

Transforming Lives. Inventing the Future. www.iit.edu



CS 587 Software Project Management Instructor: Dr. Atef Bader

MS Project Tutorial

MS Project in Labs:

Available in Siegal Hall Lab in Main Campus

Available in Room 210 Rice Campus

Prepared by Milton Hurtado

000

Download MS project from following link <u>http://www.microsoft.com/office/project/</u>





Embarking new Project

 $\bigcirc \bigcirc \bigcirc \bigcirc$

- Go to file, select new. This will open a screen for blank project click ok.
- You can now enter your project information viz. start date, finish date and also how would you like to schedule the project from either start or finish date.
- You can also chose selection if you will be using night shifts.

Project Inform	ation for 'Project6'	? ×
Start <u>d</u> ate:	Thu 3/6/03	•
Einish date:	Thu 3/6/03	Ŧ
Schedule from:	Project Start Date	•
	All tasks begin as soon as possible.	
C <u>u</u> rrent date:	Thu 3/6/03	•
<u>S</u> tatus date:	Thu 3/6/03	•
C <u>a</u> lendar:	Standard	•
Priority:	500	
Help	Statistics OK Cano	:el

Gantt Chart

 $\bigcirc \bigcirc \bigcirc \bigcirc$

- Select Gantt Chart view from the view menu.
- You'll have a spreadsheet where you can now enter information of all the activities
 - i.e. task name, duration, start date, end date, predecessors and various other fields.
- You can enter required information in two ways, in spreadsheet or when you double click on cell you get pop up window in which you can enter all the information of that particular activity.
- For predecessor activity you need to write activity number.
- The SW itself will calculate start and end date.
- Now the Gantt Chart is complete.

\mathbf{OOO}

🛃 Micro	soft Pr	oject - Pre	oject1								<u>_ 8 ></u>
🗳 <u>F</u> ile	<u>E</u> dit <u>V</u>	liew <u>I</u> nserl	Format <u>T</u> ools <u>F</u>	Project <u>W</u> ir	idow <u>H</u>	lelp					<u> </u>
🗅 😅		5 🖪 🛡	🏅 🖻 🛍 🔇	y 10 (\$ @	s 💥 関	i 🗄 🤇	🔌 🕼 🛛 No Gr	oup 👻	Q Q ኞ	a 2.
	4 -	<u>S</u> how -	Arial	- 8	- B	I	[🗄 📰 🛛 All Ta	sks 👻	7= 式 .	
E		1 🖪 🜆									
📑 Adju	st <u>D</u> ates	🚡 Anal	yze Timescaled Dat	a in Excel	P	ERT <u>A</u> na	lysis				
[1000000]		0	Task Name		Durati	on	Start	Finish	Predecessors	Resource Na	n April 2002 A
	1	1	Project Delivera	bles	12 d	ays I	/lon 4/1/02	Tue 4/16/02			
Calendar	2	2	Procure Hardw	are	2 d	ays W	ed 4/17/02	Thu 4/18/02	1		
	3	3	Test Hardware		8 d	ays	Fri 4/19/02	Tue 4/30/02	2		
Gapt	4	1	Procure Softwa	are Tools	10 d	ays W	ed 4/17/02	Tue 4/30/02	1		
Chart											
四日				ask Infor	mation	1		1		1	<u>? ×</u>
Network				Gene	ral	Pre	decessors	Resour	tes Ad	vanced	Notes
Diagram				Name:	1				Duration:	÷ 1	Estimated
		-			19	-		-1			
Tack				Percent co	mplete:	3	Ē	Priority:	1 🖻		
Usage				Dates	-		10	1	r		
THE T				Start:			1	<u> </u>	1.		
Tracking		-		E Hide ta	ek har						
Gantt					Gantt b	ar to sun	mary				
th											
Decource											
Graph		-									
				Help					[ок	Cancel
L Q									-		
Sheet											
			2			_					
						1					
Llasa	1									Þ	
	11		-								EXT CAPS NUM SCRL OVR
Start Start		C 1	Microsoft Proje	ct - Pr							📢 📸 6:26 PM

Adding tasks and milestones to a Project File

- 1. On the View menu, click Gantt Chart.
- 2. In the Task Name field, type a task name, and then press TAB. (Microsoft Project enters an estimated duration of one day for the task followed by a question mark)
- 3. In the Duration field, type the amount of time each task will take in months, weeks, days, hours, or minutes, not counting nonworking time. (By default the time period will be days, but that can be changed to hours, months, etc.)
- 4. Press ENTER.
- 5. It should look like the figure below:

0	Task Name	Duration	Ja	n 1	9,'	03			
			S	M	T	W	Т	F	S
	Activity 1	2 days							
		÷							

6. To add a milestone the only difference is that the duration of the activity must be zero (below is an example):

6	Task Name	Duration	Ja	n 1	9, '(03			
			S	M	T	W	Т	F	S
	Activity 1	0 days				•	• 1	/23	1
		÷							

Note: By double clicking on a Task or milestone, you can modify its information with a form that prompts

Grouping Tasks in Logical Order (WBS Outline)

Outlining helps organize your tasks into more manageable chunks. You can indent related tasks under a more general task, creating a hierarchy. The general tasks are called summary tasks; the indented tasks below the summary task are subtasks. A summary task's start and finish dates are determined by the start and finish dates of its earliest and latest subtasks.

1. Click once on the first activity of the group of activities you want to group. For the example Activities 4

and 5

0	Task Name	Duration	Ja	<u>n 1</u> !	9,'	03				J
			S	M	Т	W	Т	F	S	S
	Activity 1	1 day								
	Activity 2	1 day								
	Activity 3	1 day								
	Activity 4	1 day								
	Activity 5	1 day								

2. Then click on the option "New Task" in the "Insert" Menu to insert a new task that will represent the name of the group ("Group 1" for this example)

4	Group 1	1 day?	
5	Activity 4	1 day	
6	Activity 5	1 day	

3. Then select the tasks below (4 and 5) and then click in the option "Outline-Indent" in the "Project" Menu

4	Group 1	1 day	-
5	Activity 4	1 day	
6	Activity 5	1 day	
	1		

Creating Relationships Between Tasks

A network of tasks in a project must be connecting activities from the start to the end, to establish these relationship we need to use the field "Predecessors" of each task, where we can designate which activity will be preceding the one we are updating, in the example below we will indicate MS project that "Activity 5" can start once "Activity 4" is completed (Finish to Start relationship).

	0	Task Name	Duration	Predecessors),'03 T W T F S
1		Activity 1	1 day		
2		Activity 2	1 day		
3		Activity 3	1 day		
4		🗆 Group 1	2 days		
5		Activity 4	1 day		ի 🛄 դ
6		Activity 5	1 day	5	<u> </u>

Notice that by establishing the relationship now the Group 1 takes 2 days to be completed, because before, the activities were set to be performed in parallel, and now they are in series (**Finish to Start** relationship)

Note: MS project will calculate dates based on the durations of the tasks, their relationships and the start date set for the project, however it is possible to change the starting date of a task (if necessary) By double clicking on a Task or milestone, and using the fields related to the dates (Start or Finish)

Assigning Resources to Tasks

You can use the Resource Sheet in Microsoft Project to create a list of the people, equipment, and material resources that make up your team and carry out the project tasks. Your resource list will consist of work resources or material resources. Work resources are people or equipment; material resources are consumable materials or supplies, such as concrete, wood, or nails.

- 1. On the View menu, click Resource Sheet.
- 2. On the View menu, point to Table, and then click Entry.
- 3. In the Resource Name field, type a resource name.
- 4. You can go through the fields in the sheet, but for the simplicity of the example just focus on the name and initials of the Resource
- 5. Below is an example of some Human resources added to the Resource Sheet (We could add also other type of resources such as Equipments, Consumables, etc.)

	0	Resource Name	Туре	Material Label	Initials	Group	Max. Units	S
1		Project Manager	Work		Р		100%	
2		Team Leader	Work		Т		100%	
3		Developer	Work		D		100%	
4		Tester	Work		Т		100%	
			-					

6. Once the resources are created, you can go back to the View menu, and click Gantt Chart to see again the tasks, and then when you double click a task you can add a resource to this task by using the tab "Resources"

Note: The main goal of the resource assignment is to allocate properly the resources and to provide valuable information regarding the effort of the team.

Find Critical Path

000

- Critical Path Analysis (CPA) helps you to lay out all tasks that must be completed as part of a project.
- CPA helps you to identify the minimum length of time needed to complete a project
- For finding CP list all the activities and enter early start, late start, early finish and late finish info of all the activities.
- You can do this under insert/columns and selecting each terms.
- Following screen shot demonstrates how to insert.
- Project automatically calculates ES, EF, LS and LF based on the starting/ending dates you have provided.

crose	oft Proj	ect - Pro	nject1	=									
ile <u>E</u>	<u>a</u> dit ⊻ie	ew <u>I</u> nsert	Format Tools Project	<u>M</u> indow <u>H</u> elp		-							1
2		6 Là. 🚏	1 👗 🖻 🛍 ダ 🗠	🝓 📾 ĝ	ş 📫 🖽 🤹	No 🖸 No G	iroup 👻	0 0 रू	🛱 🕄 🕇				
\$	+ -	<u>S</u> how •	Arial 💌	в - В .	/ U 📰	E 🗃 🛛 Al T	asks 🔹	V= - <u>\$</u> ,					
ET I	= 📾	111 616	I										
L	Datas	S durah	Times a lad Data in Europ		T. Aurahusia								
ullast	Dates	Anal	yze Timescaled Data in Exce	i 🔄 ren	r <u>A</u> nalysis								
			T 1. 61	Bunching	0.4	Pietek.	Duralisation	Description	0w 4, 2002	Lot- 2 2002	04- 2, 2002	OH 4 2002	In
		0	lask Name	Duration	Start	Finish	Predecessors	Resource Nar	Jan Feb Mar	Apr May Jur	Jul Aug Sep	Oct Nov Dec	Jar
	1		Project Deliverables	12 days	Mon 4/1/02	Tue 4/16/0	2			⊡ 1			
ndar	2		Procure Hardware	2 days	Wed 4/17/02	Thu 4/18/0	2 1			H			
7	3		Test Hardware	8 days	Fri 4/19/02	Tue 4/30/0	2 2			i			
•	4		Procure Software Tools	10 days	Wed 4/17/02	Tue 4/30/0	2 1			μ. μ			
itt	5		Write Programs	45 days	VVed 5/1/02	Tue 7/2/0	2 4			Ľ	t l		
ar i	6		Test and Debug	22 days	Column Def	inition		?	×		μin τ		
3	7		Install	8 days	Field name:	ID		01	1		- L		
	8		Training	7 days	rielu <u>n</u> airie:	adu Einich		OK			ľ,		
iork ram	9		Acceptance	8 days	Title:	arly Finish arly Start		Cancel			ă I		
	1				Ef	fort Driven			. I				
					Align title: Es	timated		<u>B</u> est Fit					
⊻ sk					Align data	kternal Task Bich							
ge					Fi	nish1	-						
-					Width:	1.0 E							
-													
king	1												
itt													
ę.		-											
urce .													
													-
92 1													
et_													
	1												
Jra		1								ļ			1
÷		J						<u>.</u>			Furs Ser	C RUM LCCC	
-				-							JEXI JCA	e Trans Teck	n le

Control Contreline Control Control <th>Image: The state of the st</th> <th></th> <th>12. 10. 10. 10. 10. 10. 10. 10. 10. 10. 10</th> <th>8</th> <th>7.JJ 🚍</th> <th>E</th> <th>Lacks</th> <th></th> <th>-</th> <th></th> <th>4</th> <th></th> <th></th> <th></th>	Image: The state of the st		12. 10. 10. 10. 10. 10. 10. 10. 10. 10. 10	8	7.JJ 🚍	E	Lacks		-		4			
2 dbi 20 dbi 20 dbi 10 blob Image: Comparison of the state of t	Date Analyze Timescaled Data in Excel. PERT Analyze 1 Project Deliverables 12 days Mon 4/1/02 Tue 4/16/02 Analyze Timescaled Data in Excel. Project Deliverables 12 days Mon 4/1/02 Tue 4/16/02 Analyze Timescaled Data in Excel. Project Deliverables 12 days Mon 4/1/02 Tue 4/16/02 Tue 4/16/02 Analyze Timescaled Data in Excel. Project Deliverables 12 days Mon 4/1/02 Tue 4/16/02 Tu		6 m	9 - - - J. J. A.	1. 1. a. 1. a. 1	an VIII (Margare		<u></u>						
Tue 4/16/02 Task Name Duration Start Finish Prede Early Finish Late Start Late Finish 2 Off 2, 2002 Off 3, 200 1 Project Deliverables 12 days Mon 4/1/02 Tue 4/16/02 Mon 4/1/02 Tue 4/16/02 Mon 4/1/02 Tue 4/16/02	Tue 4/16/02 Tee 4/16/02 Project Deliverables 12 days Mon 4/1/02 Tue 4/16/02 Arr May Jun	ates 🚮 An	■ ==== aluze Timescaled Data in Ex	cel. El PEI	RT Analysis									
Image: State in the initial ini	Task Name Duration Start Finish Prede Early Start Early Start Late Start Late Finish 2 Ctr 2, 2002 Ctr 3, 2002 1 Project Deliverables 12 days Mon 4/1/02 True 4/1/602 True 4/1/602 Mon 4/1/02 True 4/1/602 T		Tue 4/16/02											
1 Project Deliverables 12 days Mon 4/1/02 Tue 4/16/02 Fit /11/10/02 Fit /11/10/02 <td>1 Project Deliverables 12 days Mon 4/1/02 Tue 4/16/02 Tue 4/</td> <td>0</td> <td>Task Name</td> <td>Duration</td> <td>Start</td> <td>Finish</td> <td>Prede</td> <td>Early Start</td> <td>Early Finish</td> <td>Late Start</td> <td>Late Finish</td> <td>2</td> <td>Qtr 2, 2002</td> <td>Qtr 3, 2002</td>	1 Project Deliverables 12 days Mon 4/1/02 Tue 4/16/02 Tue 4/	0	Task Name	Duration	Start	Finish	Prede	Early Start	Early Finish	Late Start	Late Finish	2	Qtr 2, 2002	Qtr 3, 2002
2 Procure Hardware 2 days Wed 4/1702 Thu 4/18/02 Fri 4/19/02 Tue 4/18/02 Fri 6/19/02 Tue 8/102/02	2 Procure Hardware 2 days Wed 4/17/02 Thu 4/18/02 Fri 4/19/02 Tue 4/30/02 Fri 4/19/02 Tue 4/30/02 Tue 7/23/02 Thu 8/1/02 3 Test Hardware 8 days Fri 4/19/02 Tue 4/30/02 2 Fri 4/19/02 Tue 7/23/02 Thu 8/1/02 Tue 7/23/02 Tue 8/1/02	1	Project Deliverables	12 days	Mon 4/1/02	Tue 4/16/02		Mon 4/1/02	Tue 4/16/02	Mon 4/1/02	Tue 4/16/02	Mar	Apr May Jun	Jul Aug S
3 Test Hardware 8 days Fri 4/19/02 Tue 4/30/02 Z Fri 4/19/02 Tue 7/23/02 Thu 8/1/02 5 Write (programs) 450 days Web 51/02 Use 7/302 Thu 8/1/02 Veb 51/02 Use 7/302 Thu 8/1/02 6 L Test and Debug 122 days Veb 7/302 Thu 8/1/02 S Veb 7/302 Thu 8/1/02 Thu 8/1/0	3 Test Hardware 8 days Fri 4/1902 Tue 4/3002 2 Fri 4/1902 Tue 4/3002 Tue 7/202 Tue 8/102 5 1.Veftc Inogram 45.695 1.Veftc Inogram<	2	Procure Hardware	2 days	Wed 4/17/02	Thu 4/18/02	1	#########	Thu 4/18/02	Fri 7/19/02	##########			
Image: Category 2 are solid and 2 are solid and 2 are solid are solid are solid and 2 are solid are sol	Image: Column	3	Test Hardware	8 days	Fri 4/19/02	Tue 4/30/02	2	Fri 4/19/02	Tue 4/30/02	Tue 7/23/02	Thu 8/1/02		ă	
5 1 Wite Brogram: 45 days Web 31/02 1032 72/02 Web 31/02 103 72/02 Web 31/02 103 72/02 Web 31/02 103 72/02 Thu 81/02 T	5 1 Viriag Programs 45.98ms 1 Visa 31,02 1 Viriag 1202 View 17,002 True 87,002 True 87,00	1 -	Instration and	5.000 (1) <u>1999</u>	1000000000	120429498	én=	*********	2-048080	#*******	7-5-1934Q		. La compositore	#-
6 I Test and Diebug I 22 days I Wed 7/302 Thu 8/1/02	6 I Test and Debug 122 days I Wed 7/302 Thu 8/1/02 Thu 8/2/02	5	Vinte Programs	45 dā	s 1 Vied 5/1/0	Tue 2/2/	02 4	Vied Stra	12 Jue 7/28	12 Wed Sny	02 Tue 7/2/	02		<u> </u>
7 Instell 8 days Fri 8/202 Tue 8/1302 3,6 Fri 8/202 Tue 8/1302 Fri 8/202 Fri	7 Install 8 days Fri 8/202 Tue 8/1302 S.6 Fri 8/202 Tue 8/1302 Fri 8/202	6	[Test and Debug	22 da	/s Wed 7/3/02	? 🗧 Thu 8/1/	02 5 j	Wed 7/3/	02 Thu 8/1/	02 Wed 7/3/	02 . Thu 8/1/	02		_ č _
8 I. Training I. 7 days Wed 8/14/02 Thu 8/22/02 ######### Thu 8/22/02 9<	8 () Training 1 7 days Wed 8/14/02 Thu 8/22/02 7 ########## Thu 8/22/02 ########## Thu 8/22/02 1	7	Install	8 da	/s Fri 8/2/02	Tue 8/13/	02 3,6	Fri 8/2/0	02 Tue 8/13/	02 Fri 8/2/	02 Tue 8/13/	02		Ľ,
		8	(Training)	7 da	/s Wed 8/14/02	Thu 8/22/	02 7	******	## Thu 8/22/	02 ########	### Thu 8/22/	02		11
		_1*I		- 2200	- <u>16566593</u>	1922-90	<u>n</u>	_ <u>@%</u> 4994	122	1.66688	17 A 4 5	31 I		
				10.00		1	1	<u>ír ír</u>		-	ļ.	1	6. 2	- (
		<u> </u>					÷.		k					_!===
														į —
							÷		-		<u></u>		A	
				-	ii		\$*		с					-÷
		<u> </u>			<u>u</u>						<u> </u>		K 18	0
		2 -		2										
					li li	i i			1	1 6		8		1
						1								
				2.5				1						









Slack Time For Scheduling

- ♦ For viewing the schedule showing the slack go to Views → More views → Detailed Gantt view → Apply.
- ♦ In this click on View \rightarrow Table \rightarrow Schedule
- Slack appears as thin bars to the right of a task, with slack values adjoining the regular Gantt bars
- You can also view the free slack and total slack of a task in the sheet.
- You can move the activity within the available slack time, to balance the resources, in the cases where over allocation is present.



a microsoft Project - Project I		- 181 X
Eile Edit View Insert Form	nat Iools Project Window Help	<u>a</u> >
🗋 🖨 🔚 🖸 Calendar	🖺 🝼 🕫 🍓 📾 👾 🏥 🗎 🕼 🕼 No Group 💿 🔍 🔍 ኞ 🛍 😰 🖕	
◆ ◆ ◆ ▲ <u>Gantt Chart</u>	• 8 • B I U ≣ ≣ ⊒ AllTasks • V= 🐔 .	
	dill	
Tracking Gant	t Distain Fund 🖽 PERT Analysia	
Resource Grag	ph probles	a in sec this is from 10
		Hummun rolling with they sup
	s Mon 4/1/02 Tue 4/16/02 Mon 4/1/02 Tue 4/16/02 0 days 0 days	
Calendar	More Viewe Wed 4/17/02 Thu 4/18/02 Fri 7/19/02 Mon 7/22/02 0 days 67 days	
Street and a stree		💼 🧰

000

- When you are saving a file it asks you whether you want to save with baseline/without baseline. You can choose either options.
- If you choose to save with baseline, a copy of your schedule and other things will be saved and any changes when you are making when the project progress can be viewed clearly using the baseline.
- If you choose to save without baseline, you will not be able to view the changes.



🛃 Miero	osoft Project	- Project1		Ξ	= =	Ξ		i i				<u>_ 8 ×</u>
Eile	<u>E</u> dit ⊻iew	Insert Format <u>T</u> ools <u>P</u> roject	<u>W</u> indow <u>I</u>	Help								٩×
0 🖻		d 🖤 🐰 🖻 🛍 🝼 🕛	n 🍓 🖷	e 💥 🗰 🗄	a 🤌 🕼 🖪	No Group	🗉 🔍 Q 😓	· 🛱 🖓 🗸				
-	⊕ — <u>S</u> h	now - Arial -	8 - E	JU		All Tasks	• V= 🔩 .					
(हा स	1 🗖 🗐 📰											
Del Adia	ust Datas	Analuze Timescaled Data in Fr	cal 🗐 P	PERT Analusia								
	-	Task Name	Pes Dur	Pes Start	Pes Finish	Apr '02	May '02	Jun '02	Jul '02	Aug '02	Sep '02	Oct '02 🔺
		Designt Deliverships	d d alaura	Mag. 4/4/00	Thu: 4/49/00	24 31 7 14	21 28 5 12 19	26 2 9 16 2	3 30 7 14 21	28 4 11 18 25	1 8 15 2	22 29 6 1
Gantt	2	Project Deliverables	14 days	Fri 4/19/02	Med 4/76/02							
Chart	- 3	Test Hardware	11 days	Thu 4/25/02	Thu 5/9/02		-					
	4	Procure Software To	13 days	Planning Wi	zard			×				
	5	Write Programs	48 days					_	-			
Networl	k 6	Test and Debug	27 days	Would you snapshot d	i like to save a t of vour schedul	baseline for 'Pro e as it is now, I	ject1'? A baseline i t is useful because	is a vou can				
Chagnan	7	Install	15 days	compare it	with later vers	ions of your sch	edule to see what	changes		*	<u> </u>	
	8	Training	11 days	nave been	made.						l internet	Di la companya di serie di ser
Task	9	Acceptance	11 days	You can:								Ľ.
Usage				0000								
				• Save P	rojecti withou	t a Daseline.						
				C Save 'P	roject1' with a l	baseline.						
Tracking Gantt	9			-		i Newsyma	í					
-	200				OK	Cancel	Help					
uilly.				Don't tell	me about this a	again.						
Resourc	e 👘		Ċ	_		-						
Graph												
Decourse												
Sheet	·•											
Resourc	.e 					-						
usage	17											
More												
Views	•				•	•			1	1	1	
1						. سب ا	_			EXT CAR	S NUM S	CRL OVR

Step by Step Example

Now lets try a small example, step by step to practice each of the options we have seen so far about how to create a project using MS Project. We are going to use a small set of tasks (Table Below) related to the initial phases of a System Testing Plan (Definition and Design)

Activity	Predecessor	Responsibility	Effort	System Testing Phase
1.RSD Analysis *	Requirements Specification Document completed. (Not part of System Testing Plan)	 Test Manager Project Manager Test Leader 	3 days	Definition Phase
2. Develop Test Plan	Activity 1	•Test Manager •Test Leader •Tester E	5 days	Design Phase
3. Develop Test Design Specification	Activity 2	•Tester A and B	8 days	Design Phase
4. Develop Test Case Specification	Activity 3	•Tester A and B	5 days	Design Phase
5. Develop Test Procedure Specification	Activity 4	•Tester A and B	3 days	Design Phase
6. Develop Test Item Transmittal Report	Activity 5	•Tester A and B	1 days	Design Phase
7. Prepare Tools and Test Scripts	Activity 6	•Tester A and B	3 days	Design Phase
8. Review Test Plan and Attachments	Activity 7	•Test Manager •Test Leader •Tester E	2 days	Design Phase
9. Check that System is Ready to be Tested	Activity 7	•Tester E, A and B	1 days	Design Phase
10. Add Design Documents to CMS (Milestone)	Activity 8	•Test Leader •Tester E, A and B	1 days	Design Phase

Step by Step Example (Step 1 – Setup File)

- 1. Create a new file "Project1"
- 2. Assign the start date of the project to be Dec-02-2002

📓 Microsoft Project - Project1 - Milt	on Hurtado
File Edit View Insert Format Tools	Project Window Help
▶ D New	Ctrl+N
🚰 Open	Ctrl+O
📓 Microsoft Project - Project1 - Milt	on Hurtado
Eile Edit View Insert Format Tools	Project Window Help
🗅 🚅 🖶 🚑 🖪 🦈 👗 🛍 🛍	<u>S</u> ort ▶
🗢 💠 🕂 — Show - Arial	Eiltered for: All Tasks
	Group by: No Group
Task Norma	<u></u>
	Task Information Shift+F2
	🧼 Task <u>N</u> otes
	Project Information

Project Inform	'roject Information for 'Project1' 🛛 🔹 🔀											
Start <u>d</u> ate:	Mon 12/2/02											
<u>F</u> inish date:	Thu 12/12/02											
Schedu <u>l</u> e from:	Project Start Date											
	All tasks begin as soon as possible.											
C <u>u</u> rrent date:	Fri 1/24/03											
<u>S</u> tatus date:	NA											
C <u>a</u> lendar:	Standard											
Priority:	500 •											
Help	Statistics OK Cancel 2.2											

- 1. Write the name of each task in the spreadsheet using the column "Task Name"
- 2. Write the duration in days of each task in the spreadsheet using the column "Duration"
- 3. Group the tasks by the Phase according to the table of tasks shown before, and add a group that encloses the phases named "System Testing Plan MCY-ADTT-ST-2002-01" this will represent the plan as a whole
- 4. Write the predecessors of each task in the spreadsheet using the column "**Predecessors**" (If you can't see the column, try to expand the <u>vertical bar</u> that divides the spreadsheet to the Gantt Chart)
- 5. To convert a Task in a Milestone, just double click the Task and go to the tab "Advanced" then check the box that says "Mark Task as a Milestone"

	0	Task Name	Duration	Dec 1, '02
1		RSD Analysis	1 day?	
2		Develop Test Plan	1 day?	
3		Develop Test Design Spec.	1 day?	
4		Develop Test Case Spec.	1 day?	/
5		Develop Test Procedure Spec.	1 day?	
6		Develop Test Item Transmital Report	1 day?	
7		Prepare Tools and test Scripts	1 day?	
8		Review Test Plan and Attachments	1 day?	
9		Check - System is Ready to be Tested	1 day?	
10		Add Desgin Documents to CMS	1 day?	
		Ĩ	1	
	1		-	(1)

	0	Task Name	Duration	Dec 1, '02	Dec 8, '02
				SMTWTFS	5 S M T W T
1		RSD Analysis	3 days		
2		Develop Test Plan	5 days		
3		Develop Test Design Spec.	8 days		
4		Develop Test Case Spec.	5 days		
5		Develop Test Procedure Spec.	3 days		
6		Develop Test Item Transmital Report	1 day		
7		Prepare Tools and test Scripts	3 days		
8		Review Test Plan and Attachments	2 days		
9		Check - System is Ready to be Tested	1 day		
10		Add Desgin Documents to CMS	1 day		
			÷		(2
			<u> </u>		

Step by Step Example (Step 2 – Add Tasks Continued)

	0	Task Name		Dec 1, '02									D	Dec 8, '02			
	-				s	М	T	١V	N :	T	F	S	S	M	T	W	٦
1		System Testing Plan MCY-ADTT-ST-200	1 day?														
2		RSD Analysis	3 days														
3		Develop Test Plan	5 days														
4		Develop Test Design Spec.	8 days														
5		Develop Test Case Spec.	5 days														
6		Develop Test Procedure Spec.	3 days														
7		Develop Test Item Transmital Report	1 day														
8		Prepare Tools and test Scripts	3 days														
9		Review Test Plan and Attachments	2 days														
10		Check - System is Ready to be Tested	1 day				8										
11		Add Desgin Documents to CMS	1 day														
				1													2

Insert a new task at the beginning that will group everything

0		Task Name	Duration	Dec 1, '02 Dec 8, '02
				SMTWTFSSMTW'
1		System Testing Plan MCY-ADTT-ST-200	1 day?	
2		RSD Analysis	3 days	
3		Develop Test Plan	5 days	
4		Develop Test Design Spec.	8 days	
5		Develop Test Case Spec.	5 days	
6		Develop Test Procedure Spec.	3 days	
7		Develop Test Item Transmital Report	1 day	
8		Prepare Tools and test Scripts	3 days	
9		Review Test Plan and Attachments	2 days	
10		Check - System is Ready to be Tested	1 day	
11		Add Desgin Documents to CMS	1 day	
		1		3.2

Highlight the tasks that are going to be added as subtasks

Project <u>W</u> indow <u>H</u> elp									
<u>S</u> ort	+	🛛 🚱 No Group 🗸 🗸							
<u>F</u> iltered for: All Tasks	•	E 🗐 All Tasks 🔹 🤊							
<u>G</u> roup by: No Group	•								
<u>O</u> utline	۱.	Indent							
<u>W</u> BS	+	Outdent							
Task Information	Shift+F2	Show Subtasks							
Task Notes		 Hide Subtasks 							
Project Information		🔓 Hide Assignments							
au	Juays	Show 🕨							
esign Spec.	8 days								
ase Spec.	5 days	📲 Hide Outline Symbols							
rocedure Spec.	3 davs								
Click on the o	ption "C	Dutline - Indent" 🔪							

	0	Task Name	Duration	c 1, '02							D	ec	: 8	, '0	2			
	- T			Ν	1	Т	V	٧	Т	F	S	S	1	M	Т	V	1.	Т
1		System Testing Plan MCY-ADTT-ST-2002-01	8 days											-	-		-	J
2		RSD Analysis	3 days															
3		Develop Test Plan	5 days															
4		Develop Test Design Spec.	8 days															
5		Develop Test Case Spec.	5 days															
6		Develop Test Procedure Spec.	3 days															
7		Develop Test Item Transmital Report	1 day															
8		Prepare Tools and test Scripts	3 days															
9		Review Test Plan and Attachments	2 days															
10		Check - System is Ready to be Tested	1 day															
11		Add Desgin Documents to CMS	1 day												L	3		Δ

The final result should look like this, now repeat this steps to create the Subgroups that will represent the phases (Definition and Design)

Step by Step Example (Step 2 – Add Tasks Continued)

	0	Task Name	Duration	c1,'02 Dec 8,'02	insert	: F <u>o</u> rmat <u>T</u> ools	Project Window Help		
1		System Testing Plan MCY-ADTT-ST-2002-01	8 days?). ABS	/ 🐰 🖻 🛍	Sort	•	🚱 No Group 🕞
2		Definition Phase	1 day?			Orial	Eiltered for: All Tasks	۰Ē	= All Tacks - 3
3		RSD Analysis	3 days		• wc		<u>G</u> roup by: No Group	۰Ľ	
4		Develop Test Plan	5 days		10		Outline	Þ.	Indent
5		Develop Test Design Spec.	8 days			RSD Analysis	WBS	• •	🕈 Outdent
6		Develop Test Case Spec.	5 days			Task Name		۰.	A Chan Cubbasha
7		Develop Test Procedure Spec.	3 days		ſ		Task Information Shirt+F2		Show Sub <u>t</u> asks
8		Develop Test Item Transmital Report	1 day			System Tes	V Task Notes		
9		Prepare Tools and test Scripts	3 days			Definition	Project Information		C Hide Assignments
10		Review Test Plan and Attachments	2 days			RSD Analy		Show 🕨	
11		Check - System is Ready to be Tested	1 day			Develop Te	est Plan		
12		Add Desgin Documents to CMS	1 day			Develop Te	4	📲 Hide Outline Symbols	
		1		H F (3.5)		Develop Te	est Case Spec.		5 days

Insert a new task at the beginning of the definition tasks

	0	Task Name	Duration	c 1, '02 Dec 8, '02 M T W T F S S M T W T
1		System Testing Plan MCY-ADTT-ST-2002-01	8 days?	
2		Definition Phase	1 day?	
3		RSD Analysis	3 days	
4		Develop Test Plan	5 days	
5		Develop Test Design Spec.	8 days	
6		Develop Test Case Spec.	5 days	
7		Develop Test Procedure Spec.	3 days	
8		Develop Test Item Transmital Report	1 day	
9		Prepare Tools and test Scripts	3 days	
10		Review Test Plan and Attachments	2 days	
11		Check - System is Ready to be Tested	1 day	
12		Add Desgin Documents to CMS	1 day	
				3.6

Click on the option "Outline - Indent"

	0	Task Name	Duration	C1,'02 Dec 8,'02
1		System Testing Plan MCY-ADTT-ST-2002-01	8 days	
2		Definition Phase	3 days	
3		RSD Analysis	3 days	
4		Develop Test Plan	5 days	
5		Develop Test Design Spec.	8 days	
6		Develop Test Case Spec.	5 days	
7		Develop Test Procedure Spec.	3 days	
8		Develop Test Item Transmital Report	1 day	
9		Prepare Tools and test Scripts	3 days	
10		Review Test Plan and Attachments	2 days	
11		Check - System is Ready to be Tested	1 day	
12		Add Desgin Documents to CMS	1 day	

Highlight the tasks that are going to be added as subtasks

The final result should look like this, now repeat this steps to create the Subgroup that will represent the phase "Design"

Step by Step Example (Step 2 – Add Tasks Continued)

	0	Task Name	Duration	c 1, '02 Dec 8, '02 M T W T F S S M T W T F
1		System Testing Plan MCY-ADTT-ST-2002-01	8 days?	
2		Definition Phase	3 days?	
3		RSD Analysis	3 days	
4		Design Phase	1 day?	
5		Develop Test Plan	5 days	
6		Develop Test Design Spec.	8 days	
7		Develop Test Oracle Oracle	7 Jan 1	3.9

Insert a new task at the beginning of the Design tasks (Notice that the new task that will work as a group for the "Design Phase" is inside the group "Definition Phase", therefore we need to **Outdent** one position to put it at the same level as the Definition Phase)

: F <u>o</u> rmat <u>T</u> ools	Project Window Help	
🖌 🖹 🛍	Sort	🕨 🖉 No Group
Arial	<u>F</u> iltered for: All Tasks <u>G</u> roup by: No Group	All Tasks
	<u>O</u> utline	Indent
Design Phase	<u>W</u> BS	• • Outdent
Task Name	Task Information Shift+F2	Show Subtasks
🗆 System Tes	🥬 Task <u>N</u> otes	Hide Subtasks
Definition	Project Information	<u>S</u> how
RSD A	narysis	- ×
Design	Phase	Tuay!
7		

Click on the option "Outline-Outdent" to move the activity to the left

Format Tools	Project Window Help				
🔏 🖻 🛍	<u>S</u> ort <u>F</u> iltered for: All Tasks	No Group			
Alla	<u>G</u> roup by: No Group				
	<u>O</u> utline	🔸 🜩 <u>I</u> ndent			
Develop Test Pla	<u>W</u> BS	▶ 🕈 Outdent			
Task Name	Task Information Shift+F2	Show Subtasks			
System Tes	🅬 Task <u>N</u> otes	💻 Hide Subtasks			
🗆 Definitio	Project Information	Show >			
RSD A	สาสมุราช	×			
Design Ph	ase	T uay :			
Develop T	est Plan	5 days			
Develop T	est Design Spec.	8 days			
Develop T	est Case Spec.	5 days			
Develop T	est Procedure Spec.	3 days			
Develop T	est Item Transmital Report	1 day			
Prepare T	ools and test Scripts	3 days			
Review Te	est Plan and Attachments	2 days			
		1.2.10			

Highlight the tasks that are going to be added as subtasks in the design phase and then Click on the option "Outline - Indent"

	0	Task Name	Duration	C1,'02 Dec 8,'02
1		System Testing Plan MCY-ADTT-ST-2002-01	8 days	
2		Definition Phase	3 days	
3		RSD Analysis	3 days	
4		🖃 Design Phase	8 days	
5		Develop Test Plan	5 days	
6		Develop Test Design Spec.	8 days	
7		Develop Test Case Spec.	5 days	
8		Develop Test Procedure Spec.	3 days	
9		Develop Test Item Transmital Report	1 day	
10		Prepare Tools and test Scripts	3 days	
11		Review Test Plan and Attachments	2 days	
12		Check - System is Ready to be Tested	1 day	2 12
13		Add Desgin Documents to CMS	1 day	

The final result should look like this

000

0		Task Name	Duration	Start	Finish	Predecessors	December			
							11/24	12/1	12/8	12/15 12/2
1		System Testing Plan MCY-ADTT-ST-2002-01	31 days	Mon 12/2/02	Mon 1/13/03			-		
2		Definition Phase	3 days	Mon 12/2/02	Wed 12/4/02					
3		RSD Analysis	3 days	Mon 12/2/02	Wed 12/4/02			Մե		
4		– Design Phase	28 days	Thu 12/5/02	Mon 1/13/03			-		
5		Develop Test Plan	5 days	Thu 12/5/02	Wed 12/11/02	3		Ň		
6		Develop Test Design Spec.	8 days	Thu 12/12/02	Mon 12/23/02	5			i i	
7		Develop Test Case Spec.	5 days	Tue 12/24/02	Mon 12/30/02	6				Ť.
8		Develop Test Procedure Spec.	3 days	Tue 12/31/02	Thu 1/2/03	7				
9		Develop Test Item Transmital Report	1 day	Fri 1/3/03	Fri 1/3/03	8				
10		Prepare Tools and test Scripts	3 days	Mon 1/6/03	Wed 1/8/03	9				
11		Review Test Plan and Attachments	2 days	Thu 1/9/03	Fri 1/10/03	10				
12		Check - System is Ready to be Tested	1 day	Thu 1/9/03	Thu 1/9/03	10				
13		Add Desgin Documents to CMS	1 day	Mon 1/13/03	Mon 1/13/03	11,12				(4

? 🗙 **Task Information** Predecessors Resources Advanced General Notes Add Desgin Documents to CMS 1d -F Estimated Duration: Name: Constrain task NA + Deadline: Constraint type: Constraint date: NA As Soon As Possible --Fixed Units F Effort driven Task type: -Calendar: None ■ Scheduling ignores resource calendars -WBS code: 1.2.9 Mark task as milestone OK Help Cancel 5



- 1. Got to the view "Resource Sheet"
- 2. Add the necessary resources to the "Resources Sheet", we are going to use only the Name, Initials and Standard Rate in \$/hr. The resources are going to be taken from the table showed at the beginning of the example, more specifically from the column "Responsibilities"
- 3. Now, with the Resources already register in the project file, go back to the View "Gantt Chart"



Step by Step Example (Step 4 – Assign Resources)

- 1. Double click the task you want to link to resources available in the "Resource Sheet"
- 2. Then got to the Tab "Resources" and look up the resources you want to relate to the activity (For the example lets keep the amount of effort of each Resources as 100%, Leveling Resources wont be covered in this tutorial), finally Click the "Ok" button to finish the assignment.
- 3. Repeat steps 1 and 2 for the rest of the tasks

General Predecessors Resources Advanced	Notes	General Predecessors Resources Advanced	Notes
ime: RSD Analysis Duration: 3d 🔹	Estimated	Name: RSD Analysis Duration: 3d	Estimated
		Test Leader	
Resource Name	Units	Resource Name	Units
		Test Manager	100%
		Project Manager	100%
		Test Leader	100%
		Project Manager	
		Test Manager	
		Test Leader	
		Tester D	
		Tester E	
		Tester F	
		Tester G	
Help OK	Cancel	Tector 1	Cancel

Step by Step Example (Step 5 – Adjust the Gantt Chart)

- 1. Adjust the length of the Gantt Chart such that it can be seen in one screen (If Possible), to do this perform a Right Click on top of the Gantt Chart first, a pop-up menu will appear, select the option "Networking Time..."
- 2. In the form that will open go to the tab "Time Scale" and Change the **Major Scale Units** to "Months" and the **Minor Scale Units** to "Weeks", then press the "Ok" button to see the results in the Gantt Chart. (Adjust as necessary the scales once you are familiar with them)

<u>G</u> ridlines	
Bar <u>S</u> tyles	Timescale 🛛 🔹 🔀
Layout	
Nonworking Time	
Progress Lines	Major-seale
SanttChartWizard	Units: Months 🖌 Label: January 🔽 🔽 Use Eiscal Year
	Count: 1 → Align: Left ▼ Ick lines
Split	Minor scale
	Units: Weeks Label: 1/30, 2/6, Use Fiscal Year
	General
	Siz <u>e</u> ; 100 <u>→</u> % M Scale separator
	Preview
	December January February March
	<u>11/17</u> 11/24 12/1 12/8 12/15 12/22 12/29 1/5 1/12 1/19 1/26 2/2 2/9 2/16 2/23 3/2
	(²)

Step by Step Example (Step 6 – View the Critical Path)

- For the example, we are going to use the Detailed Gantt Chart to view the Critical Path, because this option also shows the **Slack Time** of the activities that don't belong to the critical path, therefore first we have to select the option "More Views"
- 2. Then we have to select the Detail Gantt to obtain the view desired (Adjust the Gantt Chart as explained before if is necessary)



Step by Step Example (Step 7 – Show More Columns)

- 1. We can show more information, related to the tasks, in the spreadsheet, one column that might be of general interest is the cost, to do this first perform a Right Click on top of the spread sheet (Specifically In the titles of the Columns), a pop-up menu should appear showing several options, chose the one that says "Insert Column"
- 2. Then lookup the column named "Cost" and then press the "Ok" button





Now you should see the "Cost" Column, this cots is calculated based on the resources allocated for each Task, notice also that the groups automatically add up the cost of the subtasks making the view even more interesting.

	0	Task Name	Cost L	December January
	_			12/1 12/8 12/15 12/22 12/29 1/5 1/12
1		System Testing Plan MCY-ADTT-ST-2002-01	\$14,593.60	-
2		Definition Phase	\$2,520.00	
3		RSD Analysis	\$2,520.00	
4		Design Phase	\$12,073.60	•
5		Develop Test Plan	\$2,080.00	
6		Develop Test Design Spec.	\$3,072.00	
7		Develop Test Case Spec.	\$1,920.00	
8		Develop Test Procedure Spec.	\$1,152.00	
9		Develop Test Item Transmital Report	\$384.00	i
10		Prepare Tools and test Scripts	\$1,560.00	
11		Review Test Plan and Attachments	\$1,107.20	
12		Check - System is Ready to be Tested	\$366.40	👗 1 day
13		Add Desgin Documents to CMS	\$432.00	*

As explained before, you can add and hide columns from the Spread sheet, this lets you show exactly what the people needs to see, below is a view with selected fields: Name, Cost, Duration, Resource initials and Start Date. The reader is welcome to experiment with this features and to explore more views that are offered by MS Project, such as resources usage, cost reports, etc.

📓 Microso	fi Proj	ect - S	ystem_Test_Plan.mpp - Milt	on Hurtado					
Eile Ed	it <u>V</u> iew	Insert	Format Tools Project Window	Help					
		A #5	X 🖻 🛍 🎸 🗠 🍭 e		🍥 🚳 No	Group	- QQ	🦻 🛱 🕐	
+ + +		show +	Arial + 8 +	BIU≣		l Tasks	- 7= -5		2
		8 618	E					<u> </u>	
			Mon 12/2/02						9
		0	Task Name		Cost	Duration	Resource Initials	Start	December January F
	1		- Svetem Testing Plan MCV AD	TT ST 2002 01	\$14 593 60	30 dave		Mon 12/2/1 -	
Calendar	2		Definition Phase	11-31-2002-01	\$2,520.00	3 days		Mon 12/2/02	
	3		RSD Analysis		\$2,520.00	3 days	PM TM TL	Mon 12/2/02	Project Manager.Test Manager.Test Leader
·	4		- Design Phase		\$12.073.60	27 davs		Thu 12/5/02	
Gantt	5		Develop Test Plan		\$2,080.00	4 days	TM,TL	Thu 12/5/02	Test Manager,Test Leader
Chart	6		Develop Test Design Spe	c.	\$3,072.00	8 days	TL,T_J	Wed 12/11/02	Test Leader, Tester J
四日	7		Develop Test Case Spec		\$1,920.00	5 days	TL,T_J	Mon 12/23/02	Test Leader,Tester J
	8		Develop Test Procedure	Spec.	\$1,152.00	3 days	TL,T_J	Mon 12/30/02	Test Leader,Tester J
Diagram	9		Develop Test Item Transn	nital Report	\$384.00	1 day	TL,T_J	Thu 1/2/03	Test Leader,Tester J
	10		Prepare Tools and test S	cripts	\$1,560.00	3 days	T_G,T_J,T_D	Fri 1/3/03	Tester G,Tester J,Tester
	11		Review Test Plan and Att	achments	\$1,107.20	2 days	TM,TL,T_J	Wed 1/8/03	Test Manager,Test Le
Task	12		Check - System is Ready	to be Tested	\$366.40	1 day	T_G,T_J,T_D	Wed 1/8/03	ester G,Tester J,Teste
Usage	13		Add Desgin Documents t	o CMS	\$432.00	1 day	TL,T_J	Fri 1/10/03	¥ 1/10
1									
Tracking									
Gantt									
th									
Graph									
	-								
<u> </u>									
Sheet									
	-								
G								Þ	
Ready									EXT CAPS NUM SCRL OVR

- 1. For this example we are saving the file at the end, but it is recommended that you save the file frequently while you are working to avoid losing data as a result of problems such as a Power Failure for instance.
- 2. You can chose between saving the file with or without Baseline (the difference was explained before in this Tutorial)

