

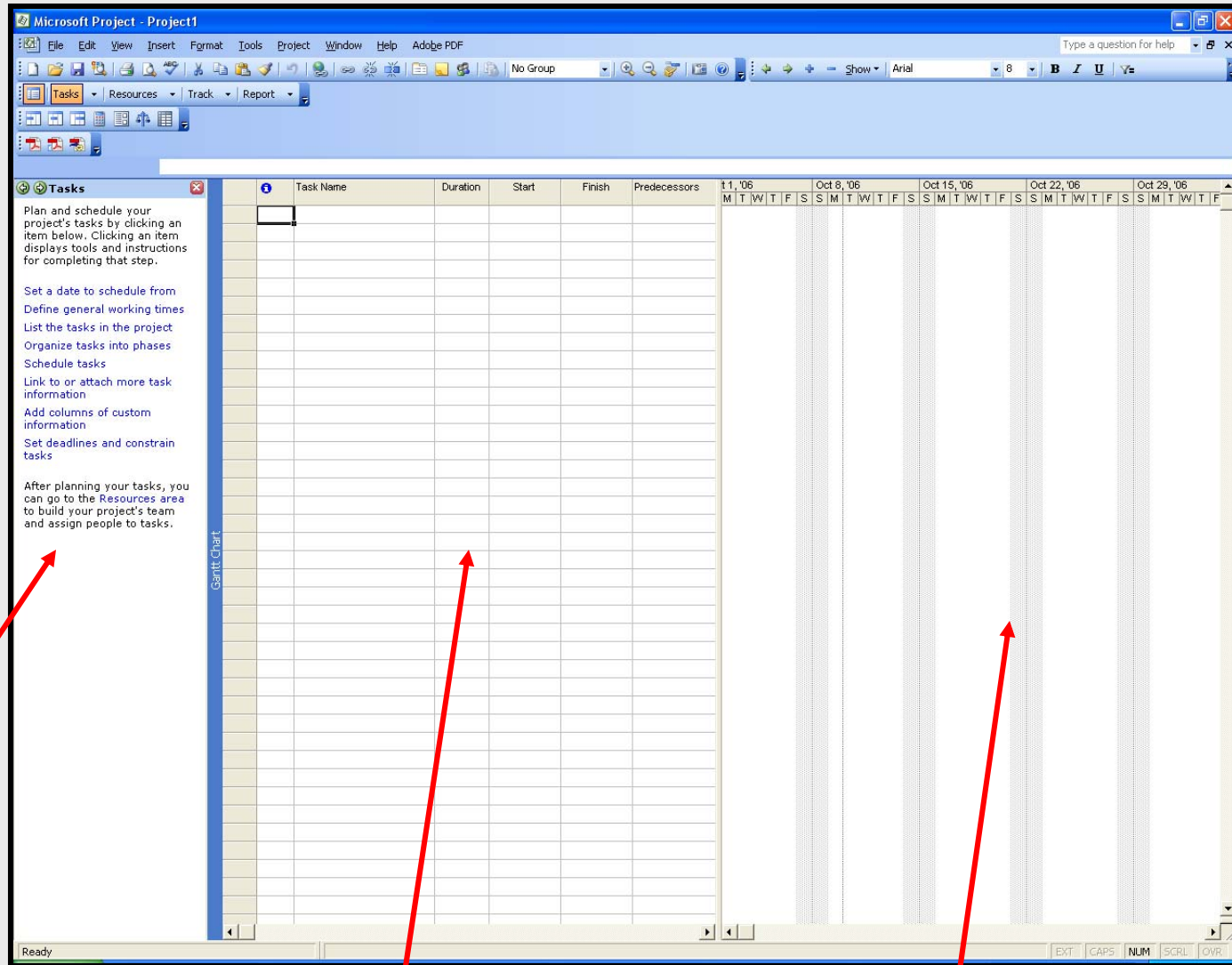
Microsoft Project Made Simple

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Overall Screen Layout

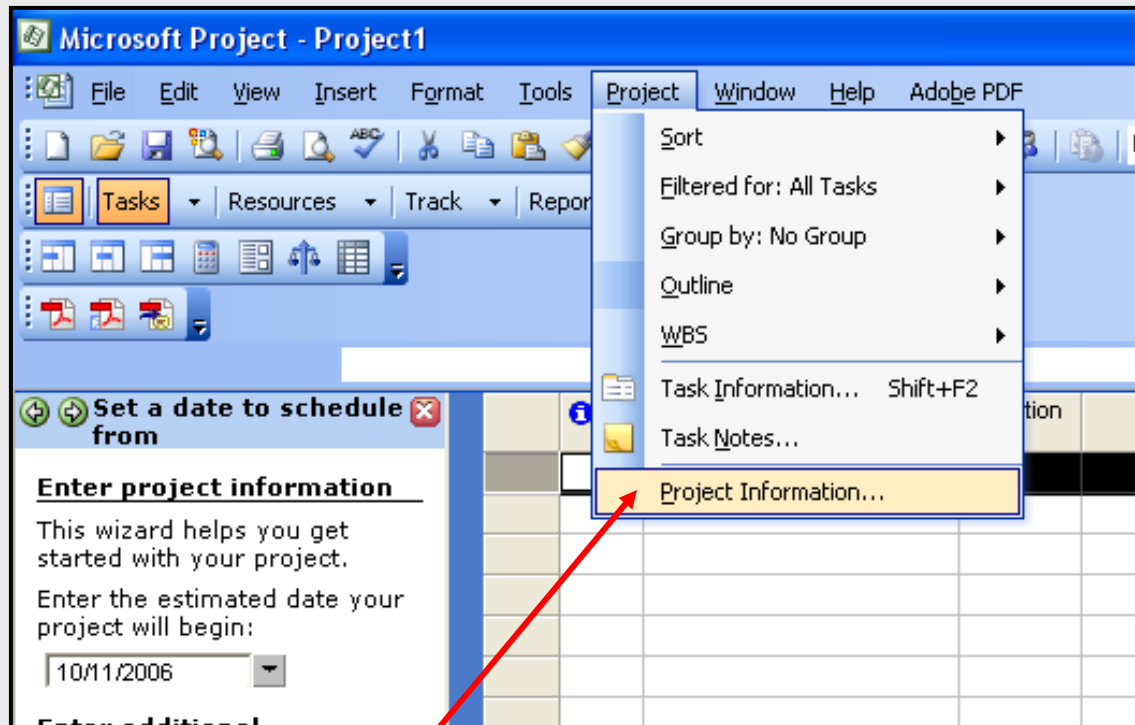


Task Wizard

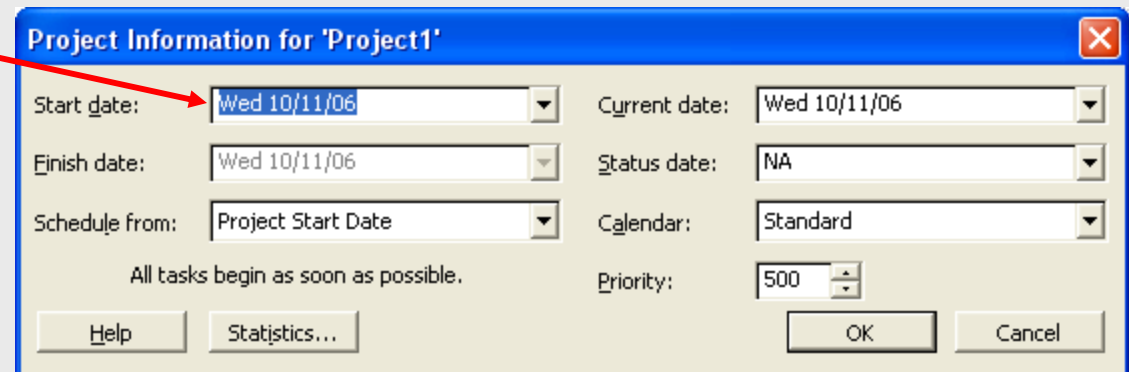
Task Area

Chart Area

Step #1: Set the Start Date



Project→*Project Information* lets you set the Start date. Task durations will be referenced from this date.



Step #2: Enter the Tasks and Durations

	Task Name	Duration	Start	Finish	Predecessors	11, '06	Oct 8, '06	Oct 15, '06	Oct 22, '06	Oct 29, '06
						M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1	Start	0 days	Tue 10/1/06	Tue 10/1/06			10/10			
2	Prepare requirements Docu	10 days	Tue 10/1/06	Mon 10/23/06						
3	Turn-In CRD	0 days	Tue 10/1/06	Tue 10/1/06						
4	Prepare Plan	5 days	Tue 10/1/06	Mon 10/16/06						
5	Task 1	25 days	Tue 10/1/06	Mon 11/13/06						
6	Task 2	30 days	Tue 10/1/06	Mon 11/20/06						
7	Task 3	50 days	Tue 10/1/06	Mon 12/18/06						
8	First Integration	20 days	Tue 10/1/06	Mon 11/6/06						
9	Test First Integration	5 days	Tue 10/1/06	Mon 10/16/06						
10	Task 4	50 days	Tue 10/1/06	Mon 12/18/06						
11	Task 5	30 days	Tue 10/1/06	Mon 11/20/06						
12	Task 6	20 days	Tue 10/1/06	Mon 11/6/06						
13	Second Integration	5 days	Tue 10/1/06	Mon 10/16/06						
14	Test Second Integration	5 days	Tue 10/1/06	Mon 10/16/06						
15	Client Test	10 days	Tue 10/1/06	Mon 10/23/06						
16	Final Integration	10 days	Tue 10/1/06	Mon 10/23/06						
17	Engineering Expo	0 days	Tue 10/1/06	Tue 10/1/06						
18	Work on Posters	10 days	Tue 10/1/06	Mon 10/23/06						
19	Notebook Due	0 days	Tue 10/1/06	Tue 10/1/06						
20	Work on Notebook	10 days	Tue 10/1/06	Mon 10/23/06						

Pretty boring Gantt chart so far. Don't worry about it ...

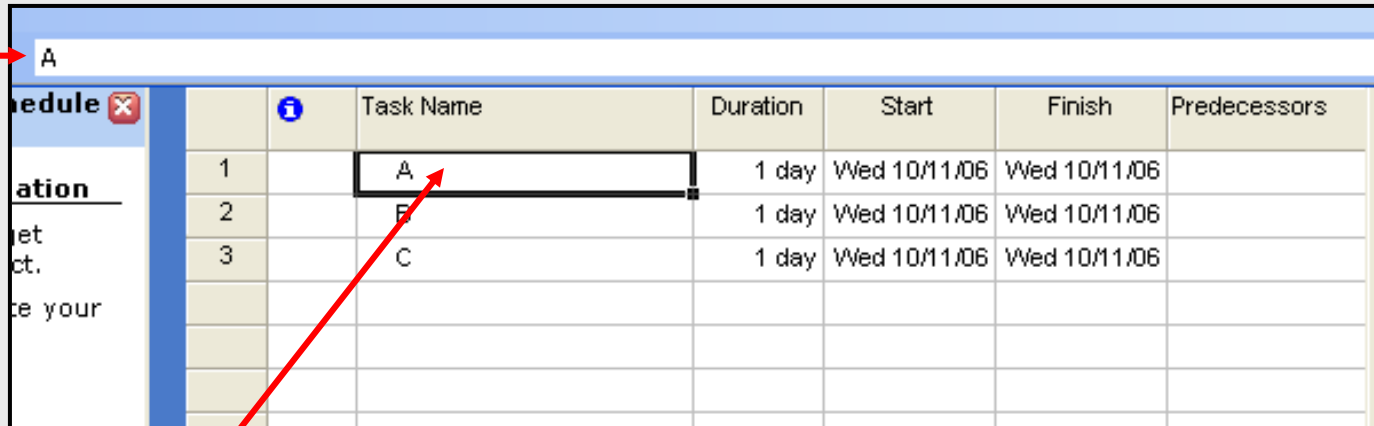
Any task with a 0-length duration will be made into a "Milestone"

Don't enter any Start or Finish dates. The Start date will default to the one you set a moment ago. The Finish date will be set to that date plus the duration.

List the tasks using unique descriptive task names.

In the Duration column, enter the time required to complete each task, as a number followed by 'hours', 'days' or 'months'.

Once Entered, Tasks Can Be Edited

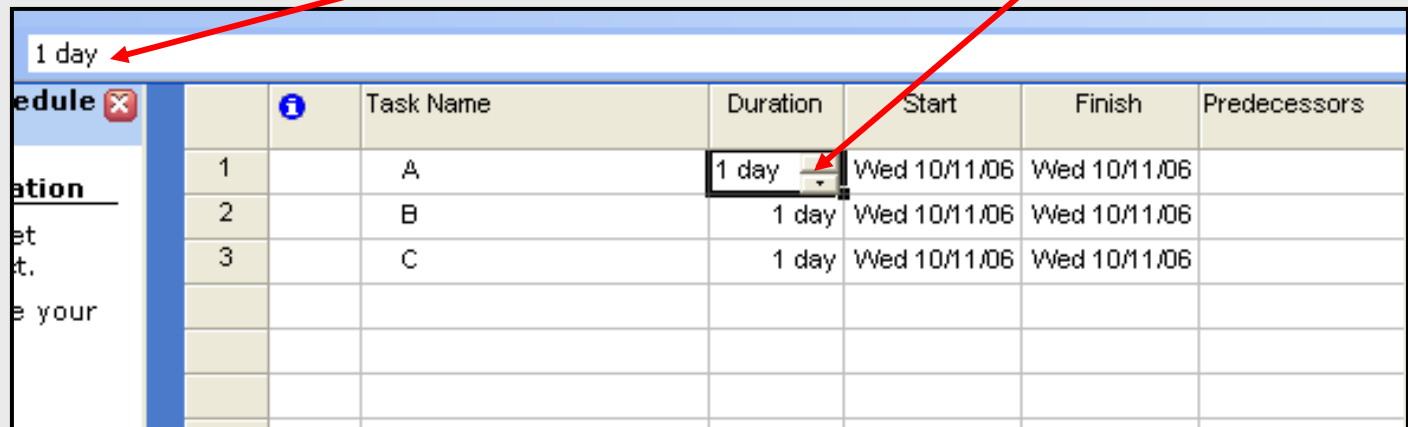


A screenshot of a software interface showing a table of tasks. The table has columns for Task Name, Duration, Start, Finish, and Predecessors. The first row is selected, and the value 'A' is entered in the Task Name column. A red arrow points from the text below to the 'A' in the Task Name column.

	Task Name	Duration	Start	Finish	Predecessors
1	A	1 day	Wed 10/11/06	Wed 10/11/06	
2	B	1 day	Wed 10/11/06	Wed 10/11/06	
3	C	1 day	Wed 10/11/06	Wed 10/11/06	

A Task Name can be selected. You can then edit it just like an Excel cell.


If you click a Duration, you can edit it with up/down buttons, or you can then edit it just like an Excel cell.



A screenshot of the same software interface, but now the '1 day' value in the Duration column of the first row is selected. A red arrow points from the text below to the '1 day' in the Duration column.


	Task Name	Duration	Start	Finish	Predecessors
1	A	1 day	Wed 10/11/06	Wed 10/11/06	
2	B	1 day	Wed 10/11/06	Wed 10/11/06	
3	C	1 day	Wed 10/11/06	Wed 10/11/06	

Once Entered, Tasks Can Be Edited

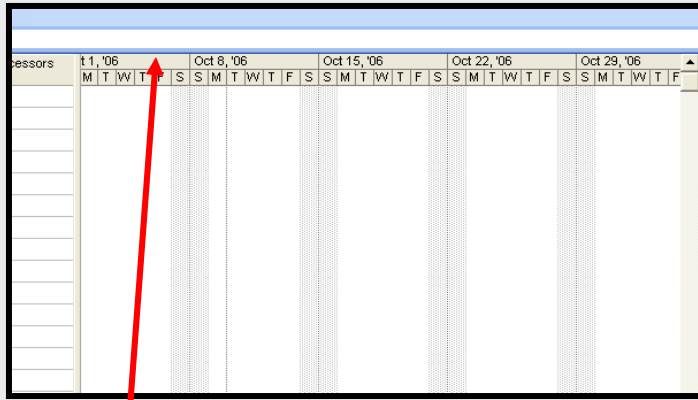
		Task Name	Duration	Start	Finish	Predecessors
1		A	1 day	Wed 10/11/06	Wed 10/11/06	
2		B	1 day	Wed 10/11/06	Wed 10/11/06	
3		C	1 day	Wed 10/11/06	Wed 10/11/06	

You can click on entire row.
Press *Edit*→*Delete Task* to delete that task.

Click here and drag up or down to re-order the tasks. Note that the up-down order has nothing to do with the time order the tasks need to occur in, although it is a good idea to sort of keep it that way.

		Task Name	Duration	Start	Finish	Predecessors
1		A	1 day	Wed 10/11/06	Wed 10/11/06	
2		C	1 day	Wed 10/11/06	Wed 10/11/06	
3		B	1 day	Wed 10/11/06	Wed 10/11/06	

Step #3: Get the Chart Area Time-Scaled Properly



Double-click on the date header

Timescale

Top Tier | Middle Tier | Bottom Tier | Non-working time

Middle tier formatting

Units: Months | Label: January | Use fiscal year

Count: 1 | Align: Left | Tick lines

Timescale options

Show: One tier (Middle) | Size: 100% | Scale separator

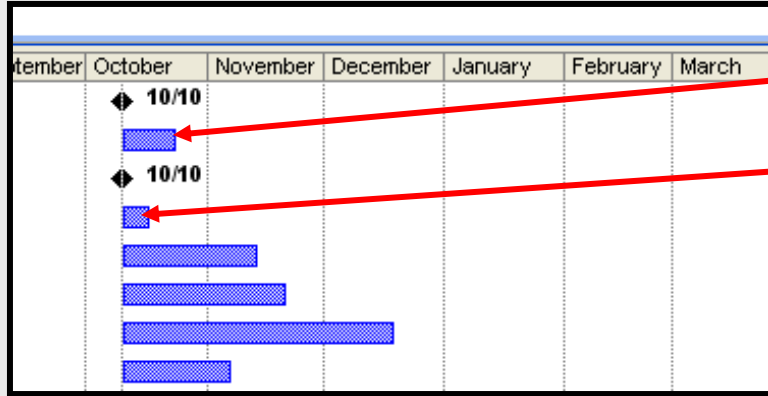
Preview

August	September	October	November	December	January	February	March	April	May
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Help | OK | Cancel

These are good settings

Step #4: Create the Task Dependencies



Left-drag from one tasks's bar ...

... to its successor's bar

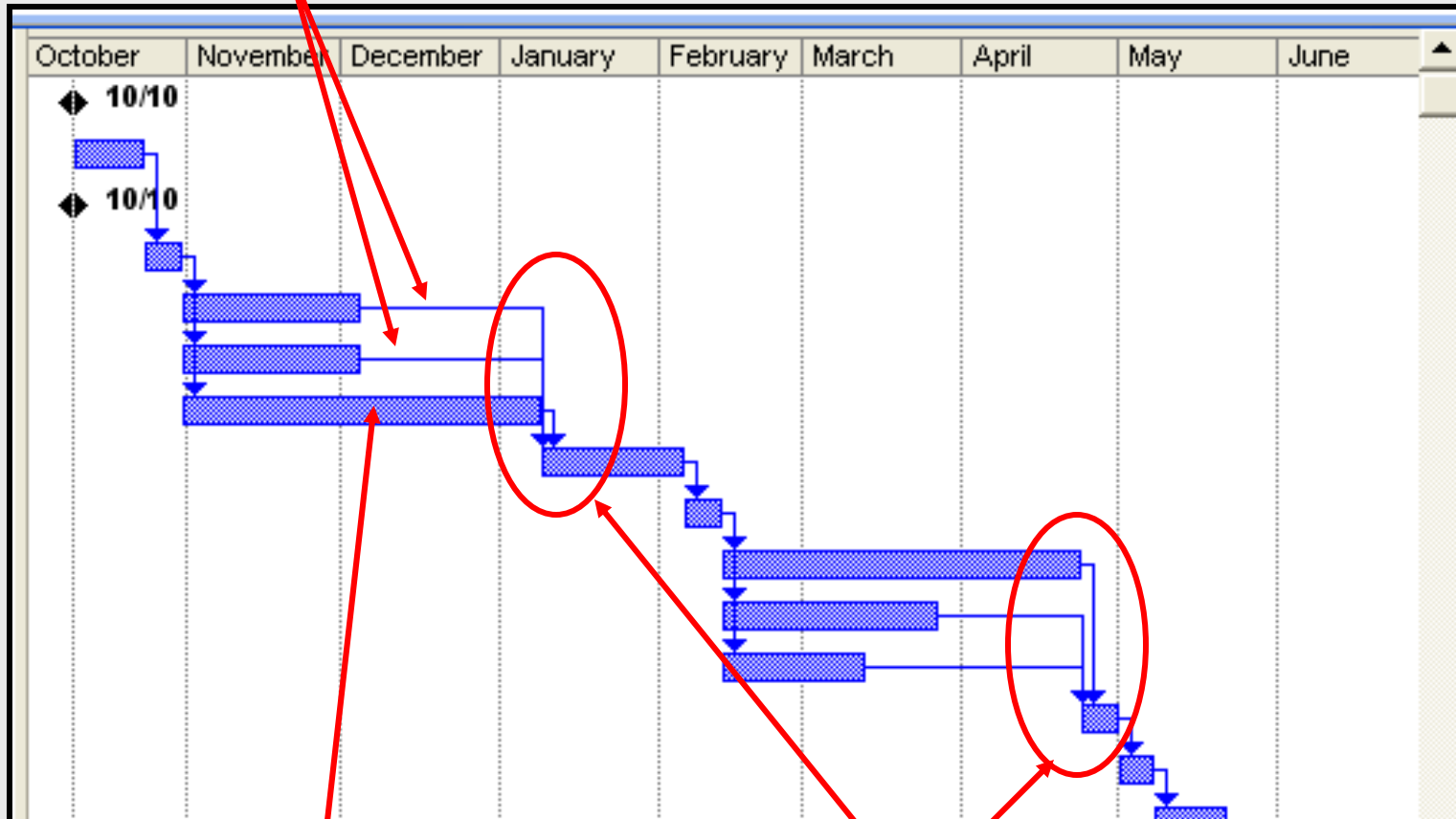
This will create (by default) a *Finish-to-Start* dependency link. It will also adjust the successor's Start and Finish dates, and the Predecessors column.

	Task Name	Duration	Start	Finish	Predecessors
1	Start	0 days	Tue 10/10/06	Tue 10/10/06	
2	Prepare requirements Docu	10 days	Tue 10/10/06	Mon 10/23/06	
3	Turn-In CRD	0 days	Tue 10/10/06	Tue 10/10/06	
4	Prepare Plan	5 days	Tue 10/24/06	Mon 10/30/06	2
5	Task 1	25 days	Tue 10/10/06	Mon 11/13/06	
6	Task 2	30 days	Tue 10/10/06	Mon 11/20/06	
7	Task 3	50 days	Tue 10/10/06	Mon 12/18/06	
8	First Integration	20 days	Tue 10/10/06	Mon 11/6/06	
9	Test First Integration	5 days	Tue 10/10/06	Mon 10/16/06	
10	Task 4	50 days	Tue 10/10/06	Mon 12/18/06	
11	Task 5	30 days	Tue 10/10/06	Mon 11/20/06	
12	Task 6	20 days	Tue 10/10/06	Mon 11/6/06	
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15	Client Test	10 days	Tue 10/10/06	Mon 10/23/06	
16	Final Integration	10 days	Tue 10/10/06	Mon 10/23/06	
17	Engineering Expo	0 days	Tue 10/10/06	Tue 10/10/06	
18	Work on Posters	10 days	Tue 10/10/06	Mon 10/23/06	
19	Notebook Due	0 days	Tue 10/10/06	Tue 10/10/06	
20	Work on Notebook	10 days	Tue 10/10/06	Mon 10/23/06	

A Gantt chart showing task bars for August, September, October, November, December, January, and February. A red circle highlights a dependency link between Task 2 and Task 4.

Reading the Gantt Chart

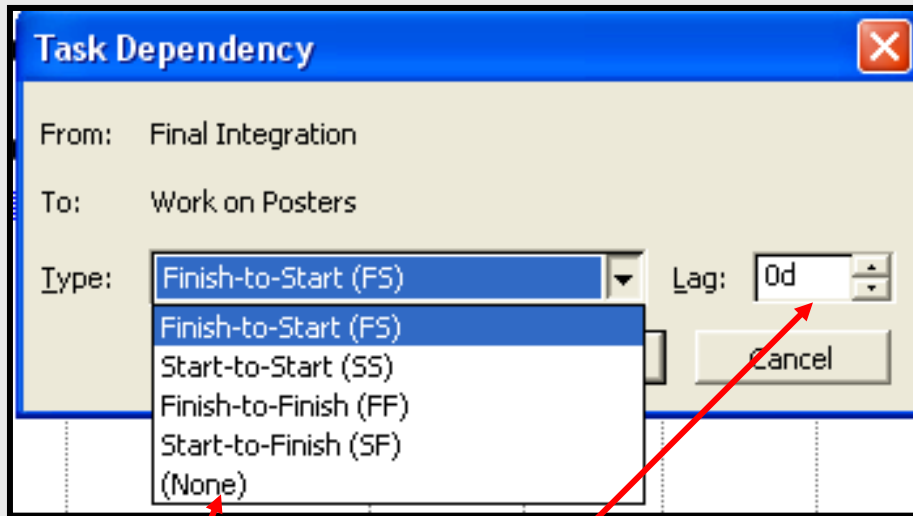
Thin lines indicate "slack"



Thick bar all the way to the end indicates no slack

You can link multiple tasks to the same successor task

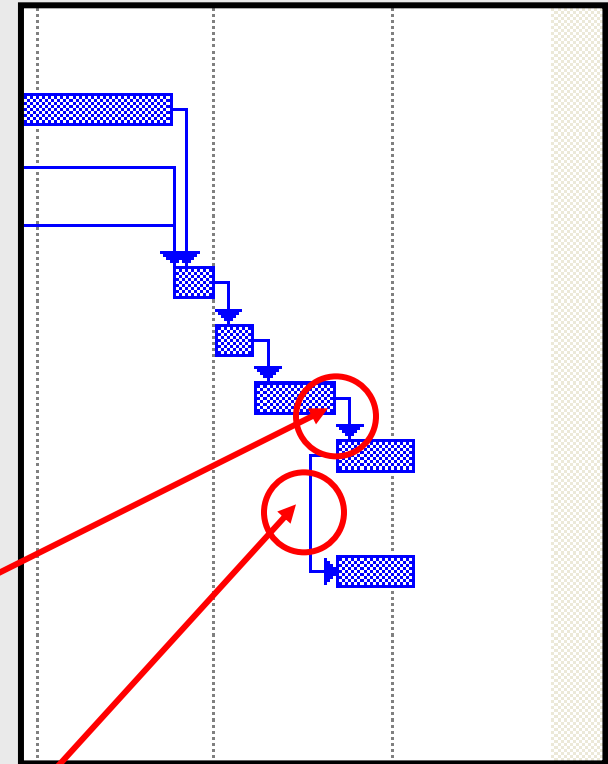
You Can Change the Nature of the Task Dependencies



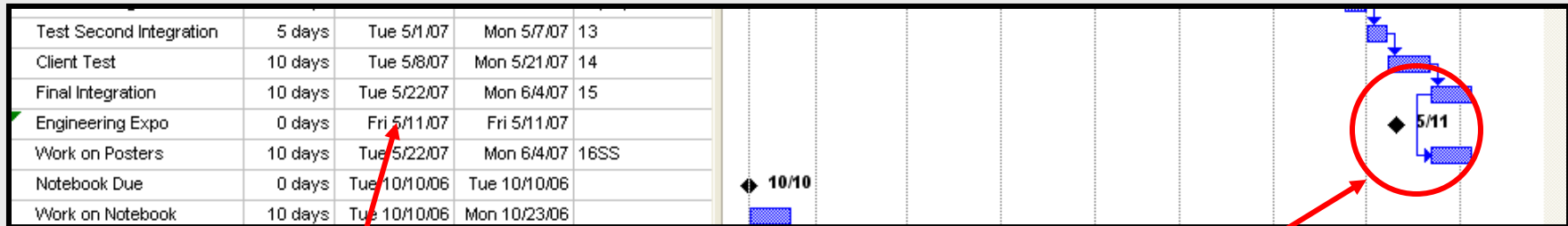
Double-click on a link to change its dependency type, change its lag, or to delete it

Finish-to-Start dependency

Start-to-Start dependency



Step #5: Explicitly Set Fixed Milestones

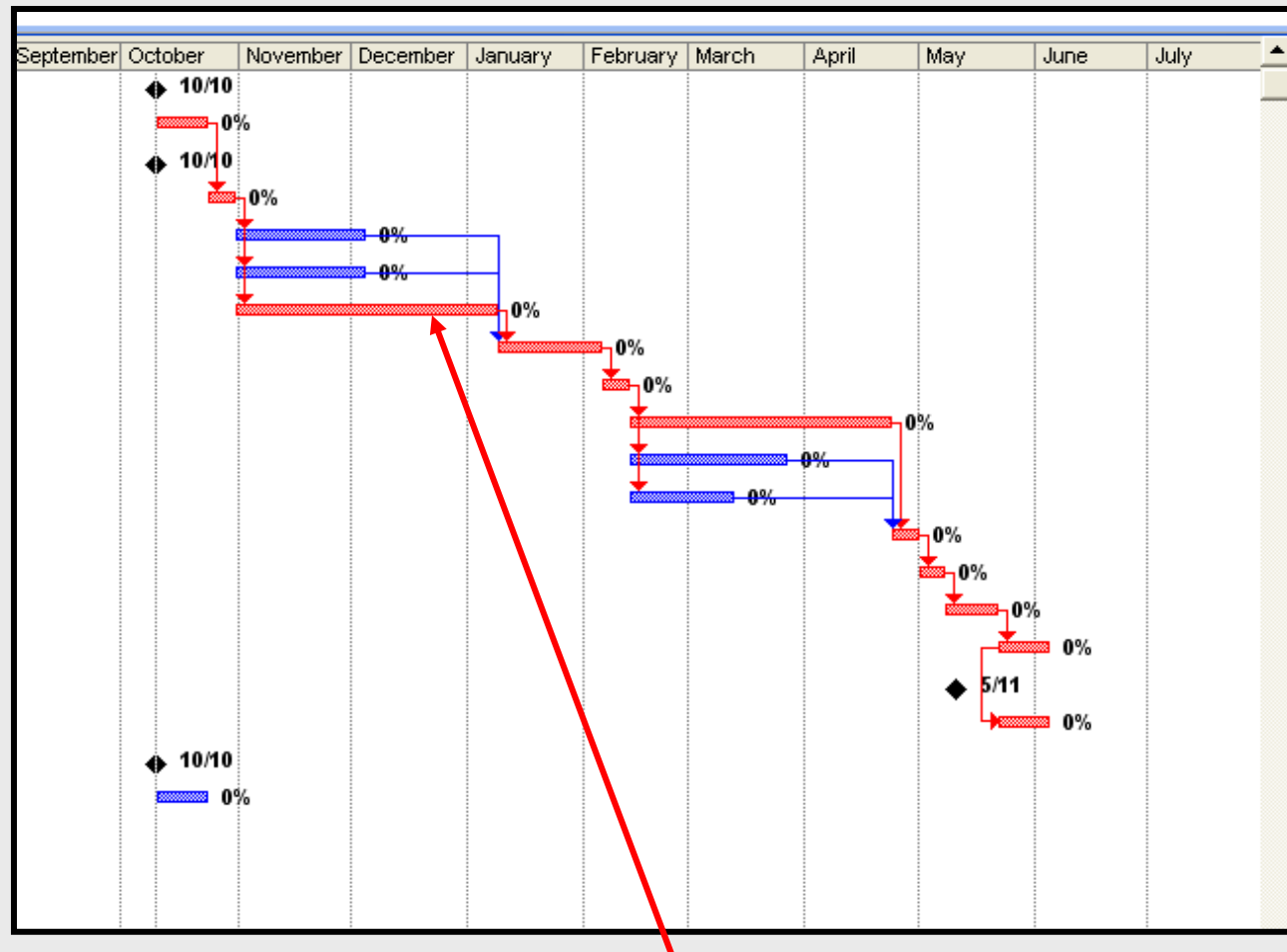


Double-click here to explicitly set a Milestone's date

Examples could include presentations dates, the date of the Expo, etc.

Note: the 2007-2008 Engineering Expo is Friday, May 9, 2008.

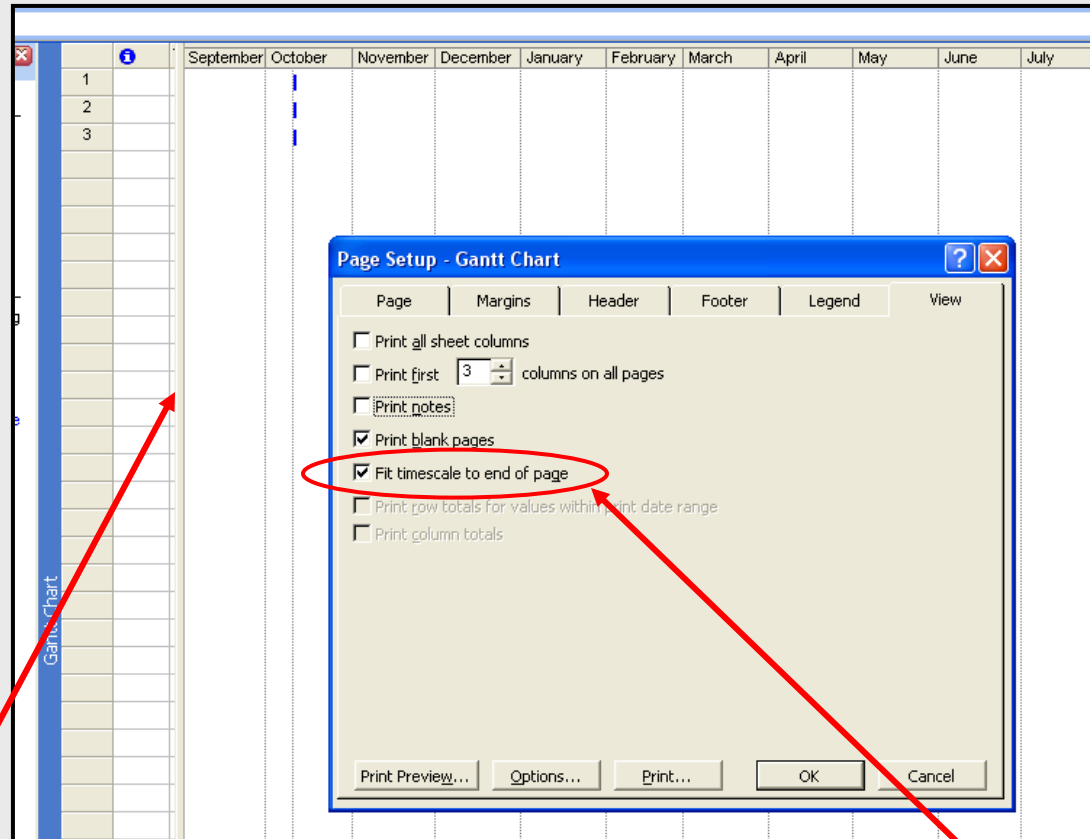
Step #6: Experiment with Different Charts



Click on *View* → *Tracking Gantt* to see the critical path in red. The Critical Path is the sequence of tasks that have no slack in them. *Pay close attention to these tasks!*

Click on *View* → *Gantt Chart* to get back to where you were

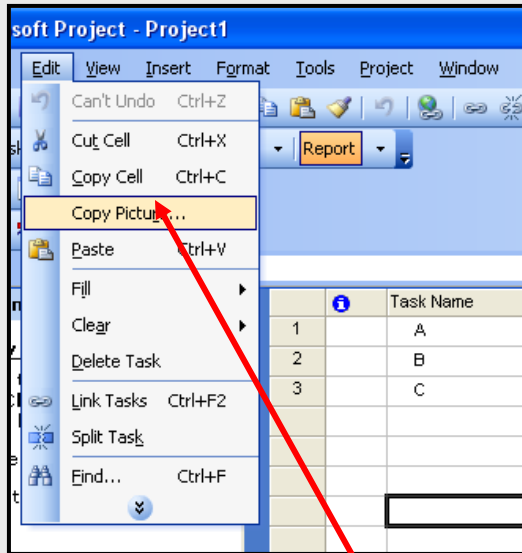
Printing



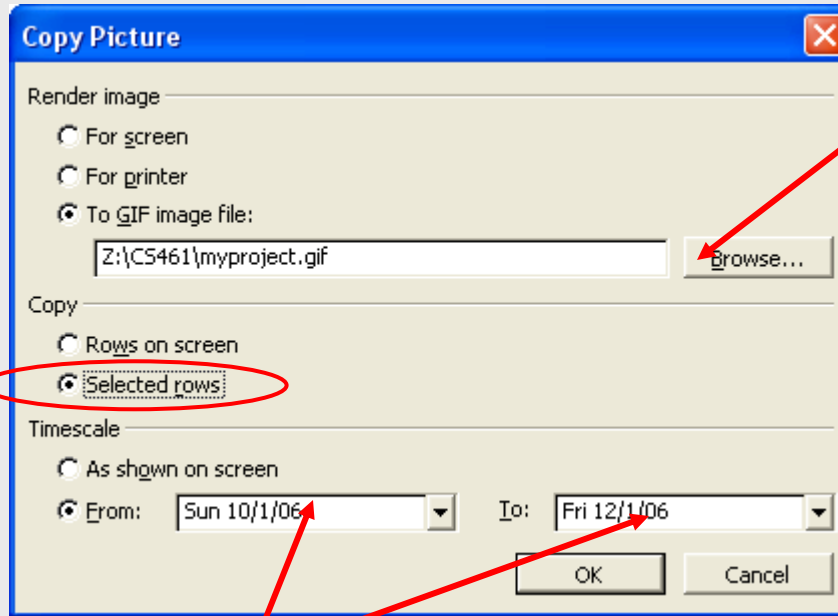
Slide this bar left and right to expose or hide the data columns. What you see is what you'll print.

Click on *File* → *Page Setup*. Be sure that *Fit timescale to end of page* is clicked.

Copying and Pasting into a Word Document or PowerPoint Slide



1. Click on *Edit* → *Copy Picture*



2. Set GIF filename

3. Set range of dates

Your GIF image will look like this. It can be inserted into Word or PowerPoint by choosing *Insert*→*Picture*→*From File* while running those programs. Once there, you can expand, shrink, or crop this image, depending on what you are trying to show.

ID	Task Name	Duration	Start	Finish	October	November	December
1	A	1 day	Wed 10/11/06	Wed 10/11/06			
2	B	1 day	Wed 10/11/06	Wed 10/11/06			
3	C	1 day	Wed 10/11/06	Wed 10/11/06			