

P1. MS Project 2016 – Introduction

1. Run the MS Project 2016 and look at the interface

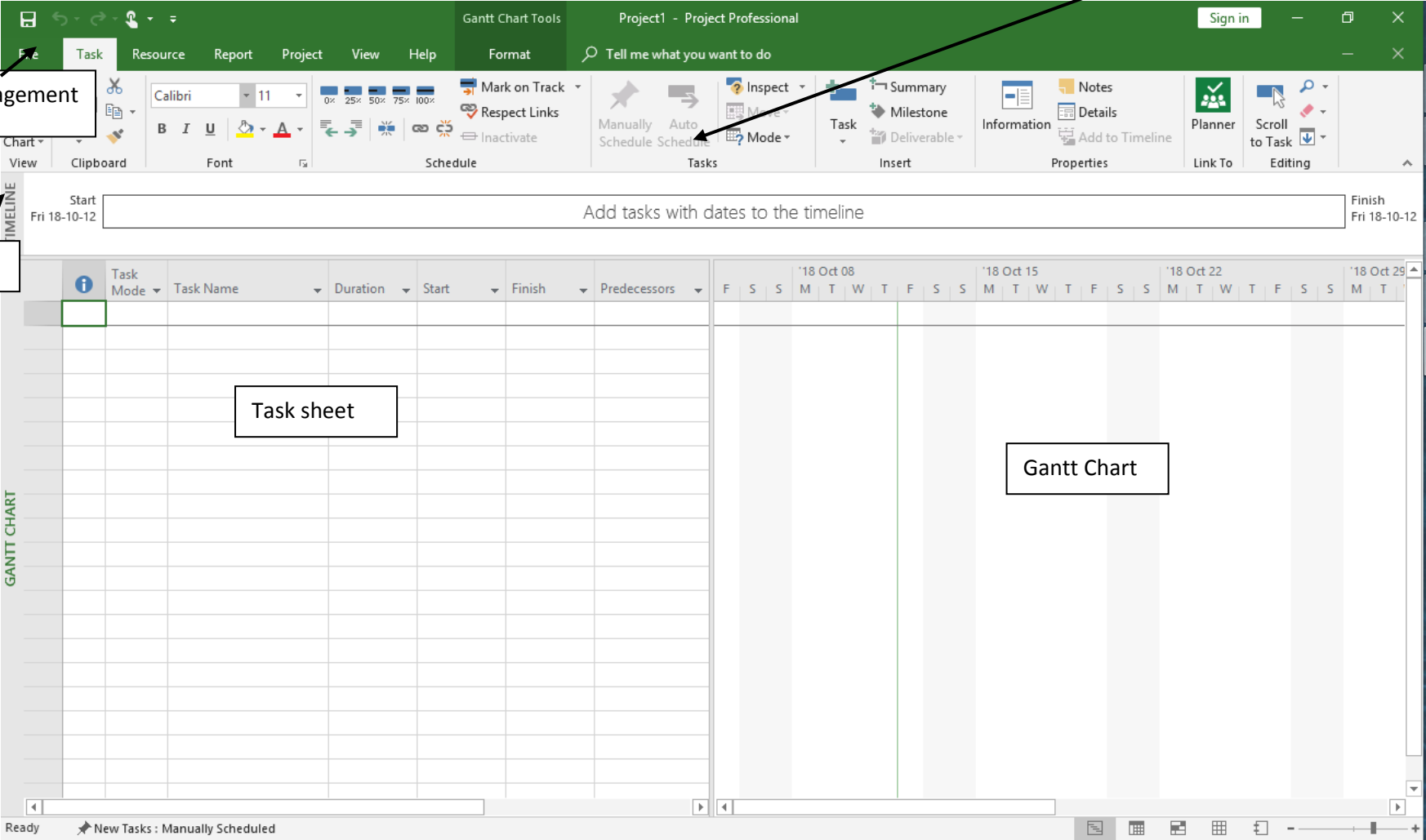
ribbon with cards and commands

File management

Timeline

Task sheet

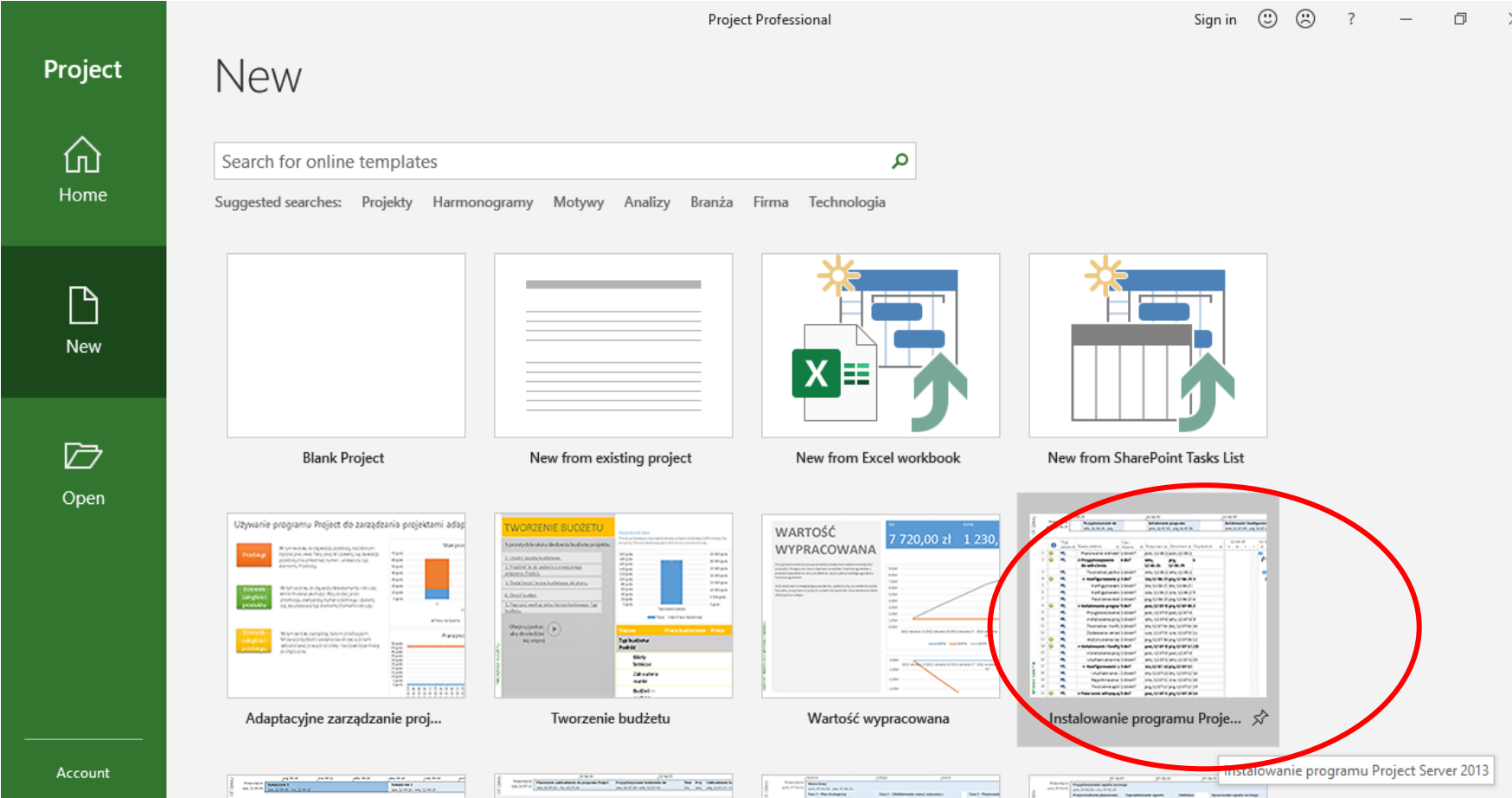
Gantt Chart



2. Open the template project

File / New / "Instalowanie programu", chose one (red circle)

Save the project with under the name: Surname_0.



OŚ CZASU		12-cze-25	12-lip-02	12-lip-09
Rozpoczęcie		pon, 12-06-25	pon, 12-07-02 - pią, 12-07-06	pon, 12-07-09 - pią, 12-07-13
1	Planowanie wdrożen	1 dzień?	pon, 12-06-2	pon, 12-06-2
2	Przygotowywanie do wdrożenia	4 dn?	wto, 12-06-26	pią, 12-06-29
3	Tworzenie uzytko	1 dzień?	wto, 12-06-2	wto, 12-06-2
4	Konfigurowanie p	3 dn?	śro, 12-06-27	pią, 12-06-29
5	Konfigurowani	1 dzień?	śro, 12-06-27	śro, 12-06-27
6	Konfigurowani	1 dzień?	czw, 12-06-2	czw, 12-06-2
7	Tworzenie dod	1 dzień?	pią, 12-06-25	pią, 12-06-25
8	Instalowanie progr	5 dn?	pon, 12-07-0	pią, 12-07-06
9	Przygotowywanie	1 dzień?	pon, 12-07-0	pon, 12-07-0
10	Instalowanie prog	1 dzień?	wto, 12-07-0	wto, 12-07-0
11	Tworzenie i konfi	1 dzień?	śro, 12-07-04	śro, 12-07-04
12	Dodawanie serwe	1 dzień?	czw, 12-07-0	czw, 12-07-0
13	Wykonywanie zac	1 dzień?	pią, 12-07-06	pią, 12-07-06
14	Instalowanie i konfig	5 dn?	pon, 12-07-0	pią, 12-07-13
15	Instalowanie prog	1 dzień?	pon, 12-07-0	pon, 12-07-0
16	Uruchamianie Kre	1 dzień?	wto, 12-07-1	wto, 12-07-1
17	Konfigurowanie u	3 dn?	śro, 12-07-11	pią, 12-07-13
18	Uruchamianie u	1 dzień?	śro, 12-07-11	śro, 12-07-11
19	Rejestrowanie	1 dzień?	czw, 12-07-1	czw, 12-07-1
20	Tworzenie aplii	1 dzień?	pią, 12-07-15	pią, 12-07-15
21	Tworzenie witryny a	5 dn?	pon, 12-07-1	pią, 12-07-20



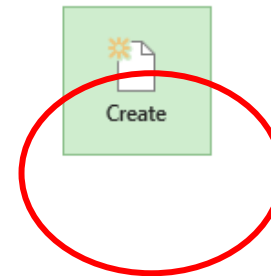
Instalowanie programu Project Server 2013

Provided by: [Microsoft Corporation](#)

W tym szablonie przedstawiono kroki planu wdrożenia programu Project 2013. Zawiera on także kroki wymagane do zainstalowania programów SharePoint 2013 i Project Server 2013.

Download size: 271 KB

Start Date:

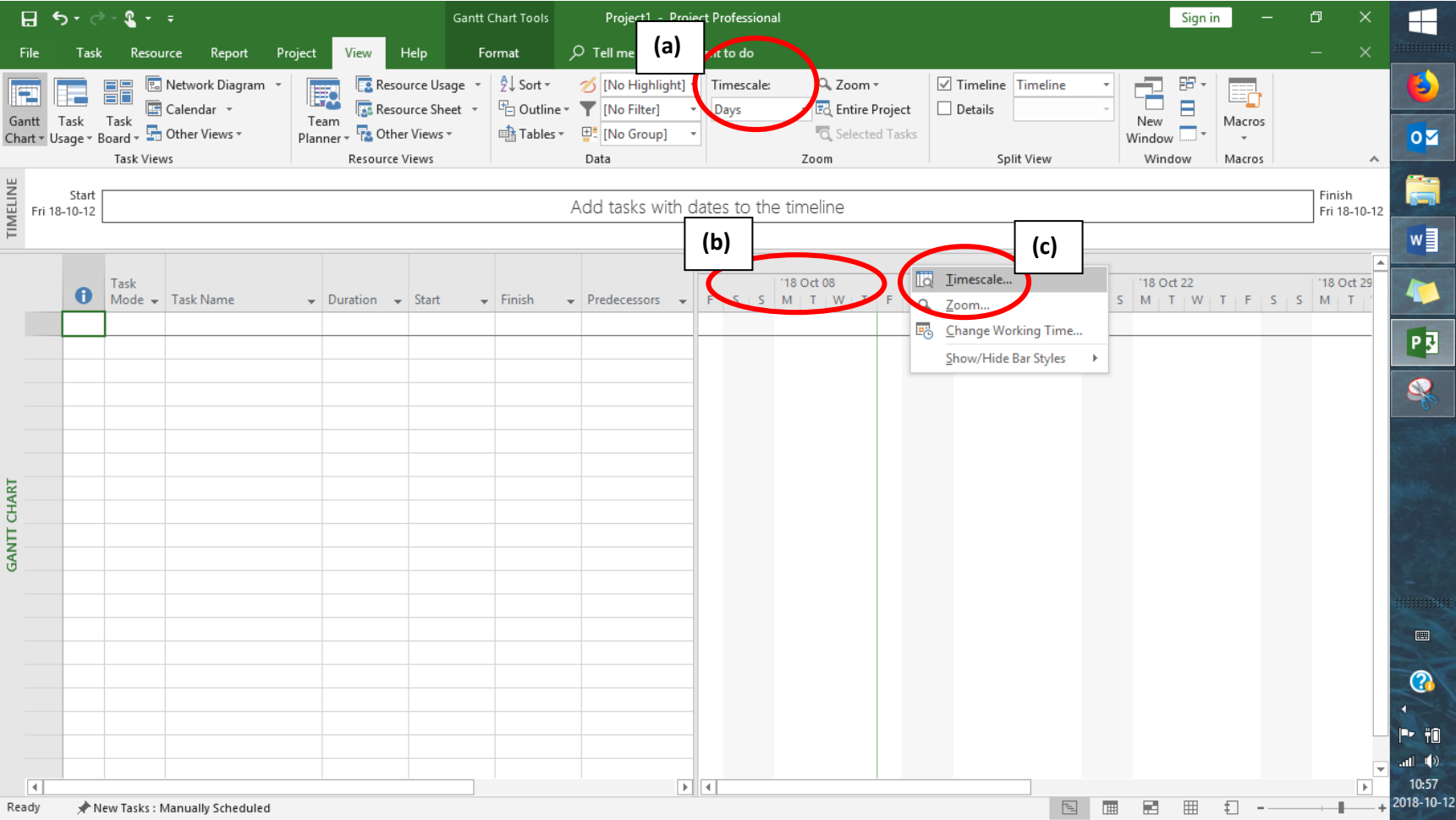


Save the project with under the name: **Surname_0**.

3. Time scale - modification

Go to the Gantt Chart view and change the time scale manually using the Zoom tab **(a)** or double click on the time scale **(b)** or using the right click context menu **(c)**. **Turn on displaying three layers (months, weeks, days).**

Enterprise Project Management - Erasmus



Example how to Change working time and add tasks you can find here: <https://www.youtube.com/watch?v=cjFRDm4oMdY&t=753s> (from 1:25)

Enterprise Project Management - Erasmus

Change Working Time

For calendar: **New** Create New Calendar ...

Calendar 'New' is a base calendar.

Legend:

- Working
- Nonworking
- 31** Edited working hours
- 31** Exception day
- 31** Nondefault work week

Click on a day to see its working times: 2019 April 21 is nonworking.

2019 April

M	T	W	Th	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Based on: Exception 'Easter' on calendar 'New'.

Exceptions | **Work Weeks**

	Name	Start	Finish
1	Easter	2019-04-21	2019-04-22

Details... Delete

Help Options... OK Close

Change Working Time

For calendar: **New** Create New Calendar ...

Calendar 'New' is a base calendar.

Legend:

- Working
- Nonworking
- 31** Edited working hours
- 31** Exception day
- 31** Nondefault work week

Click on a day to see its working times: 2019 April 21 is nonworking.

2019 April

M	T	W	Th	F	S	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Based on: Exception 'Easter' on calendar 'New'.

Exceptions | **Work Weeks**

	Name	Start	Finish
1	[Default]	NA	NA

Details... Delete

Help

Details for '[Default]'

Set working time for this work week

Select day(s):

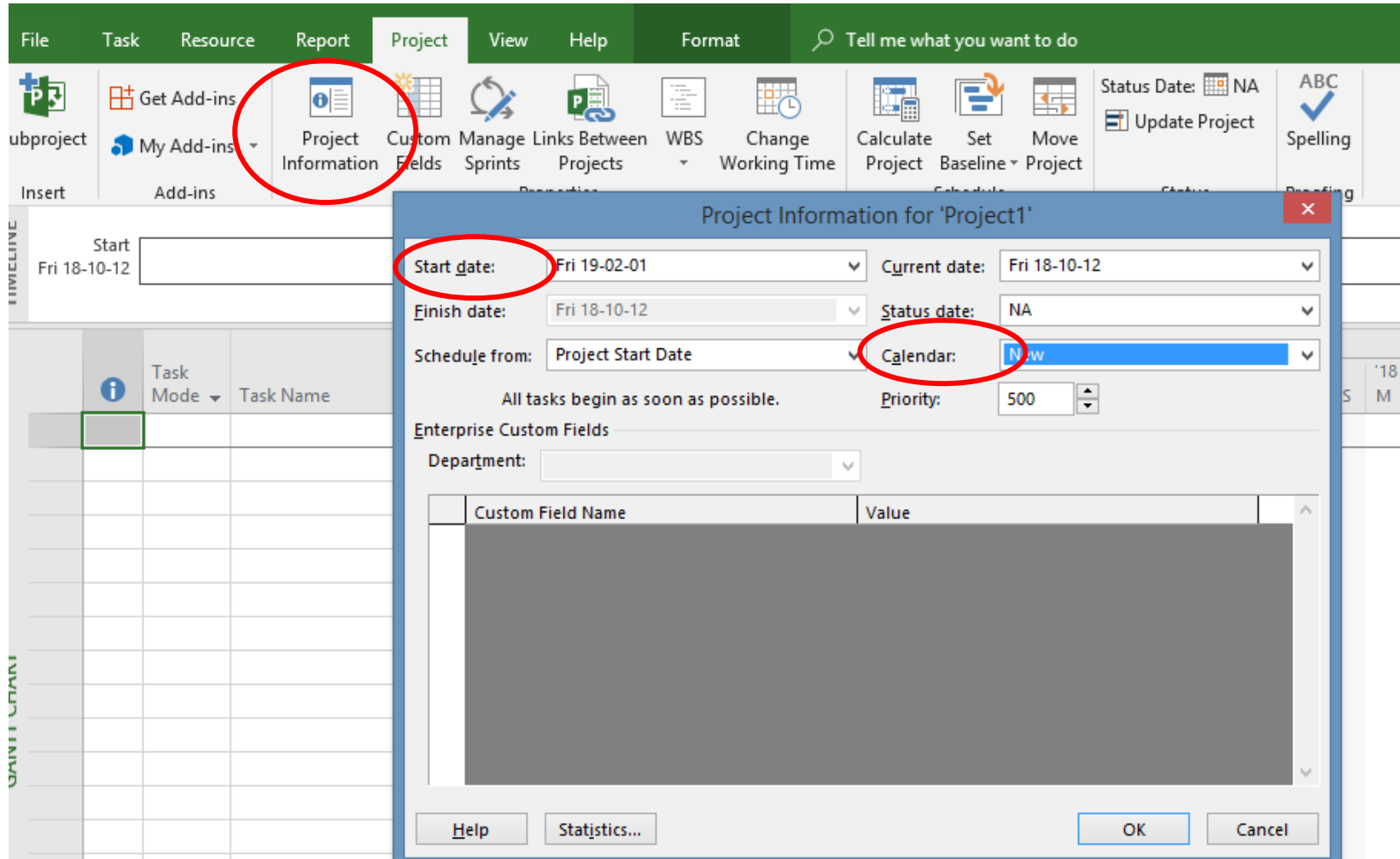
- Use Project default times for these days.
- Set days to nonworking time.
- Set day(s) to these specific working times:

	From	To
1	08:00	16:00

Help OK Cancel

4. Assign the "New" Calendar to the project

Assign the "New" calendar to the project, also changing the project start date to **1 February 2019**



After completing all the tasks email file Surname_0 to sprawozdania.epm@gmail.com