

# WBS, tasks, durations

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



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SCHOOL OF BUSINESS  
ADMINISTRATION IN KARVINA

Project Management

## Project Calendar, WBS, project schedule

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Today's task is to start working on the points from seminar paper, when you follow up what you have done, and you will define individual tasks, their durations, creating summary tasks and finally creating links between tasks

- We are working on:
    - **2.5 Project Schedule**
    - **2.5.1. Start, end, project phases, milestones,**
    - **2.5.2 Using Work Breakdown Structure (WBS)**
      - **Where we add activity durations to individual tasks from the WBS and then link them together (create links).**
  - Due to the scope and size of your project, there are two seminars (5+6) focused on this activity.
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## 1. **PART** (10 min.)

- Short introduction – work with MS Project. Task durations, demonstration of creating aggregated tasks, demonstration of creating links between tasks

## 2. **PART** (70 min.)

- Student teams work on their projects in MS Project where they link to the WBS, create summary tasks, add activity durations to each task, and then create links between tasks.

## 3. **PART** (10 min.)

- Feedback and checking the progress of the project creation to see if the project is at the required stage.
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# Learning and practice objectives

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You should be able to:

- Add and structure project tasks (activities), including the creation of summary tasks.
  - Define activity durations for individual tasks.
  - The ability to navigate project phases, durations and interdependencies between tasks, which are key insights for understanding the importance of time and valuing activities in a project.
  - Establish logical links and dependencies between individual and aggregate tasks to achieve the desired goal in the required time.
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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 6. topic – **lecture**.
  - Use the supporting document Related to 6. 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 – WBS, working with tasks, task duration and tasks links

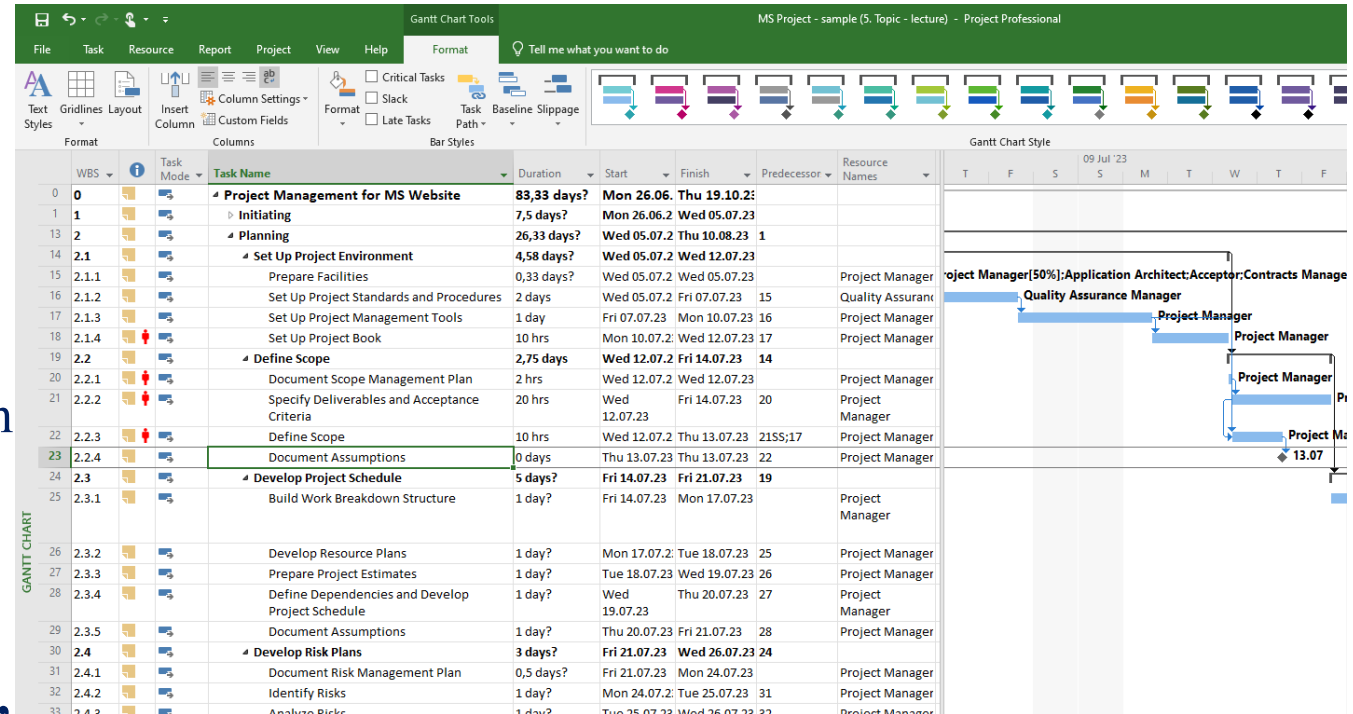


Today's steps:

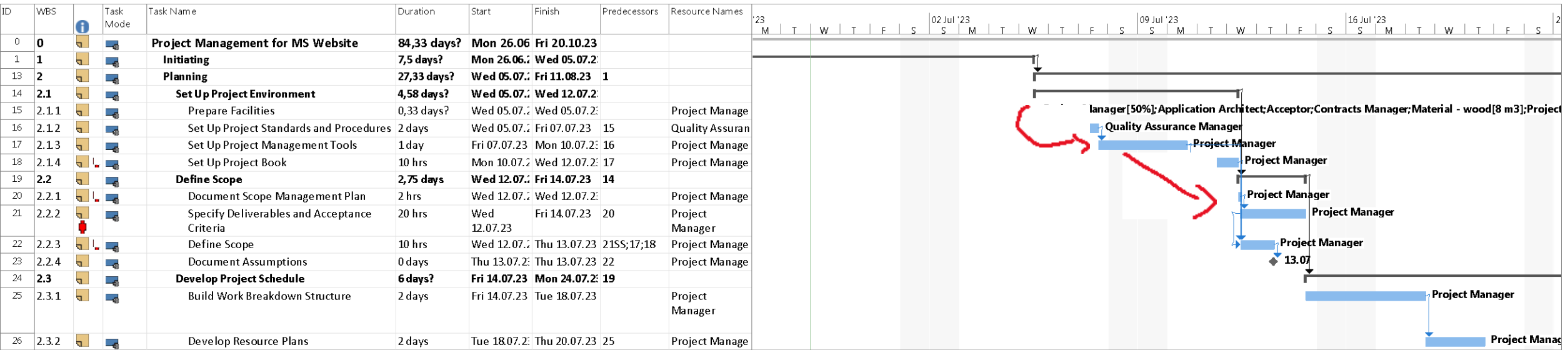
1. start creating (entering) activities into the structure (spreadsheet) first.
2. Then proceed with the task hierarchy - task (activity) superordination/subordination, i.e. you create summary and subtasks.
3. Then you continue by assigning individual durations (in minutes, hours, days, etc.) to each task (activity).

**Today's output is a clearly structured project, divided into several parts according to the WBS, each task has a duration and links are created between the tasks.**

**Don't forget to save!!!**



# Complete project with task, durations, links





# Task



MS Project - sample (5. Topic - lecture) - Project Professional

File Task Resource Report Project View Help Format Tell me what you want to do

Text Styles Gridlines Layout Insert Column Column Settings Custom Fields Format Slack Late Tasks Task Path Baseline Slippage

Format Columns Bar Styles Gantt Chart Style

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
	Project Management for MS Website	84,33 days?	Mon 26.06.	Fri 20.10.23		
	Initiating	7,5 days?	Mon 26.06.2	Wed 05.07.23		
	Planning	27,33 days?	Wed 05.07.2	Fri 11.08.23	1	
	Set Up Project Environment	4,58 days?	Wed 05.07.2	Wed 12.07.23		
	2.1.1 Prepare Facilities	0,33 days?	Wed 05.07.2	Wed 05.07.23		Project Manager
	2.1.2 Set Up Project Standards and Procedures	2 days	Wed 05.07.2	Fri 07.07.23		Quality Assurance Man
	2.1.3					Project Manager
	2.1.4					Project Manager
	2.2					Project Manager
	2.2.1					Project Manager
	2.2.2					Project Manager
	2.2.3					Project Manager
	2.2.4					Project Manager
	2.3					Project Manager
	2.3.1					Project Manager
	2.3.2					Project Manager
	2.3.3					Project Manager
	2.3.4					Project Manager
	2.3.5					Project Manager
	2.4					Project Manager
	2.4.1 Document Risk Management Plan	0,5 days?	Mon 24.07.2	Tue 25.07.23		Project Manager
	2.4.2 Identify Risks	1 day?	Tue 25.07.23	Wed 26.07.23		Project Manager
	2.4.3 Analyze Risks	1 day?	Wed 26.07.2	Thu 27.07.23		Project Manager
	2.4.4 Document Risk Management Plans	0,5 days?	Thu 27.07.23	Thu 27.07.23		Project Manager
	2.5 Plan for Quality	0,5 days?	Thu 27.07.23	Fri 28.07.23		Quality Assurance
	2.5.1 Document Quality Management Plan	0,5 days?	Thu 27.07.23	Fri 28.07.23		Quality Assurance

Task Information

General Predecessors Resources Advanced Notes Custom

Name: Prepare Facilities  Estimated

Percent complete: 0%

Schedule Mode:  Manually Scheduled  Auto Scheduled  Inactive

Dates: Start: Wed 05.07.23 Finish: Wed 05.07.23

Display on Timeline  Hide Bar  Rollup

Help OK Cancel

# Tasks links



MS Project - sample (5. Topic - lecture) - Project Professional

File Task Resource Report Project View Help Format Tell me what you want to do

Text Styles Gridlines Layout Insert Column Column Settings Custom Fields Format Critical Tasks Slack Late Tasks Task Path Baseline Slippage Gantt Chart Style

WBS	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
0		Project Management for MS Website	84,33 days?	Mon 26.06.	Fri 20.10.23		
1		Initiating	7,5 days?	Mon 26.06.2	Wed 05.07.23		
13		Planning	27,33 days?	Wed 05.07.2	Fri 11.08.23	1	
14		Set Up Project Environment	4,58 days?	Wed 05.07.2	Wed 12.07.23		
15	2.1.1	Prepare Facilities	0,33 days?	Wed 05.07.2	Wed 05.07.23		Project Manager
16	2.1.2	Set Up Project Standards and Procedures	2 days	Wed 05.07.2	Fri 07.07.23		Project Manager
17	2.1.3	Set Up Project Management Tools	1 day	Fri 07.07.23	Mon 10.07.23		Project Manager
18	2.1.4	Set Up Project Book	10 hrs	Mon 10.07.23	Wed 12.07.23		Project Manager
19	2.2	Task Information					
20	2.2.1						
21	2.2.2						
22	2.2.3						
23	2.2.4						
24	2.3						
25	2.3.1						
26	2.3.2						
27	2.3.3						
28	2.3.4						
29	2.3.5						
30	2.4						
31	2.4.1						
32	2.4.2						
33	2.4.3	Analyze Risks	1 day?	Wed 26.07.2	Thu 27.07.23	32	Project Manager
34	2.4.4	Document Risk Management Plans	0,5 days?	Thu 27.07.23	Thu 27.07.23	33	Project Manager

**Task Information Dialog:**

Name: Set Up Project Management Tools Duration: 1 day

Predecessors:

Task Name	Type
Set Up Project Standards and Procedures	Finish-to-Start (FS)
	Finish-to-Start (FS)
	Start-to-Start (SS)
	Finish-to-Finish (FF)
	Start-to-Finish (SF)
	(None)

Handwritten red annotations: A red line connects the selected 'Start-to-Finish (SF)' option in the dialog to the 'Predecessors' column of task 17 in the Gantt chart table. Red circles highlight the 'Task Name' and 'Type' columns in the dialog.

Questions...

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Any problems with WBS, tasks, durations, task links?

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# Vevox questions

**How to structure tasks into phases (hierarchy) in MS Project?** 0/0

- by project budget
- using outdent/indent task icons in the tasks tab
- by using resources
- by setting the durations

Join at:  
**vevox.app**

ID:  
**118-373-510**

**What values can be assigned to the duration of each task?** 0/0

- in hours only
- minutes, hours, days, weeks, etc.
- only in days and hours
- is primarily set to days and cannot be changed

Join at:  
**vevox.app**

ID:  
**118-373-510**

## Summary of today's seminar, what should be done

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- The "Tasks" column will be populated with individual tasks, which will be arranged hierarchically.
  - Each task has a specified duration (Duration column).
  - Tasks are logically linked to each other (they have their Predecessors).
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