

Microsoft Project 2007

Manual - Foundation Level



SAMPLE

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Installing the Sample Files

- Create a folder called

Project 2007 Foundation Files

under the **My Documents** folder (or the **Documents** folder if you are using Windows Vista).

- Copy the sample files to the **Project 2007 Foundation Files** folder.

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Introducing Microsoft Project 2007

What is Microsoft Project 2007?

- Microsoft Project 2007 is the project management software produced by Microsoft. It provides you with all the tools you need for effective planning, tracking, problem solving, sharing and completing a project in keeping with conventional management principles and practices. It can be used for a project of any size. It provides a framework to start your project, as well as the means to organize and manage effectively. It is like having a project management assistant.



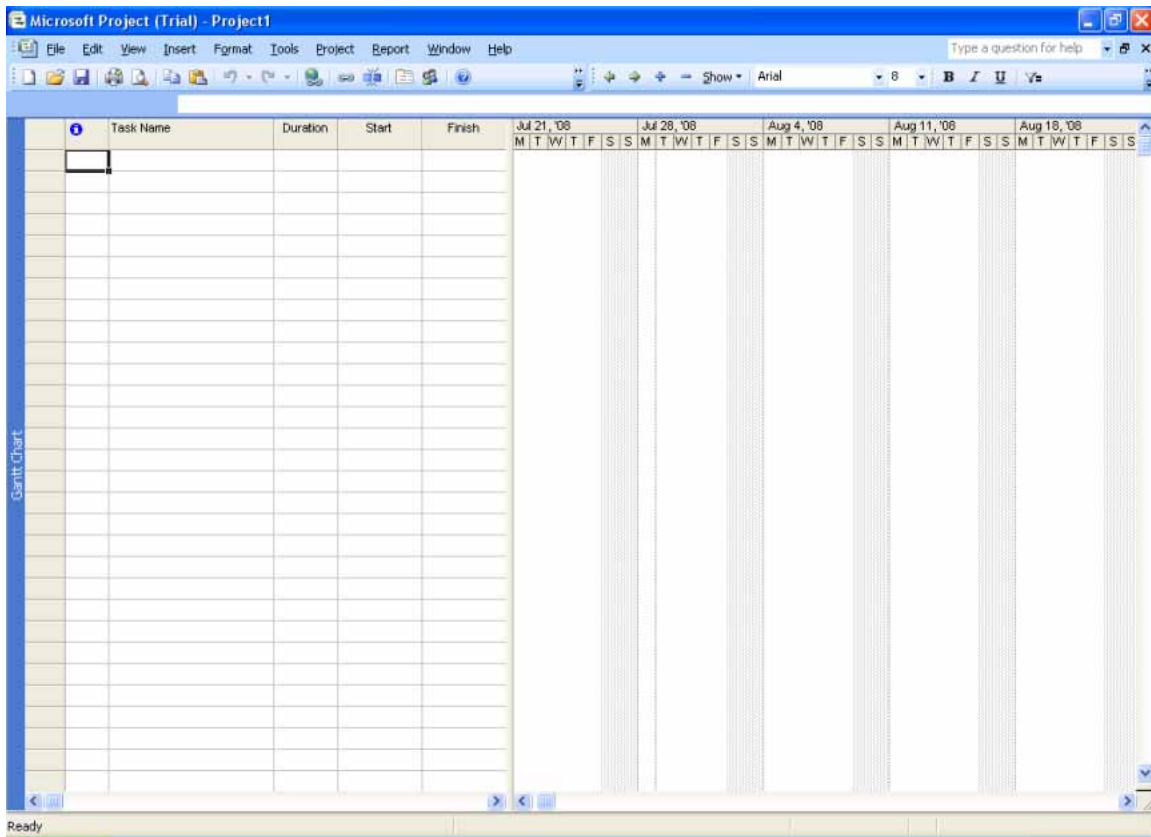
File Compatibility

- The file name extension remains .mpp, which is the same as previous versions.
- Unlike many of the other Microsoft 2007 applications, such as Word, PowerPoint and Excel, the file format used by Microsoft Project 2007 is compatible with earlier versions stretching back to Microsoft Project 97. This means that if you create a project file using Microsoft Project 2007, it will be able to be opened by people using earlier versions of Project, all the way back to Microsoft Project 97.

WARNING. Even though the file format is compatible, if you use advanced features that are available within Microsoft Project 2007, but which are not supported by earlier versions of Microsoft Project then if you open a 2007 contents file using an earlier version, the advanced functionality may be lost.

The Project 2007 Screen

- When you first start Microsoft Project the screen will look similar to the illustration below.



The table area to the left is the area within which you can enter the individual tasks making up your project.

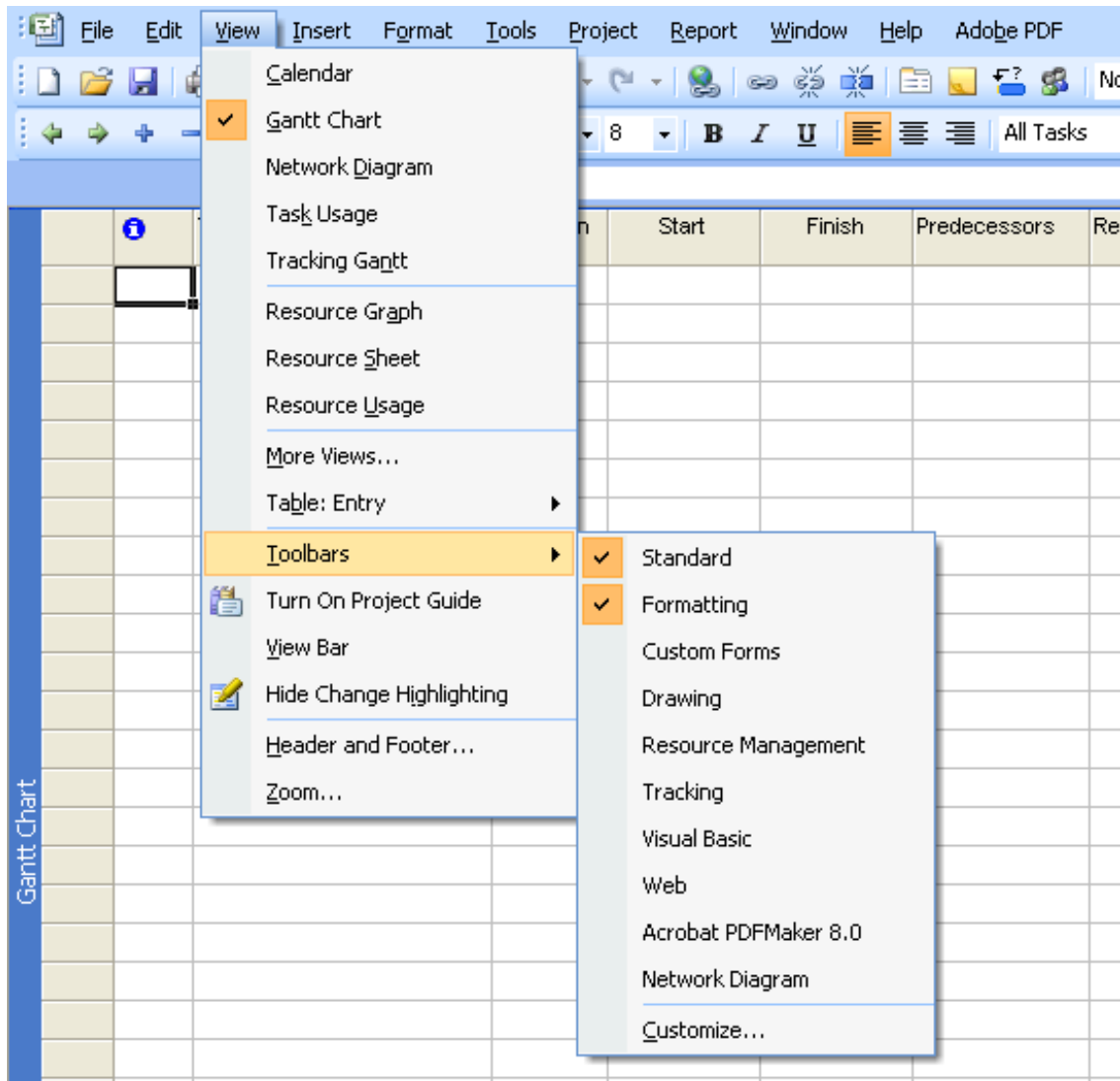
The area on the right, displays the task information in the form of a Gantt chart.

Drop Down Menus

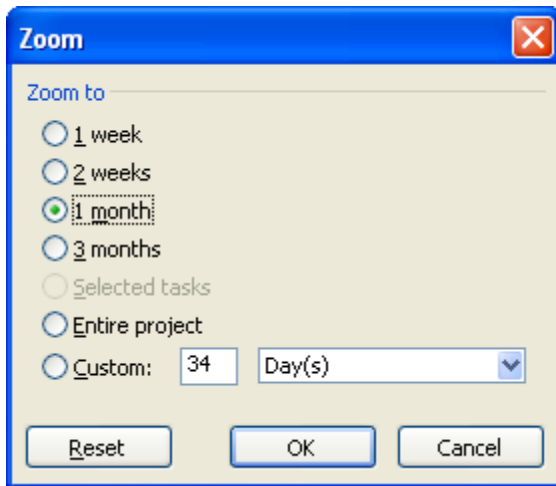
- The drop down menus are similar to the standard drop down menus found in the majority of Windows based application programs.



- Click on the **View** drop down menu and you will see a list of commands.
- Some of the commands, such as **Toolbars** have a right pointing arrow that indicates further sub-commands. As you can see some of the commands are ticked, indicating that these are currently selected or active.

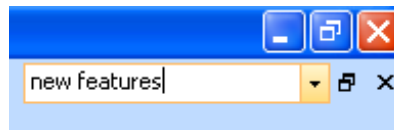
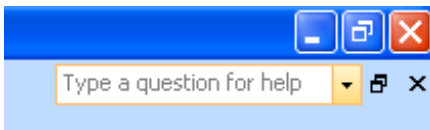


- Some of the commands, such as the **Zoom** command, are followed by three small dots. This indicates that a dialog box will be displayed if you click on these commands. Try clicking on the **Zoom** command and you will see the following dialog box displayed. You can click on the **Cancel** button to close the dialog box.



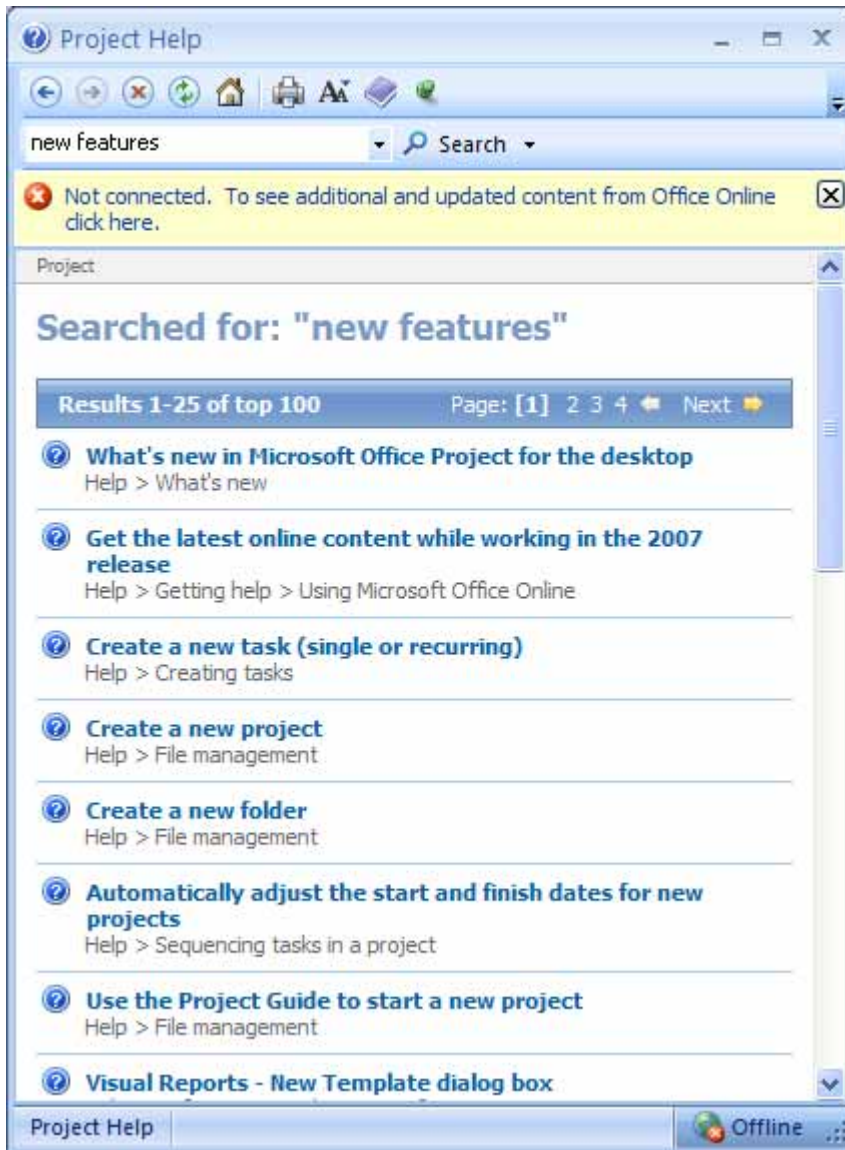
Using the Ask a Question Box

- The **Ask a Question** box is displayed towards the top-right of your screen. This feature allows you to type a question, or key words, for a subject with which you need help.
- Click inside the **Ask a Question Box** and type **New features**.



- Press **Enter** and you will see the **Project Help** dialog box displayed, as illustrated below.

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- Click on the link titled **What's new in Microsoft Office Project for the desktop**. You will see the following dialog box describing the new features within Microsoft Project 2007. Scroll down and briefly read up on some of the new features.



New - creates new project.



Open - opens an existing project.



Save - saves the current project.



Print - prints the project.



Search - performs a search.



Print Preview - changes display to print preview.



Spelling - performs a spell check.



Cut - cuts the selected range to the Office clipboard.



Copy - copies the selected range to the Office clipboard.



Paste - pastes the last item from the Office clipboard.



Format Painter - pastes formatting from one item in your project over another.



Undo & redo - undoes or redoes the last action.



Hyperlink - inserts a hyperlink.



Link Tasks - links selected tasks.



Unlink Tasks - unlinks selected tasks.



Split Task - splits selected tasks.



Task Information - displays the Task Information dialog box.



Task Notes - displays the Notes tab in the Task Information dialog box.



Task Drivers – Displays items that drive the selected task.



Assign Resources - opens the Assign Resource dialog box.



Publish All Information - publishes to the Microsoft Project Server.



Group by - groups tasks according to your selection in the drop down menu.



Zoom In - increases the zoom.



Zoom Out - decreases the zoom.



Go to Selected Task - changes the view to view details of the selected task.



Copy Picture - opens the Copy Picture dialog box.





Microsoft Project Help - opens the Project Help Pane.

Formatting Toolbar

- This toolbar provides quick access to commonly used formatting actions. Each icon represents a particular action. When you point to an icon with your cursor (without clicking), a descriptive tool tip appears to help you identify it. The following is a list and brief description of the icons on the Formatting toolbar.



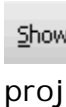
 **Outdent** - makes the selected task a summary task.

 **Indent** - makes the selected task a subtask.


 **Show Subtasks** - shows subtasks.


 **Hide Subtasks** - hides subtasks.


 **Hide Assignments** - hides assignments.

 **Show** - allows you to select the level of detail you want to see in your project from a drop-down menu.

 **Font** - selects fonts from a drop-down menu.

 **Font Size** - selects font size from a drop-down menu.


 **Bold** - changes the selected text to bold.


 **Italic** - changes the selected text to italic.

 **Underline** - underlines the selected text.

 **Align Left** - aligns the selected text to the left.

 **Center** - aligns the selected text to centre.

 **Align Right** - aligns the selected text to the right.

 **Filter** - allows you to filter tasks according to the selected

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option from the drop-down menu.



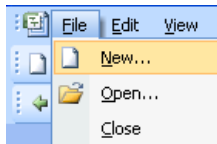
AutoFilter - places a drop-down menu at the top right of every column to allow you to filter information easily.



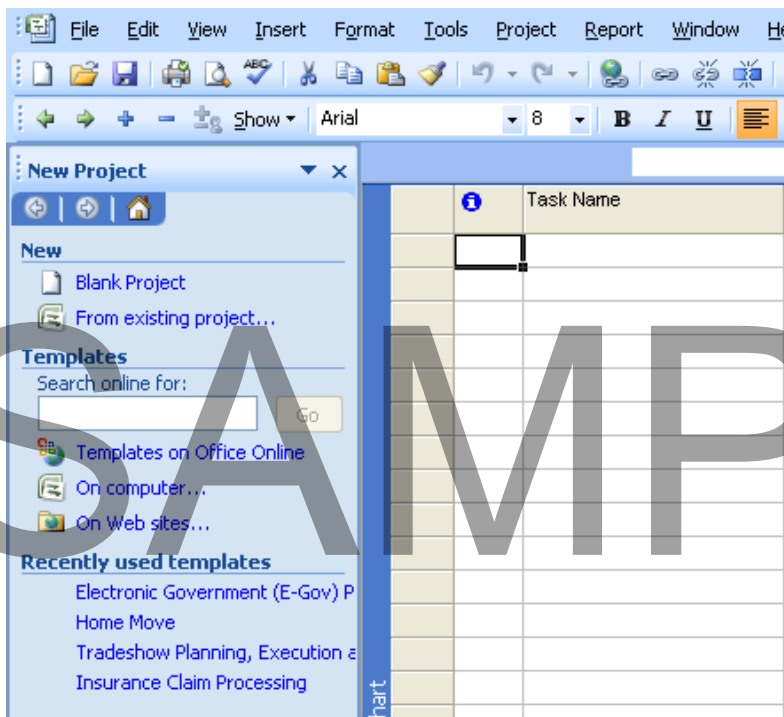
Gantt Chart Wizard - starts the Gantt Chart Wizard.

Task Panes

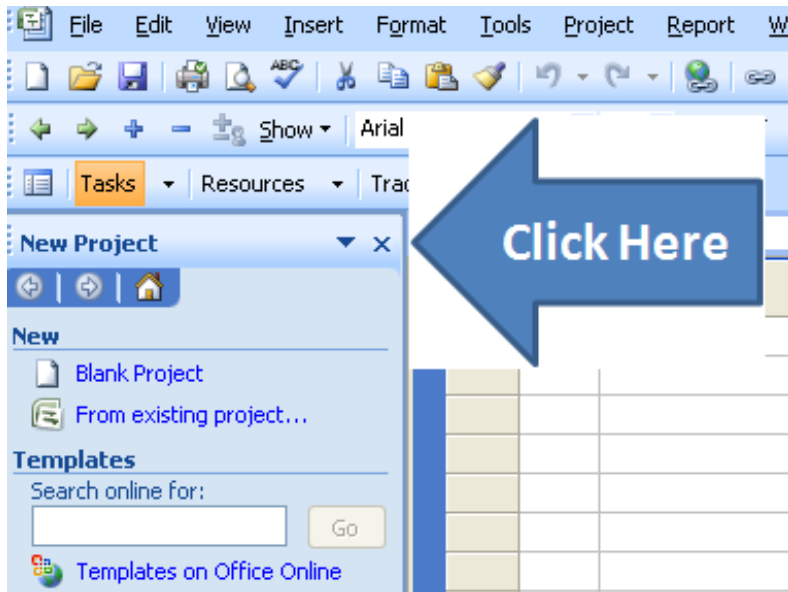
- Task panes will be displayed when needed and will allow you to complete a range of tasks. For instance start Microsoft Project and then click on the **File** drop down menu and select the **New** command.



- This will display the **New Project** task pane. This pane could be used to complete a number of different tasks, related to creating a new project.



- To close a task pane, click on the small cross shape at the top-right of the task pane.



Closing Microsoft Project

- Click on the **Close** icon, shaped like a small cross at the top-right of the Microsoft Project window

or use the keyboard shortcut **Alt+F4**.

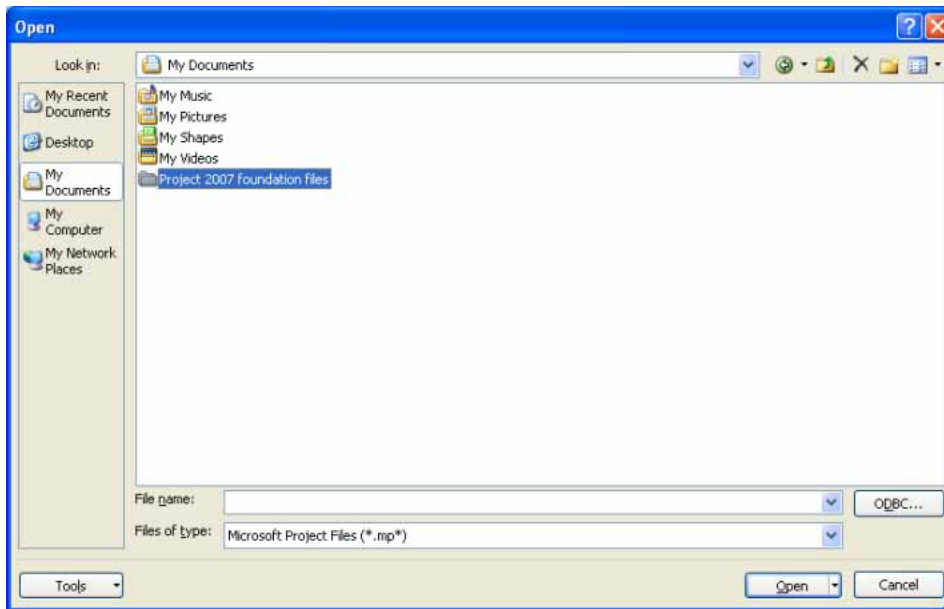
Opening an existing Microsoft Project

- Reopen Microsoft Project.
- Click on the **Open** button within the Standard Toolbar.

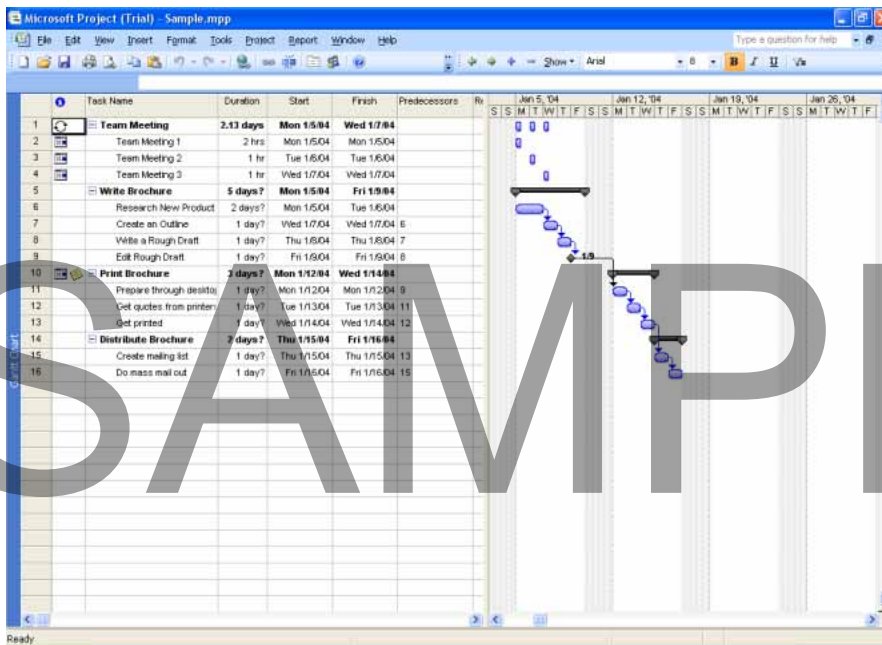


This will display the **Open** dialog box.

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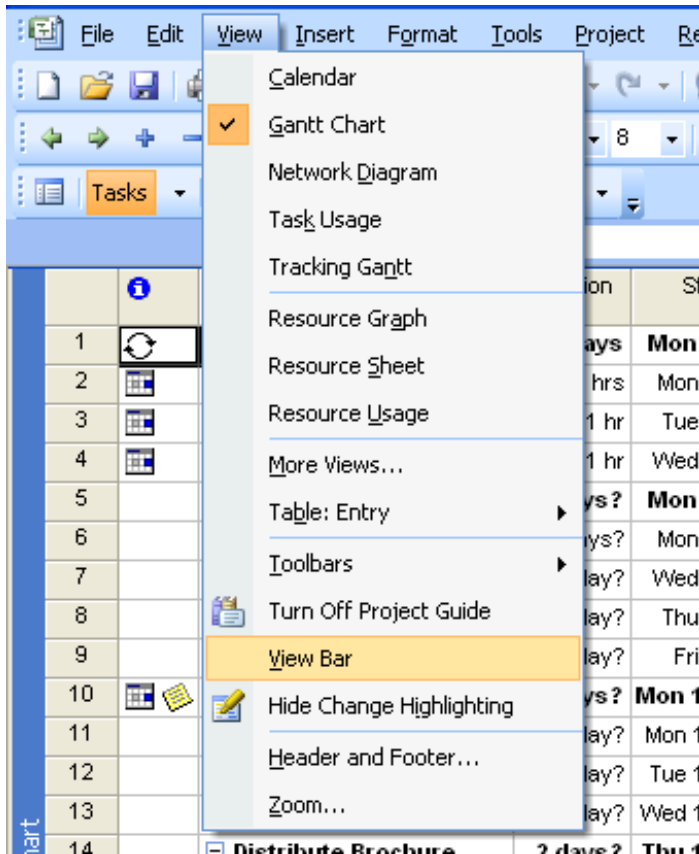
- By default the Open dialog box displays the contents of the **My Documents** folder (or the **Documents** folder if you are using Windows Vista).
- You should see a folder called **Project 2007 Foundation Files**. Double click on this folder and you will see sample files that we will use on this course.
- Select the file called **Sample.mpp** and then click on the **Open** button. You will then see a sample project file displayed as illustrated below.



- Tasks are listed in the left side, and the Gantt chart view is displayed to the right.

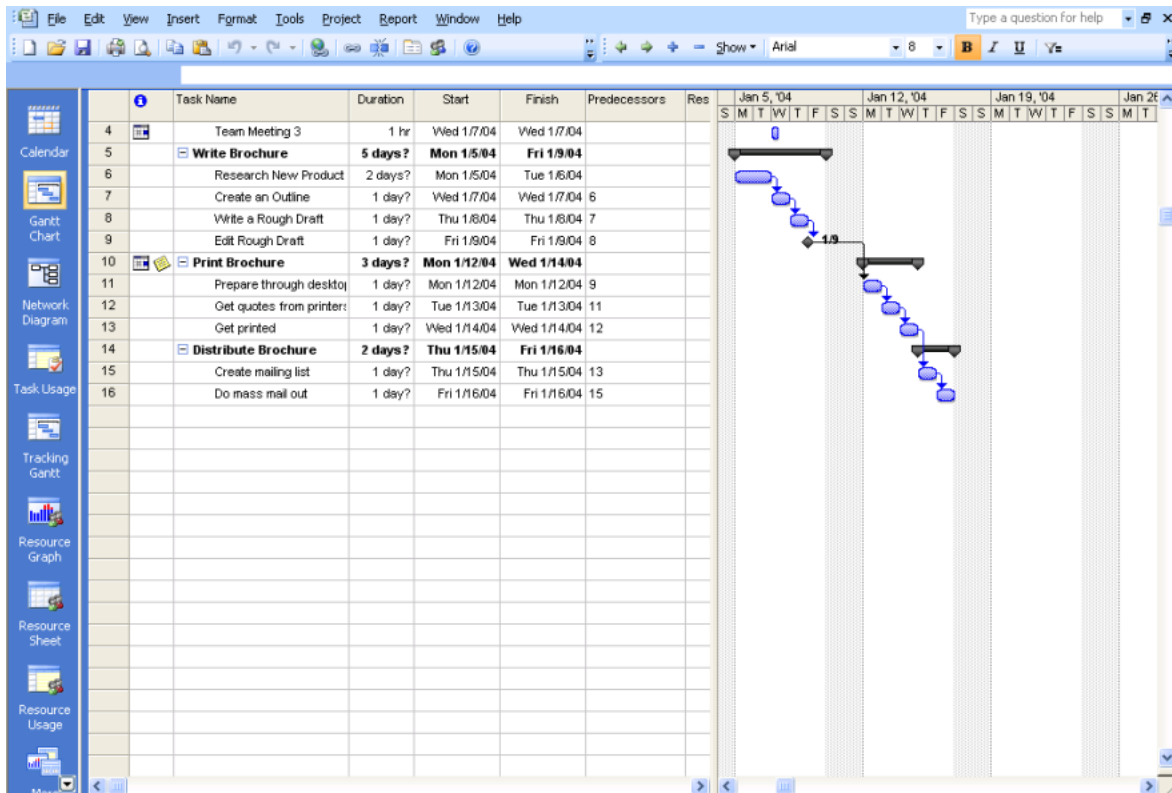
View Bar

- There are a number of different views that you can use to view the data that you enter into a project. You can tell Microsoft Project to display the View Bar down the left side of the screen, which will make changing from one view to another much easier. To do this click on the **View** drop down menu and then click on the **View Bar** command.

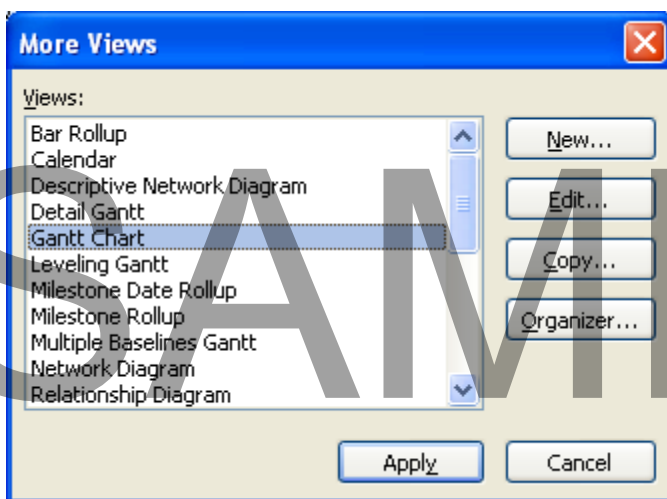


The screen will now look like this.

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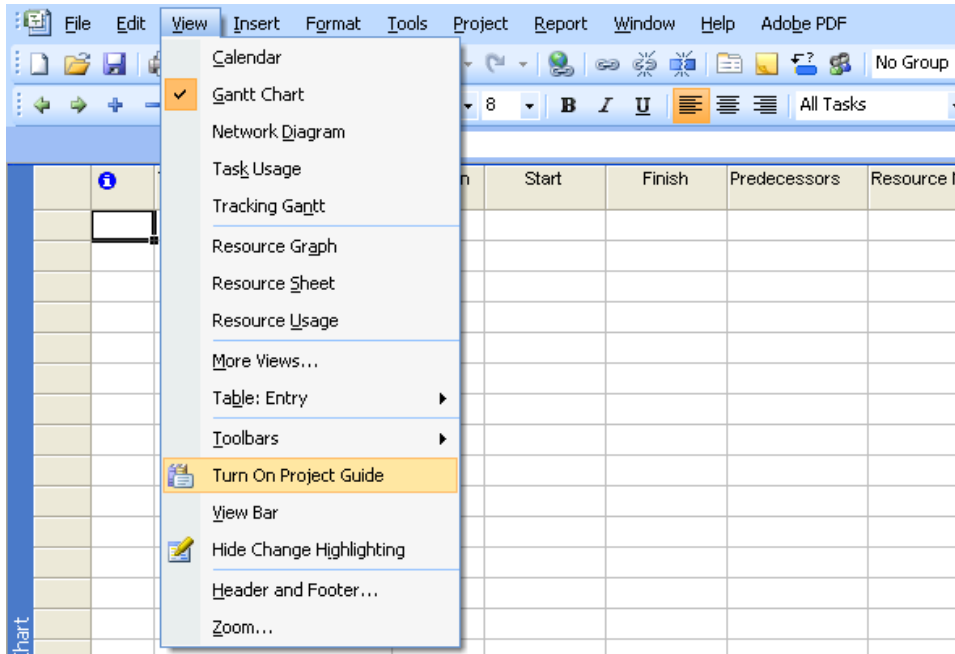
- As you can see there are lots of different views available. In fact if you click on the **More Views** icon at the bottom of the View Bar you will see a dialog box displaying all the different views. Click on the **Cancel** button to close this dialog box.



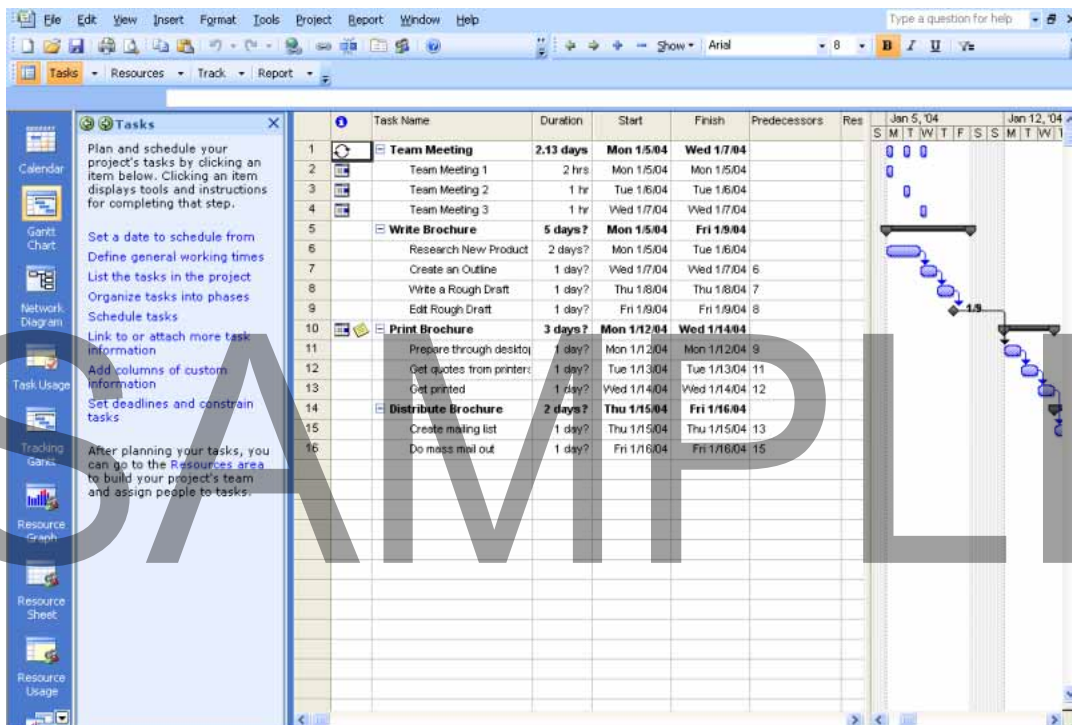
Project Guide

- The Project Guide helps you to build your project, step-by-step. To display the Project Guide toolbar, click on the **View** drop down menu and then select the

Turn On Project Guide command.



- The Project Guide will be displayed as illustrated below.



- The Project Guide, as the name implies, is there to help guide you through using Microsoft Project.

- Exit Microsoft Project 2007, without saving any changes.
- Reopen Microsoft Project. As you can see the View Bar and the Project Guide, are still displayed.

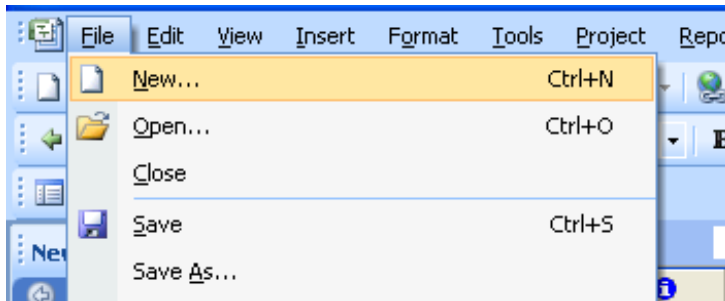
Creating a new project

- As you have seen, when you start Microsoft Project, by default it displays a newly created, blank project. As we will see later, you can use this opening page, to start entering data. Clicking on the **New** icon will create a new, blank project.



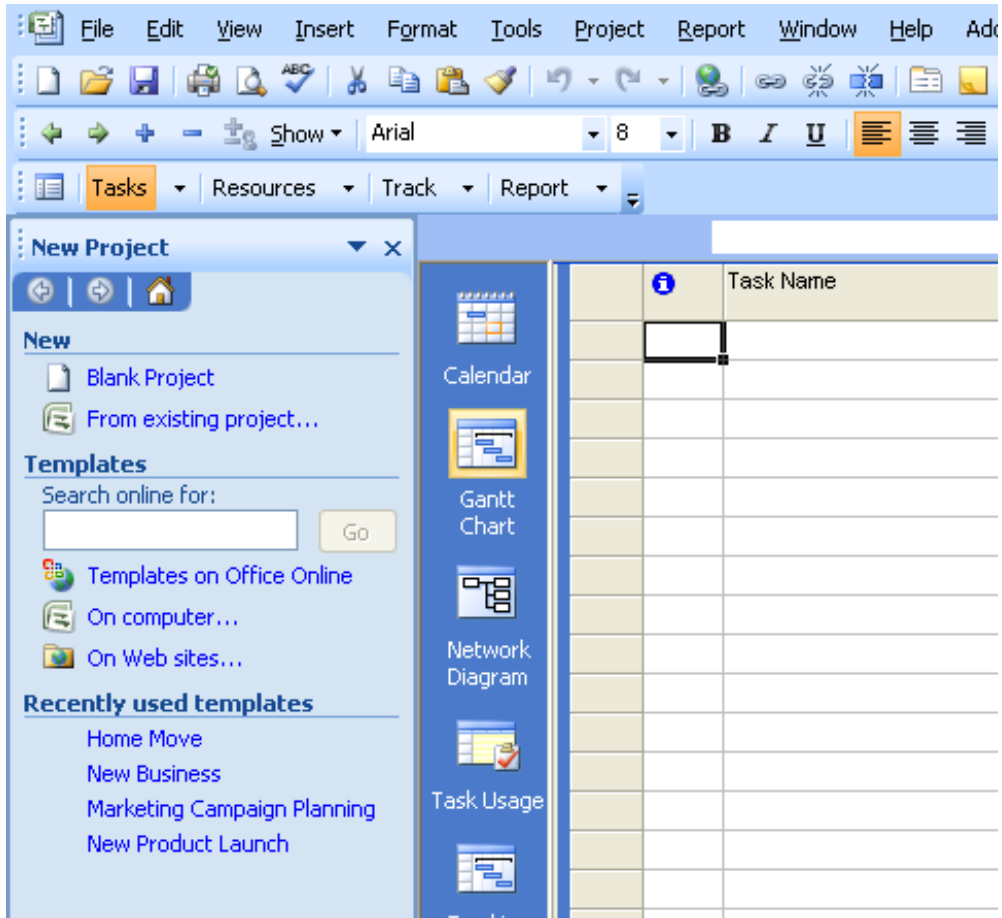
Creating a new project based on a template

- You can use a template to create a project, to achieve a particular task, such as moving house. To try this, click on the **File** drop down menu and then click on the **New** command.

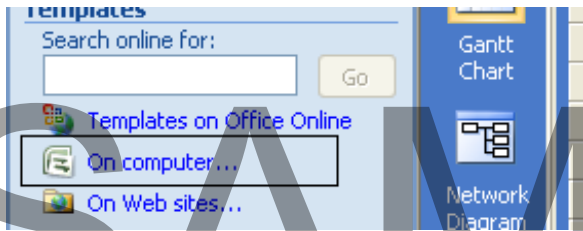


- You will see the **New Project** Task Pane, displayed towards the left edge of your window, as illustrated below.

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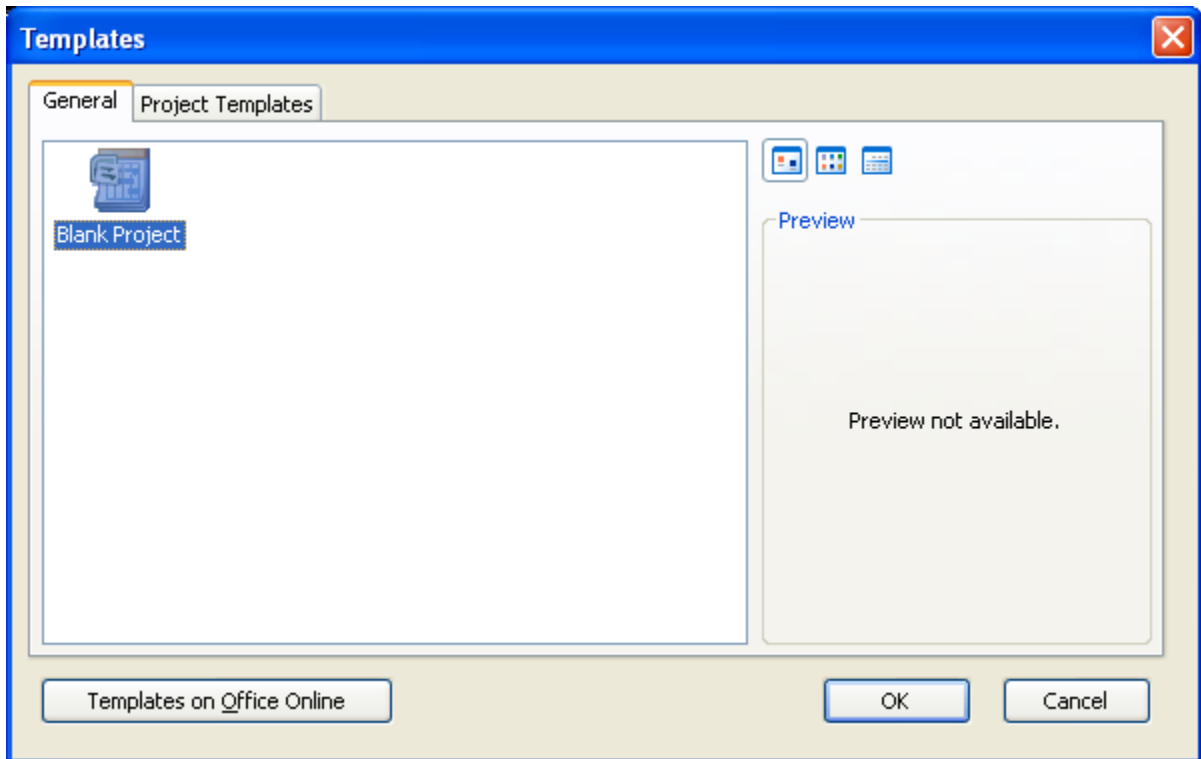


- To use a template that is already installed on your local hard disk, click on the **On computer** link.

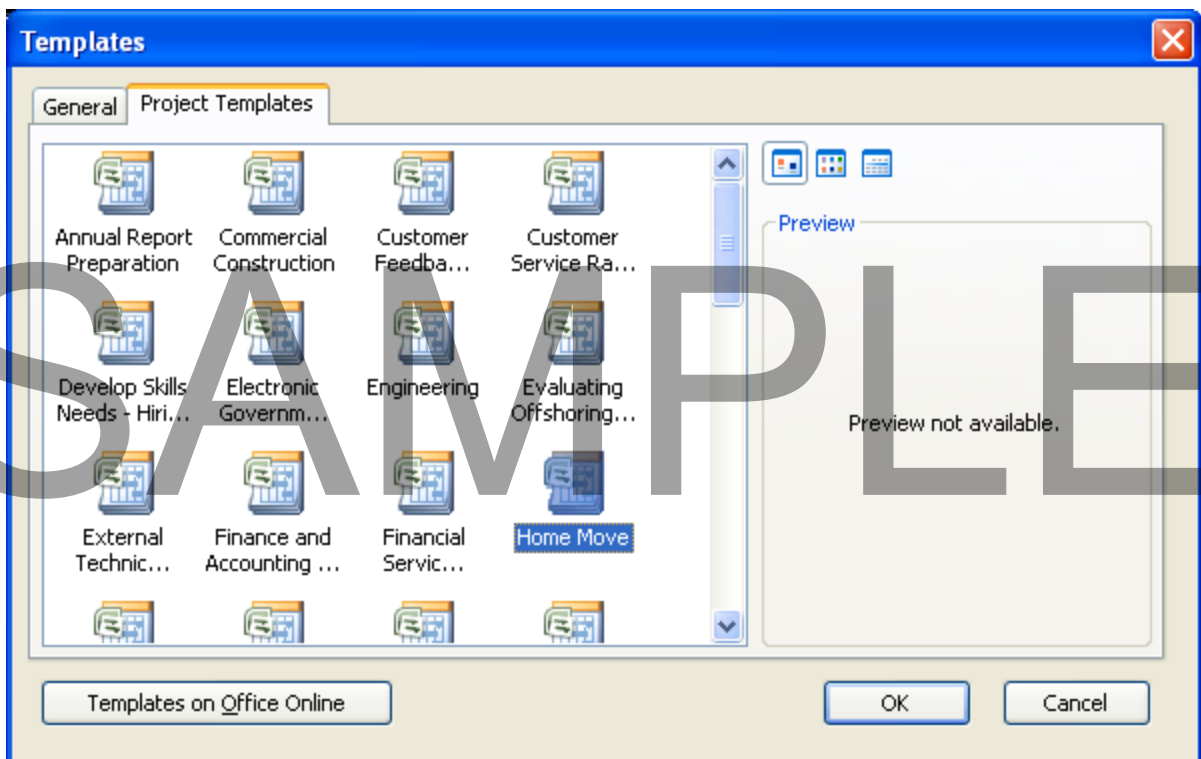


- This will display the following dialog box.

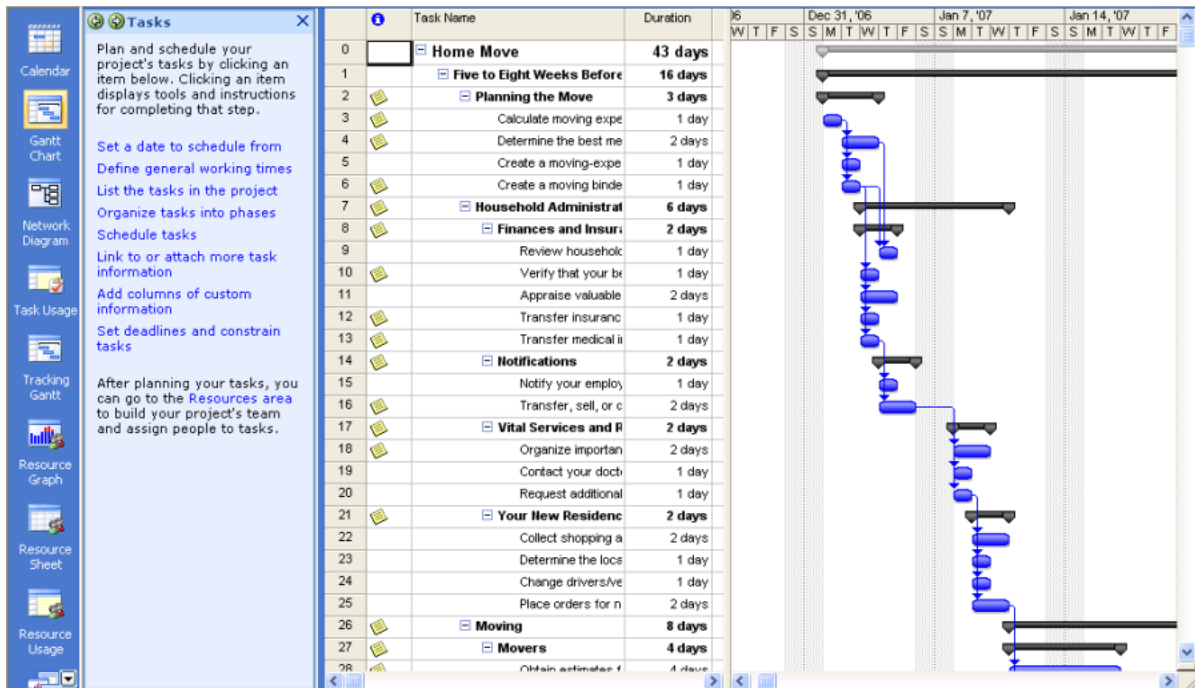
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- Clicking on the **Project Templates** tab, within the dialog box, will display a range of templates, as illustrated below.



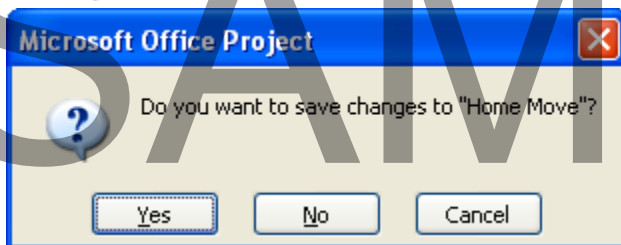
- Select and double click on the **Home Move** template. You will see the following displayed.



- As you can see this is a project for moving home. By the end of this course you should be able to create new projects, using existing templates, and customize them for your specific needs.

Closing the current project

- Often you may want to close the current project, in this case the **Home Move** project, but leave the Microsoft Project program open. Press **Ctrl+F4** and you will see the following dialog box. In this case click on the **No** button and the project will close.

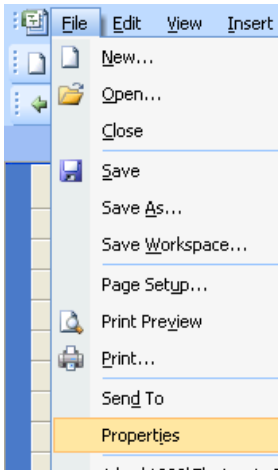


- Exit the Microsoft Project program.

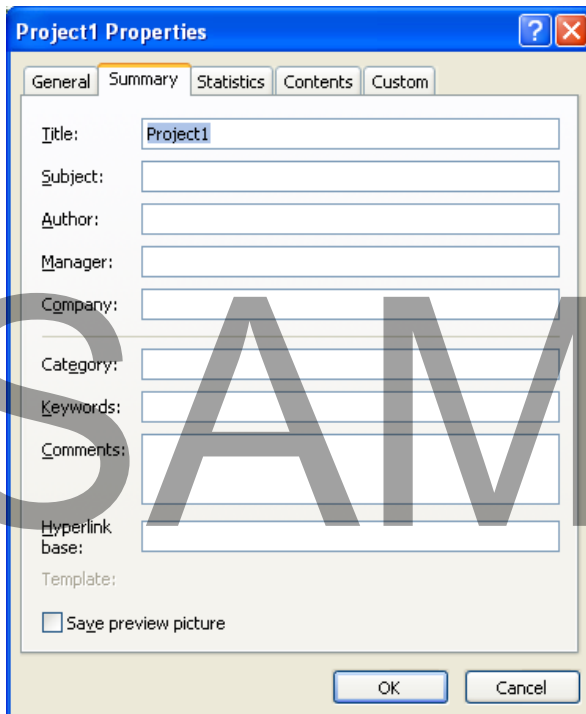
Setting up a Project

File Properties

- Open Microsoft Project 2007 and by default a blank project is displayed.
- Click on the **File** drop down menu and then select the **Properties** command.



- The **Project Properties** dialog box will be displayed.



- There are a number of tabs within the dialog box.

General tab:

Provides a quick summary of the name, type, location, size, creation date, modified date, accessed date and attributes of the project.

Summary tab:

You can enter any additional information you may want to record regarding your project.

Statistics tab:

Lists the dates the project was last created, modified, accessed and printed, as well as who saved it last, the revision number and the total editing time.

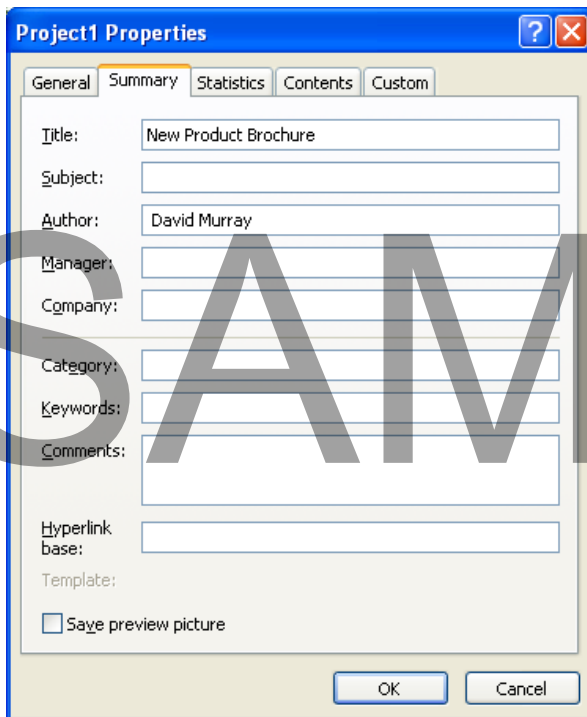
Contents tab:

Shows a project summary. It tells the start date, finish date, duration, work hours, cost, % complete and % work complete.

Custom tab:

Allows you to add custom file properties to the project.

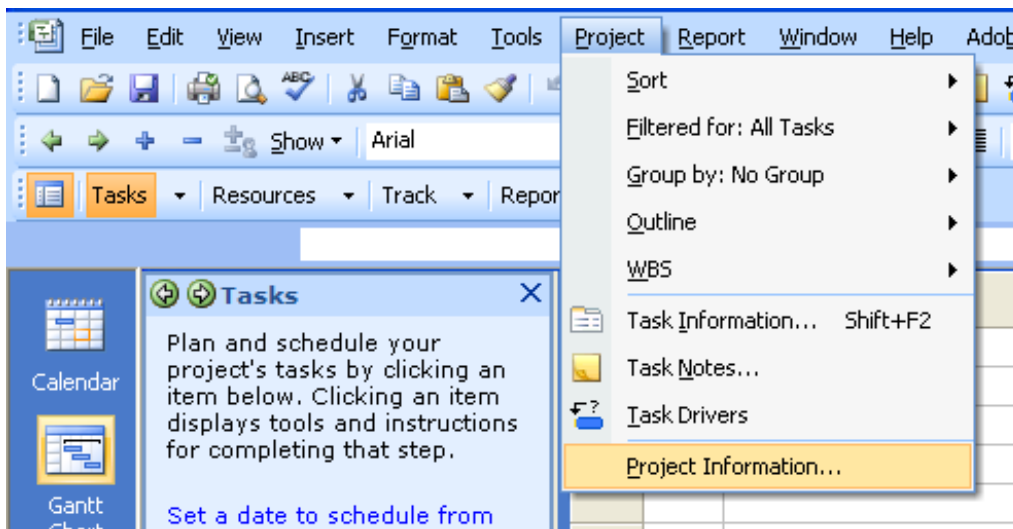
- Click on the **Summary** tab, and type **New Product Brochure** into the **Title** field, as illustrated below.
- Type your name into the **Author** field.



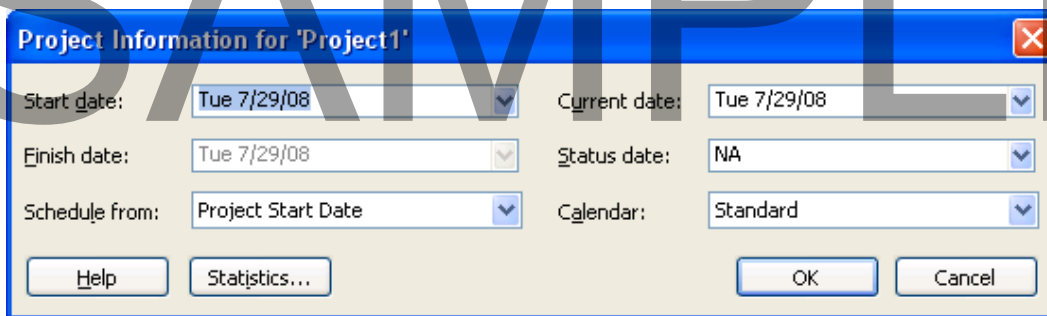
- Click on the **Statistics** tab to see the dates that the project was last created, modified, accessed and printed, as well as who saved it last, the revision number and the total editing time.
- Click on the **OK** button to close the **Project Properties** dialog box.

Inputting Start and Finish Dates

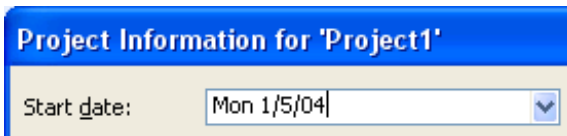
- The first step in starting a new project is establishing basic project information. The start or finish date is what you will use to anchor your project. Your schedule will be built around either the start date or the finish date. The start and finish date information is entered in the Project Information dialog box.
- Open the **Project Information** dialog box by clicking on the **Project** drop down menu and selecting the **Project Information** command.



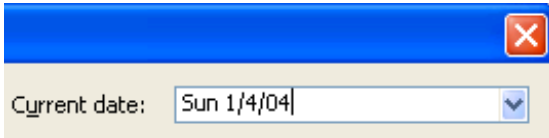
- You will see a dialog box similar to that shown below. The dates will be different however.



- Use the drop-down calendar in the **Start date** field to select **Mon 1/5/04**.

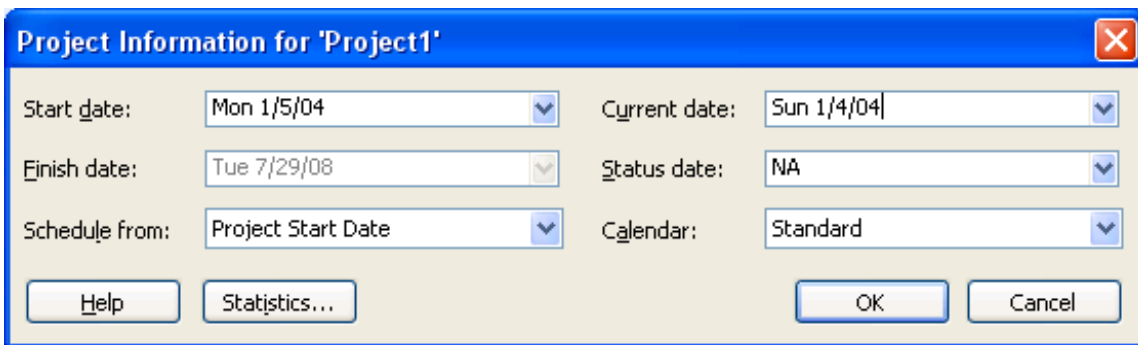


- Use the drop-down calendar in the **Current date** field to change the date to **Sun 1/4/04**.

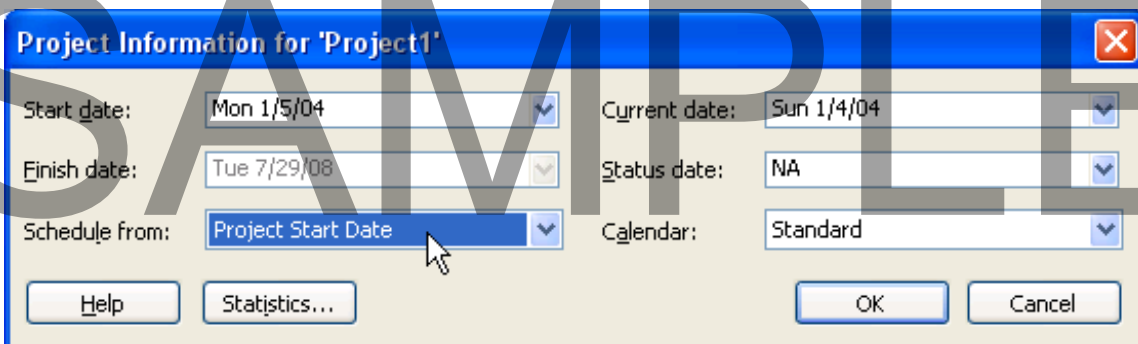


NOTE. We are using these dates so that you can work through the examples in this manual and you will see the same results, as well as the same issues and problems, illustrated within these examples. In real life you would obviously use dates that are current with your project.

Your dialog box will now look like this.



- Be sure that **Project Start Date** is selected from the **Schedule from** drop-down menu (**Project Start Date** is the default).



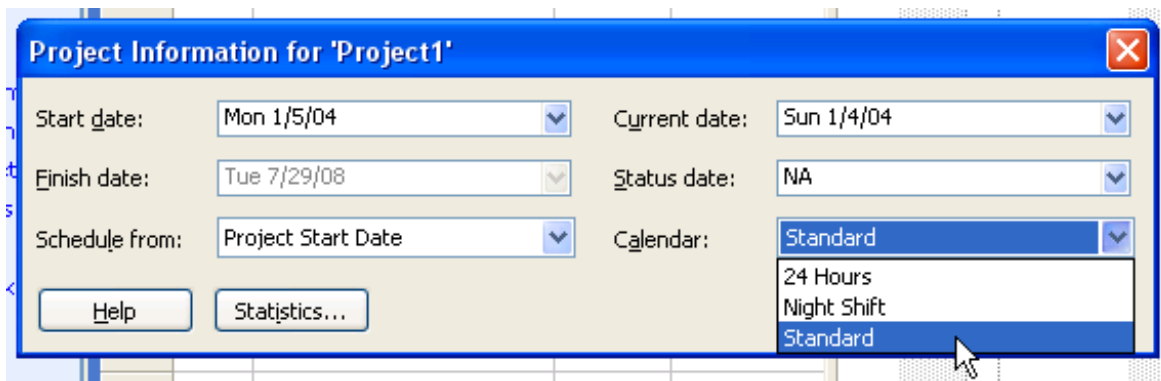
- Leave the other fields as the default values.
- Click on the **OK** button. Microsoft Project will close the dialog box and save the information for you.

Setting up a Project Calendar

- Microsoft Project supplies three basic calendars (**Standard**, **Night Shift** and **24 Hours**) which you can use as foundations to create your own base calendar.

You can make a calendar which indicates general working times for each resource or group of resources. Project will use this information for things like scheduling resources and converting task durations.

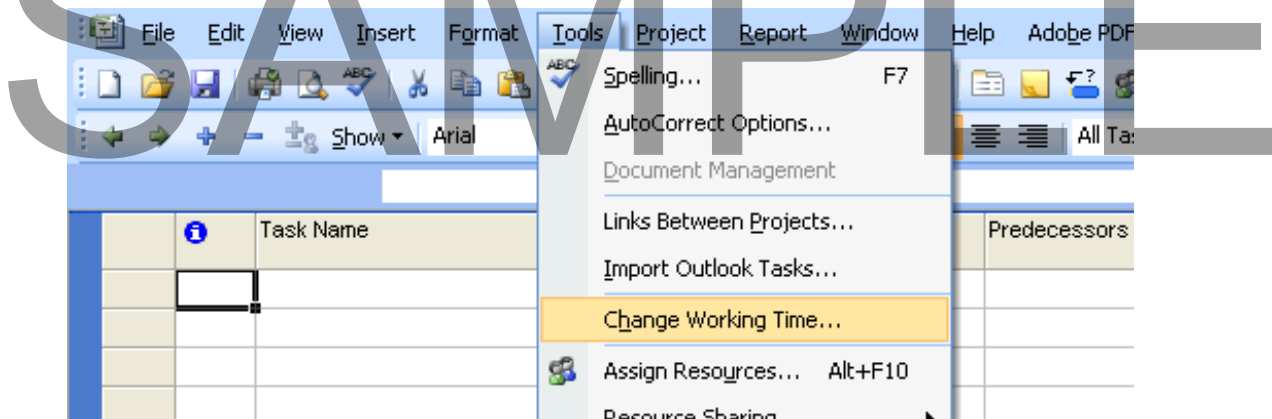
- To set up the project calendar, click on the **Project** drop down menu and then select the **Project Information** command.
- Confirm that **Standard** is selected from the **Calendar** drop-down menu, in the **Project Information**, dialog box.

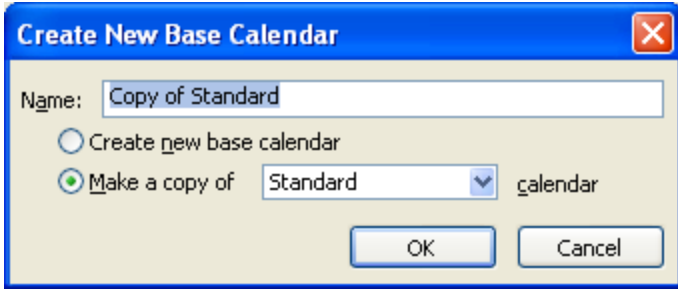


- Click on the **OK** button, to close the **Project Information** dialog box and save the project information.

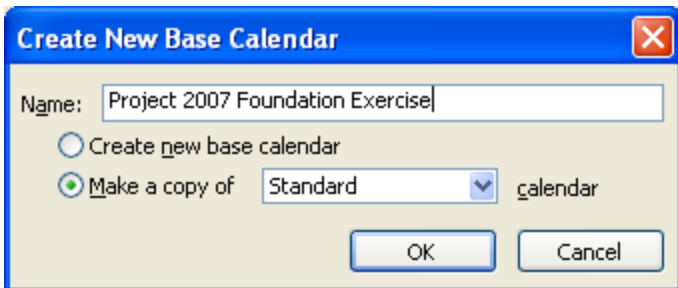
Making a New Calendar

- To make a new calendar, click on the **Tools** drop down menu and then select the **Change Working Time** command.





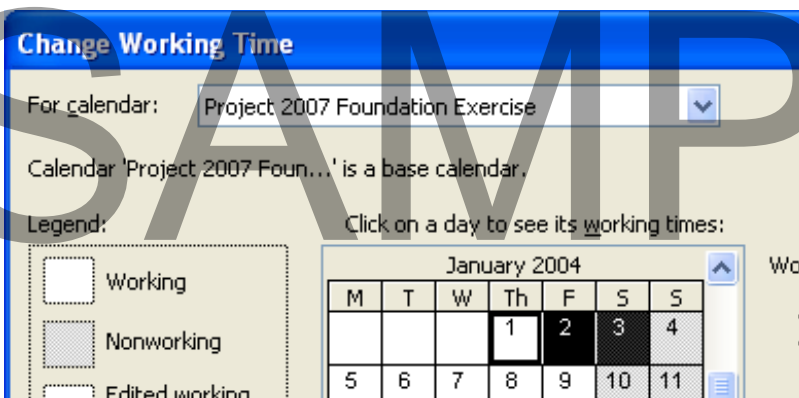
- Enter **Project 2007 Foundation Exercise** as a descriptive name.



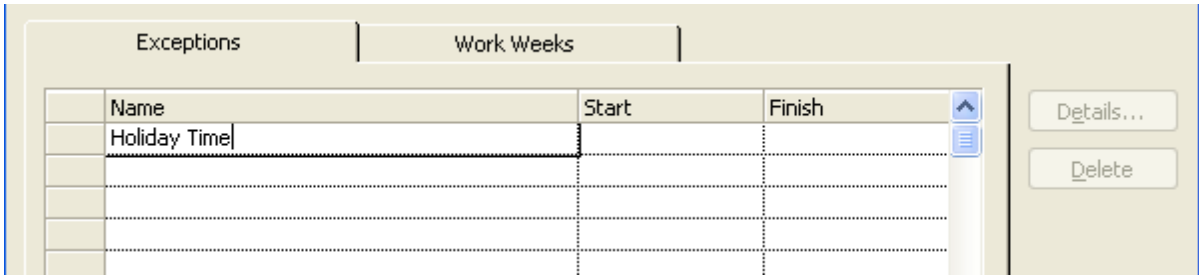
- Click on the **OK** button.
- Now let's say that we need to book some time off for holidays. Within the **Click on a day to see its working times** section of the dialog box, select the **1st, 2nd and 3rd** of **January 2004**

NOTE: You will have to use the scroll bar within the dialog box to display dates in January 2004.

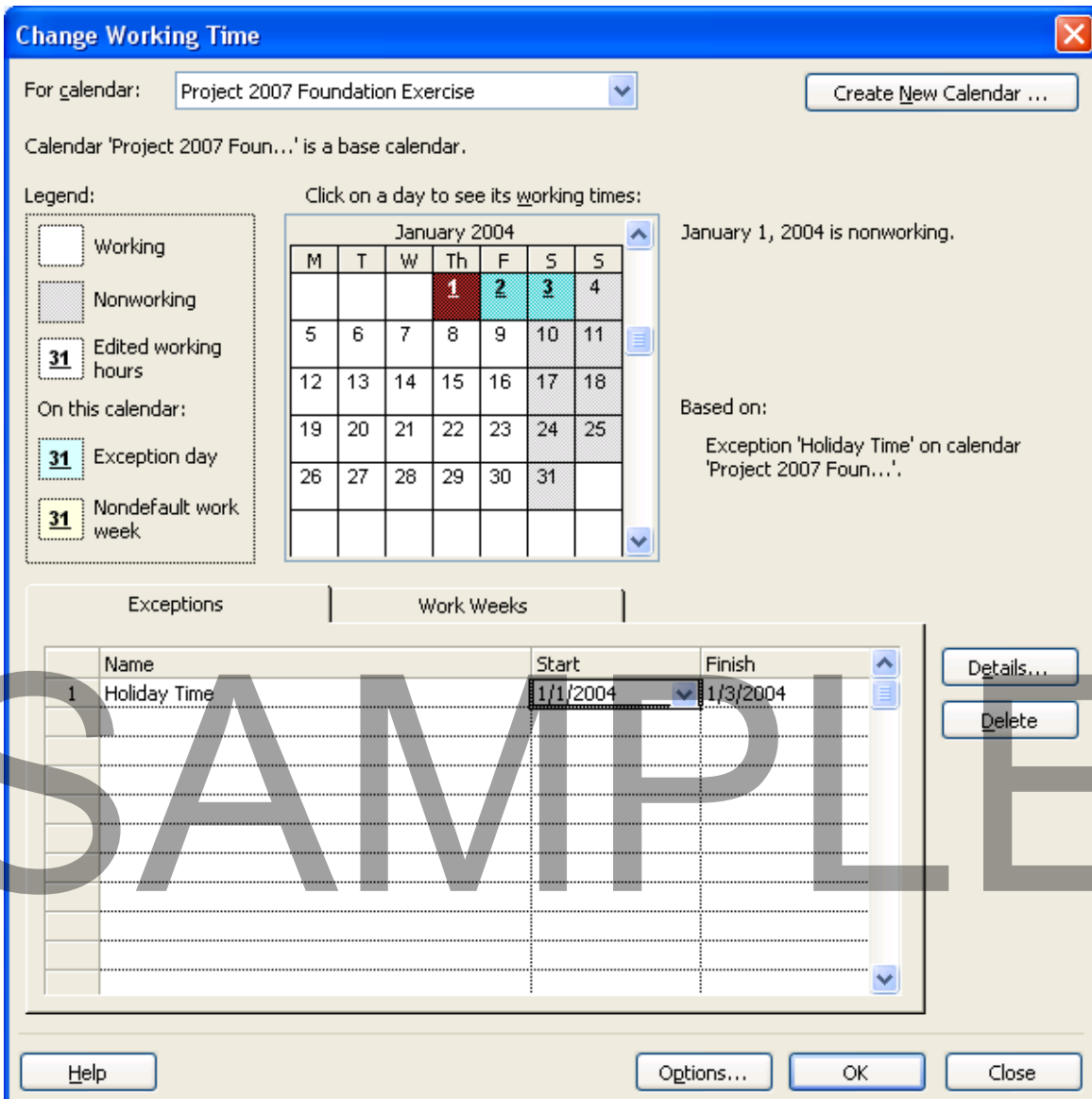
NOTE: To select these dates click on January 1 and with the mouse pointer pressed down move across to January 3. Then release the mouse pointer.



- Type **Holiday Time** in the **Exceptions** area of the dialog box, as illustrated below.



- Click in the **Start** column next to the name **Holiday Time** and you will see the following changes.

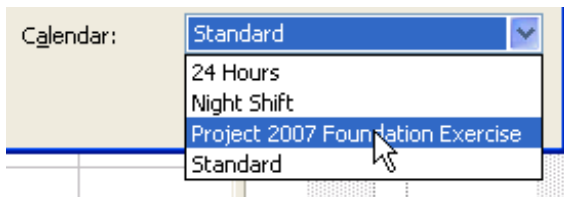


SAMPLE

- You will notice that **January 1**, **January 2** and **January 3** are now grayed out as non-working time. Click on the **OK** button to close the dialog box.

Applying a new Calendar

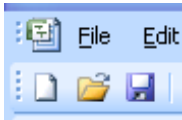
- We have created a new Calendar, now we have to apply it to our project.
- Click on the **Project** drop down menu and then select the **Project Information** command.
- Click on the **Calendar** down arrow and see how the new calendar has been added to the list. Click on **Project 2007 Foundation Exercise** to select it.



- Click on the **OK** button.
- Keep the project open for the next exercise.

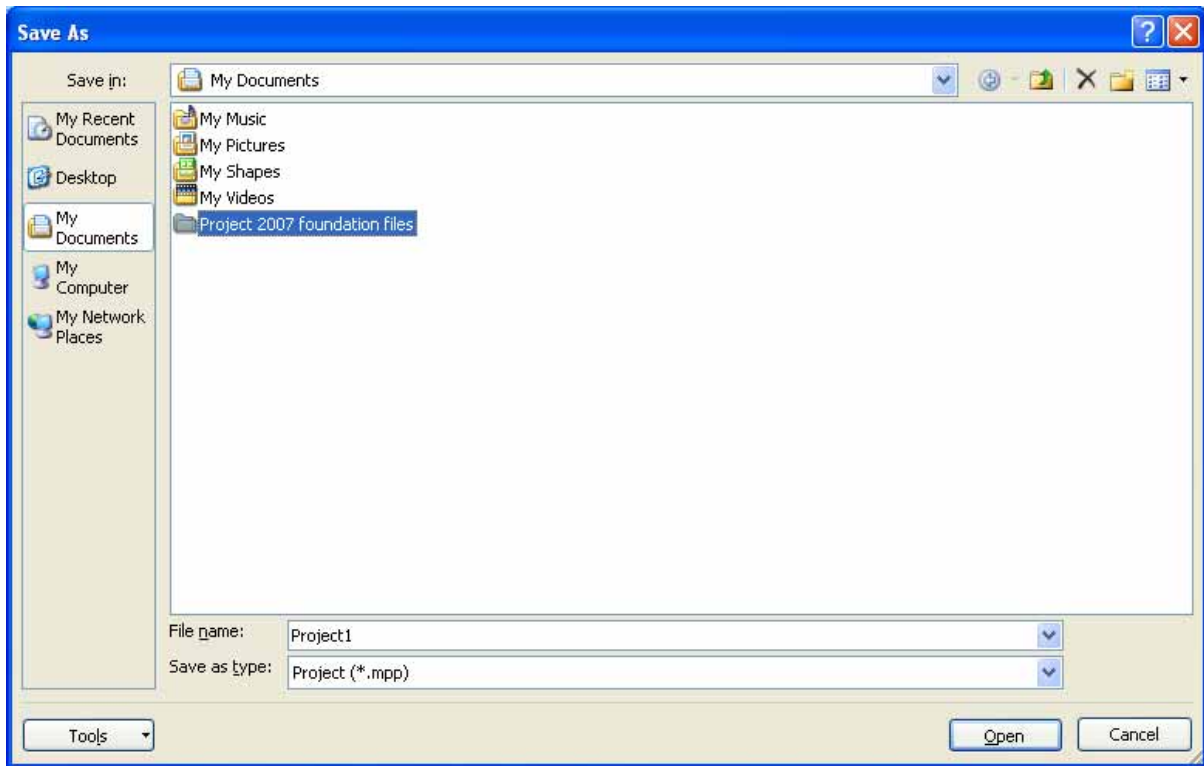
Saving a project

- Click on the **Save** icon.

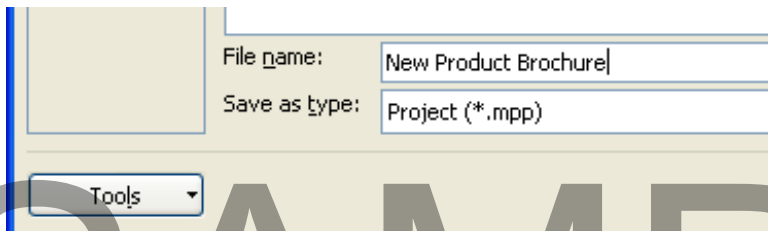


This will display the **Save As** dialog box.

SAMPLE



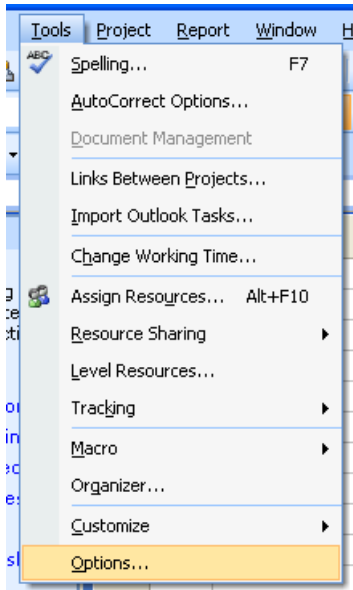
- Double click on the folder called **Project 2007 Foundation Files** folder, which will take you to that folder.
- Type **New Product Brochure** in the **File name** field.



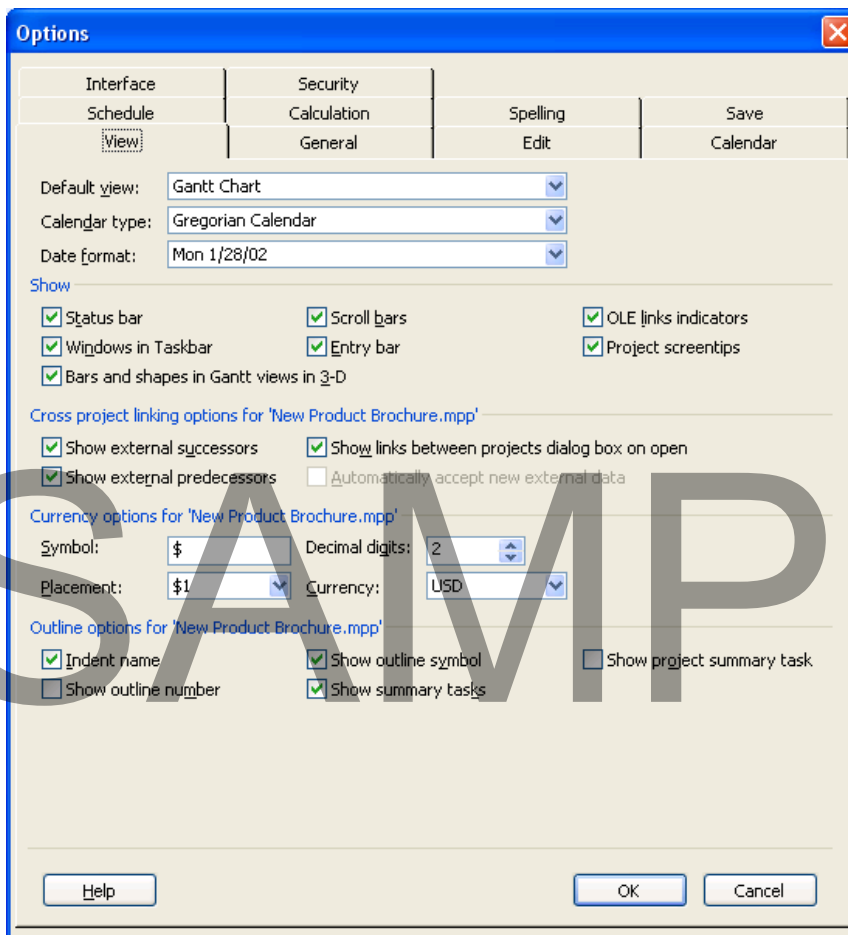
- Click on the **Save** button.

Setting up Currency and Language within Microsoft Project

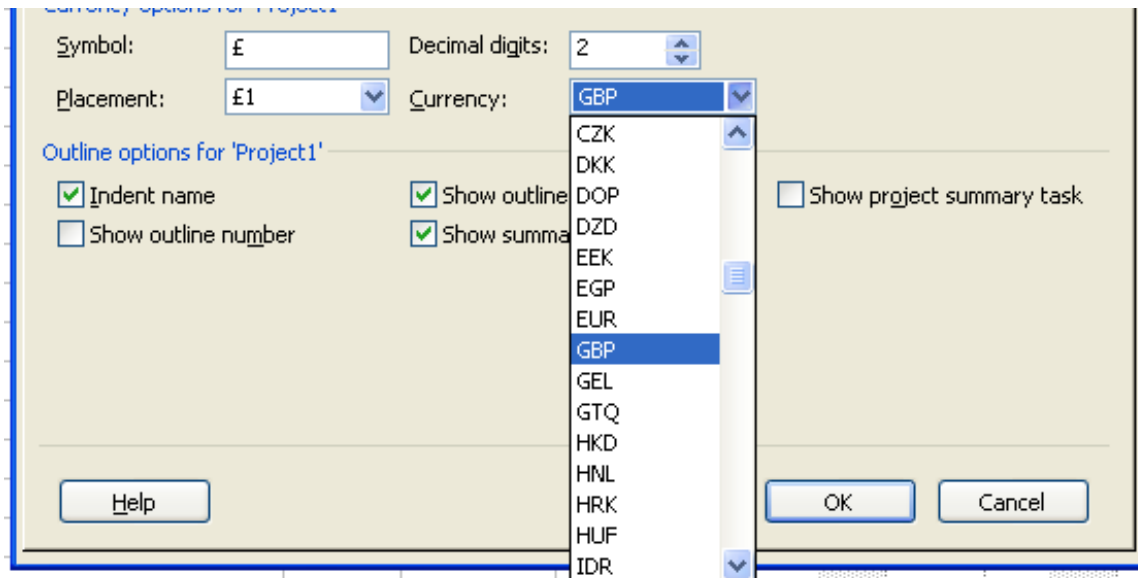
- Click on the **Tools** drop down menu and select the **Options** command.



This will display the **Options** dialog box.



- Click on the **View** tab, and from within the **Currency** section of this tab you can make changes, if required.



NOTE: The currencies have been abbreviated. Common examples are listed below.

GBP = Great British Pounds.
USD = United States Dollars.
AUD = Australian Dollars.
EUR = Euros.

- If you have time quickly have a look at some of the other tabs within the Options dialog box and see what is available. For example clicking on the **General** tab allows you to set the number of **Undos** that you can use. You can also set standard and overtime pay rates for use within projects. The **Save** tab allows you to set a time period to automatically save your work.

- Exit the Microsoft Project program.

SAMPLE

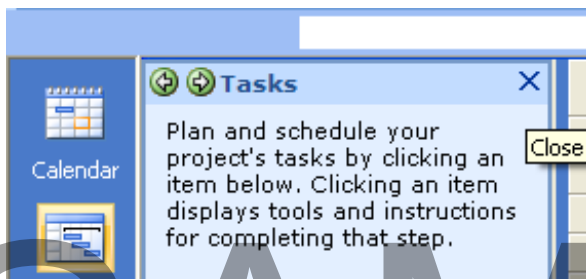
Tasks, Notes & Milestones

What are Tasks?

- Tasks are the specific activities which must be completed in order to finish your project, similar to a 'to-do' list. Your task list is the backbone of your project plan.
- It is essential to make your task list as comprehensive as possible, because if a required task is omitted, you may not be able to achieve all of your goals.
- It is beneficial to create your task list in approximately the same order as the tasks will be performed.

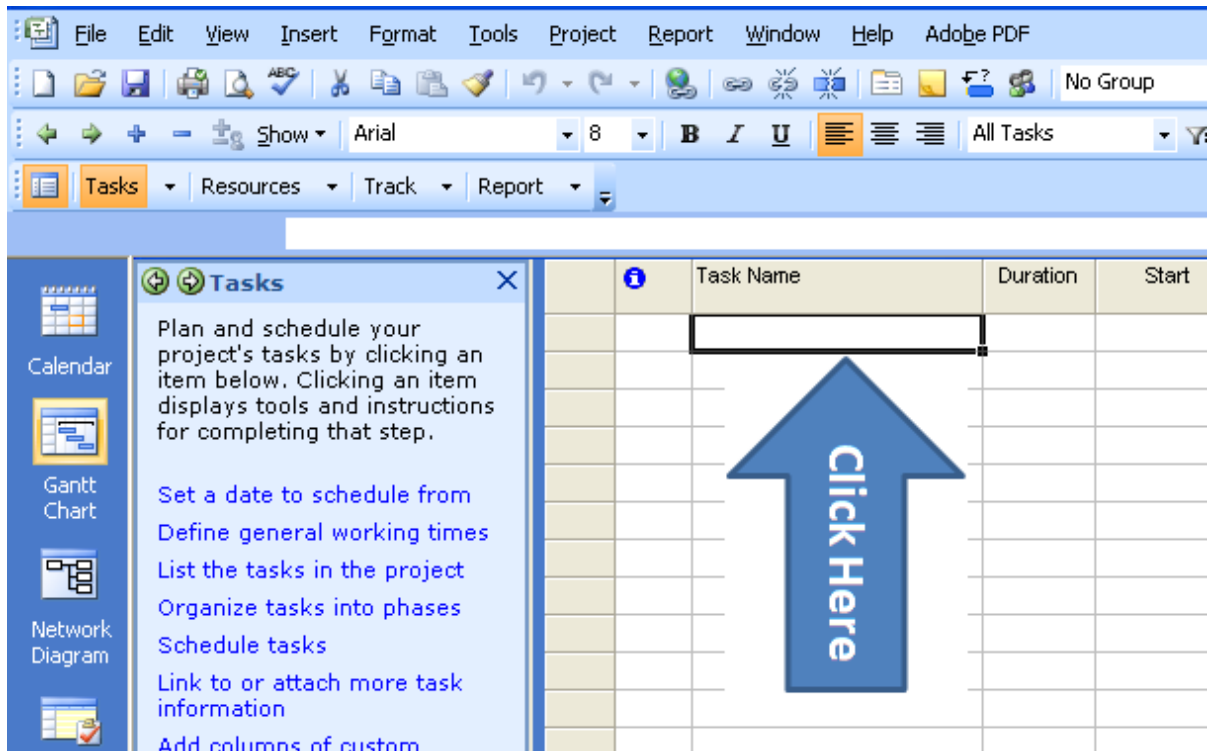
Entering Tasks

- Open Microsoft Project 2007.
- Open a project called **New Product Brochure.mpp** which is located within your **Project 2007 Foundation Files** folder under the **My Documents** (or **Documents**) folder.
- Close the **Project Guide** (by click on the **Close** icon at the top right of the Project Guide pane).



- Click in the first row of the **Task Name** column of the **Gantt** table.

SAMPLE



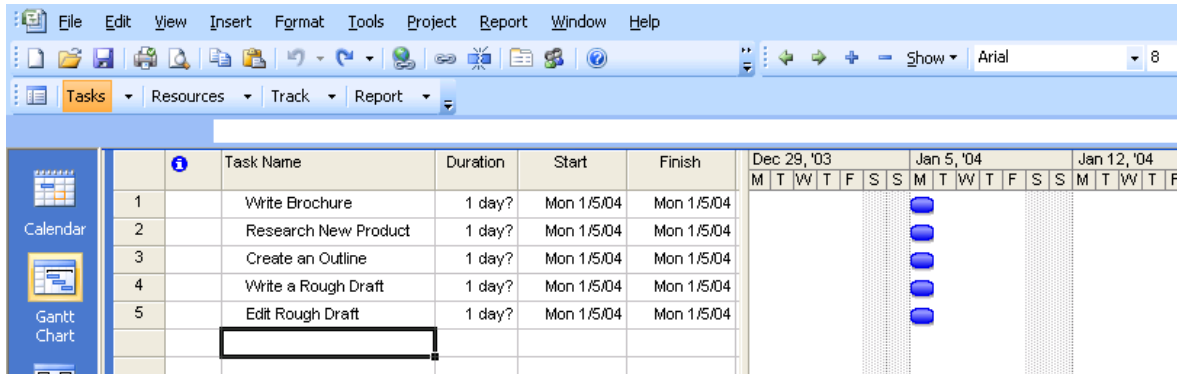
- Type **Write Brochure** and press **Return**.
- Leave the **Duration**, **Start** and **Finish** dates as they are.

	i	Task Name	Duration	Start	Finish
1		Write Brochure	1 day?	Mon 1/5/04	Mon 1/5/04

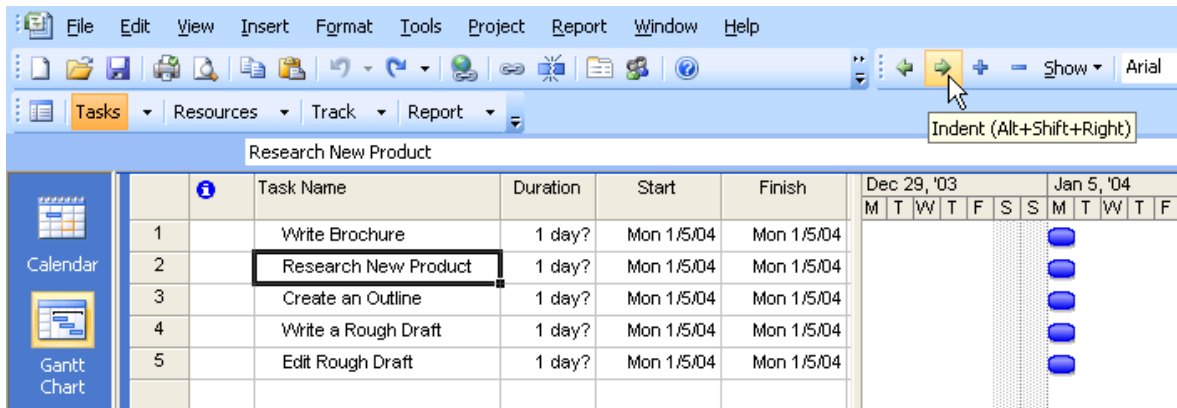
Entering Subtasks

- Click in the **second row** of the Gantt table, underneath "Write Brochure".
- Type **Research New Product** and press the **Return** key.
- Type **Create an Outline** and press the **Return** key.
- Type **Write a Rough Draft** and press the **Return** key.
- Type **Edit Rough Draft** and press the **Return** key.

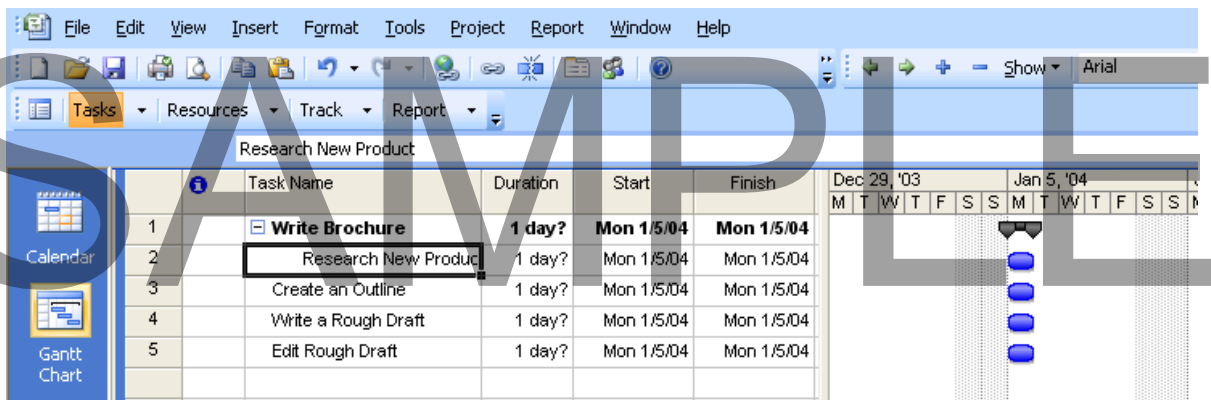
- Your screen will now look like this.





- Select "**Research New Product**" by clicking on it.
- Click on the **Indent** icon on the **Formatting** toolbar to make it a subtask.





- Your screen will now look like this.



- Now select rows **3, 4, and 5**.

		Task Name	Duration	Start	Finish
1		 Write Brochure	1 day?	Mon 1/5/04	Mon 1/5/04
2		Research New Product	1 day?	Mon 1/5/04	Mon 1/5/04
3		Create an Outline	1 day?	Mon 1/5/04	Mon 1/5/04
4		Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04
5		Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04

- Click on the **Indent** icon on the **Formatting** toolbar.



		Task Name	Duration	Start	Finish
1		 Write Brochure	1 day?	Mon 1/5/04	Mon 1/5/04
2		Research New Product	1 day?	Mon 1/5/04	Mon 1/5/04
3		Create an Outline	1 day?	Mon 1/5/04	Mon 1/5/04
4		Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04
5		Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04

Entering Task Durations

- Microsoft Project uses 1 day, as the default length, for task durations. If your estimate for the duration of your task is different than one day, you can change it.
- Microsoft Project uses abbreviations for different time measures. Use these abbreviations when typing in the duration.

m Minutes
h Hours
d Days
ed Elapsed days
w Weeks
mo Months

- In this case use the arrow buttons, on the right end of the **Duration** box, to adjust the duration of the **Research New Product** task to **2 days**.

		Task Name	Duration	Start	Finish	Dec 29
						M T W
1		 Write Brochure	1 day?	Mon 1/5/04	Mon 1/5/04	
2		Research New Product	2 days	Mon 1/5/04	Mon 1/5/04	
3		Create an Outline	1 day?	Mon 1/5/04	Mon 1/5/04	
4		Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04	
5		Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04	

- Because you manually changed the duration of the **Research New Product** task, the question mark which indicated an estimated duration disappeared.



- To specify that the changed duration is still an estimate, double click on the **Research New Product** task in the list. Recheck the **Estimated** box in the **Task Information** dialog box.

The screenshot shows the 'Task Information' dialog box for the 'Research New Product' task. The 'General' tab is active. The 'Name' field contains 'Research New Product'. The 'Duration' is set to '2d?'. The 'Estimated' checkbox is checked. The 'Percent complete' is '0%'. The 'Priority' is '500'. The 'Start' date is 'Mon 1/5/04' and the 'Finish' date is 'Tue 1/6/04'. There are also checkboxes for 'Hide task bar' and 'Roll up Gantt bar to summary'. At the bottom, there are 'Help', 'OK', and 'Cancel' buttons.

SAMPLE

- Click on the **OK** button.

Notice that the estimated duration of the **Write Brochure** summary task has changed as well, as the duration of a summary task is based on the durations of the subtasks.

	Task Name	Duration	Start	Finish	Dec 29, '03					Jan 5, '04				
					M	T	W	T	F	S	S	M	T	W
1	Write Brochure	2 days?	Mon 1/5/04	Tue 1/6/04										
2	Research New Product	2 days?	Mon 1/5/04	Tue 1/6/04										
3	Create an Outline	1 day?	Mon 1/5/04	Mon 1/5/04										
4	Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04										
5	Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04										

Creating a Summary Task

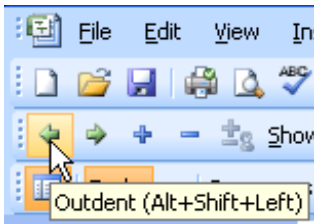
- In row **6**, type **Prepare through desktop publishing** and press **Return**.
- In row **7**, type **Get quotes from printers** and press **Return**.
- In row **8**, type **Get printed** and press **Return**.
- Insert a row by selecting row **6** and then pressing the **Ins (Insert)** key on your keyboard. Your screen will now look like the illustration below.

NOTE: To select a row, click within the **ID** number column of the row you wish to select. For instance in the illustration below, click on the number **6** within the left part of the screen.

	Task Name	Duration	Start	Finish	Dec 29, '03					Jan 5, '04				
					M	T	W	T	F	S	S	M	T	W
1	Write Brochure	2 days?	Mon 1/5/04	Tue 1/6/04										
2	Research New Product	2 days?	Mon 1/5/04	Tue 1/6/04										
3	Create an Outline	1 day?	Mon 1/5/04	Mon 1/5/04										
4	Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04										
5	Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04										
6														
7	Prepare through desktop	1 day?	Mon 1/5/04	Mon 1/5/04										
8	Get quotes from printers	1 day?	Mon 1/5/04	Mon 1/5/04										
9	Get printed	1 day?	Mon 1/5/04	Mon 1/5/04										

- Within line **6**, in the **Task Name** column, type **Print Brochure**.
- If necessary, select the **Print Brochure** and then click on the **Outdent** button, on the **Formatting** toolbar.

WARNING: Make sure that you click on the **Outdent**, not the Indent button.




- Notice how **Print Brochure** becomes a summary task and the three tasks below it become its subtasks.

	i	Task Name	Duration	Start	Finish	Dec 29, '03					Jan 5, '04				
						M	T	W	T	F	S	S	M	T	W
1		<input type="checkbox"/> Write Brochure	2 days?	Mon 1/5/04	Tue 1/6/04										
2		Research New Product	2 days?	Mon 1/5/04	Tue 1/6/04										
3		Create an Outline	1 day?	Mon 1/5/04	Mon 1/5/04										
4		Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04										
5		Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04										
6		<input checked="" type="checkbox"/> Print Brochure	1 day?	Mon 1/5/04	Mon 1/5/04										
7		Prepare through desktop	1 day?	Mon 1/5/04	Mon 1/5/04										
8		Get quotes from printers	1 day?	Mon 1/5/04	Mon 1/5/04										
9		Get printed	1 day?	Mon 1/5/04	Mon 1/5/04										


- We will now enter the remaining tasks in our project.
- In row **10**, type **Distribute Brochure** and press **Return**.
- In row **11**, type **Create mailing list** and press **Return**.
- In row **12**, type **Do mass mail out** and press **Return**.

Your screen will now look like this.

SAMPLE

		Task Name	Duration	Start	Finish
1		<input type="checkbox"/> Write Brochure	2 days?	Mon 1/5/04	Tue 1/6/04
2		Research New Product	2 days?	Mon 1/5/04	Tue 1/6/04
3		Create an Outline	1 day?	Mon 1/5/04	Mon 1/5/04
4		Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04
5		Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04
6		<input type="checkbox"/> Print Brochure	1 day?	Mon 1/5/04	Mon 1/5/04
7		Prepare through desktop	1 day?	Mon 1/5/04	Mon 1/5/04
8		Get quotes from printers	1 day?	Mon 1/5/04	Mon 1/5/04
9		Get printed	1 day?	Mon 1/5/04	Mon 1/5/04
10		Distribute Brochure	1 day?	Mon 1/5/04	Mon 1/5/04
11		Create Mailing List	1 day?	Mon 1/5/04	Mon 1/5/04
12		Do mass mail out	1 day?	Mon 1/5/04	Mon 1/5/04

- Select row **10**.

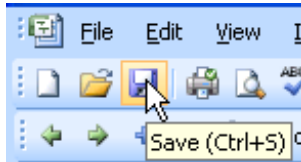
		Task Name	Duration	Start	Finish
1		<input type="checkbox"/> Write Brochure	2 days?	Mon 1/5/04	Tue 1/6/04
2		Research New Product	2 days?	Mon 1/5/04	Tue 1/6/04
3		Create an Outline	1 day?	Mon 1/5/04	Mon 1/5/04
4		Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04
5		Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04
6		<input type="checkbox"/> Print Brochure	1 day?	Mon 1/5/04	Mon 1/5/04
7		Prepare through desktop	1 day?	Mon 1/5/04	Mon 1/5/04
8		Get quotes from printers	1 day?	Mon 1/5/04	Mon 1/5/04
9		Get printed	1 day?	Mon 1/5/04	Mon 1/5/04
10		Distribute Brochure	1 day?	Mon 1/5/04	Mon 1/5/04
11		Create Mailing List	1 day?	Mon 1/5/04	Mon 1/5/04
12		Do mass mail out	1 day?	Mon 1/5/04	Mon 1/5/04

- Click on the **Outdent** button on the **Formatting** toolbar. Your screen will now look like this.

SAMPLE

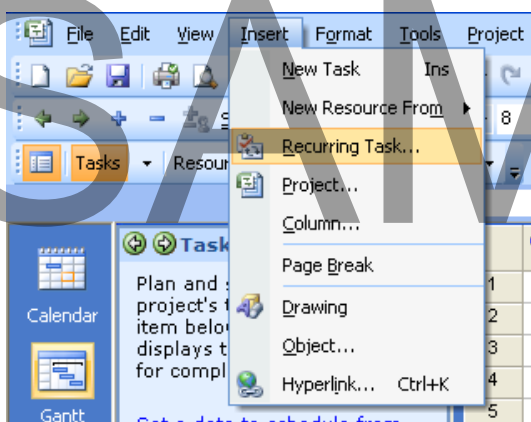
	Task Name	Duration	Start	Finish	Dec 29, '03	Jan 5, '04
					M T W T F S S	M T W T
1	<input type="checkbox"/> Write Brochure	2 days?	Mon 1/5/04	Tue 1/6/04		
2	Research New Product	2 days?	Mon 1/5/04	Tue 1/6/04		
3	Create an Outline	1 day?	Mon 1/5/04	Mon 1/5/04		
4	Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04		
5	Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04		
6	<input type="checkbox"/> Print Brochure	1 day?	Mon 1/5/04	Mon 1/5/04		
7	Prepare through desktop	1 day?	Mon 1/5/04	Mon 1/5/04		
8	Get quotes from printer:	1 day?	Mon 1/5/04	Mon 1/5/04		
9	Get printed	1 day?	Mon 1/5/04	Mon 1/5/04		
10	<input type="checkbox"/> Distribute Brochure	1 day?	Mon 1/5/04	Mon 1/5/04		
11	Create Mailing List	1 day?	Mon 1/5/04	Mon 1/5/04		
12	Do mass mail out	1 day?	Mon 1/5/04	Mon 1/5/04		

- Click on the **Save** button to save your changes.



Recurring Tasks

- Certain tasks fall into the category of recurring tasks. They could happen on a daily or weekly basis, or at intermittent times, throughout your project. Microsoft Project allows you to create a task once, and then assign both frequency and timing to it.
- Select row **10** and click on the **Insert** drop down menu and then select the **Recurring Task** command.



- The **Recurring Task Information** dialog box is displayed.

Recurring Task Information

Task Name: Duration: 1d

Recurrence pattern

Daily
 Weekly
 Monthly
 Yearly

Recur every 1 week(s) on:

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Range of recurrence

Start: Mon 1/5/04 End after: 0 occurrences
 End by: Tue 1/6/04

Calendar for scheduling this task

Calendar: None Scheduling ignores resource calendars

Help OK Cancel

- Enter **Team Meeting** in the **Task Name** box.

Recurring Task Information

Task Name: Team Meeting

Recurrence pattern

- Enter **1h** in the **Duration** box.

Duration: 1h

- Select the **Daily** button in the **Recurrence pattern** area.
- Select the **Workdays** button.

Recurrence pattern

Daily
 Weekly
 Monthly
 Yearly

Every 1 days workdays

- In the **Range of recurrence** section select the **End after** button and choose **3**.

Range of recurrence

Start: End after: occurrences

End by:

Your dialog box will now look like this.

Recurring Task Information

Task Name: Duration:

Recurrence pattern

Daily Every days

Weekly

Monthly

Yearly

workdays

Range of recurrence

Start: End after: occurrences

End by:

Calendar for scheduling this task

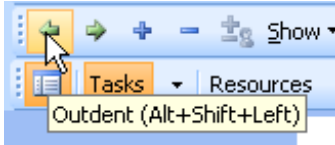
Calendar: Scheduling ignores resource calendars

Help OK Cancel

- Click on the **OK** button to return to the Gantt Chart view. Your screen will now look like this.

	Task Name	Duration	Start	Finish
1	<input checked="" type="checkbox"/> Write Brochure	2 days?	Mon 1/5/04	Tue 1/6/04
2	Research New Product	2 days?	Mon 1/5/04	Tue 1/6/04
3	Create an Outline	1 day?	Mon 1/5/04	Mon 1/5/04
4	Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04
5	Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04
6	<input checked="" type="checkbox"/> Print Brochure	.13 days?	Mon 1/5/04	Wed 1/7/04
7	Prepare through desktop	1 day?	Mon 1/5/04	Mon 1/5/04
8	Get quotes from printers	1 day?	Mon 1/5/04	Mon 1/5/04
9	Get printed	1 day?	Mon 1/5/04	Mon 1/5/04
10	<input checked="" type="checkbox"/> Team Meeting	2.13 days	Mon 1/5/04	Wed 1/7/04
14	<input checked="" type="checkbox"/> Distribute Brochure	1 day?	Mon 1/5/04	Mon 1/5/04
15	Create Mailing List	1 day?	Mon 1/5/04	Mon 1/5/04
16	Do mass mail out	1 day?	Mon 1/5/04	Mon 1/5/04

- Click on the **Outdent** button on the **Formatting** toolbar.



Notice the recurring task symbol in the **Indicator** column in line 10.

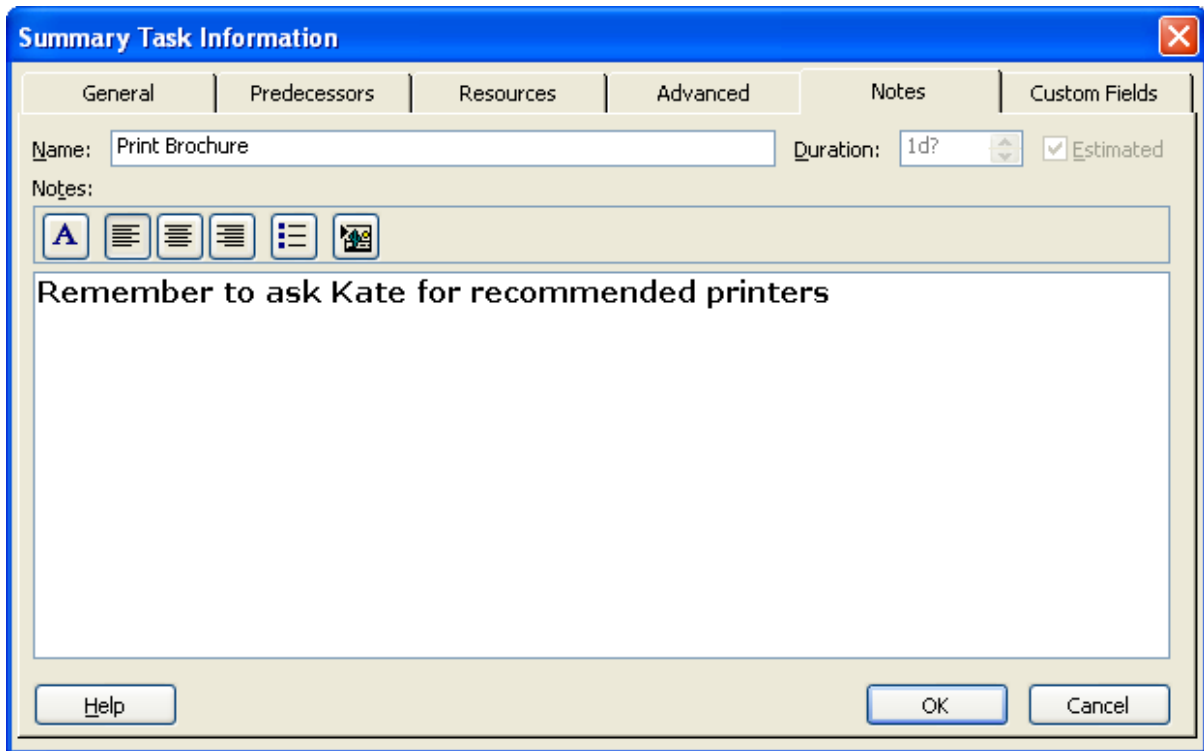
	Task Name	Duration	Start	Finish	Dec 29, '03							Jan 5, '04							
					M	T	W	T	F	S	S	M	T	W	T				
1	<input type="checkbox"/> Write Brochure	2 days?	Mon 1/5/04	Tue 1/6/04															
2	Research New Product	2 days?	Mon 1/5/04	Tue 1/6/04															
3	Create an Outline	1 day?	Mon 1/5/04	Mon 1/5/04															
4	Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04															
5	Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04															
6	<input type="checkbox"/> Print Brochure	1 day?	Mon 1/5/04	Mon 1/5/04															
7	Prepare through desktop	1 day?	Mon 1/5/04	Mon 1/5/04															
8	Get quotes from printers	1 day?	Mon 1/5/04	Mon 1/5/04															
9	Get printed	1 day?	Mon 1/5/04	Mon 1/5/04															
10	<input checked="" type="checkbox"/> Team Meeting	2.13 days	Mon 1/5/04	Wed 1/7/04															
14	<input type="checkbox"/> Distribute Brochure	1 day?	Mon 1/5/04	Mon 1/5/04															
15	Create Mailing List	1 day?	Mon 1/5/04	Mon 1/5/04															
16	Do mass mail out	1 day?	Mon 1/5/04	Mon 1/5/04															

- Expand the **Team Meeting** task by clicking on the + symbol.

	Task Name	Duration	Start	Finish	Dec 29, '03							Jan 5, '04							
					M	T	W	T	F	S	S	M	T	W	T				
1	<input type="checkbox"/> Write Brochure	2 days?	Mon 1/5/04	Tue 1/6/04															
2	Research New Product	2 days?	Mon 1/5/04	Tue 1/6/04															
3	Create an Outline	1 day?	Mon 1/5/04	Mon 1/5/04															
4	Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04															
5	Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04															
6	<input type="checkbox"/> Print Brochure	1 day?	Mon 1/5/04	Mon 1/5/04															
7	Prepare through desktop	1 day?	Mon 1/5/04	Mon 1/5/04															
8	Get quotes from printers	1 day?	Mon 1/5/04	Mon 1/5/04															
9	Get printed	1 day?	Mon 1/5/04	Mon 1/5/04															
10	<input checked="" type="checkbox"/> Team Meeting	2.13 days	Mon 1/5/04	Wed 1/7/04															
11	<input type="checkbox"/> Team Meeting 1	1 hr	Mon 1/5/04	Mon 1/5/04															
12	<input type="checkbox"/> Team Meeting 2	1 hr	Tue 1/6/04	Tue 1/6/04															
13	<input type="checkbox"/> Team Meeting 3	1 hr	Wed 1/7/04	Wed 1/7/04															
14	<input type="checkbox"/> Distribute Brochure	1 day?	Mon 1/5/04	Mon 1/5/04															
15	Create Mailing List	1 day?	Mon 1/5/04	Mon 1/5/04															
16	Do mass mail out	1 day?	Mon 1/5/04	Mon 1/5/04															


Task Notes

- Notes can be attached to a task to quickly display information relating to that task. Notes can be displayed onscreen and included in printed reports.
- Double-click on the **Print Brochure** task
- Select the **Notes** tab in the **Task Information** dialog box.
- Type **Remember to ask Kate for recommended printers**.




- Click on the **OK** button to save and attach the note to your task and return to the Gantt Chart view.

Notice the note symbol in the Indicator column.

5	Edit Rough Draft	1 day?	Mon 1/5/04	Mon
6	 Print Brochure	1 day?	Mon 1/5/04	Mon
7	Prepare through desktop	1 day?	Mon 1/5/04	Mon
8	Get quotes from printer:	1 day?	Mon 1/5/04	Mon

- Move the mouse pointer over the note symbol to read the note.

6	 Print Brochure			
7	Notes: 'Remember to ask Kate for recommended printers'			
8	Get quotes from printer:			

Milestones

- Milestones are used to mark key moments in a project and can help you monitor your progress. Although a milestone is usually a task with no duration, it is possible to mark a task which has a duration as a milestone.
- Milestones are marked by a diamond in the Gantt Chart view.
- Double-click on the **Edit Rough Draft** task to open the **Task Information** dialog box.
- Click on the **Advanced** tab.
- Click on the **Mark task as milestone** checkbox (towards the bottom-left of the dialog box).

- Click on the **OK** button. The task is now marked by a **diamond** in the Gantt Chart view.



- Click on the **Save** button to save your changes. Exit Microsoft Project.

Manipulating Tasks & Constraints

What are Constraints?

- A constraint is a parameter placed upon a task which limits the start or finish of a task.
- By default, the **As Soon as Possible** constraint is applied to every task. The following is a list of all of the constraint types which are available to choose from.

As Soon as Possible

Schedules the task to start as soon as the beginning of the project.

As Late as Possible

Schedules the task to end no later than the end of the project.

Finish No Earlier Than/

Finish No Later Than

Schedules the tasks to finish no later or sooner than a specific date.

Must Finish On/

Must Start On

Schedules the task to finish on or start on a specific date.

Start No Earlier Than/

Start No Later Than

Schedules the task to start no earlier than or no later than a specific date.

Adding Constraints

- Open Microsoft Project and open your **New Product Brochure.mpp** file.
- Double click on the **Print Brochure** task to open the **Task Information** dialog box.
- Click on the **Advanced** tab.

- Select **Start No Earlier Than** from the **Constraint type** drop-down menu.

- Type **1/7/04** in the **Constraint date** field. This will ensure that the printing of the brochure cannot start before 7 January.

- Click on the **OK** button. Notice how the **Print Brochure** tasks have been moved in the Gantt Chart view.

	Task Name	Duration	Start	Finish	Dec 29, '03							Jan 5, '04							
					M	T	W	T	F	S	S	M	T	W	T	F			
1	<input type="checkbox"/> Write Brochure	2 days?	Mon 1/5/04	Tue 1/6/04															
2	Research New Product	2 days?	Mon 1/5/04	Tue 1/6/04															
3	Create an Outline	1 day?	Mon 1/5/04	Mon 1/5/04															
4	Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04															
5	Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04															
6	<input type="checkbox"/> Print Brochure	1 day?	Wed 1/7/04	Wed 1/7/04															
7	Prepare through desktop	1 day?	Wed 1/7/04	Wed 1/7/04															
8	Get quotes from printer:	1 day?	Wed 1/7/04	Wed 1/7/04															
9	Get printed	1 day?	Wed 1/7/04	Wed 1/7/04															
10	<input type="checkbox"/> Team Meeting	2.13 days	Mon 1/5/04	Wed 1/7/04															
11	Team Meeting 1	1 hr	Mon 1/5/04	Mon 1/5/04															
12	Team Meeting 2	1 hr	Tue 1/6/04	Tue 1/6/04															
13	Team Meeting 3	1 hr	Wed 1/7/04	Wed 1/7/04															
14	<input type="checkbox"/> Distribute Brochure	1 day?	Mon 1/5/04	Mon 1/5/04															
15	Create Mailing List	1 day?	Mon 1/5/04	Mon 1/5/04															
16	Do mass mail out	1 day?	Mon 1/5/04	Mon 1/5/04															

Editing Tasks








- Tasks can be edited using a number of different methods, although the easiest and most convenient way is to use the **Task Information** dialog box because all of the task information is readily available for you to review and change.
- Double click on the **Team Meeting 1** task to open the **Task Information** dialog box.

The screenshot shows the 'Task Information' dialog box with the 'General' tab selected. The task name is 'Team Meeting 1' and the duration is '1h'. The deadline is set to 'NA'. The constraint type is 'Start No Earlier Than' with a constraint date of 'Mon 1/5/04'. The task type is 'Fixed Units'. The calendar is set to 'None'. The WBS code is '3.1' and the earned value method is '% Complete'. There are 'Help', 'OK', and 'Cancel' buttons at the bottom.

- Change the duration of the meeting to 2 hours by entering **2h** in the **Duration** field.
- Click on the **OK** button.

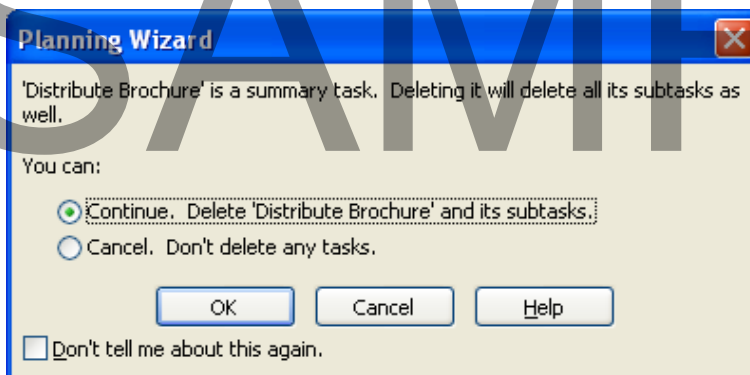
Deleting Tasks

- Occasionally you will need to delete tasks either because they were entered in error or they are no longer relevant. There are several ways to do this.
- Select row **14** (the **Distribute Brochure** task).

		Task Name	Duration	Start	Fin
1		<input type="checkbox"/> Write Brochure	2 days?	Mon 1/5/04	Tue
2		Research New Product	2 days?	Mon 1/5/04	Tue
3		Create an Outline	1 day?	Mon 1/5/04	Mor
4		Write a Rough Draft	1 day?	Mon 1/5/04	Mor
5		Edit Rough Draft	1 day?	Mon 1/5/04	Mor
6	 	<input type="checkbox"/> Print Brochure	1 day?	Wed 1/7/04	Wed
7		Prepare through desktop	1 day?	Wed 1/7/04	Wec
8		Get quotes from printers	1 day?	Wed 1/7/04	Wec
9		Get printed	1 day?	Wed 1/7/04	Wec
10		<input type="checkbox"/> Team Meeting	2.13 days	Mon 1/5/04	Wed
11		Team Meeting 1	2 hrs	Mon 1/5/04	Mor
12		Team Meeting 2	1 hr	Tue 1/6/04	Tue
13		Team Meeting 3	1 hr	Wed 1/7/04	Wec
14		<input type="checkbox"/> Distribute Brochure	1 day?	Mon 1/5/04	Mon
15		Create Mailing List	1 day?	Mon 1/5/04	Mor
16		Do mass mail out	1 day?	Mon 1/5/04	Mor

- Press the **Del** key.

NOTE. If the **Planning Wizard** dialog box appears, click on the **OK** button.

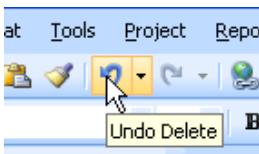


Notice how all of the subtasks were deleted along with the summary task.

The screen now looks like this.

	Task Name	Duration	Start	Finish
1	Write Brochure	2 days?	Mon 1/5/04	Tue 1/6/04
2	Research New Product	2 days?	Mon 1/5/04	Tue 1/6/04
3	Create an Outline	1 day?	Mon 1/5/04	Mon 1/5/04
4	Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04
5	Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04
6	Print Brochure	1 day?	Wed 1/7/04	Wed 1/7/04
7	Prepare through desktop	1 day?	Wed 1/7/04	Wed 1/7/04
8	Get quotes from printers	1 day?	Wed 1/7/04	Wed 1/7/04
9	Get printed	1 day?	Wed 1/7/04	Wed 1/7/04
10	Team Meeting	2.13 days	Mon 1/5/04	Wed 1/7/04
11	Team Meeting 1	2 hrs	Mon 1/5/04	Mon 1/5/04
12	Team Meeting 2	1 hr	Tue 1/6/04	Tue 1/6/04
13	Team Meeting 3	1 hr	Wed 1/7/04	Wed 1/7/04

- Undo the deletion by clicking on the **Undo** button in the toolbar.













The deleted tasks are displayed again.

	Task Name	Duration	Start	Finish
1	Write Brochure	2 days?	Mon 1/5/04	Tue 1/6/04
2	Research New Product	2 days?	Mon 1/5/04	Tue 1/6/04
3	Create an Outline	1 day?	Mon 1/5/04	Mon 1/5/04
4	Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04
5	Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04
6	Print Brochure	1 day?	Wed 1/7/04	Wed 1/7/04
7	Prepare through desktop	1 day?	Wed 1/7/04	Wed 1/7/04
8	Get quotes from printers	1 day?	Wed 1/7/04	Wed 1/7/04
9	Get printed	1 day?	Wed 1/7/04	Wed 1/7/04
10	Team Meeting	2.13 days	Mon 1/5/04	Wed 1/7/04
11	Team Meeting 1	2 hrs	Mon 1/5/04	Mon 1/5/04
12	Team Meeting 2	1 hr	Tue 1/6/04	Tue 1/6/04
13	Team Meeting 3	1 hr	Wed 1/7/04	Wed 1/7/04
14	Distribute Brochure	1 day?	Mon 1/5/04	Mon 1/5/04
15	Create Mailing List	1 day?	Mon 1/5/04	Mon 1/5/04
16	Do mass mail out	1 day?	Mon 1/5/04	Mon 1/5/04

SAMPLE

Moving Tasks



- An important thing to keep in mind when moving tasks is that when you move a summary task, its subtasks move with it. In order to move a subtask to a new location, you must first outdent it so that it is at the highest possible level.
- Select row **10** (the **Team Meeting** summary task).

		Task Name	Duration	Start	Finish
1		 Write Brochure	2 days?	Mon 1/5/04	Tue
2		Research New Product	2 days?	Mon 1/5/04	Tue
3		Create an Outline	1 day?	Mon 1/5/04	Mon
4		Write a Rough Draft	1 day?	Mon 1/5/04	Mon
5		Edit Rough Draft	1 day?	Mon 1/5/04	Mon
6		 Print Brochure	1 day?	Wed 1/7/04	Wed
7		Prepare through desktop	1 day?	Wed 1/7/04	Wed
8		Get quotes from printers	1 day?	Wed 1/7/04	Wed
9		Get printed	1 day?	Wed 1/7/04	Wed
10		 Team Meeting	2.13 days	Mon 1/5/04	Wed
11		Team Meeting 1	2 hrs	Mon 1/5/04	Mon
12		Team Meeting 2	1 hr	Tue 1/6/04	Tue
13		Team Meeting 3	1 hr	Wed 1/7/04	Wed
14		 Distribute Brochure	1 day?	Mon 1/5/04	Mon
15		Create Mailing List	1 day?	Mon 1/5/04	Mon
16		Do mass mail out	1 day?	Mon 1/5/04	Mon

- Move your mouse pointer over the ID number of the task (i.e. the number **10** in this case) until the mouse pointer changes to the shape of a move cursor.

10		 Team Meeting	2.13 days	Mon 1/5/04	Wed 1/7/04
----	---	---	------------------	-------------------	-------------------

- Click and hold down the mouse button. Drag the mouse pointer until the horizontal grey stripe is above row **1** as illustrated below.

		Task Name	Duration	Start	Finish
1		 Write Brochure	2 days?	Mon 1/5/04	Tue 1/
2		Research New Product	2 days?	Mon 1/5/04	Tue 1.
3		Create an Outline	1 day?	Mon 1/5/04	Mon 1.

- Notice that all of the subtasks were moved with the summary task.
- Save your changes and Exit Microsoft Project.

Dependencies

What are Dependencies?

- Dependencies are a way to link tasks together, in order to describe which tasks must precede or succeed one another. Some tasks must start or finish before another task can begin or end. Creating dependencies allows Project to create a flexible time framework, relative to the task preceding or succeeding it.
- There are two types of tasks in a dependency.
 - A **predecessor** task must occur before another task.
 - A **successor** task must occur after another task.

Finish-to-Start (FS) Dependencies

- The **finish-to-start** dependency is the most common type of relationship. The start of one task begins as soon as its predecessor finishes. The successor can't start until the predecessor finishes.
- Because most tasks in a project cannot occur concurrently, you must assign dependencies, telling Project that one task cannot start until another finishes or that a task cannot finish until another task finishes etc.
- Start Microsoft Project and open your project called **New Product Brochure.mpp** from the **Project 2007 Foundation Files** folder.
- Double-click on the **Create an Outline** task.

5	<input type="checkbox"/> Write Brochure	2 days?	Mon 4
6	Research New Produ	2 days?	Mon 4
7	Create an Outline	1 day?	Mon 4
8	Write a Rough Draft	1 day?	Mon 4
9	Edit Rough Draft	1 day?	Mon 4

- This will open the **Task Information** dialog box.

Task Information

General | Predecessors | Resources | Advanced | Notes | Custom Fields

Name: Duration: Estimated

Constrain task

Deadline:

Constraint type: Constraint date:

Task type: Effort driven

Calendar: Scheduling ignores resource calendars

WBS code:

Earned value method:

Mark task as milestone

- Click on the **Predecessors** tab.

Task Information

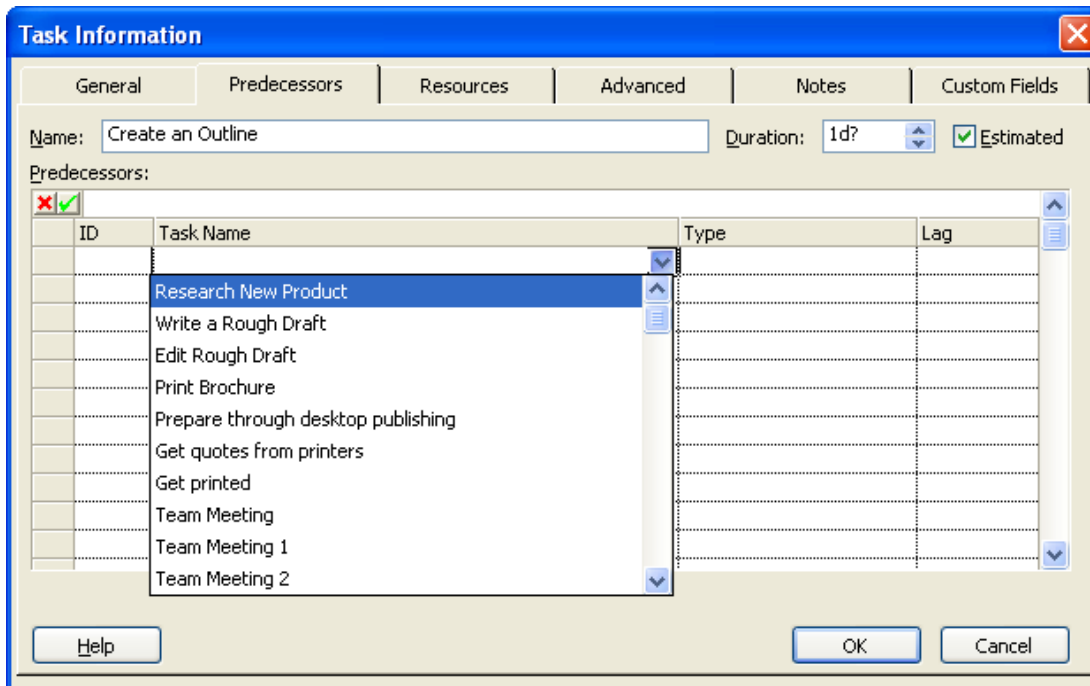
General | **Predecessors** | Resources | Advanced | Notes | Custom Fields

Name: Duration: Estimated

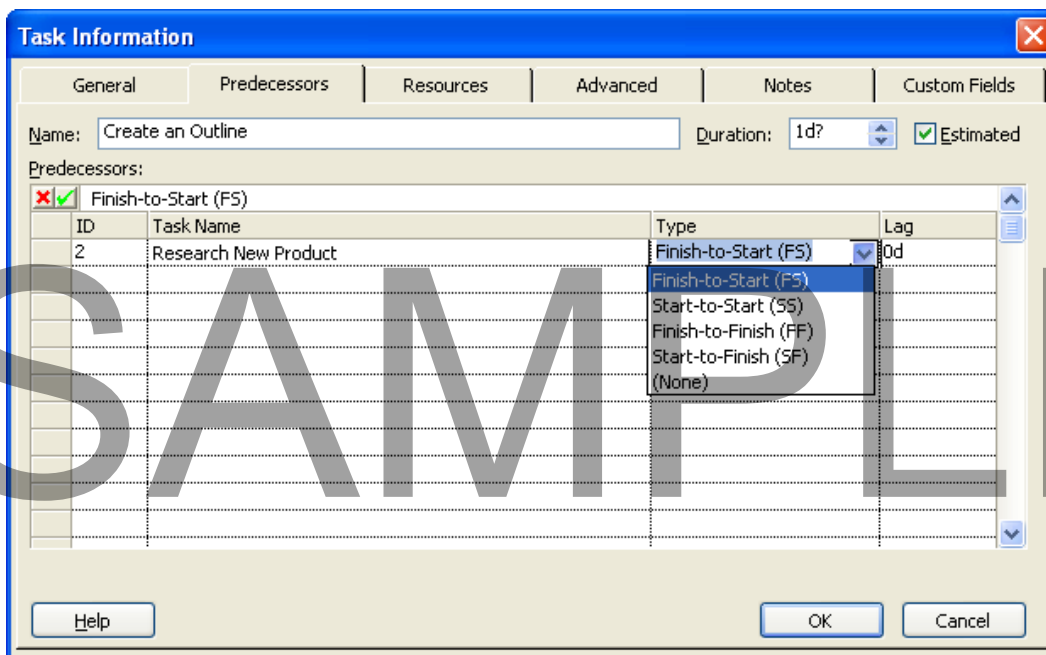
Predecessors:

ID	Task Name	Type	Lag

- Select "**Research New Product**" from the drop-down list in the **Task Name** column of the **Predecessors** tab.



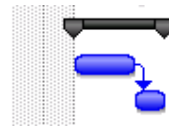
- Select **Finish-to-Start (FS)** in the **Type** column.



- Click on the **OK** button. This tells Microsoft Project that you cannot start *creating an outline* until the *research for the new product* is complete.

NOTE: The **ID number** of the predecessor is shown in the **Predecessors** column of the Gantt table, and the dependency is represented by an **arrow** in the Gantt Chart.

5	<input type="checkbox"/> Write Brochure	3 days?	Mon 1/5/04	Wed 1/7/04
6	Research New Product	2 days?	Mon 1/5/04	Tue 1/6/04
7	Create an Outline	1 day?	Wed 1/7/04	Wed 1/7/04

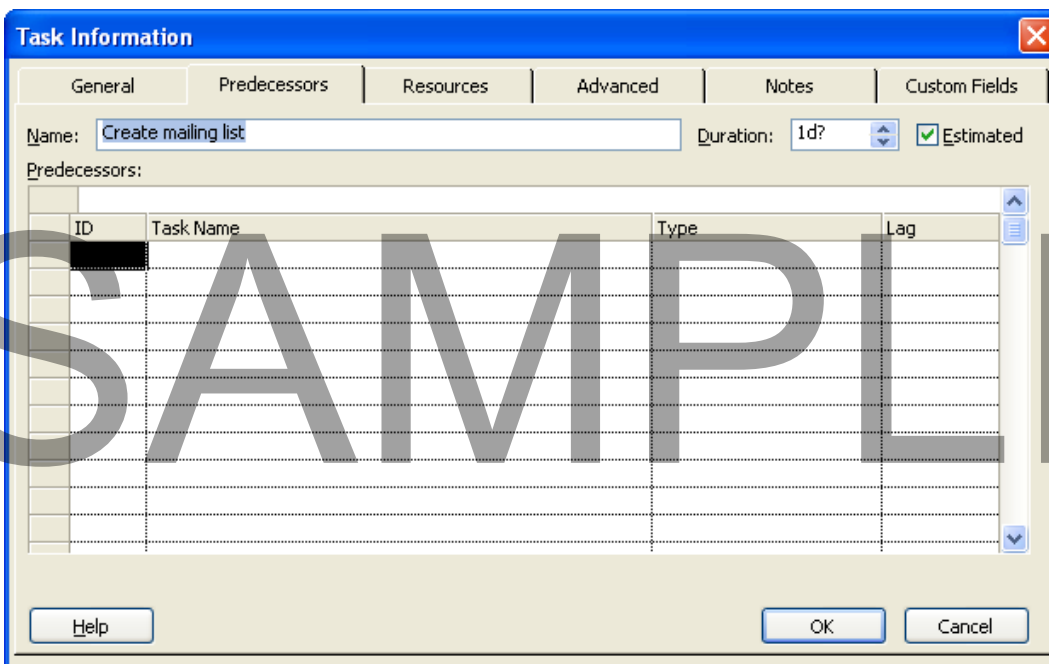


Start-to-Start (SS) Dependencies

- In a start-to-start relationship, the successor can't start until the predecessor starts. The tasks can happen simultaneously, but the predecessor needs to have started in order for the successor to start.
- Double click on the **Create mailing list** task.

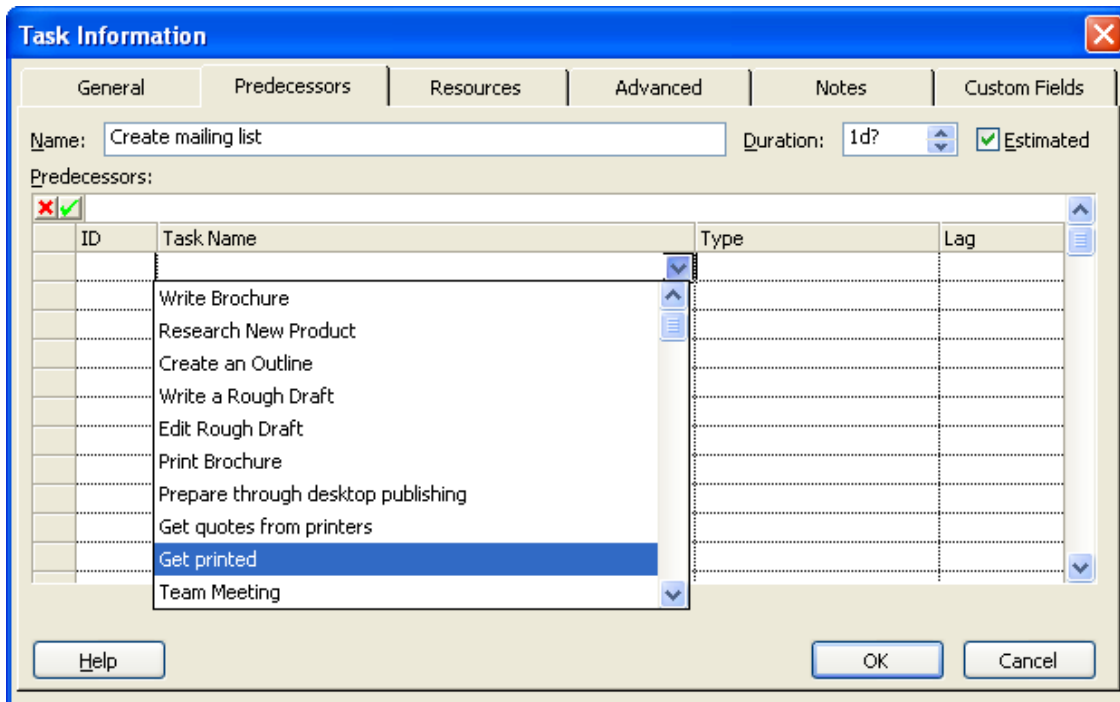
14	<input type="checkbox"/> Distribute Brochure	1 day?	Mon 5/
15	Create mailing list	1 day?	Mon 5/
16	Do mass mail out	1 day?	Mon 5/

- This will open the **Task Information** dialog box. Click on the **Predecessors** tab.

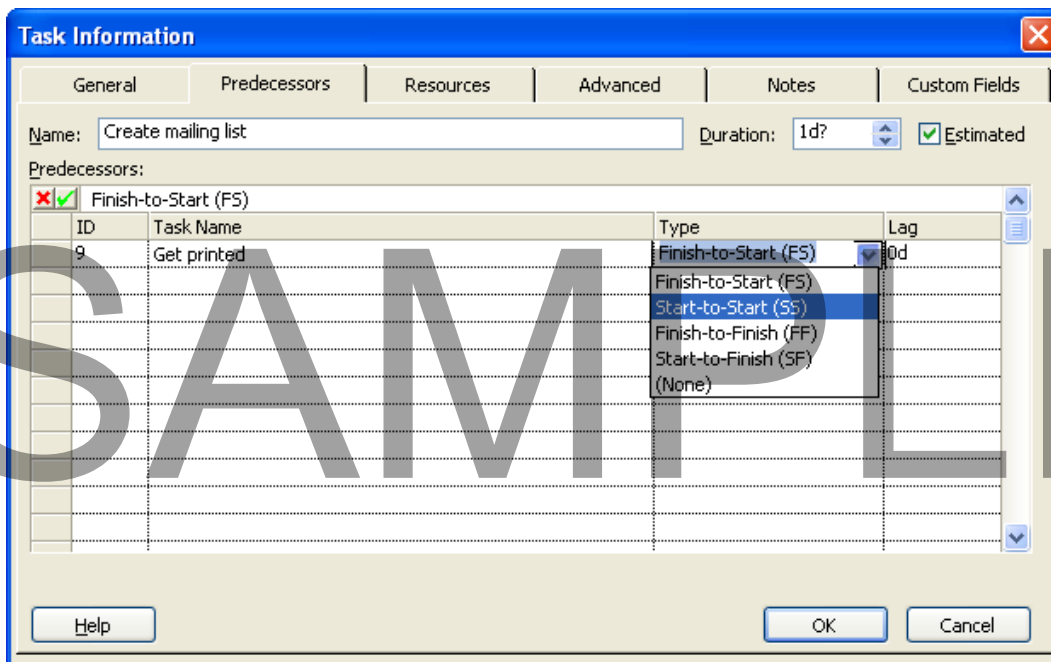


- Click on the down arrow at the right side of the **Task Name** column and scroll down the list to select **Get Printed** (note you may have to scroll down the list to

see this item).



- Click on the **Start-to-Start** dependency from the drop-down menu of the **Type** column.



This lets Project know that you can start creating your mailing list while the brochure is being printed.

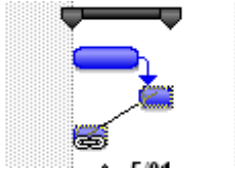
- Click on the **OK** button. Your screen will now look like this.

	Task Name	Duration	Start	Finish	Dec 29, '03					Jan 5, '04							
					M	T	W	T	F	S	S	M	T	W	T		
1	Team Meeting	2.13 days	Mon 1/5/04	Wed 1/7/04													
2	Team Meeting 1	2 hrs	Mon 1/5/04	Mon 1/5/04													
3	Team Meeting 2	1 hr	Tue 1/6/04	Tue 1/6/04													
4	Team Meeting 3	1 hr	Wed 1/7/04	Wed 1/7/04													
5	Write Brochure	3 days?	Mon 1/5/04	Wed 1/7/04													
6	Research New Product	2 days?	Mon 1/5/04	Tue 1/6/04													
7	Create an Outline	1 day?	Wed 1/7/04	Wed 1/7/04													
8	Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04													
9	Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04													
10	Print Brochure	1 day?	Wed 1/7/04	Wed 1/7/04													
11	Prepare through desktop	1 day?	Wed 1/7/04	Wed 1/7/04													
12	Get quotes from printers	1 day?	Wed 1/7/04	Wed 1/7/04													
13	Get printed	1 day?	Wed 1/7/04	Wed 1/7/04													
14	Distribute Brochure	3 days?	Mon 1/5/04	Wed 1/7/04													
15	Create Mailing List	1 day?	Wed 1/7/04	Wed 1/7/04													
16	Do mass mail out	1 day?	Mon 1/5/04	Mon 1/5/04													

- Now we will finish assigning the dependencies for all of the tasks in the project.
- In the Gantt Chart (i.e. the chart within the right side of the screen), move the your mouse pointer over the **Create an Outline** task until the pointer changes to a shape with four arrows pointing outward.

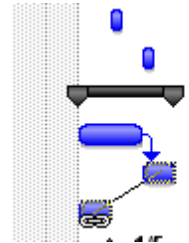
	Task Name	Duration	Start	Finish	Dec 29, '03					Jan 5, '04				Jan 12, '04			
					M	T	W	T	F	S	S	M	T	W	T	F	S
1	Team Meeting	2.13 days	Mon 1/5/04	Wed 1/7/04													
2	Team Meeting 1	2 hrs	Mon 1/5/04	Mon 1/5/04													
3	Team Meeting 2	1 hr	Tue 1/6/04	Tue 1/6/04													
4	Team Meeting 3	1 hr	Wed 1/7/04	Wed 1/7/04													
5	Write Brochure	3 days?	Mon 1/5/04	Wed 1/7/04													
6	Research New Product	2 days?	Mon 1/5/04	Tue 1/6/04													
7	Create an Outline	1 day?	Wed 1/7/04	Wed 1/7/04													
8	Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04													
9	Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04													
10	Print Brochure	1 day?	Wed 1/7/04	Wed 1/7/04													

- Click and drag the mouse pointer to the **Write a Rough Draft** task.



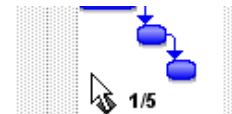
The cursor becomes a link symbol and an information box is displayed describing the link you are creating. By default, a **Finish-to-Start** dependency is created.

3		Team Meeting 2	1 hr	Tue 1/6/04	Tue 1/6/04
4		Te	Finish-to-Start Link		
5		Write	From Finish Of:	Task 7	
6		Re	To Start Of:	Task 8	
7		Create an Outline	1 day?	Wed 1/7/04	Wed 1/7/04
8		Write a Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04



- Release the mouse and the link will be created, as illustrated below.

7		Create an Outline	1 day?	Wed 1/7/04	Wed 1/7/04
8		Write a Rough Draft	1 day?	Thu 1/8/04	Thu 1/8/04
9		Edit Rough Draft	1 day?	Mon 1/5/04	Mon 1/5/04



- Now we'll create the dependencies for the remaining tasks.
- Create a **Finish to Start** dependency for the following tasks using the drag and drop method in the Gantt Chart view.

'Write a Rough Draft' to 'Edit Rough Draft'

'Edit Rough Draft' to 'Prepare through desktop publishing'

'Prepare through desktop publishing' to 'Get quotes from printers'

'Get quotes from printers' to 'Get printed'

'Create mailing list' to 'Do mass mail out'

- As you add the dependencies, notice how the durations of the Summary tasks change. Your screen will now look like this.

SAMPLE

Resources

What are Resources?

- Resources are people, supplies and equipment which you need to use to accomplish your tasks and goals.
- Project uses the resource information you provide to make the schedule for your project.

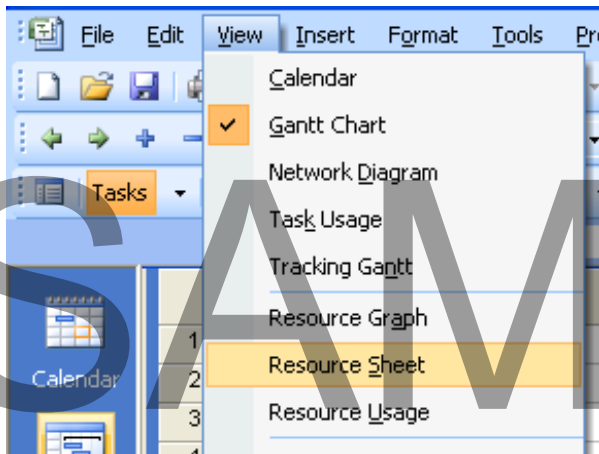
Typically, the more resources you assign, the shorter the duration of the project will be because a task is completed faster when there are more people or materials assigned to it.

Creating a Resource List

- Start Microsoft Project and open the **New Product Brochure.mpp** file from the **Project 2007 Foundation Files** folder.

NOTE: If you have gone wrong in the previous section and do not have access to a tutor to explain what went wrong, then you can open the file called **Finished - Tasks.mpp** to continue with the exercise in this section.

- Click on the **View** drop down menu and then select the **Resource Sheet** command.



- Click in the first row of the **Resource Name** column, type **Jane Doe** and then press **Return**. Your screen will look like this.

	Resource Name	Type	Material Label	Initials	Group	Max. Units	Std. Rate	Ovt. Rate	CostUse	Accrue At	Base Calendar	Code
1	Jane Doe	Work		J		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Project 2007 Fou	

- Click in the second row of the **Resource Name** column, type **Katie Aiko** and press **Return**.

	Resource Name	Type	Material Label	Initials
1	Jane Doe	Work		J
2	Katie Aiko	Work		K

- Type **Postage** in the third row and press **Return**.

	Resource Name	Type	Material Label
1	Jane Doe	Work	
2	Katie Aiko	Work	
3	Postage	Work	

- In the cell to the right of the Postage cell, select **Material** from the drop-down list in the **Type** column.

	Resource Name	Type	Material Label
1	Jane Doe	Work	
2	Katie Aiko	Work	
3	Postage	Work	

A dropdown menu is open over the 'Work' cell in row 3, column 3, showing options: Work, Material, Cost. 'Material' is selected.

- Enter **Stamps** as a unit of measurement in the **Material Label** field and press **Return**.

	Resource Name	Type	Material Label	Initials
1	Jane Doe	Work		J
2	Katie Aiko	Work		K
3	Postage	Material	Stamps	P

- Leave all other options as the default as we will cover them in the following exercises.
- Click on the **Save** icon in the toolbar to save your work.

SAMPLE

End of the preview sample



This sample is approximately half of the full course. Please see the table of contents at the beginning of this document to see the full list of topics covered in the full course.

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