

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 Sheet**.
- 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] **Cost Times** and choose **RESOURCE GRAPH**.
- to switch between a regular Gantt chart vs. one showing plan or baseline against actual results, [Click] **Form**, **GANTT CHART** or **TRACKING GANTT**.

Switching to an Unlisted View

1. Choose **VIEW**, then the down arrow to 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 <4>; 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., 1td 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] **Task Options** 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 **Zoom**.
- Choose **VIEW**, then the **Zoom** menu .
- 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.
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] **LAFFOOT**, 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 **PROGPT** 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+4 or Alt+5
Go to start of selected task	Shift+Ctrl+F5, or choose TASK , SCROLL TO TASK
Go to first or last row of sheet	Ctrl+1 or Ctrl+4
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:

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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

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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 from 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

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