

# MS project 2010

# What is project management?

Project management is “the application of knowledge, skills, tools, and techniques to project activities in order to meet project requirements”

Triple constraints of project management ►

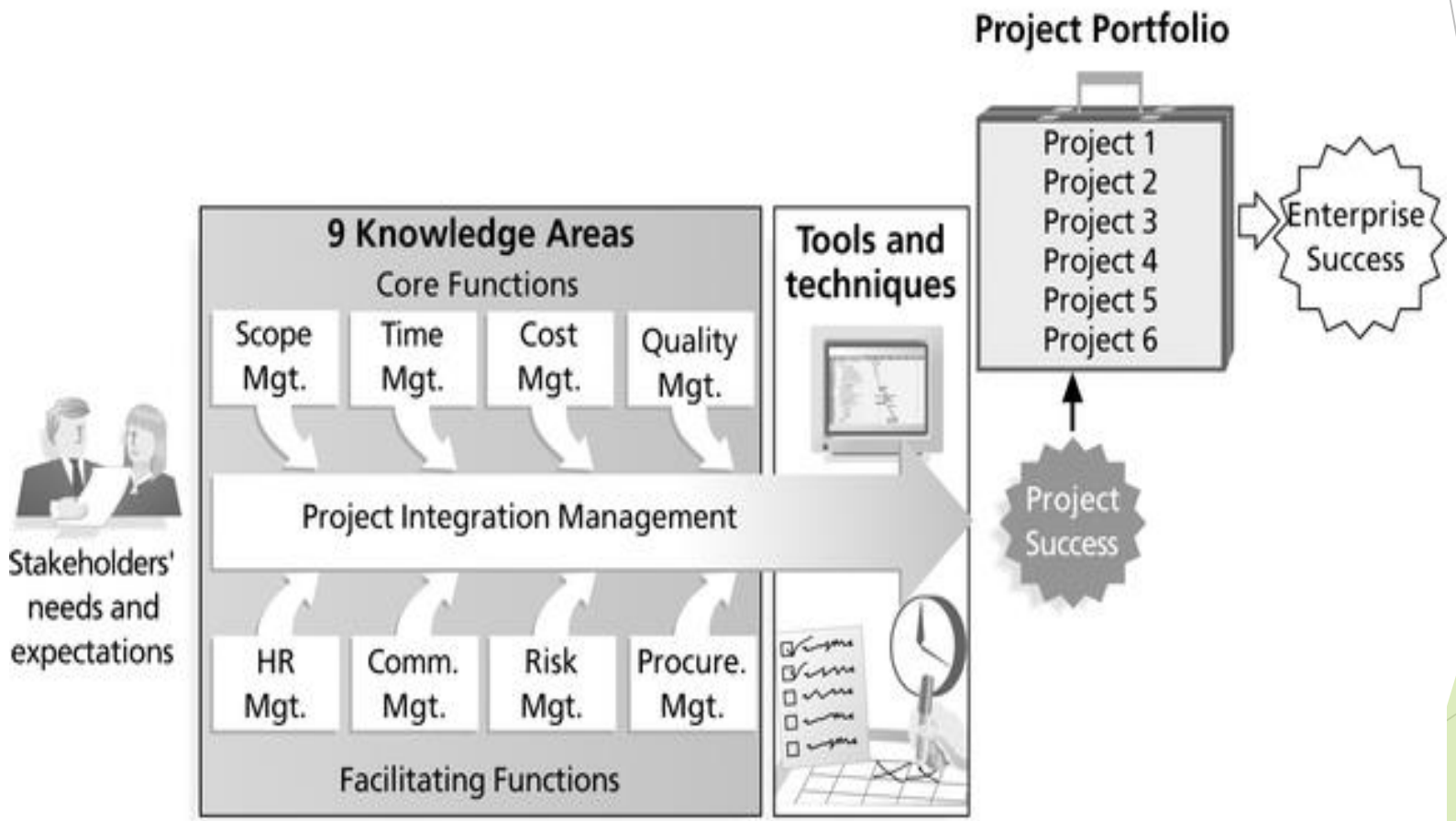
Every project is constrained in different ways by its

Scope goals: What is the project trying to accomplish?

Time goals: How long should it take to complete?

Cost goals: What should it cost?

It is the project manager’s duty to balance these three often competing goals



# Project Management Tools and Techniques

**Project management tools and techniques assist project managers and their teams in various aspects of project management**

**Some specific ones include**

**Project Charter, scope statement, and WBS (scope)**

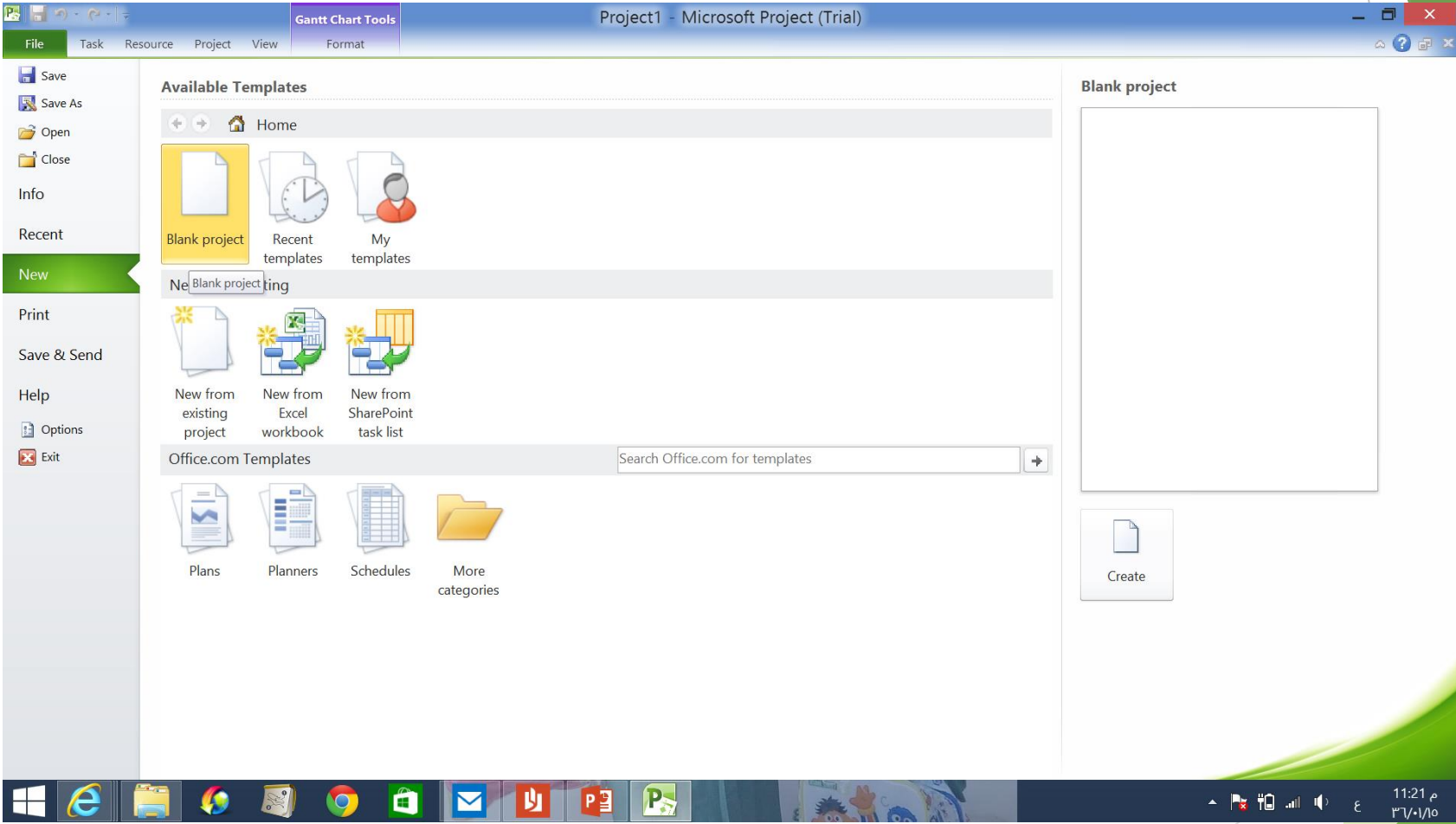
**Gantt charts, network diagrams, critical path analysis, critical chain scheduling (time)**

**Cost estimates and earned value management (cost)**

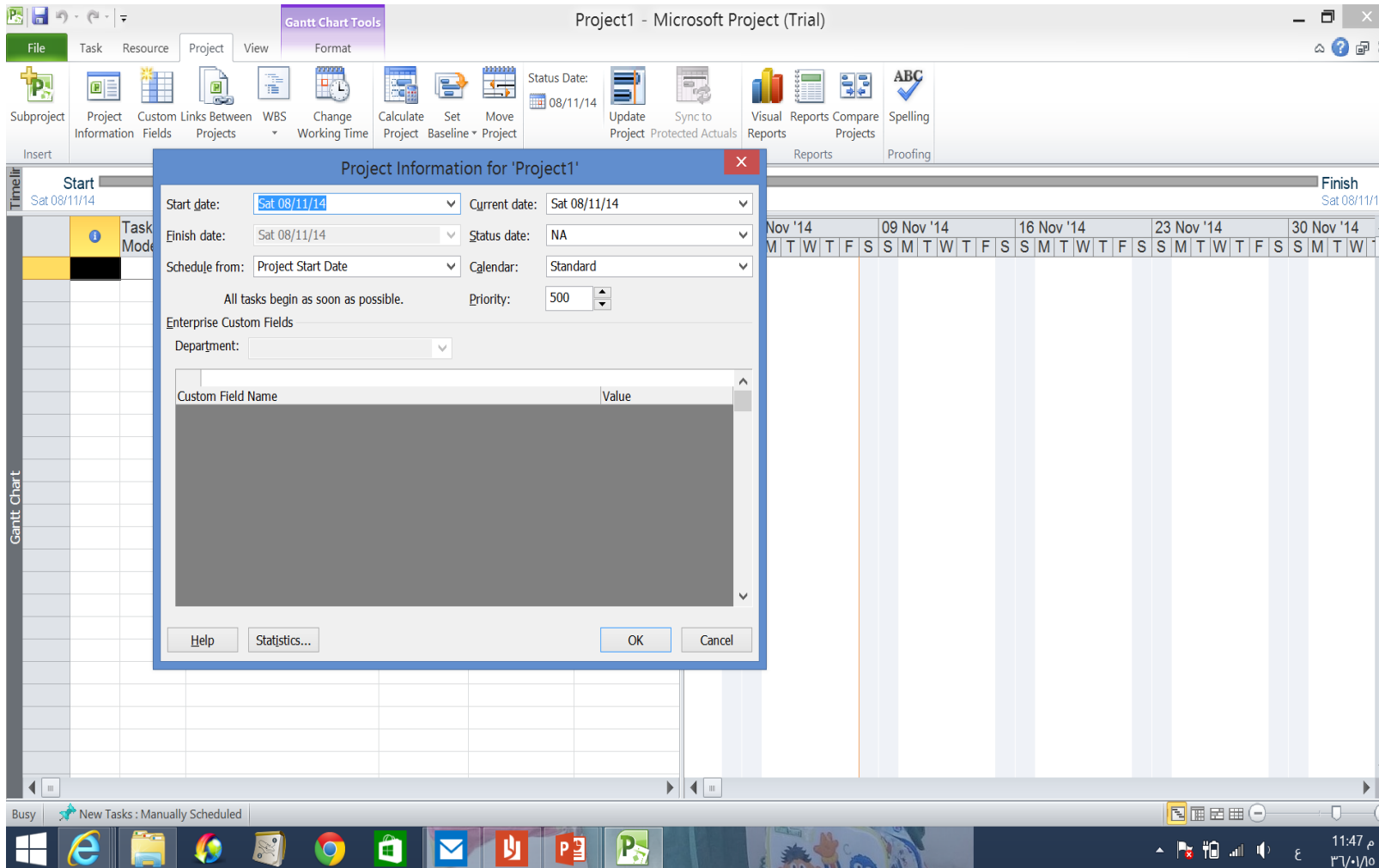
# Getting Started With Microsoft Project 2010 Tool

- ⦿ Create a project .
- ⦿ Adjust working days and time.
- ⦿ Adding tasks and subtasks.
- ⦿ Assigning task durations , predecessors ,Milestones.
- ⦿ Adding and assigning resources.
- ⦿ Gantt chart
- ⦿ Network Diagram

File -> new -> blank project

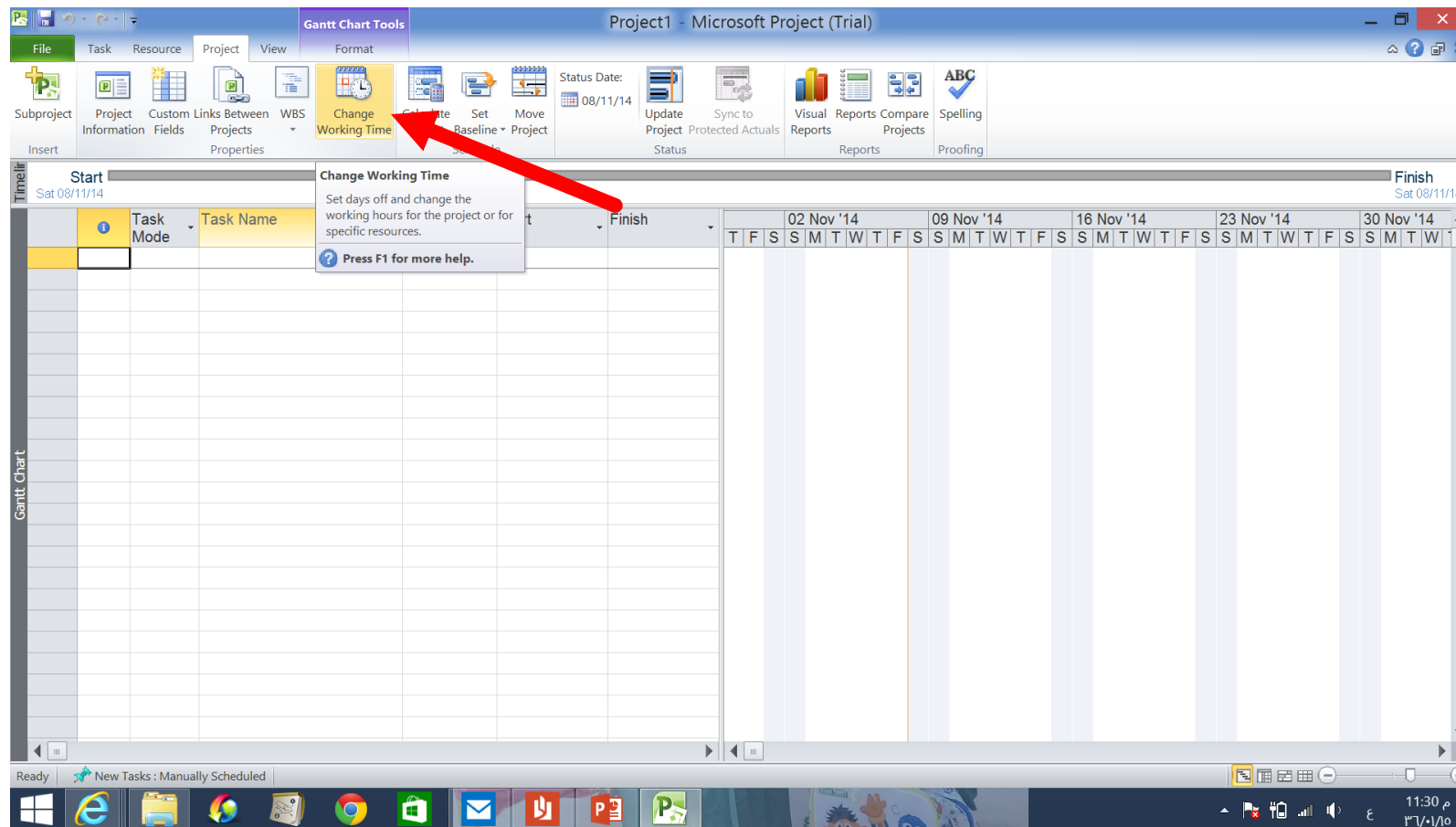


# Creating new project



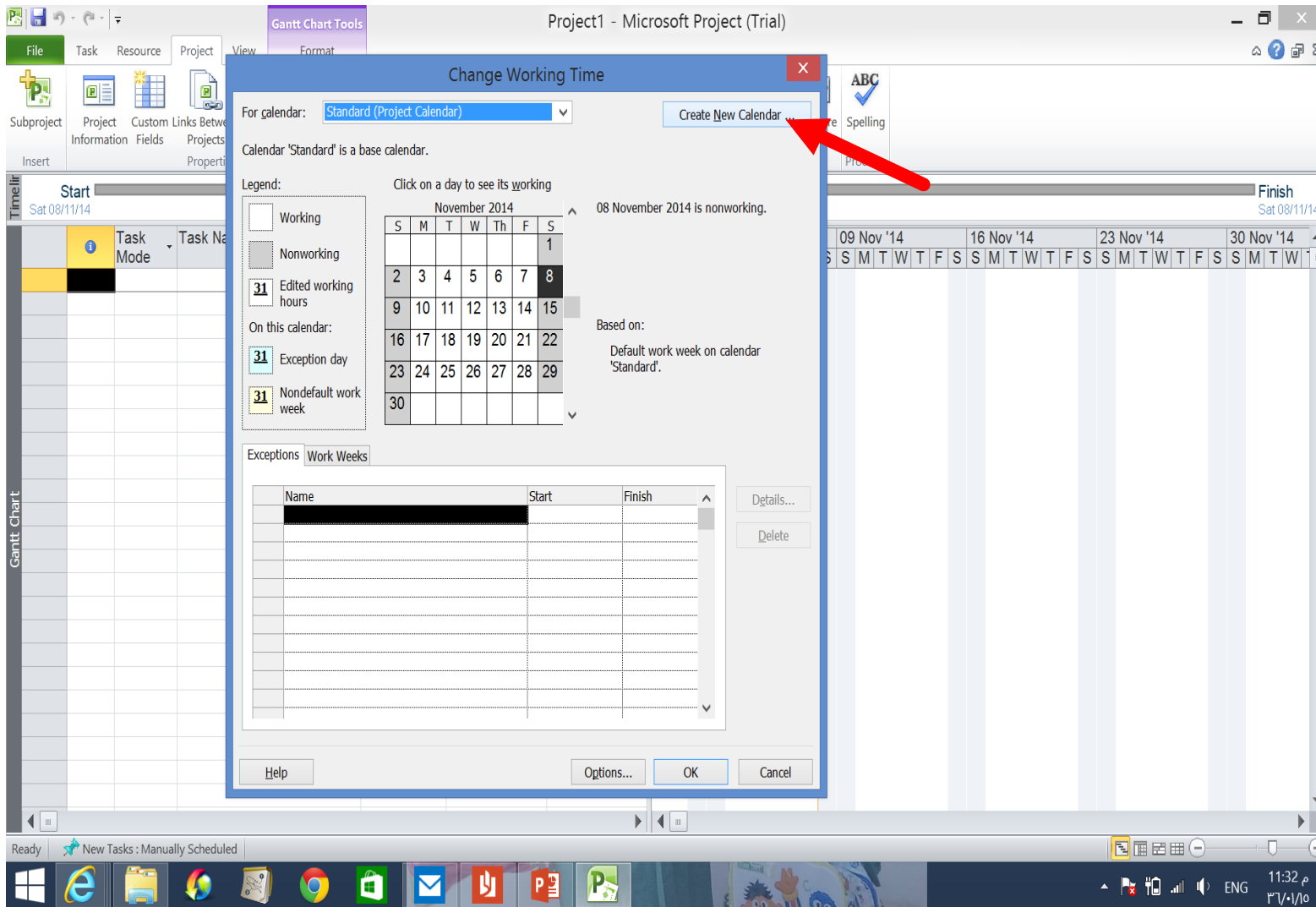
**Project → project information**  
**You can schedule your project by entering project's start date(forward scheduling)**  
**Or schedule it using project's finish date(backward scheduling)**

# Adjusting working days and time



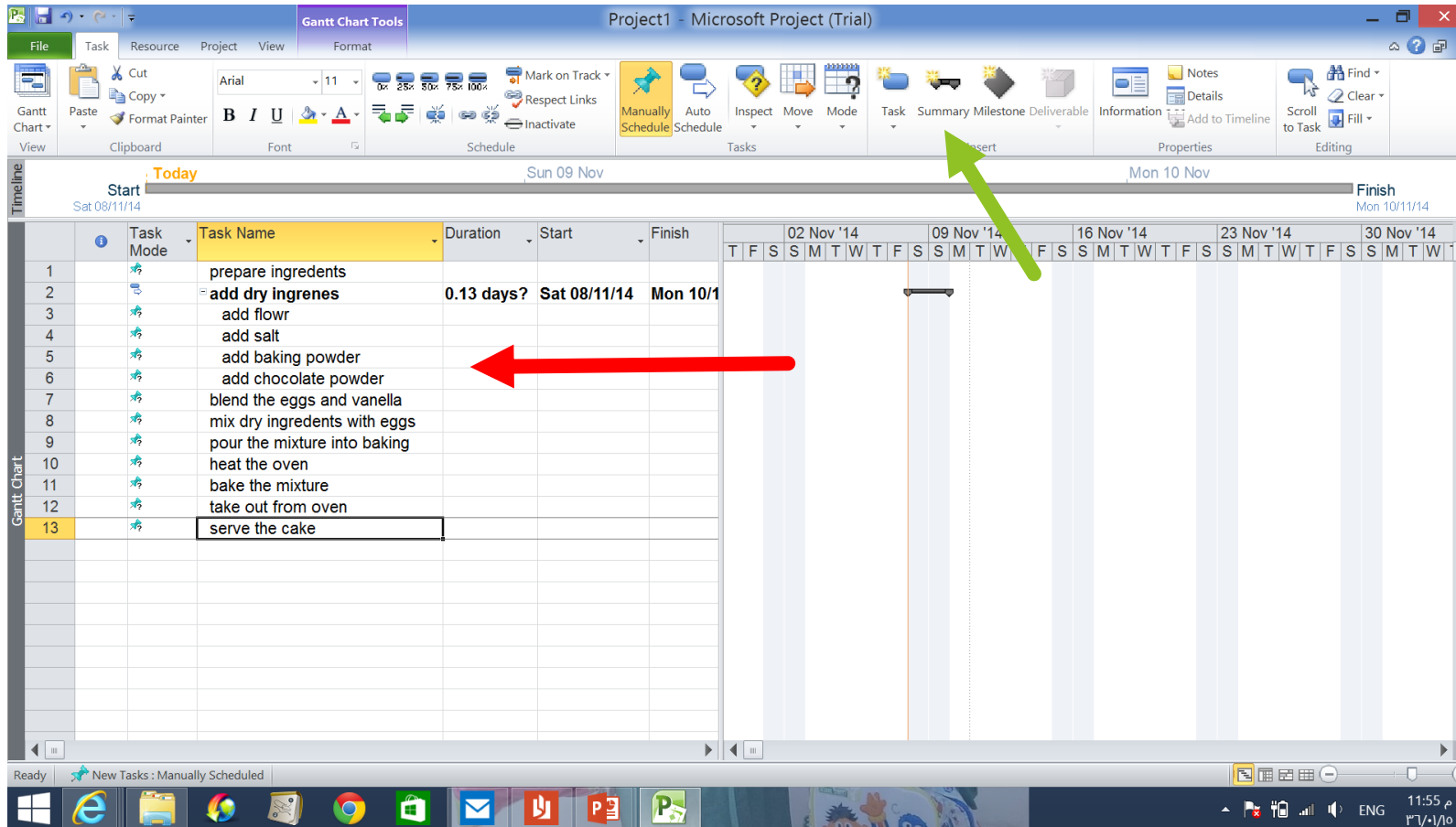
Project → change working time





You can choose the standard calendar or you can create new calendar with your own working\ nonworking days

# Adding tasks (single tasks)



Write down your tasks in the *task name* tab  
Note:  
If you have a task that requires subtasks you can do it in two ways:  
1- task → summary  
then add the super task with its subtasks

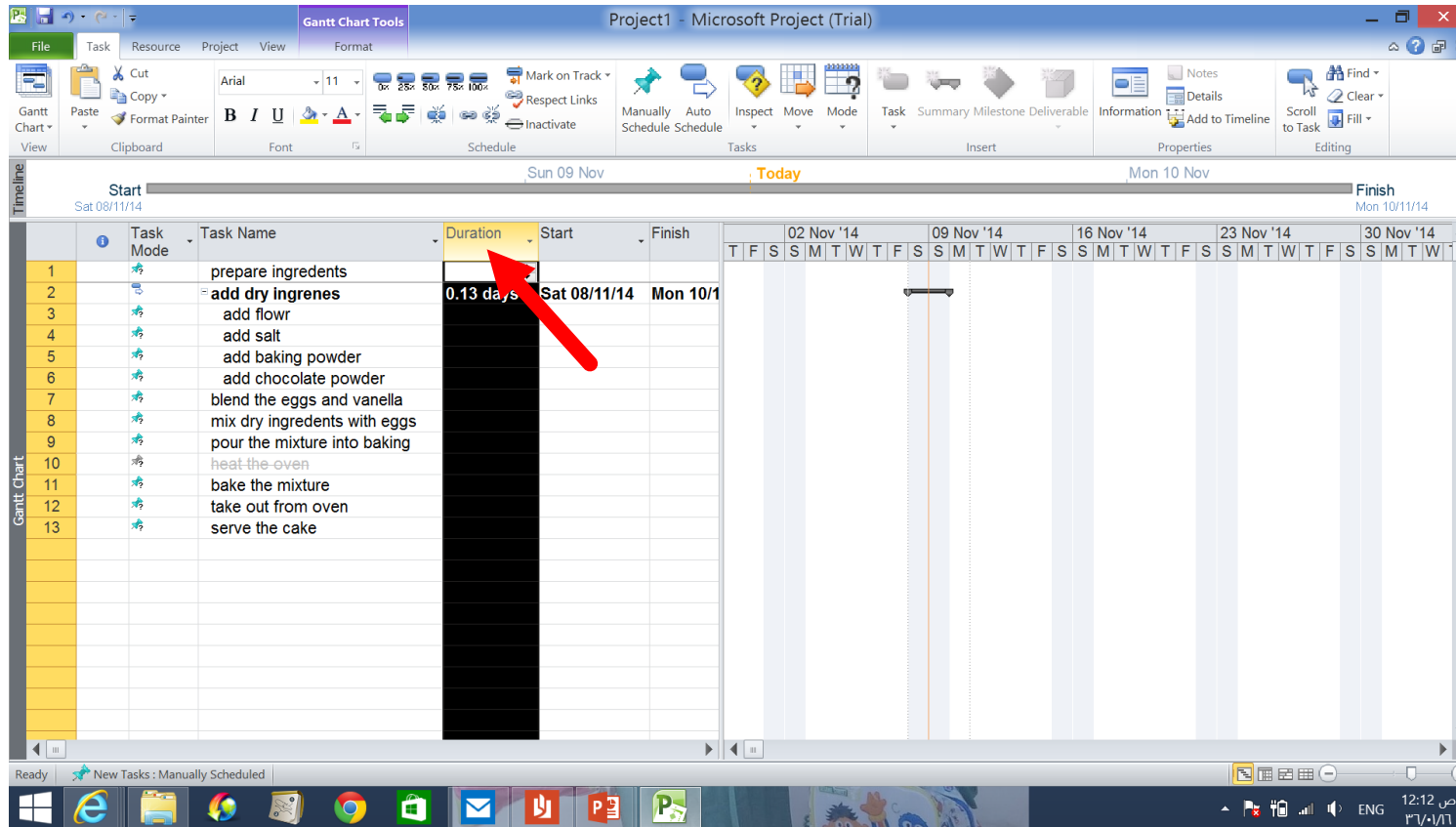
# Adding tasks(single tasks)

The screenshot shows the Microsoft Project interface. The 'Gantt Chart Tools' ribbon is active, and a red arrow points to the 'Indent Task' button. The task list is as follows:

Task ID	Task Name	Duration	Start	Finish
1	prepare ingredients			
2	add dry ingrenes	0.13 days?	Sat 08/11/14	Mon 10/11/14
3	add flour			
4	add salt			
5	add baking powder			
6	add chocolate powder			
7	blend the eggs and vanilla			
8	mix dry ingredients with eggs			
9	pour the mixture into baking			
10	heat the oven			
11	bake the mixture			
12	take out from oven			
13	serve the cake			

2- write all your tasks together . Then, select the tasks to be subtasks and click indent task . It will directly be subtasks to the task above

# Assigning task duration



For each task choose the duration from duration tab next to task name. Or you can double click the selected task ,you will have that tasks information including the task duration.  
e.g. 1day  
2mins  
5 hrs etc.,

## Add task predecessors

In MS Project, task that must be completed before another task can start is called *predecessor* .

The first task has no predecessor and each of the following tasks has to have at least one.

In some cases, one task may have several predecessors meaning that several tasks have to be completed before that one can start.

In other cases, one task may be predecessor to several others. Its completion can allow several other tasks to start.

# Add task predecessors

The screenshot shows the Microsoft Project interface with a Gantt chart. The task list is as follows:

Task ID	Task Name	Duration	Start	Finish	Predecessors
1	prepare ingredients	1 day	Sat 08/11/14	Mon 10/11/14	
2	add dry ingrenes	2 days	Mon 10/11/14	Wed 12/11/14	1
3	add flowr	1 day	Mon 10/11/14	Tue 11/11/14	
4	add salt	1 day	Tue 11/11/14	Wed 12/11/14	
5	add baking powder	1 day			
6	add chocolate powder	1 day			
7	blend the eggs and vanilla	1 day	Wed 12/11/14	Thu 13/11/14	2
8	mix dry ingredients with eggs	1 day	Thu 13/11/14	Fri 14/11/14	2
9	pour the mixture into baking	1 day	Fri 14/11/14	Mon 17/11/14	7, 8
10	bake the mixture	1 day	Mon 17/11/14	Tue 18/11/14	9
11	take out from oven	1 day	Tue 18/11/14	Wed 19/11/14	10
12	serve the cake	1 day	Wed 19/11/14	Thu 20/11/14	11

A red box highlights task 2 and its predecessor relationship with task 1. A callout box with a red border contains the text: "Task 2 can start only when task 1 is completed".

# milestones

**A milestone is a task of zero duration that shows an important achievement in a project .**

**Milestones are a way of knowing how the project is advancing .**

# milestones

Project1 - Microsoft Project (Trial)

Insert Milestone  
Insert a milestone task to mark an event in the project.  
Milestone tasks are tasks with a zero day duration.

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Re
1	a	1 day?	Mon 10/11/14	Tue 11/11/14		e
2	b	1 day	Tue 11/11/14	Wed 12/11/14		
3	c	2 days?	Wed 12/11/14	Fri 14/11/14		
4	c1	1 day?	Wed 12/11/14	Thu 13/11/14		
5	c2	1 day?	Thu 13/11/14	Fri 14/11/14		
6	milestone A	0 days				
7	d	1 day?	Thu 13/11/14	Fri 14/11/14		
8	e	1 day?	Fri 14/11/14	Mon 17/11/14		
9	f	1 day?	Mon 17/11/14	Tue 18/11/14		

Milestones have a diamond shape





# Adding and assigning resources

**Resources of a project consist of people , materials, equipment.**

**Resource planning throughout the project helps you identify all of the resources required to complete your project successfully.**

# Adding and assigning resources

The screenshot shows the Microsoft Project interface. The 'Assign Resources' dialog box is open, displaying a list of resources (a, b, c, d, e) under the 'Resources from Project' section. A red arrow points to the 'Resource Name' column header in this list. Another red arrow points to the 'Resource Names' tab in the task sheet, which is highlighted in yellow. The task sheet shows a task named 'a' with a resource assigned to it. The 'Resource Graph' at the bottom shows the resource usage for the task.

**List all project's resources**

**Then, for each task, select the appropriate resource from *resource name***

**Resource → assign resources**  
You can write all resources you need throughout your project. Then, you can assign them for each task using *resource name tab*.

# Adding and assigning resources

The screenshot displays the Microsoft Project interface. The 'Gantt Chart Tools' ribbon is active, with the 'Assign Resources' button highlighted. A red arrow points from this button to the 'Resource Information' dialog box. The 'Resource Information' dialog box is open, showing the 'General' tab. The 'Resource name' field contains 'a'. The 'Assign Resources' dialog box is also open, showing a list of resources with 'a' selected. The background shows a Gantt chart with tasks a through f.

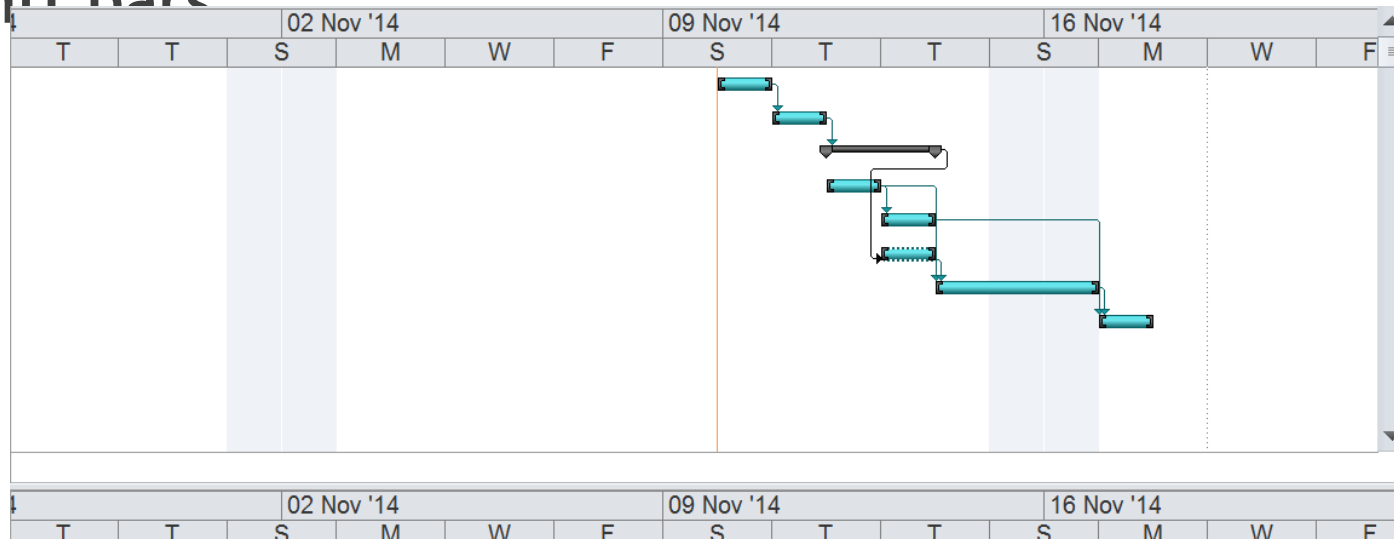
Task Mode	Task Name	Duration
1	a	1 day
2	b	1 day
3	c	2 days
4	c1	1 day
5	c2	1 day
6	d	1 day
7	e	1 day
8	f	1 day

Resource Name	Units	Cost
a	100%	

**Another way:**  
Simply click on the task(s) you want to assign to and then select the resource name(s) in the dialog box. Once they are both highlighted, click Assign

# Views in MS project(Gantt chart)

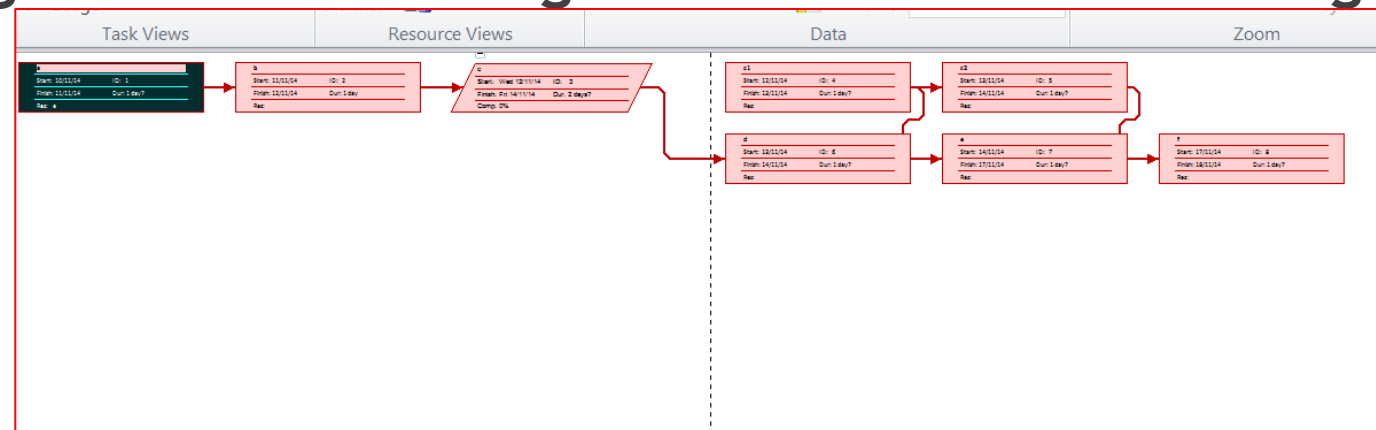
The Gantt Chart view is the most commonly used view in Project. It lists the tasks in your project, and illustrates their relationship to one another and the schedule using Gantt bars



# Views in MS project(Network diagram)

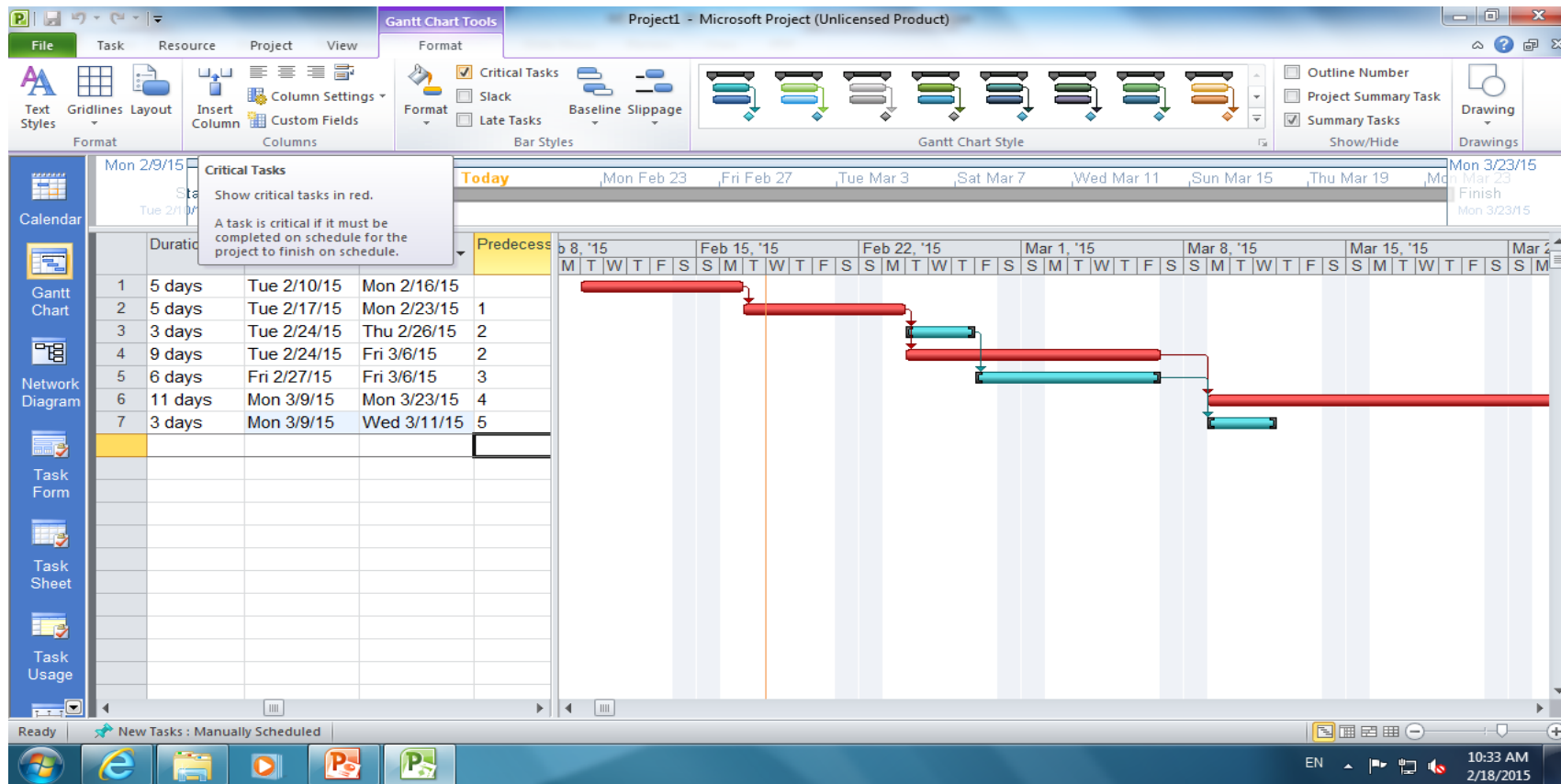
The Network Diagram view was called the PERT Chart in earlier versions of Project. This view shows the dependencies between tasks in a graphical manner. A box (also called a node) represents each task, and a line connecting two boxes represents the dependency between those tasks.

To view project's network diagram: view → network diagram



# Critical Path Analysis

MS Project automatically computes the critical path and the earliest and latest start and finish times and slack



**PRESS:  
FORMAT---->  
CRITICAL PATH**

**Thank you**

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the frame, creating a modern, layered effect against the white background.