

P2. MS Project 2016 – Relations between tasks

Save the project with under the name: **Surname_2**

1. Modification of Table with tasks display

Modify the display format of **Table with tasks**:

- formatting control tasks (Milestones) with a bold red font
- formatting complex tasks with italic font

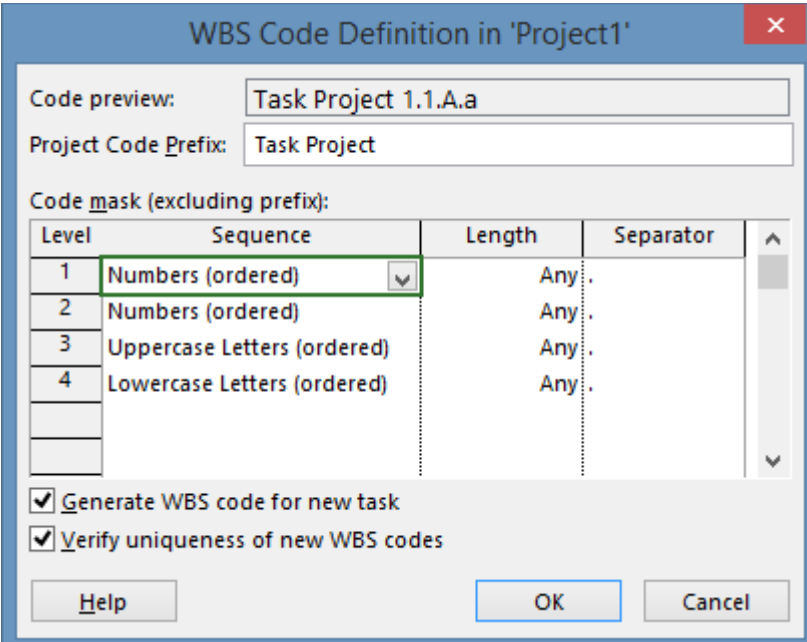
Task ID	Task Name	Duration	Start	Finish
1	Build house	145,25 days	Fri 19-02-01	Mon 19-08-2
2	Stage 1	40 days	Fri 19-02-01	Thu 19-03-28
3	Build foundation	5 wks		
4	Build walls and ceilings	8 wks		
5	Build roof	6 wks		
6	Do electrical wiring	5 wks		
7	Do plumbing	4 wks		
8	first Milestone	0 days		
9	Stage 2	144,25 days	Mon 19-02-0	Mon 19-08-2
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		
15	Meeting	144,25 days	Mon 19-02-0	Mon 19-08-2

2. Change the numbering format in the Work Breakdown Structure (Project tab/WBS/Define Code...)

The screenshot shows the Microsoft Project Professional interface. The 'Project' tab is active, and the 'WBS' dropdown menu is open, with 'Define Code...' highlighted. A red circle is drawn around the 'Define Code...' option. The main window displays a Gantt chart for a project named 'Build house' with various tasks and milestones. The task list is as follows:

Task ID	Task Name	Duration	Start	Finish
1	Build house	145,25 days	Fri 19-02-01	Mon 19-08-2
2	Stage 1	40 days	Fri 19-02-01	Thu 19-03-28
3	Build foundation	5 wks		
4	Build walls and ceilings	8 wks		
5	Build roof	6 wks		
6	Do electrical wiring	5 wks		
7	Do plumbing	4 wks		
8	first Milestone	0 days		
9	Stage 2	144,25 days	Mon 19-02-0	Mon 19-08-2
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		
15	Meeting	144,25 days	Mon 19-02-0	Mon 19-08-2
16	Meeting 1	2 hrs	Mon 19-02-0	Mon 19-02-0
17	Meeting 2	2 hrs	Mon 19-02-1	Mon 19-02-1
18	Meeting 3	2 hrs	Mon 19-02-1	Mon 19-02-1
19	Meeting 4	2 hrs	Mon 19-02-2	Mon 19-02-2
20	Meeting 5	2 hrs	Mon 19-03-0	Mon 19-03-0

Use the following settings:





















The modification of the table content consists in adding and hiding columns.

Add a field named WBS (numbers according to the work breakdown structure) (right click on the table column names - Insert column (**WBS**))

The screenshot displays the Microsoft Project interface. At the top, the ribbon includes 'File', 'Task', 'Resource', 'Report', 'Project', 'View', 'Help', and 'Format'. The 'Project' tab is active, showing options like 'Get Add-ins', 'My Add-ins', 'Project Information', 'Custom Fields', 'Links Between Projects', 'WBS', and 'Change Working Time'. Below the ribbon is a 'TIMELINE' view showing dates from Saturday, 19-01-26 to Thursday, 19-02-21. The main area is a 'GANTT CHART' with a task table. The table has columns for 'Task ID', 'Task Name', 'Duration', and 'Start'. A context menu is open over the 'Task Name' column header, listing options such as 'Cut', 'Copy', 'Paste', 'Paste Special...', 'Wrap Text', 'Insert Column', 'Hide Column', 'Font...', 'Text Styles...', 'Field Settings', 'Custom Fields', and 'Data Type'. The 'Insert Column' option is highlighted with a red circle.

Task ID	Task Name	Duration	Start
1	Build house	145,25 days	Fri 19-02-01
2	Stage 2	40 days	Fri 19-02-01
3	Build	5 wks	
4	Build	8 wks	
5	Build	6 wks	
6	Do e	5 wks	
7	Do p	4 wks	
8	first	0 days	
9	Stage 2	144,25 days	Mo
10	Insta	3 wks	
11	Insta	3 wks	
12	Put	4 wks	
13	Paint house	5 wks	

Enterprise Project Management - Erasmus

		Task Mode	WBS	Task Name	Duration	Start
1			Task Project 1	▲ Build house	145,25 days	Fri 19-02-01
2			Task Project 1.1	▲ Stage 1	40 days	Fri 19-02-01
3			Task Project 1.1.A	Build foundation	5 wks	
4			Task Project 1.1.B	Build walls and ceilings	8 wks	
5			Task Project 1.1.C	Build roof	6 wks	
6			Task Project 1.1.D	Do electrical wiring	5 wks	
7			Task Project 1.1.E	Do plumbing	4 wks	
8			Task Project 1.1.F	first Milestone	0 days	
9			Task Project 1.2	▲ Stage 2	144,25 days	Mon 19-02-0
10			Task Project 1.2.A	Install windows	3 wks	
11			Task Project 1.2.B	Install drywall	3 wks	
12			Task Project 1.2.C	Put on siding	4 wks	
13			Task Project 1.2.D	Paint house	5 wks	
14			Task Project 1.2.E	second Milestone	0 days	
15			Task Project 1.2.F	▲ Meeting	144,25 days	Mon 19-02-0
16			Task Project 1.2.F.a	Meeting 1	2 hrs	Mon 19-02-0

3. Enter the relationships between tasks in the Gantt view in one of the following ways.

Which tasks must be completed before another task can be started. For example, before "Build walls and ceilings" you must "Build foundations"

a) Enter directly into the **Predecessors** column or in the "Task Information" window in the "Predecessors" tab

The screenshot displays the Microsoft Project Professional interface. The main window shows a Gantt Chart with a task list below it. The task list includes tasks such as 'Build house', 'Stage 1', 'Build foundation', 'Build walls and ceilings', 'Build roof', 'Do electrical wiring', 'Do plumbing', 'first Milestone', 'Stage 2', 'Install windows', 'Install drywall', 'Put on siding', 'Paint house', 'second Milestone', 'Meeting', 'Meeting 1', and 'Meeting 2'. The 'Predecessors' column for 'Build walls and ceilings' (Task 4) contains the number '3'. The 'Task Information' window is open, showing the 'Predecessors' tab. The 'Predecessors' list in this window shows Task 3, 'Build foundation', as a predecessor for 'Build walls and ceilings' with a 'Finish-to-Start (FS)' relationship and a lag of '0d'. The 'Information' button in the ribbon is also circled in red.

ID	Task Name	Duration	Start	Finish	Predecessors
1	Build house	145,25 days	Fri 19-02-01	Mon 19-08-26	
2	Stage 1	65 days	Fri 19-02-01	Fri 19-05-03	
3	Build foundation	5 wks	Fri 19-02-01	Thu 19-03-07	
4	Build walls and ceilings	8 wks	Fri 19-03-08	Fri 19-05-03	3
5	Build roof	6 wks			
6	Do electrical wiring	5 wks			
7	Do plumbing	4 wks			
8	first Milestone	0 days			
9	Stage 2	144,25 days	Mon 19-02-01	Mon 19-08-26	
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			
15	Meeting	144,25 days	Mon 19-02-01	Mon 19-08-26	
16	Meeting 1	2 hrs	Mon 19-02-01	Mon 19-02-01	
17	Meeting 2	2 hrs	Mon 19-02-01	Mon 19-02-01	

b) Use predecessor-successor dependencies

Types of dependencies (**Task Information/Predecessors**)

- Finish to Start (**FS**) - default type
- Start to Start (**SS**)
- Start to Finish (**SF**)
- Finish to Start (**FS**)

The screenshot displays the Microsoft Project Professional interface. The ribbon is set to 'Task Information', with the 'Predecessors' tab selected. The 'Information' button in the ribbon is circled in red. Below the ribbon, a Gantt chart shows a task named 'Build walls and ceilings' (Task 4) with a duration of 8 weeks, starting on Friday, 19-03-08 and finishing on Friday, 19-05-03. A predecessor relationship is shown between this task and 'Build foundation' (Task 3). The 'Task Information' dialog box is open, showing the 'Predecessors' tab. The 'Name' field is 'Build walls and ceilings', and the 'Duration' is '8 wks'. The 'Predecessors' table lists the following dependency:

ID	Task Name	Type	Lag
3	Build foundation	Finish-to-Start (FS)	0

The 'Type' column for the dependency is circled in red.

c) Selecting tasks and using the "Link the selected tasks" icon



Task ID	Task Name	Duration	Start	Finish	Predecessors
1	Build house	145,25 days	Fri 19-02-01	Mon 19-08-2	
2	Stage 1	140 days	Fri 19-02-01	Mon 19-08-1	
3	Build foundation	5 wks	Fri 19-02-01	Thu 19-03-07	
4	Build walls and ceilings	8 wks	Fri 19-03-08	Fri 19-05-03	3
5	Build roof	6 wks	Mon 19-05-0	Fri 19-06-14	4
6	Do electrical wiring	5 wks	Mon 19-05-0	Fri 19-06-07	4
7	Do plumbing	4 wks	Mon 19-05-0	Fri 19-05-31	4
8	first Milestone	0 days	Mon 19-08-1	Mon 19-08-1	7;5;6

To remove dependencies between tasks: "Unlink tasks" icon



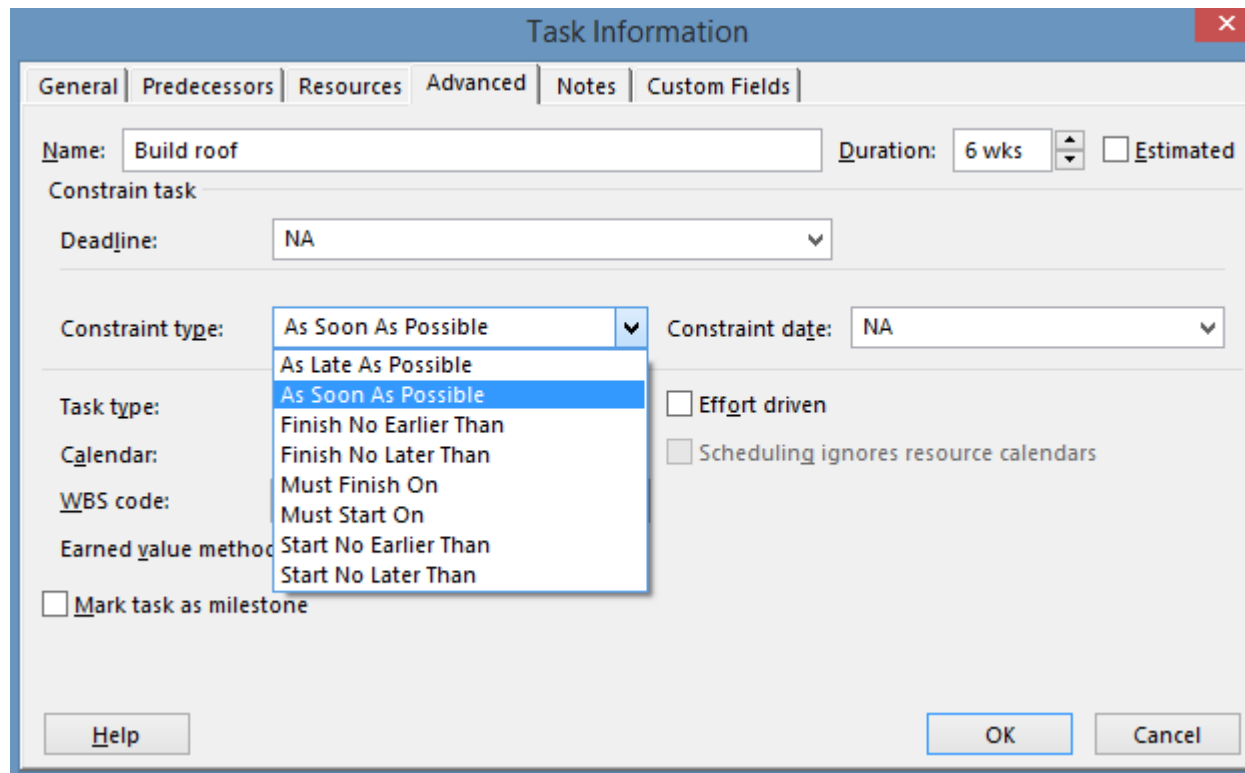
or Task Information/Predecessors – delete predecessors, or delete predecessors from the Predecessors column

4. Task limits

You can specify task limits in the **Task Information** window

You can use:

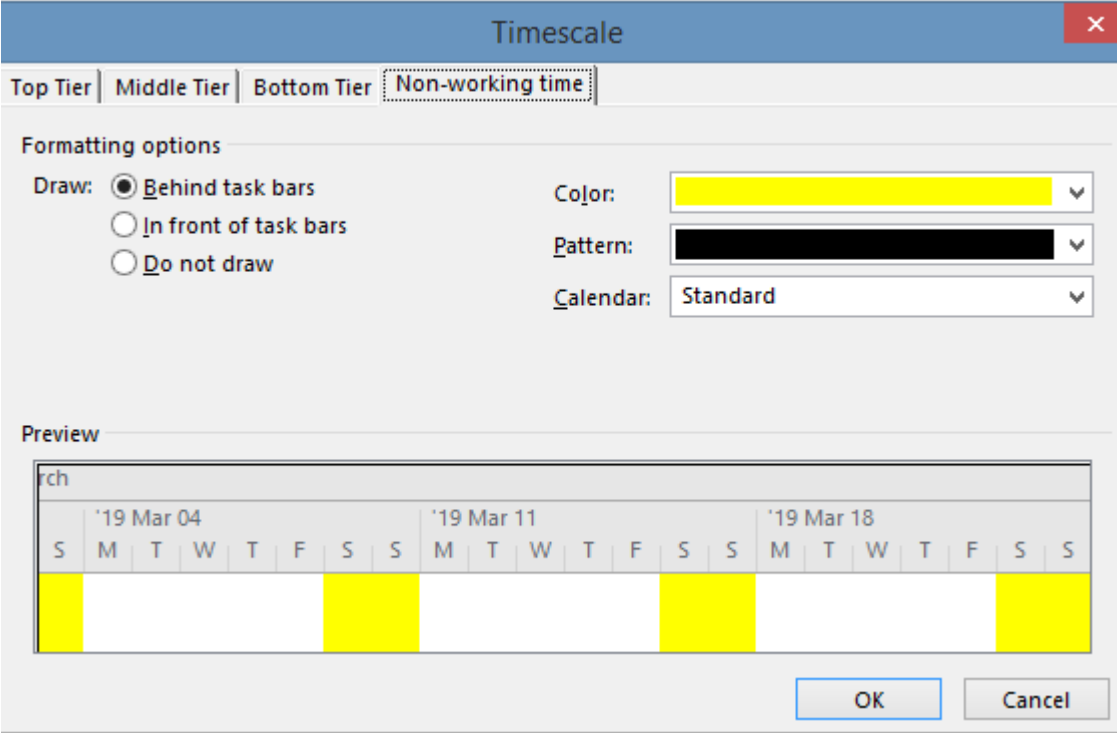
- **Lag** (Task Information/ Predecessors),
- **Constraints: As Soon As Possible, Finish No Earlier Than, Finish No Later Than, Must Finish On, Must Start On...** (Task Information/Advanced)



Enter Constraints into two tasks and Lags in three selected tasks. Format the font to green.

5. Modification of the Gantt chart

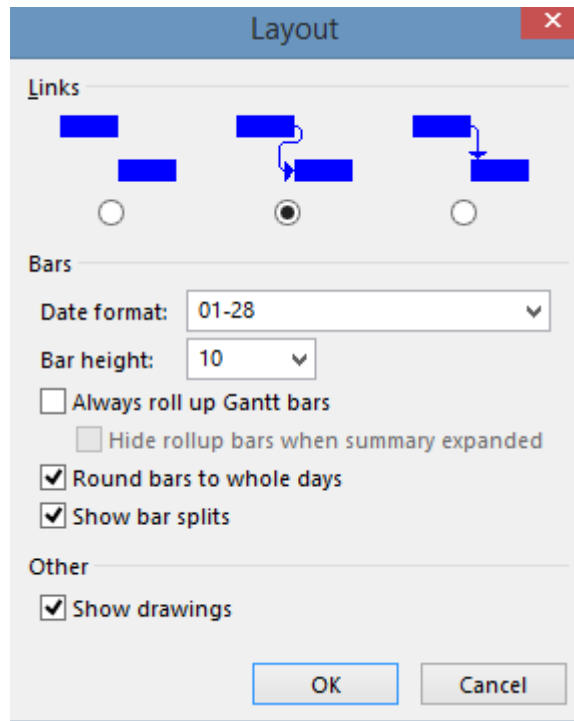
Modify the time scale formatting, change the color of "Non-working time" to yellow (double click on the time scale or use the right click context menu/ Non-working time)



\

Modify the graphic form of the Gantt chart - using the right click context menu on the chart. Enter a few changes, e.g. change color, layout.

- Layout



- Bar Styles

✕
Bar Styles

Cut Row
Paste Row
Insert Row

Name	Appearance	Show For ... Tasks	Row	From	To
Task		Normal;Active;Not Manually Scheduled	1	Task Start	Task Finish
Split		Normal;Split;Active;Not Manually Schedu	1	Task Start	Task Finish
Milestone		Milestone;Active;Not Group By Summary	1	Task Finish	Task Finish
Summary		Summary;Active;Not Manually Scheduled	1	Task Start	Task Finish
Project Summary		Project Summary	1	Task Start	Task Finish
*Group By Summary		Group By Summary	1	Task Start	Task Finish
*Rolled Up Task		Normal;Rolled Up;Not Summary;Not Ma	1	Task Start	Task Finish
*Rolled Up Split		Normal;Rolled Up;Split;Not Summary	1	Task Start	Task Finish
*Rolled Up Progress		Normal;Rolled Up;Not Summary	1	Task Start	CompleteThrough
*Rolled Up Milestone		Milestone;Rolled Up;Not Summary	1	Task Finish	Task Finish
*Deliverable Start		Deliverable	1	Deliverable Start	Deliverable Start
*Deliverable Finish		Deliverable	1	Deliverable Finish	Deliverable Finish
*Deliverable Duration		Deliverable	1	Deliverable Start	Deliverable Finish

Text
Bars

Start

Shape:

Type:

Color:

Middle

Shape:

Pattern:

Color:

End

Shape:

Type:

Color:

Help
OK
Cancel