

Project 2013 Creating a Basic Project

Need to know more basic things like opening and closing files, saving, or how to undo a mistake? See our **Office 2013 Essentials** guide.

Setting the Project Start Date

Most plans should be scheduled from a fixed project start date to use ASAP scheduling and permit the calculation of slack time.

1. Choose PROJECT, then PROJECT INFORMATION .
2. Ensure the SCHEDULE FROM option is set to PROJECT START DATE.
3. Enter the corresponding START DATE and, if necessary, time. The date format is based on the Windows Control Panel setting, usually mm/dd/yyyy. [Click]  to select a valid date.
4. Make the necessary changes, such as changing the CURRENT DATE or STATUS DATE. [Click] OK.

Describing a Project

1. Choose FILE, INFO.
2. From the PROJECT INFORMATION menu on the right, choose ADVANCED PROPERTIES.
3. [Click] the SUMMARY tab.
4. Enter a description in the TITLE field and, if necessary, further descriptive information in the SUBJECT field.
5. Enter name of the project manager in the AUTHOR field.
6. Enter your COMPANY and MANAGER names.
7. Enter a description, including project definition, deliverables and special constraints in the COMMENTS field. Press <Enter> to start a new line. [Click] OK.
8. [Click] .

Switching to a Different View

Choose VIEW, then one of the TASK VIEWS or RESOURCE VIEWS. To see:

- tasks on a time-scale with associated resources, choose GANTT CHART .
- task dependencies or precedence, choose NETWORK DIAGRAM .
- staff, costs, who is overloaded, choose RESOURCE SHIRT .
- a month-at-a-glance view with tasks as horizontal bars, choose CALENDAR .
- who is working on each task and when, choose TASK USAGE .
- what a resource is working on and when, choose RESOURCE USAGE .
- a histogram of a resource's workload, [Click]  and choose RESOURCE GRAPH .
- to switch between a regular Gantt chart vs. one showing plan or baseline against actual results, [Click]  GANTT CHART or TRACKING GANTT .

Switching to an Unlisted View

1. Choose VIEW, then the down arrow  from any of the TASK VIEWS or RESOURCE VIEWS, and choose MORE VIEWS.
2. Select the view and [Click] APPLY.

Entering Task Information in a Sheet

Enter tasks in approximate chronological order.

1. Choose VIEW, then GANTT CHART .
2. Move to or [Click] a blank cell in the TASK NAME column.
3. Type a brief description of the task.
4. Press <Enter> or <F4>; press <Esc> to discard an entry. Press <Tab> to stay in same row. <Enter> is configured to move down one row.

For quick task entry during brainstorming sessions, just enter task names and press <Enter> to move to next row. Durations values may be changed later.

Entering or Changing a Task Duration

Estimate the effort required to complete the task at the preferred level of quality. Initially consider this time as if only one person is available.

1. Select the DURATION field for a task.
2. Enter a value or [Click]  to increase or decrease the value. Or, to create a milestone, enter a duration of zero. Or, if the duration cannot be estimated initially, enter explanatory text such as " TBD " or " unknown " (does not work when using automatic scheduling).
 - To enter an elapsed duration use the letter " e " (e.g., 1rd for 1 elapsed day).
 - Enter the appropriate unit code (MO for months, W for weeks, D for days (assumed), H for hours, and M for minutes).
 - To enter an estimated duration add ? (e.g., 2w?).
3. Press <Enter>.

Using Automatic Scheduling

If you want task dependencies, resource commitment, and the project calendar to automatically adjust task dates, disable the Tasks Manually Scheduled feature:

Before entering tasks, or to set the default:

- [Click]  in the Status Bar at the bottom, and choose AUTO SCHEDULE. Or, choose TASK,  then AUTO SCHEDULE or MANUALLY SCHEDULE.

For existing tasks: Select task(s), then choose TASK, AUTO SCHEDULE .

Sequencing Tasks Quickly

Project can compute the start and finish date of each task if you associate them with one another (link them). Every task should be linked.

1. Select the tasks to sequence.
2. Choose TASK, then , or press <Ctrl-F2>.

Unlinking Tasks

1. Select the tasks to unlink.
2. Choose TASK, then , or press <Ctrl-Shift-F2>.

Changing Data in One or More Rows

1. Select task or resource row(s).
2. Choose TASK, then INFORMATION  or choose RESOURCE, then INFORMATION . Or, [Double Click] a row or press <Shift-F2>.
3. [Click] tabs, and make changes. [Click] OK.

Inserting a Task

1. Activate a task-based view, such as Gantt Chart.
2. Select a row. Or for multiple tasks, select that many rows.
3. To enter blank tasks with durations "1 day?" choose TASK, then TASK . Or, to enter blank rows, press <Insert>.

Clearing or Deleting Rows

1. Select a row or rows.
2. To clear the row(s) of data, choose TASK, then  and choose ENTIRE ROW. Or, to remove the row(s), [Click] row number(s) to select the rows, then press <Delete>.

Zooming in a View

- Zooming in a timeline or time-based view affects printed output whereas zooming the Network Diagram does not.
- Use the zoom slider on the status bar .
 - Choose VIEW, then the ZOOM menu  Zoom .
 - Press <Ctrl-+> or <Ctrl-->.

Moving or Copying Rows

1. Select a row or rows.
2. [Drag] one of the selected rows, up or down until the horizontal insertion point is in the correct location. To copy, press and hold <Ctrl> while [dragging].

Copying Data to Adjacent Cells

This is most useful in the RESOURCE SHEET view.

1. Select the top or left cell that contains data to be copied. The cells below or to right will receive the data.  \$50.00/hr
2. [Drag] the Fill Handle down or right.

Changing Gantt Chart Appearance

1. Choose GANTT CHART TOOLS, FORMAT.
 - To show/hide the critical path, check/uncheck CRITICAL TASKS.
 - To show/hide slack time, check/uncheck SLACK.
 - To show or hide dependency lines, [Click] LAPODS, adjust the LINKS setting, and [Click] OK.

Viewing the Task Path

Highlight the task path for the currently selected task. This clearly shows how the current task may be affected by preceding work, should there be delays. Or what it impacts, should it be delayed. You may limit this to immediate predecessors or successors.

1. Choose VIEW, then GANTT CHART .
2. Select the task.
3. Choose GANTT CHART TOOLS, FORMAT, then TASK PATH .
4. Select a HIGHLIGHT option. For example, to see the tasks that must be completed for the current task, choose PREDECESSORS, the DRIVING or DRIVEN choices emphasize the critical path. To not emphasize any predecessors or successors, [Click] REMOVE HIGHLIGHTING.

Safeguarding Project Files

Save your project file often. To allow for recovery of a previous version of a project file, make copies. Or on a SharePoint site, ensure versioning is enabled. If saving to a computer or network drive, regularly use FILE, SAVE AS (or press <F12>), and append the filename with a date stamp or version number.

Consider enabling the AUTO SAVE feature with the PROMPT option active. Choose FILE, OPTIONS, SAVE.

Reviewing SmartTags

When you alter some data, such as a task duration, a SmartTag might appear with advice.

1. Point to the indicator , then [Click] .
2. Clarify how you want Project to interpret your edits.

Keyboard Shortcuts

To do this...	Press this...
---------------	---------------

Remove all filters F3

Working in the Gantt Chart

Show beginning of project Alt+Home

Show end of project Alt+End

Scroll in the timescale Alt+← or Alt+→

Go to start of selected task Shift+Ctrl+F5, or choose TASK, SCROLL TO TASK 

Go to first or last row of sheet Ctrl+← or Ctrl+→

Go to leftmost column Home

Selecting Rows

Non-adjacent rows [Click] the first row or cell, press <Ctrl> and [Click] additional rows.

All rows [Click] on a column heading, e.g., TASK NAME

Microsoft Project Instruction Manual

Ron Black



Microsoft Project Instruction Manual:

Microsoft Project 2007: The Missing Manual Bonnie Biafore, 2007-08-17 Schedules budgets communications resources Projects big and small include them all and Microsoft Project 2007 can help you control these variables not be controlled by them But Project is complex software and learning it is well a project in itself Get up to speed fast with Microsoft Project 2007 The Missing Manual Written by project management expert Bonnie Biafore this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down Find out what's new in Project 2007 from previous versions and get help choosing the right edition whether it's Project Standard Project Professional or Enterprise Project Management Solution With Microsoft Project 2007 The Missing Manual you get more than a simple software how to You also get a rundown on project management basics and plenty of solid advice on how to use Project to Define your project and plan your approach Estimate your project set up a budget define tasks and break the work into manageable chunks Create a schedule define the sequence of work and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks who does what Refine the project to satisfy objectives by building reality into the schedule and learn to keep project costs under control Track progress and communicate with team members via reports information sharing and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs and this Missing Manual is the book that should have been in the box No project manager should be without it *Project Management Absolute Beginner's Guide* Greg Horine, 2022-03-10 Succeed as a project manager even if you've never run a project before This book is the fastest way to master every project management task from upfront budgeting and scheduling through execution managing teams through closing projects and learning from experience Updated with more insights from the front lines including agile approaches dealing with security and privacy priorities and leading remote virtual teams along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the new PMP certification This book will show you exactly how to get the job done one incredibly clear and easy step at a time Project management has never ever been this simple This is today's best beginner's guide to modern project management simple practical instructions for succeeding with every task you'll need to perform Master the key skills and qualities every project manager needs Learn how to lead projects not just manage them Avoid 15 most common mistakes new project managers make Learn from troubled successful and recovered projects Apply agile hybrid and traditional project management approaches Learn the differences between a project manager Scrum master and product owner Learn how DevOps and DevSecOps impact the project manager Set the stage for success by effectively defining your project Build a usable project plan and an accurate work breakdown structure WBS Create budgets and schedules that help you manage risk Use powerful control and reporting techniques including earned value management Smoothly manage project changes issues

risks deliverables and quality Manage project communications and stakeholder expectations Organize and lead high performance project teams Manage cross functional cross cultural and virtual projects Get started with agile and critical chain project management Gain key insights that will accelerate your learning curve Learn how to respond to real life situations not just what they teach you in school **Microsoft Project 2010: The Missing Manual** Bonnie

Biafore,2010-06-21 Microsoft Project is brimming with features to help you manage any project large or small But learning the software is only half the battle What you really need is real world guidance how to prep your project before touching your PC which Project tools work best and which ones to use with care This book explains it all helping you go from project manager to project master Get a project management primer Discover what it takes to handle a project successfully Learn the program inside out Get step by step instructions for Project Standard and Project Professional Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Use Project s power tools Customize Project s features and views and transfer info directly between Project and other programs

The Complete Idiot's Guide to Project Management with Microsoft Project 2003 Ron Black,2005-01-04 The Complete Idiot s Guide to Project Management with Microsoft Project 2003provides the perfect and complete solution Instead of just focusing on how to use the software this title teaches readers the concepts of formal project management then shows them how to use the most popular project management software to work through their goals objectives task lists phases tasks milestones charts and summaries *Absolute Beginner's Guide to Project Management* Greg Horine,2009-01-16 Why learn project management the hard way *Absolute Beginner s Guide to Project Management* Second Edition will have you managing projects in no time Here s a small sample of what you ll learn Key concepts and fundamentals behind best practice project management techniques The mindset and skill set of effective project managers Project techniques that work in any industry with any tools The common elements of successful projects Lessons from failed projects The value and importance of project leadership versus project management How to manage growing project trends and tough project types that first time project managers are likely to encounter How to make better use of Microsoft Project How to respond when project reality does not match textbook scenarios Expert insight on key project management concepts and topics You ve just been handed your department s biggest project *Absolute Beginner s Guide to Project Management* will show you exactly where to start and walk you step by step through your entire project Expert project manager Gregory Horine shows you exactly what works and what doesn t drawing on the field s proven best practices Understand your role as a project manager gain the skills and discover the personal qualities of great project managers learn how to organize estimate and schedule projects effectively manage deliverables issues changes risks quality vendors communications and expectations make the most of technology manage virtual teams avoid the problems that trip up new project managers This

new edition jumpstarts your project management expertise even faster with all new insights on Microsoft Project challenging project situations and intriguing project management topics of the day Project Management Greg Horine,2013 Guides beginners through the basics of project management covering all aspects of the planning control and execution stages while addressing the essential elements of any successful project as well as common mistakes Planning and Scheduling Using Microsoft Office Project 2007 Paul E. Harris,2007 This book is a straightforward practical guide on how to use Microsoft Project 2000 up to an intermediate level in a single project environment It is aimed at any industry including building construction oil and gas software development government and defense **Practical Construction Planning and Control Using Microsoft Project** Ahmed M. Abdel Aziz,2025-07-31 Practical Construction Planning and Control Using Microsoft Project serves as a practical guide explaining how to implement the Critical Path Method CPM in construction projects using Microsoft Project filling a clear gap in the academic literature For working professionals it provides an all in one guide to construction project management using Microsoft Project which can be used for self learning or training purposes The book provides project managers with definitive reports covering every aspect of project management including time cost resources work and cash flow as well as custom built dashboard reports for effective project management This textbook provides a brief description of the CPM phases of planning scheduling and control Using a consistent example project throughout every chapter of the book each CPM phase is explained using the relevant Microsoft Project commands and functionalities accompanied by explanations and illustrations that describe the implementation Furthermore the chapters offer detailed descriptions and steps for generating common construction scheduling deliverables including network diagrams Gantt chart schedules and cash flow reports Following an Introduction that lays out the essential concepts the 13 chapters provide an implementation of Microsoft Project for planning scheduling resources monitoring and control time and cost updates progress measurement using earned value analysis and project reporting By successfully combining the details of CPM as a management technique with illustrated guidance on Microsoft Project the book presents an ideal teaching tool for use in construction management construction engineering and project management degree programs as well as for professionals eager to learn construction project scheduling using the widely available Microsoft Project software **Microsoft Project 2013: The Missing Manual** Bonnie Biafore,2013-04-17 Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small This crystal clear book not only guides you step by step through Project 2013 s new features it also gives you real world guidance how to prep a project before touching your PC and which Project tools will keep you on target With this Missing Manual you ll go from project manager to Project master The important stuff you need to know Learn Project 2013 inside out Get hands on instructions for the Standard and Professional editions Start with a project management primer Discover what it takes to handle a project successfully Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules with Project and learn how to keep costs under control

Track your progress Measure your performance make course corrections and manage changes Create attractive reports Communicate clearly to stakeholders and team members using charts tables and dashboards Use Project s power tools Customize Project s features and views and transfer info via the cloud using Microsoft SkyDrive

PRINCE2 Planning and Control Using Microsoft Project Paul E. Harris,2007 Annotation A user guide written for Project Management Professionals in any industry who wish to learn or improve their skills in Microsoft Project 2000 onwards in conjunction with the PRINCE2 Project Management Methodology and discover how to get the most out of the software up to an intermediate level using Standard or Professional versions

Using Microsoft Project 2002 Tim Pyron,2002 This edition has been thoroughly updated to reflect a new product incorporated in Project called Enterprise Project Topics covered include scheduling tasks effectively and tracking costs

Project Planning and Control Using Primavera P6 Paul E. Harris,2008 A user guide and training manual written for Project Management Professionals who wish to learn how to plan and control projects in an established Primavera P6 and earlier Enterprise versions with or without Resources and Roles Project This book is an update of the authors Primavera Version 5 0 book and contains more chapters including Global Change Multiple Project Scheduling Managing the Enterprise Environment Resource Optimization and Leveling It has been written using the Construction and Engineering version but may be used by any industry and covers Versions 4 to 6 The book is packed with screen shots constructive tips and contains workshops with solutions at the end of each chapter for the reader to practice the skills taught This publication ideal for people who would like to quickly gain an understanding of how the software operates up to an intermediate level It covers Primavera Versions from 3 5 onwards and it explains some of the differences from SureTrak P3 Microsoft Project and Asta Powerproject to assist people converting form other products The book is designed to teach planners and schedulers in any industry how to setup and use the software in a project environment It explains in plain English and in a logical sequence the steps required to create and maintain an unresourced and resourced schedule It tackles some of the more complex aspects of the software that the user manual does not address It highlights the sources of information and the methods that should be employed to produce a realistic and useful project schedule

Project Management in Practice Jack R. Meredith,Scott M. Shafer,2020-09-16 Project Management in Practice 7th Edition presents an applied approach to the essential tools strategies and techniques students must understand to achieve success in their future careers Emphasizing the technical aspects of the project management life cycle this popular textbook offers streamlined student friendly coverage of project activity risk planning budgeting and scheduling resource allocation project monitoring evaluating and closing the project and more Providing new and updated content throughout the seventh edition s concise pedagogy and hands on focus is ideally suited for use in one semester courses or modules on project management Clear and precise chapters describe fundamental project management concepts while addressing the skills real world project managers must possess to meet the strategic goals of their organizations Integrated throughout the text are comprehensive

cases that build upon the material from previous chapters complemented by wealth of illustrative examples tables and figures review questions and discussion topics designed to reinforce key information Microsoft Project 2007 Bible Elaine Marmel,2011-06-15 Take control of your projects with this in depth guide Whether you re managing a project for a small team or supervising a corporate assignment involving hundreds the power of Microsoft Project 2007 and the detailed information in this comprehensive guide can keep you on track From setting budgets to allocating resources to tracking results each of the book s seven parts thoroughly focuses on key elements in a logical sequence so you can find what you need Identify your goals and the scope of your projects Manage projects across organizations and multiple locations Get the most out of Gantt charts and views Assign tasks check progress and make adjustments Issue interim reports and look at the Big Picture Create a custom HTML page with VBA and VBScript Import and export Project information What s on the CD ROM You ll find a wealth of trial versions demo software sample projects and bonus appendixes on the CD ROM including Milestones Professional r Advanced formatting calculation Web publishing and reporting features PERT Chart Expert Create eye opening PERT chart project plans PlanView r Project Portfolio Management A comprehensive decision making platform for enterprises WBS Chart Pro Plan your projects with these graphing tools System Requirements See the CD ROM Appendix for details and complete system requirements Note CD ROM DVD and other supplementary materials are not included as part of eBook file Micro Saint Sharp User Manual v3_8 Beth Plott,Jake Pearson,Christopher Shaw,Marc Gacy,2017-08-23 Micro Saint Sharp is a general purpose discrete event simulation software tool Micro Saint Sharp s intuitive graphical user interface and flow chart approach to modeling make it a tool that can be used by generalists as well as simulation experts Micro Saint Sharp has proven to be an invaluable asset in both small businesses and Fortune 500 companies and in many areas including the military human factors health care manufacturing and the service industry The user manual has been updated for software version 3 8 Some new features are the ability to add swim lanes to any network background data exchange capability with the UML SysML tool MagicDraw and a updated version of the built in OptQuest optimization

InfoWorld ,1984-08-13 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **Project Management Tools and Techniques** Deborah Sater Carstens,Gary Richardson,Ronald B. Smith,2016-04-19 A combination of art and skill that results in the balancing of project objectives against restraints of time budget and quality effective project management requires skill and experience as well as many tools and techniques Project Management Tools and Techniques A Practical Guide describes these tools and techniques and how to use them givi **InfoWorld** ,1989-09-25 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects *Project Planning and Scheduling Using Primavera Enterprise - Team Play Version 3.5* Paul E. Harris,2004-04 This book is may be used for learning Primavera Enterprise Team Play Version 3 5 software as either A self teach book or A

userguide A Training manual for a two day training course The book is designed to teach planners and schedulers in any industry how setup and use the software in a project environment It explains plain English and in a logical sequence the steps required to create and maintain a schedule It has a chapter dedicated to the new functions available in Version 3 0 and covers some of the more advanced features of the software such as resource levelling and Project Groups It highlights the sources of information and methods that should be employed to produce a realistic and useful project schedule It draws on the author s practical experience in using Sure Trak in a wide variety of industries It presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software and import data It includes exercises a large number of screen dumps numerous tips and an index [Project 2016 For Dummies](#) Cynthia Snyder Dionisio,2016-03-21 The easy way to take control of project timelines resources budgets and details Project manager meet your new assistant Once you discover Project 2016 you ll be amazed at how efficient and effective the project management process can be Written by an expert author who knows project management processes backward and forward this friendly hands on guide shows you how to get started enter tasks and estimate durations work with resources and costs fine tune your schedule set baselines collect data analyze progress and keep your projects on track How many times have you heard people in the office mutter under their breath These projects never run on time Well now they can Project 2016 For Dummies shows you how to use the latest version of Microsoft Project to create realistic project timelines make the most of available resources keep on top of all those pesky details and finally complete your project on time and on budget Easy Fully updated to reflect the latest software changes in Microsoft Project 2016 All new case studies and examples highlight the relevance of key features of Microsoft Project 2016 Exposes the correlation between what project managers do and how Microsoft Project 2016 supports their work Covers working with calendars using and sharing resources budgeting gathering and tracking data and more If you re a time pressured project manager looking to make your life and your projects easier Project 2016 For Dummies shows you how to get things done

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