

P1. MS Project 2016 – Introduction and creating a hierarchical structure of the project

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

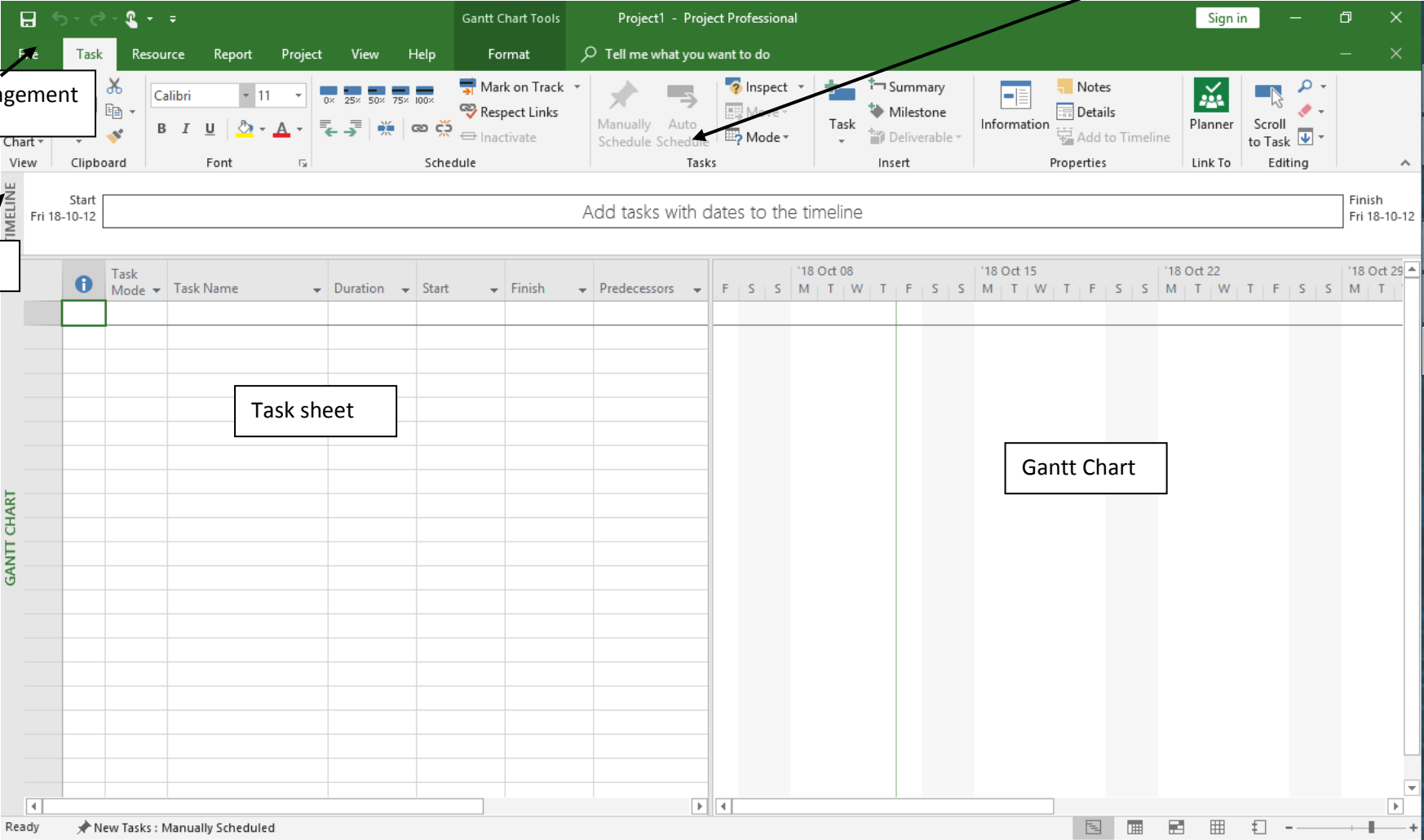
ribbon with cards and commands

File management

Timeline

Task sheet

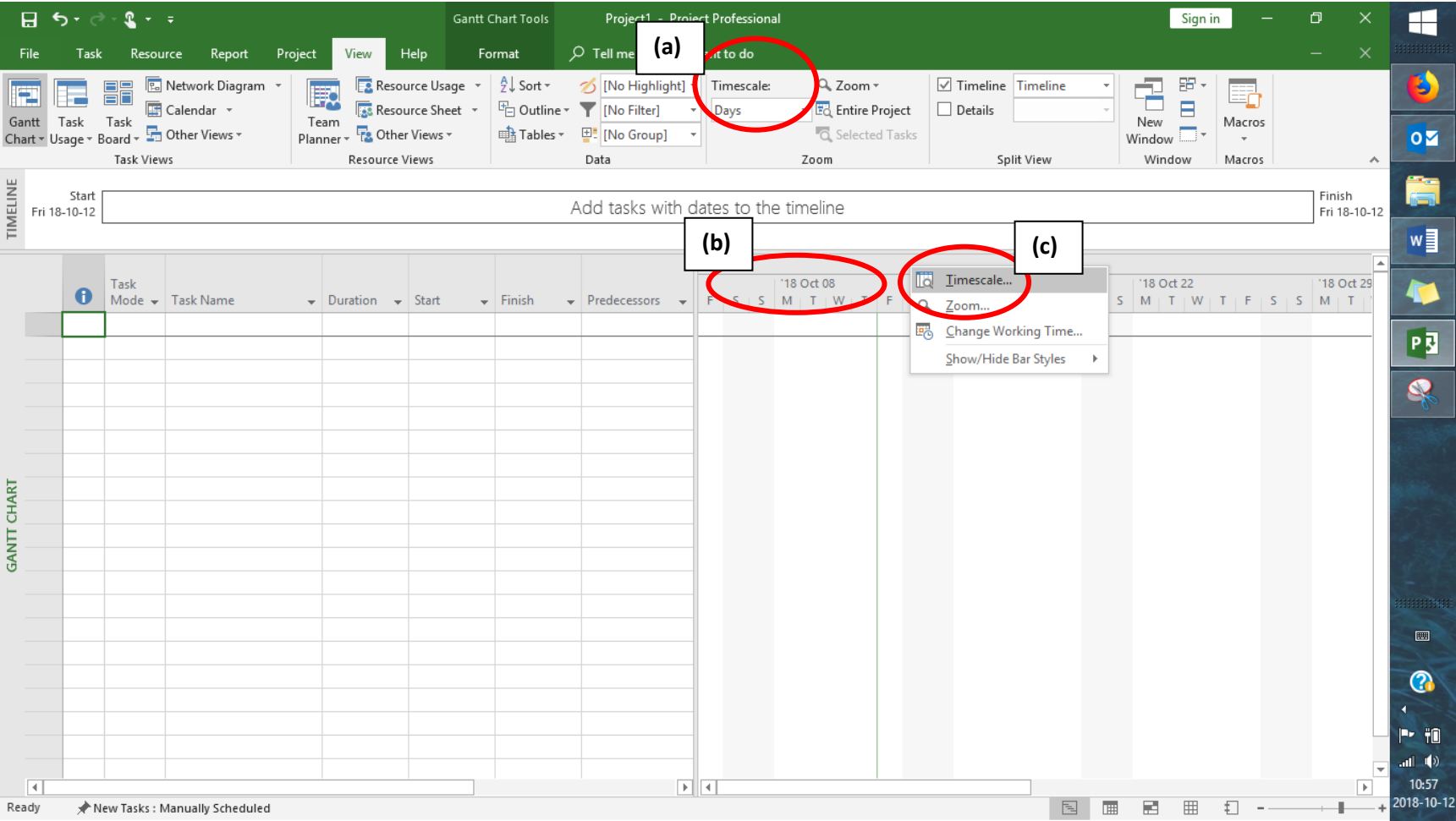
Gantt Chart



Save the project with under the name: **Surname_1**

2. 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). In Timescale options choose: "show three tiers" (months, weeks, days).



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:

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- 31** Edited working hours
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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	[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

5. Add your project tasks.

The screenshot shows the Microsoft Project Professional interface. The ribbon is set to 'Gantt Chart Tools' with the 'Project' tab selected. The ribbon includes sections for 'Insert', 'Add-ins', 'Properties', 'Schedule', 'Status', and 'Proofing'. The main workspace displays a Gantt chart with a single task bar starting at 8:00 on Friday, 19-02-01 and ending at 15:00 on Friday, 19-02-0. The task bar contains the text 'Add tasks with dates to the timeline'. Below the Gantt chart is a task list table with 12 rows of tasks.

	Task Mode	Task Name	Duration	Start	Finish	Predecessors	2019 February																											
							'19 Jan 27							'19 Feb 03							'19 Feb 10							'19 Feb 17						
							S	S	M	T	W	T	F	S	S	S	M	T	W	T	F	S	S	S	M	T	W	T	F	S	S	S	M	T
1	?	Build house																																
2	?	Stage 1																																
3	?	Build foundation																																
4	?	Build walls and ceiling																																
5	?	Build roof																																
6	?	Do electrical wiring																																
7	?	Do plumbing																																
8	?	Stage 2																																
9	?	Install windows																																
10	?	Install drywall																																
11	?	Put on siding																																
12	?	Paint house																																

6 Create a hierarchical structure of the project

Create a hierarchical structure of the project using the **Task tab / Schedule** and the horizontal arrow buttons. Specify the duration of tasks using the following time units: hours, days, weeks, months. Tasks are planned manually (simple) or automatically (complex).

The screenshot displays the Microsoft Project interface. The ribbon is set to the **Task** tab. The **Task** ribbon includes the following groups and buttons:

- Clipboard:** Paste
- Font:** Bold (B), Italic (I), Underline (U), Font color, Background color, Paragraph style
- Schedule:** Mark on Track, Respect Links, Inactivate
- Tasks:** Manually Schedule, Auto Schedule, Move, Mode
- Insert:** Task, Milestone, Deliverable
- Properties:** Information, Notes, Details, Add to Timeline
- Link To:** Planner
- Editing:** Scroll to Task

The **Gantt Chart** view shows a task hierarchy:

- Task 1:** Build house (40 days, Fri 19-02-01 to Thu 19-03-28)
- Task 2:** Stage 1 (40 days, Fri 19-02-01 to Thu 19-03-28)
 - Task 3: Build foundation (5 wks)
 - Task 4: Build walls and (8 wks)
 - Task 5: Build roof (6 wks)
 - Task 6: Do electrical wi (5 wks)
 - Task 7: Do plumbing (4 wks)
- Task 8:** Stage 2 (25 days, Fri 19-02-01 to Thu 19-03-07)
 - Task 9: Install windows (3 wks)
 - Task 10: Install drywall (3 wks)
 - Task 11: Put on siding (4 wks)
 - Task 12: Paint house (5 wks)

The timeline at the top shows dates from Fri 19-02-01 to Thu 19-03-28. The Gantt chart bars are colored light blue.

7. Defining Milestones

Add **Milestones** to the project (at the end of a given stage of the project) **Task/Insert/Add Task** (a) insert a task with zero duration (manually entering duration 0) or **Task/Insert/Milestone** (b) specific mark on the Gantt chart

The screenshot displays the Microsoft Project Professional interface. The 'Task' ribbon is active, showing options for adding tasks and milestones. The 'Milestone' button is circled in red. Below the ribbon, the Gantt chart is visible, showing a task list with columns for Task Name, Duration, Start, and Finish. The 'first Milestone' and 'second Milestone' tasks are circled in red. The Gantt chart bars also show dates circled in red, indicating the placement of milestones.

Task ID	Task Name	Duration	Start	Finish
1	Build house	40 days	Fri 19-02-01	Thu 19-03-28
2	Stage 1	40 days	Fri 19-02-01	Thu 19-03-28
3	Build foundation	5 wks		
4	Build walls and	8 wks		
5	Build roof	6 wks		
6	Do electrical wi	5 wks		
7	Do plumbing	4 wks		
8	first Milestone	0 days		
9	Stage 2	25 days	Fri 19-02-01	Thu 19-03-07
10	Install windows	3 wks		
11	Install drywall	3 wks		
12	Put on siding	4 wks		
13	Paint house	5 wks		
14	second Milestone	0 days		

8. Define recurring tasks

Define recurring tasks performed at strictly defined moments of time. Select an empty cell at the end of the project and insert recurring task **Task/Insert/Recurring Task...** It could be, for example, a weekly meeting with your supervisor, e.g. every Monday for the duration of the project.

The screenshot displays the Microsoft Project Professional interface. The 'Task' ribbon is active, and the 'Recurring Task Information' dialog box is open. The dialog is configured as follows:

- Task Name:** Meeting
- Duration:** 1d
- Recurrence pattern:** Weekly (selected), Recur every 1 week(s) on: Monday
- Range of recurrence:** Start: Fri 19-02-01, End after: 30 occurrences
- Calendar for scheduling this task:** Calendar: None, Scheduling ignores resource calendars (unchecked)

The background Gantt chart shows a project timeline from Fri 19-02-01 to Thu 19-03-28. The task list includes:

Task ID	Task Name	Duration	Start	Finish	Predecessors
1	Build house	40 days	Fri 19-02-01	Thu 19-03-28	
2	Stage 1	40 days	Fri 19-02-01	Thu 19-03-28	
3	Build foundation	5 wks			
4	Build walls and	8 wks			
5	Build roof	6 wks			
6	Do electrical wi	5 wks			
7	Do plumbing	4 wks			
8	first Milestone	0 days			
9	Stage 2	25 days	Fri 19-02-01	Thu 19-03-07	
10	Install windows	3 wks			
11	Install drywall	3 wks			
12	Put on siding	4 wks			
13	Paint house	5 wks			
14	second Milestone	0 days			

