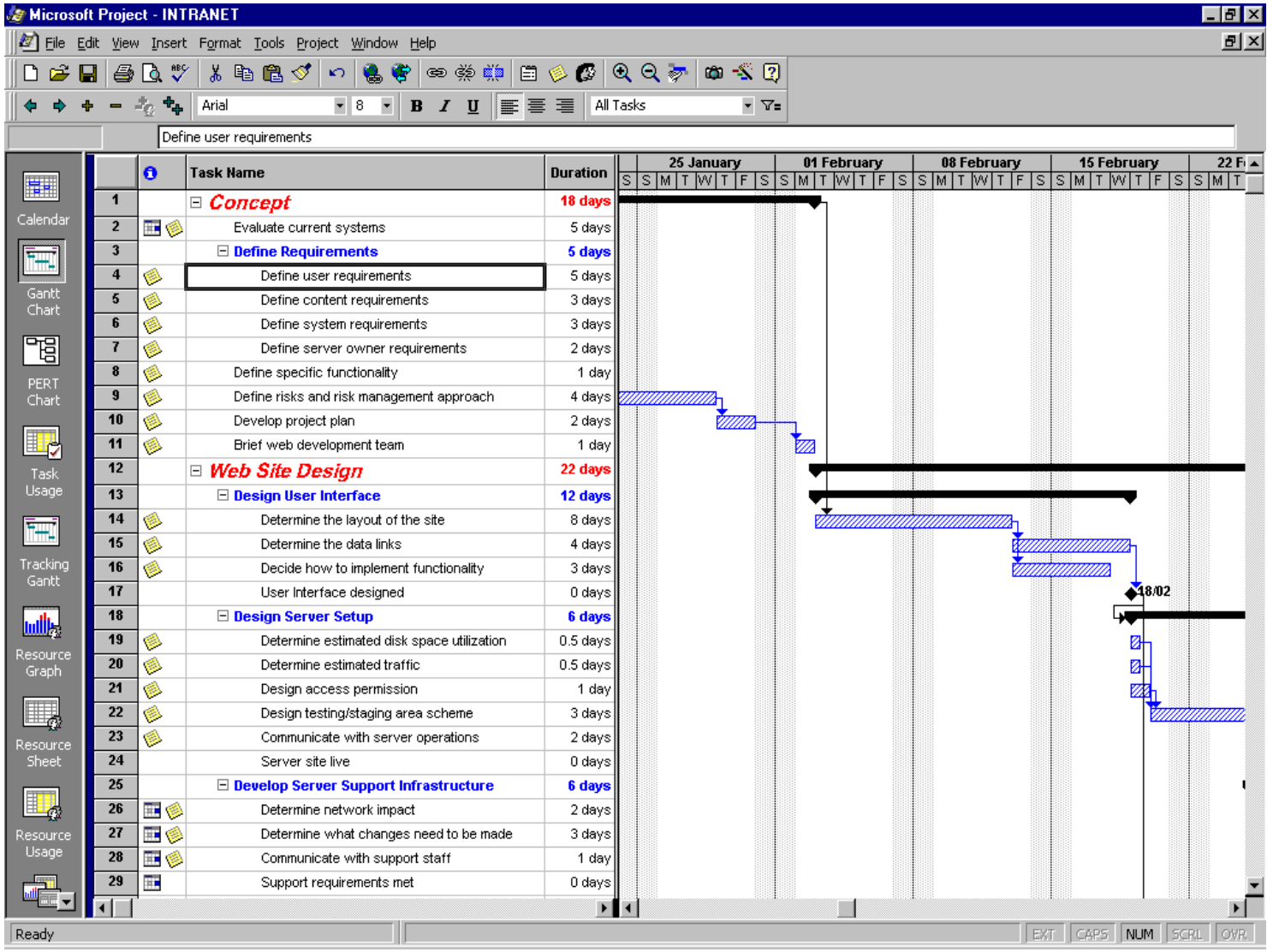
Dr. Abdallah Al-Sukairi

sukairi@kfupm.edu.sa

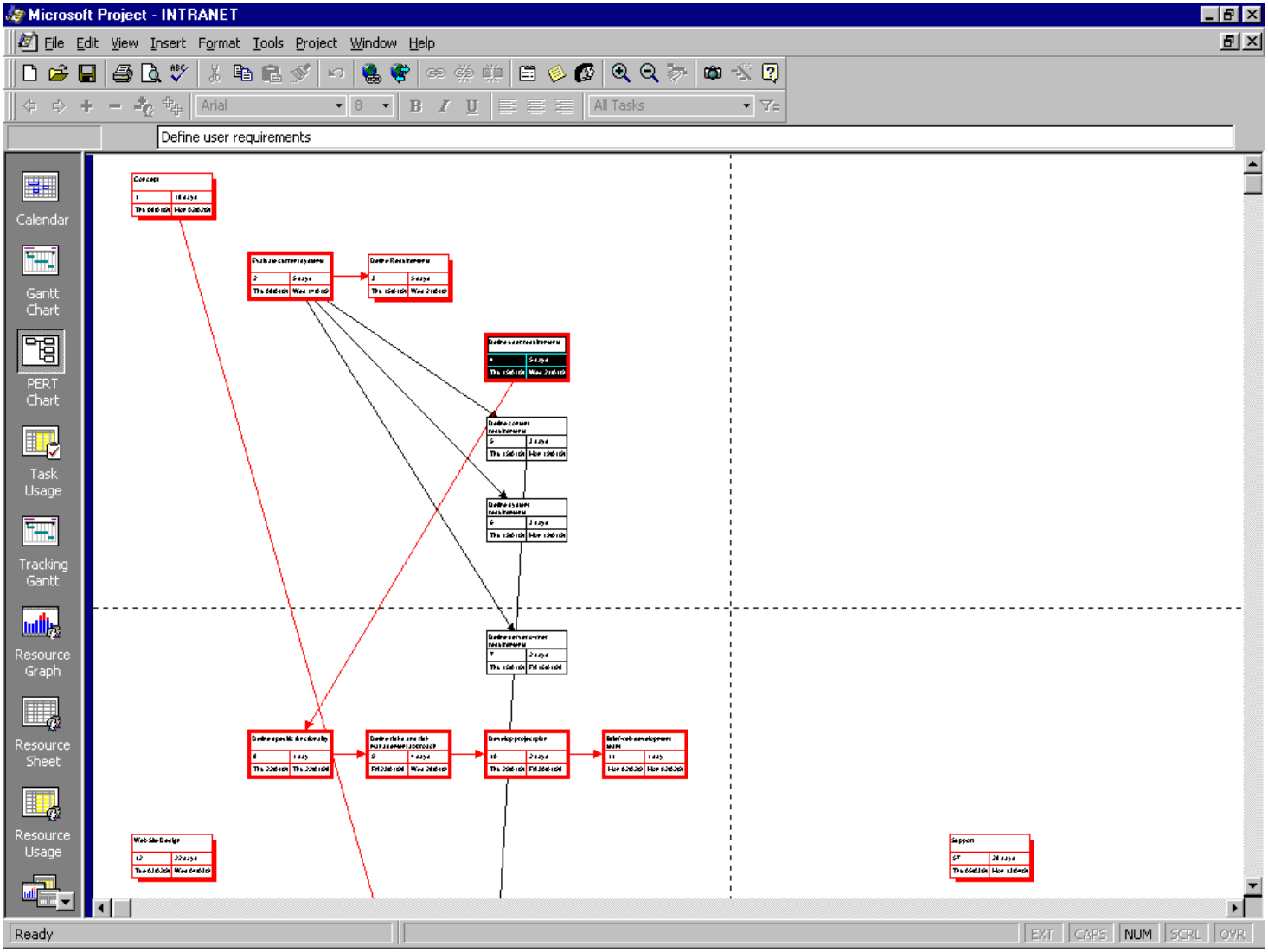
Information & Computer Science Department

Microsoft Project 98

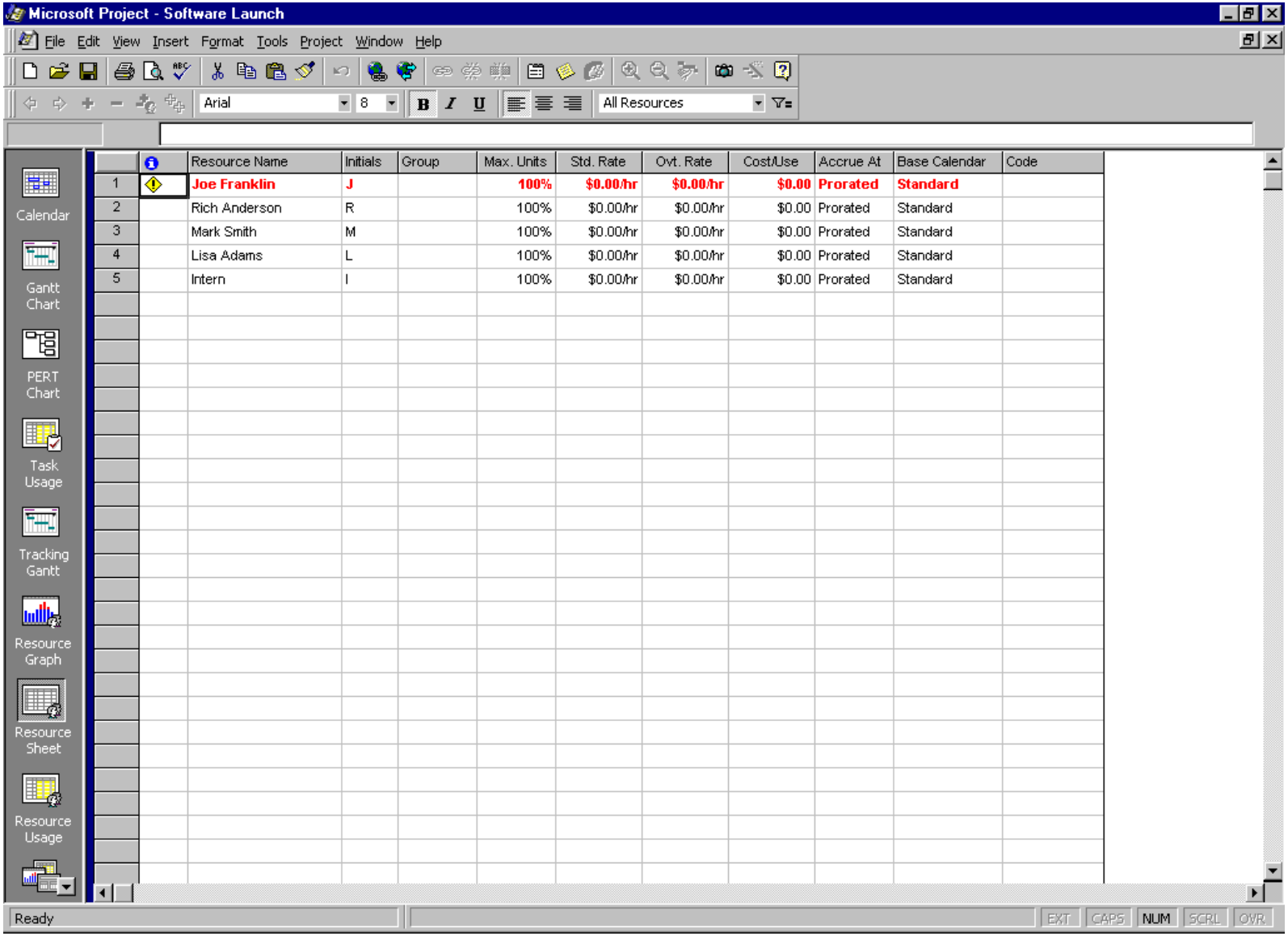
Gantt Chart View



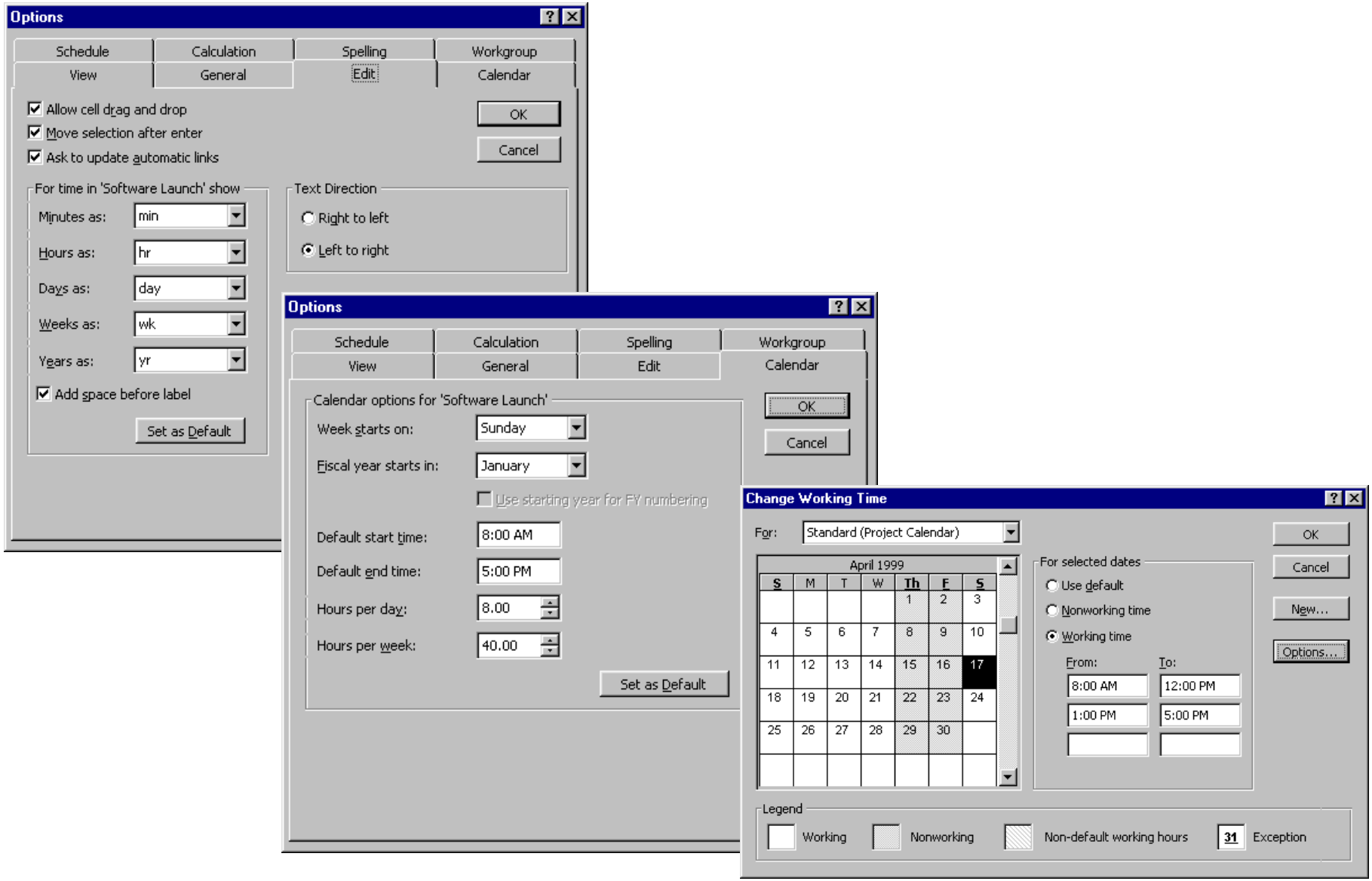
PERT Chart View



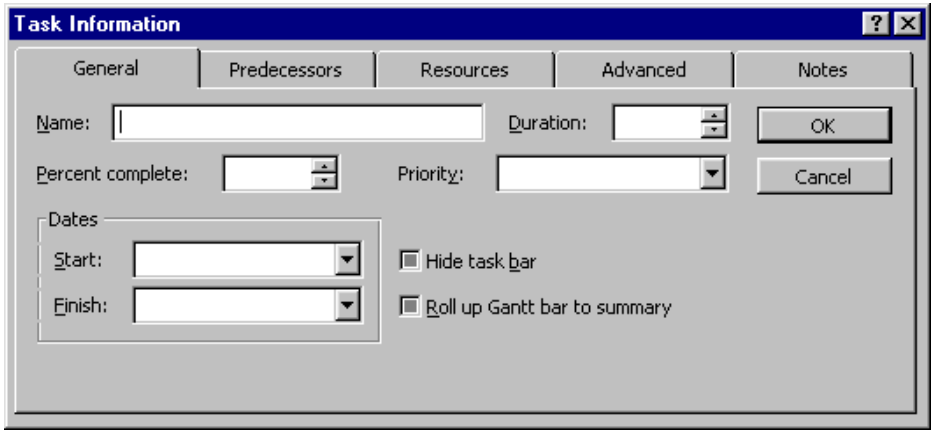
Resource Sheet

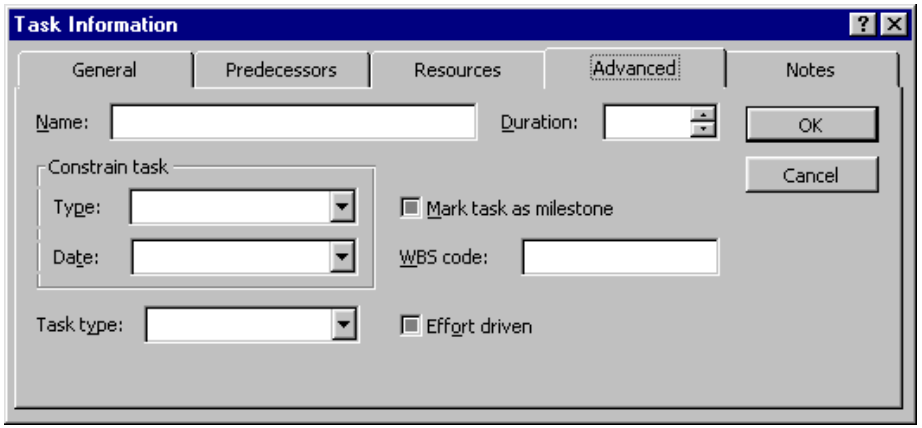


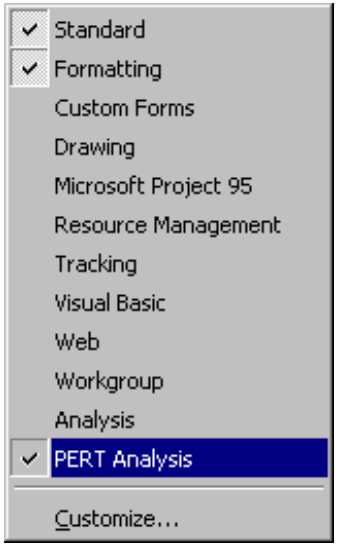
Options

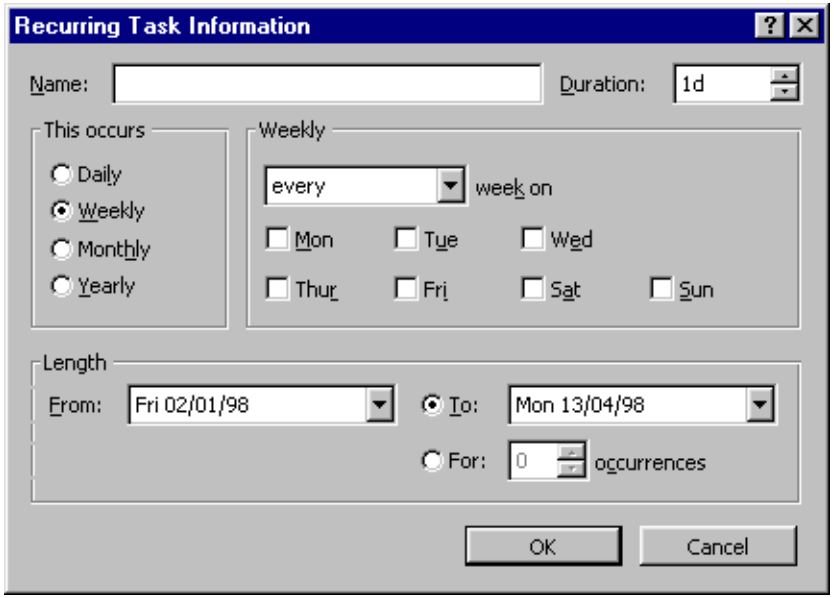

Options
Schedule
Calculation
Spelling
Workgroup
View
General
Edit
Calendar
Allow cell drag and drop
Move selection after enter
Ask to update automatic links
OK
Cancel
For time in 'Software Launch' show
Minutes as: min
Hours as: hr
Days as: day
Weeks as: wk
Years as: yr
Add space before label
Set as Default
Text Direction
Right to left
Left to right
Options
Schedule
Calculation
Spelling
Workgroup
View
General
Edit
Calendar
Calendar options for 'Software Launch'
Week starts on: Sunday
Fiscal year starts in: January
Use starting year for FY numbering
Default start time: 8:00 AM
Default end time: 5:00 PM
Hours per day: 8.00
Hours per week: 40.00
Set as Default
OK
Cancel
Change Working Time
For: Standard (Project Calendar)
April 1999
S M T W Th F 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
For selected dates
Use default
Nonworking time
Working time
From: To:
8:00 AM 12:00 PM
1:00 PM 5:00 PM
OK
Cancel
New...
Options...
Legend
Working
Nonworking
Non-default working hours
31 Exception

New Task

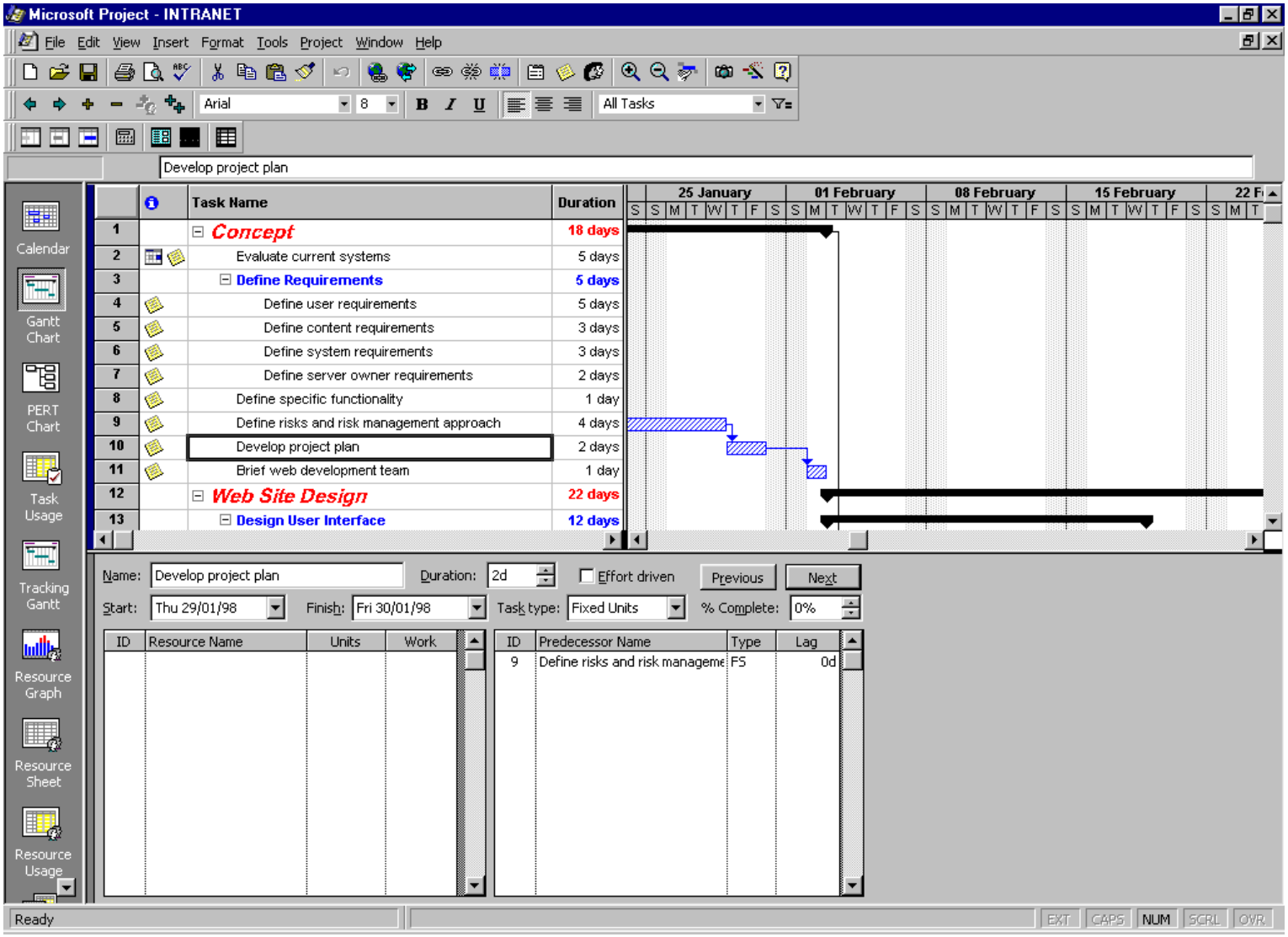

Task Information
General
Predecessors
Resources
Advanced
Notes
Name:
Duration:
OK
Percent complete:
Priority:
Cancel
Dates
Start:
Hide task bar
Finish:
Roll up Gantt bar to summary


Task Information
General
Predecessors
Resources
Advanced
Notes
Name:
Duration:
OK
Cancel
Constrain task
Type:
Mark task as milestone
Date:
WBS code:
Task type:
Effort driven

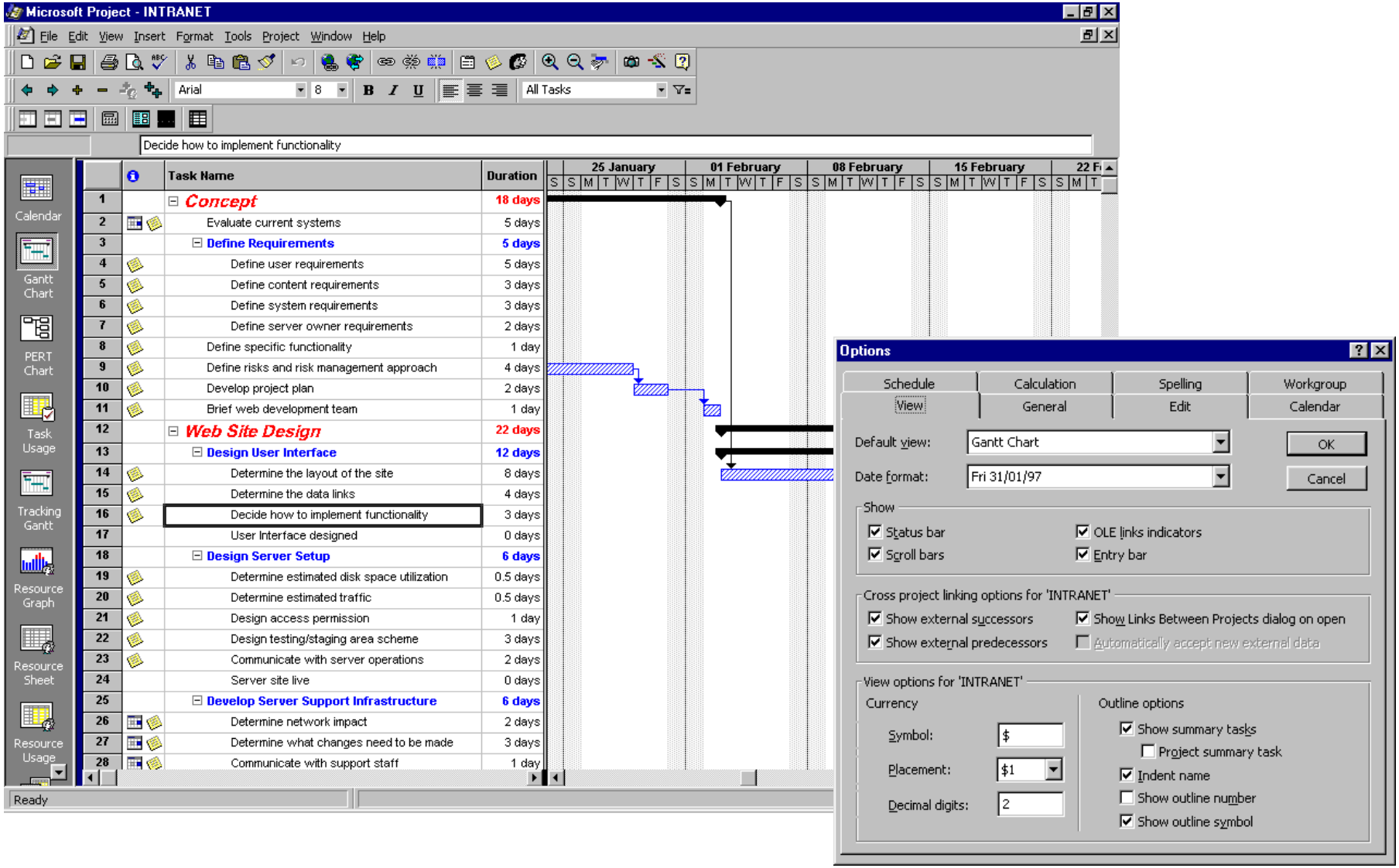

Standard
Formatting
Custom Forms
Drawing
Microsoft Project 95
Resource Management
Tracking
Visual Basic
Web
Workgroup
Analysis
PERT Analysis
Customize...


Recurring Task Information
Name:
Duration:
1d
This occurs
Daily
Weekly
Monthly
Yearly
Weekly
every
week on
Mon
Tue
Wed
Thur
Fri
Sat
Sun
Length
From:
Fri 02/01/98
To:
Mon 13/04/98
For:
occurrences
OK
Cancel

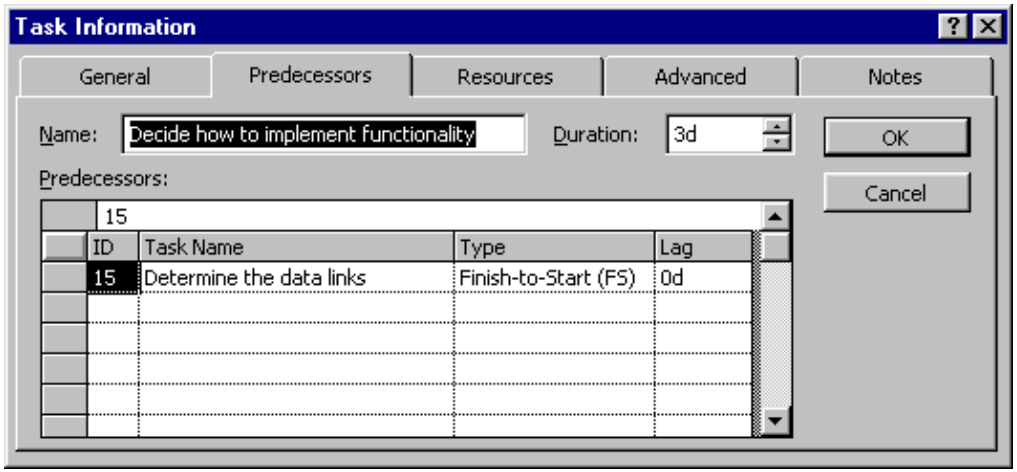
The Task Detail View

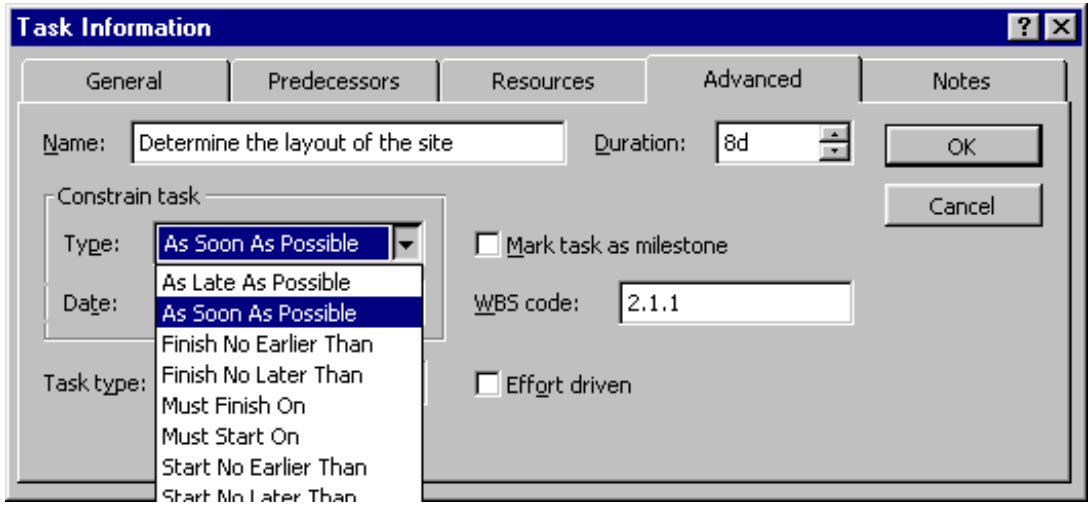


Outlining the Task List

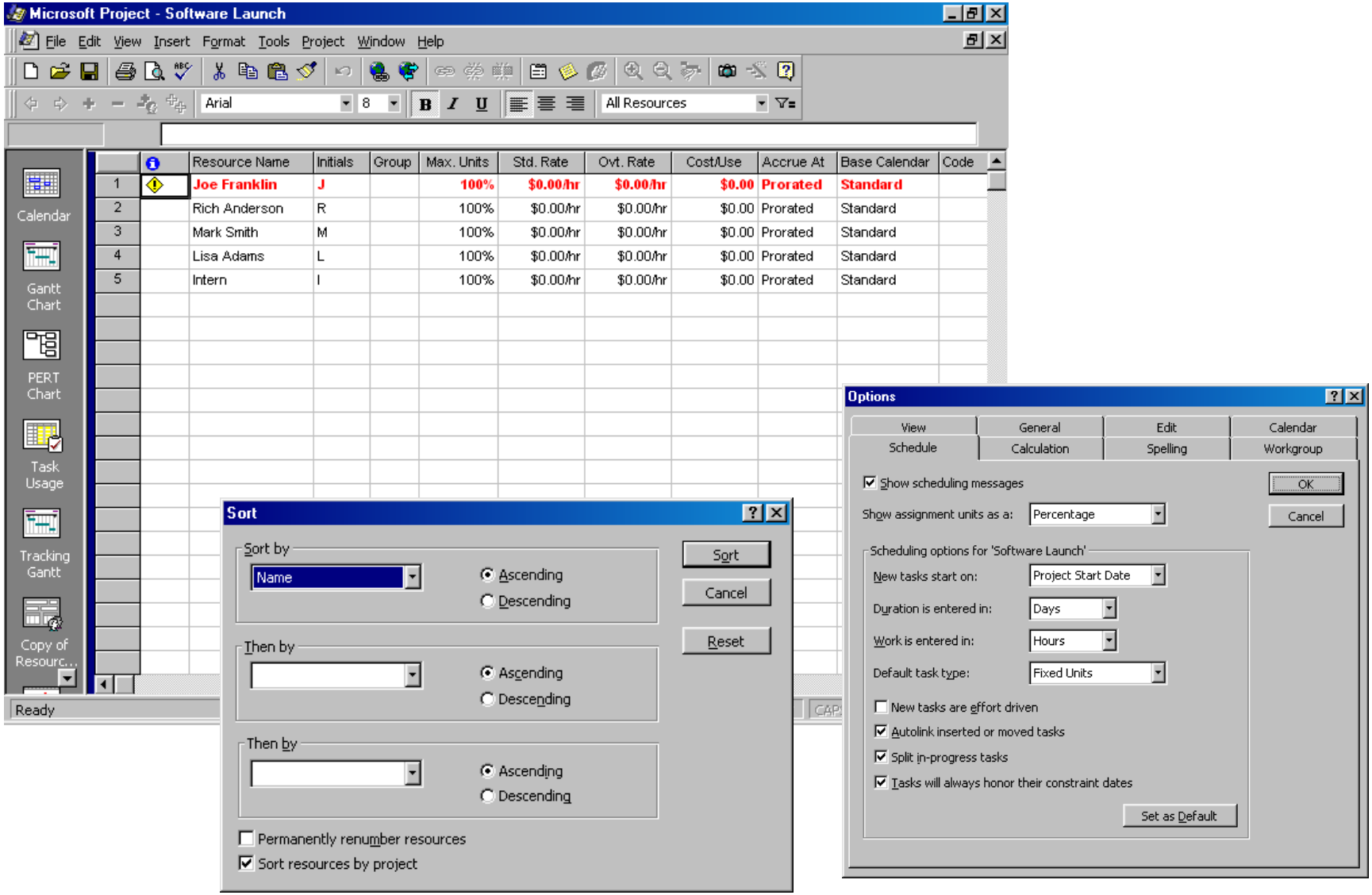


Dependency Links & Task Constraints

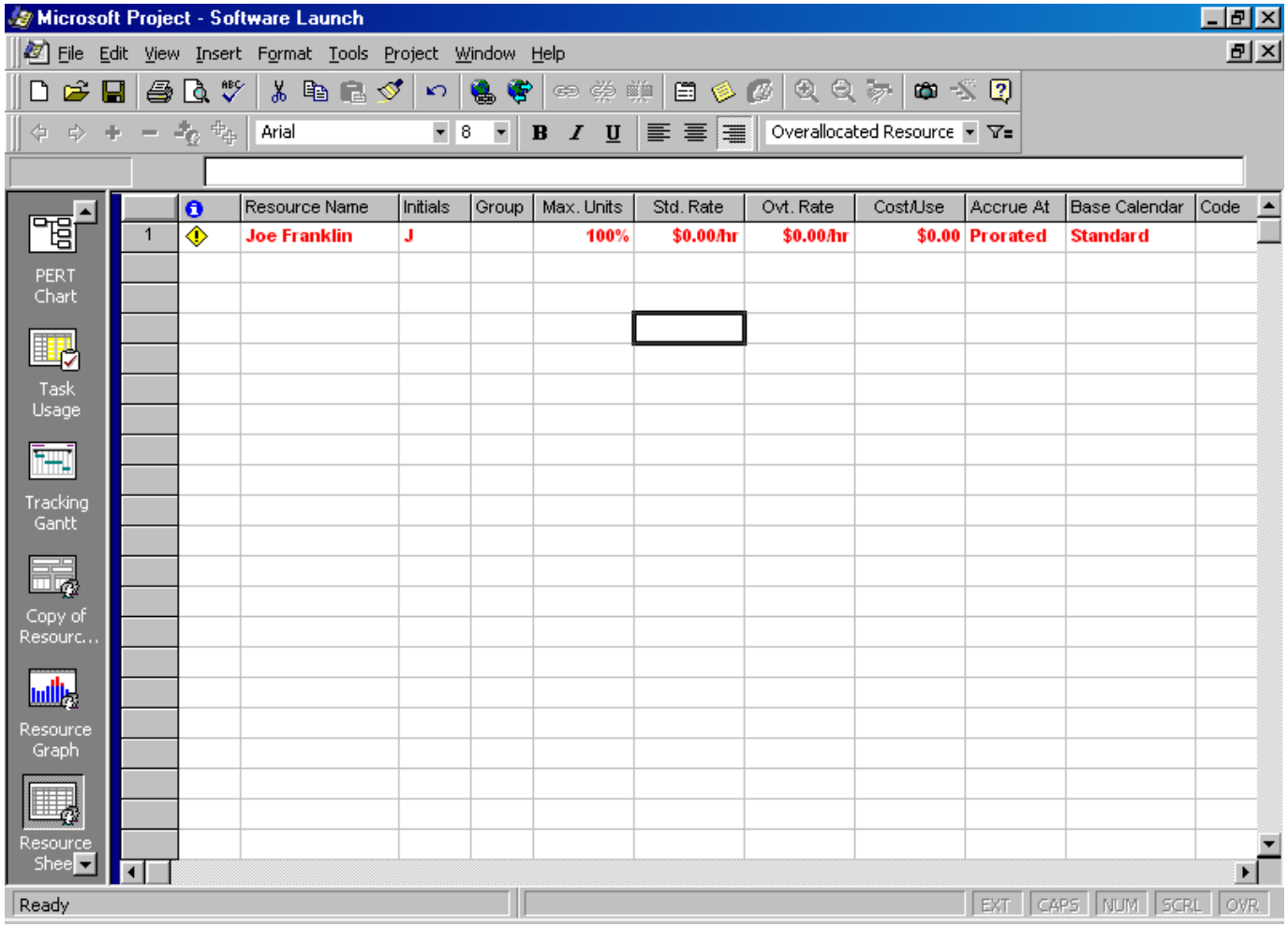




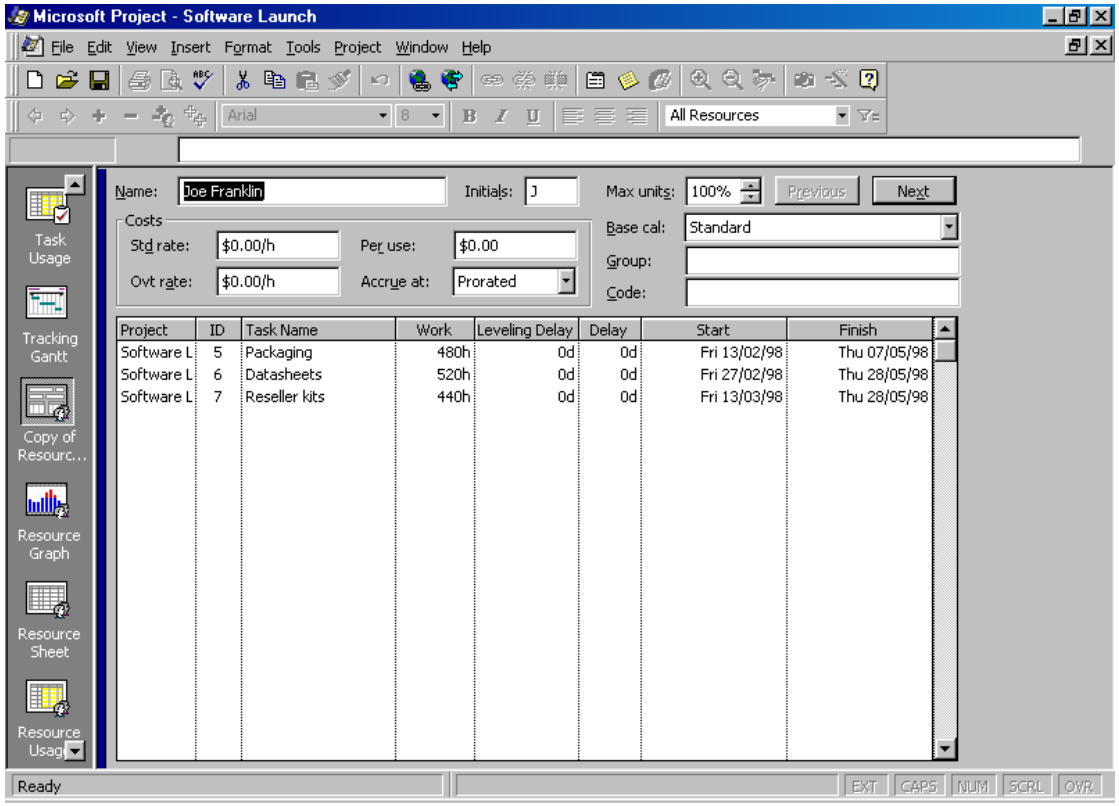
Resource Sheet



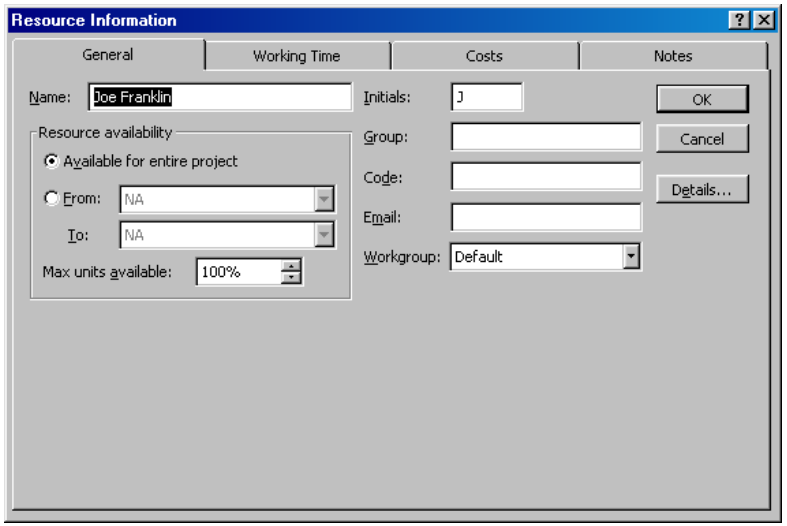
Filtering the Resource Sheet

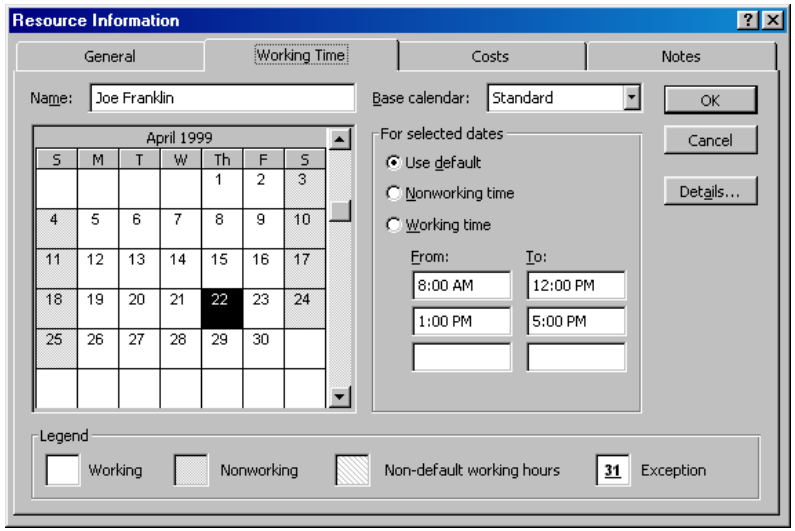


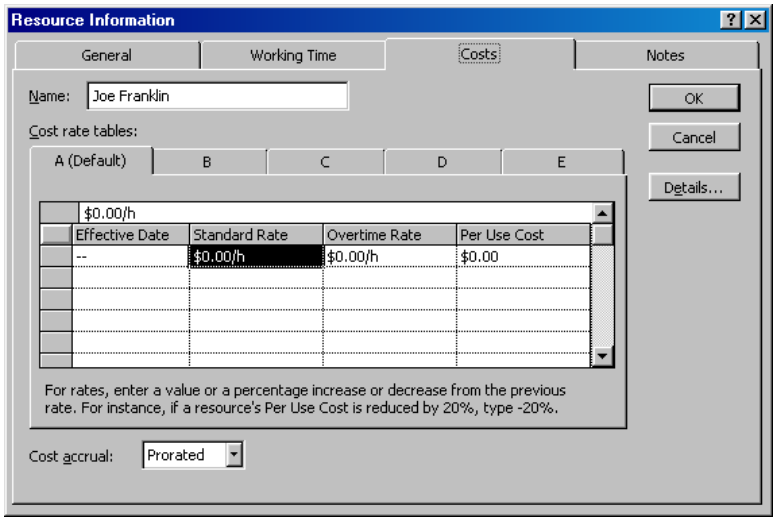
Resource Form

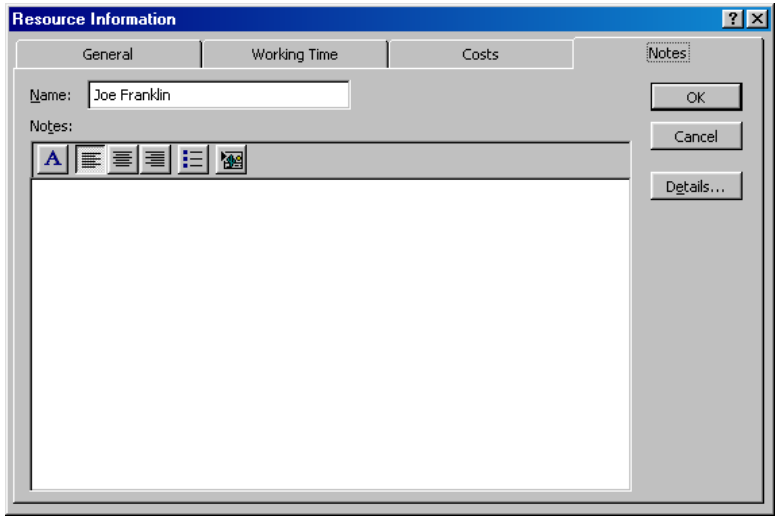


Resource Information

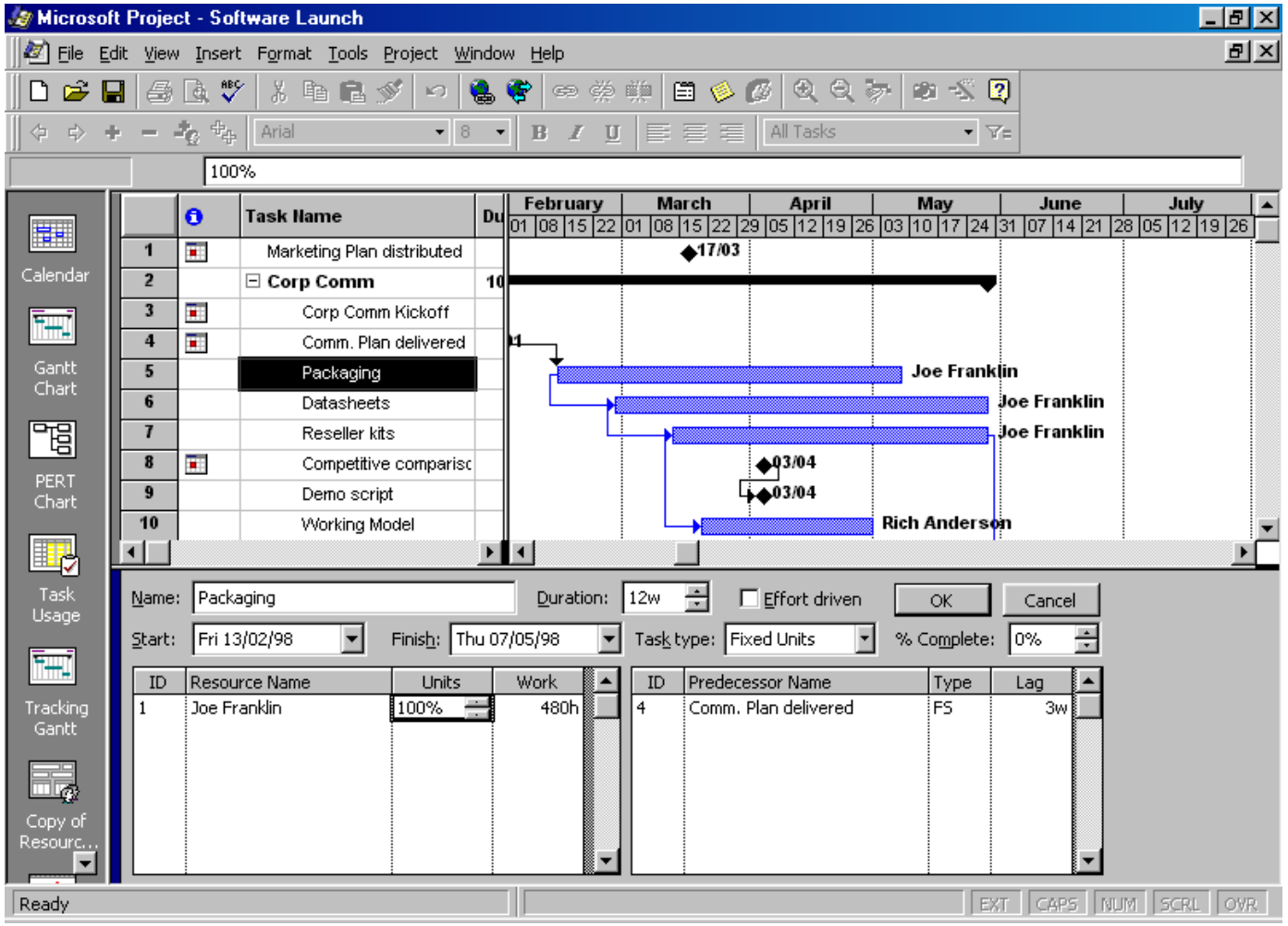




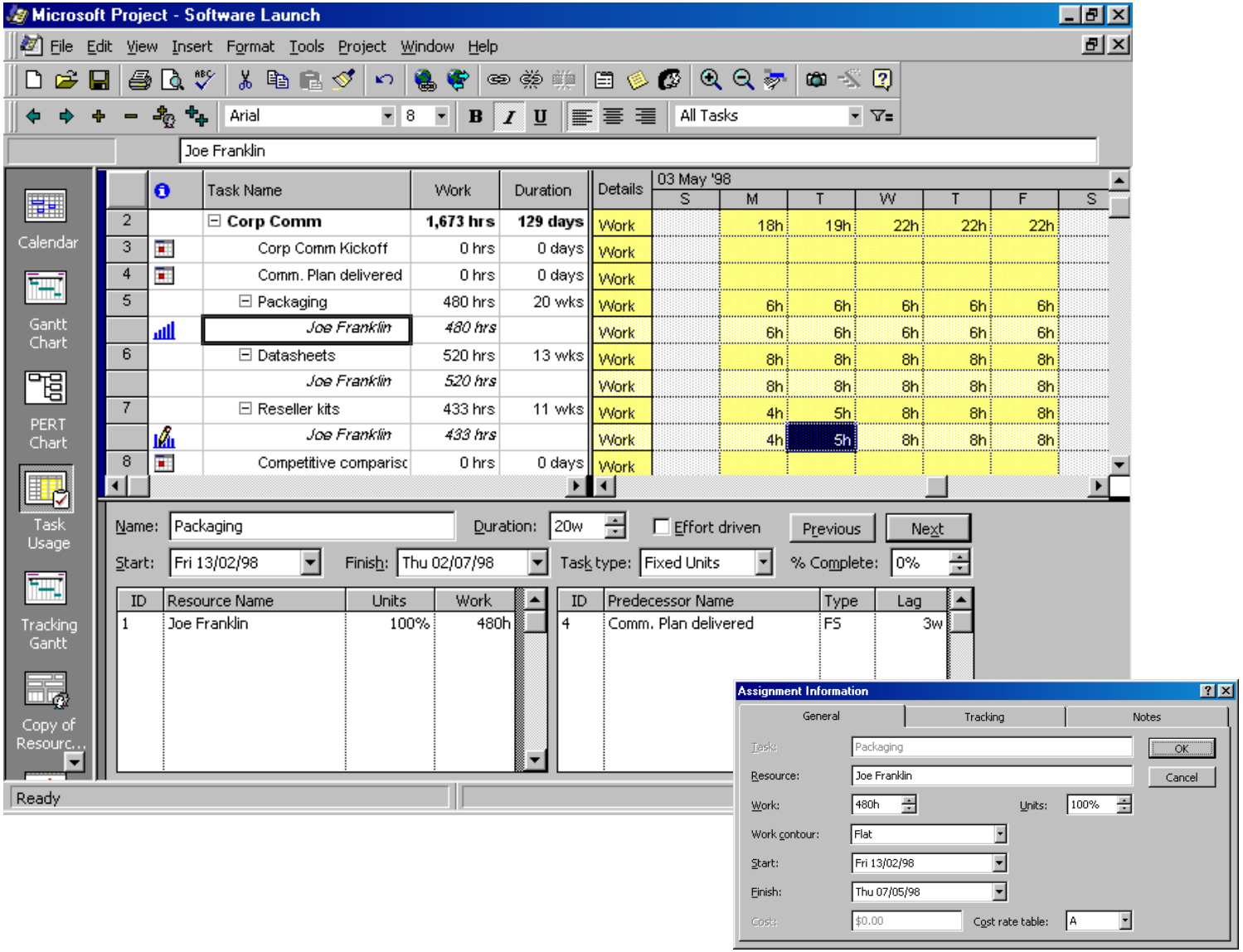




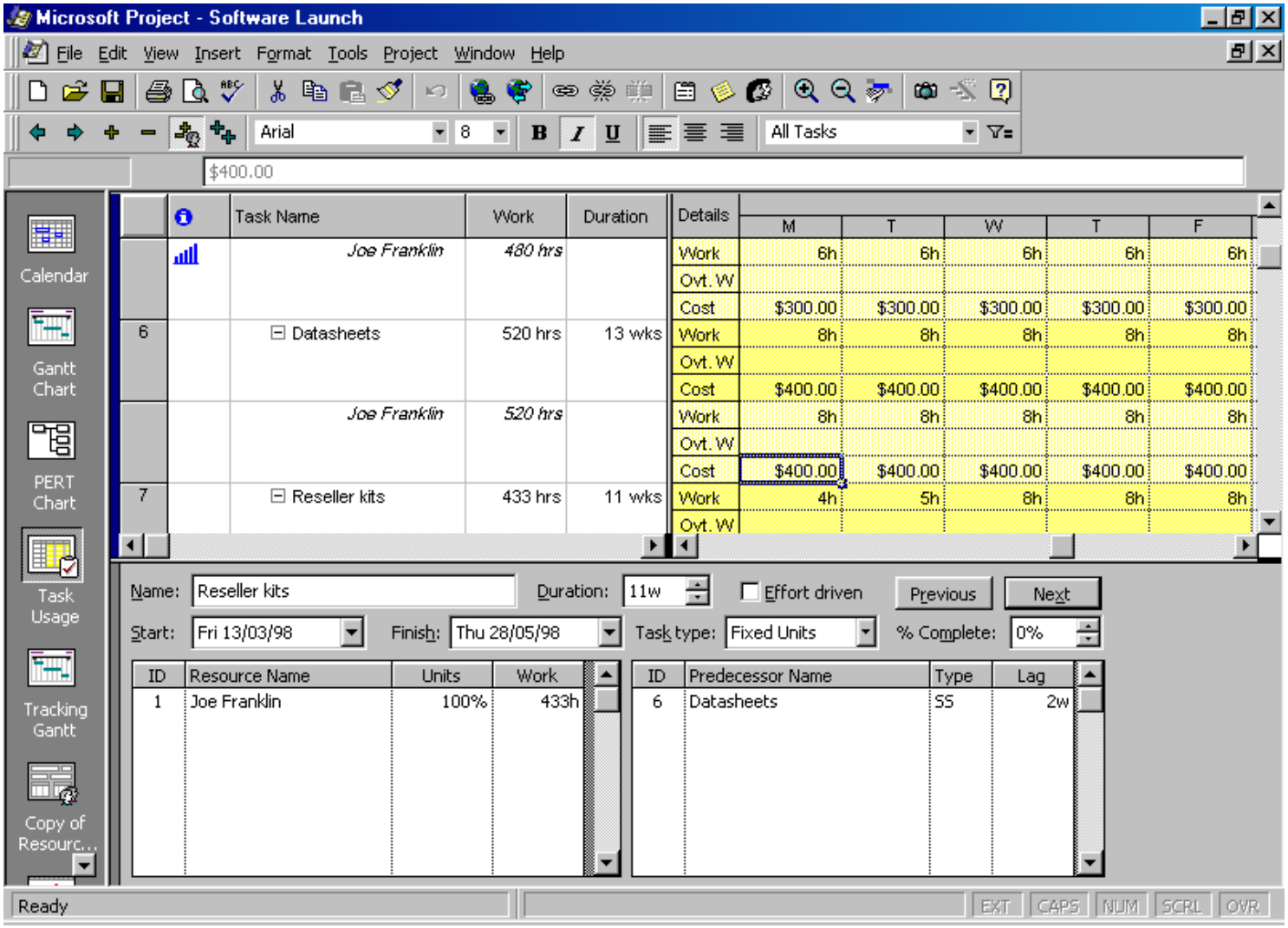
Resource Scheduling



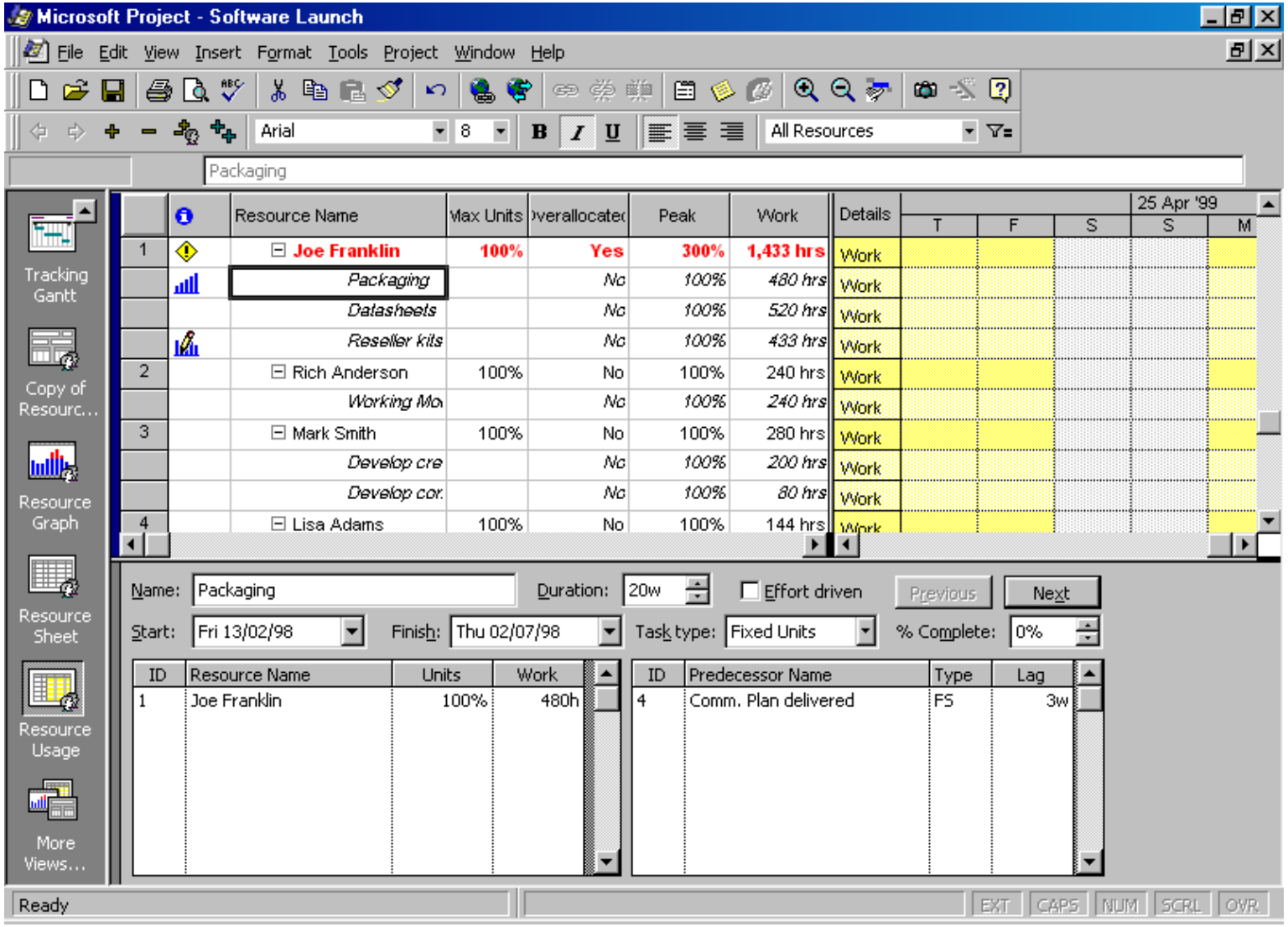
Task Usage


Microsoft Project - Software Launch
File Edit View Insert Format Tools Project Window Help
Arial 8 All Tasks
Joe Franklin
Calendar
Gantt Chart
PERT Chart
Task Usage
Tracking Gantt
Copy of Resourc...
Task Name Work Duration Details 03 May '98 S M T W T F S
2 Corp Comm 1,673 hrs 129 days Work 18h 19h 22h 22h 22h
3 Corp Comm Kickoff 0 hrs 0 days Work
4 Comm. Plan delivered 0 hrs 0 days Work
5 Packaging 480 hrs 20 wks Work 6h 6h 6h 6h 6h
Joe Franklin 480 hrs Work 6h 6h 6h 6h 6h
6 Datasheets 520 hrs 13 wks Work 8h 8h 8h 8h 8h
Joe Franklin 520 hrs Work 8h 8h 8h 8h 8h
7 Reseller kits 433 hrs 11 wks Work 4h 5h 8h 8h 8h
Joe Franklin 433 hrs Work 4h 5h 8h 8h 8h
8 Competitive comparisc 0 hrs 0 days Work
Name: Packaging Duration: 20w Effort driven Previous Next
Start: Fri 13/02/98 Finish: Thu 02/07/98 Task type: Fixed Units % Complete: 0%
ID Resource Name Units Work
1 Joe Franklin 100% 480h
ID Predecessor Name Type Lag
4 Comm. Plan delivered FS 3w
Assignment Information
General Tracking Notes
Task: Packaging
Resource: Joe Franklin
Work: 480h Units: 100%
Work contour: Flat
Start: Fri 13/02/98
Finish: Thu 07/05/98
Cost: $0.00 Cost rate table: A
OK
Cancel
Ready

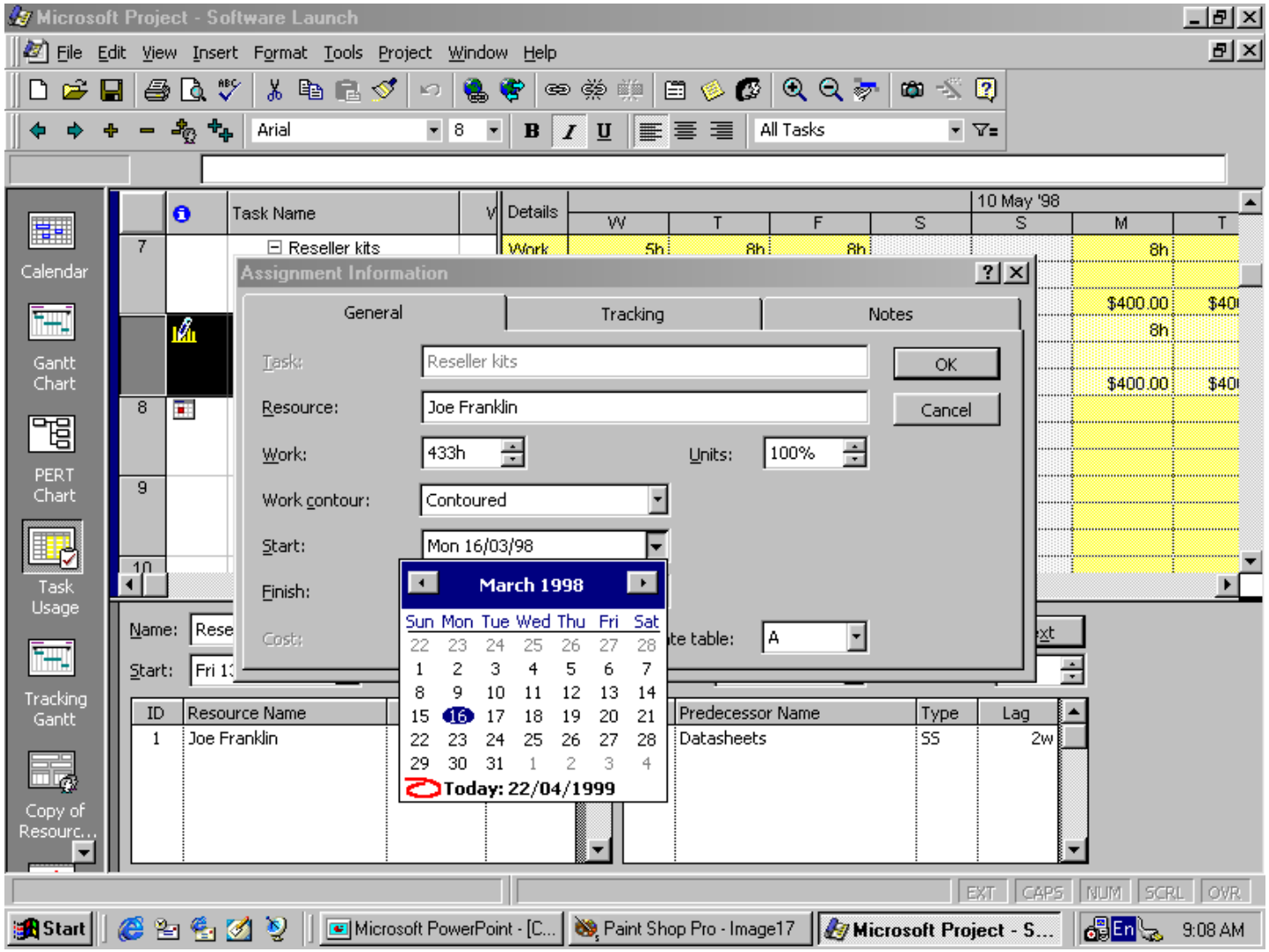
. . . Task Usage


Microsoft Project - Software Launch
File Edit View Insert Format Tools Project Window Help
Arial 8 All Tasks
$400.00
Calendar
Gantt Chart
PERT Chart
Task Usage
Tracking Gantt
Copy of Resourc...
Task Name Work Duration Details M T W T F
Joe Franklin 480 hrs Work 6h 6h 6h 6h 6h
Ovt. W
Cost $300.00 $300.00 $300.00 $300.00 $300.00
6 Datasheets 520 hrs 13 wks Work 8h 8h 8h 8h 8h
Ovt. W
Cost $400.00 $400.00 $400.00 $400.00 $400.00
Joe Franklin 520 hrs Work 8h 8h 8h 8h 8h
Ovt. W
Cost $400.00 $400.00 $400.00 $400.00 $400.00
7 Reseller kits 433 hrs 11 wks Work 4h 5h 8h 8h 8h
Ovt. W
Name: Reseller kits Duration: 11w Effort driven Previous Next
Start: Fri 13/03/98 Finish: Thu 28/05/98 Task type: Fixed Units % Complete: 0%
ID Resource Name Units Work
1 Joe Franklin 100% 433h
ID Predecessor Name Type Lag
6 Datasheets SS 2w
Ready
EXT CAPS NUM SCRL OVR

Resource Usage

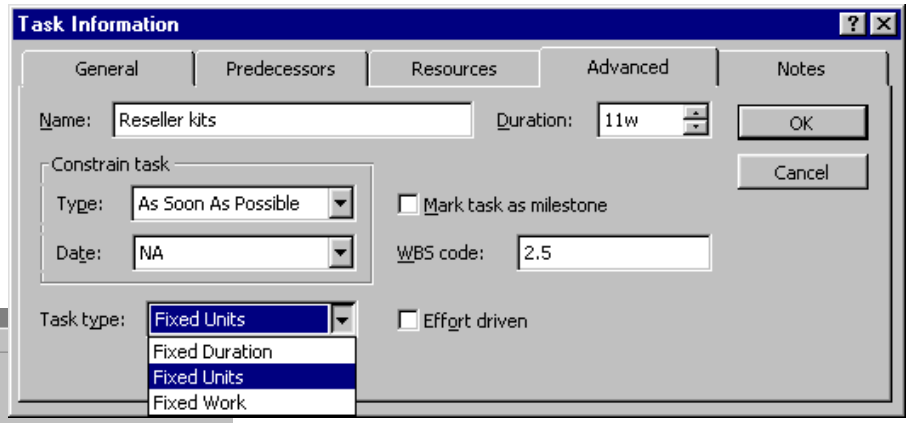


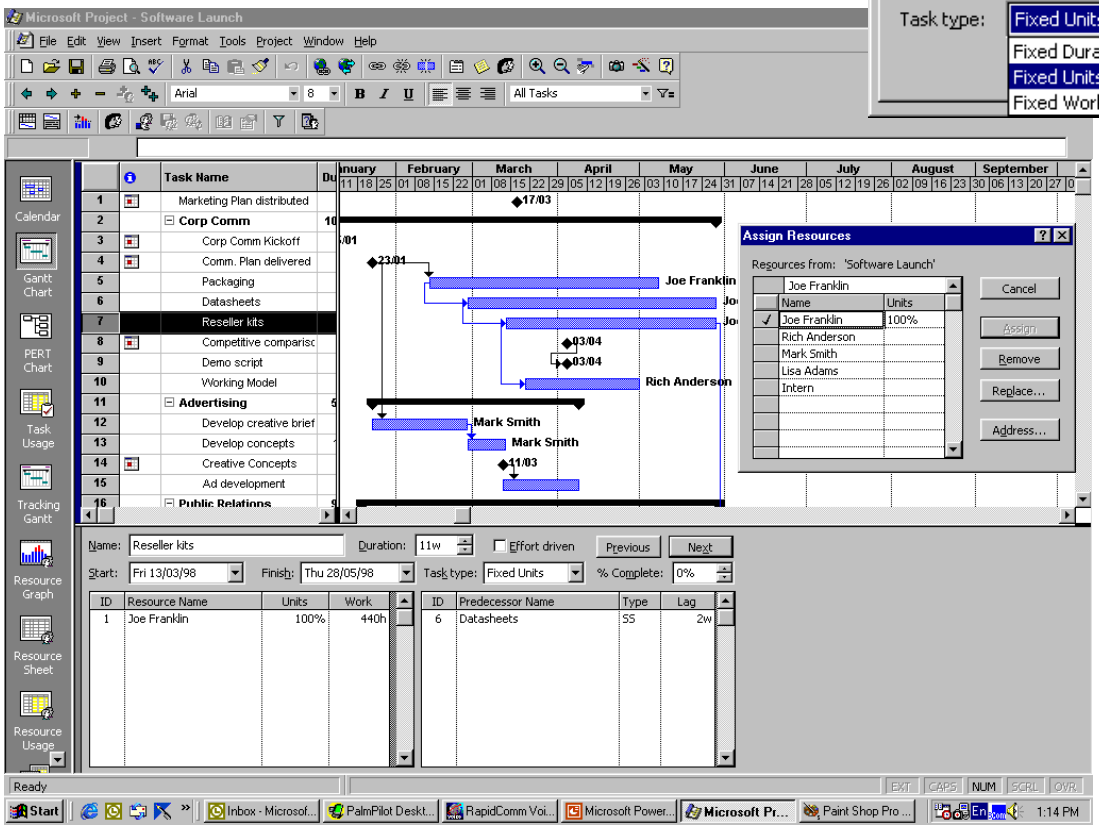
Late Start for an Assignment



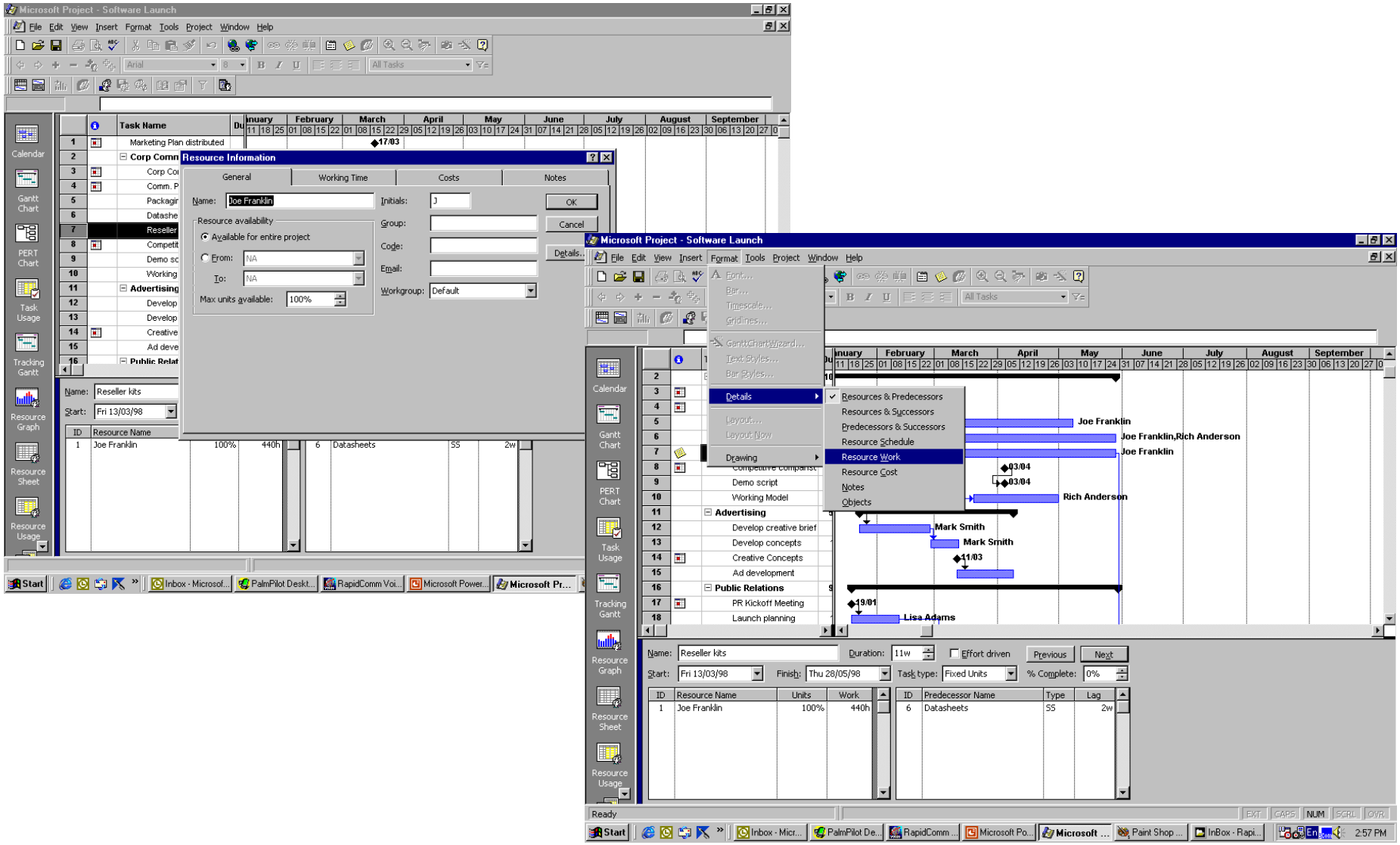
Assigning Resources and Costs to Tasks

- **Work = Duration * Units**

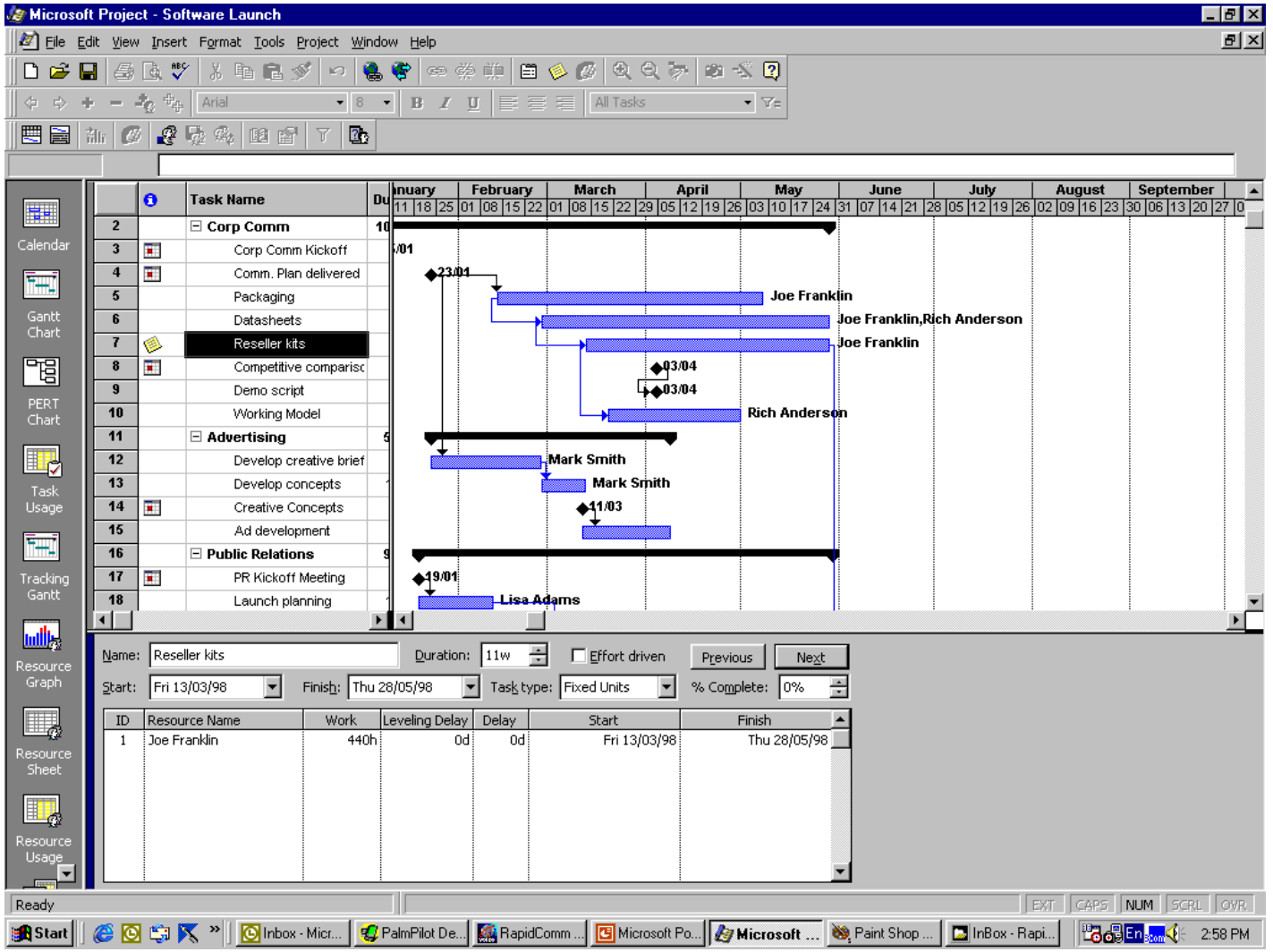




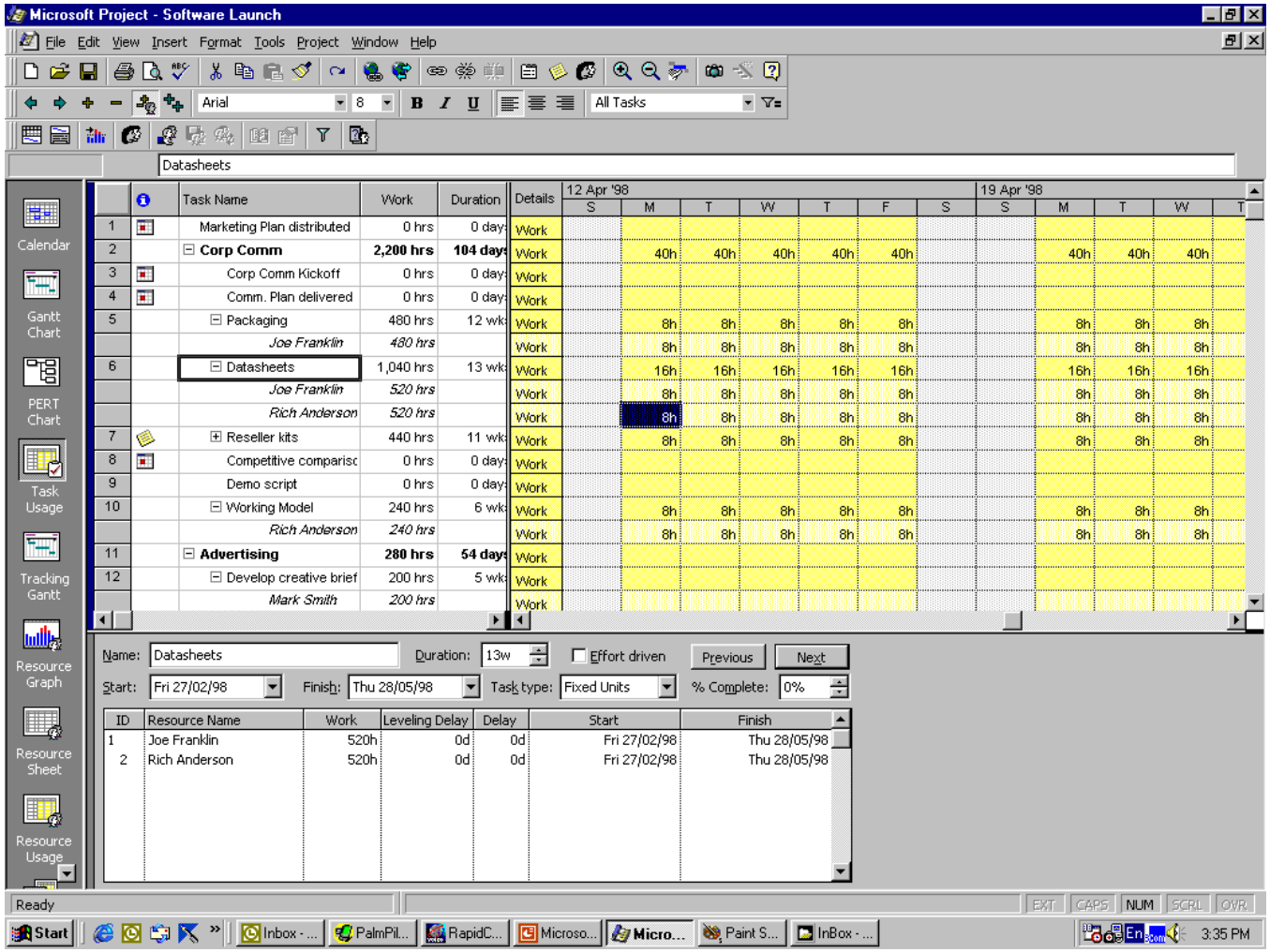
Task Detail Form



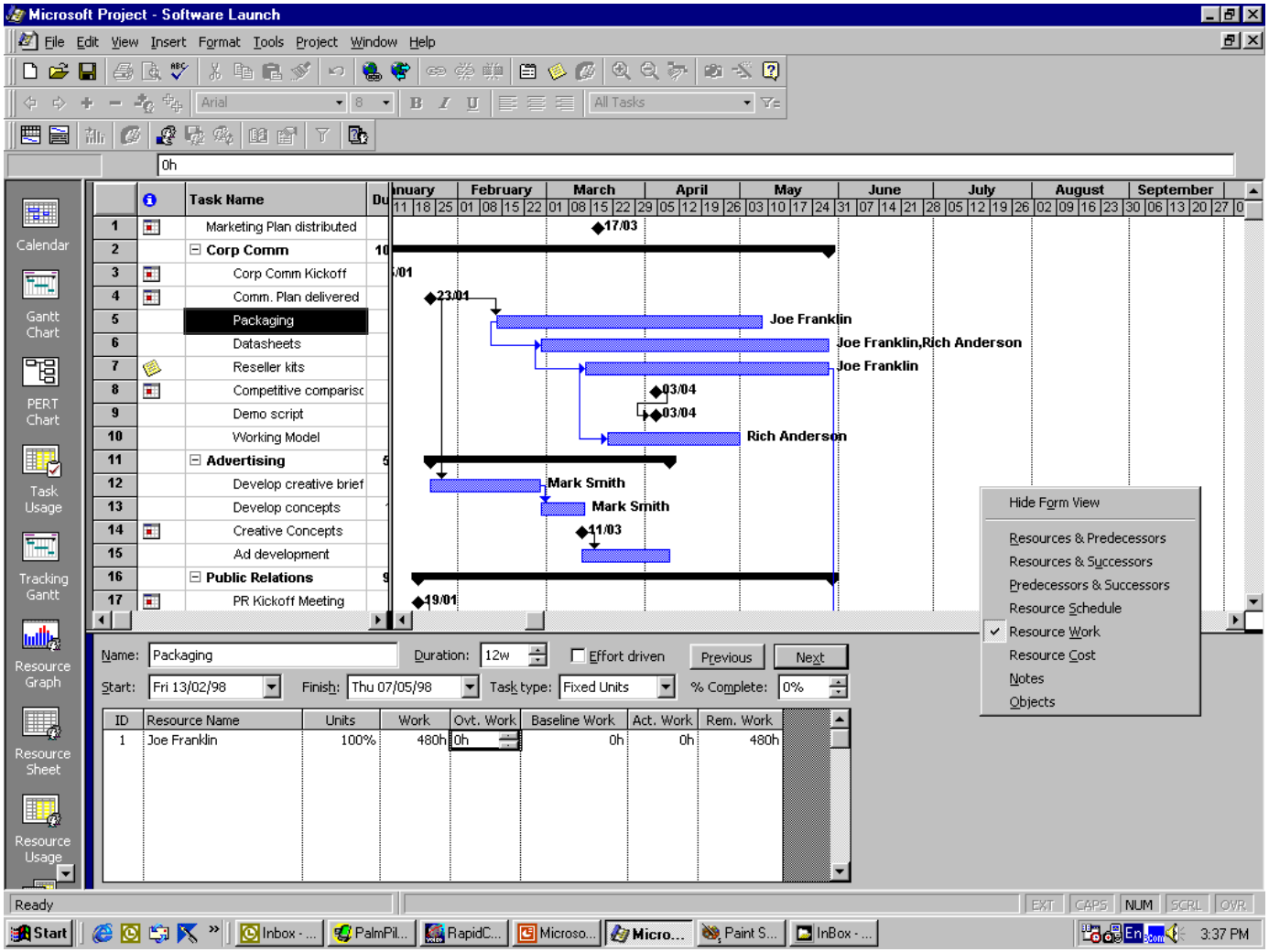
Resource Schedule



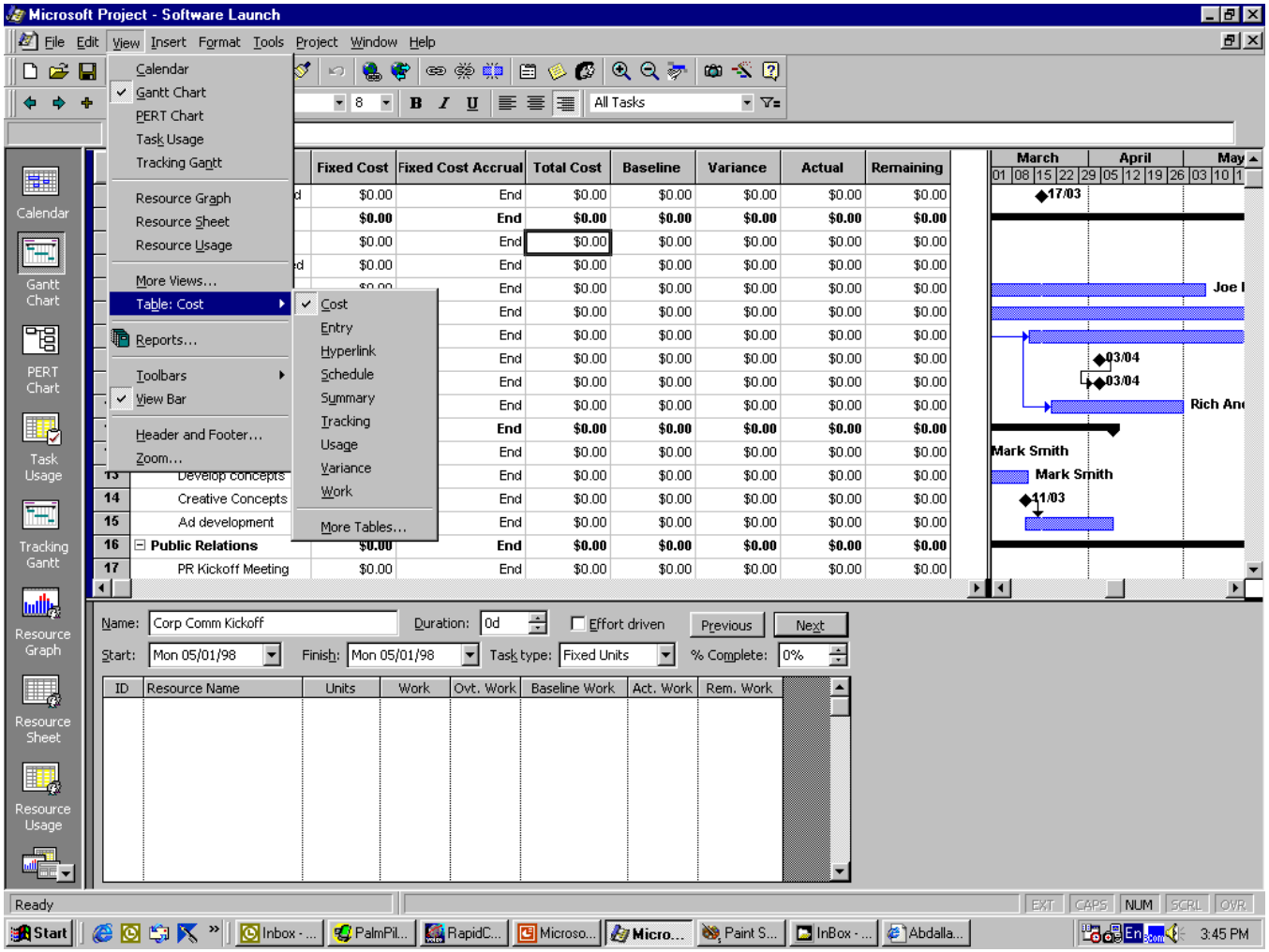
Task Usage View



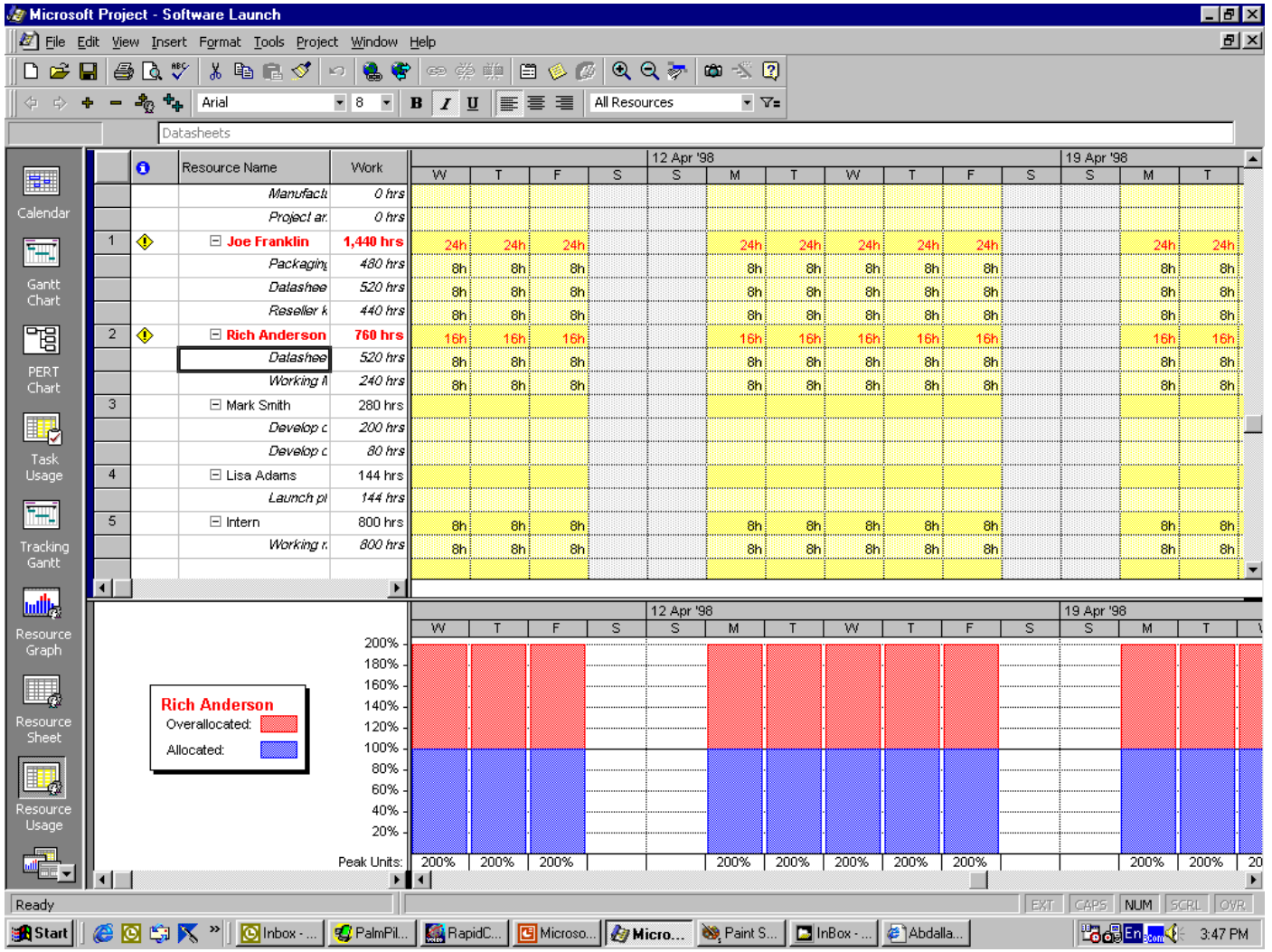
Overtime


Microsoft Project - Software Launch
File Edit View Insert Format Tools Project Window Help
Calendar
Gantt Chart
PERT Chart
Task Usage
Tracking Gantt
Resource Graph
Resource Sheet
Resource Usage
Task Name
Marketing Plan distributed
Corp Comm
Corp Comm Kickoff
Comm. Plan delivered
Packaging
Datasheets
Reseller kits
Competitive comparisc
Demo script
Working Model
Advertising
Develop creative brief
Develop concepts
Creative Concepts
Ad development
Public Relations
PR Kickoff Meeting
Joe Franklin
Joe Franklin,Rich Anderson
Joe Franklin
Rich Anderson
Mark Smith
Mark Smith
Hide Form View
Resources & Predecessors
Resources & Successors
Predecessors & Successors
Resource Schedule
Resource Work
Resource Cost
Notes
Objects
Name: Packaging
Duration: 12w
Effort driven
Previous
Next
Start: Fri 13/02/98
Finish: Thu 07/05/98
Task type: Fixed Units
% Complete: 0%
ID Resource Name Units Work Ovt. Work Baseline Work Act. Work Rem. Work
1 Joe Franklin 100% 480h 0h 0h 0h 480h
Ready
Start
3:37 PM

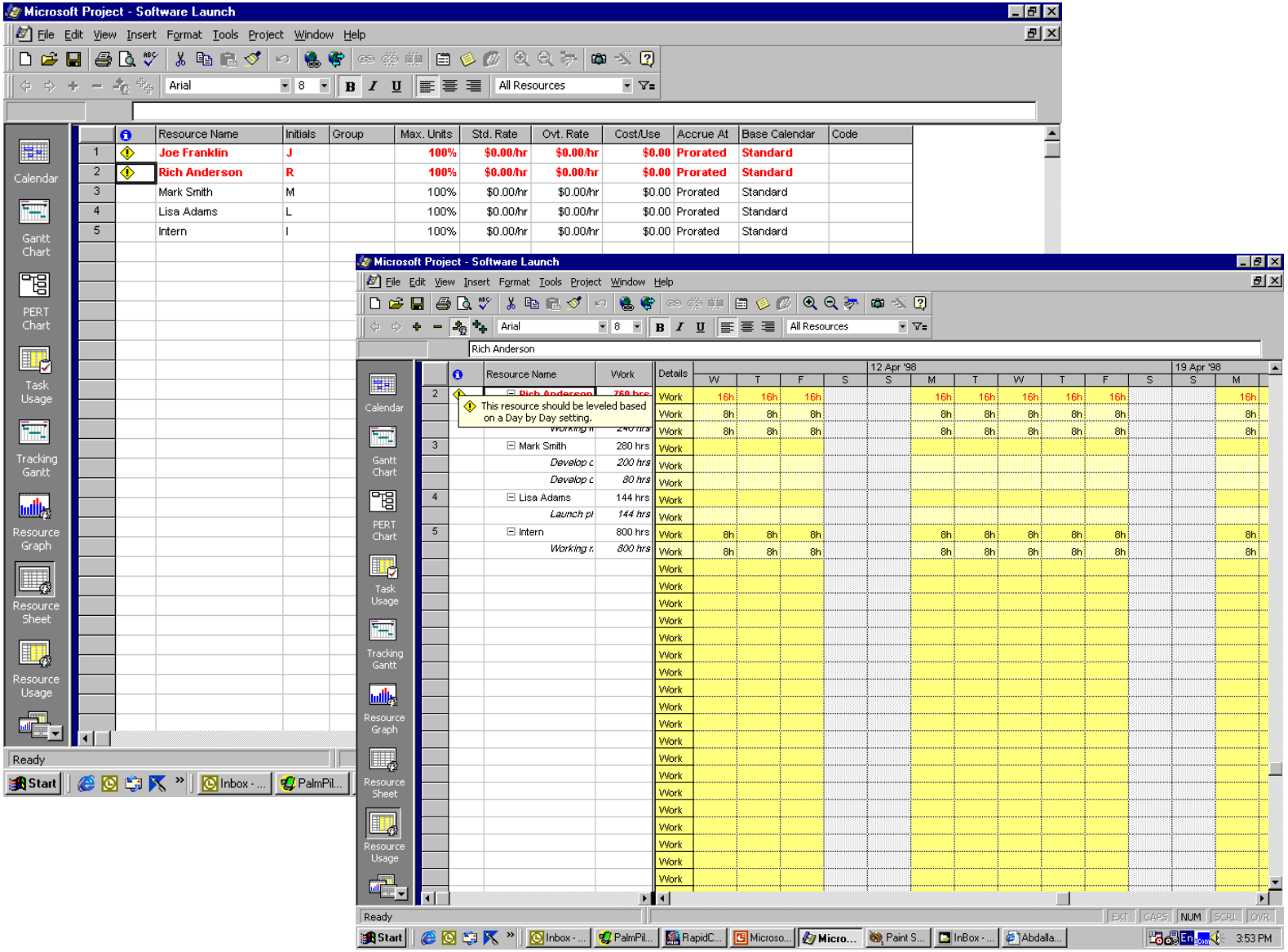
Fixed Costs


Microsoft Project - Software Launch
File Edit View Insert Format Tools Project Window Help
Calendar
Gantt Chart
PERT Chart
Task Usage
Tracking Gantt
Resource Graph
Resource Sheet
Resource Usage
More Views...
Table: Cost
Reports...
Toolbars
View Bar
Header and Footer...
Zoom...
Cost
Entry
Hyperlink
Schedule
Summary
Tracking
Usage
Variance
Work
More Tables...
Fixed Cost
Fixed Cost Accrual
Total Cost
Baseline
Variance
Actual
Remaining
Develop concepts
Creative Concepts
Ad development
Public Relations
PR Kickoff Meeting
March
April
17/03
03/04
03/04
Mark Smith
Mark Smith
11/03
Name: Corp Comm Kickoff
Duration: 0d
Effort driven
Previous
Next
Start: Mon 05/01/98
Finish: Mon 05/01/98
Task type: Fixed Units
% Complete: 0%
ID
Resource Name
Units
Work
Ovt. Work
Baseline Work
Act. Work
Rem. Work
Ready
Start
3:45 PM

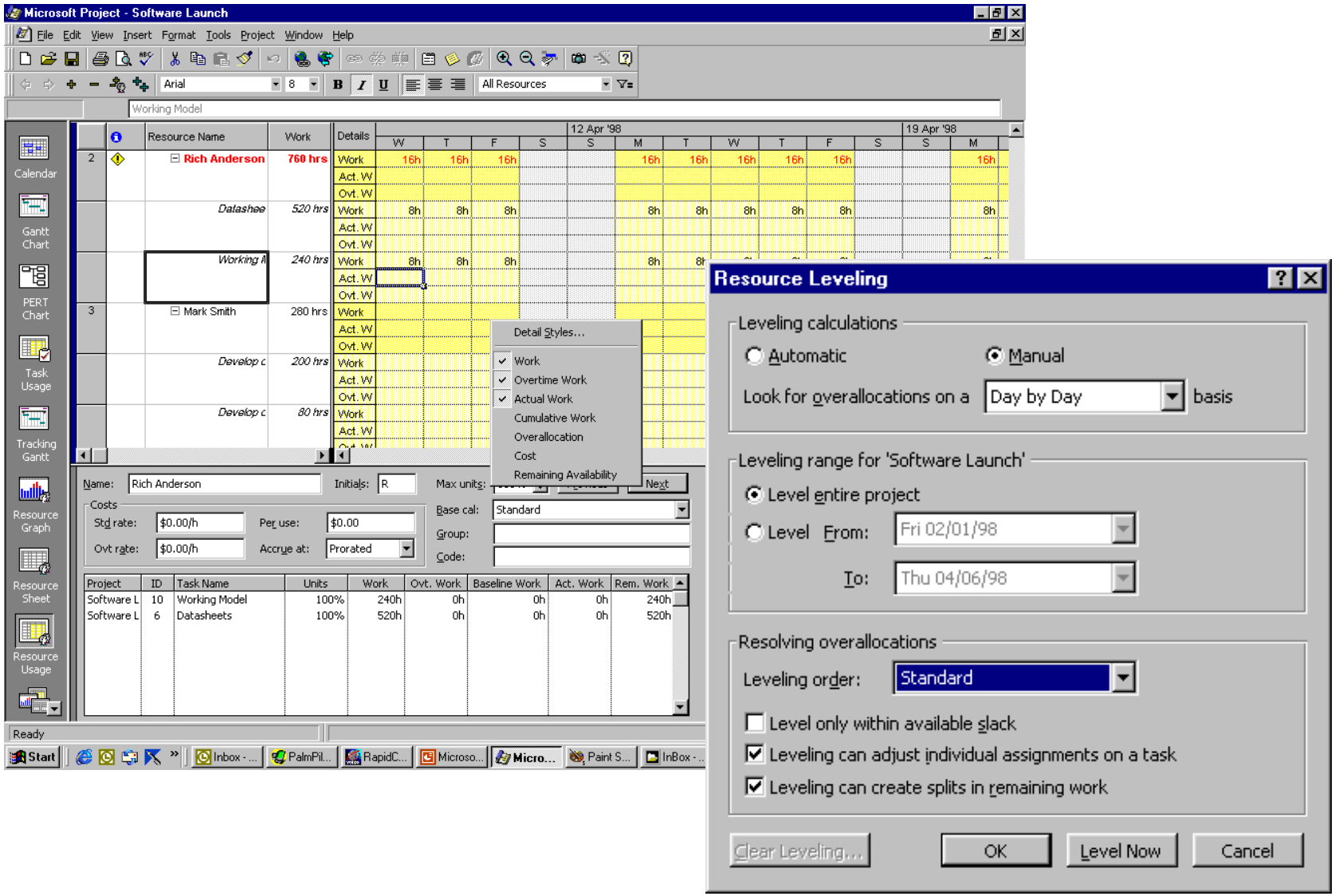
Resource Graph View



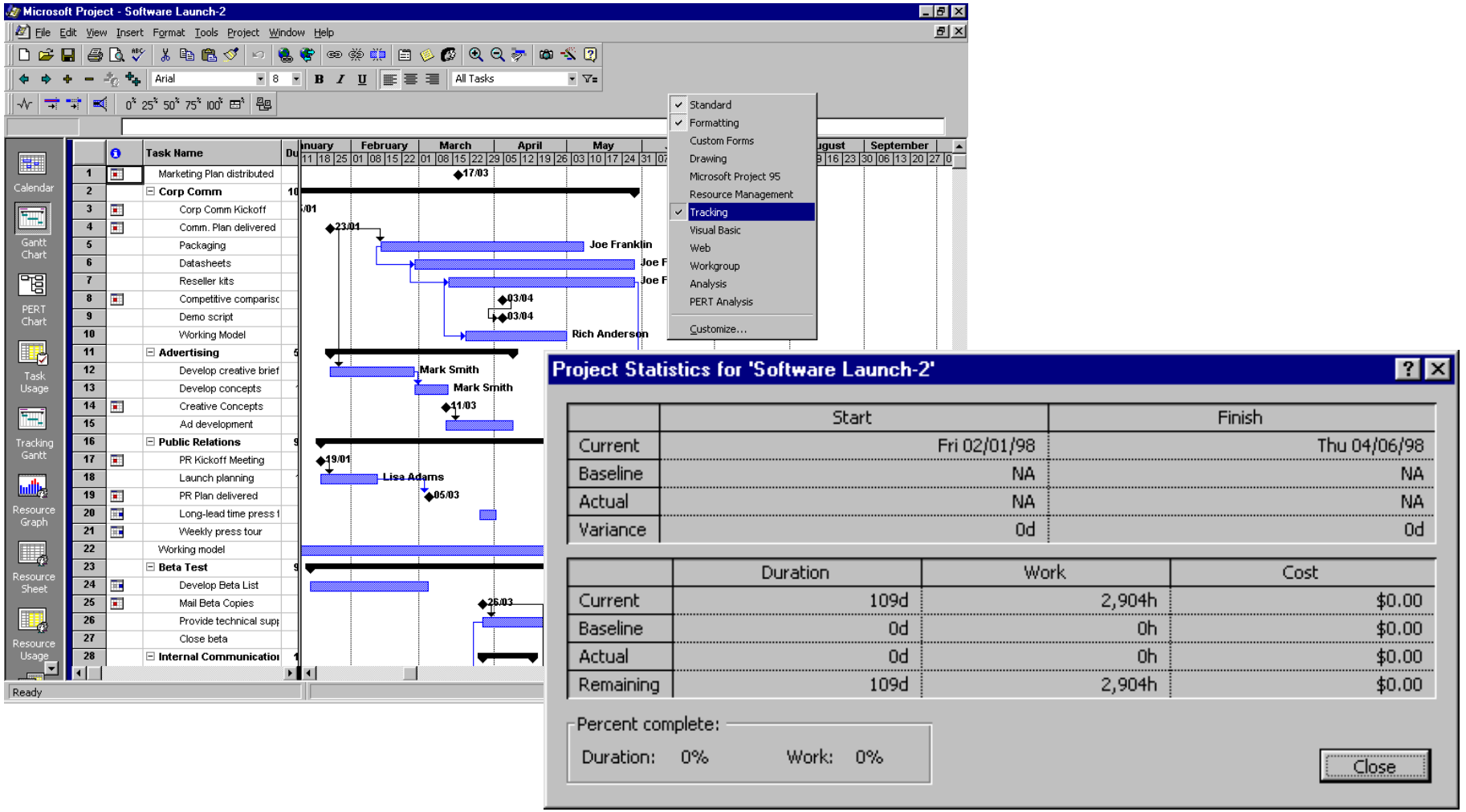
Resource Overallocations



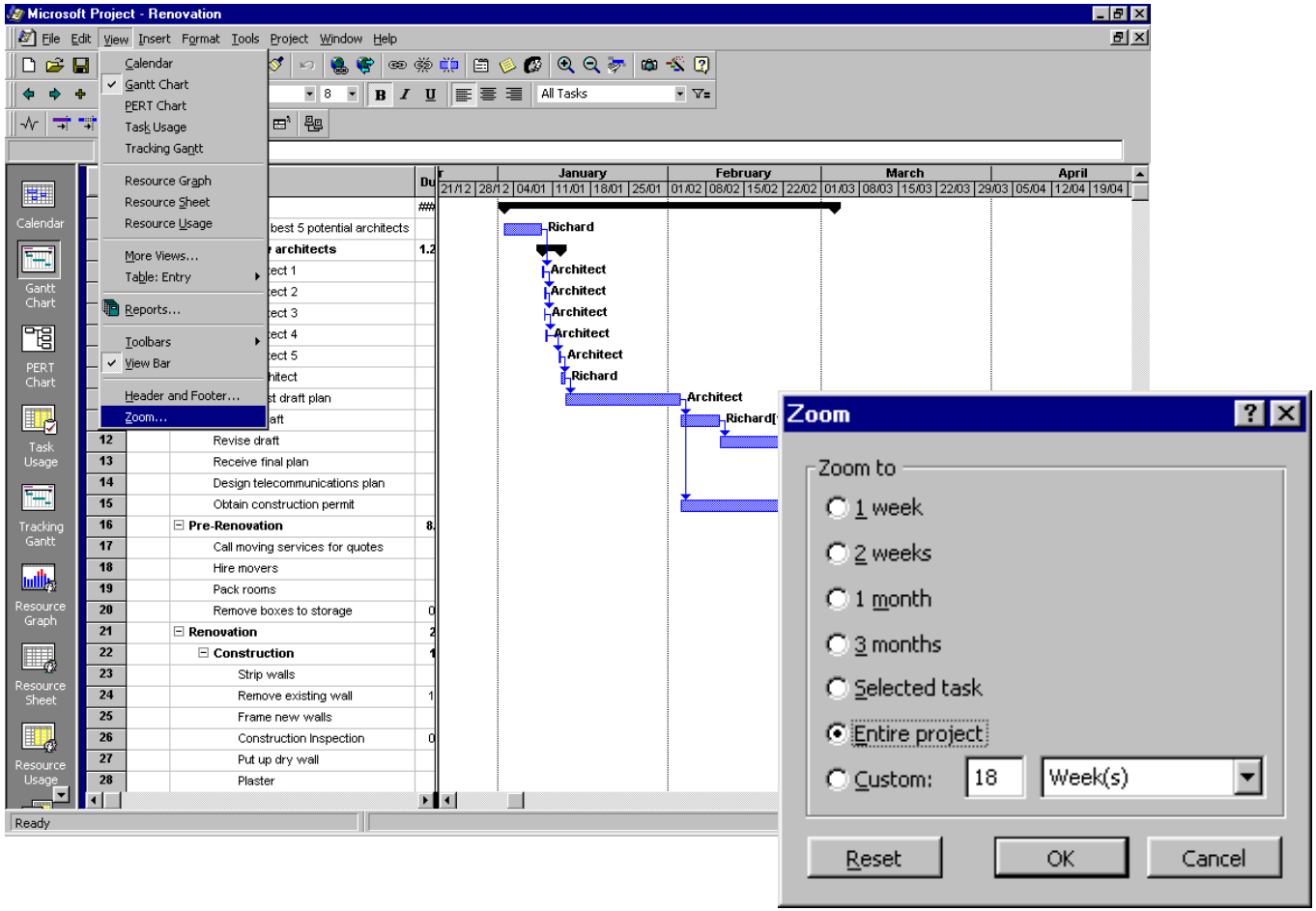
Eliminating Resource Overallocations



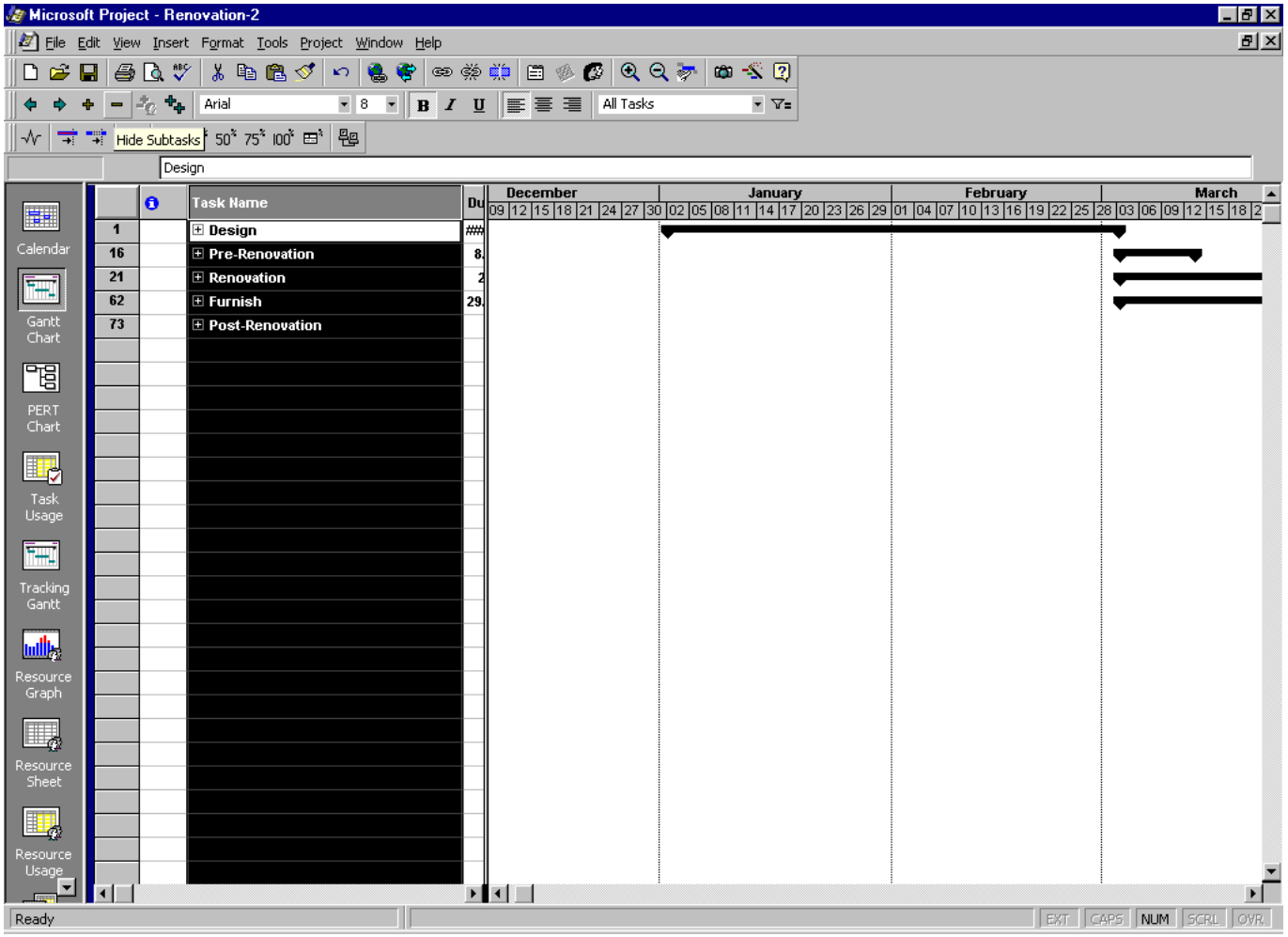
Project Statistics



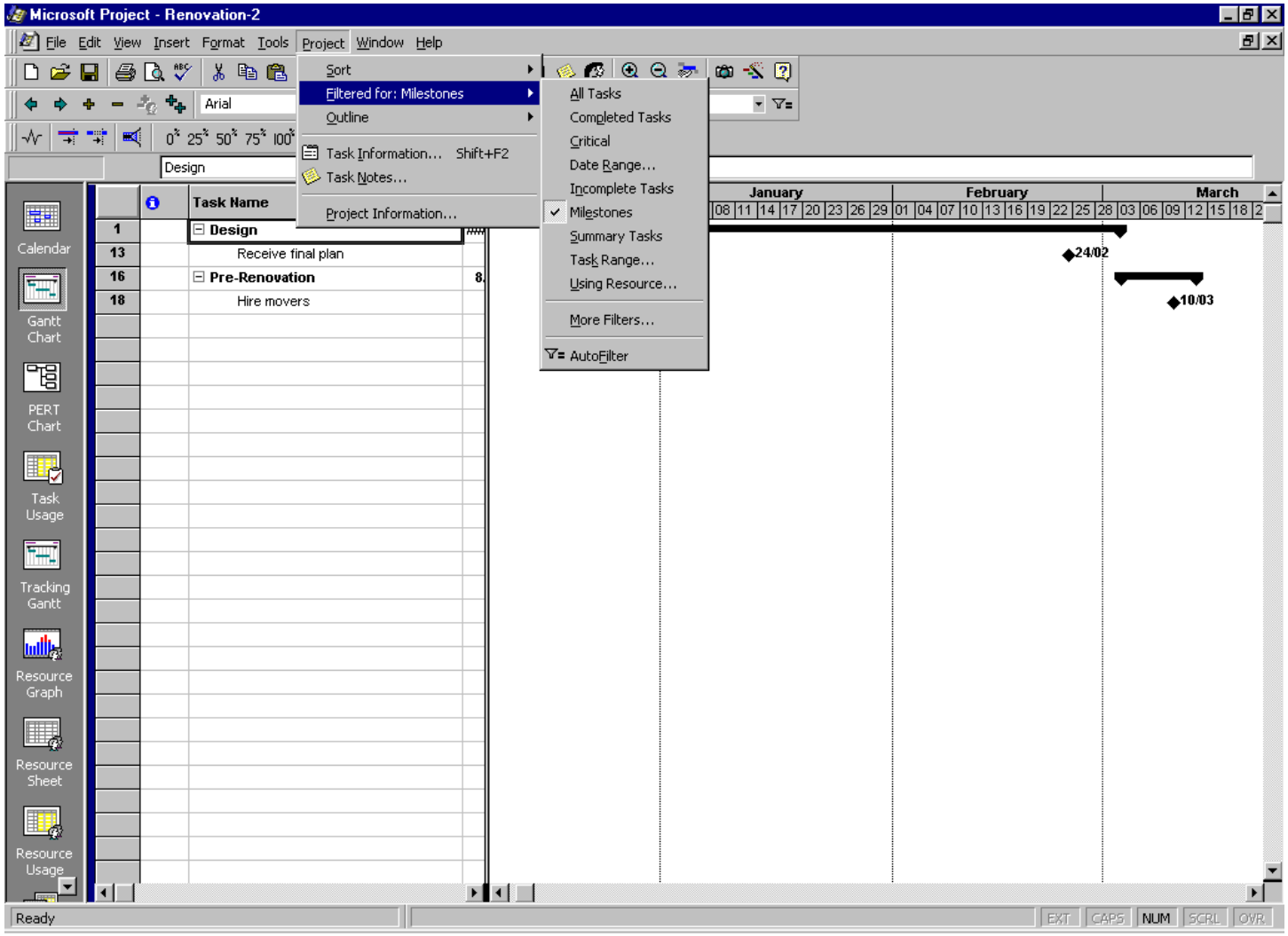
Compressing the Timescale



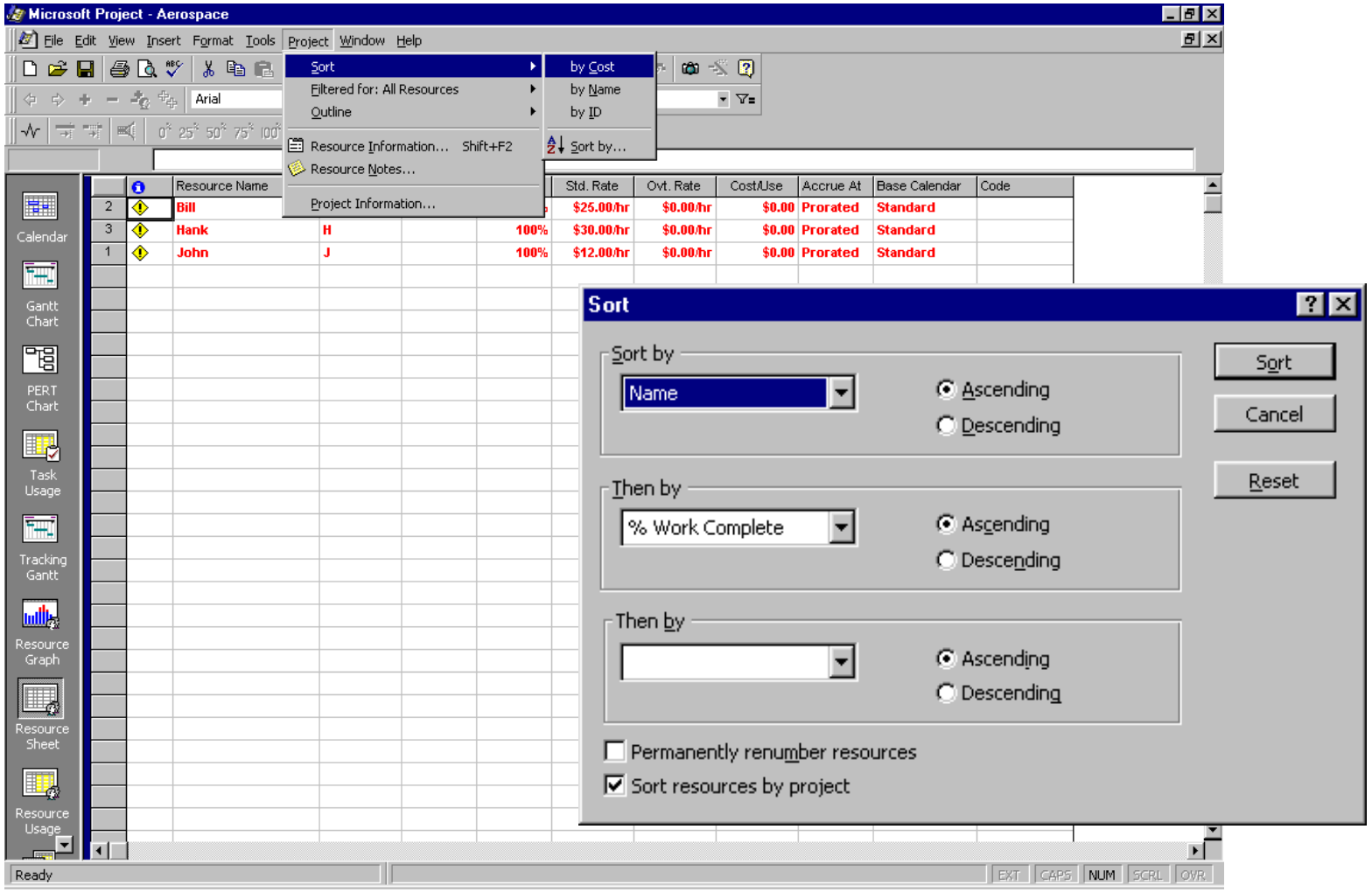
Collapsing the Task List Outline



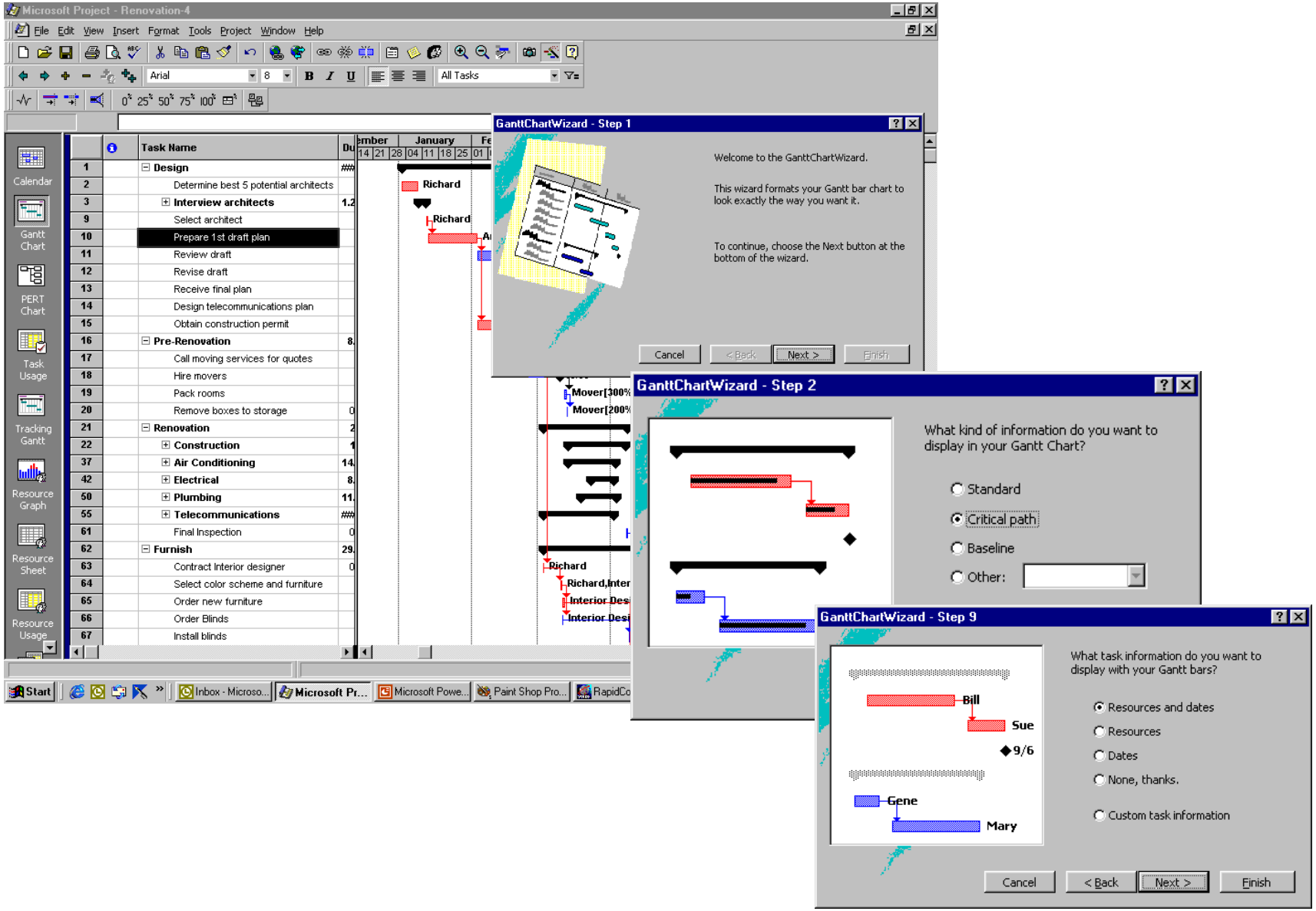
Filtering the Task or Resource List



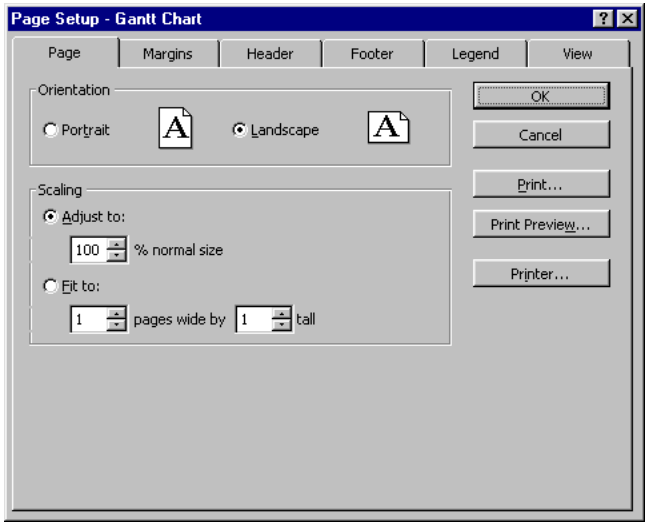
Sorting the Task and Resource Lists

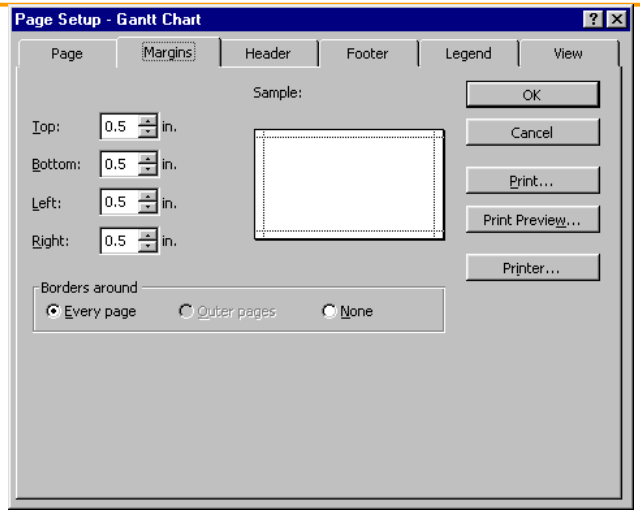


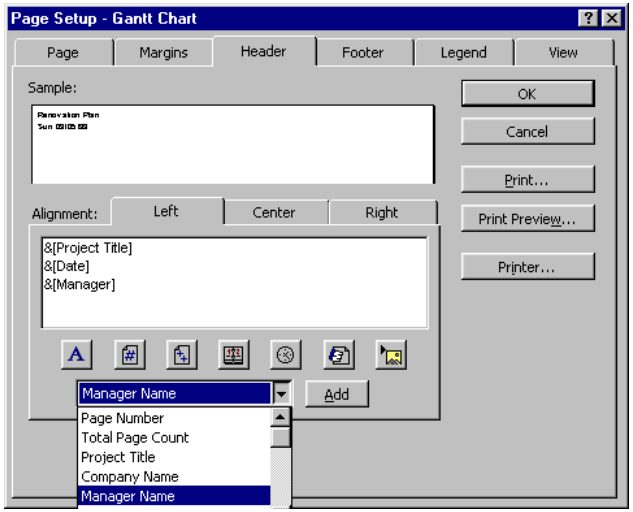
Shortening the Critical Path

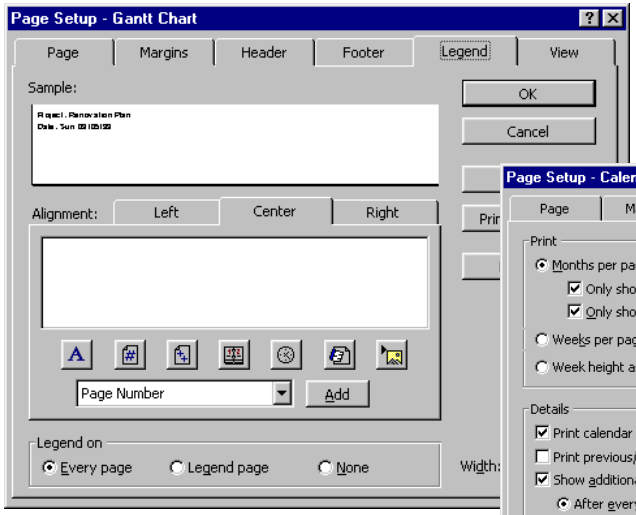


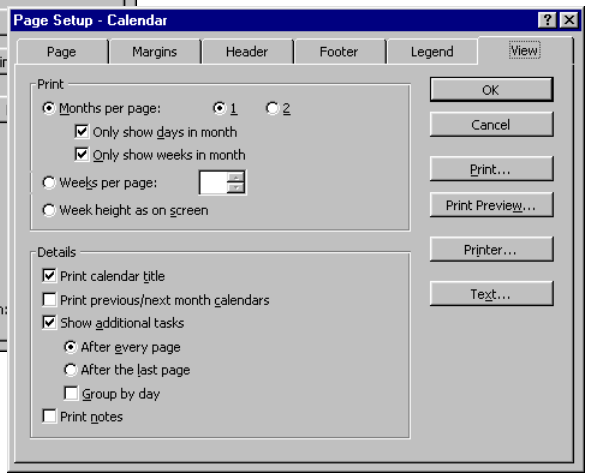
Changing the Page Setup



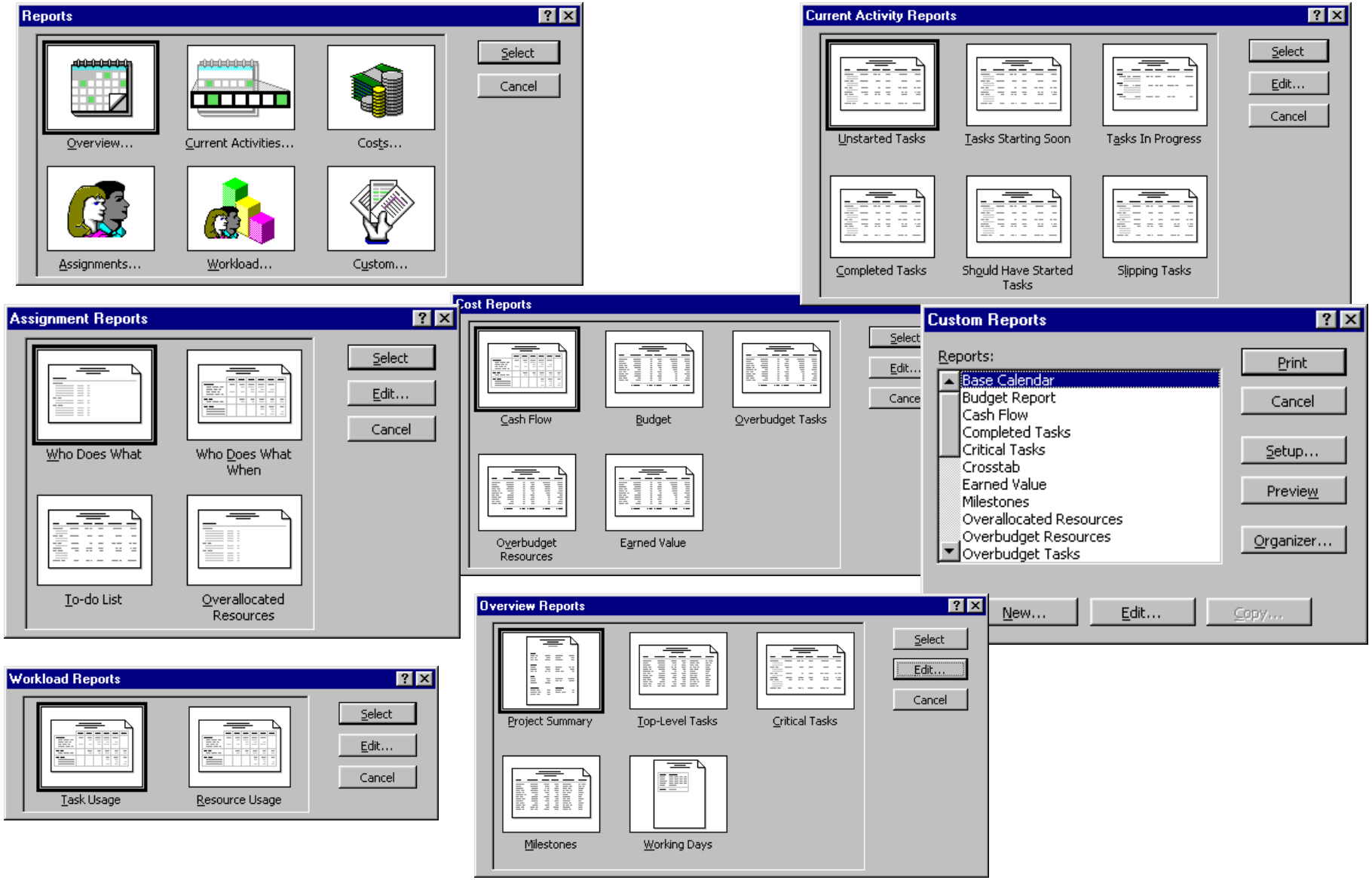




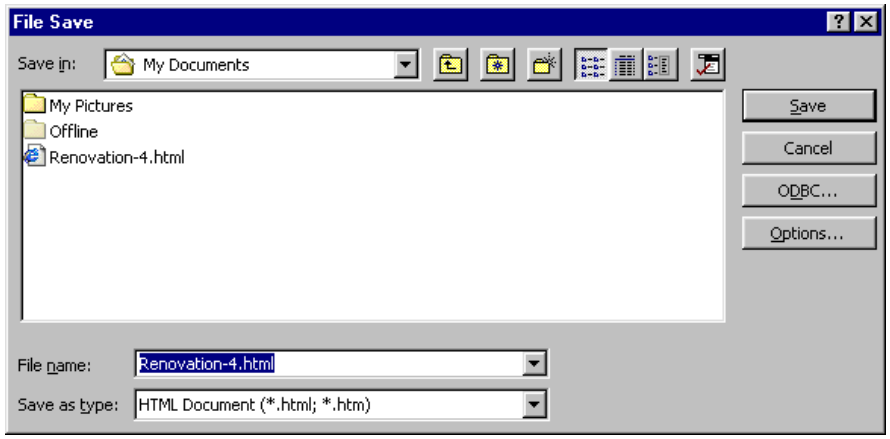


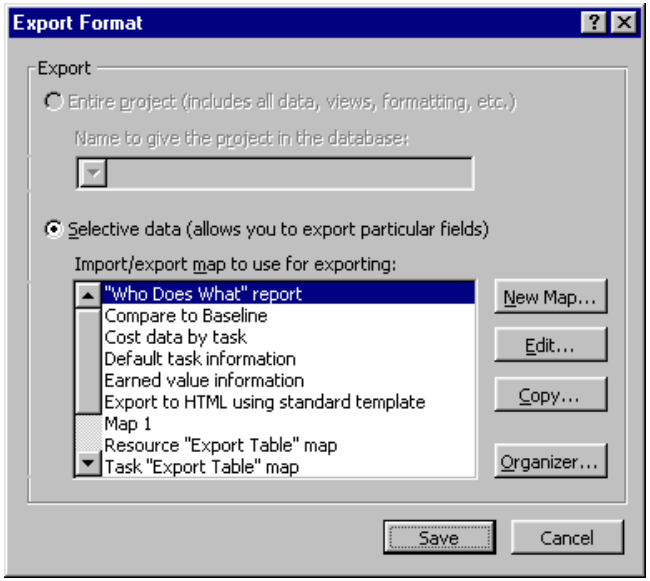


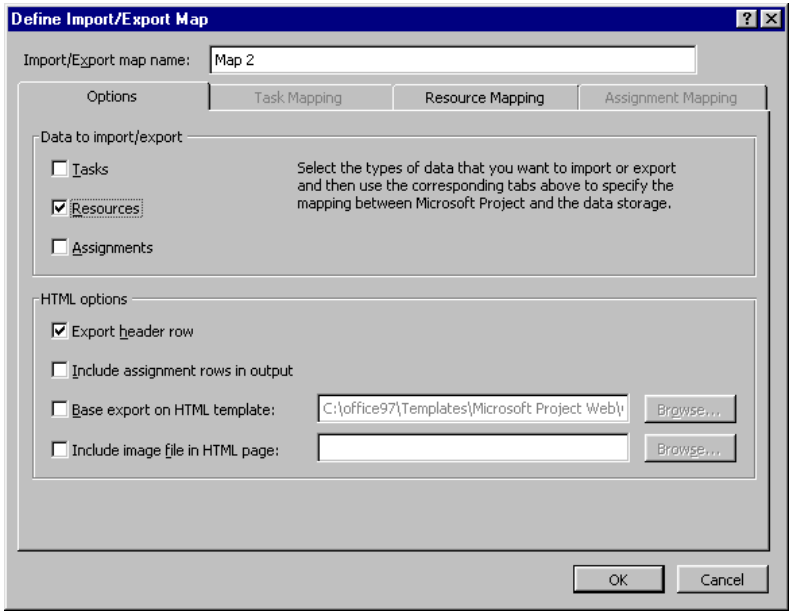
Printing the Standard Reports

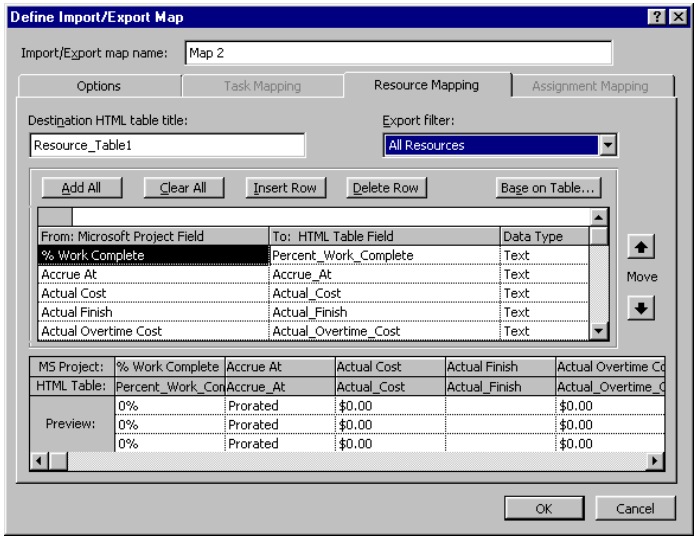


Publishing Projects on the Web

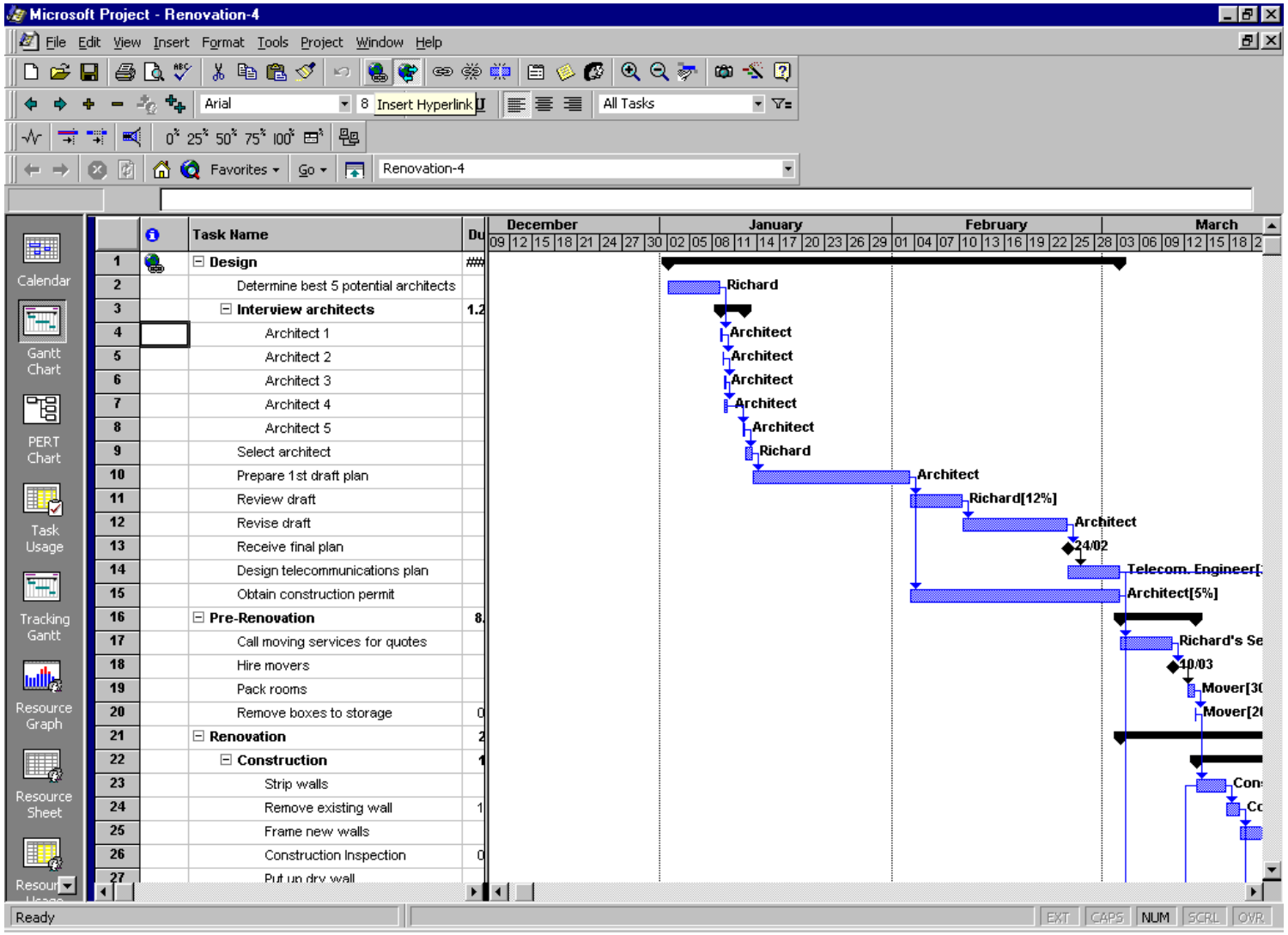




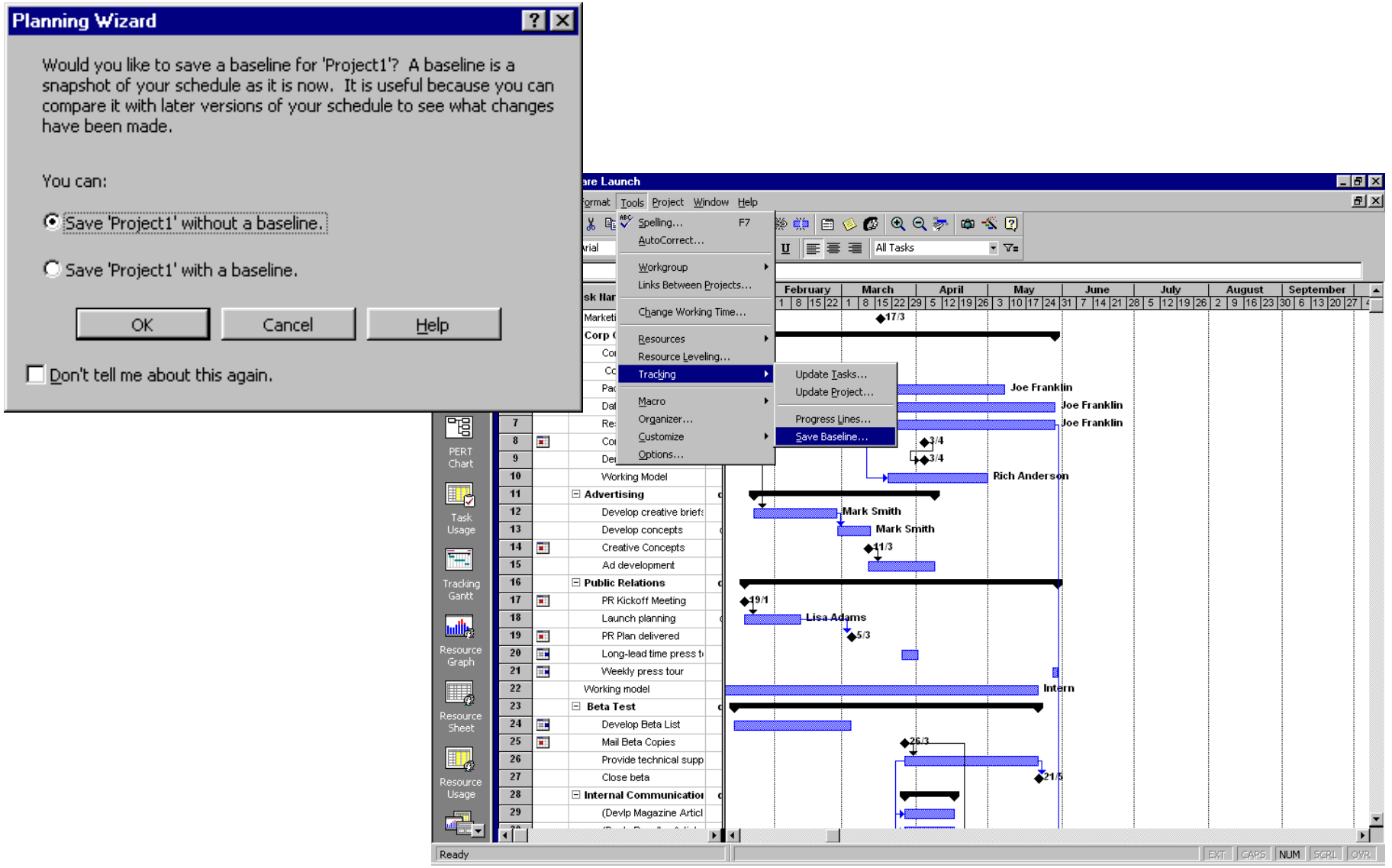




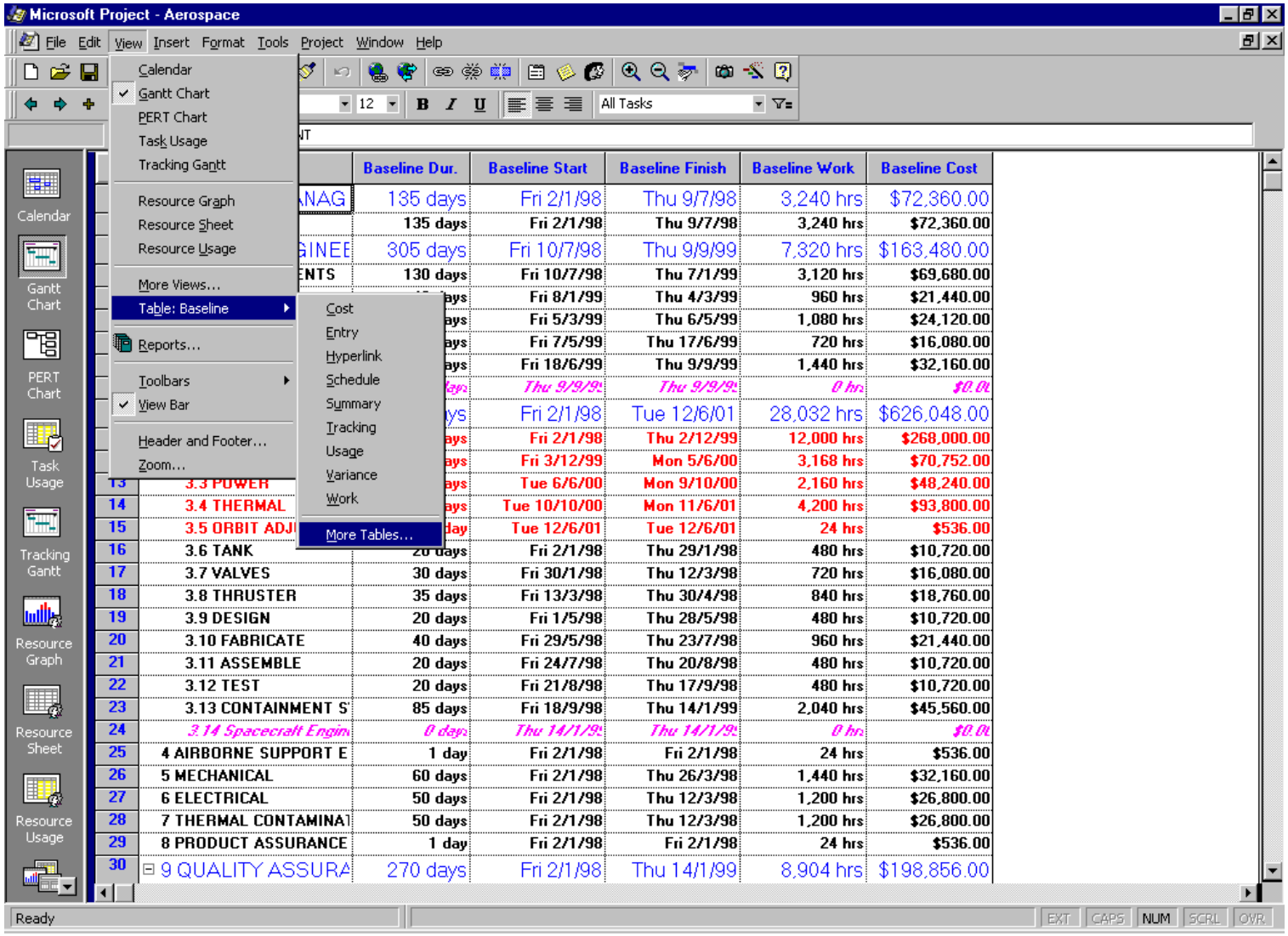
… Publishing Projects on the Web



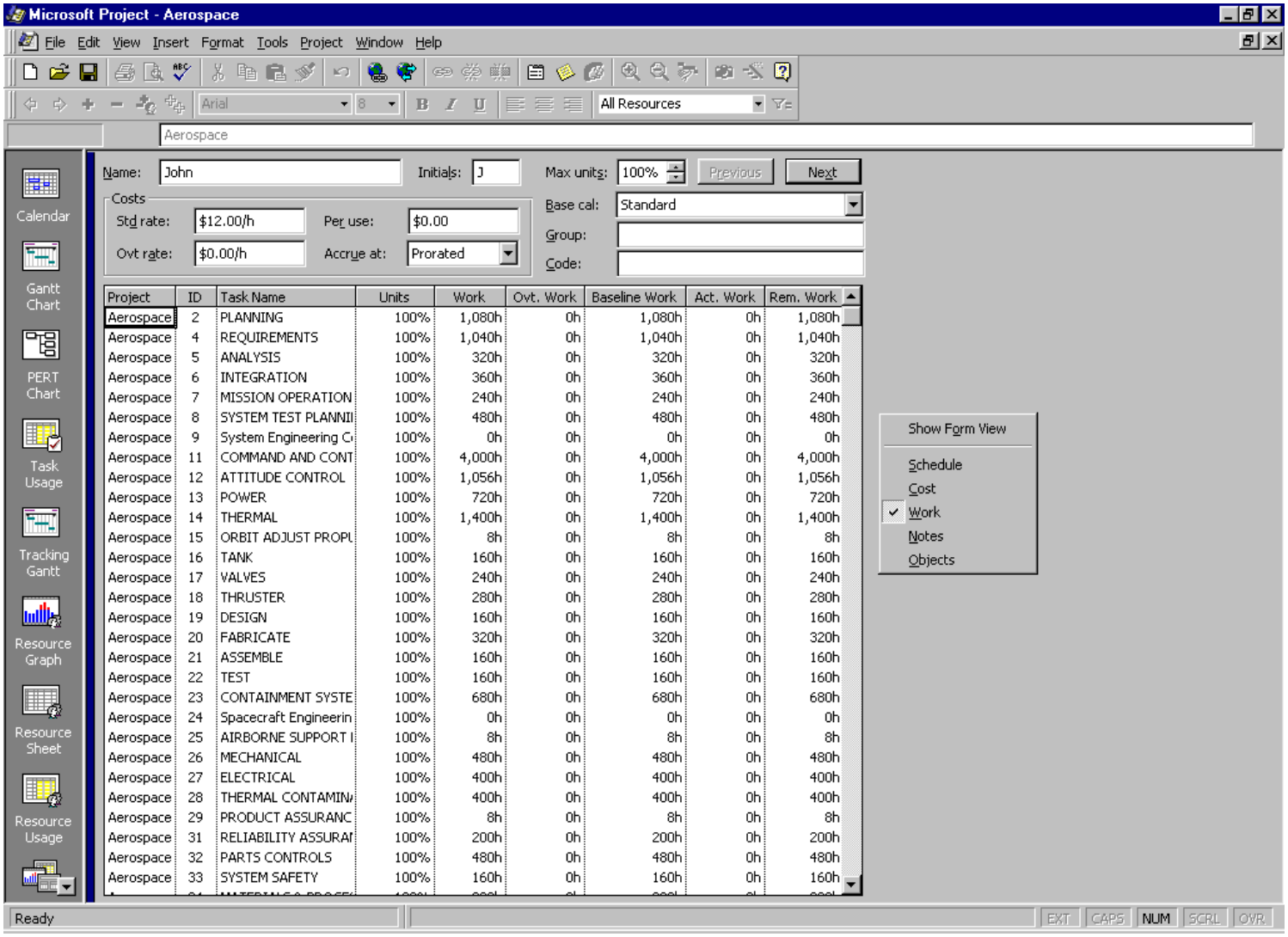
Setting the Baseline or Plan



Viewing the Baseline

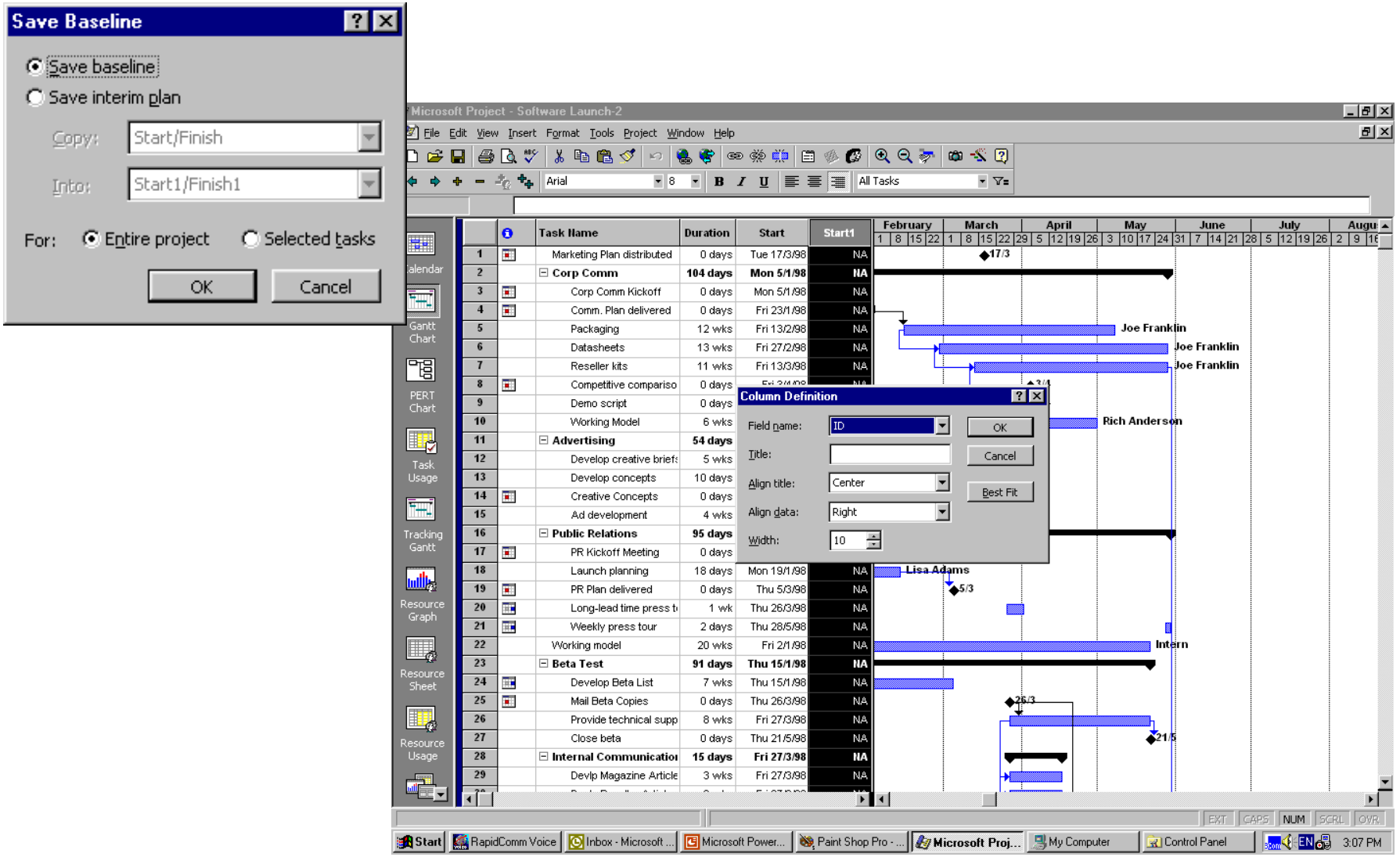


Resource Form

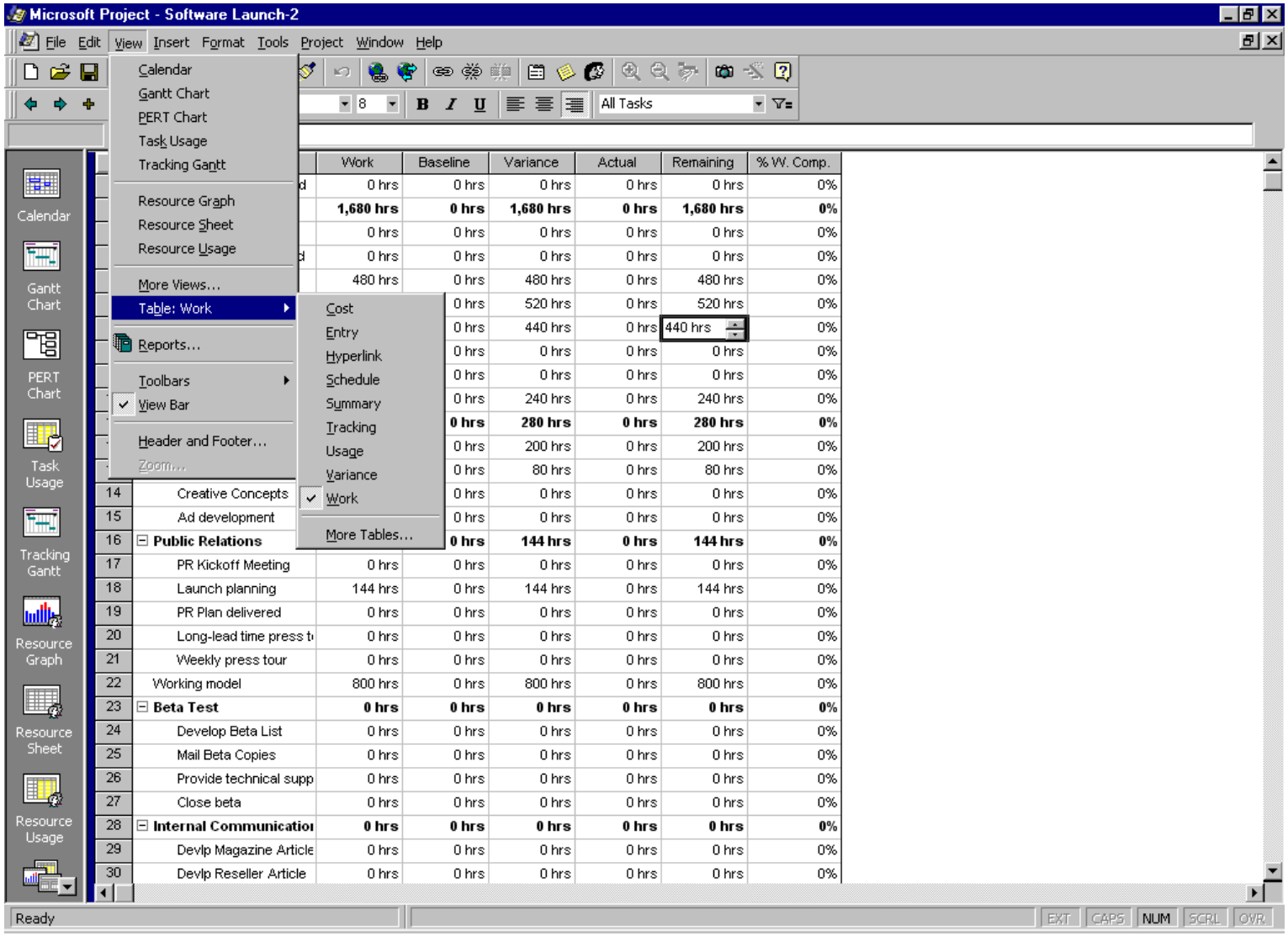


Project	ID	Task Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
Aerospace	2	PLANNING	100%	1,080h	0h	1,080h	0h	1,080h
Aerospace	4	REQUIREMENTS	100%	1,040h	0h	1,040h	0h	1,040h
Aerospace	5	ANALYSIS	100%	320h	0h	320h	0h	320h
Aerospace	6	INTEGRATION	100%	360h	0h	360h	0h	360h
Aerospace	7	MISSION OPERATION	100%	240h	0h	240h	0h	240h
Aerospace	8	SYSTEM TEST PLANNI	100%	480h	0h	480h	0h	480h
Aerospace	9	System Engineering C	100%	0h	0h	0h	0h	0h
Aerospace	11	COMMAND AND CONT	100%	4,000h	0h	4,000h	0h	4,000h
Aerospace	12	ATTITUDE CONTROL	100%	1,056h	0h	1,056h	0h	1,056h
Aerospace	13	POWER	100%	720h	0h	720h	0h	720h
Aerospace	14	THERMAL	100%	1,400h	0h	1,400h	0h	1,400h
Aerospace	15	ORBIT ADJUST PROPL	100%	8h	0h	8h	0h	8h
Aerospace	16	TANK	100%	160h	0h	160h	0h	160h
Aerospace	17	VALVES	100%	240h	0h	240h	0h	240h
Aerospace	18	THRUSTER	100%	280h	0h	280h	0h	280h
Aerospace	19	DESIGN	100%	160h	0h	160h	0h	160h
Aerospace	20	FABRICATE	100%	320h	0h	320h	0h	320h
Aerospace	21	ASSEMBLE	100%	160h	0h	160h	0h	160h
Aerospace	22	TEST	100%	160h	0h	160h	0h	160h
Aerospace	23	CONTAINMENT SYSTE	100%	680h	0h	680h	0h	680h
Aerospace	24	Spacecraft Engineerin	100%	0h	0h	0h	0h	0h
Aerospace	25	AIRBORNE SUPPORT I	100%	8h	0h	8h	0h	8h
Aerospace	26	MECHANICAL	100%	480h	0h	480h	0h	480h
Aerospace	27	ELECTRICAL	100%	400h	0h	400h	0h	400h
Aerospace	28	THERMAL CONTAMIN/	100%	400h	0h	400h	0h	400h
Aerospace	29	PRODUCT ASSURANC	100%	8h	0h	8h	0h	8h
Aerospace	31	RELIABILITY ASSURAI	100%	200h	0h	200h	0h	200h
Aerospace	32	PARTS CONTROLS	100%	480h	0h	480h	0h	480h
Aerospace	33	SYSTEM SAFETY	100%	160h	0h	160h	0h	160h

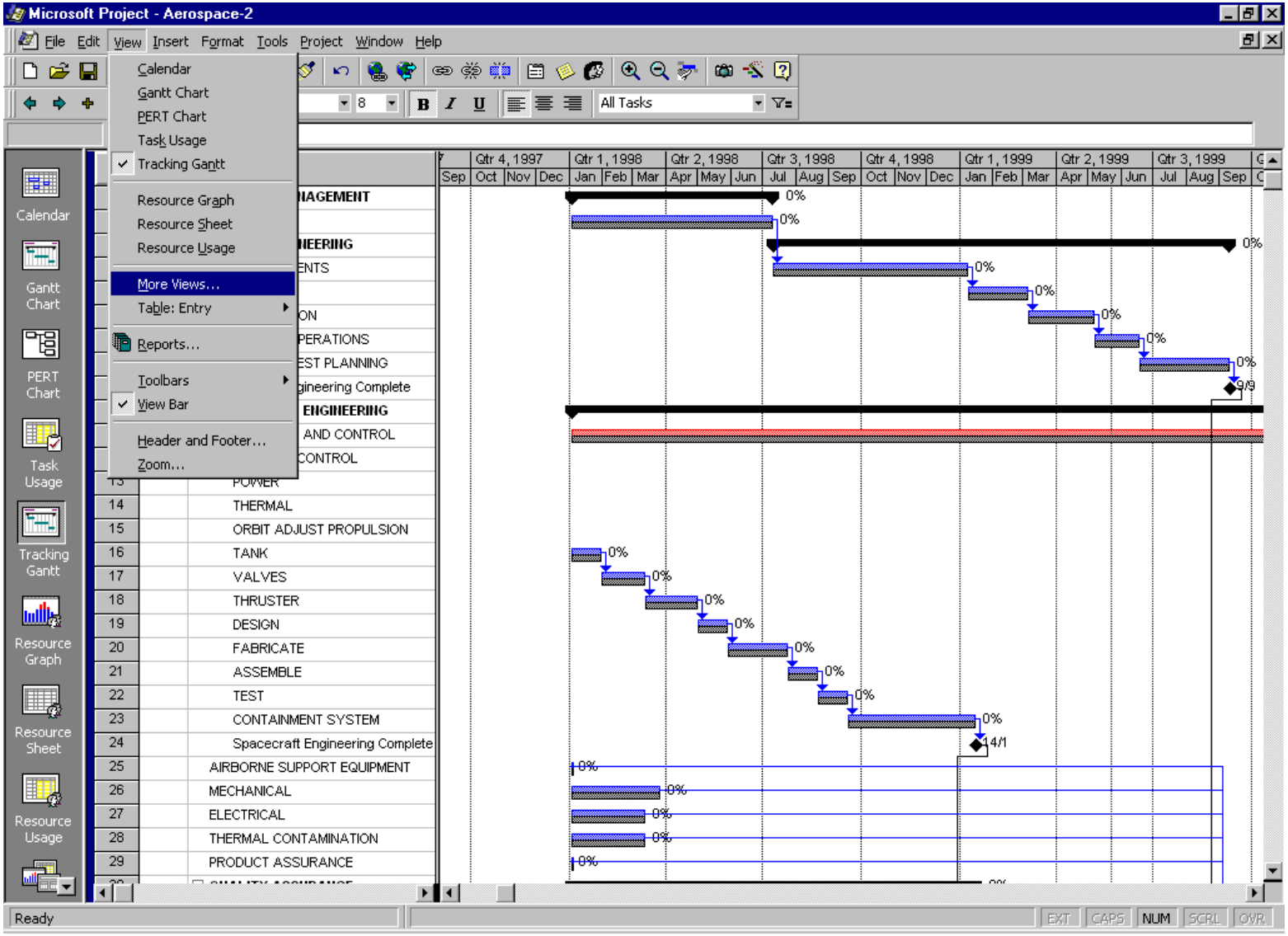
Saving Interim Schedule



Comparing the Baseline with the Current

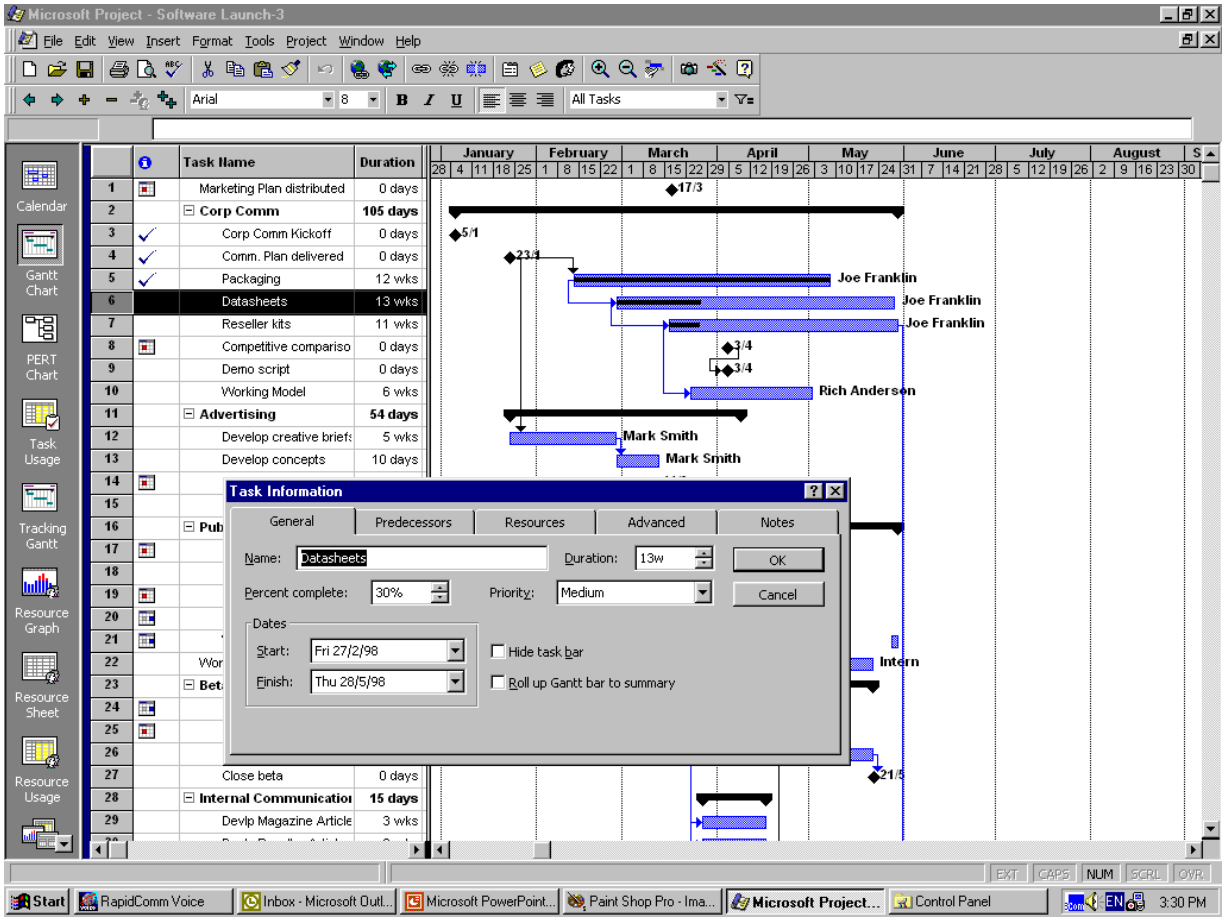


Comparing the Baseline with the Current

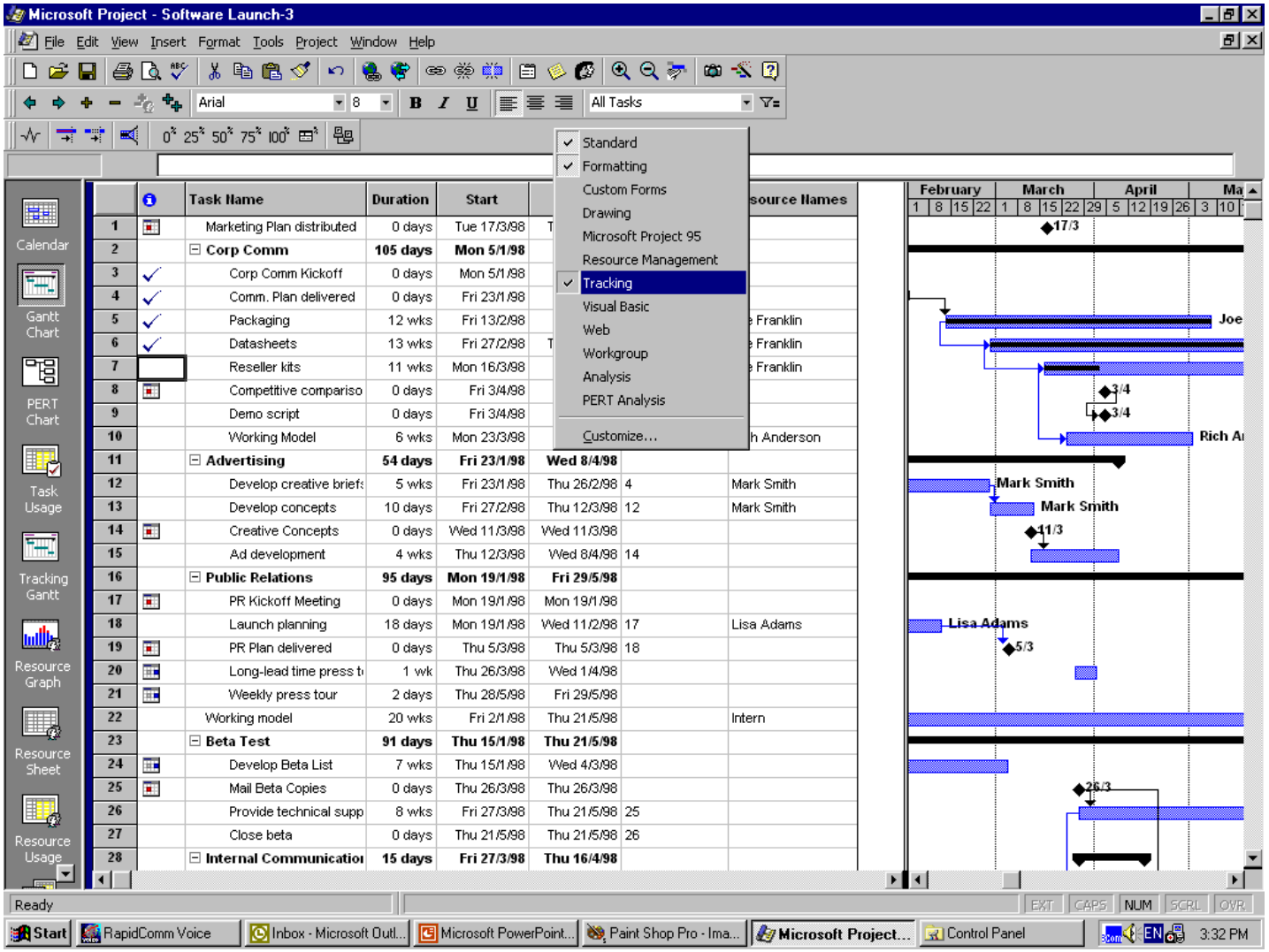


Tracking Actual Performance & Cost

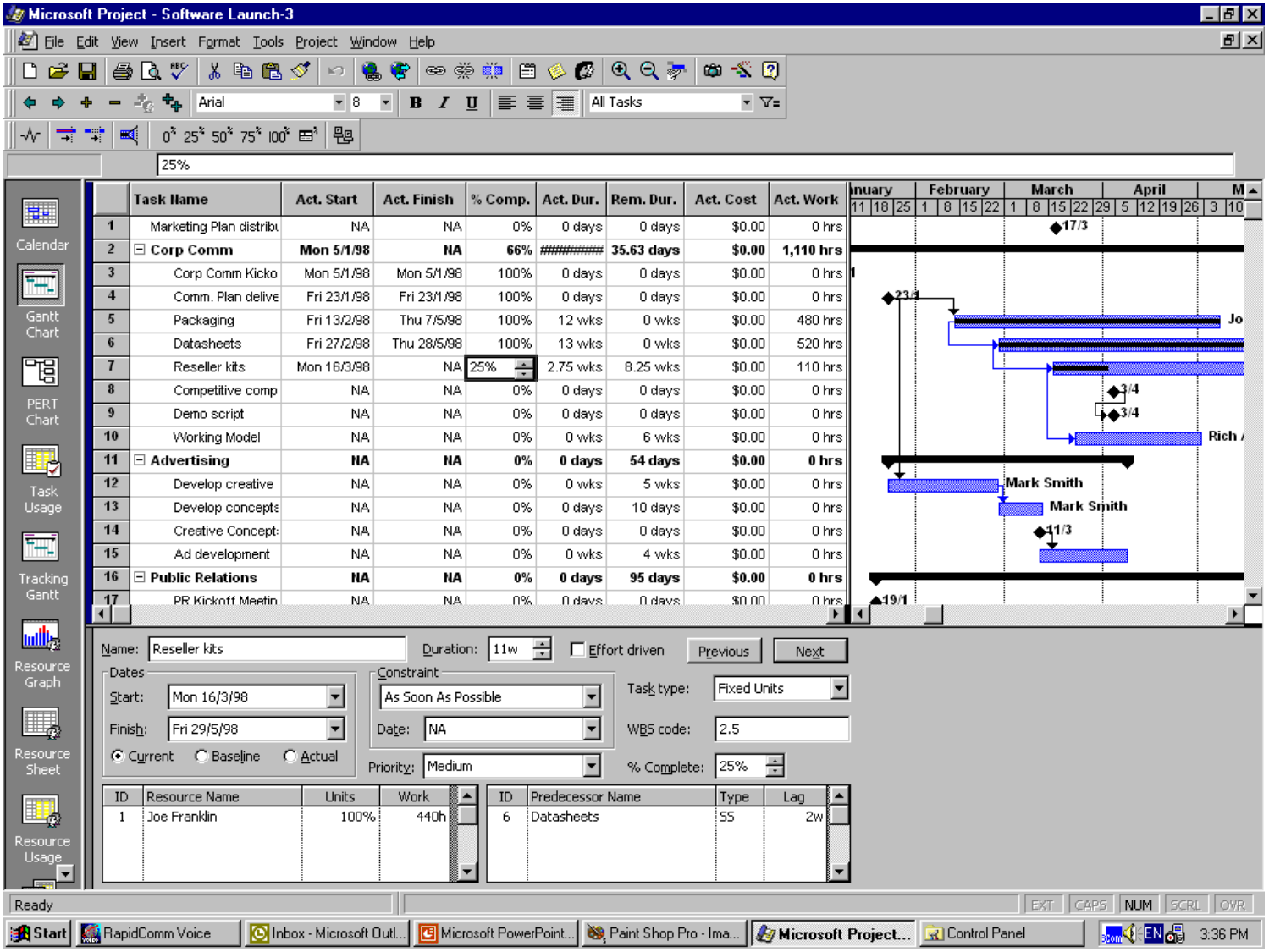
- Actual Start date
- Actual Finish date
- Percentage Complete
- Actual Duration
- Actual Work
- Percentage of Work Completed
- Remaining Work
- Actual Fixed Cost
- Actual Cost
- Remaining Cost



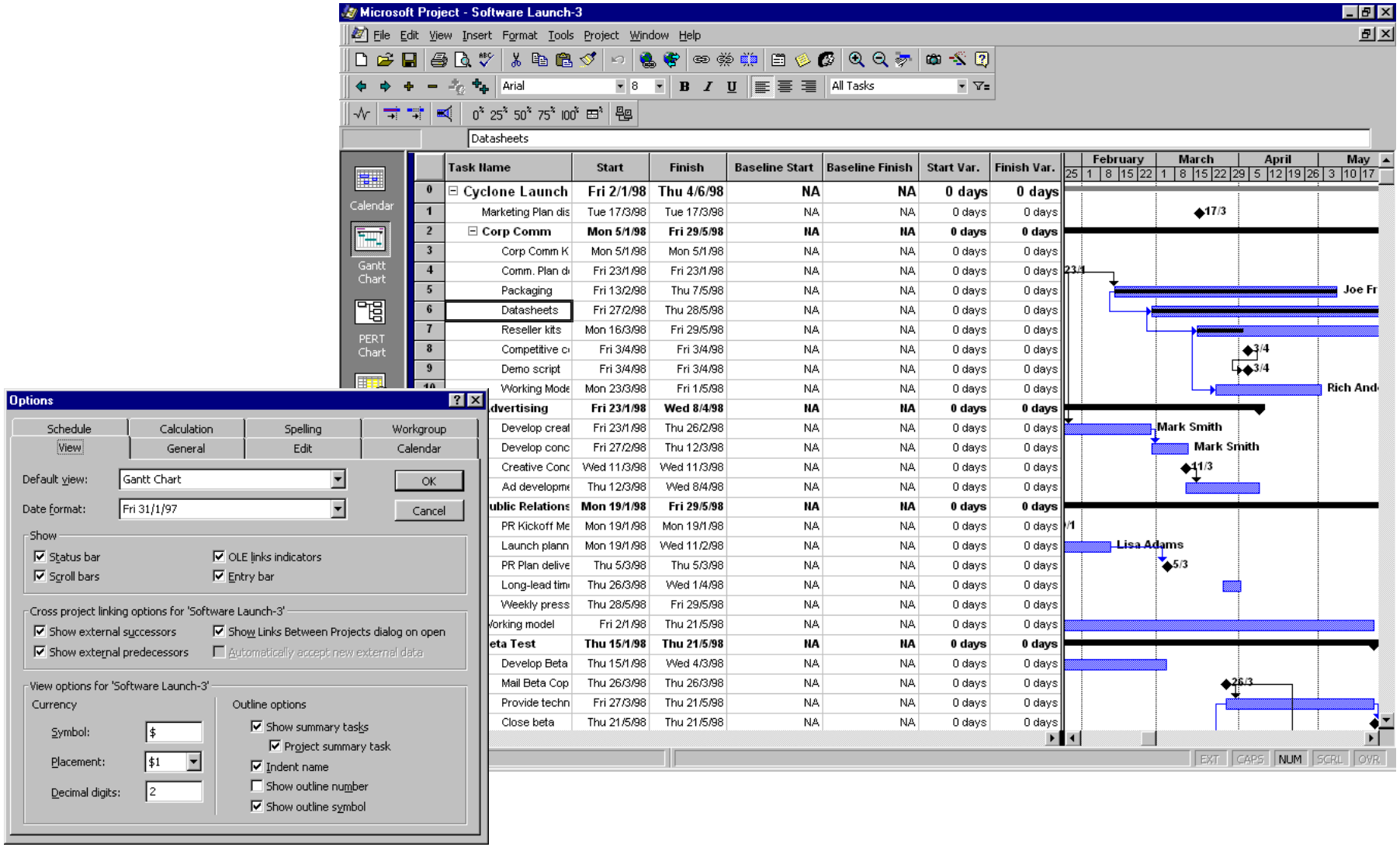
Updating Tasks



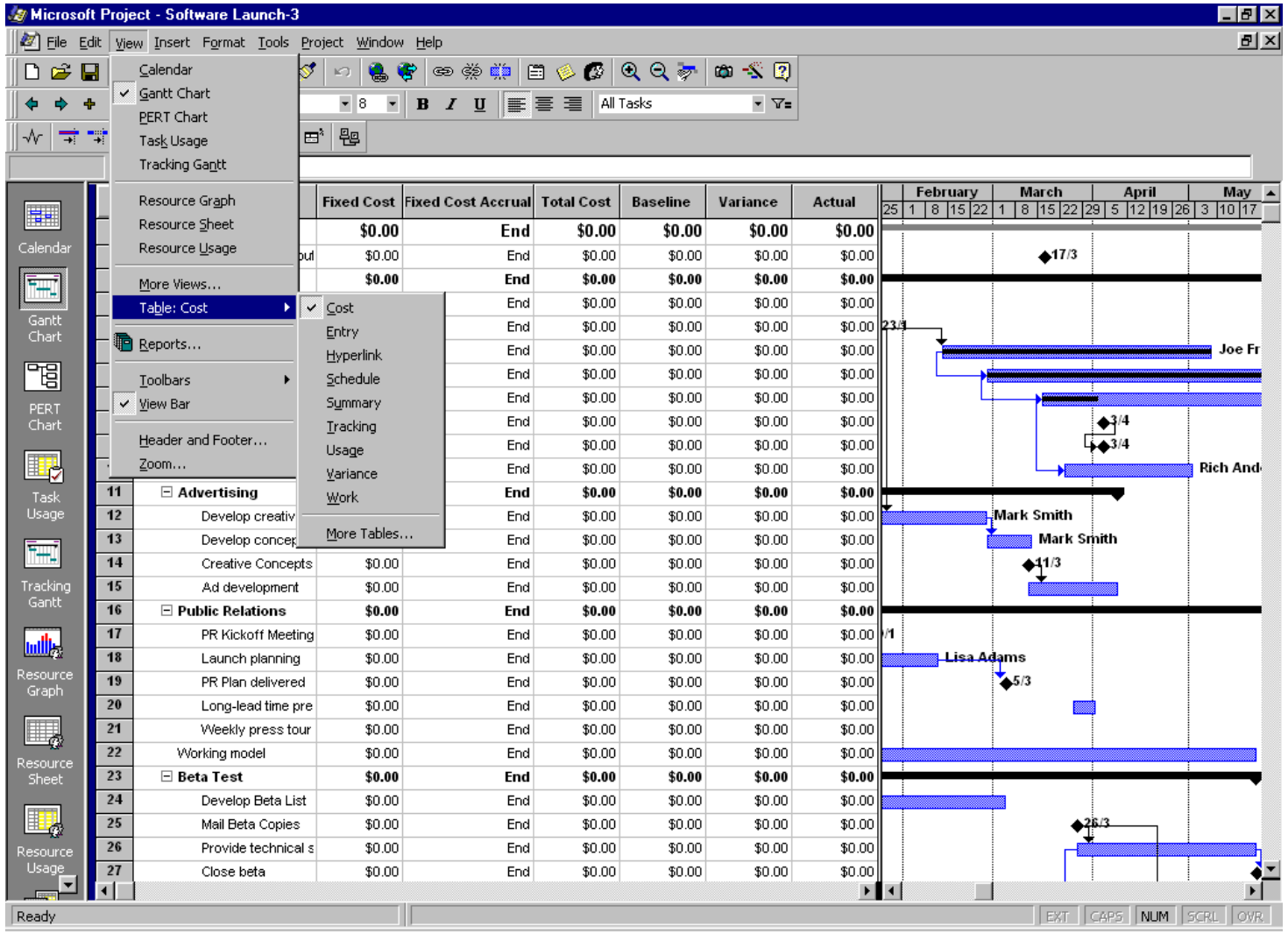
Updating Tasks



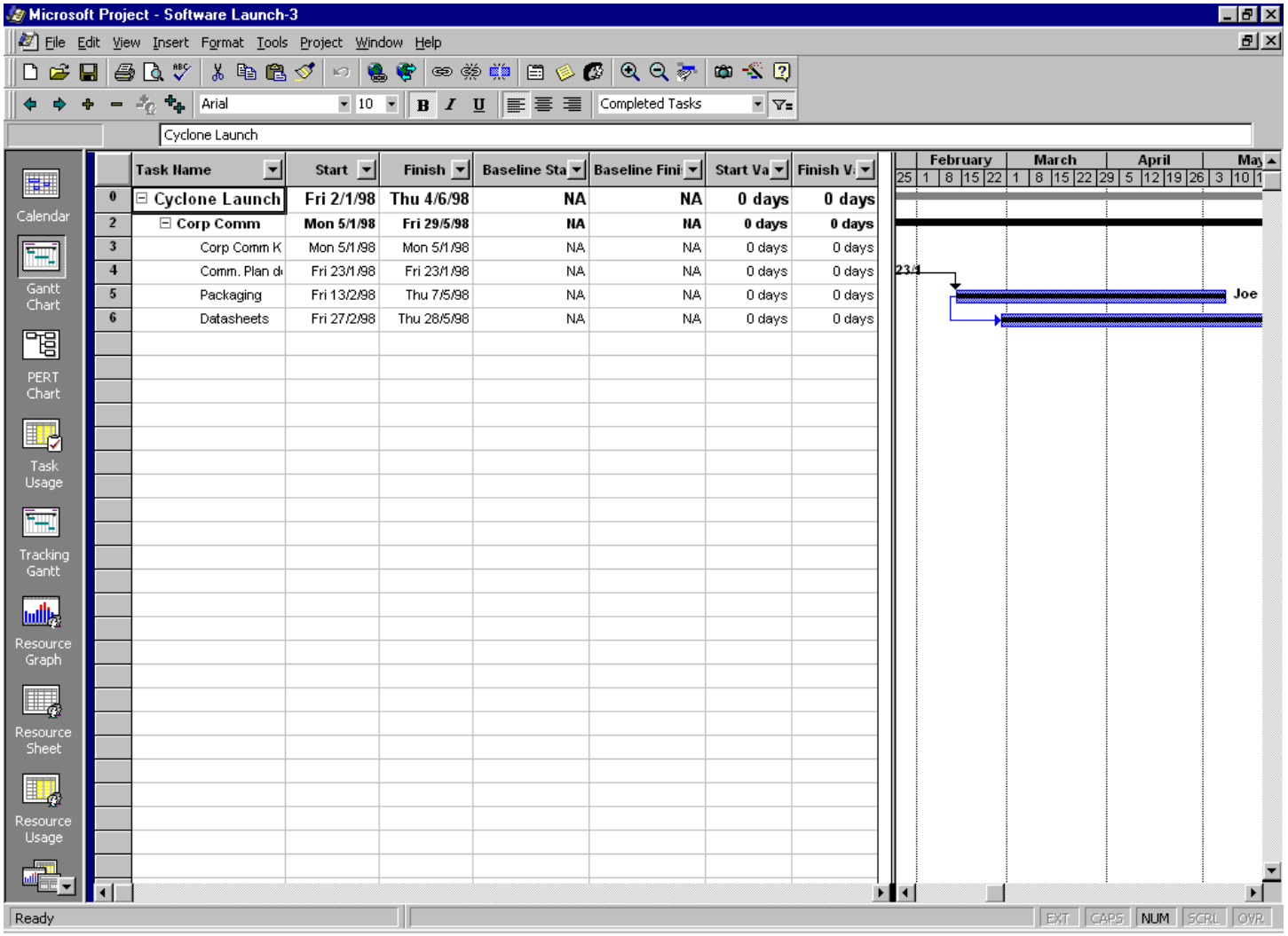
Analyzing Progress



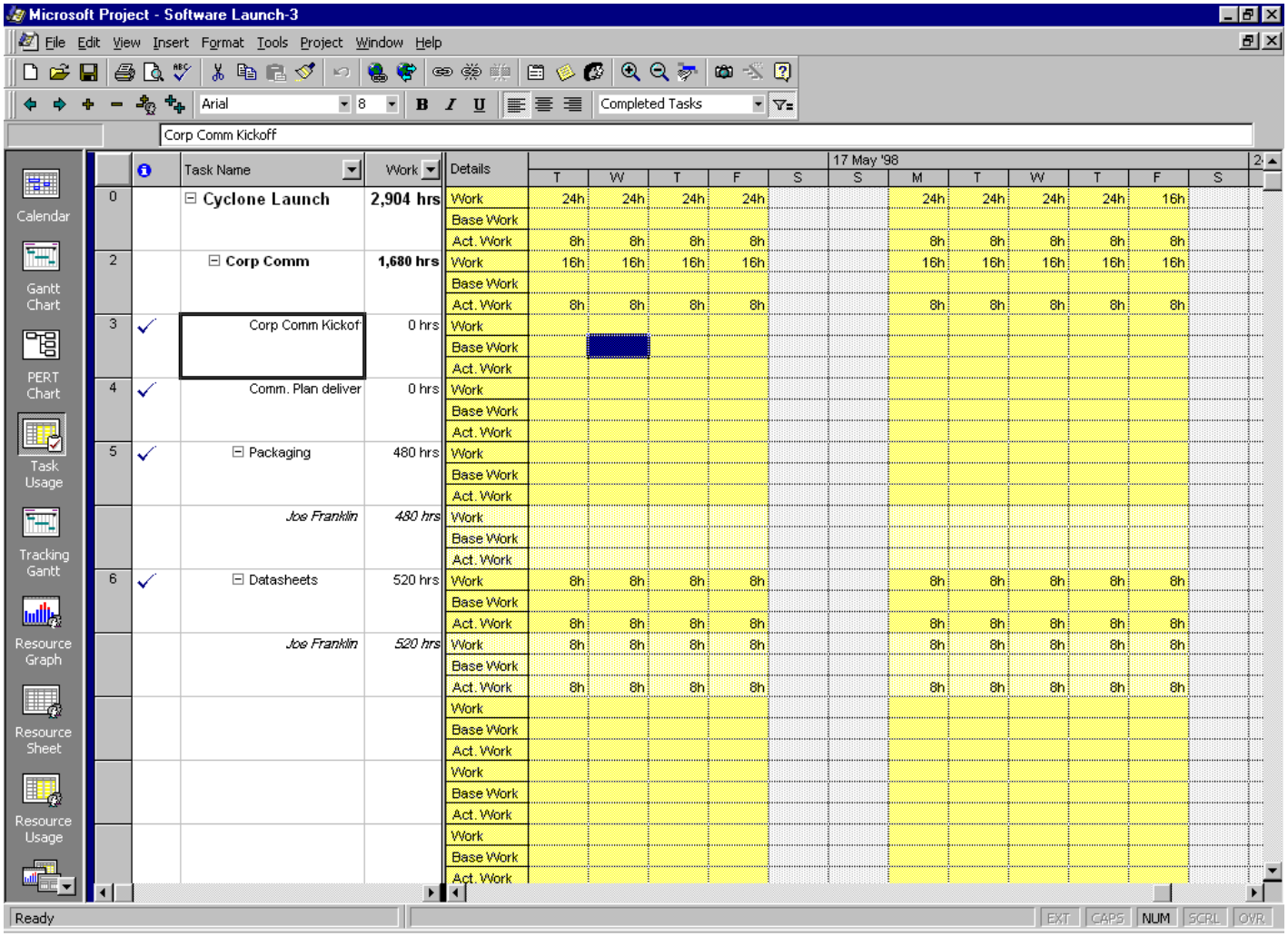
Analyzing Progress



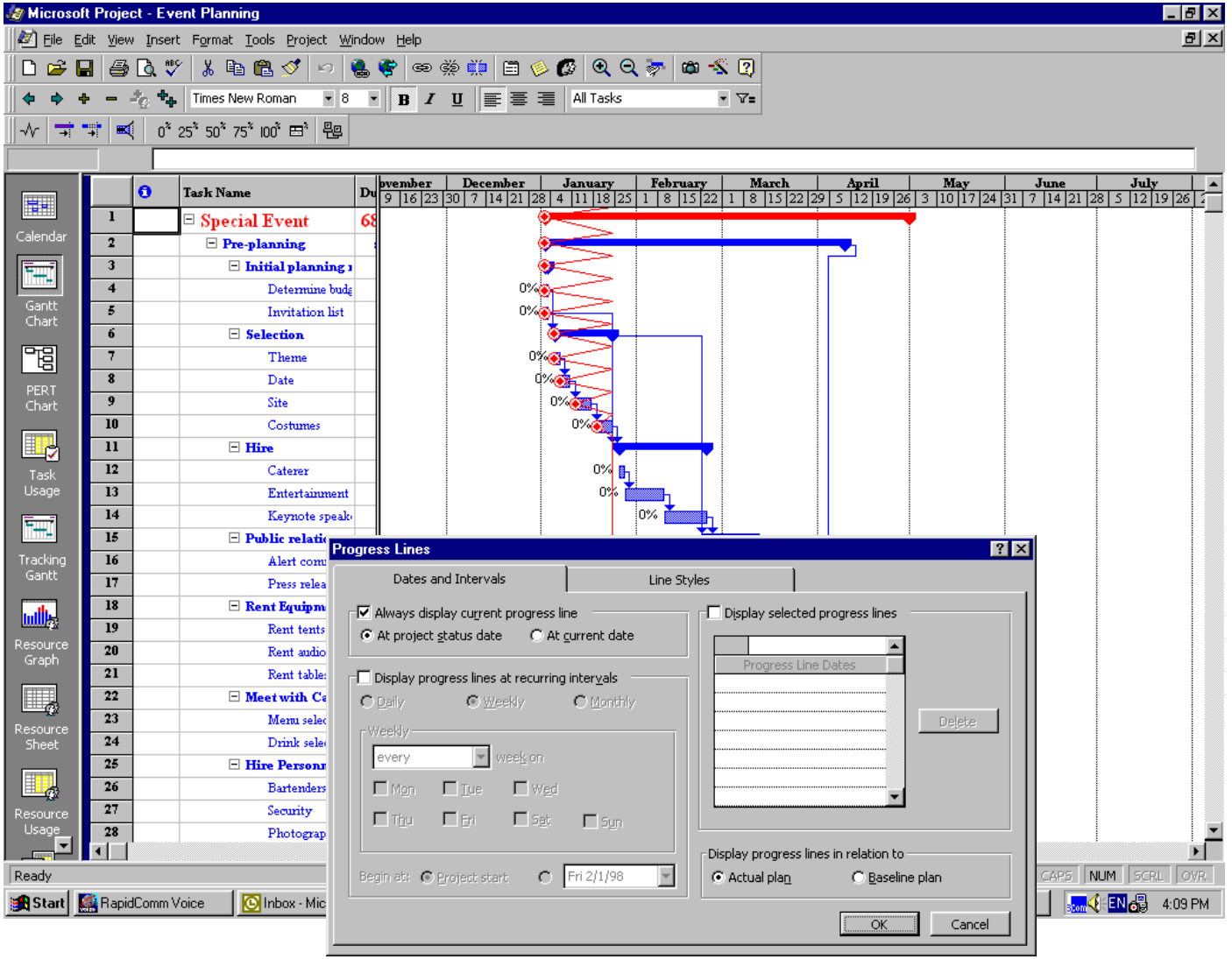
Analyzing Progress



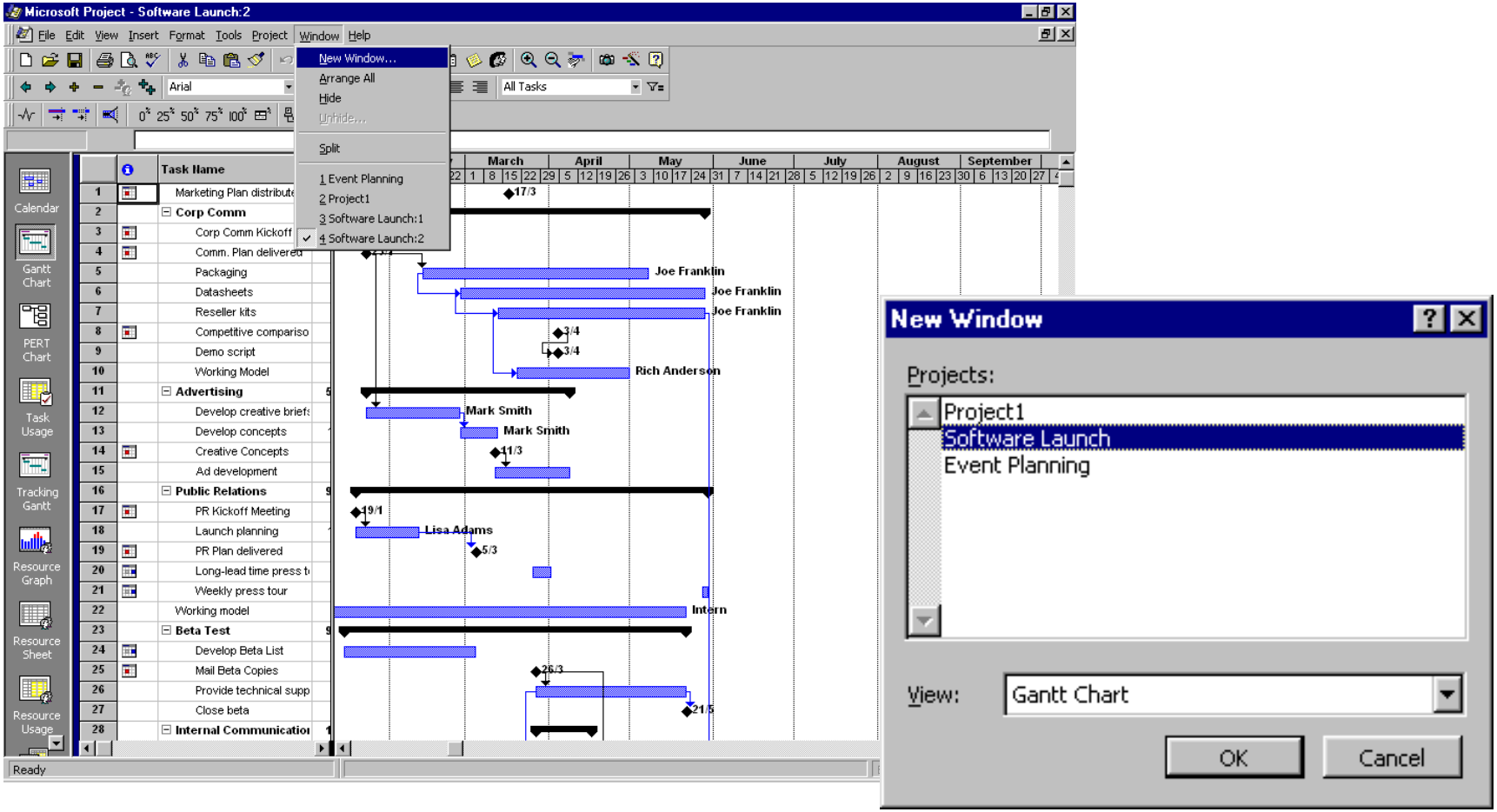
Analyzing Progress



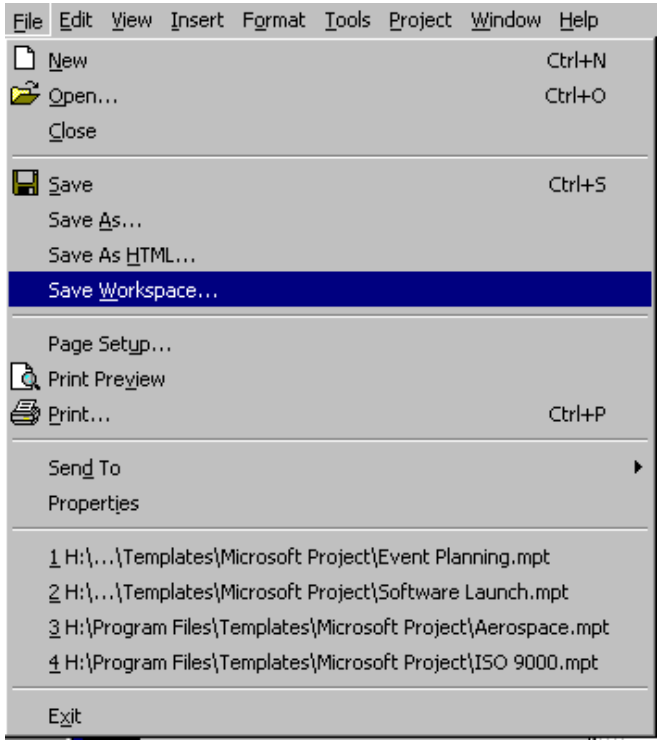
Progress Line

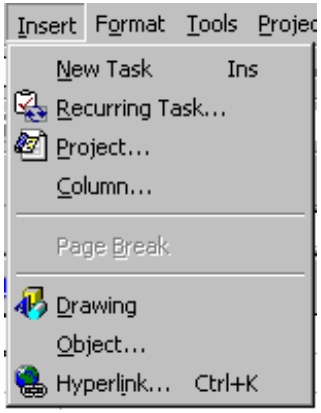


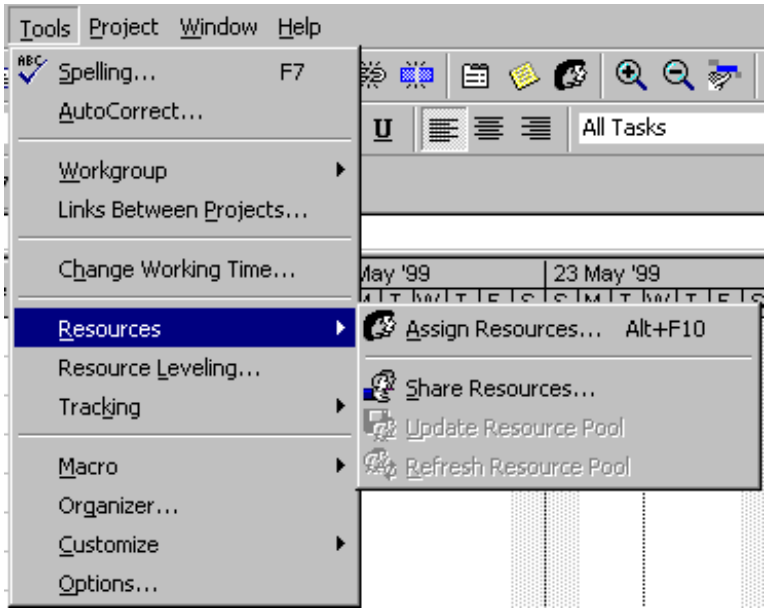
Working with Multiple Projects

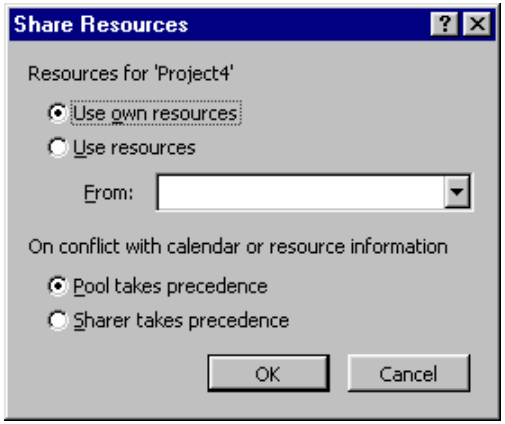


Working with Multiple Projects



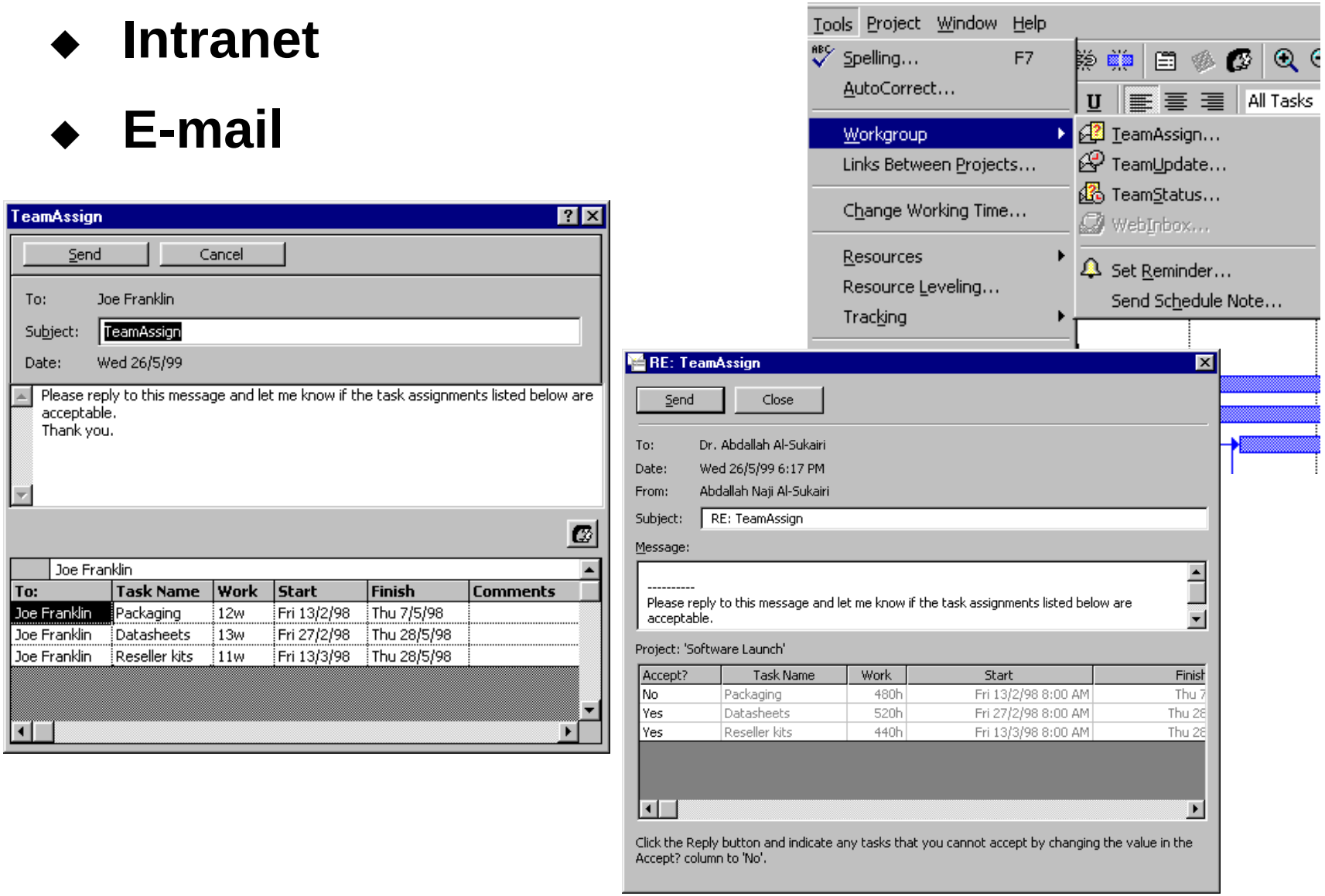




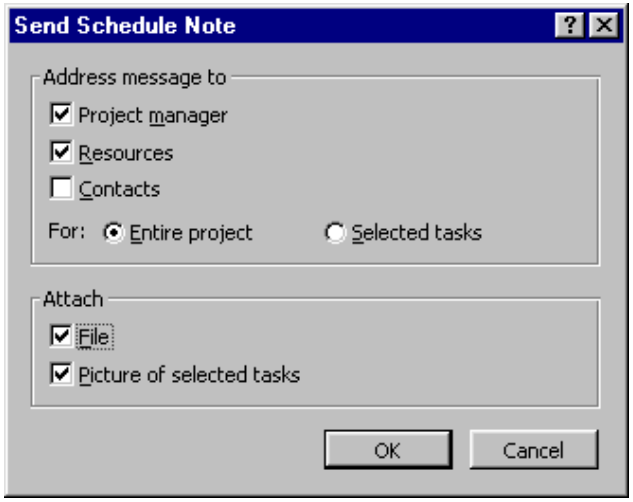


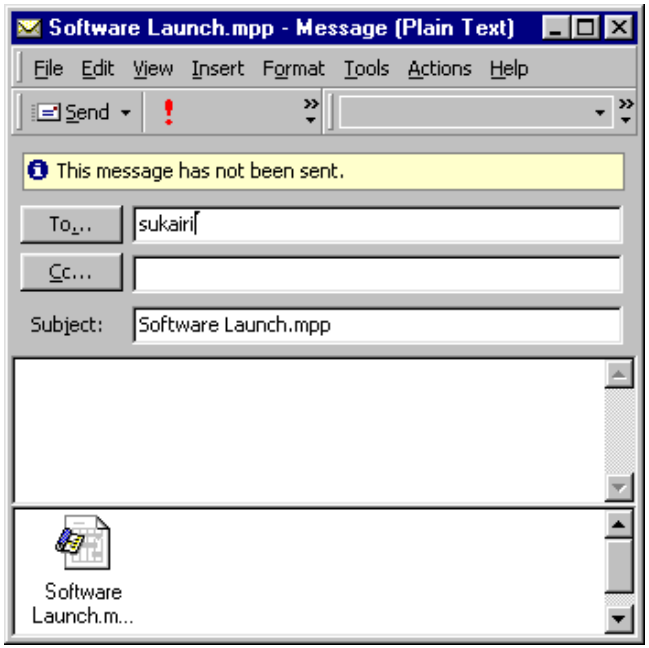
Using Project in Workgroups

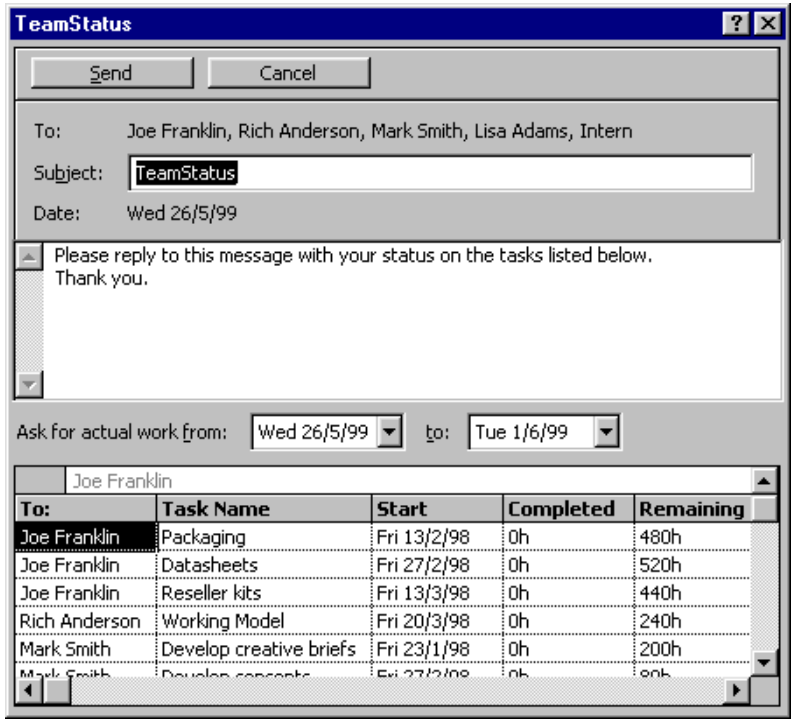
- **Intranet**
- **E-mail**

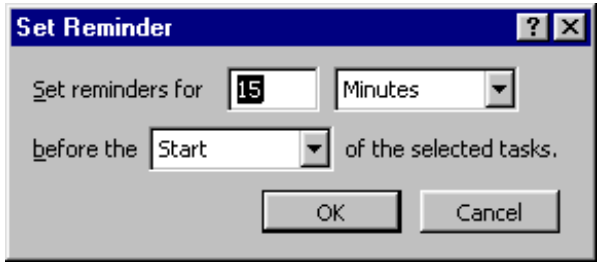


Using Project in Workgroups

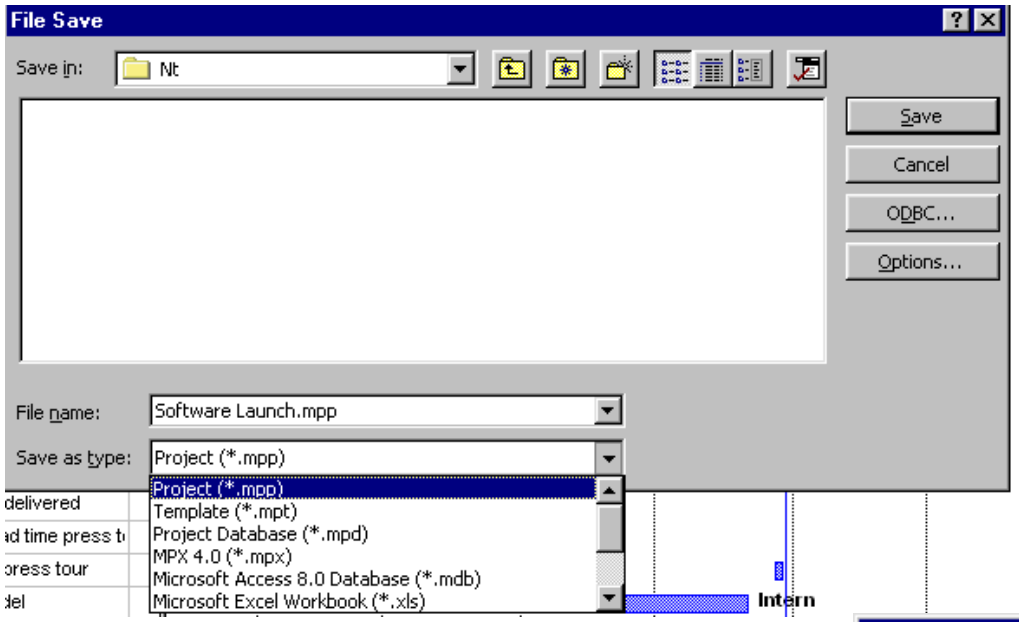


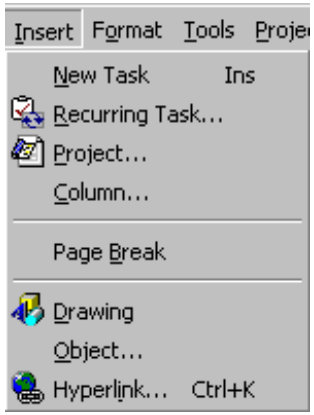


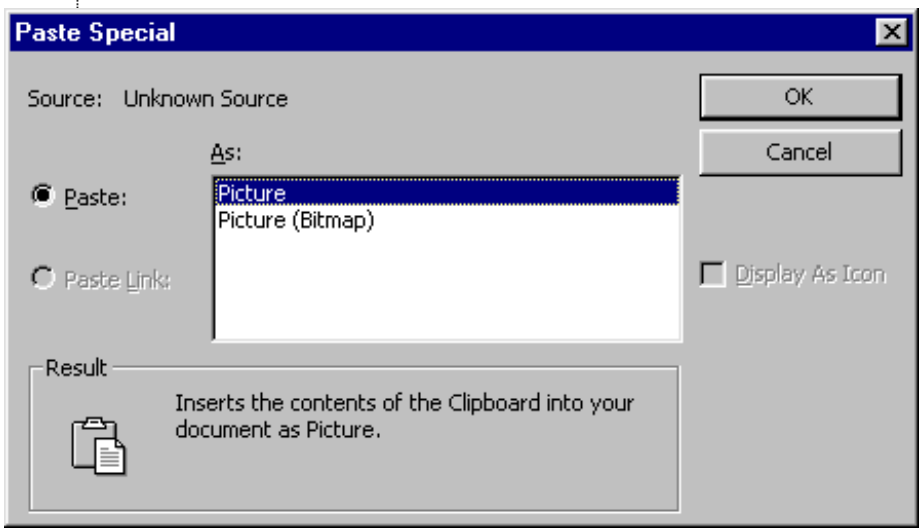




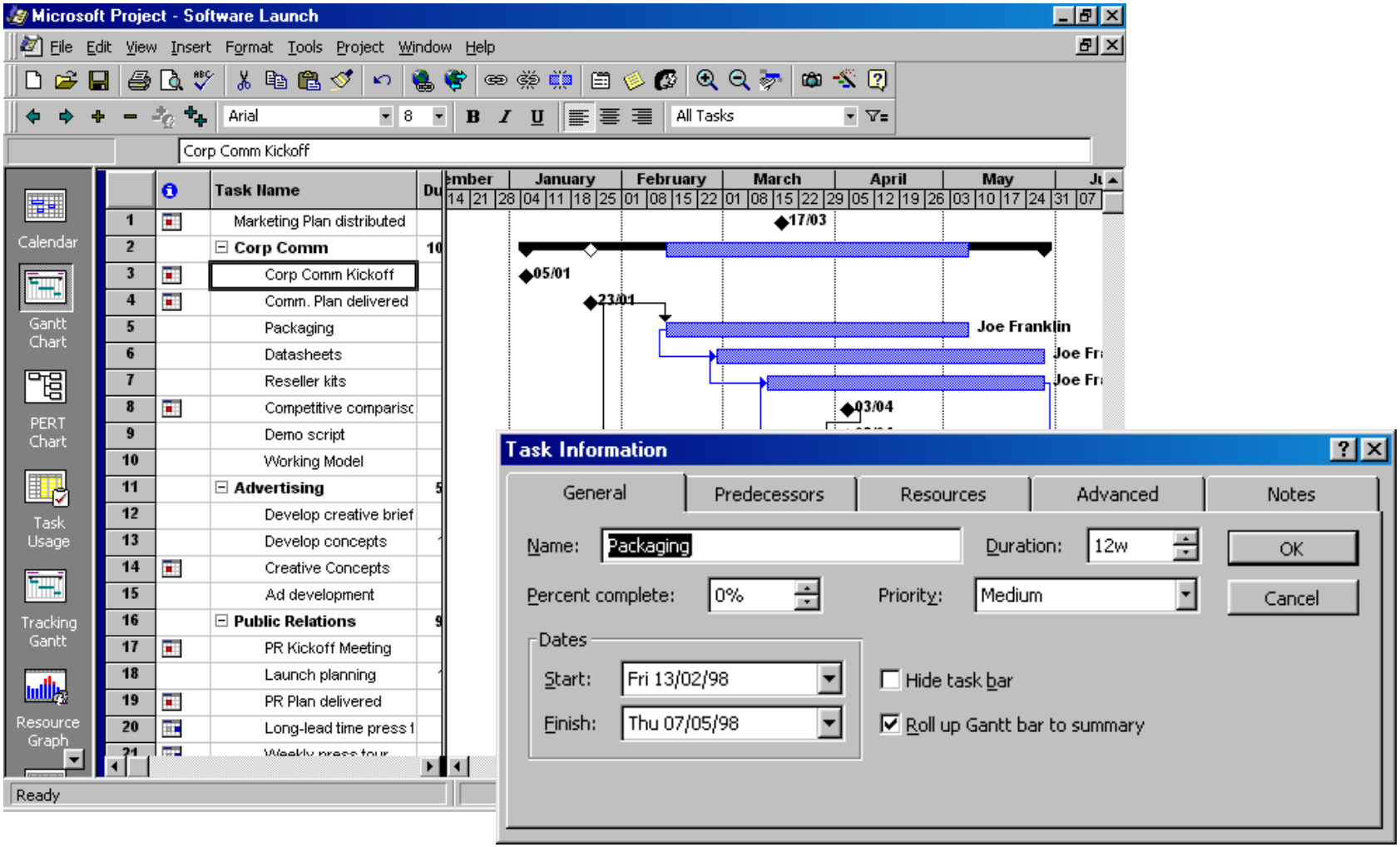
Exchanging Data with Other Applications



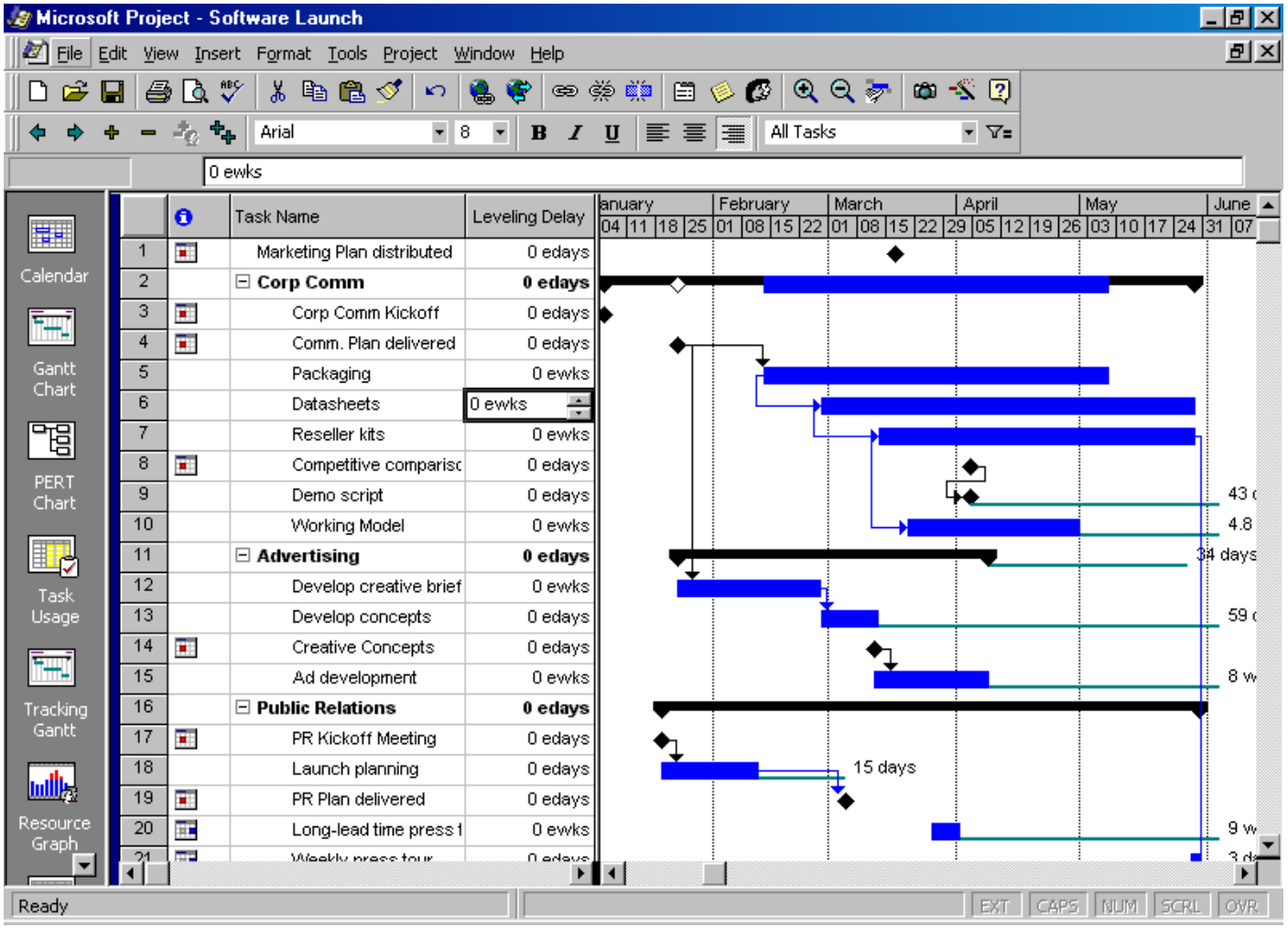




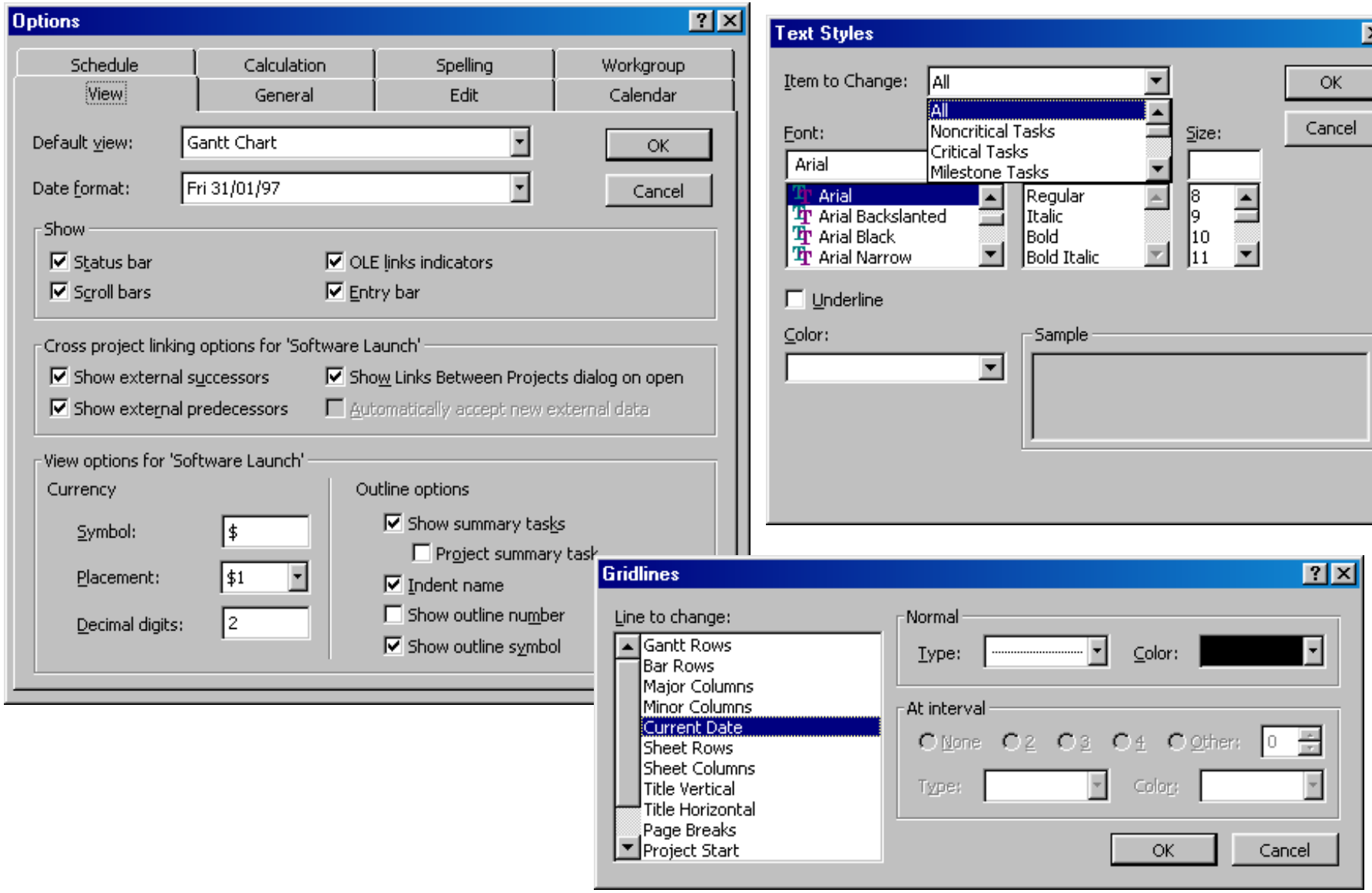
More Views


Microsoft Project - Software Launch
File Edit View Insert Format Tools Project Window Help
Arial 8 B I U All Tasks
Corp Comm Kickoff
Calendar
Gantt Chart
PERT Chart
Task Usage
Tracking Gantt
Resource Graph
Task Name
1 Marketing Plan distributed
2 Corp Comm
3 Corp Comm Kickoff
4 Comm. Plan delivered
5 Packaging
6 Datasheets
7 Reseller kits
8 Competitive comparisc
9 Demo script
10 Working Model
11 Advertising
12 Develop creative brief
13 Develop concepts
14 Creative Concepts
15 Ad development
16 Public Relations
17 PR Kickoff Meeting
18 Launch planning
19 PR Plan delivered
20 Long-lead time press t
January February March April May
17/03
05/01
23/01
Joe Franklin
03/04
Ready
Task Information
General Predecessors Resources Advanced Notes
Name: Packaging
Duration: 12w
Percent complete: 0%
Priority: Medium
OK
Cancel
Dates
Start: Fri 13/02/98
Finish: Thu 07/05/98
Hide task bar
Roll up Gantt bar to summary

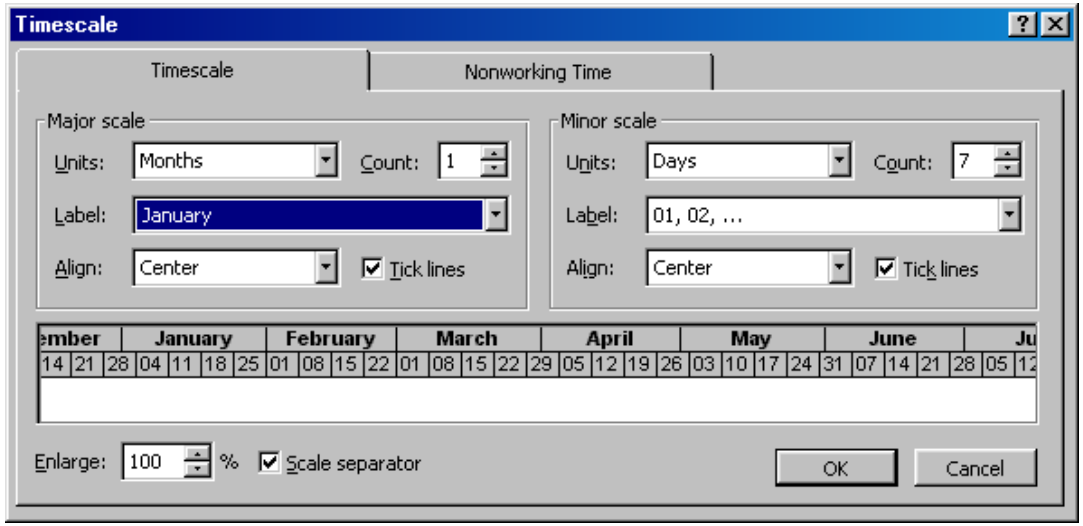
Leveling Gantt

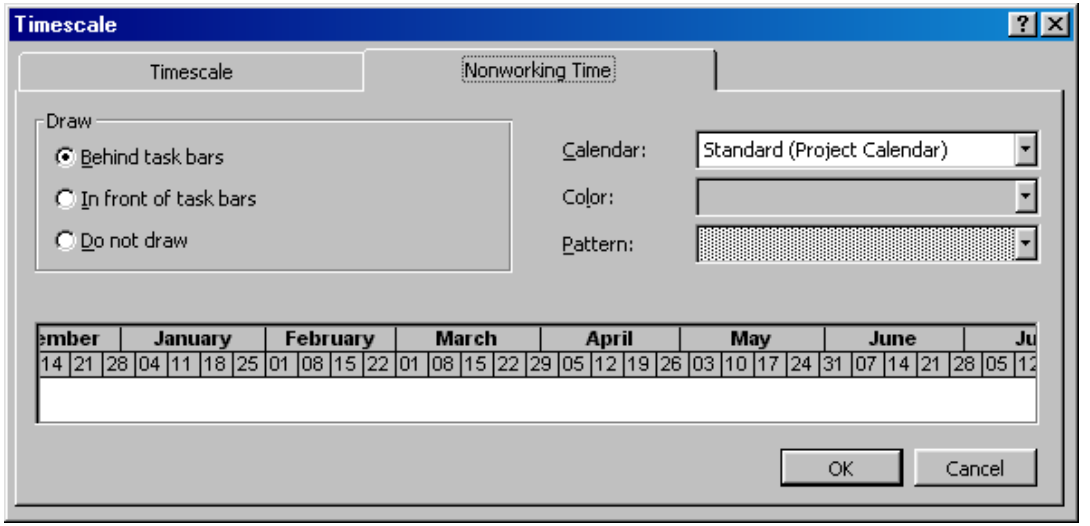


Formatting Views

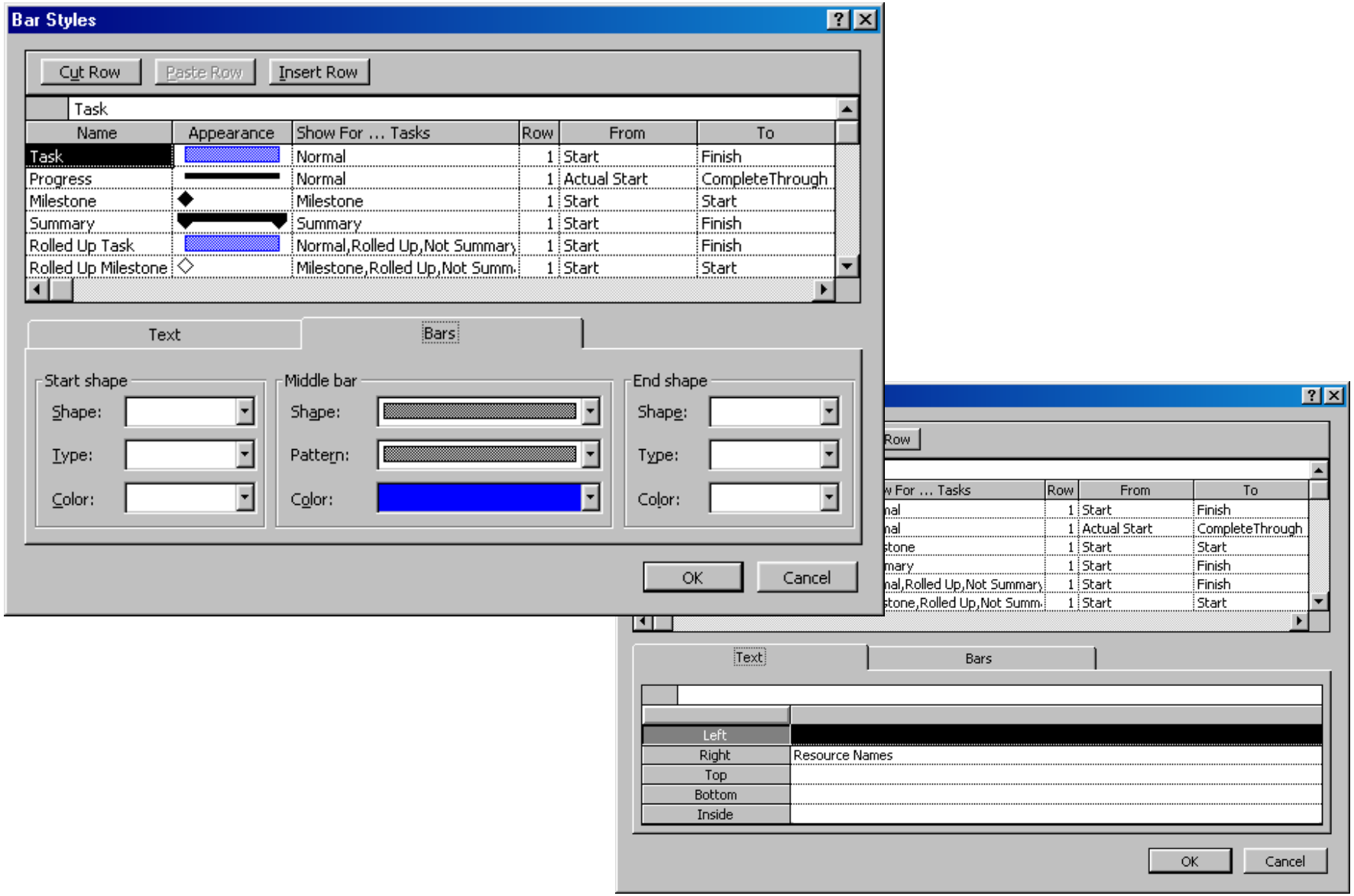


Formatting Views

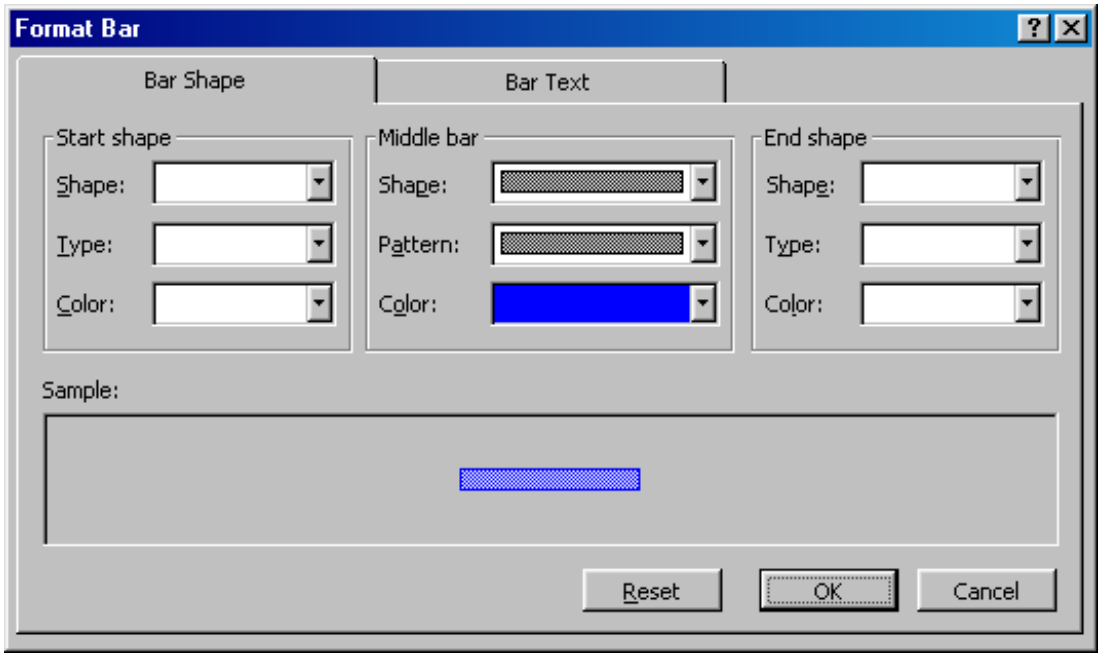


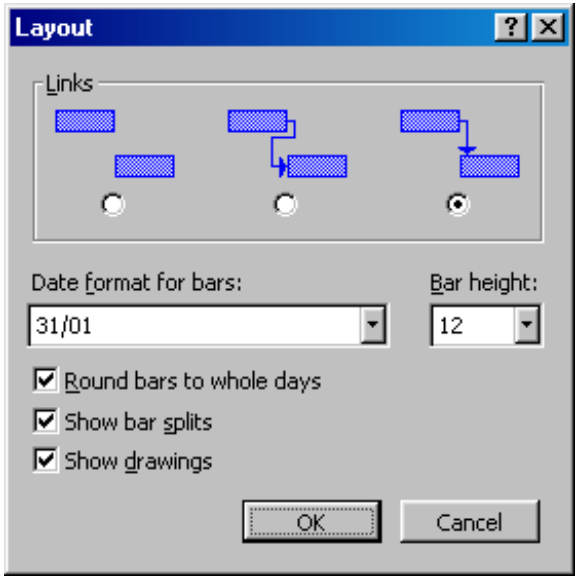


Formatting Views

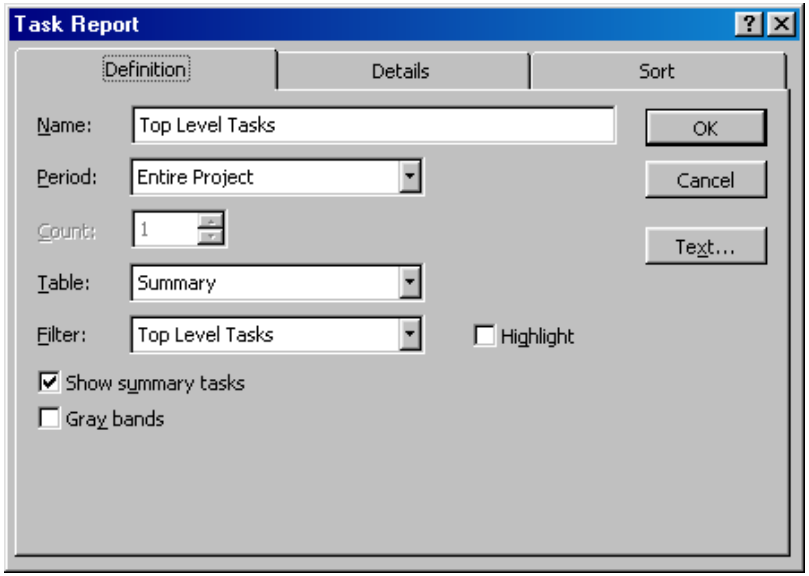


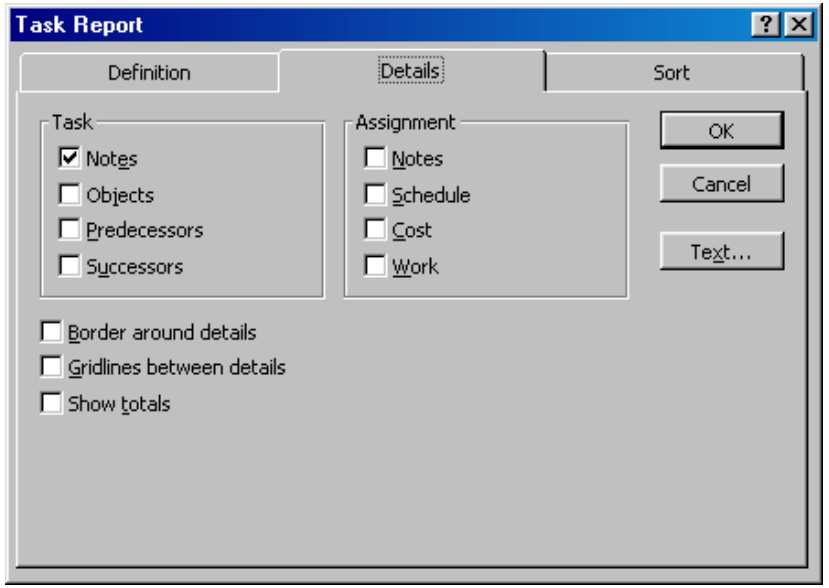
Formatting Views

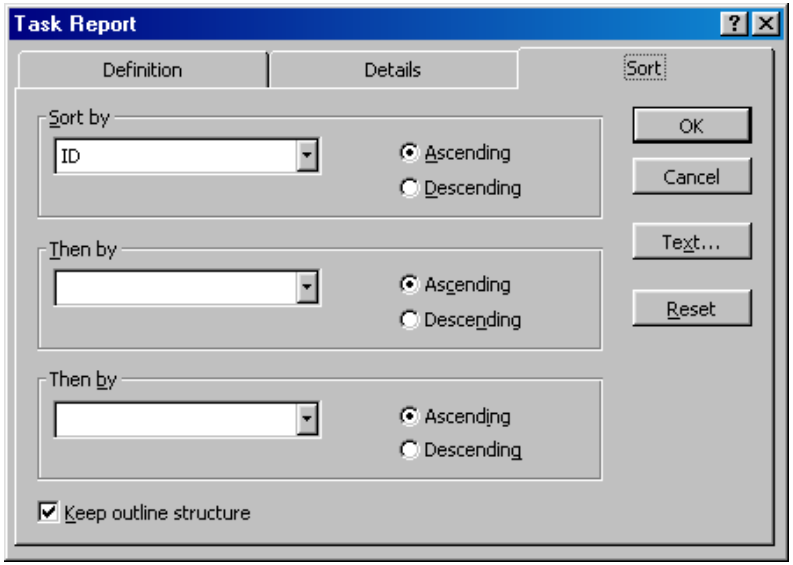


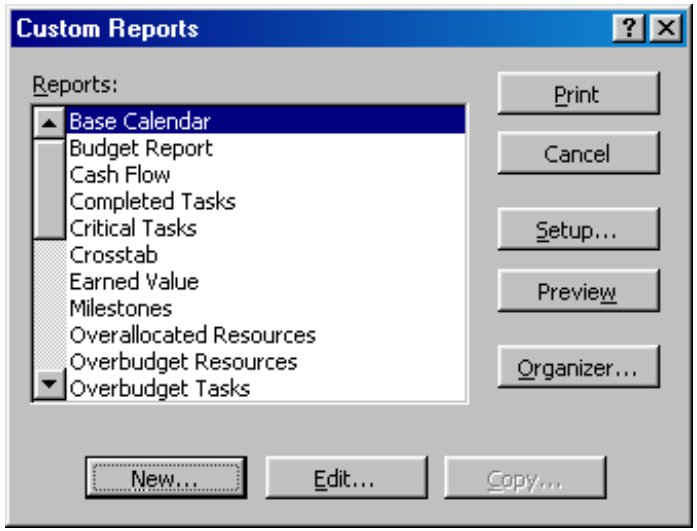


Customizing Reports









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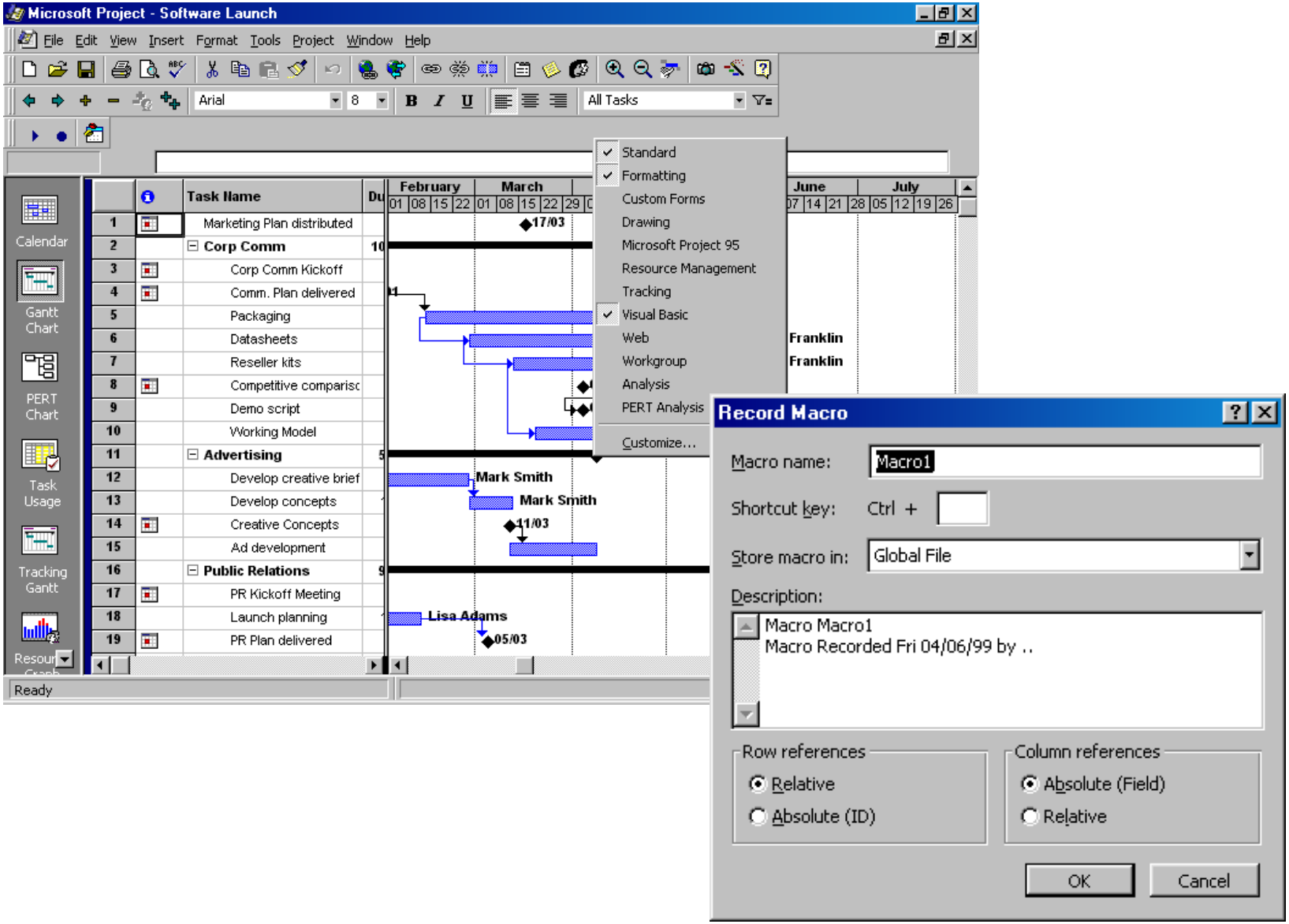
Microsoft Project - Software Launch
File Edit View Insert Format Tools Project Window Help
Arial 8 All Tasks
Standard
Formatting
Custom Forms
Drawing
Microsoft Project 95
Resource Management
Tracking
Visual Basic
Web
Workgroup
Analysis
PERT Analysis
Customize...
Calendar
Gantt Chart
PERT Chart
Task Usage
Tracking Gantt
Task Name
February
March
June
July
1 Marketing Plan distributed 17/03
2 Corp Comm
3 Corp Comm Kickoff
4 Comm. Plan delivered
5 Packaging
6 Datasheets Franklin
7 Reseller kits Franklin
8 Competitive comparisc
9 Demo script
10 Working Model
11 Advertising
12 Develop creative brief Mark Smith
13 Develop concepts Mark Smith
14 Creative Concepts 11/03
15 Ad development
16 Public Relations
17 PR Kickoff Meeting
18 Launch planning Lisa Adams
19 PR Plan delivered 05/03
Ready
Record Macro
Macro name: Macro1
Shortcut key: Ctrl +
Store macro in: Global File
Description:
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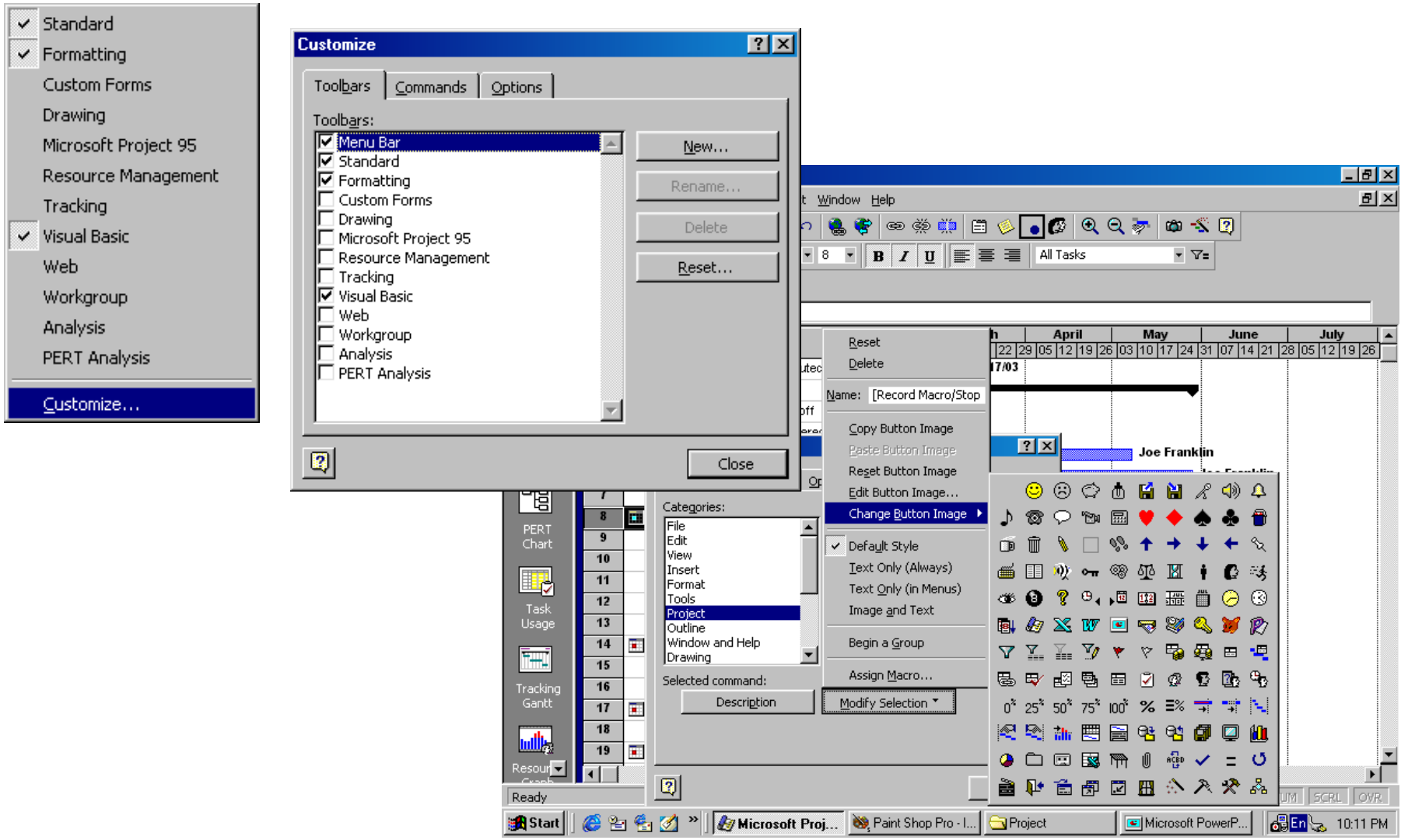
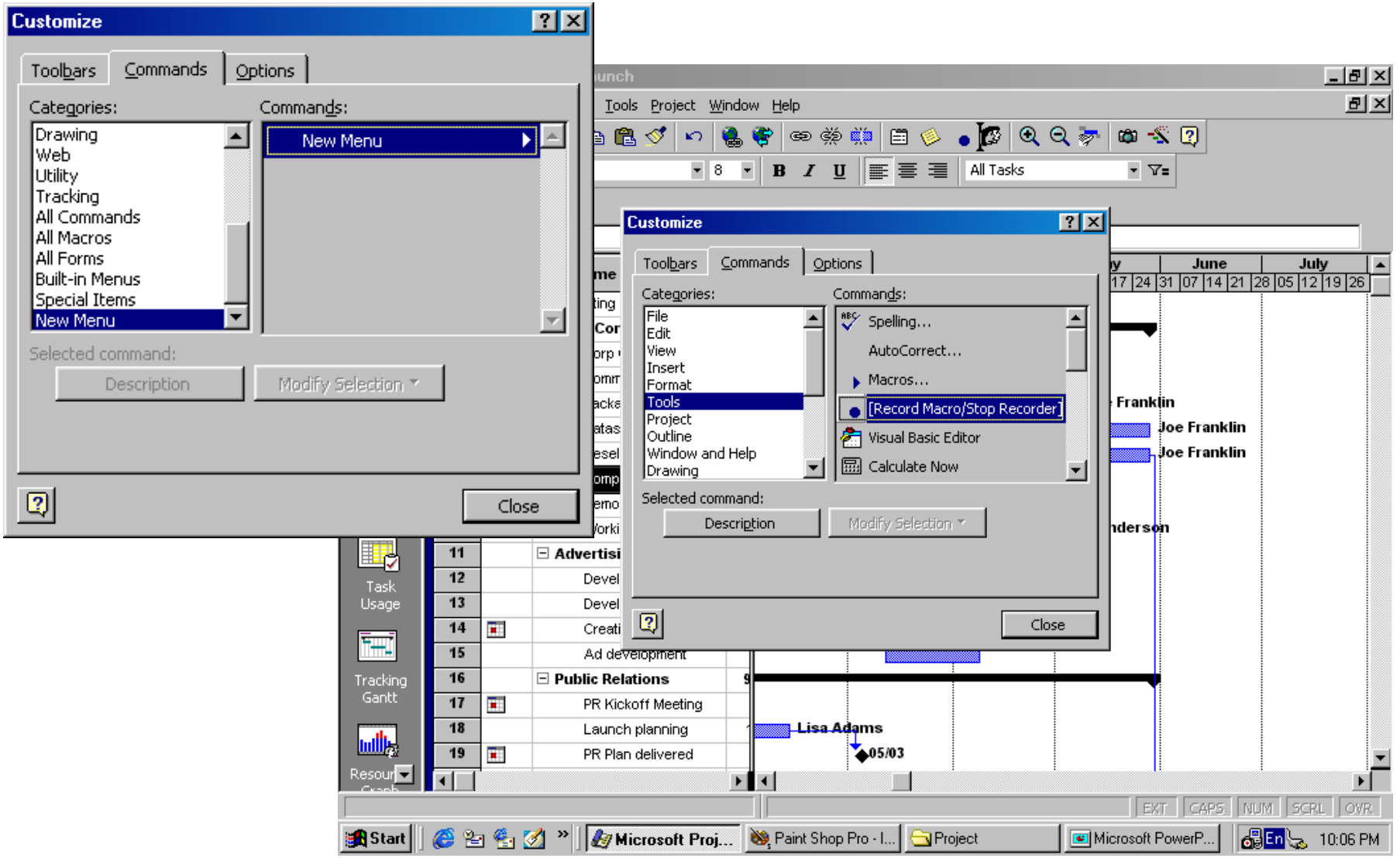
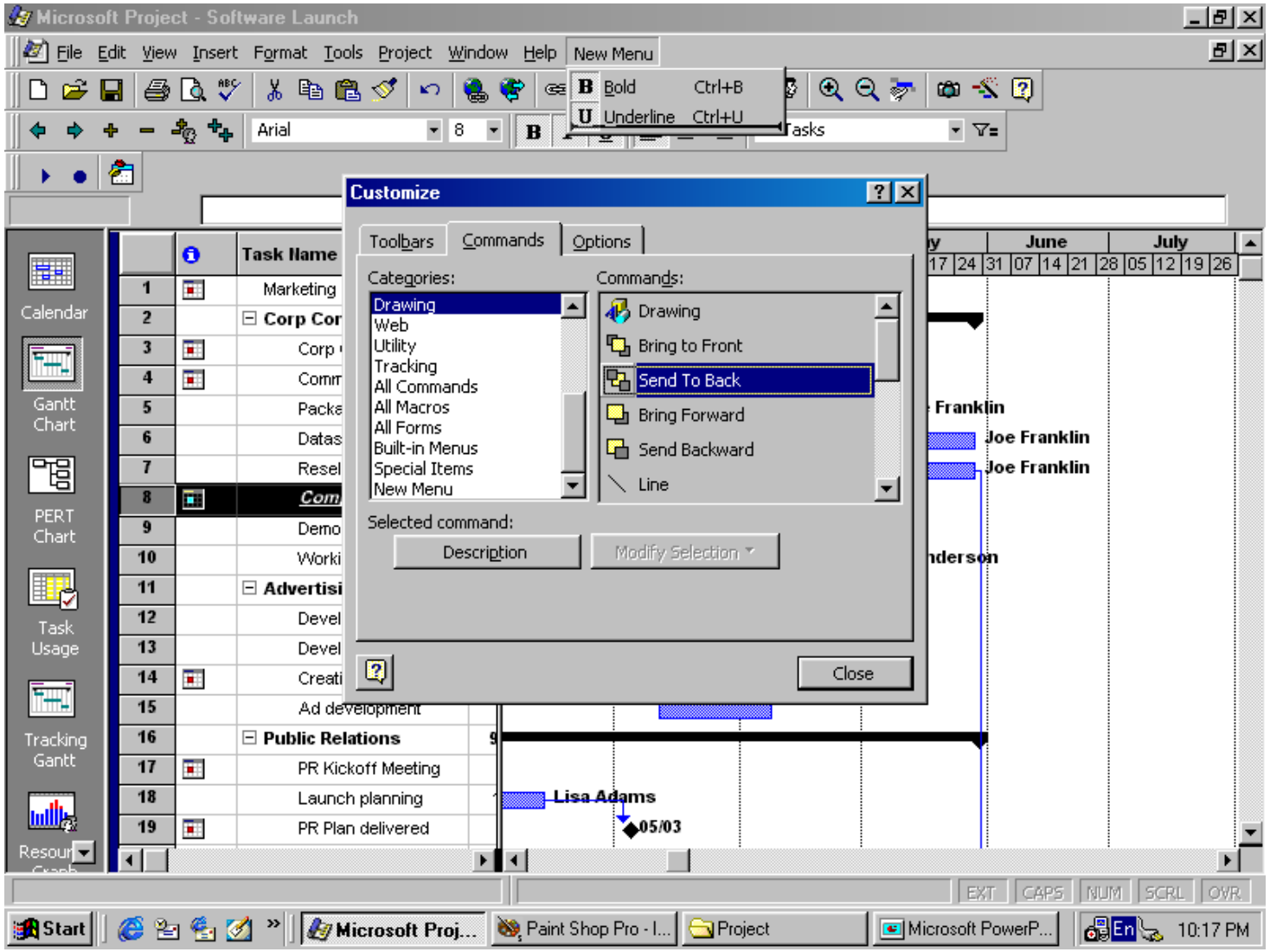
Macro Recorded Fri 04/06/99 by ..
Row references
Relative
Absolute (ID)
Column references
Absolute (Field)
Relative
OK
Cancel

Customizing Toolbars



Customizing Menus



Customizing Menus