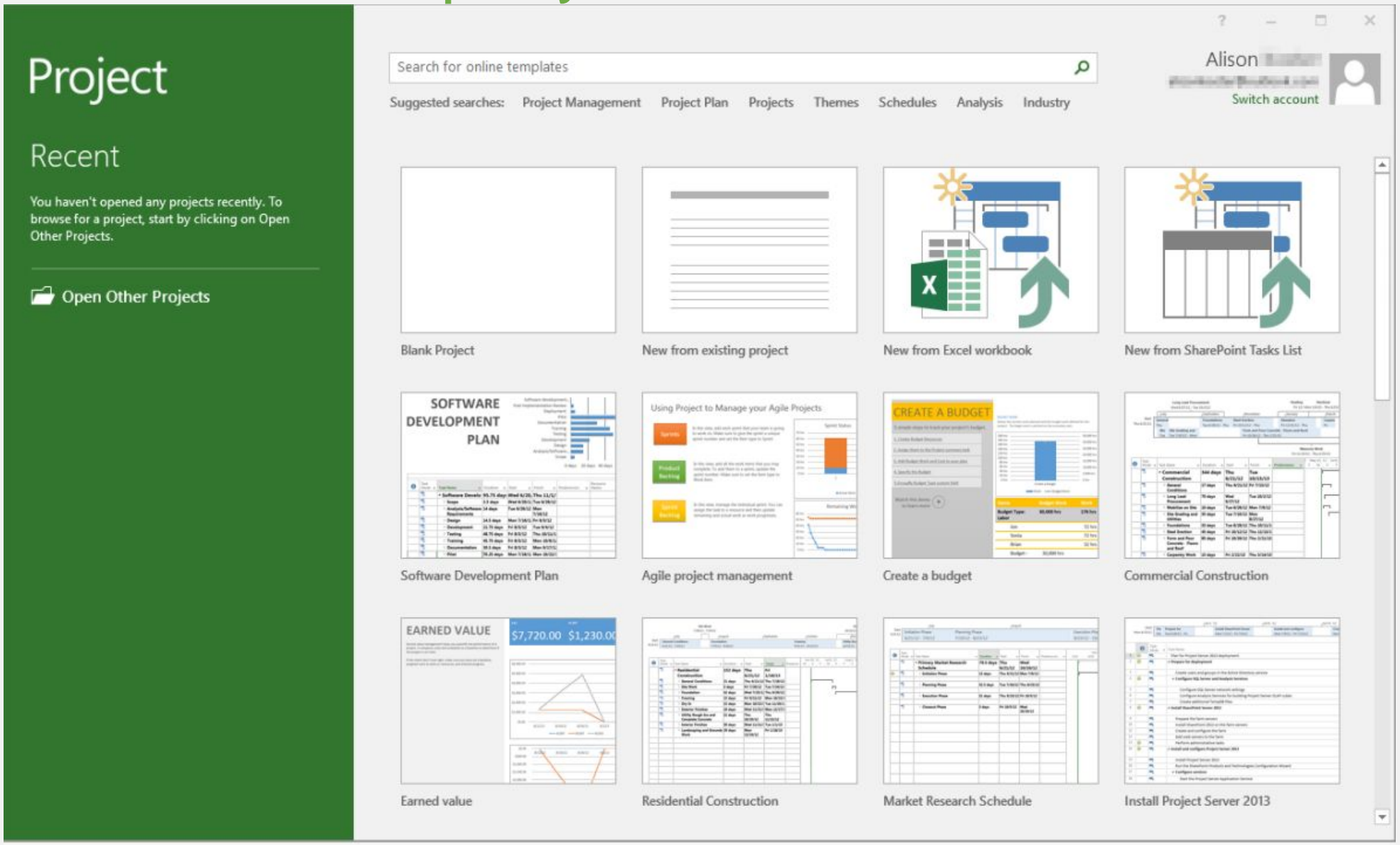
MS Project 2016

Getting Started

Start a new project



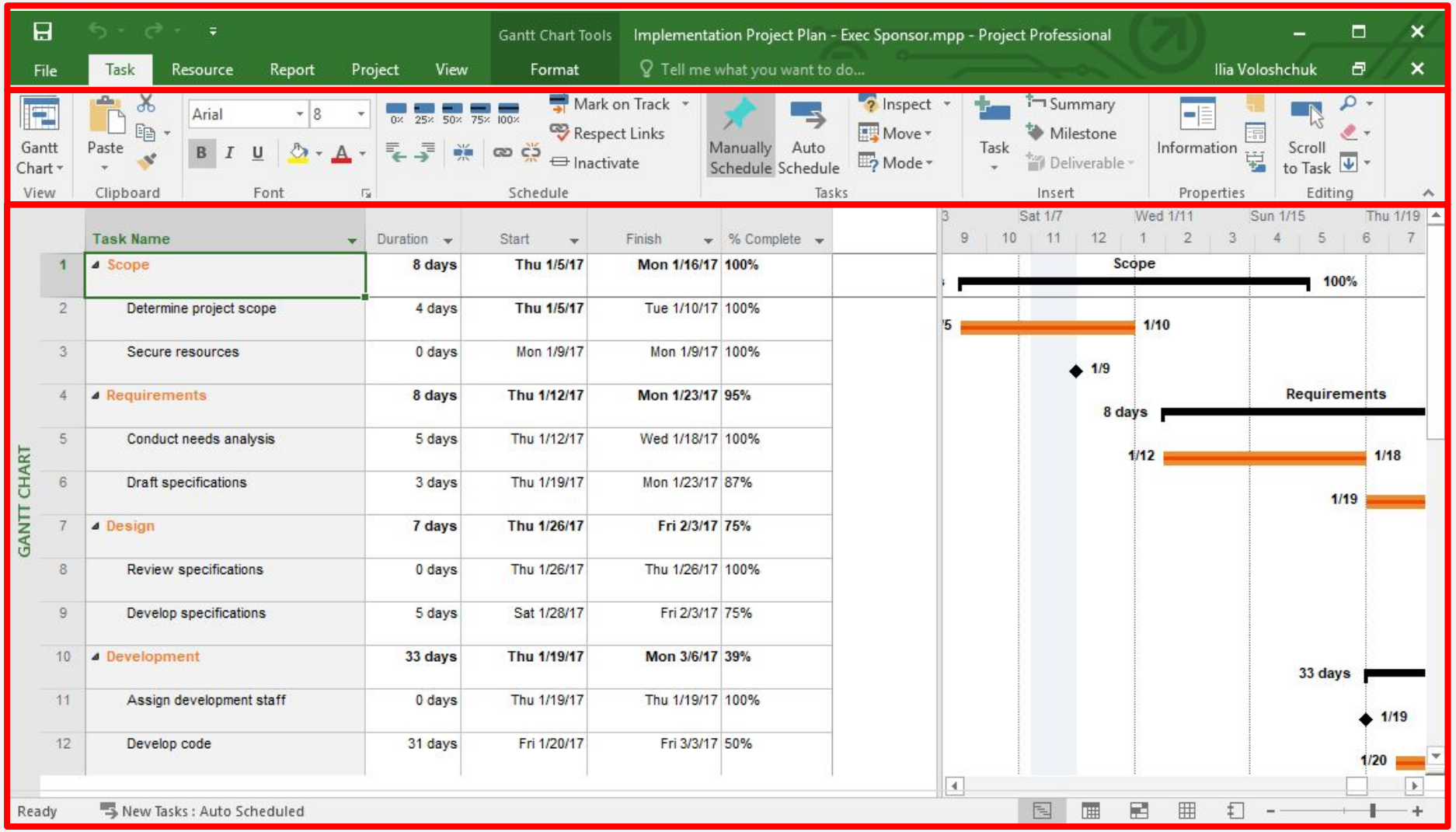
There are a lot of different templates and themes like Software development plan and Agile project management.

The MS Project interface

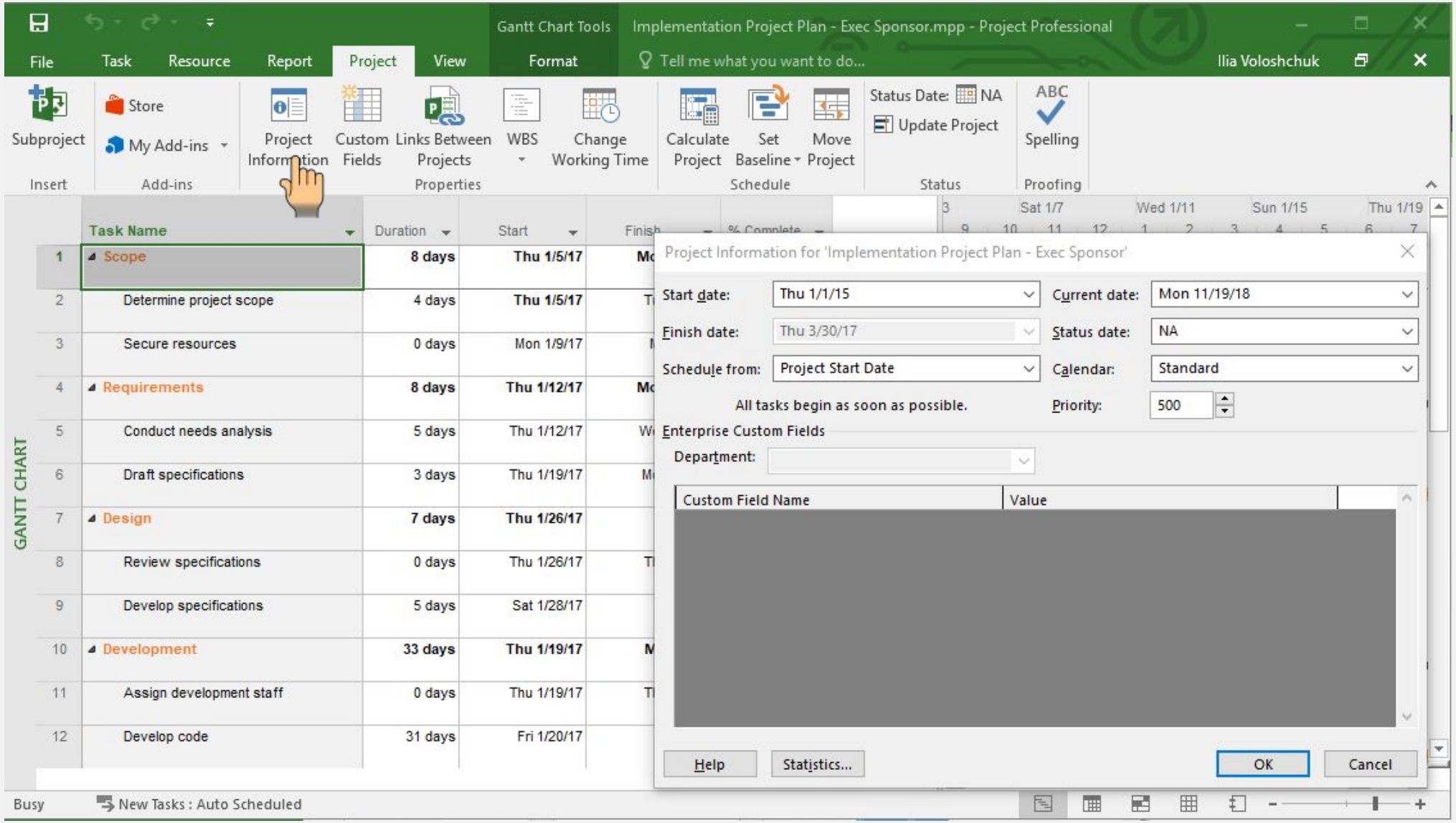
Toolbar

Ribbon

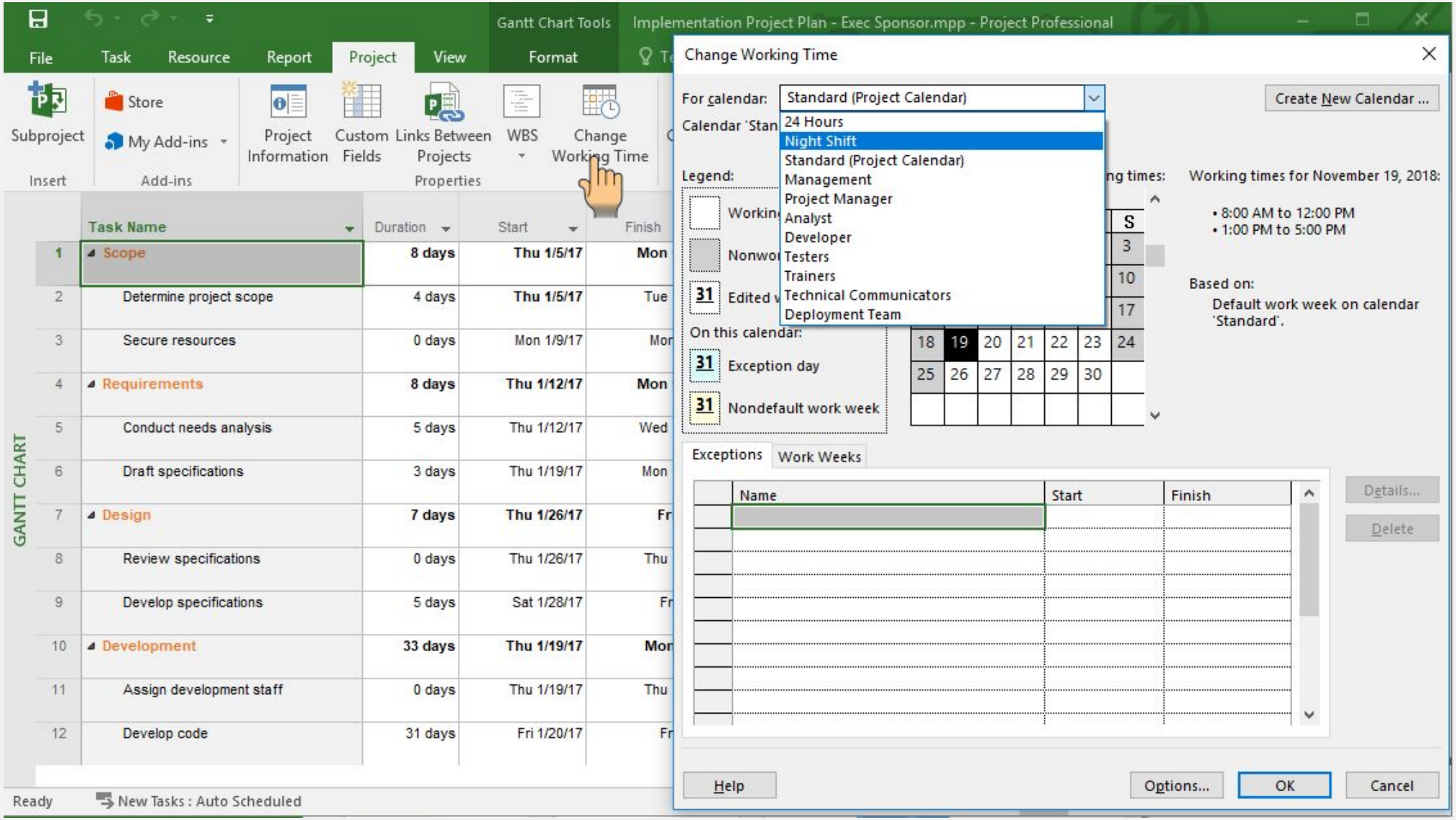
Main Screen components



Schedule a Project from a Start or Finish Dates



Setting working Days



Gantt Chart

Task

Gantt Diagram

GANTT CHART

	Task Name	Duration	Start	Finish	% Complete
1	Scope	8 days	Thu 1/5/17	Mon 1/16/17	100%
2	Determine project scope	4 days	Thu 1/5/17	Tue 1/10/17	100%
3	Secure resources	0 days	Mon 1/9/17	Mon 1/9/17	100%
4	Requirements	8 days	Thu 1/12/17	Mon 1/23/17	95%
5	Conduct needs analysis	5 days	Thu 1/12/17	Wed 1/18/17	100%
6	Draft specifications	3 days	Thu 1/19/17	Mon 1/23/17	87%
7	Design	7 days	Thu 1/26/17	Fri 2/3/17	75%
8	Review specifications	0 days	Thu 1/26/17	Thu 1/26/17	100%
9	Develop specifications	5 days	Sat 1/28/17	Fri 2/3/17	75%
10	Development	33 days	Thu 1/19/17	Mon 3/6/17	39%
11	Assign development staff	0 days	Thu 1/19/17	Thu 1/19/17	100%
12	Develop code	31 days	Fri 1/20/17	Fri 3/3/17	50%
13	Debugging	9 days	Mon 2/20/17	Thu 3/2/17	0%
14	Documentation	14 days	Sun 2/19/17	Wed 3/8/17	42%
15	User manuals specifications	0 days	Sun 2/19/17	Sun 2/19/17	100%

Working with Tasks List

Adding the essential data of tasks :

1. Task name
2. Duration (D, W, H, M, Mo)
3. Start date
4. End date
5. % Complete

GANTT CHART

	Task Name	Duration	Start	Finish	% Complete
1	Scope	8 days	Thu 1/5/17	Mon 1/16/17	100%
2	Determine project scope	4 days	Thu 1/5/17	Tue 1/10/17	100%
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14	Documentation	14 days	Sun 2/19/17	Wed 3/8/17	42%
15	User manuals specifications	0 days	Sun 2/19/17	Sun 2/19/17	100%

Task Information

Editing task. Adding resource. Changing dates

	Task Name	Duration	Start	Finish	% Complete
1	Scope	8 days	Thu 1/5/17	Mon 1/16/17	100%
2	Determine project scope	4 days	Thu 1/5/17	Tue 1/10/17	100%
3	Secure resources	0 days	Mon 1/9/17	Mon 1/9/17	100%
4	Requirements	8 days	Thu 1/12/17	Mon 1/23/17	95%
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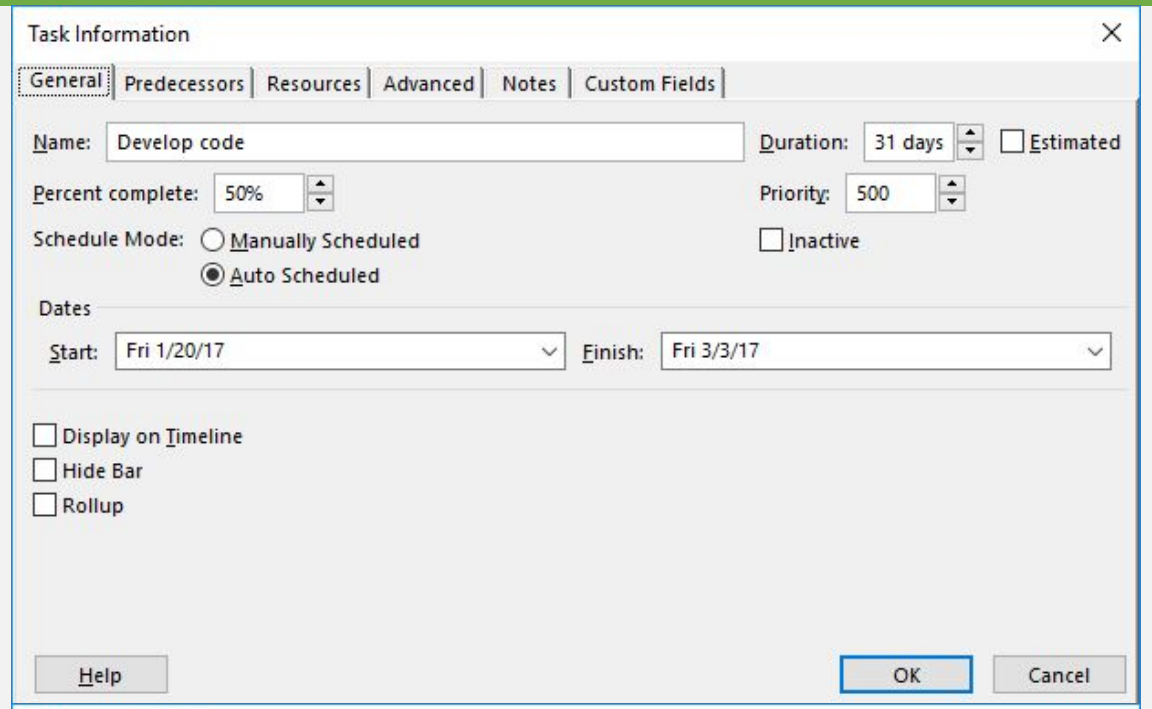
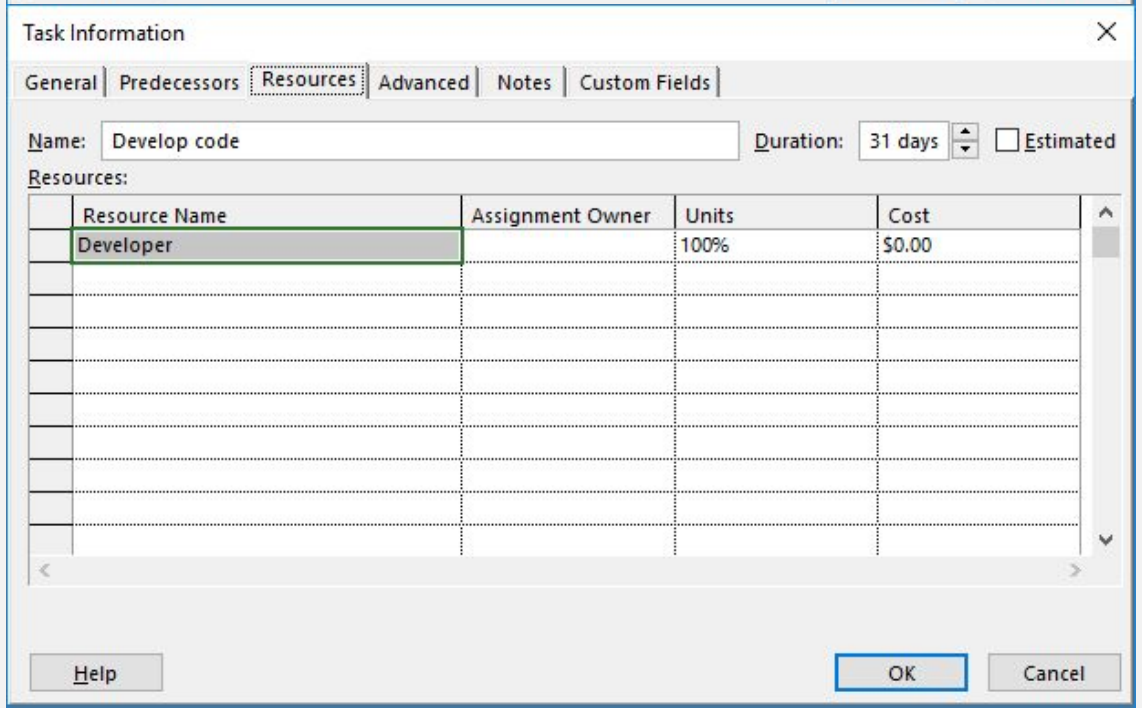
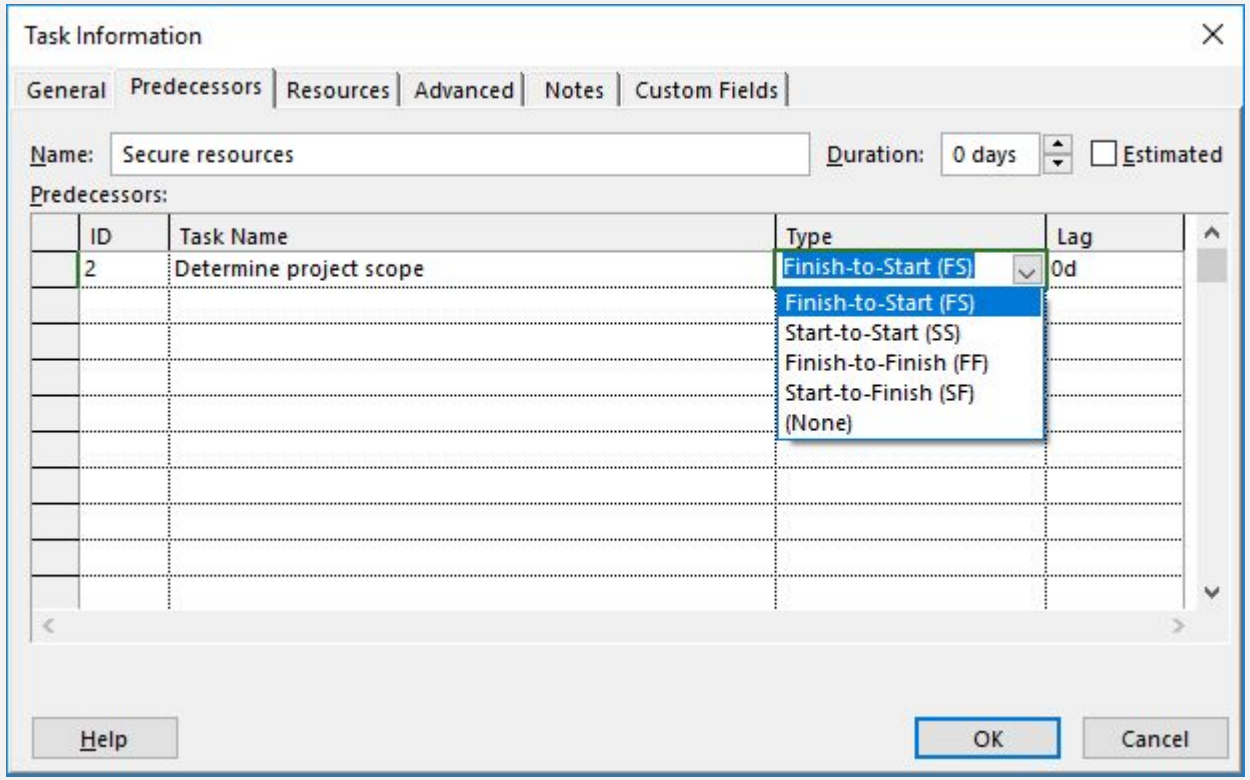


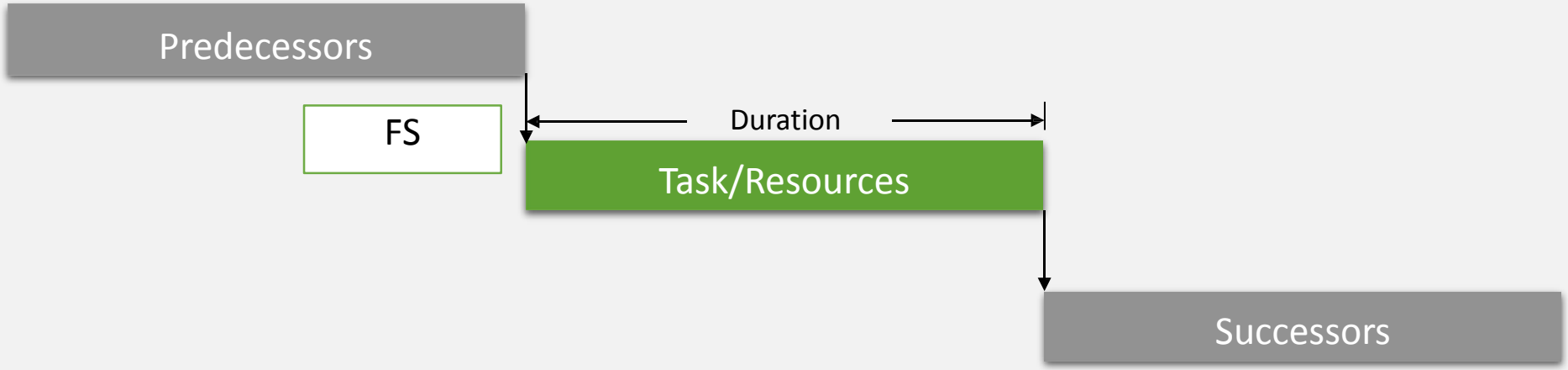


Creating Tasks Relationships

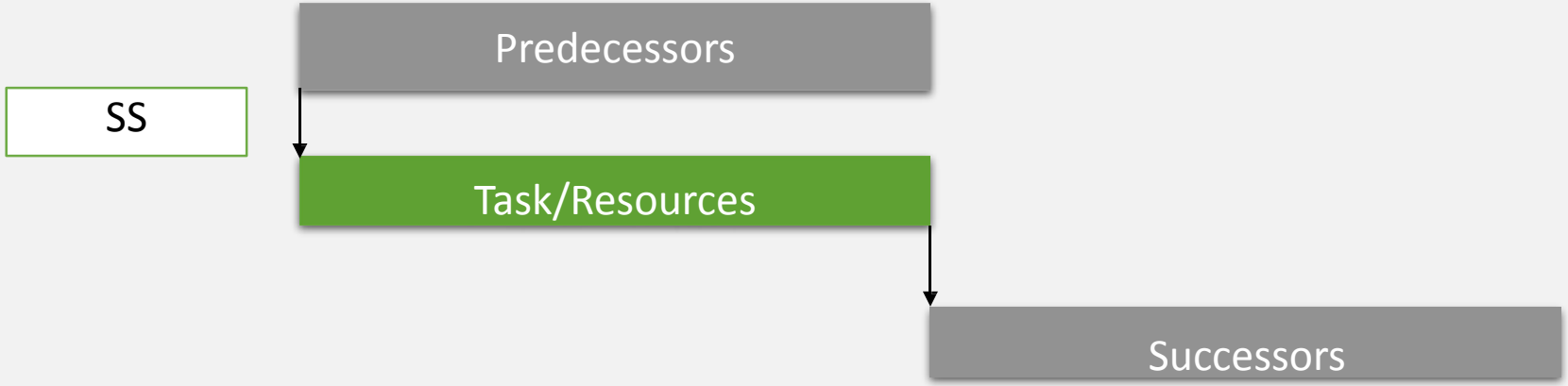
MS project will calculate dates based on the durations of the tasks, their relationships and the start date set for the project, however it is possible to change the starting date of a task (if necessary) By double clicking on a Task or milestone, and using the fields related to the dates (Start or Finish).



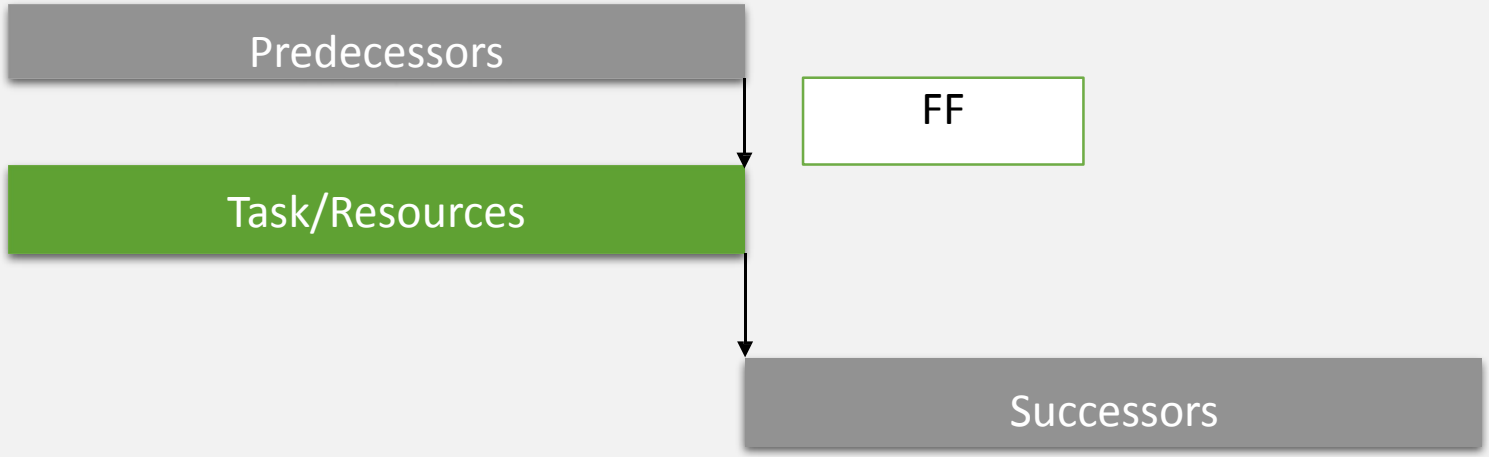
FS Finish-to-Start Relationship



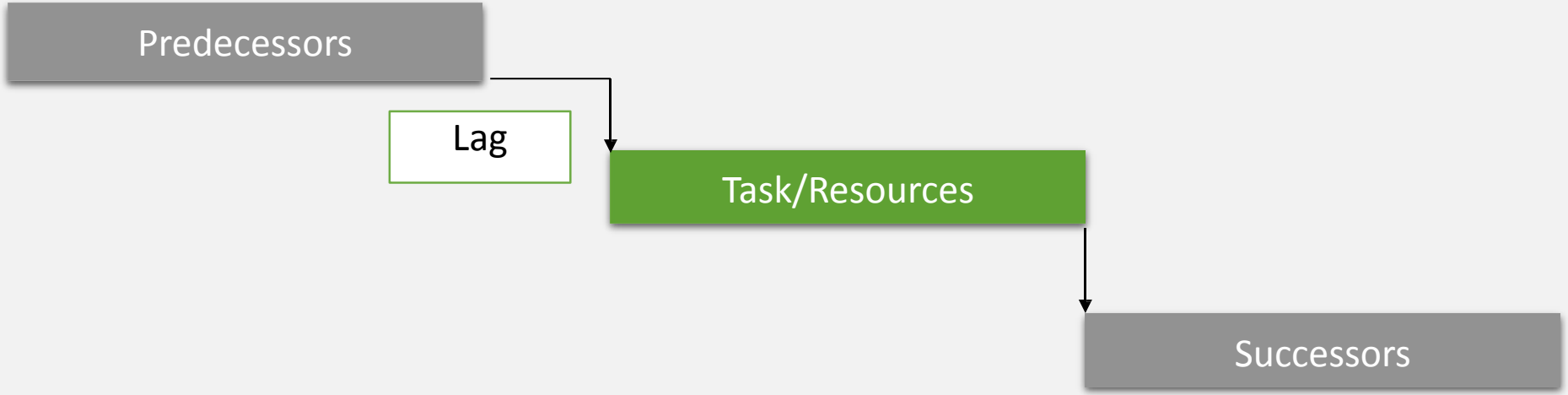
SS Start-to-Start Relationship



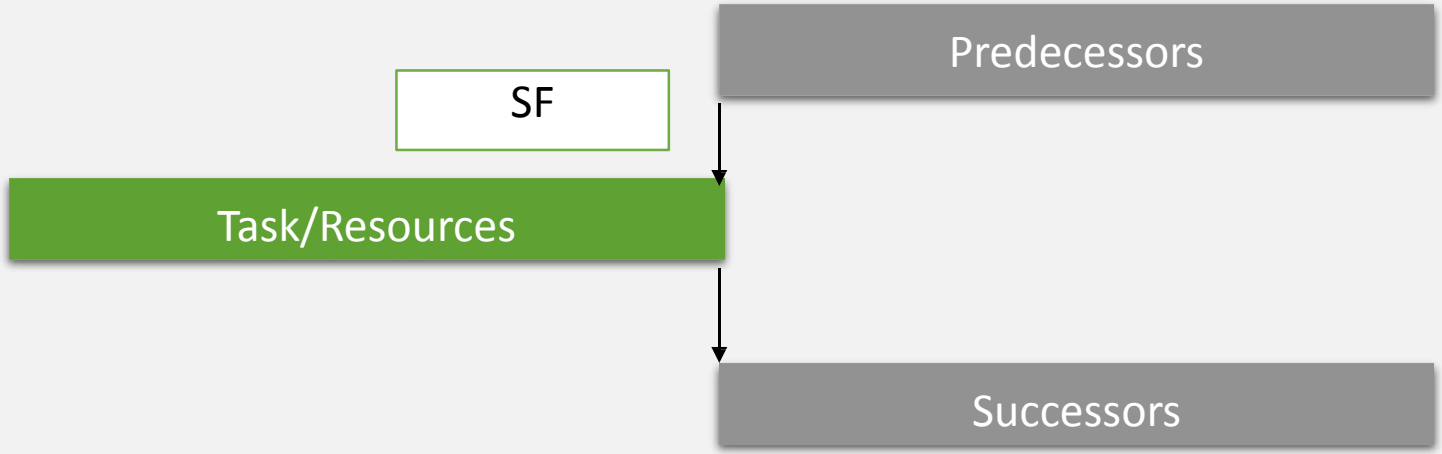
FF Finish-to-Finish Relationship



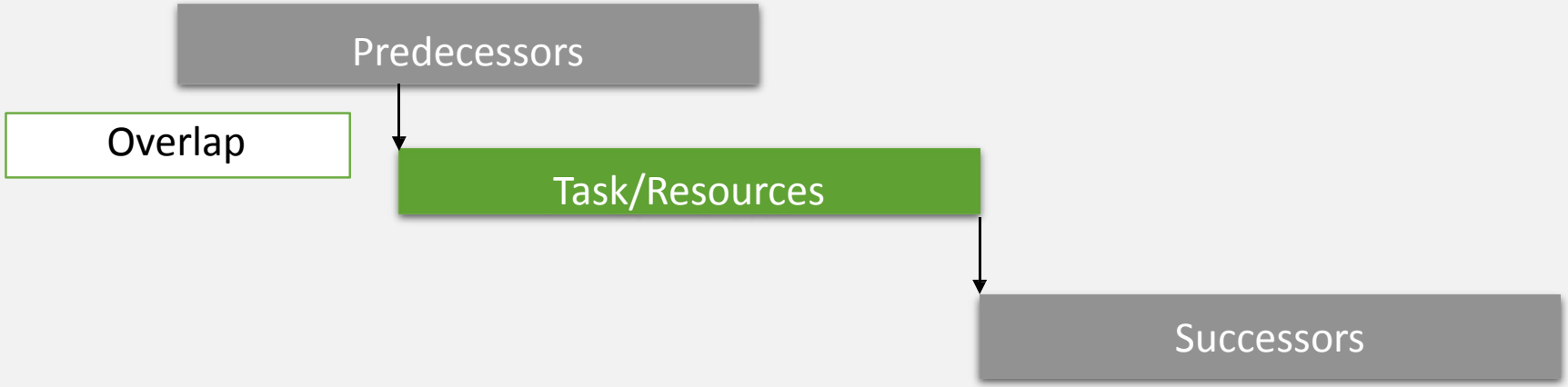
Lag



SF Start-to-Finish Relationship



Overlap

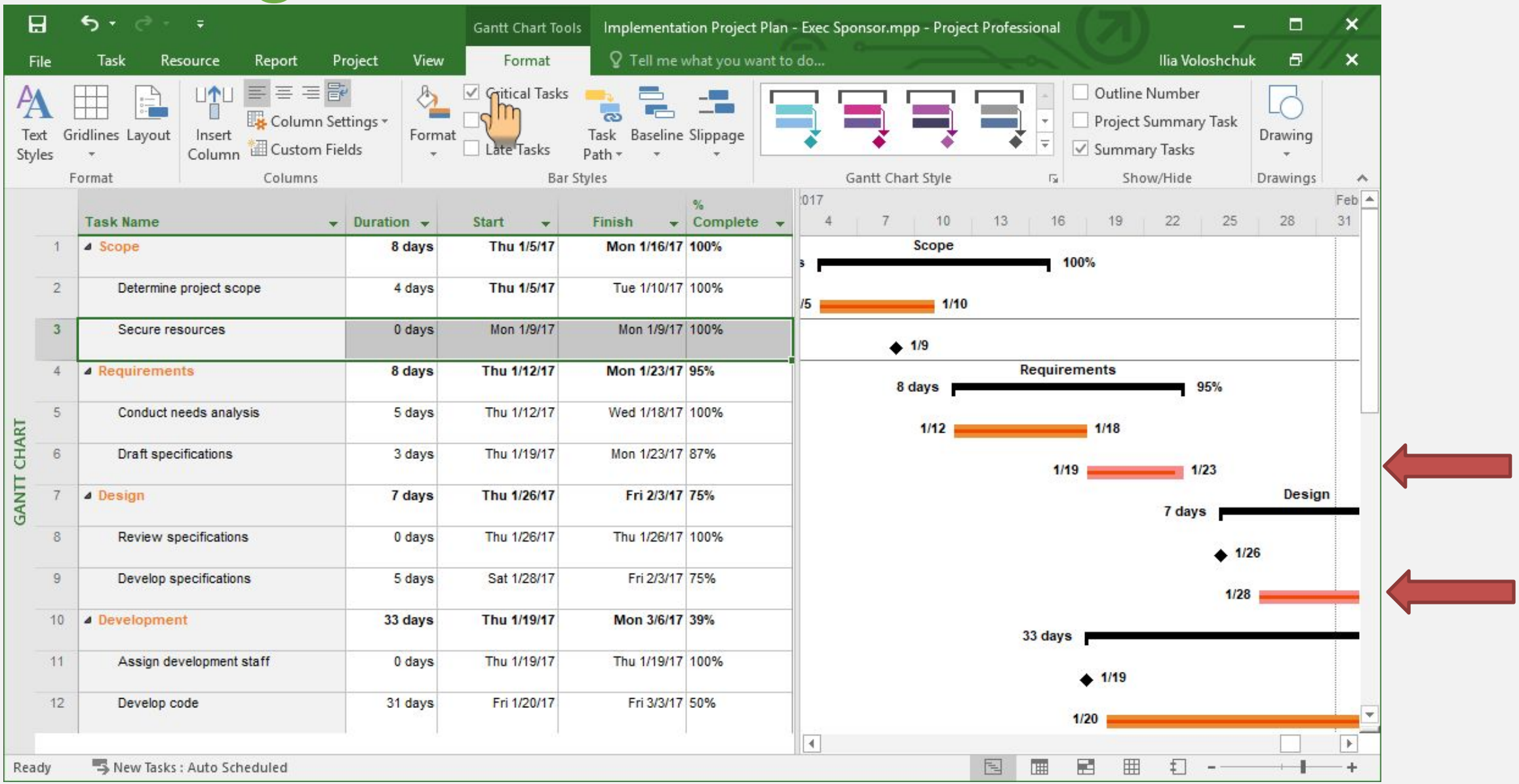


The Critical Path

CP is the flow of tasks, of which, a delay in any one of
these tasks will cause a delay to the project.

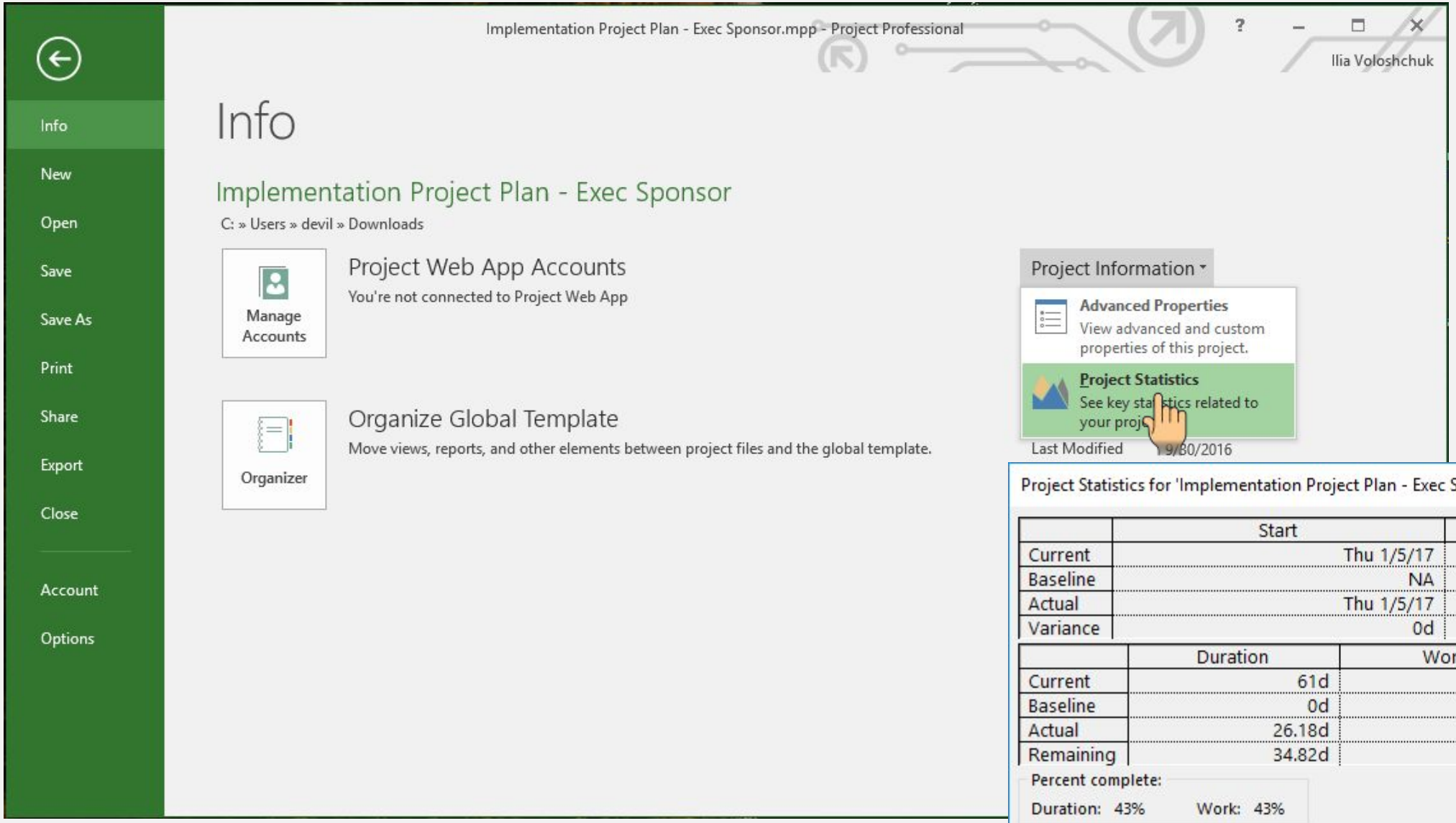
It is the longest path through the project network diagram and the shortest possible time to complete the project.

Showing Critical Path



Project Statistics

Go to File -> Info -> Project Information



Project Statistics for 'Implementation Project Plan - Exec Sponsor.mpp'

	Start	Finish
Current	Thu 1/5/17	Thu 3/30/17
Baseline	NA	NA
Actual	Thu 1/5/17	NA
Variance	0d	0d

	Duration	Work	Cost
Current	61d	808h	$0.00
Baseline	0d	0h	$0.00
Actual	26.18d	346.8h	$0.00
Remaining	34.82d	461.2h	$0.00

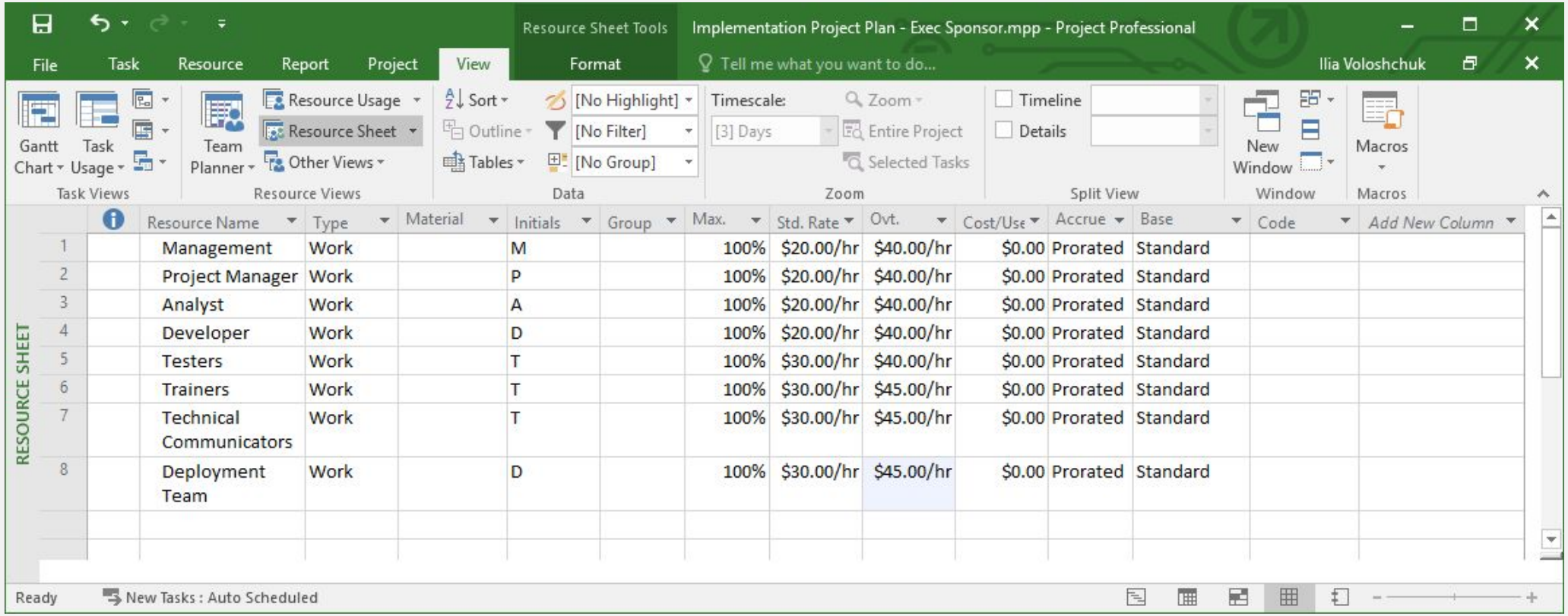
Percent complete:

Duration: 43% Work: 43%

Close

Working with Resources List

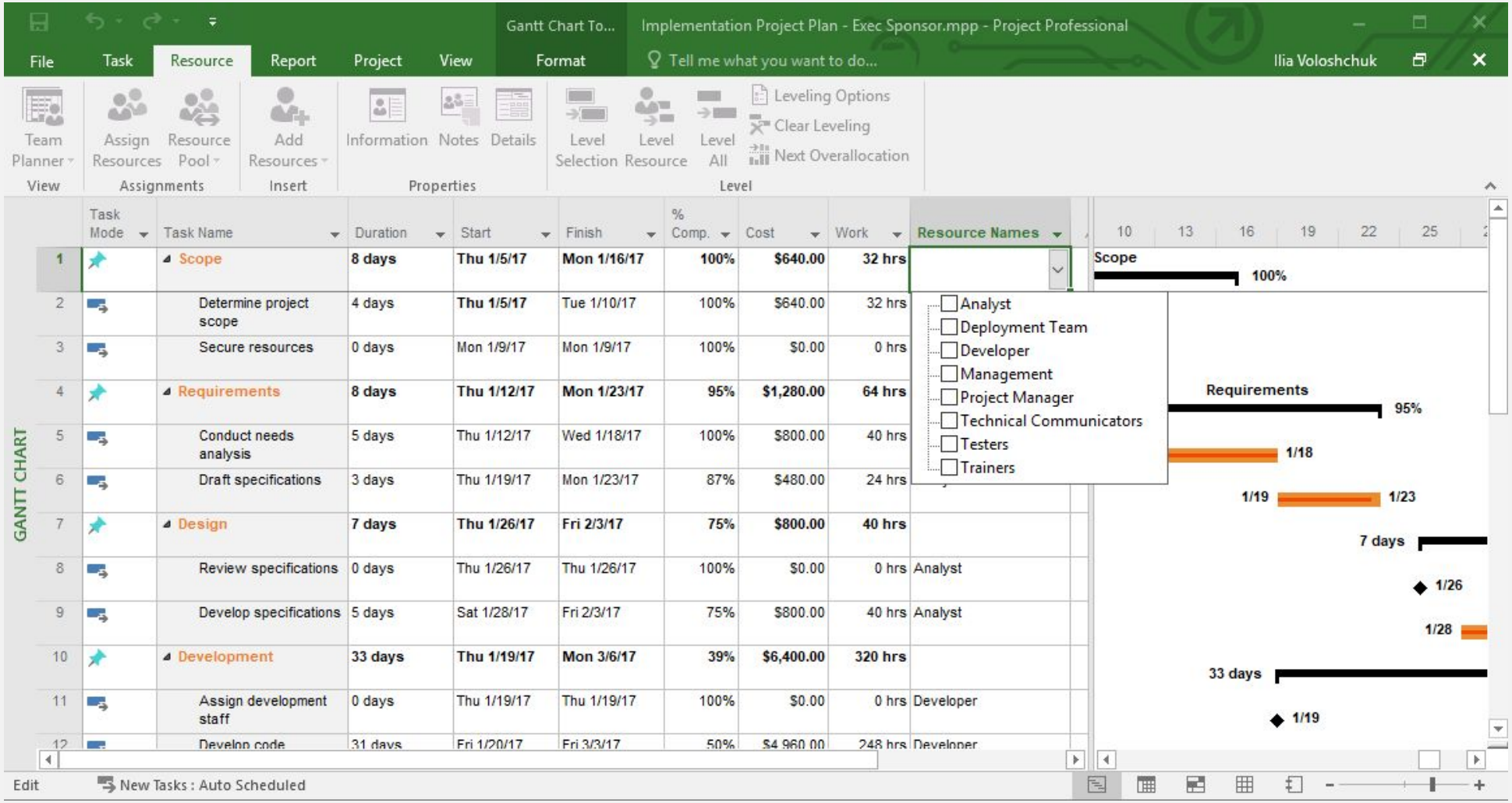
You can use the Resource Sheet to create a list of the people, equipment, and material resources.



	Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt.	Cost/Use	Accrue	Base	Code	Add New Column
1	Management	Work		M		100%	$20.00/hr	$40.00/hr	$0.00	Prorated	Standard		
2	Project Manager	Work		P		100%	$20.00/hr	$40.00/hr	$0.00	Prorated	Standard		
3	Analyst	Work		A		100%	$20.00/hr	$40.00/hr	$0.00	Prorated	Standard		
4	Developer	Work		D		100%	$20.00/hr	$40.00/hr	$0.00	Prorated	Standard		
5	Testers	Work		T		100%	$30.00/hr	$40.00/hr	$0.00	Prorated	Standard		
6	Trainers	Work		T		100%	$30.00/hr	$45.00/hr	$0.00	Prorated	Standard		
7	Technical Communicators	Work		T		100%	$30.00/hr	$45.00/hr	$0.00	Prorated	Standard		
8	Deployment Team	Work		D		100%	$30.00/hr	$45.00/hr	$0.00	Prorated	Standard		

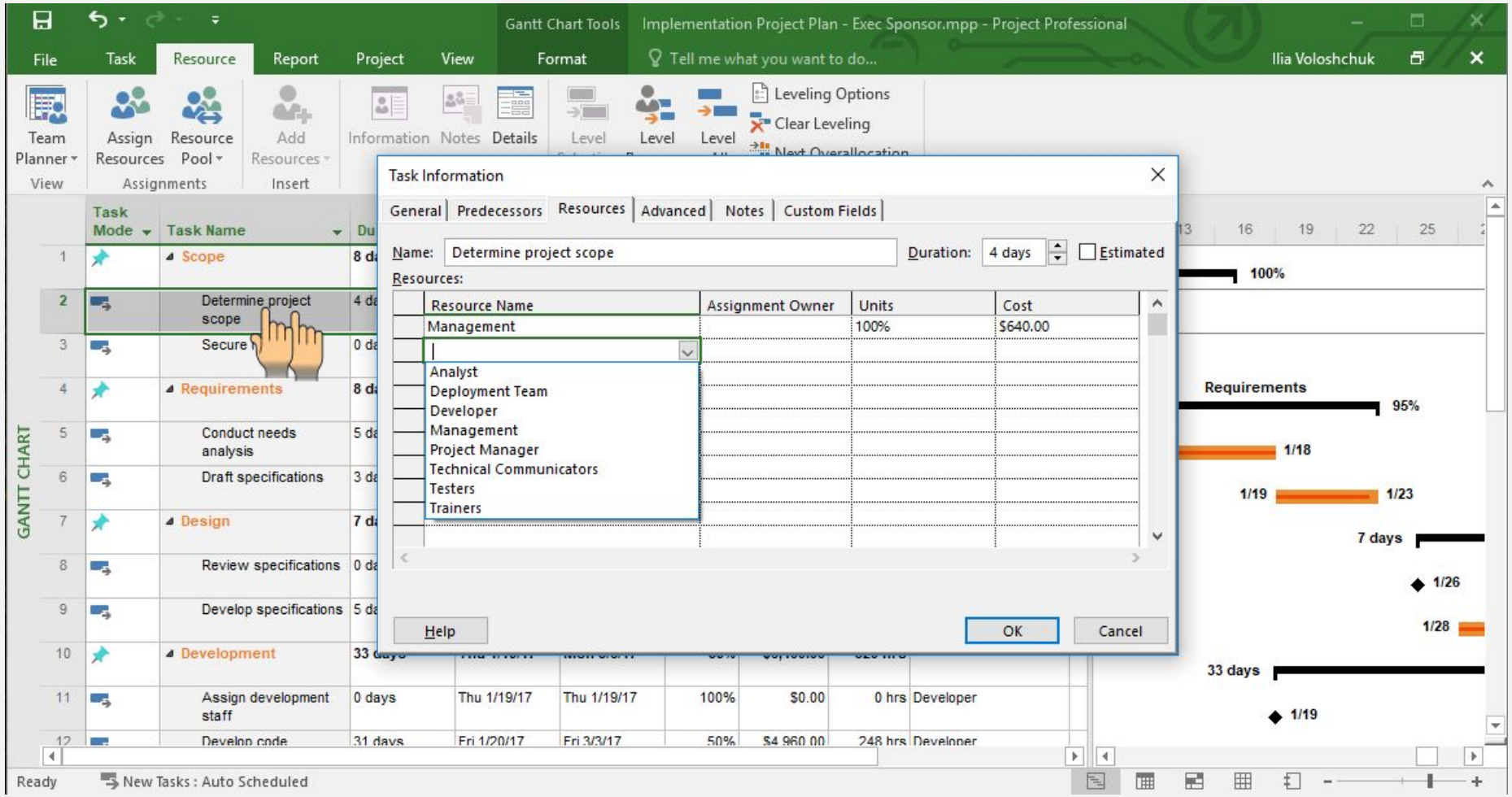
Assigning Resources to Tasks

Assign Resources Using Task List Resources Name Column



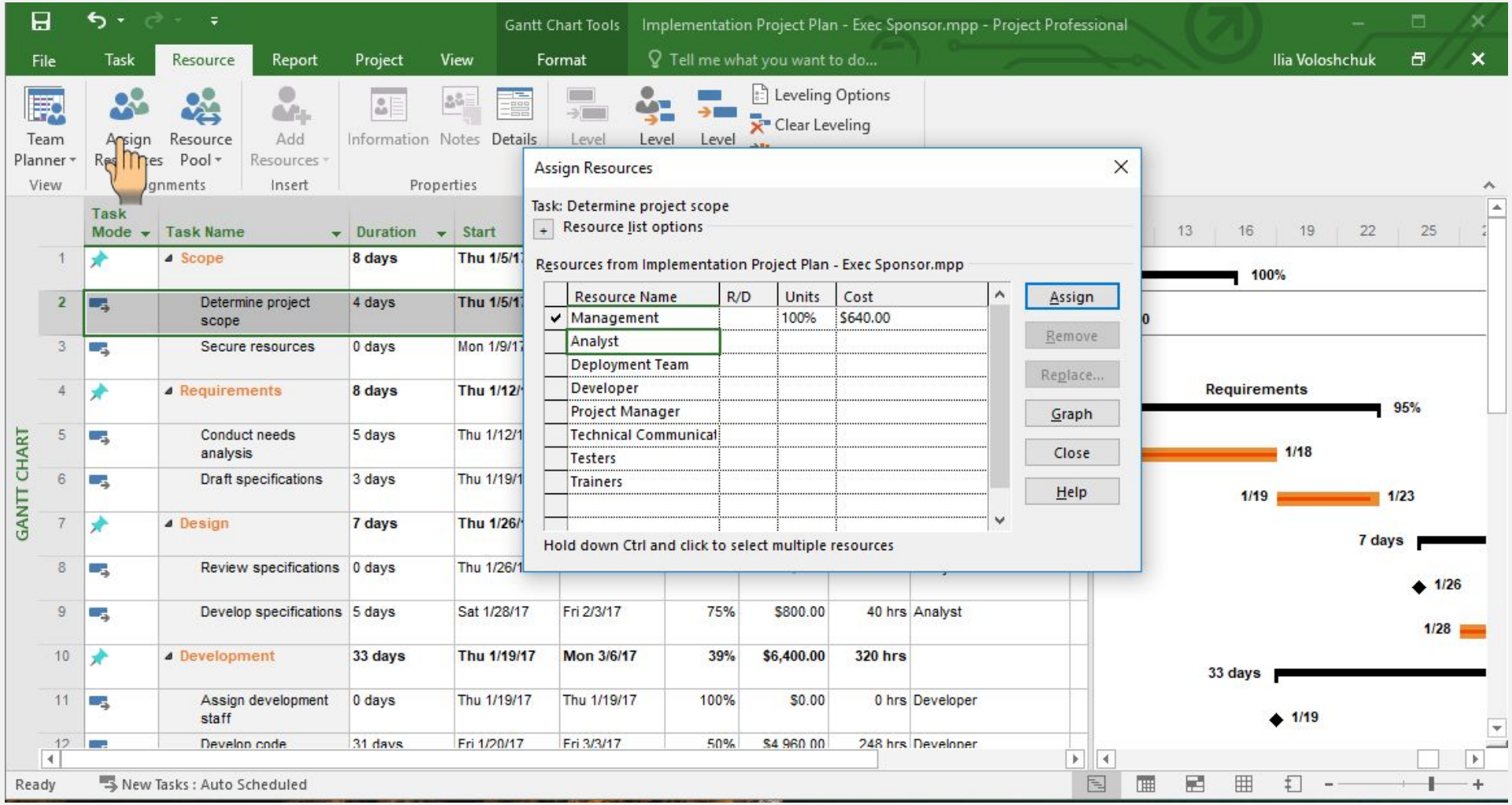
Assigning Resources to Tasks

Assign Resources Using Task Information, Resources Tab



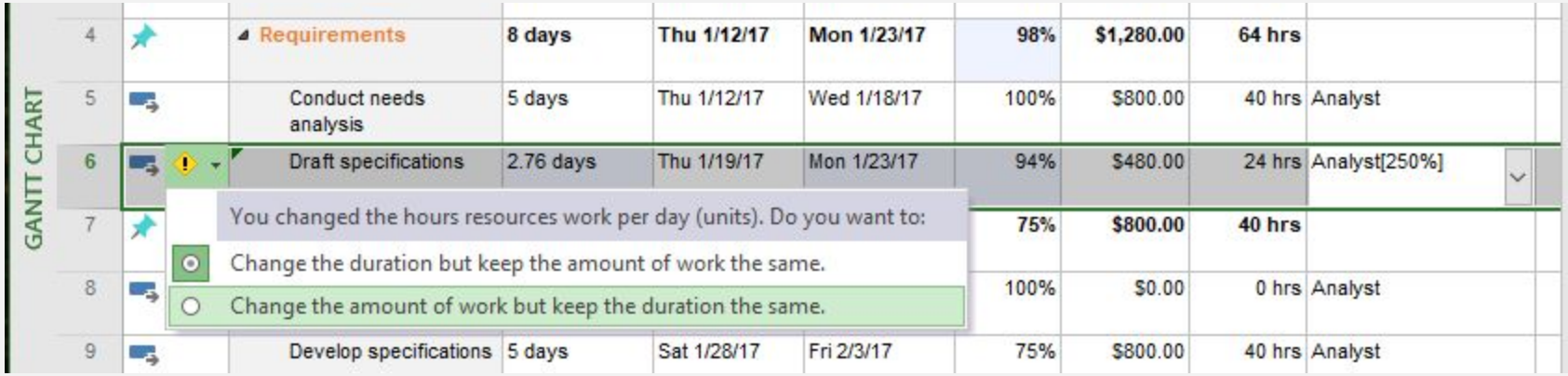
Assigning Resources to Tasks

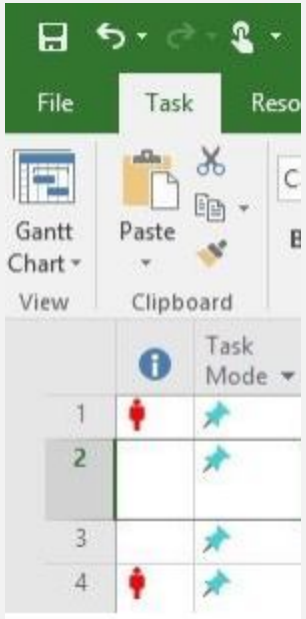
Assign Resources Using Resource Tab



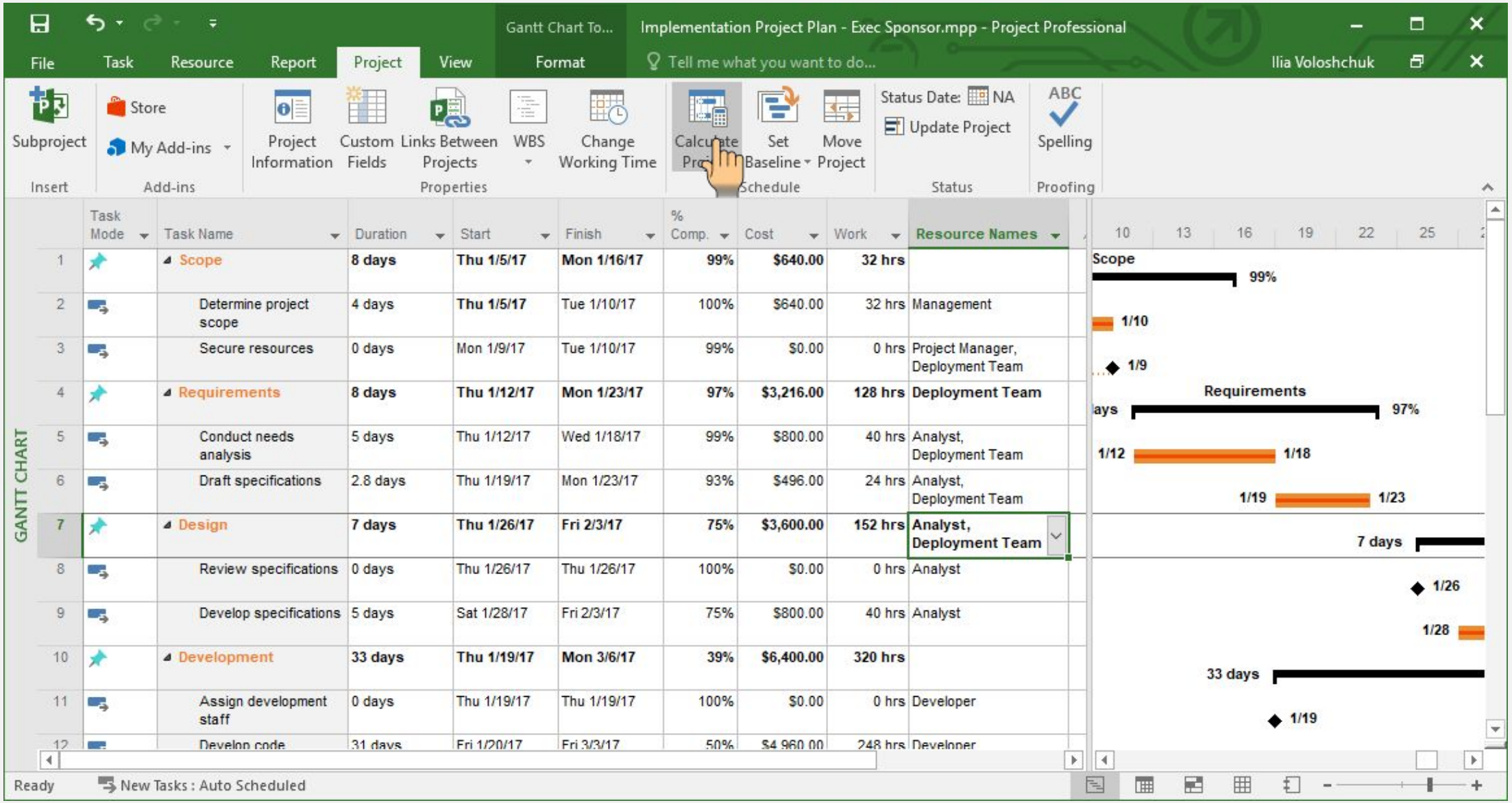
Over allocated Task Resource

MS Project helps you by giving some “Red man” icons and yellow exclamation mark when your resource is owerlocated or you have some problems with amounts of money





Calculate project



Project Statistics – Cost Updated

Implementation Project Plan - Exec Sponsor.mpp - Project Professional

Ilia Voloshchuk

Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options

Info

Implementation Project Plan - Exec Sponsor

C: » Users » devil » Downloads

Manage Accounts

Project Web App Accounts

You're not connected to Project Web App

Organizer

Organize Global Template

Move views, reports, and other elements between project fil

Project Information

Start Date	1/1/2015
Finish Date	3/30/2017
Schedule from	Start
Current Date	Today

Project Statistics for 'Implementation Project Plan - Exec Sponsor.mpp'

	Start	Finish
Current	Thu 1/5/17	Thu 3/30/17
Baseline	NA	NA
Actual	Thu 1/5/17	NA
Variance	0d	0d

	Duration	Work	Cost
Current	61d	984h	$24,256.00
Baseline	0d	0h	$0.00
Actual	26.23d	491.6h	$11,700.00
Remaining	34.77d	492.4h	$12,556.00

Percent complete:

Duration: 43% Work: 50%

Close

Task Usage View

TASK USAGE

	Task Mode	Task Name	Work	Duration	Details	27	30	02	05	08	11	14	17	20
					2016 January									
1		Diamond Implementatio	0 hrs	0 days	Work									
2		**Project Preparation**	**465.6 hrs**	**14 days**	Work		29.6h	27.2h	127.2h	72.8h	112.8h	38.4h	38.4h	19.2h
3		1st Project Kickoff me	29.6 hrs	1 day	Work		29.6h							
		Rajeev Kumar	*5.6 hrs*		Work		5.6h							
		Mathew Neduvar	*5.6 hrs*		Work		5.6h							
		Amjad Al Hamadn	*5.6 hrs*		Work		5.6h							
		Abiodun Giwa	*4.8 hrs*		Work		4.8h							
		Sunil singh	*8 hrs*		Work		8h							
4		Project Charter	76 hrs	5 days	Work			15.2h	45.6h	15.2h				
		Maher Al Mohamc	*32 hrs*		Work			6.4h	19.2h	6.4h				
		Sadim Rasheed	*20 hrs*		Work			4h	12h	4h				
		Abiodun Giwa	*24 hrs*		Work			4.8h	14.4h	4.8h				
5		Org Structure	36 hrs	3 days	Work			12h	24h					
		Rajeev Kumar	*16.8 hrs*		Work			5.6h	11.2h					
		Wesam Al Henani	*19.2 hrs*		Work			6.4h	12.8h					
6		BRD	192 hrs	10 days	Work				19.2h	19.2h	57.6h	38.4h	38.4h	19.2h
		Mathew Neduvar	*56 hrs*		Work				5.6h	5.6h	16.8h	11.2h	11.2h	5.6h
		Amjad Al Hamadn	*56 hrs*		Work				5.6h	5.6h	16.8h	11.2h	11.2h	5.6h
		Sunil singh	*80 hrs*		Work				8h	8h	24h	16h	16h	8h
7		**Gap Analysis RICEF**	**115.2 hrs**	**3 days**	Work				38.4h	38.4h	38.4h			
8		Finalize reporting re	19.2 hrs	3 days	Work				6.4h	6.4h	6.4h			
		Wesam Al Hena	*19.2 hrs*		Work				6.4h	6.4h	6.4h			
9		Finalize Interface R	24 hrs	3 days	Work				8h	8h	8h			
		Bhavik Joshi	*24 hrs*		Work				8h	8h	8h			
10		Fnalize Conversion	19.2 hrs	3 days	Work				6.4h	6.4h	6.4h			
		Rana Izhar Ul H	*19.2 hrs*		Work				6.4h	6.4h	6.4h			
11		Finalize Enhanceme	24 hrs	3 days	Work				8h	8h	8h			
		Venancio Mostc	*24 hrs*		Work				8h	8h	8h			
12		Finalize Forms Requ	12 hrs	3 days	Work				4h	4h	4h			
		Nafees Ahmed	*12 hrs*		Work				4h	4h	4h			

Task Form

TASK FORM

Name: 1st Project Kickoff meeting | Duration: 1 day | Effort driven | Manually Scheduled | Previous | Next

Start: Fri 16-01-01 | Finish: Fri 16-01-01 | Task type: Fixed Units | % Complete: 0%

ID	Resource Name	Work	R/D	Leveling Delay	Delay	Scheduled Start	Scheduled Finish
9	Abiodun Giwa	4.8h		0d	0d	Fri 16-01-01	Fri 16-01-01
5	Amjad Al Hamadneh	5.6h		0d	0d	Fri 16-01-01	Fri 16-01-01
3	Mathew Neduvamkunnil	5.6h		0d	0d	Fri 16-01-01	Fri 16-01-01
1	Rajeev Kumar	5.6h		0d	0d	Fri 16-01-01	Fri 16-01-01
11	Sunil singh	8h		0d	0d	Fri 16-01-01	Fri 16-01-01

Resources Form

Name: Rajeev Kumar | Initials: R | Max units: 70% | Previous | Next

Costs

Std rate: $100.00/h | Per use: $0.00

Ovt rate: $175.00/h | Accrue at: Prorated

Base cal: Standard

Group: PM

Code:

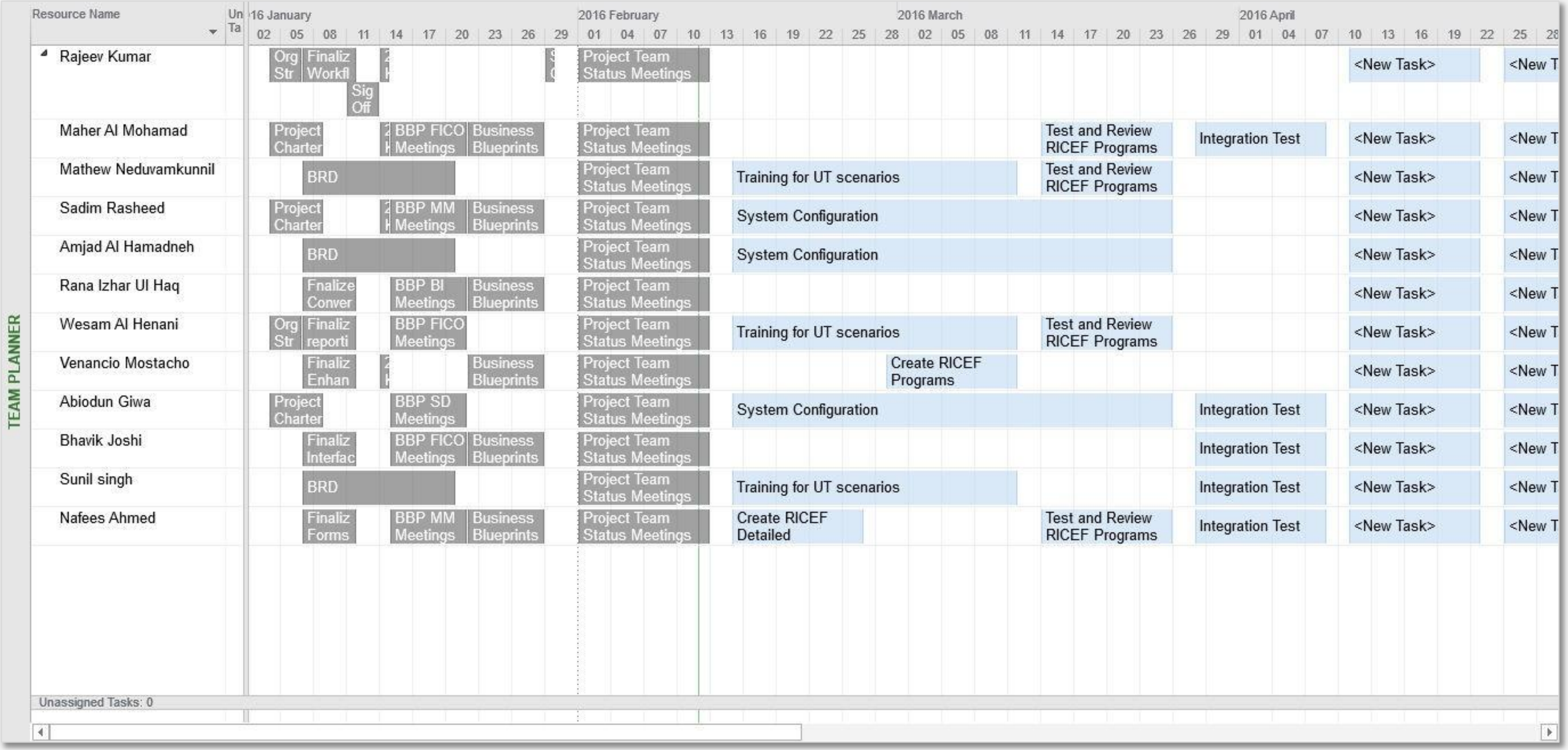
Project	ID	Task Name	Work	Leveling Delay	Delay	Scheduled Start	Scheduled Finish
Project_Basic	14	Sign Off Project Charter	16.8h	0d	0d	Mon 16-01-11	Wed 16-01-13
Project_Basic	22	Sign Off Business Blueprints	5.6h	0d	0d	Fri 16-01-29	Fri 16-01-29
Project_Basic	3	1st Project Kickoff meeting	5.6h	0d	0d	Fri 16-01-01	Fri 16-01-01
Project_Basic	5	Org Structure	16.8h	0d	0d	Mon 16-01-04	Wed 16-01-06
Project_Basic	13	Finalize Workflow Requirements	16.8h	0d	0d	Thu 16-01-07	Mon 16-01-11
Project_Basic	16	2ndProject Kickoff meeting	5.6h	0d	0d	Thu 16-01-14	Thu 16-01-14
Project_Basic	24	Project Team Status Meetings	56h	0d	0d	Mon 16-02-01	Fri 16-02-12
Project_Basic	33	<New Task>	56h	0d	0d	Mon 16-04-11	Fri 16-04-22
Project_Basic	34	<New Milestone>	0h	0d	0d	Fri 16-04-22	Fri 16-04-22
Project_Basic	36	<New Task>	56h	0d	0d	Mon 16-04-25	Fri 16-05-06
Project_Basic	37	Project Clusure	28h	0d	0d	Mon 16-05-09	Fri 16-05-13

Resources Using View

RESOURCE USAGE

	Resource Name	Work	Details	30 12 PM	Sun Jan 31 12 AM	Sun Jan 31 12 PM	Mon Feb 01 12 AM	Mon Feb 01 12 PM	Tue Feb 02 12 AM	Tue Feb 02 12 PM	Wed Feb 03 12 AM	Wed Feb 03 12 PM	Thu Feb 04 12 AM	Thu Feb 04 12 PM	Fri Feb 05 12 AM	Fri Feb 05 12 PM	Sat Feb 06 12 AM	Sat Feb 06 12 PM	Sun Feb 07 12 AM	Sun Feb 07 12 PM	Mon Feb 08 12 AM	Mon Feb 08 12
	Group: No Value	**0 hrs**	Work																			
	Unassigned	0 hrs	Work																			
	Group: ABAP	**432 hrs**	Work				4h	4h	4h	4h	4h	4h	4h	4h	4h	4h					4h	
8	Venancio Mostacho	432 hrs	Work				4h	4h	4h	4h	4h	4h	4h	4h	4h	4h					4h	
	Group: BI	**307.2 hrs**	Work				3.2h	3.2h	3.2h	3.2h	3.2h	3.2h	3.2h	3.2h	3.2h	3.2h					3.2h	3
6	Rana Izhar Ul Haq	307.2 hrs	Work				3.2h	3.2h	3.2h	3.2h	3.2h	3.2h	3.2h	3.2h	3.2h	3.2h					3.2h	3
	Group: FICO	**1,830.4 hrs**	Work				13.2h	13.2h	13.2h	13.2h	13.2h	13.2h	13.2h	13.2h	13.2h	13.2h					13.2h	13
2	Maher Al Mohamad	454.4 hrs	Work				3.2h	3.2h	3.2h	3.2h	3.2h	3.2h	3.2h	3.2h	3.2h	3.2h					3.2h	3
5	Amjad Al Hamadneh	425.6 hrs	Work				2.8h	2.8h	2.8h	2.8h	2.8h	2.8h	2.8h	2.8h	2.8h	2.8h					2.8h	2
7	Wesam Al Henani	486.4 hrs	Work				3.2h	3.2h	3.2h	3.2h	3.2h	3.2h	3.2h	3.2h	3.2h	3.2h					3.2h	3
10	Bhavik Joshi	464 hrs	Work				4h	4h	4h	4h	4h	4h	4h	4h	4h	4h					4h	
	Group: MM	**1,244 hrs**	Work				8h	8h	8h	8h	8h	8h	8h	8h	8h	8h					8h	
4	Sadim Rasheed	324 hrs	Work				2h	2h	2h	2h	2h	2h	2h	2h	2h	2h					2h	
11	Sunil singh	608 hrs	Work				4h	4h	4h	4h	4h	4h	4h	4h	4h	4h					4h	
12	Nafees Ahmed	312 hrs	Work				2h	2h	2h	2h	2h	2h	2h	2h	2h	2h					2h	
	Group: PM	**263.2 hrs**	Work				2.8h	2.8h	2.8h	2.8h	2.8h	2.8h	2.8h	2.8h	2.8h	2.8h					2.8h	2
1	Rajeev Kumar	263.2 hrs	Work				2.8h	2.8h	2.8h	2.8h	2.8h	2.8h	2.8h	2.8h	2.8h	2.8h					2.8h	2
	Group: SD	**838.4 hrs**	Work				5.2h	5.2h	5.2h	5.2h	5.2h	5.2h	5.2h	5.2h	5.2h	5.2h					5.2h	5
3	Mathew Neduvamkunnil	425.6 hrs	Work				2.8h	2.8h	2.8h	2.8h	2.8h	2.8h	2.8h	2.8h	2.8h	2.8h					2.8h	2
9	Abiodun Giwa	412.8 hrs	Work				2.4h	2.4h	2.4h	2.4h	2.4h	2.4h	2.4h	2.4h	2.4h	2.4h					2.4h	2
	1st Project Kickoff meeting	*4.8 hrs*	Work																			
	Project Charter	*24 hrs*	Work																			
	BBP SD Meetings	*24 hrs*	Work																			
	Project Team Status Meetings	*48 hrs*	Work				2.4h	2.4h	2.4h	2.4h	2.4h	2.4h	2.4h	2.4h	2.4h	2.4h					2.4h	2
	System Configuration	*144 hrs*	Work																			
	Integration Test	*48 hrs*	Work																			
	<New Task>	*48 hrs*	Work																			
	<New Milestone>	*0 hrs*	Work																			

Team Planner View



Calendar View

CALENDAR

2015 December

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2016 January

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2016 February

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

Month | Week | Custom

2016 January

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28	29	30	31	Jan 01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

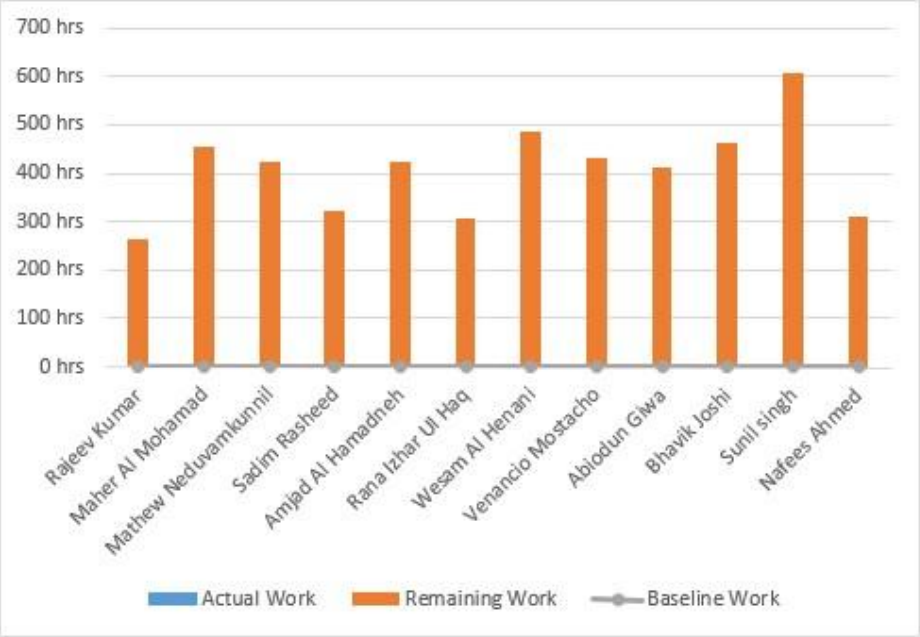
Diamond Implementatior
1st Project Kickoff meet
Project Charter, 5 days
Org Structure, 3 days
BRD, 10 days
Finalize reporting requirement, 3 days
Finalize Interface Requirement, 3 days
Fnalize Conversion Requirement, 3 days
BRD, 10 days
Sign Off Project Charter
2ndProject Kickoff meet
BBP FICO Meetings, 5 days
Finalize reporting require
BBP SD Meetings, 5 days
Finalize Interface Require
BBP MM Meetings, 5 days
Fnalize Conversion Requ
BBP BI Meetings, 5 days
BRD, 10 days
BBP FICO Meetings, 5 days
Business Blueprints Integration Workshop, 5 days
BBP SD Meetings, 5 days

Resource Overview Report

RESOURCE OVERVIEW

RESOURCE STATS

Work status for all work resources.



RESOURCE STATUS

Remaing work for all work resources.

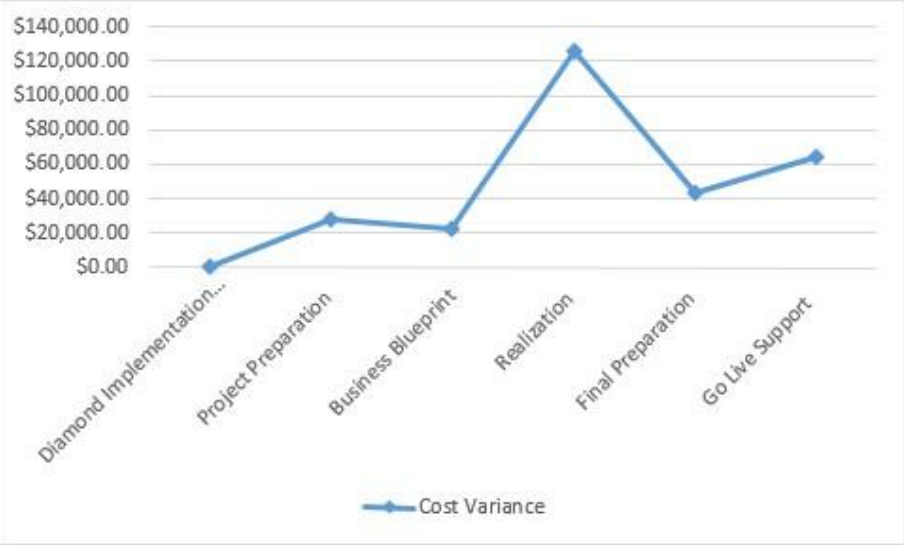
Name	Start	Finish	Remaining Work
Rajeev Kumar	Fri 16-01-01	Fri 16-05-13	263.2 hrs
Maher Al Mohamad	Mon 16-01-04	Fri 16-05-13	454.4 hrs
Mathew Neduvamkunnil	Fri 16-01-01	Fri 16-05-13	425.6 hrs
Sadim Rasheed	Mon 16-01-04	Fri 16-05-13	324 hrs
Amjad Al Hamadneh	Fri 16-01-01	Fri 16-05-13	425.6 hrs
Rana Izhar Ul Haq	Thu 16-01-07	Fri 16-05-13	307.2 hrs
Wesam Al Henani	Mon 16-01-04	Fri 16-05-13	486.4 hrs
Venancio Mostacho	Thu 16-01-07	Fri 16-05-13	432 hrs
Abiodun Giwa	Fri 16-01-01	Fri 16-05-13	412.8 hrs
Bhavik Joshi	Thu 16-01-07	Fri 16-05-13	464 hrs
Sunil singh	Fri 16-01-01	Fri 16-05-13	608 hrs
Nafees Ahmed	Thu 16-01-07	Fri 16-05-13	312 hrs

Cost Overruns Report

COST OVERRUNS

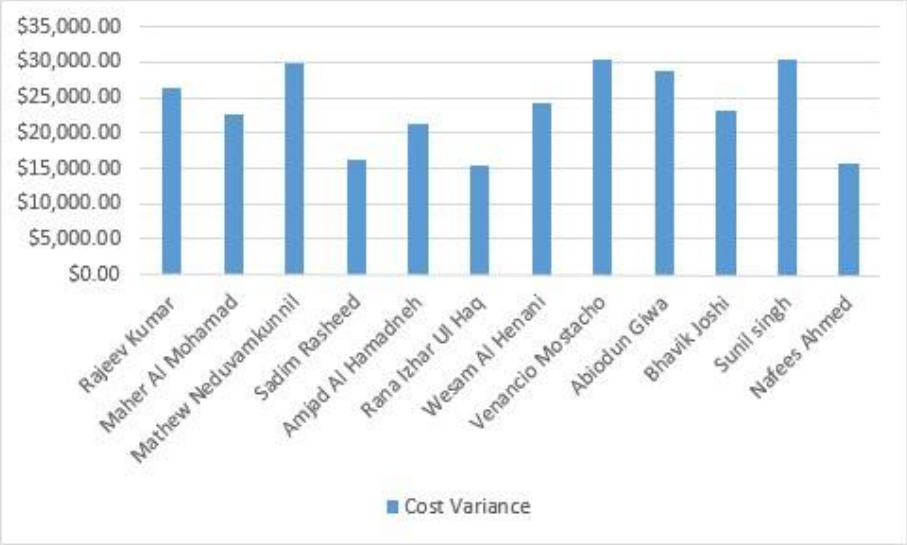
TASK COST VARIANCE

Cost variance for all top-level tasks in the project.



RESOURCE COST VARIANCE

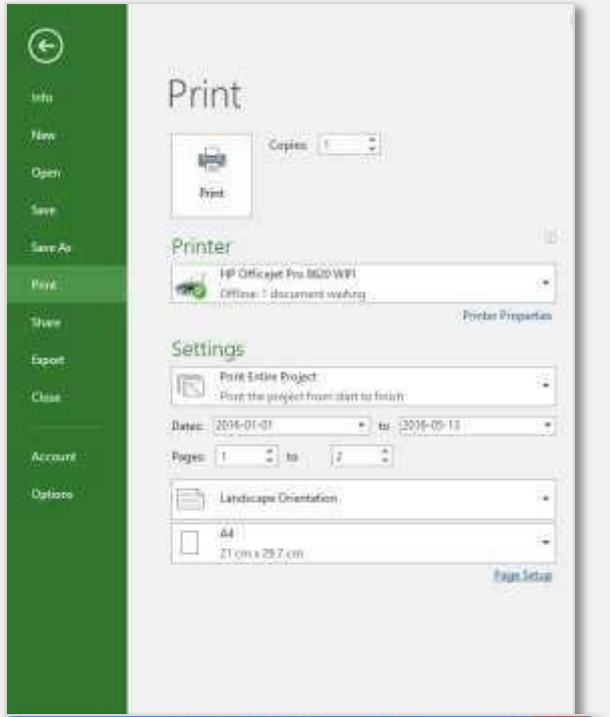
Cost variance for all the work resources.

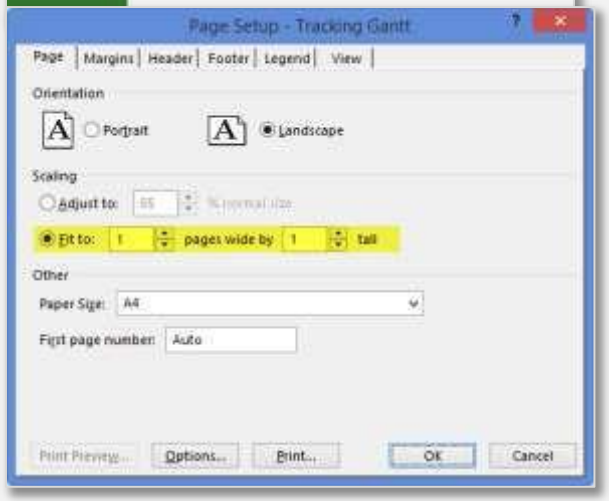


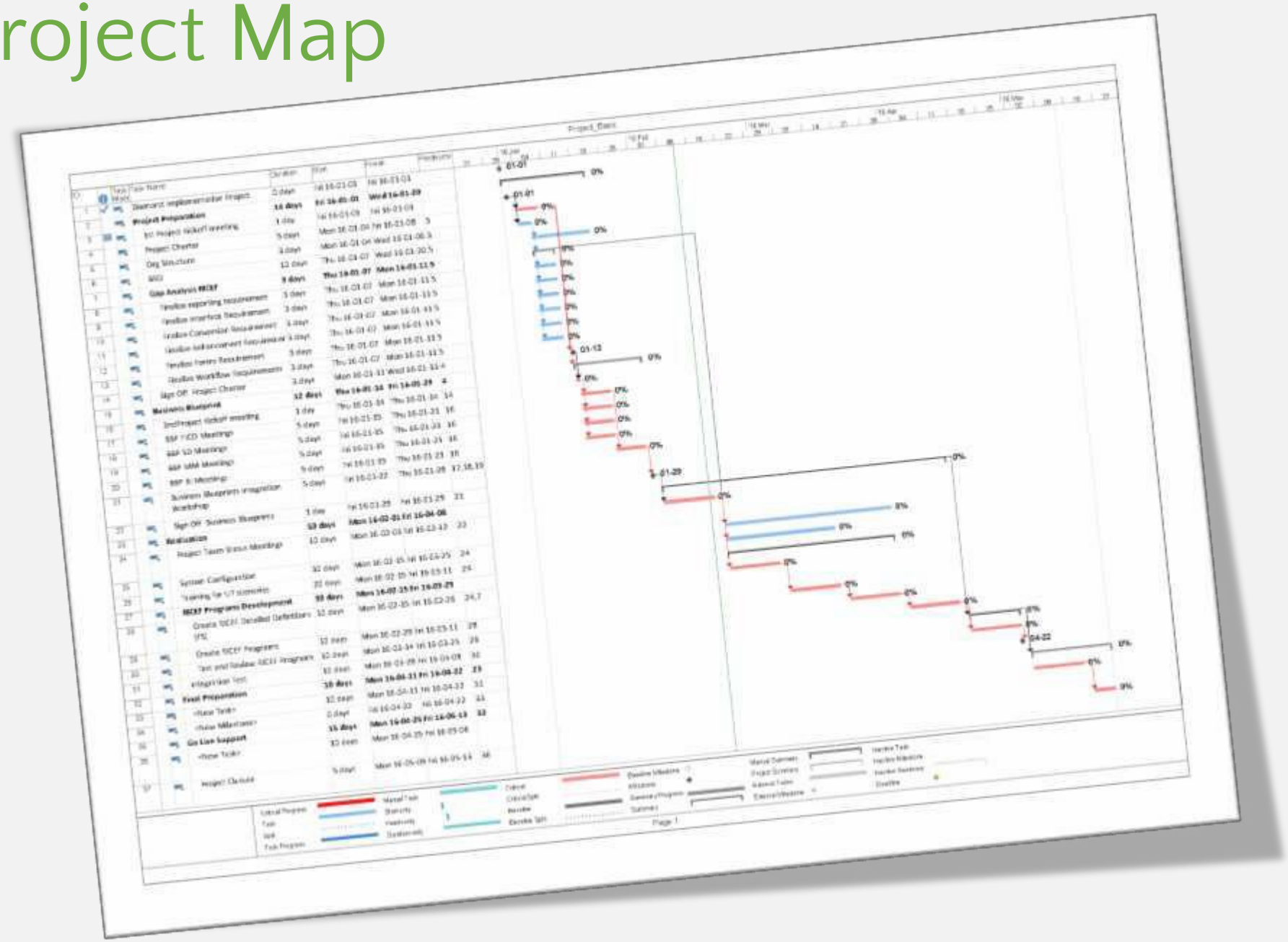
Name	% Complete	Cost	Baseline Cost	Cost Variance
Diamond Implementation Project	100%	$0.00	$0.00	$0.00
Project Preparation	0%	$28,368.00	$0.00	$28,368.00
Business Blueprint	0%	$22,680.00	$0.00	$22,680.00

Name	Cost	Baseline Cost	Cost Variance
Rajeev Kumar	$26,320.00	$0.00	$26,320.00
Maher Al Mohamad	$22,720.00	$0.00	$22,720.00
Mathew Neduvamkunnil	$29,792.00	$0.00	$29,792.00
Sadim Rasheed	$16,200.00	$0.00	$16,200.00
Amjad Al Hamadneh	$21,280.00	$0.00	$21,280.00

Printing the Project Map







Thank You