• *	•	2.3 RD30		4 days	We	d	Roll up ba	selines:			— ī	
6	*	•	2.4 RD40		1 day	Tue	1	To <u>a</u> ll	l summary t	tasks		e	
7	*	•	2.5 RD50		2 days	We	d	From	subtasks in	nto selected sum	imary task(	s) t	
8	i 🛪	•	2.6 RD60		2 days	Fri 2	2/					t	
9	2	•	3 FW-Finish		2 days	Fri 2	2/			S	et as <u>D</u> efa	ult	
10	• *	r.	3.1 FW10	-	1 day	Fri 2		Help	Г	ОК	Cancel	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	▲ ▼
Actual	Current	
<u>S</u> tart: Tue 1/31/17 ∨	Start: Wed 1/25/17	
<u>F</u> inish: Mon 2/6/17 ~	Finish: Mon 1/30/17	
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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File	Task	Resource	Project View Format					🛙 🖬 🕐 ۵
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Insert			Properties	Sche	edule	Status	Reports Proofing	
Timeline Media	Start 1/11/17		Fri Jan 13 Mon Jan 16	Thu Jan	19 Sun Jan	22 Wed Ja	Finite	
		Task Mode	Task Name	Duration	Start .	Finish -	Dec 25, '16         Jan 1, '17         Jan 8, '17         Jan 15, '17         Jan 22, '17         Jan 29, '17         Feb 5, '17         Feb	D 12, '17 F▲ T T S =
1		5	Start Project	0 days	Wed 1/11/17	Wed 1/11/17	• 1/11	
2		3	RD-Road Work	18 days	Wed 1/11/17	Mon 2/6/17	24%	
3		*	RD10	7 days	Wed 1/11/17	Fri 1/20/17	<b>↓0%</b>	
4		*	RD20	4 days	Mon 1/23/17	Thu 1/26/17	<b>0%</b>	
5	<b>~</b>	*	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"

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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
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Start					
1/11/17					
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.