MS project initializing

Project calendar, project basic tasks, duration Work breakdown structure (WBS)



Project Management



Today's task is to start working on the points from seminar paper:

- 2.5 Project Schedule
- 2.5.1. Start, end, project phases, milestones, etc. Using MS Project, create a Gantt chart for scheduling.
- 2.5.2 Create a Work Breakdown Structure (WBS) also in MS Project in sequence with the creation of a Gantt chart.
- Due to the scope and size of your project, there are two seminars focused on this activity.



1. PART (10 min.)

• Short introduction – work with MS Project.

2. PART (70 min.)

• Each student team will set up their project in MS Project and work on the calendar, dividing the project into phases, creating individual tasks.

3. PART (10 min.)

• Review and feedback on what progress the teams have made on their projects. Pointing out the required deliverables.

You should be able to:

- Breaking down the project into phases
- Setting a basic project calendar
- Defining specific tasks and project durations
- Create aWBS and decomposition of individual project activities (tasks)





- Use a seminar paper template that includes section "2.5 Project Schedule"
- Use a MS Project for this part.
- Apply your knowledge of 5. topic lecture.
- Use the supporting document Related to 5. Topic.
- All materials are available in the IS.



You can find support in the following sources:

- <u>https://www.tutorialspoint.com/ms_project/ms_project_create_new_plan.htm</u>
- <u>https://ppm.express/blog/newbie-guide-how-to-start-using-microsoft-project-in-2023/</u>

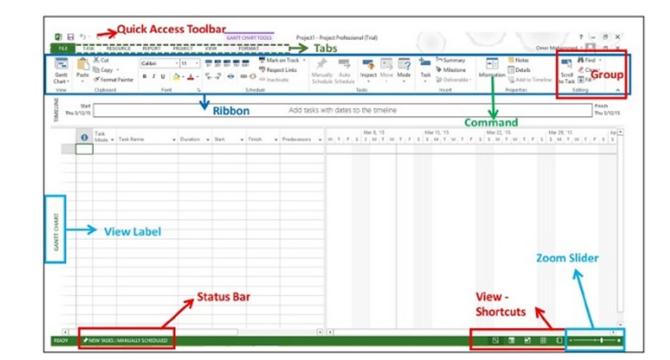
MS Project Tutorials – basic setup and calendars:

- <u>https://www.youtube.com/watch?v=sYy-iFzz1Eo</u>
- https://www.youtube.com/watch?v=tuCrTKMPu_Y

TIPs:

- brief creation process in MS Project:
- define project start (time + calendar)
- insert a WBS column
- describe individual tasks (activities)
- define superiority, subordination of tasks create a structure of summary and partial tasks
- define time (duration of tasks)

Saving a file from MS Project is with the extension .mpp, but it is possible to save the output (Gantt chart) as output in xls or pdf (pdf is more suitable). Path: File / Save and send / Create pdf document. You can then paste PrtScr into a word to have one file.





What does a project look like in MS Project?

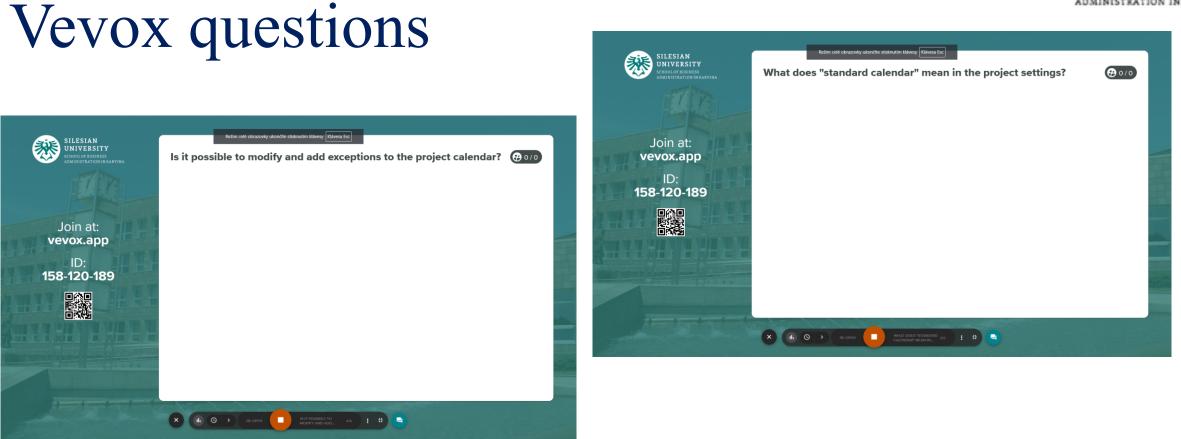
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Any problems with calendar, tasks, durations, WBS?





Summary of today's seminar, what should be done (in progress)



• WBS column created

• Set up project calendar (overall)

• Division of tasks into different phases

• Duration of tasks in progress