

Microsoft Project Overview



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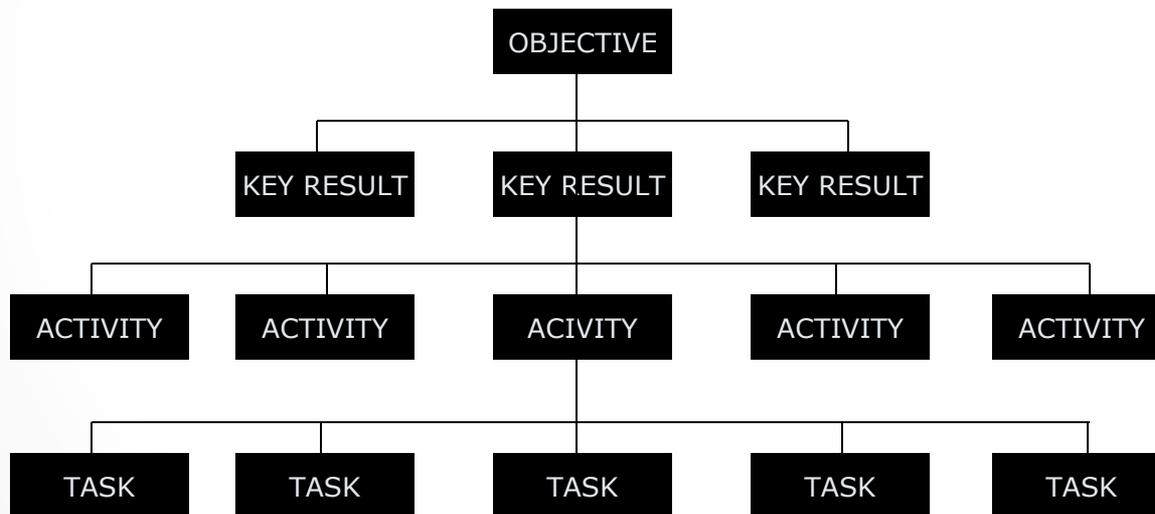
Agenda

- Create tasks and establish task relationships
- Organize these tasks in a WBS
- Identify resources and assign them to tasks
- Identify the critical path of your project
- Use summary tasks and milestones to better track progress
- Use views and reports to stay up-to-date and communicate to others
- Manage resource calendars

Work Breakdown Structure

A deliverable-oriented grouping of project elements which organizes and defines the total scope of the a project. Each descending level represent an increasingly detailed definition of a project component. Project components maybe products or services.

PMBOK, PMI



MILESTONE

Task Relationships

Finish to Start (FS)

Task B cannot start until task A has finished.



Examples:

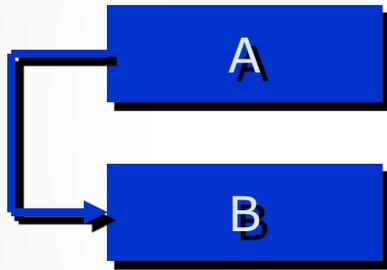
You cannot put the roof on a house until after you put up the walls.

You must first create the design before you manufacture the item.

Task Relationships

Start to Start (SS)

Task B cannot start until task A has started. Both tasks do not have to start at the same time.



Examples:

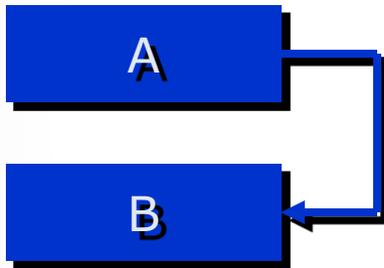
The Level Concrete task cannot begin until the Pour Concrete task begins.

The raking cannot begin until the mowing begins.

Task Relationships

Finish to Finish (FF)

Task B cannot finish until task A has finished. Both tasks do not have to finish at the same time.



Examples:

The interior design can only be completed with the painting has been completed

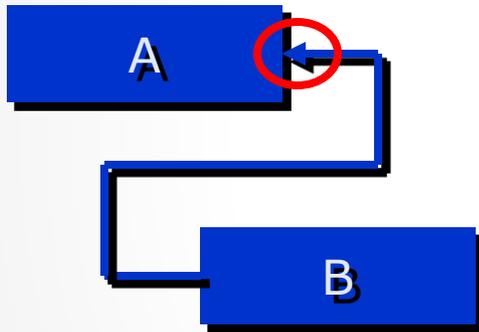
When the final down hill race is concluded the grooming crew can quit grooming the hill.

When the political rally is over the crew can begin to remove the stage.

Task Relationships

Start to Finish (SF)

Task B cannot Finish until task A starts.



Examples:

The guard on duty is not relieved until his replacement shows up.

Your email server cannot be brought down for service until after it's replacement is up and running.

Resource Types

Work resources	People or Equipment <ul style="list-style-type: none">•Joe Smalls – individual•Writer 1 – generic resource•Editors – a group•Fork Lift – equipment
Material resources	Supplies or other consumable items used to complete the task; not to be reused <ul style="list-style-type: none">•Paper/Ink•Raw materials used to manufacture
Cost resources	Misc. expenses that vary from task to task and do not change by the amount of work performed on the task <ul style="list-style-type: none">•Airfare•Lodging
Budget resources	Work, material, and cost resource types. These capture the max capacity for a project to consume money, work, or material units; can be applied only at the project level by assigning them to the project summary task.