# MS Project 2016 Getting Started

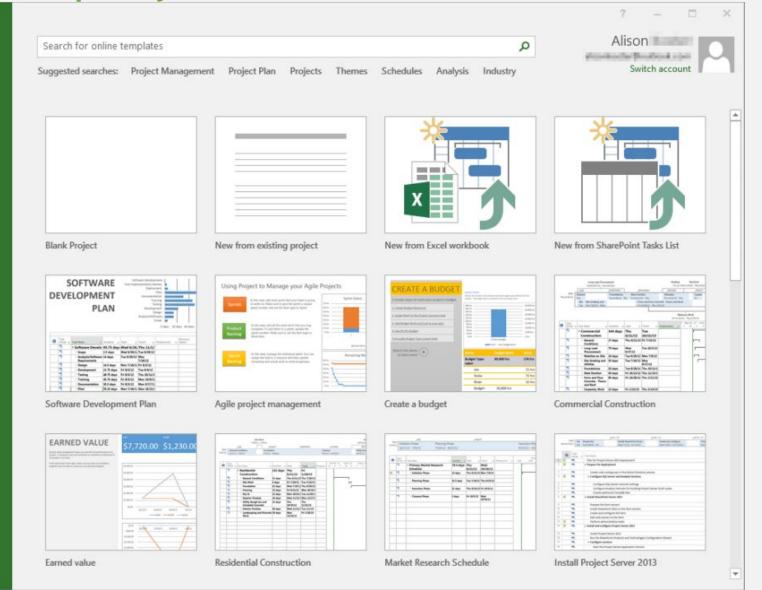
#### Start a new project

#### Project

#### Recent

You haven't opened any projects recently. To browse for a project, start by clicking on Open Other Projects.

#### Den Other Projects



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

			Gantt Chart Tools	Implementat	tion Project Plan - Exec S	Sponsor.mpp - Project Pro	fessional – 🗖 🔿
ile	Task Resource Report Pro	oject View	Format	♀ Tell me v	what you want to do		llia Voloshchuk 🗗 💙
ntt P	$\begin{array}{c c} & & & \\ & & \\ & & \\ Paste \\ & & \\ & \\ & \\ & \\ & \\ & \end{array} \begin{array}{c} & \\ Arial \\ & \\ B \\ I \\ \\ \\ & \\ \\ \\ & \\ \\ & \\ \\ & \\ \\ & \\ \\ & \\ \\ & \\ \\ & \\ \\ \\ & \\ \\ \\ & \\$	0× 25× 50× 75×	× المعند المعند المعند المعند المعند المعند المعند المعند المعند المعند المعند المعند المعند المعند المعند المعند المعند المعند المعند المعن المعند المعند	N	Annually Auto	Move *	Milestone Deliverable *
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3	Secure resources	0 days	Mon 1/9/17	Mon 1/9/17	100%		▲ 1/9
4	A Requirements	8 days	Thu 1/12/17	Mon 1/23/17	95%		Requirements 8 days
5	Conduct needs analysis	5 days	Thu 1/12/17	Wed 1/18/17	100%		1/12 1/18
6	Draft specifications	3 days	Thu 1/19/17	Mon 1/23/17	87%		1/19
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%		33 days
11	Assign development staff	0 days	Thu 1/19/17	Thu 1/19/17	100%		± 1/19
	Develop code	31 days	Fri 1/20/17	Fri 3/3/17	50%		1/20

### Schedule a Project from a Start or Finish Dates

E	1	5· C· +		Gantt Chart Tools	Imp	plementation Project Plan - Exec Spo	onsor.mpp - Project Profe	ssional	Z) -		K.
Fi	le	Task Resource Report Pr	oject View	Format	Q	Tell me what you want to do			llia Voloshchuk	a/>	<
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			o duyo			Schedule from: Project Start Date	~ C <u>a</u>	lendar:	Standard	~	
	4	A Requirements	8 days	Thu 1/12/17	Mc	All tasks begin as soon a	as possible. <u>P</u> ri	iority:	500		
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GANTT CHART	6	Draft specifications	3 days	Thu 1/19/17	M	Depar <u>t</u> ment: Custom Field Name	Value				
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	9	Develop specifications	5 days	Sat 1/28/17							
	10	Development	33 days	Thu 1/19/17	N						
	11	Assign development staff	0 days	Thu 1/19/17	т						
	12	Develop code	31 days	Fri 1/20/17		Help Stat <u>i</u> stics			ОК	Cancel	
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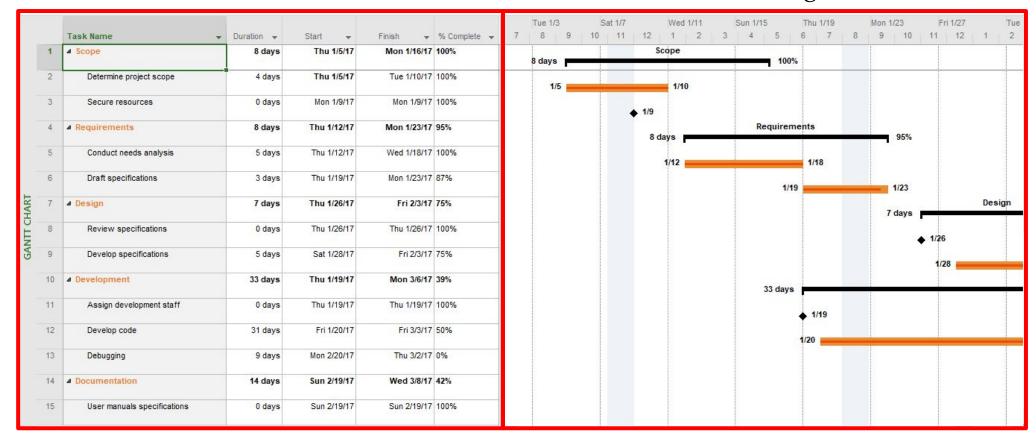
### Setting working Days

Subproject Subpr	xe <u>N</u> ew Calendar
Subproject Subproject Custom Links Between WBS Change Information Fields Projects Vorking Time Vorking Time Calendar 'Stan 24 Hours Standard (Project Calendar)	e <u>N</u> ew Calendar
Project Manager	November 19, 2018:
Task Name     Duration     Start     Finish       1     1     Scope     8 days     Thu 1/5/17     Mon	
Trainerr	
2 Determine project scope 4 days Thu 1/5/17 Tue 31 Edited v Technical Communicators Deployment Team 17 Default work v Standard Standard	veek on calendar
3         Secure resources         0 days         Mon 1/9/17         Mor         On this calendar:         18         19         20         21         22         23         24	
4 Requirements     8 days     Thu 1/12/17     Mon       31 Nondefault work week     25     26     27     28     29     30	
5 Conduct needs analysis 5 days Thu 1/12/17 Wed	
6 Draft specifications 3 days Thu 1/19/17 Mon Name Start Finish	D <u>e</u> tails
Vertications     3 days     Thu 1/19/17     Mon       7     4 Design     7 days     Thu 1/26/17     Fr	Delete
8 Review specifications 0 days Thu 1/26/17 Thu	
9 Develop specifications 5 days Sat 1/28/17 Fr	
10 <b>Development</b> 33 days         Thu 1/19/17         Mor	
11     Assign development staff     0 days     Thu 1/19/17     Thu	,
12 Develop code 31 days Fri 1/20/17 Fr	
Ready New Tasks : Auto Scheduled Options OK	Cancel

# Gantt Chart

#### Task

#### Gantt Diagram



### 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

	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%

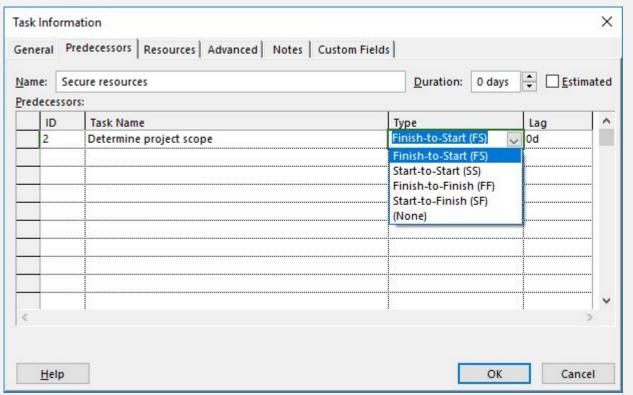
#### Task Information Editing task. Adding resource. Changing dates

	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%
5	Conduct needs analysis	5 days	Thu 1/12/17	Wed 1/18/17	100%
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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	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%

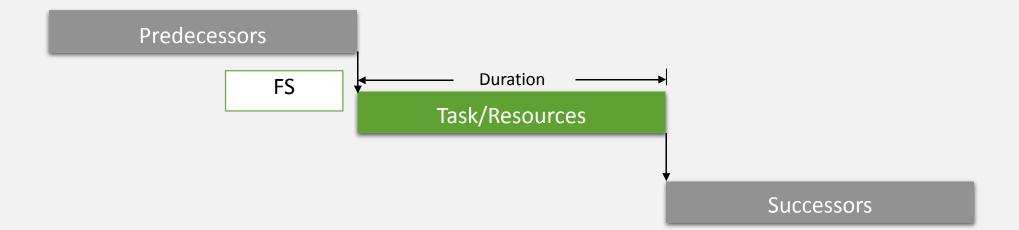
#### Task Information X General Predecessors Resources Advanced Notes Custom Fields Duration: 31 days 🚔 🗌 Estimated Name: Develop code + -Percent complete: 50% Priority: 500 Schedule Mode: O Manually Scheduled Inactive Auto Scheduled Dates Finish: Fri 3/3/17 Start: Fri 1/20/17 ~ ~ Display on Timeline Hide Bar Rollup Help OK Cancel X Task Information General Predecessors Resources Advanced Notes Custom Fields Duration: 31 days 📮 🗌 Estimated Name: Develop code Resources: Cost ~ Resource Name Assignment Owner Units Developer 100% \$0.00 v < Help OK Cancel

### Creating Tasks Relationships

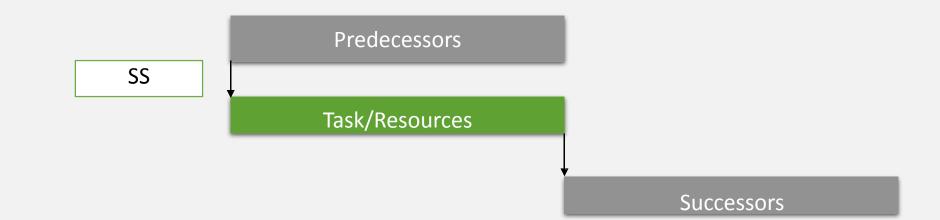
MS project will calculate dates based on the durations of the tasks, their relationships and the start date set for the project, however it is possible to change the starting date of a task (if necessary) By double clicking on a Task or milestone, and using the fields related to the dates (Start or Finish).



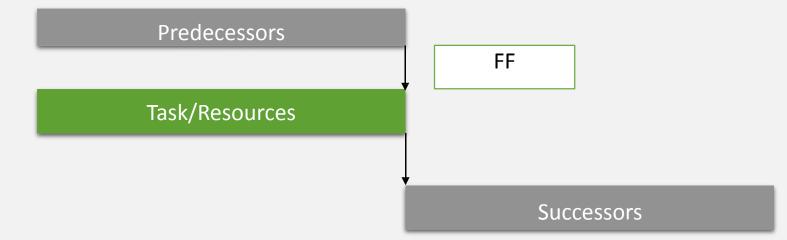
# FS Finish-to-Start Relationship



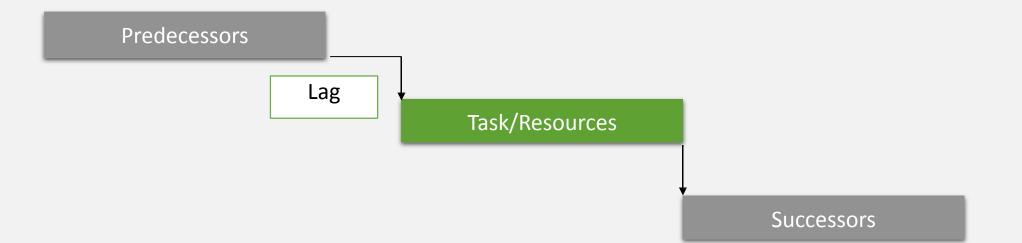
# SS Start-to-Start Relationship



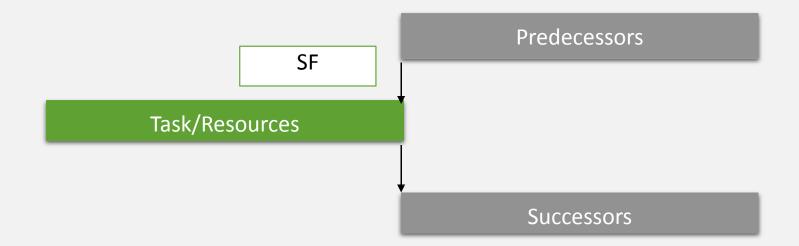
# FF Finish-to-Finish Relationship

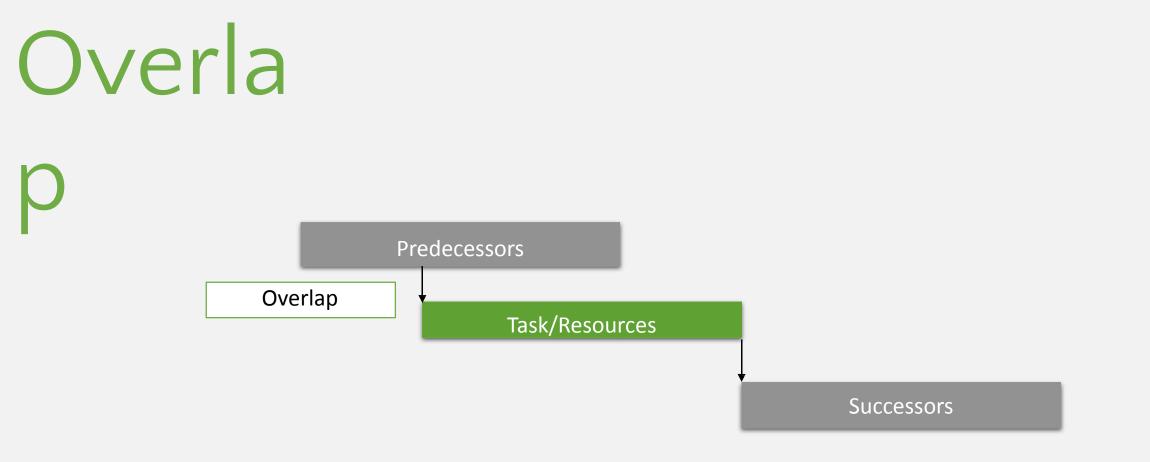


Lag



#### SF Start-to-Finish Relationship





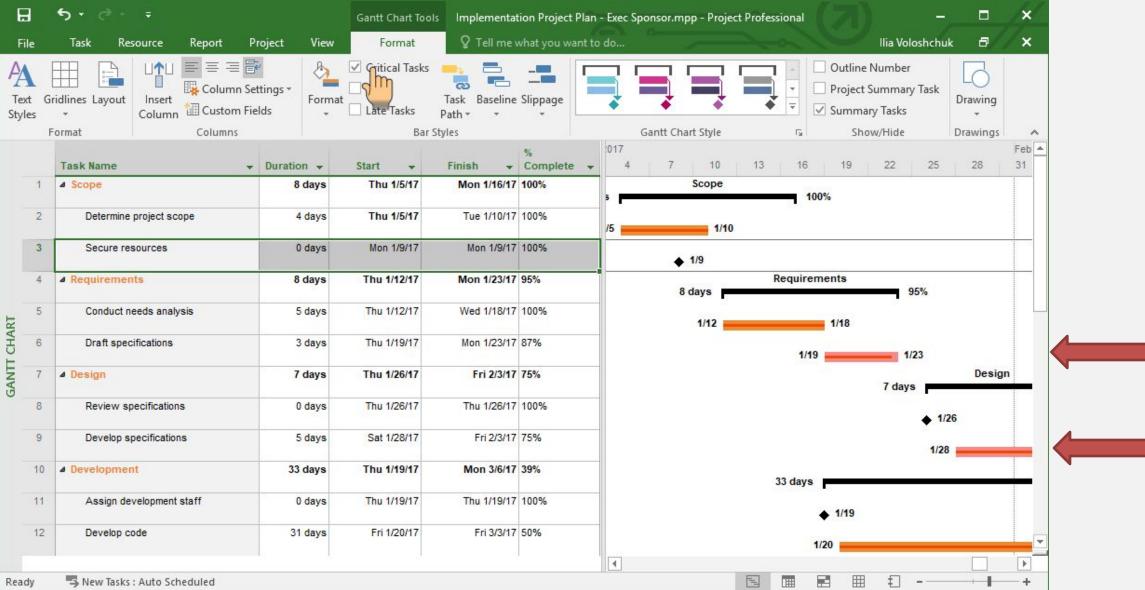
# The Critical

# **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

X

NA NA 0d

\$0.00

\$0.00

\$0.00

\$0.00

Close

Thu 3/30/17

Cost

Finish

¢	Implementation Project Plan - Exec Sponsor.mpp - Project Profession	nal ? – 🗆 × Ilia Voloshchuk
Info	Info	
New	Implementation Project Plan - Exec Sponsor	
Open	C: » Users » devil » Downloads	
Save	Project Web App Accounts	Project Information -
Save As	You're not connected to Project Web App Manage Accounts	Advanced Properties View advanced and custom properties of this project.
Print		Project Statistics
Share	Organize Global Template Move views, reports, and other elements between project files and the global template.	See key startics related to your proj Last Modified 9/80/2016
Export	Organizer	Project Statistics for 'Implementation Project Plan - Exec Sponsor.mpp
Close		Start
		Current Thu 1/5/17
Account		Baseline NA
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Options		Variance Od
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		Current 61d 808h
		Baseline Od Oh
		Actual 26.18d 346.8h
		Remaining 34.82d 461.2h
		Duration: 43% Work: 43%

### Working with Resources List

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

H	÷	<b>7</b> - C				Resource S	Sheet Tools	Implement	ation Project	Plan - Exec Sp	onsor.mpp	- Project Pro	ofessional			-		×
File		Task	Resource Rej	port Proje	ect View	For	mat	♀ Tell me	what you wa	ant to do					llia	Voloshchuk	8	×
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	6		Trainers	Work		т		100%	\$30.00/hr	\$45.00/hr	\$0.00	Prorated	Standard					
KESOURCE	7		Technical Communicators	Work		Т		100%	\$30.00/hr	\$45.00/hr	\$0.00	Prorated	Standard					
2	8		Deployment Team	Work		D		100%	\$30.00/hr	\$45.00/hr	\$0.00	Prorated	Standard					
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### Assigning Resources to Tasks

#### Assign Resources Using Task List Resources Name Column

2	Task	Resource Report	Project	View Fo	ormat 🛛 🛇	Tell me wh	nat you want	to do			llia Volosho	chuk 🗗
m er *	Assign Resource	Resource Add	Information	Notes Details	Level Lev Selection Resou	→ vel Level	Leveling	) Options veling				
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2	-,	Determine project scope	4 days	Thu 1/5/17	Tue 1/10/17	100%	\$640.00	32 hrs	Analyst		100%	
3		Secure resources	0 days	Mon 1/9/17	Mon 1/9/17	100%	\$0.00	0 hrs				
4	*	Requirements	8 days	Thu 1/12/17	Mon 1/23/17	95%	\$1,280.00	64 hrs		nicators	Requirements	95%
5		Conduct needs analysis	5 days	Thu 1/12/17	Wed 1/18/17	100%	\$800.00	40 hrs		nicators	1/18	
6	-	Draft specifications	3 days	Thu 1/19/17	Mon 1/23/17	87%	\$480.00	24 hrs	Important Trainers		1/19	1/23
7	*	Design	7 days	Thu 1/26/17	Fri 2/3/17	75%	\$800.00	40 hrs				7 days
8		Review specifications	0 days	Thu 1/26/17	Thu 1/26/17	100%	\$0.00	0 hrs	Analyst			▲ 1/26
9		Develop specifications	5 days	Sat 1/28/17	Fri 2/3/17	75%	\$800.00	40 hrs	Analyst			1/28
10	*	Development	33 days	Thu 1/19/17	Mon 3/6/17	39%	\$6,400.00	320 hrs			33 days	
11		Assign development staff	0 days	Thu 1/19/17	Thu 1/19/17	100%	\$0.00	0 hrs	Developer		<ul> <li>▲ 1/19</li> </ul>	
12		Develop code	31 days	Fri 1/20/17	Fri 3/3/17	50%	\$4 960 00	248 hrs	Developer 🕨	•	5. <b>*</b> - 287.5	

### Assigning Resources to Tasks

#### Assign Resources Using Task Information, Resources Tab

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	12		Develop code	A	31 davs		Fri 1/20/17	Fri 3/3/17		50% <b>\$</b> 4 960 00	248 hrs	Developer	Þ	•				
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### Assigning Resources to Tasks

#### Assign Resources Using Resource Tab

e	Task	Resource Report	Project	View		Tell me wha			onsor.mpp - F				llia Voloshchi	uk 🗗
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ner *	Res Mie		-		Assign Resources							×		
w	Task	nments Insert Task Name <del>-</del>	Prop	100000000	Task: Determine pro + Resource list op							_	13 16 19 :	22 <u>2</u> 5
1	*	▲ Scope	8 days	Thu 1/5/1	Resources from Imp	lementation	Project Plan	- Exec Spon	is <mark>or.mp</mark> p				100%	
2	<b>1</b>	Determine project scope	4 days	Thu 1/5/1	Resource Nan	ne R/D	Units 100%	Cost \$640.00		^	<u>A</u> ssign			
3	-	Secure resources	0 days	Mon 1/9/17	Analyst Deployment T	eam					<u>R</u> emove	=		
4	*	A Requirements	8 days	Thu 1/12/	Developer						Re <u>p</u> lace.		Requirements	
-			-		Project Manag						Graph			95%
5		Conduct needs analysis	5 days	Thu 1/12/1	Technical Com Testers	munical					Close		1/18	
6	-	Draft specifications	3 days	Thu 1/19/1	Trainers						<u>H</u> elp	5	1/19	1/23
7	*	Design	7 days	Thu 1/26/*	Hold down Ctrl an	id click to sel	ect multiple	esources		~				7 days
8		Review specifications	0 days	Thu 1/26/1						_				▲ 1/26
9		Develop specifications	5 days	Sat 1/28/17	Fri 2/3/17	75%	\$800.00	40 hrs	Analyst					1/28
10	*	Development	33 days	Thu 1/19/1	7 Mon 3/6/17	39%	\$6,400.00	320 hrs					33 days	
11		Assign development staff	0 days	Thu 1/19/17	7 Thu 1/19/17	100%	\$0.00	0 hrs	Developer				♦ 1/19	
12		Develop code	31 days	Fri 1/20/17	Fri 3/3/17	50%	\$4 960 00	248 hrs	Developer		•	4		

#### **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

4	*			Requirements	8 days	Thu 1/12/17	Mon 1/23/17	98%	\$1,280.00	64 hrs		
5	=,	8		Conduct needs analysis	5 days	Thu 1/12/17	Wed 1/18/17	100%	\$800.00	40 hrs	Analyst	
6	-,	•	+	Draft specifications	2.76 days	Thu 1/19/17	Mon 1/23/17	94%	\$480.00	24 hrs	Analyst[250%]	~
7	*			You changed the hours res	ources work	per day (units). D	o you want to:	75%	\$800.00	40 hrs		
		0		Change the duration but k	eep the amou	unt of work the sa	me.					
8	-	C		Change the amount of wo	rk but keep ti	ne duration the sa	me.	100%	\$0.00	0 hrs	Analyst	
9	-	8		Develop specifications	5 days	Sat 1/28/17	Fri 2/3/17	75%	\$800.00	40 hrs	Analyst	



### Calculate project

F		<b>რ</b> ⊤ ი	» -		Gantt					onsor.mpp - Projec	ct Professi	onal	(5	2)		-		×
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In	sert	Task	dd-ins Task Name	Duration -	Start +	Finish 👻	% Comp. 👻	Schedule	Work 👻	Status Resource Name	Proofing	10	13	16	19	22	25	^ _
	1		Scope	8 days	Thu 1/5/17	Mon 1/16/17	99%	\$640.00	32 hrs			cope	10	10	19		20	
		~									-			99%				
	2	-	Determine project scope	4 days	Thu 1/5/17	Tue 1/10/17	100%	\$640.00	32 hrs	Management		1/10						
	3	-	Secure resources	0 days	Mon 1/9/17	Tue 1/10/17	99%	\$0.00	0 hrs	Project Manager, Deployment Team		. ♦ 1/9						
	4	*	Requirements	8 days	Thu 1/12/17	Mon 1/23/17	97%	\$3,216.00	128 hrs	Deployment Tea		ays 📕	Re	equirem	ents	-	97%	
HART	5	-	Conduct needs analysis	5 days	Thu 1/12/17	Wed 1/18/17	99%	\$800.00		Analyst, Deployment Team		1/12			1/18			
GANIT CHART	6	-	Draft specifications	2.8 days	Thu 1/19/17	Mon 1/23/17	93%	\$496.00	24 <mark>h</mark> rs	Analyst, Deployment Team				1/19		1/2	23	
GAN	7	*	Design	7 days	Thu 1/26/17	Fri 2/3/17	75%	\$3,600.00		Analyst, Deployment Tea	m ~					7 day	s	_
	8		Review specifications	0 days	Thu 1/26/17	Thu 1/26/17	100%	\$0.00	0 hrs	Analyst							▲ 1/2	6
	9		Develop specifications	5 days	Sat 1/28/17	Fri 2/3/17	<mark>75%</mark>	\$800.00	40 hrs	Analyst								
	10	*	Development	33 days	Thu 1/19/17	Mon 3/6/17	39%	\$6,400.00	320 hrs				3.	3 days			1/28	
	11	-	Assign development staff	0 days	Thu 1/19/17	Thu 1/19/17	100%	\$0.00	0 hrs	Developer					1/19			100
	12		Develop code	31 days	Fri 1/20/17	Fri 3/3/17	50%	\$4,960.00	248 hrs	Developer								×
Read	∢    y	-> New	Tasks : Auto Scheduled								Þ			⊞	£] -	-	-	-+

#### Project Statistics – Cost Updated

Implementation Project Plan - Exec Sponsor.mpp - Project Professional

#### Info

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Info

New

Open

Save

Save As

Print

Share

Export

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#### Implementation Project Plan - Exec Sponsor

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Project Web App Accounts

You're not connected to Project Web App

Project Inform	nation *
Start Date	1/1/2015
Finish Date	3/30/2017
Schedule from	Start
Current Date	Tedau

17		
	2.	_
	ž =	=
	2	

Organize Global Template Move views, reports, and other elements between project

Organizer

	Start		F	inish
Current	Th	u 1/5/17		Thu 3/30/17
Baseline		NA		NA
Actual	Th	u 1/5/17		NA
Variance		0d		24
	Duration	Wor	k	Cost
Current	61d		984h	\$24,256.00
Baseline	0d		Oh	\$0.00
Actual	26.23d		491.6h	\$11,700.00
Remaining	34.77d		492.4h	\$12,556.00

### Task Usage View

	0	Task					2016 J							
_	θ	Mode -	👻 Task Name 👻	Work + Duration	Details	27	30	02	05	08	11	14	17	20
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 mei	29.6 hrs 1 day	Work		29.6h							
			Rajeev Kumar	5.6 hrs	Work		5.6h							
			Mathew Neduvar	5.6 hrs	Work		5.6h					1		
			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 Mohama	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 Neduvarr	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			
3			Finalize reporting reporting reporting	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 Re	24 hrs 3 days	Work				8h	8h	8h			
			Bhavik Joshi	24 hrs	Work				8h	8h	8h			
0			Fnalize Conversion	19.2 hrs 3 days	Work				6.4h	6.4h	6.4h			
			Rana Izhar Ul Hi	19.2 hrs	Work				6.4h	6.4h	6.4h			
1			Finalize Enhanceme	24 hrs 3 days	Work				8h	8h	8h			
			Venancio Mosta	24 hrs	Work				8h	8h	8h			
2			4 Finalize Forms Requ	12 hrs 3 days	Work				4h	4h	4h			
			Nafees Ahmed	12 hrs	Work				4h	4h	4h			

### Task Form

<u>N</u> ame:	1st Project Kickoff meeting	Duration: 1	day 🌲	<u>Effort</u> driven	n <u>M</u> anua	lly Scheduled P	<u>r</u> evious	Ne <u>x</u> t	
St <u>a</u> rt:	Fri 16-01-01 V	Finish: Fri 16-0	1-01	✓ Tas	<u>k</u> type: Fi	ked Units 🗸 🗸	% Co <u>m</u> plete:	0%	•
ID	Resource Name	Work	R/D	Leveling Delay	Delay	Scheduled Start	Scheduled Fin	iish	^
9	Abiodun Giwa	4.8h		0d	0d	Fri 16-01-01	Fri 16-0	1-01	
5	Amjad Al Hamadneh	5.6h		0d	b0	Fri 16-01-01	Fri 16-0	1-01	
3	Mathew Neduvamkunnil	5.6h		0d	0d	Fri 16-01-01	Fri 16-0	1-01	
1	Rajeev Kumar	5.6h		0d	b0	Fri 16-01-01			
11	Sunil singh	8h		b0	0d	Fri 16-01-01	Fri 16-0	1-01	
									v

#### **Resources Form**

	jeev Kuma	Ir		Initial	s: R	Max	unit <u>s</u> :	70%	] Pj	revious	Ne <u>x</u> t	
Costs						Base cal:	Standa	rd		~		
St <u>d</u> rate:	\$100.00/	h Per use	\$0.0	0		<u>G</u> roup:	PM					- ñ
Ovt r <u>a</u> te:	\$175.00/	h Accr <u>u</u> e	at: Pro	rated	~	<u>C</u> ode:						
Project	ID	Task Name				Work	_evel	ing Delay	Delay	Scheduled Start	Scheduled Finish	^
Project_Bas	ic 14	Sign Off Pro	ject Char	ter		16.8h		b0	0d	Mon 16-01-11	Wed 16-01-13	
Project_Bas	ic 22	Sign Off Bu	iness Blu	ueprints		5.6h		b0	0d	Fri 16-01-29	Fri 16-01-29	
Project_Bas	ic 3	1st Project Ki	ckoff me	eting		5.6h		0d	0d	Fri 16-01-01	Fri 16-01-01	
Project_Bas	ic 5	Org Structur	e			16.8h		0d	0d	Mon 16-01-04	Wed 16-01-06	
Project_Bas	ic 13	Finalize Wor	kflow Re	quiremer	nts	16.8h		b0	0d	Thu 16-01-07	Mon 16-01-11	
Project_Bas	ic 16	2ndProject K	ickoff me	eting		5.6h		0d	0d	Thu 16-01-14	Thu 16-01-14	
Project_Bas	ic 24	Project Team	Status M	leetings		56h		0d	0d	Mon 16-02-01	Fri 16-02-12	
Project_Bas	ic 33	<new task=""></new>				56h		0d	0d	Mon 16-04-11	Fri 16-04-22	
Project_Bas	ic 34	<new milest<="" td=""><td>one&gt;</td><td></td><td></td><td>0h</td><td></td><td>0d</td><td>0d</td><td>Fri 16-04-22</td><td>Fri 16-04-22</td><td></td></new>	one>			0h		0d	0d	Fri 16-04-22	Fri 16-04-22	
Project_Bas	ic 36	<new task=""></new>				56h		0d	0d	Mon 16-04-25	Fri 16-05-06	
Project_Bas	ic 37	Project Clusu	re			28h		0d	0d	Mon 16-05-09	Fri 16-05-13	

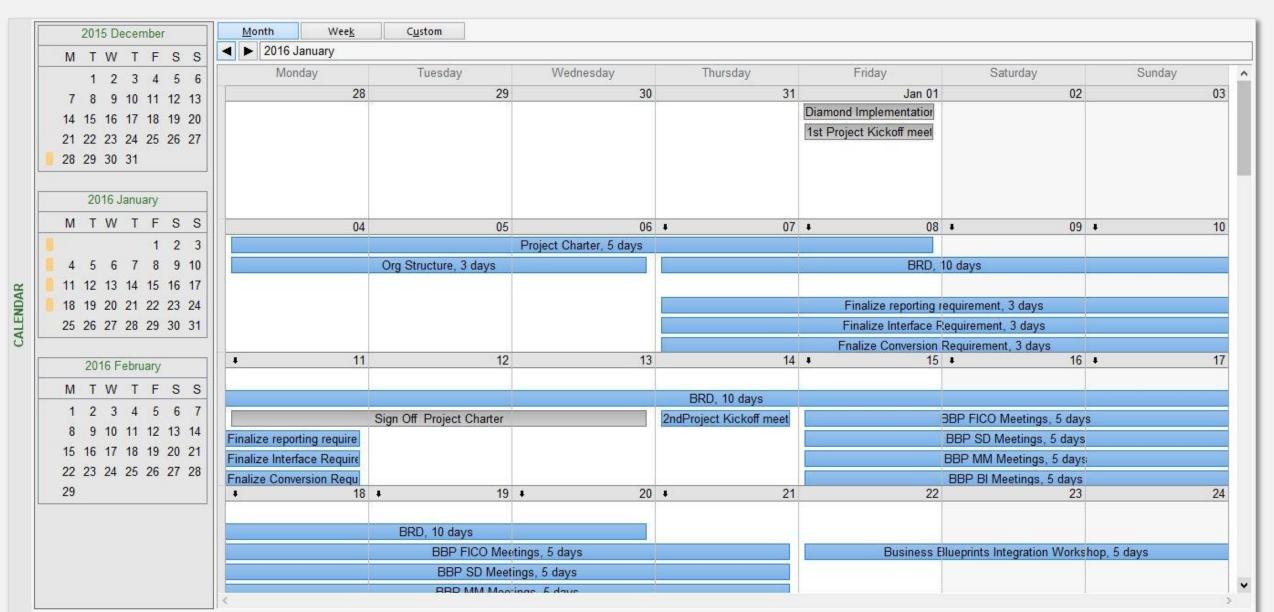
#### **Resources Using View**

	-				30	Sun Jar	n 31	Mon Feb	01	Tue Feb	02	Wed Fet	03	Thu Feb	04	Fri Feb (	)5	Sat Feb	06	Sun Feb	07	Mon Feb	08 🔺
	0	Resource Name 👻	Work 👻	Details	12 PM	12 AM	12 PM	12 AM	12 PM	12 AM	12 PM	12 AM	12 PM	12 AM	12 PM	12 AM	12 PM	12 AM	12 PM	12 AM	12 PM	12 AM	12
		4 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	T.
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	Э
		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	1	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		lî – I		4h	4h	4h	4h	4h	4h	4h	4h	4h	4h				1	4h	
		Group: MM	1,244 hrs	Work				8h	8h	8h	8h	8h	8h	8h	8h	8h	8h					8h	
4 11 12 1		Sadim Rasheed	324 hrs	Work		ļį.		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	
		4 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	L.
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																1			
		Project Charter	24 hrs	Work																			
		BBP SD Meetings	24 hrs	Work																			
		Project Team Status Meetings	48 hrs	Work				2.4h	2.4h	2. <b>4</b> h	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				1															1
		<new task=""></new>	48 hrs	Work		Ď.															1		
		<new milestone=""></new>	0 hrs	Work																			
			•		1			1					i.										

#### Team Planner View

1	Resource Name	Un 16 January Ta ag as an 14 14 47 20 22 20	2016 February	2016 March	4 4 4 47 40 40	2016 April		
	Rajeev Kumar	1a 02 05 08 11 14 17 20 23 26 Org Finaliz 2 Str Workfl H Sig Off	6 29 01 04 07 10 1 S Project Team C Status Meetings	13 16 19 22 25 28 02 05 08 11	1 14 17 20 23	26 29 01 04 07	10 13 16 19 2 <new task=""></new>	22 25 28 <new t<="" td=""></new>
	Maher Al Mohamad	Project 2 BBP FICO Business Charter H Meetings Blueprints			Test and Review RICEF Programs	Integration Test	<new task=""></new>	<new t<="" td=""></new>
	Mathew Neduvamkunnil	BRD	Project Team Status Meetings	Training for UT scenarios	Test and Review RICEF Programs		<new task=""></new>	<new t<="" td=""></new>
	Sadim Rasheed	Project 2 BBP MM Business Charter H Meetings Blueprints		System Configuration			<new task=""></new>	<new t<="" td=""></new>
	Amjad Al Hamadneh	BRD	Project Team Status Meetings	System Configuration			<new task=""></new>	<new t<="" td=""></new>
	Rana Izhar UI Haq	Fnalize BBP BI Business Conver Meetings Blueprints					<new task=""></new>	<new t<="" td=""></new>
INER	Wesam Al Henani	Org Finaliz BBP FICO Str reporti Meetings	Project Team Status Meetings	Training for UT scenarios	Test and Review RICEF Programs		<new task=""></new>	<new t<="" td=""></new>
PLAN	Venancio Mostacho	Finaliz 2 Business Enhan H Blueprints		Create RICEF Programs			<new task=""></new>	<new t<="" td=""></new>
TEAM PLANNER	Abiodun Giwa	Project BBP SD Charter Meetings	Project Team Status Meetings	System Configuration		Integration Test	<new task=""></new>	<new t<="" td=""></new>
	Bhavik Joshi	Finaliz BBP FICO Business Interfac Meetings Blueprints				Integration Test	<new task=""></new>	<new t<="" td=""></new>
	Sunil singh	BRD	Project Team Status Meetings	Training for UT scenarios		Integration Test	<new task=""></new>	<new t<="" td=""></new>
	Nafees Ahmed	Finaliz BBP MM Business Forms Meetings Blueprints	and the second s	Create RICEF Detailed	Test and Review RICEF Programs	Integration Test	<new task=""></new>	<new t<="" td=""></new>
	Unassigned Tasks: 0							

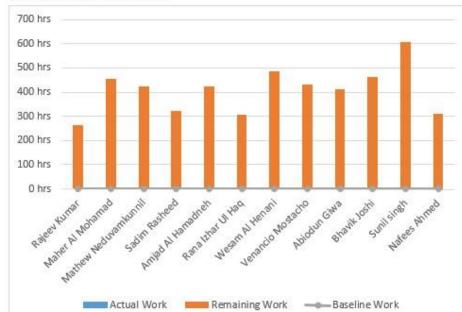
### Calendar View



#### Resource Overview Report

#### **RESOURCE OVERVIEW**

#### RESOURCE STATS



Work status for all work resources.

#### **RESOURCE STATUS**

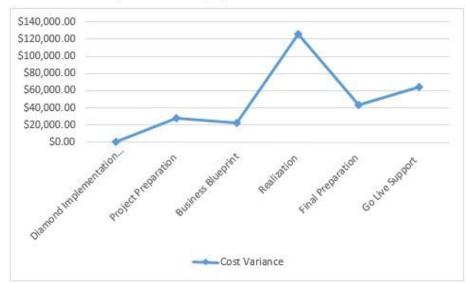
Remaing work for all work resources.

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**

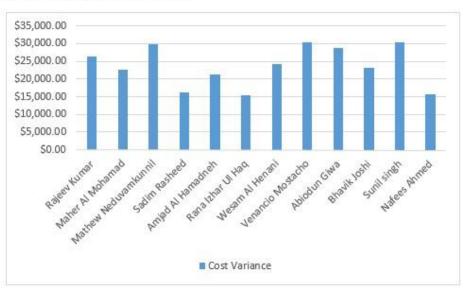
#### TASK COST VARIANCE



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

#### RESOURCE COST VARIANCE

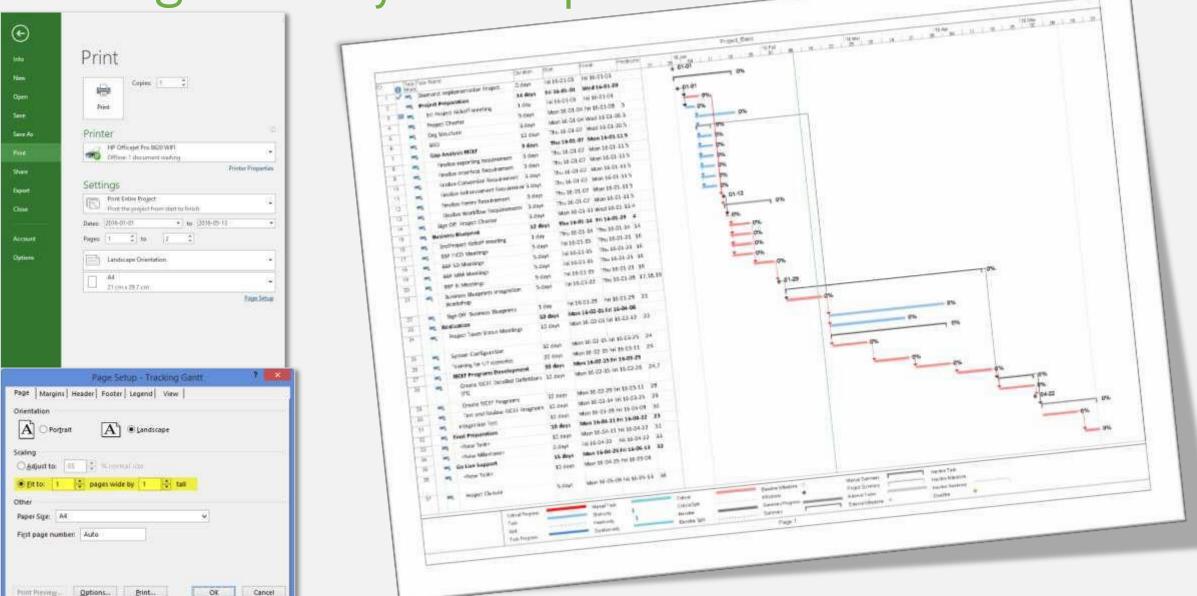
Cost variance for all the work resources.



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