

# MS Project Example

#### Project Management Unit #4a

LSU rev20AUG2020

L24.02 MS Project Example

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# New Project Screen

• On starting Project a blank template will appear.

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	0	Task Name	Duration	I WTFS	Jul 18, 'I S S M T	04  W  T   F   S	Jul 25, S S M	'04 T  W   T	FSSN	1,'04 1 T W T	Aug 8, '0 F S S M T	4  W  T   F    S	Aug 15, '04 S M T W	/ T F S S	Aug 22, '04 S M T W T	Aug 29 F S S M T	,'04 🔺
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## **Basic Project Information**

• From the "Project" menu select "Project Information" and enter the anticipated project start date.

Start <u>d</u> ate:	Mon 1/24/05	•
Einish date:	Mon 7/26/04	÷
Schedu <u>l</u> e from:	Project Start Date	-
	All tasks begin as soon as possible.	
Current date:	Mon 7/26/04	-
<u>S</u> tatus date:	NA	•
<u>S</u> tatus date: C <u>a</u> lendar:	NA Standard	•
		-

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## Enter the major tasks

- Type in the major tasks (WBS level 1) in the "Task Name" box.
- Each row is a separate task
- Do not worry about the rest of the columns for now

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		×✓	Data Archive U								
[[]]		0	Task Name	Duration	Start	Finish	Predecessors	Ri ), '05	Jan 23, '05 F S S M T W T F	Jan 30, '05	Feb 6, '05
	1		Power System	1 day?	Mon 1/24/05	Mon 1/24/05					
Calendar	2		Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05					
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# Insert Rows

- Select the row above which you want to insert a subunit
- Select "New Task" from the "Insert" menu
- To delete a row, select the row and press the "Delete" key

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0	Task Name	Duration	Start	Finish	Predecessors	R	Jan 23, '05 Jan	30, '05 Feb 6	i, '05
1	Power System	1 day?	Mon 1/24/05	Mon 1/24/05			SMTWTFSSN	ATVVTFSSM	TWT
2	Fower System	i uay?	WOLT 1724/05	MULT 1724705					
3	21								
4									
5									
6									
7									
8	Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05					
9	Data Archive Unit	1 day?	Mon 1/24/05	Mon 1/24/05					
10	Data Archive Disk	1 day?	Mon 1/24/05	Mon 1/24/05					
11	Auxiliary Transmitter	1 day?	Mon 1/24/05	Mon 1/24/05					
12	Mechanical Structure	1 day?	Mon 1/24/05	Mon 1/24/05					
13	Thermal Control	1 day?	Mon 1/24/05	Mon 1/24/05					
14	System Integration & Test	1 day?	Mon 1/24/05	Mon 1/24/05					
15	Management	1 day?	Mon 1/24/05	Mon 1/24/05					

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L24.02 MS Project Example



# Enter the subunit task names

- Type in the name of the subunit task in the "Task Name" field
- Subunits are "indented" with the right arrow on the task bar
- When subunits are so "indented" the major unit will become bold and the Gantt chart bar will change shape

6 Q	🖇 🖻 🖪 🝼 🔊 🕻	🍓 📾 🦂	) 🛄 🗐 🌾	No Gro	up 🔹	Q Q 🐡 📾 🛛 .
= <u>S</u> how +	Arial 👻 8	- B I	U 🖹 🗐	All Tas	ks 👻	∀= -\$ ,
	Integrate & Test					
0	Task Name	Duration	Start	Finish	Predecessors	Ri Jan 23,'05 Jan 30,'05 Feb 6,'05 S M T W T F S S M T W T F S S M T W
1	Power System	1 day?	Mon 1/24/05	Mon 1/24/05		
2	Power Source	1 day?	Mon 1/24/05	Mon 1/24/05		
3	FCU Supply	1 day?	Mon 1/24/05	Mon 1/24/05		
4	DAU HD Supply	1 day?	Mon 1/24/05	Mon 1/24/05		
5	DAU Supply	1 day?	Mon 1/24/05	Mon 1/24/05		
6	CubeSat Supply	1 day?	Mon 1/24/05	Mon 1/24/05		
7	Integrate & Test	1 day?	Mon 1/24/05	Mon 1/24/05		
8	Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05		
9	Data Archive Unit	1 day?	Mon 1/24/05	Mon 1/24/05		
10	Data Archive Disk	1 day?	Mon 1/24/05	Mon 1/24/05		
11	Auxiliary Transmitter	1 day?	Mon 1/24/05	Mon 1/24/05		
12	Mechanical Structure	1 day?	Mon 1/24/05	Mon 1/24/05		
13	Thermal Control	1 day?	Mon 1/24/05	Mon 1/24/05		
14	System Integration & Test	1 day?	Mon 1/24/05	Mon 1/24/05		
15	Management	1 day?	Mon 1/24/05	Mon 1/24/05		

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# Complete entering WBS

• Process of inserting rows, typing in the task name and indenting the subunit continues until all tasks in the WBS are entered

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	0	Task Name	Duration	Start	Finish	Predecessors   F   Jan 23, '05   Jan 30, '05     S   M   T   W   T   F   S   M   T   W   T   F   S   M   T   W   T   F   S   M   T   W   T   F   S   S   M   T   W   T   F   S   S   M   T   W   T   F   S   S   M   T   W   T   F   S   S   M   T   W   T   F   S   S   M   T   W   T   F   S   S   M   T   W   T   F   S   S   M   T   W   T   F   S   S   M   T   W   T   F   S   S   M   T   W   T   F   S   S   M   T   W   T   F   S   S   M   T   W   T   <
1		Power System	1 day?	Mon 1/24/05	Mon 1/24/05	
2		Power Source	1 day?	Mon 1/24/05	Mon 1/24/05	
3		FCU Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
4		DAU HD Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
5		DAU Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
6		CubeSat Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
7		Interface to power source	1 day?	Mon 1/24/05	Mon 1/24/05	
8		FCU Control Interface	1 day?	Mon 1/24/05	Mon 1/24/05	
9		Establish Control Requirements	s 1 day?	Mon 1/24/05	Mon 1/24/05	
10		Design control interface	1 day?	Mon 1/24/05	Mon 1/24/05	
11		Prototype & test design	1 day?	Mon 1/24/05	Mon 1/24/05	
12		Complete design	1 day?	Mon 1/24/05	Mon 1/24/05	
13		Implement & test design	1 day?	Mon 1/24/05	Mon 1/24/05	
14		DC/DC Converters	1 day?	Mon 1/24/05	Mon 1/24/05	
15		FCU Monitoring Interface	1 day?	Mon 1/24/05	Mon 1/24/05	
16		Integrate & Test	1 day?	Mon 1/24/05	Mon 1/24/05	
17		Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05	
18		Data Archive Unit	1 day?		Mon 1/24/05	
19		Data Archive Disk	1 day?	Mon 1/24/05	Mon 1/24/05	
20		Auxiliary Transmitter	1 day?		Mon 1/24/05	
21		Mechanical Structure	1 day?	Mon 1/24/05	Mon 1/24/05	
22		Thermal Control	1 day?		Mon 1/24/05	
23		System Integration & Test	1 day?		Mon 1/24/05	
24		Management	1 day?	Mon 1/24/05	Mon 1/24/05	

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# Display the WBS code

- Select the "Information" column, right click and choose "Hide Column".
- Next select the "Task Name" column and from the "Insert" menu select "Column". The following pop-up will appear.
- Choose "WBS" as the "Field name"

Column	Definition		? 🔀
Field <u>n</u> ame	e: ID	F	ОК
<u>T</u> itle:	VAC WBS	<b>•</b>	Cancel
<u>Align title:</u>	WBS Predecessors WBS Successors		Best Fit
Align <u>d</u> ata	Work Work Contour		
<u>W</u> idth:	Work Variance	•	

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# Showing the WBS code

• The correct WBS code number will now be displayed for all tasks

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	1					
	WBS	Task Name	Duration	Start	Finish	Jan 23, '05 Jan 30, '05 Feb 6, '05
	1100	Tusk Hume	Daradori	Start	Tunon	S S M T W T F S S M T W T F S S M T W T
1	1	E Power System	1 day?	Mon 1/24/05	Mon 1/24/05	
2	1.1	Power Source	1 day?	Mon 1/24/05	Mon 1/24/05	
3	1.2	FCU Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
4	1.3	DAU HD Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
5	1.4	DAU Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
6	1.5	CubeSat Supply	1 day?	Mon 1/24/05	Mon 1/24/05	<b>***</b>
7	1.5.1	Interface to power source	1 day?	Mon 1/24/05	Mon 1/24/05	
8	1.5.2	🖃 FCU Control Interface	1 day?	Mon 1/24/05	Mon 1/24/05	
9	1.5.2.1	Establish Control Requirements	1 day?	Mon 1/24/05	Mon 1/24/05	
10	1.5.2.2	Design control interface	1 day?	Mon 1/24/05	Mon 1/24/05	
11	1.5.2.3	Prototype & test design	1 day?	Mon 1/24/05	Mon 1/24/05	
12	1.5.2.4	Complete design	1 day?	Mon 1/24/05	Mon 1/24/05	
13	1.5.2.5	Implement & test design	1 day?	Mon 1/24/05	Mon 1/24/05	
14	1.5.3	DC/DC Converters	1 day?	Mon 1/24/05	Mon 1/24/05	
15	1.5.4	FCU Monitoring Interface	1 day?	Mon 1/24/05	Mon 1/24/05	
16	1.6	Integrate & Test	1 day?	Mon 1/24/05	Mon 1/24/05	
17	2	Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05	
18	3	Data Archive Unit	1 day?	Mon 1/24/05	Mon 1/24/05	
19	4	Data Archive Disk	1 day?	Mon 1/24/05	Mon 1/24/05	
20	5	Auxiliary Transmitter	1 day?	Mon 1/24/05	Mon 1/24/05	
21	6	Mechanical Structure	1 day?	Mon 1/24/05	Mon 1/24/05	
22	7	Thermal Control	1 day?	Mon 1/24/05	Mon 1/24/05	
23	8	System Integration & Test	1 day?	Mon 1/24/05	Mon 1/24/05	
24	9	Management	1 day?	Mon 1/24/05	Mon 1/24/05	

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## Task bars

• With all subunits inserted the lowest level will be blue rectangles and higher levels will be black bars with points on the ends.

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	Powe	er Source				
	WBS	Task Name	Duration	Start	Finish	Jan 23, '05 Jan 30, '05 Feb 6, '05
2	1.1	+ Power Source	1 day?	Mon 1/24/05		S S M T W T F S S M T W T F S S M T
4	1.2	FCU Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
6	1.3	DAU HD Supply	1 day?	Mon 1/24/05	Mon 1/24/05	<b>•••</b>
8	1.4	DAU Supply	1 day?	Mon 1/24/05	Mon 1/24/05	•••
10	1.5	CubeSat Supply	1 day?	Mon 1/24/05	Mon 1/24/05	•••
11	1.5.1	+ Interface to power source	1 day?	Mon 1/24/05	Mon 1/24/05	•••
13	1.5.2	E FCU Control Interface	1 day?	Mon 1/24/05	Mon 1/24/05	
14	1.5.2.1	Establish Control Requirements	1 day?	Mon 1/24/05	Mon 1/24/05	
15	1.5.2.2	Design control interface	1 day?	Mon 1/24/05	Mon 1/24/05	
16	1.5.2.3	Prototype & test design	1 day?	Mon 1/24/05	Mon 1/24/05	
17	1.5.2.4	Complete design	1 day?	Mon 1/24/05	Mon 1/24/05	
18	1.5.2.5	Implement & test design	1 day?	Mon 1/24/05	Mon 1/24/05	
19	1.5.3	DC/DC Converters	1 day?	Mon 1/24/05	Mon 1/24/05	<b>**</b>
21	1.5.4	FCU Monitoring Interface	1 day?	Mon 1/24/05	Mon 1/24/05	<b>**</b>
23	1.6	표 Integrate & Test	1 day?	Mon 1/24/05	Mon 1/24/05	<b>•••</b>
25	2	🗄 Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05	<b>**</b>
27	3	🗄 Data Archive Unit	1 day?	Mon 1/24/05	Mon 1/24/05	
29	4	🗄 Data Archive Disk	1 day?	Mon 1/24/05	Mon 1/24/05	
31	5	🗄 Auxiliary Transmitter	1 day?	Mon 1/24/05	Mon 1/24/05	<b>~</b>
33	6	Mechanical Structure	1 day?	Mon 1/24/05	Mon 1/24/05	<b>•••</b>
35		Thermal Control	1 day?	Mon 1/24/05	Mon 1/24/05	<b>***</b>
37	8	E System Integration & Test	1 day?	Mon 1/24/05	Mon 1/24/05	••••
39	9	🗄 Management	1 day?	Mon 1/24/05	Mon 1/24/05	<b>~</b>

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# Distinguishing different levels

- You can change the color of the task bar to distinguish between the different levels in your WBS
- Select the task bar to change (in the Gantt chart area), right click and select "Format Bar".
- Change the color of the "Start", "Middle" and "End"

Bar Shape	Bar Text	
Start	Middle	End
Shape: 🛡 💌	Shape:	Shap <u>e</u> :
Type: Solid 💌	Pattern:	▼ Type: Solid
Color: 🖬 Black 💌	Color: Black	Color: 🖬 Black
Sample:	Black Red Yellow Lime Aqua Blue Fuchsia White Maroon	Са



## Results after task bar change

• The results of changing the task bar color are shown below

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		1					
		WBS	Task Name	Duration	Start	Finish	Jan 23, '05 Jan 30, '05 Feb 6, '05
	1	1	Power System	1 day?	Mon 1/24/05	Mon 1/24/05	S S M T W T F S S M T W T F S S M T W T F S
ar	2	1.1	Power Source	1 day?	Mon 1/24/05		
	4	1.2	E FCU Supply	1 day?	Mon 1/24/05	1912-1910-1018-1018	
	6	1.3	DAU HD Supply	1 day?	Mon 1/24/05		- T T
8	8	1.4	DAU Supply	1 day?	Mon 1/24/05		
	10	1.5	CubeSat Supply	1 day?	Mon 1/24/05	10000000000000000000000000000000000000	
	11	1.5.1	Interface to power source	1 day?	Mon 1/24/05		
	13	1.5.2	E FCU Control Interface	1 day?	Mon 1/24/05	100 100 100 100 100 100 100 100 100 100	
k.	14	1.5.2.1	Establish Control Requirements	1 day?	Mon 1/24/05		
n	15	1.5.2.2	Design control interface	1 day?	Mon 1/24/05	Mon 1/24/05	
	16	1.5.2.3	Prototype & test design	1 day?	Mon 1/24/05		
	17	1.5.2.4	Complete design	1 day?	Mon 1/24/05	Mon 1/24/05	
	18	1.5.2.5	Implement & test design	1 day?	Mon 1/24/05	Mon 1/24/05	
	19	1.5.3	DC/DC Converters	1 day?	Mon 1/24/05	Mon 1/24/05	
	21	1.5.4	FCU Monitoring Interface	1 day?	Mon 1/24/05	Mon 1/24/05	
ig 🛛	23	1.6	± Integrate & Test	1 day?	Mon 1/24/05	Mon 1/24/05	
	25	2	🛨 Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05	
	27	3	🛨 Data Archive Unit	1 day?	Mon 1/24/05	Mon 1/24/05	
	29	4	포 Data Archive Disk	1 day?	Mon 1/24/05	Mon 1/24/05	
ie 🛛	31	5	Auxiliary Transmitter	1 day?	Mon 1/24/05	Mon 1/24/05	<b>**</b>
	33	6	🗄 Mechanical Structure	1 day?	Mon 1/24/05	Mon 1/24/05	<b>~~</b>
	35	7	Thermal Control	1 day?	Mon 1/24/05	Mon 1/24/05	<b>**</b>
	37	8	System Integration & Test	1 day?	Mon 1/24/05	Mon 1/24/05	
e	39	9	🗄 Management	1 day?	Mon 1/24/05	Mon 1/24/05	<b>**</b>

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## Set the task durations

- Now enter the time associated with each task in the "Duration" field. See the MS Project Help for choices on units.
- Set durations for the lowest level tasks and the total time will be summarized or rolled-up to the next highest level.

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		Sy	stem Integration & Test												
		WBS	Task Name	Duration	Start	Finish	Predecessors	Re	Jan 2			Jan 30, '05 SIM T DAVI 1	r IF IS	Feb 6, '05 S M T W T F	Feb 13, '05
H	1	8	1 🖻 Power System	10 days	Mon 1/24/05	Fri 2/4/05		-			3.	5 191 1 991 1		3 101 1 101 1 17	
	2	1.	1 E Power Source	5 days	Mon 1/24/05	Fri 1/28/05			-		-				
	4	1.	2 🗄 FCU Supply	10 days	Mon 1/24/05	Fri 2/4/05			-						
	6	1.	3 🗄 DAU HD Supply	5 days	Mon 1/24/05	Fri 1/28/05			-		-				
	8	1.	4 🗄 DAU Supply	10 days	Mon 1/24/05	Fri 2/4/05			-						
	10	1.	5 🗉 CubeSat Supply	4 days	Mon 1/24/05	Thu 1/27/05			-						
	11	1.5.	1	2 days	Mon 1/24/05	Tue 1/25/05			-	-					
	13	1.5.	2 E FCU Control Interface	4 days	Mon 1/24/05	Thu 1/27/05				~					
	14	1.5.2.	1 Establish Control Requirements	1 day	Mon 1/24/05	Mon 1/24/05	2			]					
	15	1.5.2.	2 Design control interface	2 days	Mon 1/24/05	Tue 1/25/05									
	16	1.5.2.	3 Prototype & test design	4 days	Mon 1/24/05	Thu 1/27/05									
	17	1.5.2	4 Complete design	1 day	Mon 1/24/05	Mon 1/24/05				1					
	18	1.5.2.	5 Implement & test design	2 days	Mon 1/24/05	Tue 1/25/05									
	19	1.5.	3 DC/DC Converters	3 days	Mon 1/24/05	Wed 1/26/05				-					
	21	1.5.	4 • FCU Monitoring Interface	3 days	Mon 1/24/05	Wed 1/26/05			-	-					
	23	1.	6 🕀 Integrate & Test	3 days	Mon 1/24/05	Wed 1/26/05			-	~					
	25		2 🛨 Flight Control Unit	10 days	Mon 1/24/05	Fri 2/4/05			-	~ ~					
	27		3 🛨 Data Archive Unit	10 days	Mon 1/24/05	Fri 2/4/05			-						
	29		4 王 Data Archive Disk	3 days	Mon 1/24/05	Wed 1/26/05			-						
	31		5 🗄 Auxiliary Transmitter	5 days	Mon 1/24/05	Fri 1/28/05			-	12.898	-				
	33		6 🛨 Mechanical Structure	10 days	Mon 1/24/05	Fri 2/4/05			-						
	35		7 🗄 Thermal Control	5 days	Mon 1/24/05	Fri 1/28/05					-				
	37		8 🛨 System Integration & Test	6 days	Mon 1/24/05	Mon 1/31/05			-						
2	39		9 🗄 Management	50 days	Mon 1/24/05	Fri 4/1/05			-						

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## Set the task predecessors

- Enter the task dependence (i.e. which tasks must be complete prior to starting the next task) in the "Predecessors" field.
- You need to use the row number, not the WBS code.

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+ <del>+</del>	10110100	Show - Aria		🗐 🛛 All Tasl		V= -\$ .		
			The second	22		118398-33		
_	s - 1	WBS	Task Name	Duration	Start	Finish	Predecessors	Re Jan 23, '05 Jan 30, '05 Feb 6
	1	1	Power System	10 days	Mon 1/24/05	Fri 2/4/05		FSSMTWTFSSMTWTFSSM
ndar	2	1.1	Power Source	5 days	Mon 1/24/05	Fri 1/28/05		
3	4	1.2		10 days	Mon 1/24/05	Fri 2/4/05		
	6	1.3	DAU HD Supply	5 days	Mon 1/24/05	Fri 1/28/05		
ntt	8	1.4	🗄 DAU Supply	10 days	Mon 1/24/05	Fri 2/4/05		
art	10	1.5	CubeSat Supply	10 days	Mon 1/24/05	Fri 2/4/05		
	11	1.5.1		2 days	Mon 1/24/05	Tue 1/25/05		
	13	1.5.2	FCU Control Interface	10 days	Mon 1/24/05	Fri 2/4/05		
vork ram	14	1.5.2.1	Establish Control Requirements	1 day	Mon 1/24/05	Mon 1/24/05		
	15	1.5.2.2	Design control interface	2 days	Tue 1/25/05	Wed 1/26/05	14	
	16	1.5.2.3	Prototype & test design	4 days	Thu 1/27/05	Tue 2/1/05	15	
sk 🕹	17	1.5.2.4	Complete design	1 day	Wed 2/2/05	Wed 2/2/05	16	
ige	18	1.5.2.5	Implement & test design	2 days	Thu 2/3/05	Fri 2/4/05	17	
-	19	1.5.3	DC/DC Converters	3 days	Mon 1/24/05	Wed 1/26/05		
T I	21	1.5.4	FCU Monitoring Interface	3 days	Mon 1/24/05	Wed 1/26/05		
king	23	1.6	🛨 Integrate & Test	3 days	Mon 1/24/05	Wed 1/26/05		
htt	25	2	Flight Control Unit	10 days	Mon 1/24/05	Fri 2/4/05		· · · · · · · · · · · · · · · · · · ·
	27	3	🗄 Data Archive Unit	10 days	Mon 1/24/05	Fri 2/4/05		
虛	29	4	🗄 Data Archive Disk	3 days	Mon 1/24/05	Wed 1/26/05		
urce iph	31	5	🗄 Auxiliary Transmitter	5 days	Mon 1/24/05	Fri 1/28/05		
	33	6	Mechanical Structure	10 days	Mon 1/24/05	Fri 2/4/05		
	35		Thermal Control	5 days	Mon 1/24/05	Fri 1/28/05		• • • • • • • • • • • • • • • • •
424 urce	37	3.72	System Integration & Test	6 days	Mon 1/24/05	Mon 1/31/05		
et i	39	9	🗄 Management	50 days	Mon 1/24/05	Fri 4/1/05		
-								

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## Enter all predecessors

• Here all the task predecessors are determined and entered, but the Gantt chart now needs room to display fully

•   Arial   •   B   I <th></th> <th>/ Insert Format Iools Project Window Help 0、『 X 卧 龍 ダ い 優 @ 第前</th> <th></th> <th>No Group</th> <th></th> <th>Q 😓 👼 📾</th> <th>1 (?)</th> <th></th> <th></th> <th></th> <th></th> <th></th>		/ Insert Format Iools Project Window Help 0、『 X 卧 龍 ダ い 優 @ 第前		No Group		Q 😓 👼 📾	1 (?)					
Fight Control Unit   Finish   Predicessor   Resource   227, 05   Mar 6, 05   Mar 13, 05   Mar 20, 05   Mar 27, 05   Acr     1   Power System   51 days   Mon 14405   Acr   Acr     2   Power Source   5 days   Mon 14405   Acr   Acr     3   Power Source   5 days   Mon 12405   Fri 12805   Acr     4   # FCU Supply   10 days   Mon 22105   Fri 21805   Acr     5   # DAU HD Supply   5 days   Mon 27105   Fri 21805   Acr     10   # CubeSat Supply   10 days   Mon 27105   Fri 21805   Acr     11   # Interface to power source   2 days   Mon 3705   Wed 3805   12   Acr     12   Design control Interface   10 day   Mon 3705   Wed 3805   12   Acr     13   # CU Cunctol Interface   10 days   Mon 3705   Tue 32205   Acr     14   Establish Control Card Requirements   1 day   Mon 3705   Tue 32205   Acr </th <th></th>												
Task Name   Duration   Stat   Firish   Predecessors   Resource   27,75   Mar 6,05   Mar 13,05   Mar 20,05   Mar 27,05   Agr 37     1   B Power System   51 days   Mon 12405   Fri 12805   G   G     2   B Power Source   5 days   Mon 12405   Fri 12805   G   G     4   B FOU Supply   6 days   Mon 12405   Fri 21805   G   G     6   B DAU HD Supply   6 days   Mon 27405   Fri 21805   G   G     10   B CubeSat Supply   10 days   Mon 27405   Fri 21805   G   G     11   B Interface to power source   2 days   Mon 37405   Wed 39005   G   G     12   Design control interface   10 days   Mon 37405   Tus 37005   Tus 37005   G   G     13   Defign control interface   1 days   Mon 37405   Tus 37005   Tus 37005   Tus 37005   G   G     14   Establish Control Interface   3 days												
Bower System   Stow   Mon 12408   Firi 12808   Mon 12408   Mon 12408   Firi 12808   Mon 12408   Mon 12408   Firi 12808   Firi 12808   Firi 12808   Firi 12808   Firi 12808   Firi 2808 <t< th=""><th>_</th><th></th><th>F 124 C 1 1 1 2 C 1 1</th><th>2000</th><th></th><th>12</th><th></th><th>07.05</th><th>14 0 IDT</th><th>14 40 105</th><th>14 00 105</th><th></th></t<>	_		F 124 C 1 1 1 2 C 1 1	2000		12		07.05	14 0 IDT	14 40 105	14 00 105	
1 9 Power System 51 day Mon 1240s Mon 440s Mon 440s Mon 440s Mon 440s Mon 440s Mon 440s Mon 1240s Mo		Task Name	Duration	Start	Finish	Predecessors	Resource	M T W T F S	Marb, 105	S S M T W T	F S S M T W T	FSSMTVVTFSSMT
4 B FCU Supply 10 days Mon 1/3105 Fri 2/1105    6 B DAU HD Supply 5 days Mon 2/2105 Fri 2/8005    8 B DAU Supply 16 days Mon 2/2105 Fri 3/4005    10 ClubeSat Supply 16 days Mon 3/705 Frei 3/4005    11 B Interface to power source 2 days Mon 3/705 Tue 3/805    13 B FCU Control Interface 10 days Wed 3/805 Tue 3/805    14 Establish Control Requirements 1 day Fri 3/1005 Fri 3/1005 Fri 3/1005 Fri 3/1005   15 Design control Interface 2 days Thu 3/1005 Fri 3/1005 <td>1</td> <td>🖃 Power System</td> <td>51 days</td> <td>Mon 1/24/05</td> <td>Mon 4/4/05</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	1	🖃 Power System	51 days	Mon 1/24/05	Mon 4/4/05							
8 ① DAU HD Supply 6 day Mon 2/1406 Fri 2/1805    8 ③ DAU Supply 10 days Mon 2/2105 Fri 3/405    10 □ CubeSat Supply 10 days Mon 3/705 Wed 3/305     11 □ Interface to power source 2 days Mon 3/705 Tue 3/205     12 □ Establish Control Interface 10 days Wed 3/305 Tue 3/2205     14 □ Establish Control Requirements 1 day Wed 3/305 Tue 3/2205     15 □ Design control Interface 2 days Mon 3/2105 Tue 3/2205     16 □ Prototype & test design 1 days Mon 3/2105 Tue 3/2205     17 □ Complete design 1 days Mon 3/2105 Tue 3/2205     18 □ Implement & test design 2 days Mon 3/2105 Fri 3/1805     19 DCDC Converters 3 days Mon 3/2105 Fri 3/1805      28 Data Archive Disk	2	Power Source	5 days	Mon 1/24/05	Fri 1/28/05							
8   ① DAU Supply   10 days   Mon 2/21/05   Fri 3/405   Image: CubeSat Supply   18 days   Mon 37/05   Wed 3/3005   Image: CubeSat Supply   18 days   Mon 37/05   Wed 3/3005   Image: CubeSat Supply   18 days   Mon 37/05   Wed 3/3005   Image: CubeSat Supply   18 days   Mon 37/05   Wed 3/3005   Image: CubeSat Supply   Image: CubeSat Supply   18 days   Mon 37/05   Wed 3/3005   Image: CubeSat Supply   Image: Cube	4	🗄 FCU Supply	10 days	Mon 1/31/05	Fri 2/11/05							
Image: Construction   Image: Construction	6	🛨 DAU HD Supply	5 days	Mon 2/14/05	Fri 2/18/05							
Image   Image   Image   Image   Image   Image     11   Interface   10 days   Wed 3905   Tue 3205   Image   Image     12   Image   1 day   Wed 3905   Ved 3905   Ved 3905   Image	8	🕀 DAU Supply	10 days	Mon 2/21/05	Fri 3/4/05							
FCU Control Interface   10 day   Wed 39005   Tue 3/2005     14   Establish Control Requirements   1 day   Wed 39005   12     15   Design control Interface   2 days   Thu 3/1005   Fri 3/1105   14     16   Prototype & test design   4 days   Mon 3/1405   Thu 3/1705   15     17   Complete design   1 day   Fri 3/1800   Fri 3/1805   16     18   Implement & test design   2 days   Mon 3/2105   Tri 3/2505   Implement & test design   2 days   Mon 3/2105   Fri 3/2505   Implement & test design   1 days   Mon 3/2105   Fri 3/2505   Implement & test design   2 days   Mon 3/2105   Fri 3/2505   Implement & test design   Mon 3/2105   Implement & test design   Implement & test design   Mon 3/2105   Implement & test design	10	🖃 CubeSat Supply	18 days	Mon 3/7/05	Wed 3/30/05				<b>V</b>	1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 -		
14 Estabilish Control Requirements 1 day Wed 3/900 Wed 3/900 Wed 3/900 1   15 Design control interface 2 days Thu 3/1005 Fri 3/1105 14   16 Prototype & test design 4 days Mon 3/1405 Thu 3/17/05 15   17 Complete design 1 day Fri 3/18005 Fri 3/18005 16   18 Implement & test design 2 days Mon 3/2105 Tru 3/2005 17   19 D C/DC Converters 3 days Mon 3/2105 Tru 3/2005 -   21 B C/D Monitoring Interface 3 days Mon 3/2105 Fri 3/25005 -   23 B Integrate & Test 3 days Mon 3/2105 Fri 3/25005 - -   24 B C/D Monitoring Interface 3 days Mon 3/2105 Fri 3/25005 - -   25 B Flight Control Unit 10 days Mon 3/2105 Fri 3/25005 - -   26 D tat Archive Unit 10 days Mon 3/2105 Ked 3/3005 - -   27 D dat Archive Disk 3 days Mon 3/2105 <td>11</td> <td>Interface to power source</td> <td>2 days</td> <td>Mon 3/7/05</td> <td>Tue 3/8/05</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	11	Interface to power source	2 days	Mon 3/7/05	Tue 3/8/05							
10 Design control interface 2 days Thu 3/100s Fri 3/11.0s 1   16 Prototype & test design 4 days Mon 3/140s Thu 3/17.0s 15   17 Complete design 1 day Fri 3/18.0s Fri 3/18.0s 16   18 Implement & test design 2 days Mon 3/210s Tu 3/22.0s 17   19 ID CD/C Converters 3 days Wed 3/23.0s Fri 3/18.0s 6   21 Implement & test design 3 days Mon 3/21.0s Fri 3/18.0s 6   23 Implement & test design 10 days Mon 3/21.0s Fri 3/18.0s 6   23 Implement & test 3 days Mon 3/21.0s Fri 3/18.0s 6   24 Implement & test 3 days Mon 3/21.0s Fri 3/18.0s 6   25 Flight Control Unit 10 days Mon 3/21.0s Fri 3/18.0s 6   26 Data Archive Unit 10 days Mon 3/21.0s Fri 3/18.0s 6   26 Data Archive Disk 3 days Mon 3/21.0s Mon 4/25.0s 6   27 Data Archi	13	FCU Control Interface	10 days	Wed 3/9/05	Tue 3/22/05							
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17 Complete design 1 day Fri 3/18/05 16   18 Implement & test design 2 days Mon 3/21/05 Tue 3/22/05 17   19 IP DC/DC Converters 3 days Wed 3/23/05 Fri 3/18/05 Implement & test design 2 days   21 IP FCU Monitoring Interface 3 days Mon 3/28/05 Wed 3/30/05 Implement & test design 2 days Mon 3/28/05 Wed 3/23/05 Implement & test design Implement & test design 3 days Mon 3/28/05 Wed 3/23/05 Implement & test design Impl	15	Design control interface	2 days	Thu 3/10/05	Fri 3/11/05	14						
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19 ① DC/DC Converters 3 days Ved 3/23/05 Fri 3/25/05   21 ① FC/U Monitoring Interface 3 days Mon 3/28/05 Wed 3/30/05   23 ② Integrate & Test 3 days Mon 3/28/05 Fri 2/25/05   25 ② Flight Control Unit 10 days Mon 3/2/16/05 Fri 2/25/05   26 ② Data Archive Unit 10 days Mon 3/2/16/05 Fri 2/25/05   27 ③ Data Archive Disk 3 days Mon 3/2/16/05 Fri 3/25/05   29 ③ Data Archive Disk 3 days Mon 3/2/16/05 Wed 3/23/05   20 ④ Data Archive Disk 3 days Mon 3/2/16/05 Wed 3/23/05   21 ④ Auxiliary Transmitter 3 days Mon 3/2/16/05 Wed 3/23/05   23 ④ Mechanical Structure 10 days Tus 4/2/6/05 Mon 4/18/05   23 ③ Mechanical Structure 10 days Tus 4/2/6/05 Mon 4/2/5/05   24 ① System Integration & Test 6 days Tus 4/2/6/05 Tus 5/3/05	17	Complete design	1 day	Fri 3/18/05	Fri 3/18/05	16						
21 ① FCU Monitoring Interface 3 days Mon 3/28/05 Wed 3/30/05   23 ② Integrate & Test 3 days Thu 3/31/05 Mon 4/405   25 ⑦ Flight Control Unit 10 days Mon 3/7/86 Fri 2/25/05   27 ② Data Archive Unit 10 days Mon 3/7/85 Fri 3/18/05   26 ⑦ Data Archive Unit 10 days Mon 3/7/85 Fri 3/18/05   27 ③ Data Archive Unit 10 days Mon 3/7/85 Fri 3/18/05   29 ③ Data Archive Disk 3 days Mon 3/21/85 Wed 3/30/05   20 ④ Data Archive Disk 3 days Mon 3/21/85 Wed 3/30/05   31 ④ Auxiliary Transmitter 10 days Tu 4/26/05 Mon 4/25/05   32 ④ Mechanical Structure 10 days Tu 4/25/05 Mon 4/25/05   37 ④ System Integration & Test 6 days Tu 4/25/05 Tu 5/30/5	18	Implement & test design	2 days	Mon 3/21/05	Tue 3/22/05	17						
23 ① Integrate & Test 3 days Thu 3/31/05 Mon 4/4/05   25 ② Flight Control Unit 10 days Mon 2/14/05 Fri 2/25/05   27 ② Data Archive Unit 10 days Mon 3/7/05 Fri 3/18/05   29 ③ Data Archive Disk 3 days Mon 3/21/05 Wed 3/23/05   21 ④ Data Archive Disk 3 days Mon 3/21/05 Wed 3/23/05   21 ④ Auxiliary Transmitter 5 days Thu 3/24/05 Wed 3/30/05   23 ④ Mechanical Structure 10 days Tue 4/5/05 Mon 4/25/05   23 ① Mechanical Structure 10 days Tue 4/26/05 Tue 5/30/5   24 ③ System Integration & Test 6 days Tue 4/26/05 Tue 5/30/5	19	DC/DC Converters	3 days	Wed 3/23/05	Fri 3/25/05							
25 Flight Control Unit 10 days Mon 2/14/05 Fri 2/25/05   27 Data Archive Unit 10 days Mon 3/7/05 Fri 3/16/05   29 Data Archive Disk 3 days Mon 3/2/105 Wed 3/23/05   21 Data Archive Disk 3 days Mon 3/2/105 Wed 3/23/05   23 Dechanical Structure 10 days Tue 4/5/05 Mon 4/18/05   23 Dechanical Structure 10 days Tue 4/5/05 Mon 4/25/05   24 Thermal Control 5 days Tue 4/25/05 Mon 4/25/05   25 Dechanical Structure 6 days Tue 4/25/05 Tue 5/3/05   26 System Integration & Test 6 days Tue 4/25/05 Tue 5/3/05	21	E FCU Monitoring Interface	3 days	Mon 3/28/05	Wed 3/30/05							
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33 <sup>33</sup> Mechanical Structure 10 days Tue 4/5/05 Mon 4/18/05   35 <sup>35</sup> Thermal Control <sup>5</sup> days Tue 4/19/05 Mon 4/25/05   37 <sup>35</sup> System Integration & Test <sup>6</sup> days    Tue 4/26/05    Tue 5/3/05	29	🗄 Data Archive Disk	3 days	Mon 3/21/05	Wed 3/23/05						<b>v v</b>	
35	31	🗄 Auxiliary Transmitter	5 days	Thu 3/24/05	Wed 3/30/05							
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	35	🗄 Thermal Control	5 days	Tue 4/19/05	Mon 4/25/05							
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	39	🛨 Management	100 days	Mon 1/24/05	Fri 6/10/05							

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## Set the timescale of the chart

- From the "Format" menu select "Timescale"
- Set the Major Scale to Months
- Set the Minor Scale to Weeks

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## After timescale change

• Now the full Gantt chart from project start to end can be displayed

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							1/16 1/23 1/30 2/6 2/13 2/20 2/27 3/6 3/13 3/20 3/27 4/3 4/10 4/17 4/
	and the second second	ver System	51 days	Mon 1/24/05			
	6	🛨 Power Source	5 days	Mon 1/24/05	Fri 1/28/05		
		🗄 FCU Supply	10 days	Mon 1/31/05	Fri 2/11/05		
	X	🛨 DAU HD Supply	5 days	Mon 2/14/05	Fri 2/18/05		
	icarella di	DAU Supply	10 days	Mon 2/21/05	Fri 3/4/05		
		CubeSat Supply	18 days	Mon 3/7/05	Wed 3/30/05	1	· · · · · · · · · · · · · · · · · · ·
	1	Interface to power source	2 days	Mon 3/7/05	Tue 3/8/05		
1.0	3	FCU Control Interface	10 days	Wed 3/9/05	Tue 3/22/05	1	
	4	Establish Control Requirements	1 day	Wed 3/9/05		02222	Brand Bra
1.1	5	Design control interface	2 days	Thu 3/10/05		10 M 10	
1	6	Prototype & test design	4 days	Mon 3/14/05	Thu 3/17/05	15	
1	7	Complete design	1 day	Fri 3/18/05	Fri 3/18/05	16	
1	8	Implement & test design	2 days	Mon 3/21/05	Tue 3/22/05	17	
1	9	DC/DC Converters	3 days	Wed 3/23/05	Fri 3/25/05		- United States of the States
3	1	🛨 FCU Monitoring Interface	3 days	Mon 3/28/05	Wed 3/30/05		
- 2	3 [	🛨 Integrate & Test	3 days	Thu 3/31/05	Mon 4/4/05	1	
		ht Control Unit	10 days	Mon 2/14/05	Fri 2/25/05		· · · · · · · · · · · · · · · · · · ·
4	7 🗄 Data	a Archive Unit	10 days	Mon 3/7/05	Fri 3/18/05		
2	9 🗄 Data	a Archive Disk	3 days	Mon 3/21/05	Wed 3/23/05	1	
3	1 🗄 Aux	iliary Transmitter	5 days	Thu 3/24/05	Wed 3/30/05		
1.1	3 🗄 Med	chanical Structure	10 days	Tue 4/5/05	Mon 4/18/05		
3	5 🗄 The	ermal Control	5 days	Tue 4/19/05	Mon 4/25/05		· · · · · · · · · · · · · · · · · · ·
3	7 🗄 Sys	tem Integration & Test	6 days	Tue 4/26/05	Tue 5/3/05		
3	9 🛨 Mar	nagement	75 days	Mon 1/24/05	Fri 5/6/05	1	

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# Make an image for documents

- To make a GIF image that can be inserted into documents, first arrange the chart and task info boundaries to display just what you want.
- From the "Edit" menu select "Copy Picture"
- Select "To GIF image file:" and enter a filename for the image

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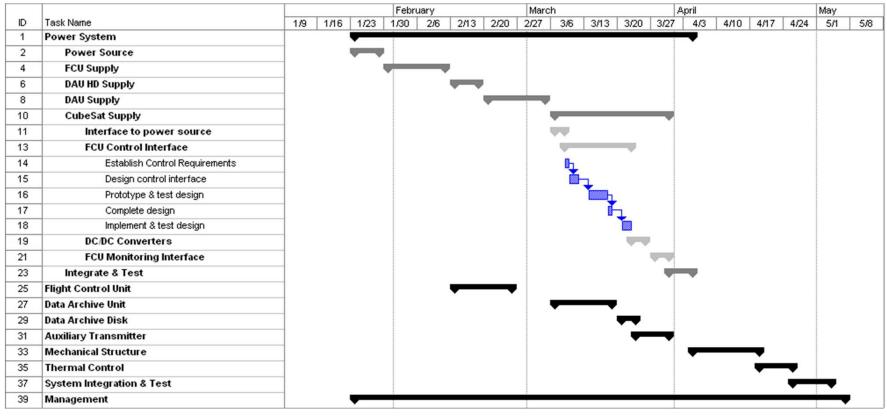
- Select what to copy: Rows on screen or Selected Rows
- Select the timescale as either what is shown on the screen or for specific dates
- Click OK and the image will be generated.

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# Final version of project

• Below is the GIF image of the example project ready to be inserted in a document.



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