

# MS project initializing

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



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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.
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## **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.
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# Learning and practice objectives

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You should be able to:

- Breaking down the project into phases
  - Setting a basic project calendar
  - Defining specific tasks and project durations
  - Create a WBS and decomposition of individual project activities (tasks)
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## What you are working with today

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- 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.
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You can find support in the following sources:

- [https://www.tutorialspoint.com/ms\\_project/ms\\_project\\_create\\_new\\_plan.htm](https://www.tutorialspoint.com/ms_project/ms_project_create_new_plan.htm)
- <https://ppm.express/blog/newbie-guide-how-to-start-using-microsoft-project-in-2023/>

MS Project Tutorials – basic setup and calendars:

- <https://www.youtube.com/watch?v=sYy-iFzz1Eo>
  - [https://www.youtube.com/watch?v=tuCrTKMPu\\_Y](https://www.youtube.com/watch?v=tuCrTKMPu_Y)
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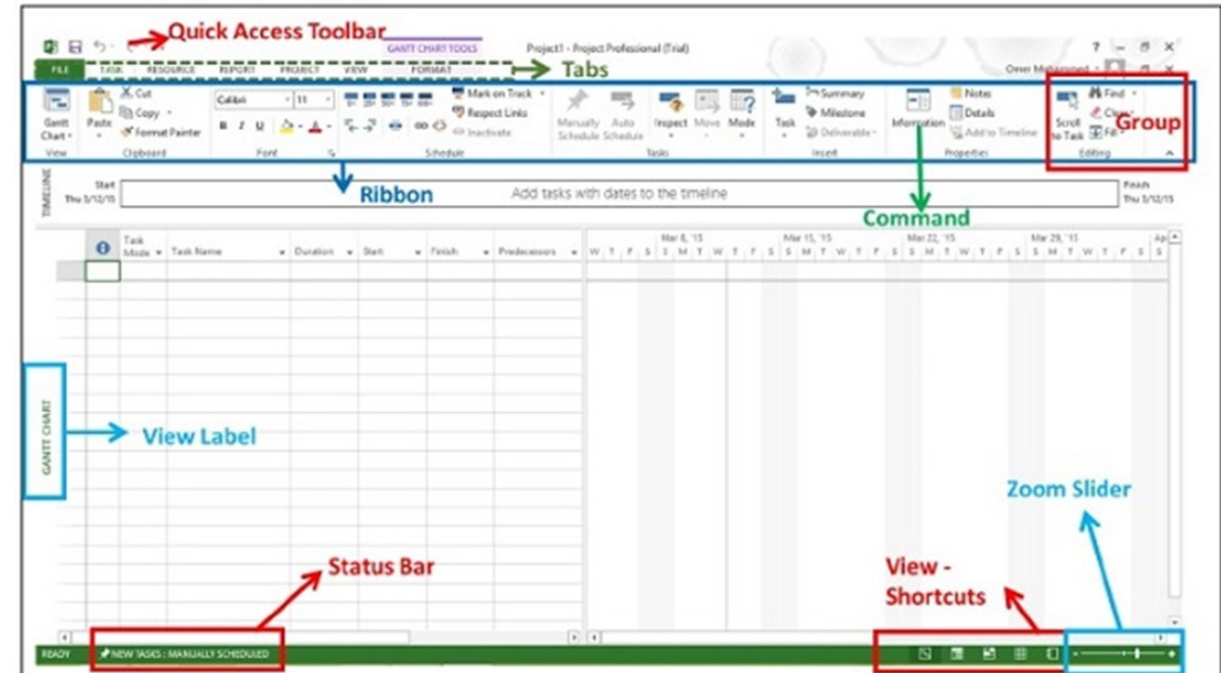
# MS Project – initiate and set up the project



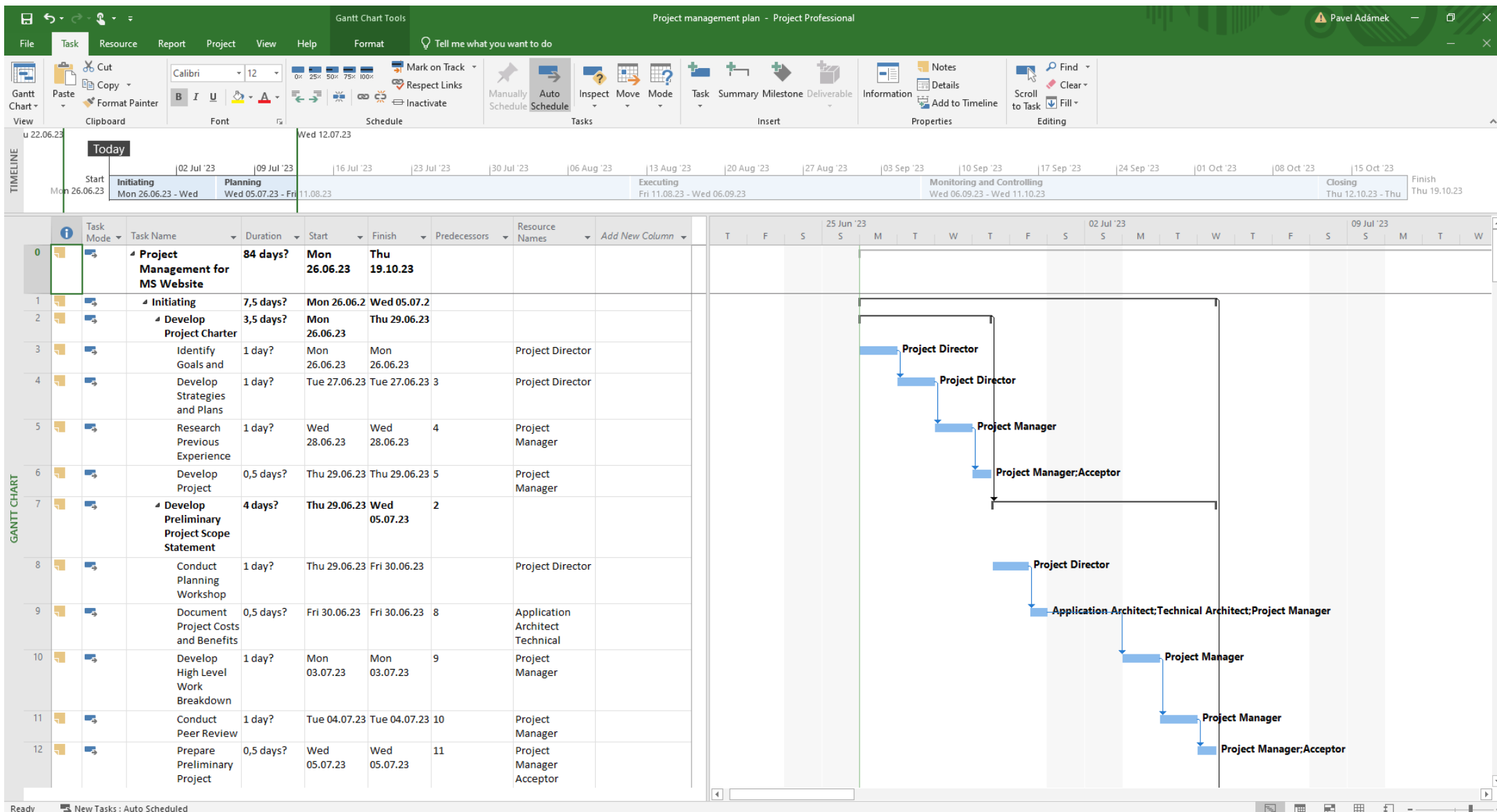
## TIPs:

- 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?





Questions...

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Any problems with calendar, tasks, durations, WBS?

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# Vevox questions

Režim celé obrazovky ukončíte stisknutím klávesy **Klávesa Esc**

**Is it possible to modify and add exceptions to the project calendar?** 0/0

Join at:  
**vevox.app**  
ID:  
**158-120-189**

Režim celé obrazovky ukončíte stisknutím klávesy **Klávesa Esc**

**What does "standard calendar" mean in the project settings?** 0/0

Join at:  
**vevox.app**  
ID:  
**158-120-189**

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

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- WBS column created
  - Set up project calendar (overall)
  - Division of tasks into different phases
  - Duration of tasks in progress
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