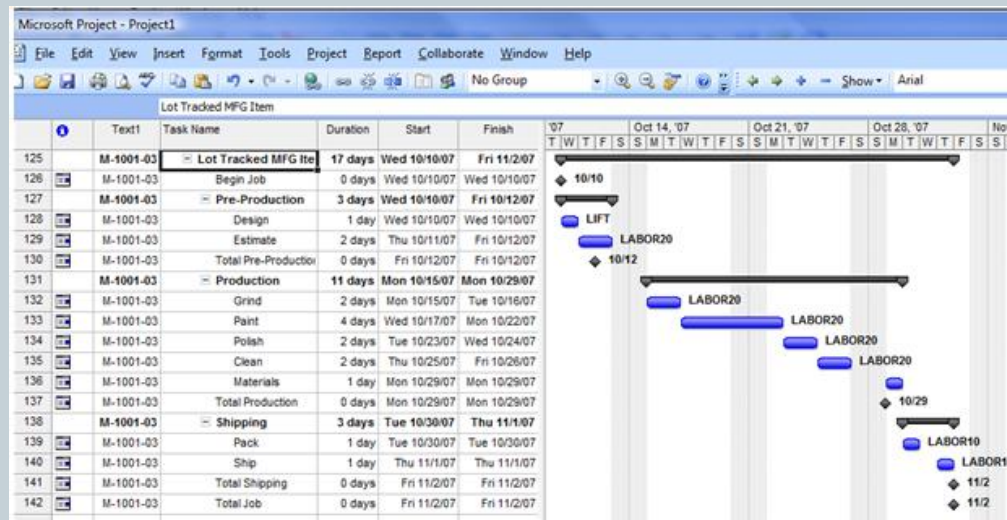


NET481

MS Project Overview



Outline



- Introduction to project management.
 - Project 2007 can help you manage project time, resources, costs and scope.
- Working with tasks.
 - how to list tasks in a project, organize them into phases and schedule them.
- Managing resources
 - how to assign people and equipment to tasks and define working times for resources to ensure effective resource management.

What is Microsoft project(MSP)

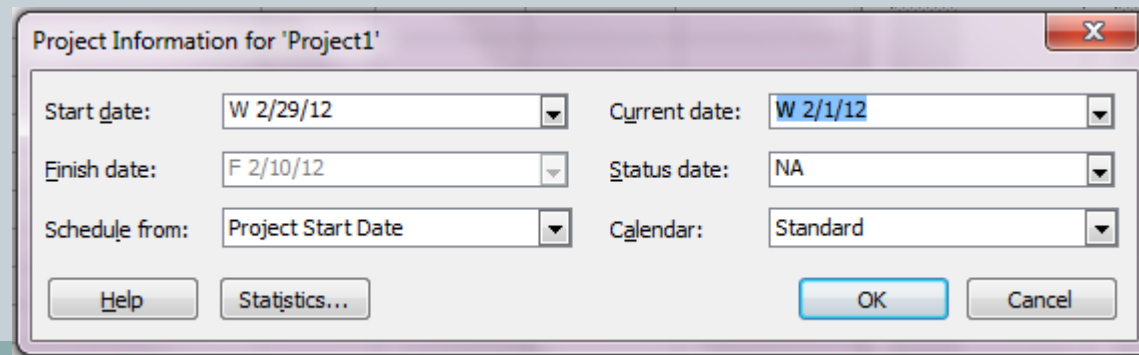


- A project management is a software program.
- It aims to assist a **project manager** in developing a **plan**, assigning **resources** to tasks, tracking **progress**, managing the **budget**.

Creating a new project using the project guide

Define the project:

1. Select File > New.
2. Click Blank Project in the New Project task pane on the left.
3. The Project Guide now displays the Tasks pane.
4. Click Project Information from the Project tab.
5. Enter the estimated date your project will begin.



The screenshot shows a dialog box titled "Project Information for 'Project1'". It contains several fields for project configuration:

Start date:	W 2/29/12	Current date:	W 2/1/12
Finish date:	F 2/10/12	Status date:	NA
Schedule from:	Project Start Date	Calendar:	Standard

At the bottom of the dialog, there are four buttons: "Help", "Statistics...", "OK", and "Cancel".

Define general working times



The next phase is to define general working times:

1. In the Project Guide Tasks pane, click Define general working times.
2. Using the calendar template drop-down menu, select a template that works best for your project.
3. Click Continue to Step 2.

Define general working times



Project Working Times

Define the project's general working hours

Project provides several calendar templates on which you can base your project's calendar. Your organization may also provide calendar templates.

[Hint](#)

Select a calendar template:

Standard

Step 1 of 5

[Continue to Step 2](#)

Preview Working Time

Legend:
Working time
Nonworking time

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
8 ^{am}							
9 ⁰⁰							
10 ⁰⁰							
11 ⁰⁰							
12 ^{pm}							
1 ⁰⁰							
2 ⁰⁰							
3 ⁰⁰							
4 ⁰⁰							

Project Working Times

Define the work week

Which days of the week are the usual work days for this project?

Mon. Tues. Wed. Fri. Sat. Sun.

I'll use the hours shown in the preview on the right

I want to adjust the working hours shown for one or more days of the week

Step 2 of 5

[Continue to Step 3](#)

[Go back to Step 1](#)

Defining tasks



For each task you have to specify:

- Task name.
- Duration.
- Start and finish dates (Project 2007 fills in the finish date automatically).
- Predecessors: whether each task is dependent on the launch or completion of another task.

Managing resources



- **A resource** is the people, equipment, or materials used to complete tasks in a project.
- Most projects involve multiple resources.

Managing resources



Resources

Build your project's team and assign people to tasks by clicking an item below. Clicking an item displays tools and instructions for completing that step.

- Specify people and equipment for the project
- Define working times for resources
- Assign people and equipment to tasks
- Link to or attach more resource information
- Add columns of custom information

After entering task and resource information, you can go to the [Track area](#) to track and manage your project as it progresses.

Changing views in Project 2007



- **Gantt Chart:** Consists of a table and a bar chart so you can see both tasks in a written and graphical format.
- **Network Diagram:** Displays your tasks in a flowchart format.
- **Tracking Gantt:** Displays your project's schedule and progress against that schedule