



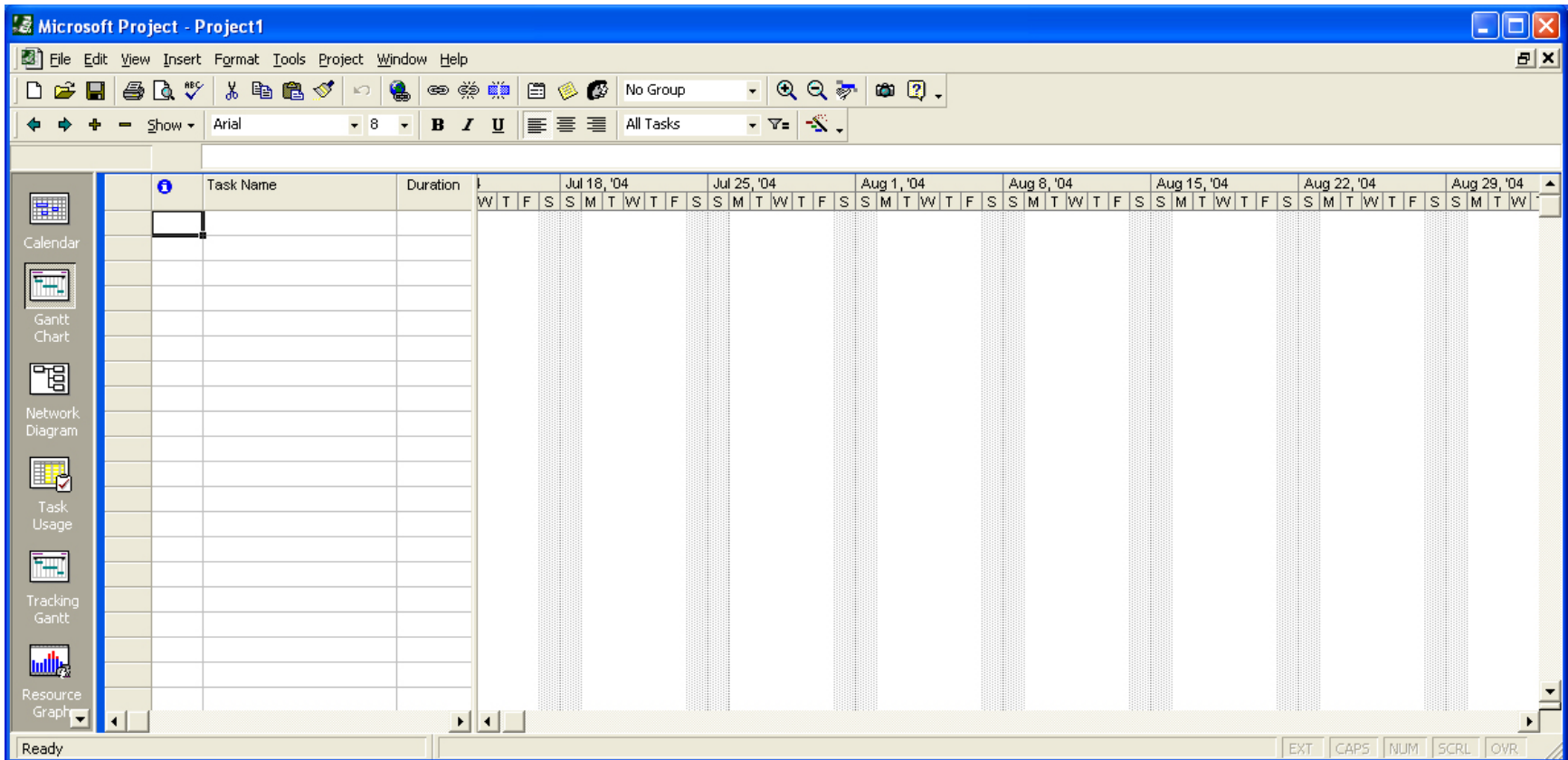
# MS Project Example



# New Project Screen



- On starting Project a blank template will appear.





# Basic Project Information



- From the “Project” menu select “Project Information” and enter the anticipated project start date.

Project Information for 'Project1'

Start date: Mon 1/24/05

Finish date: Mon 7/26/04

Schedule from: Project Start Date

All tasks begin as soon as possible.

Current date: Mon 7/26/04

Status date: NA

Calendar: Standard

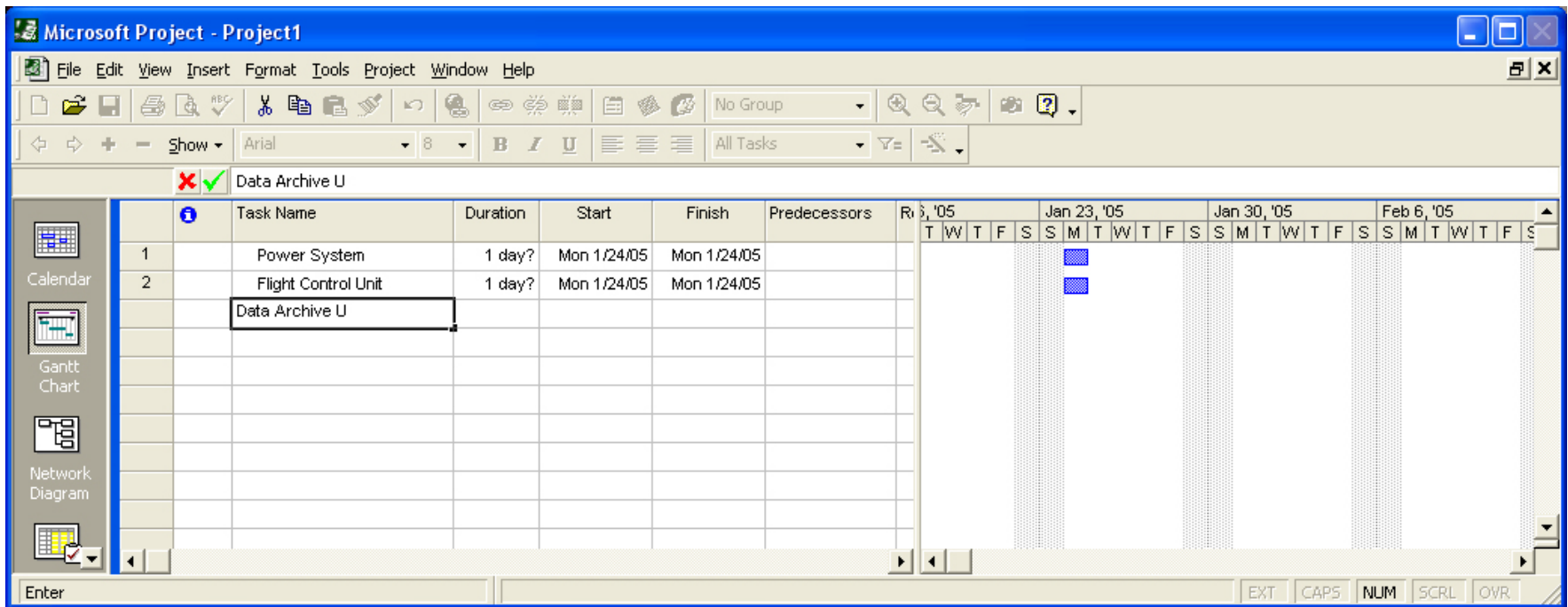
Priority: 500

Help Statistics... OK Cancel



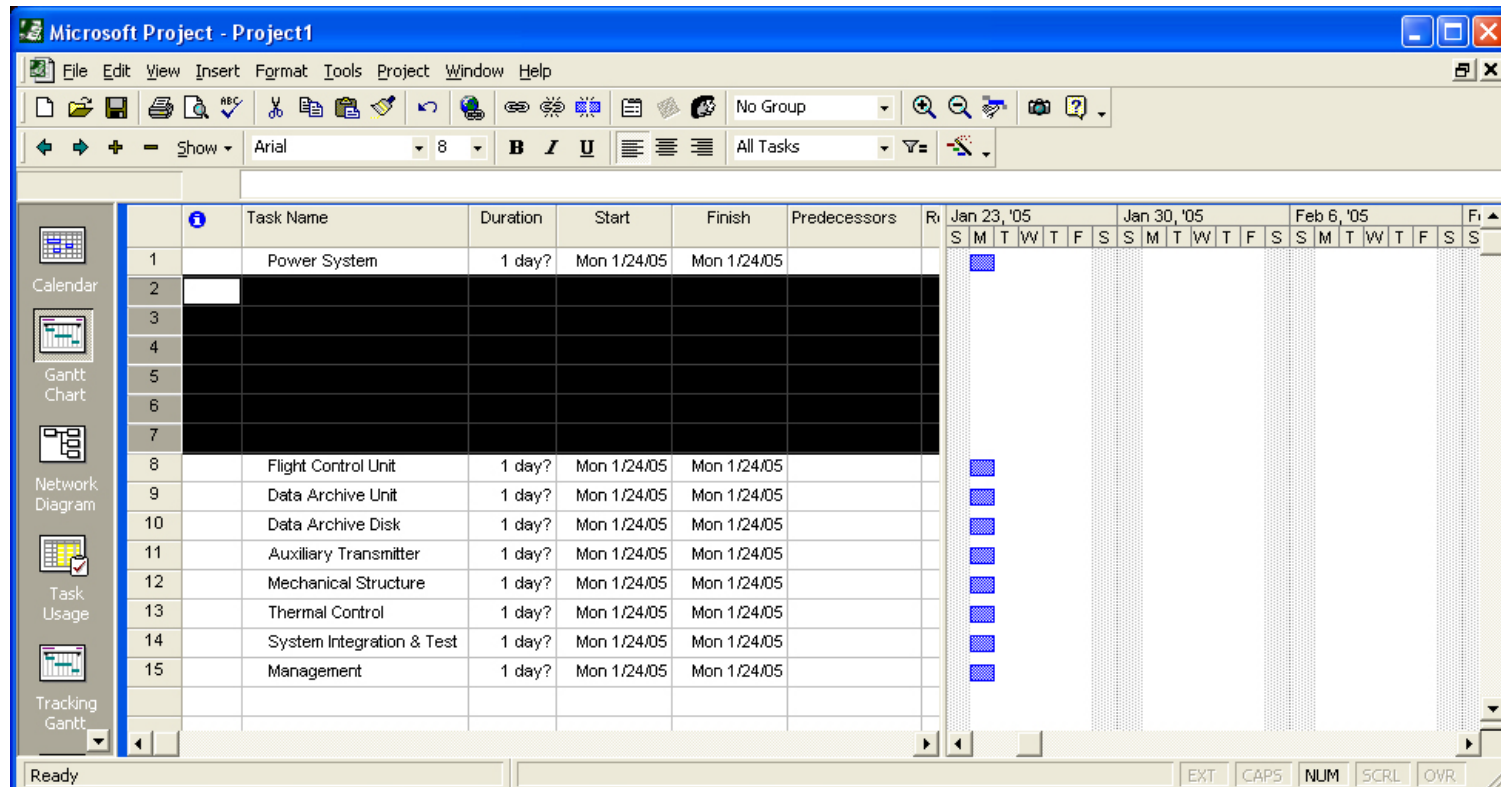
# Enter the major tasks

- 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



# 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



Task ID	Task Name	Duration	Start	Finish	Predecessors
1	Power System	1 day?	Mon 1/24/05	Mon 1/24/05	
2					
3					
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	



# 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

Task ID	Task Name	Duration	Start	Finish	Predecessors
1	<b>Power System</b>	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	<b>Integrate &amp; Test</b>	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	

# Complete entering WBS

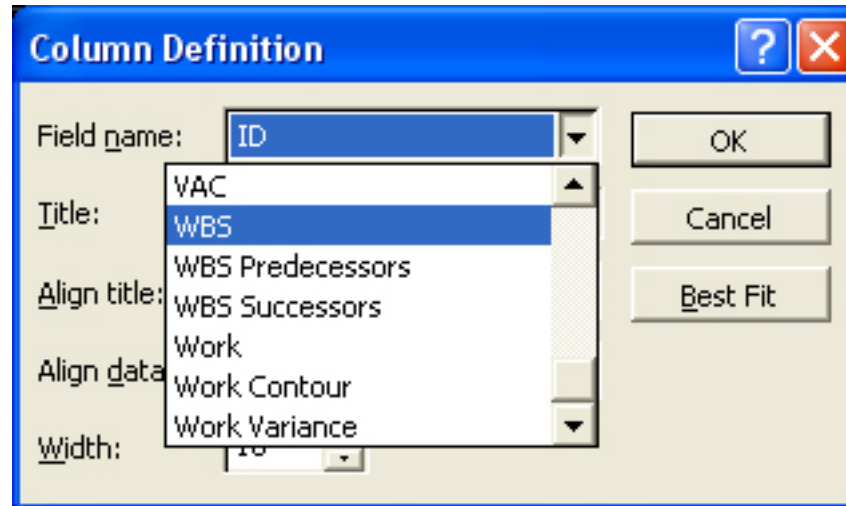
- Process of inserting rows, typing in the task name and indenting the subunit continues until all tasks in the WBS are entered

Task ID	Task Name	Duration	Start	Finish	Predecessors
1	<b>Power System</b>	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	<b>CubeSat Supply</b>	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	<b>FCU Control Interface</b>	1 day?	Mon 1/24/05	Mon 1/24/05	
9	Establish Control Requirements	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	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	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	Mon 1/24/05	
23	System Integration & Test	1 day?	Mon 1/24/05	Mon 1/24/05	
24	Management	1 day?	Mon 1/24/05	Mon 1/24/05	



# 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”

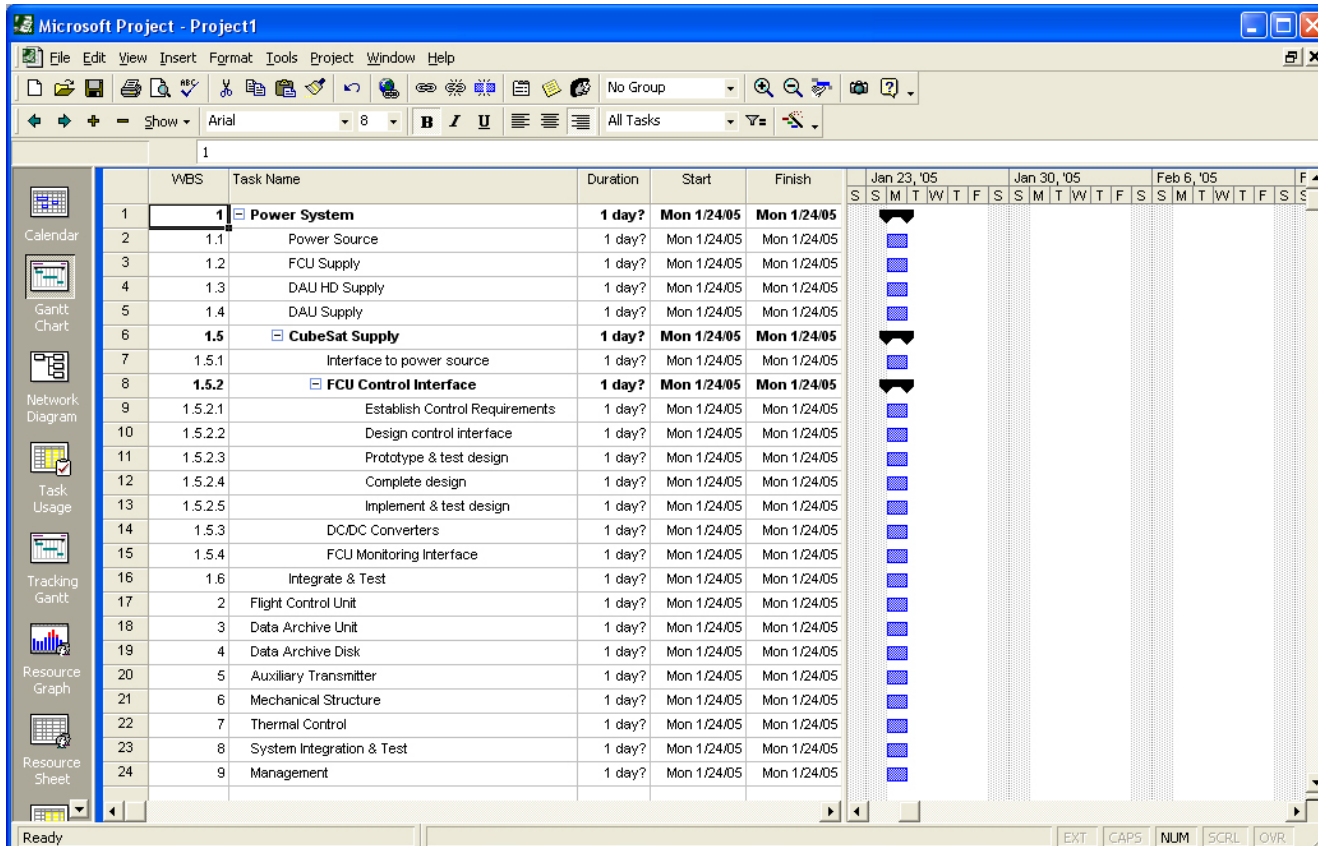






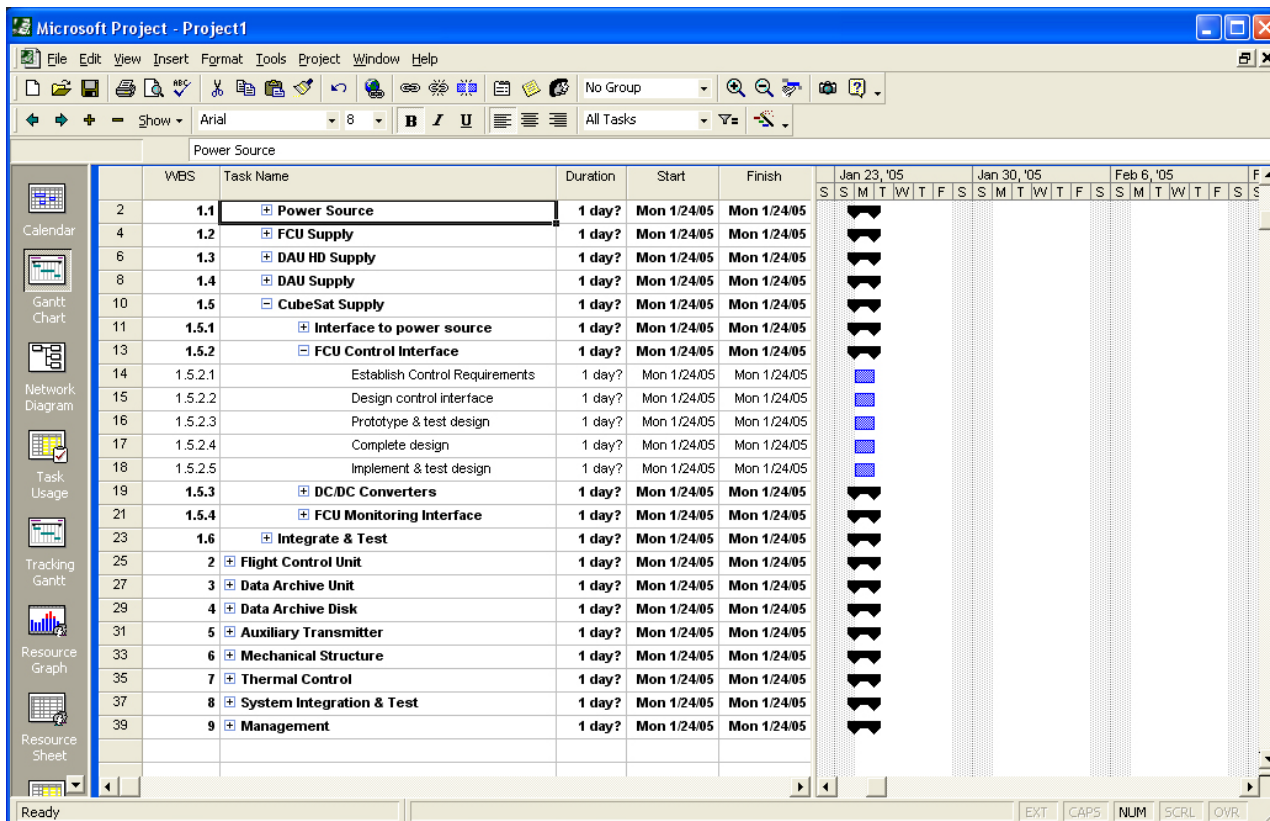
# Showing the WBS code

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



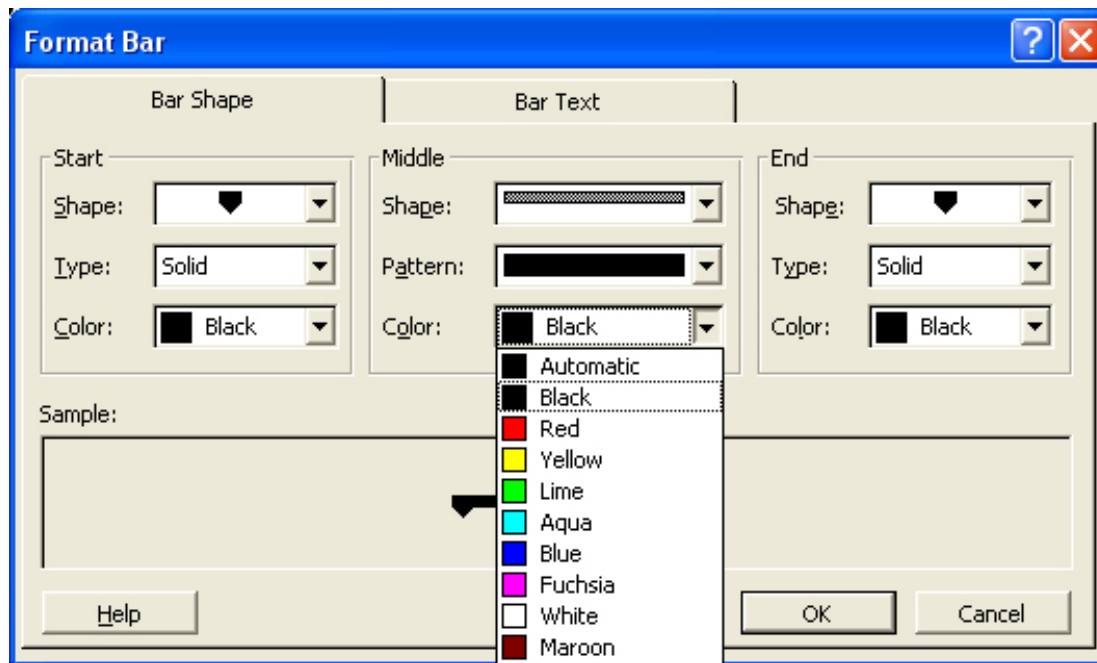
# Task bars

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



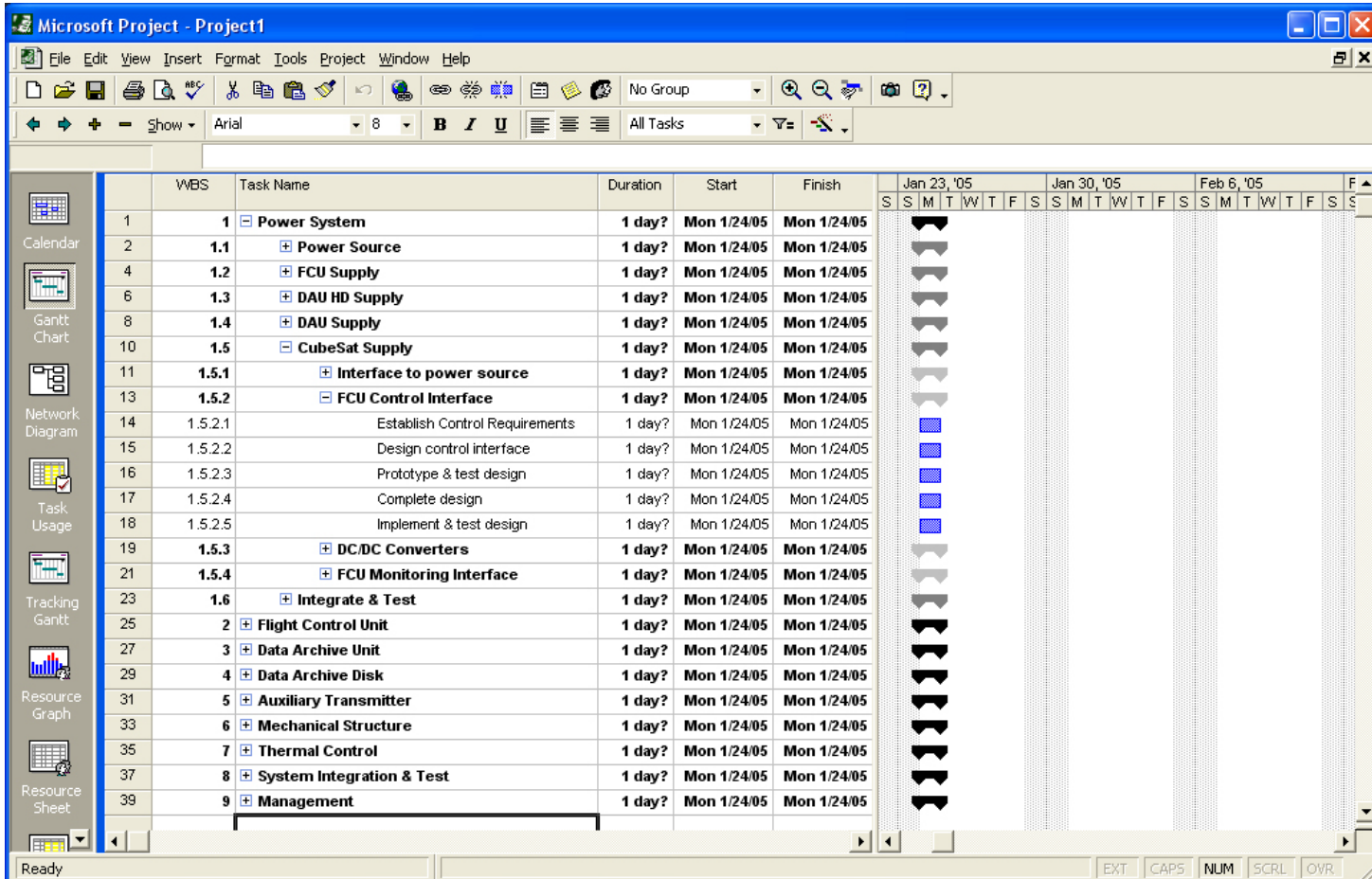
# Distinguishing different levels

- 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”



# Results after task bar change

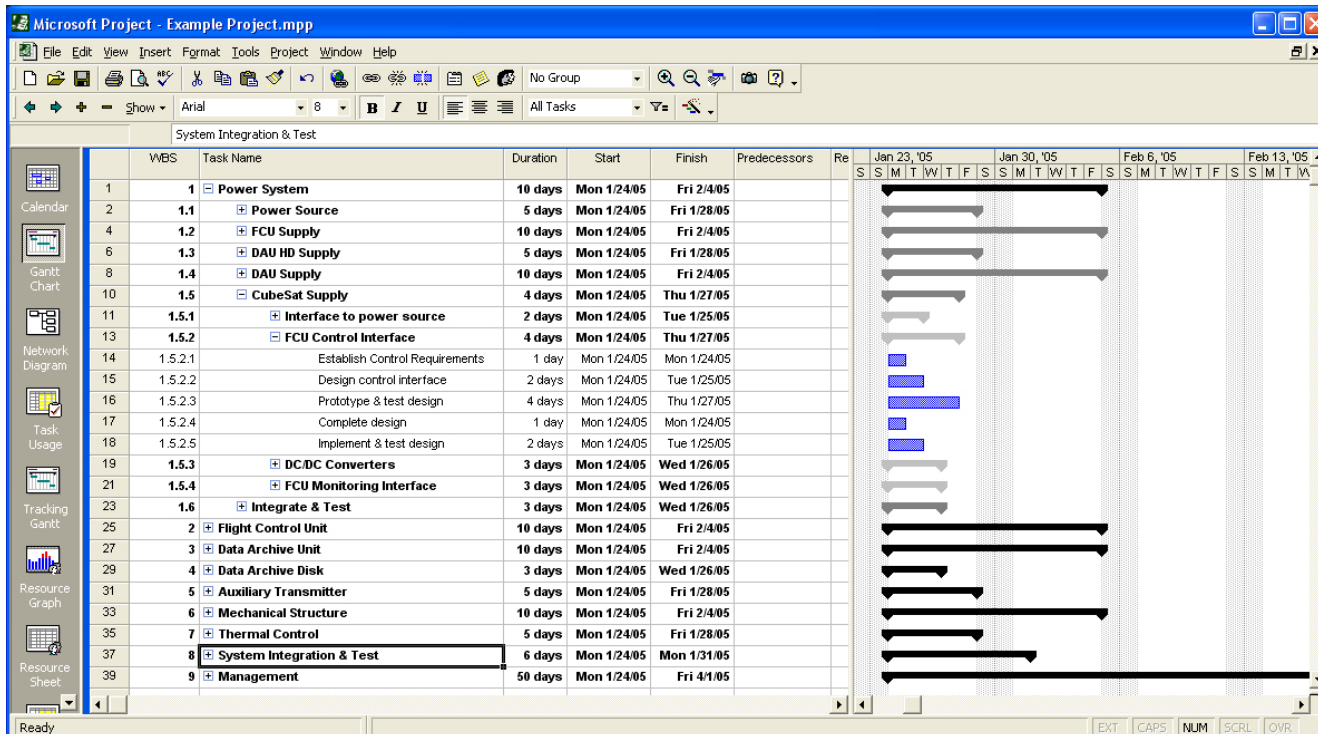
- The results of changing the task bar color are shown below





# 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.





# 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.

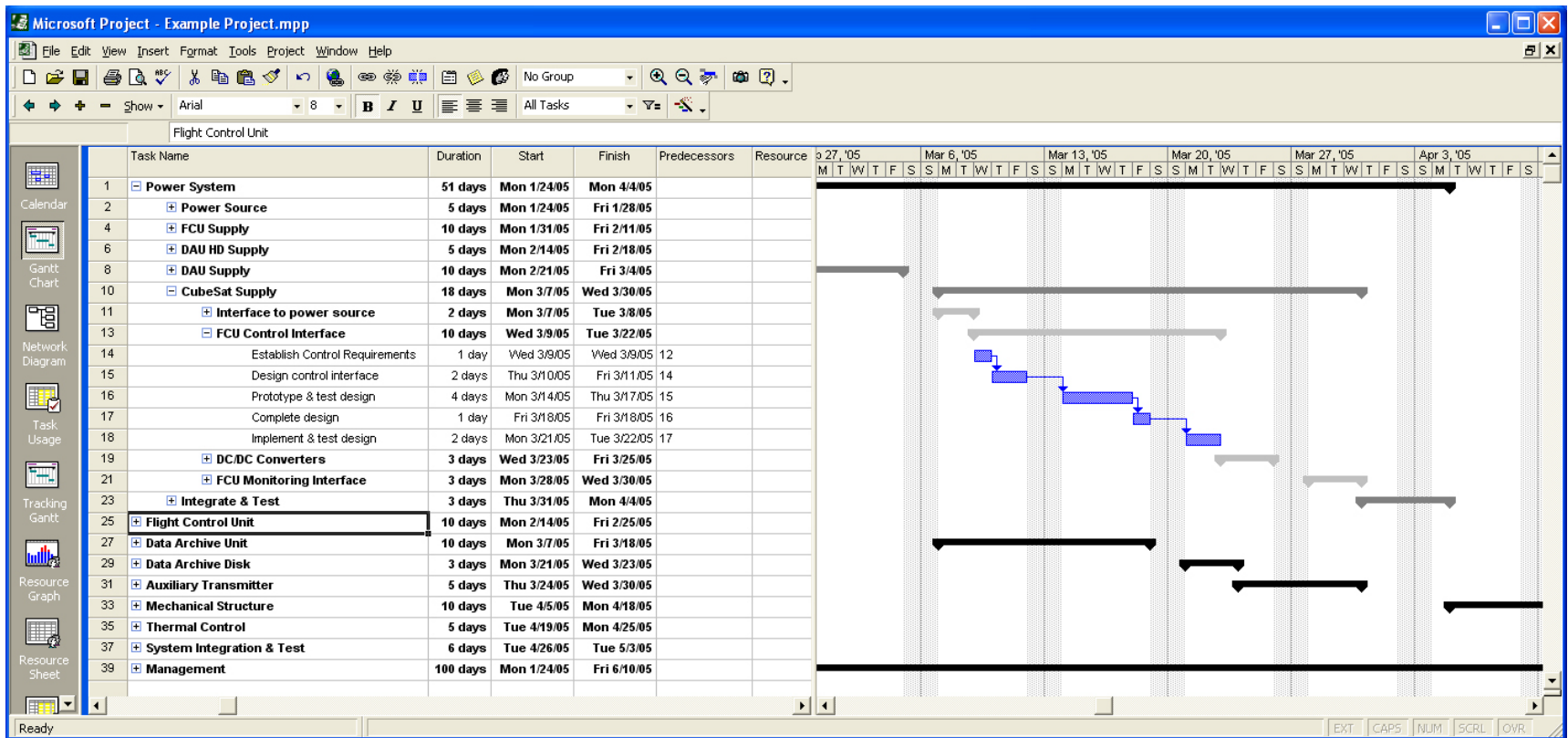
WBS	Task Name	Duration	Start	Finish	Predecessors
1	1 Power System	10 days	Mon 1/24/05	Fri 2/4/05	
2	1.1 Power Source	5 days	Mon 1/24/05	Fri 1/28/05	
4	1.2 FCU Supply	10 days	Mon 1/24/05	Fri 2/4/05	
6	1.3 DAU HD Supply	5 days	Mon 1/24/05	Fri 1/28/05	
8	1.4 DAU Supply	10 days	Mon 1/24/05	Fri 2/4/05	
10	1.5 CubeSat Supply	10 days	Mon 1/24/05	Fri 2/4/05	
11	1.5.1 Interface to power source	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	
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
17	1.5.2.4 Complete design	1 day	Wed 2/2/05	Wed 2/2/05	16
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	17
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 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	
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	
39	9 Management	50 days	Mon 1/24/05	Fri 4/1/05	



# Enter all predecessors

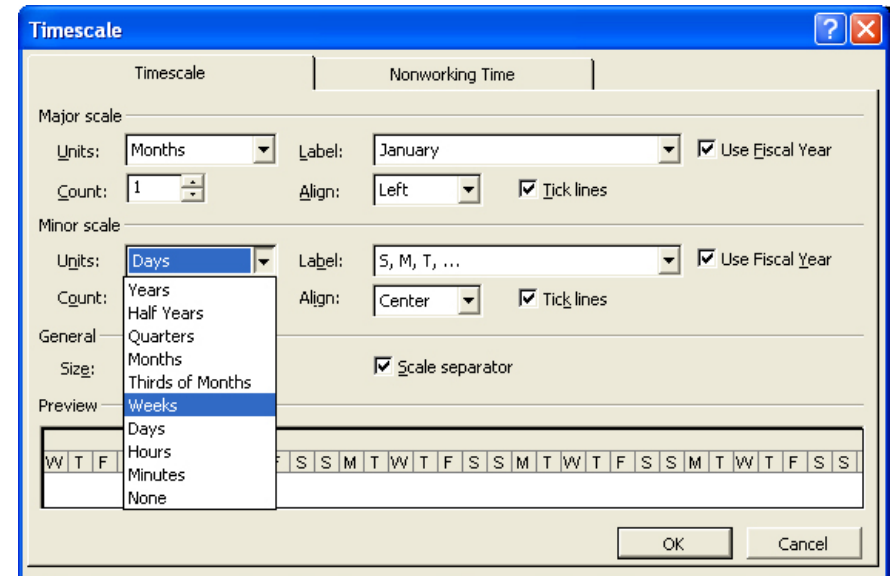
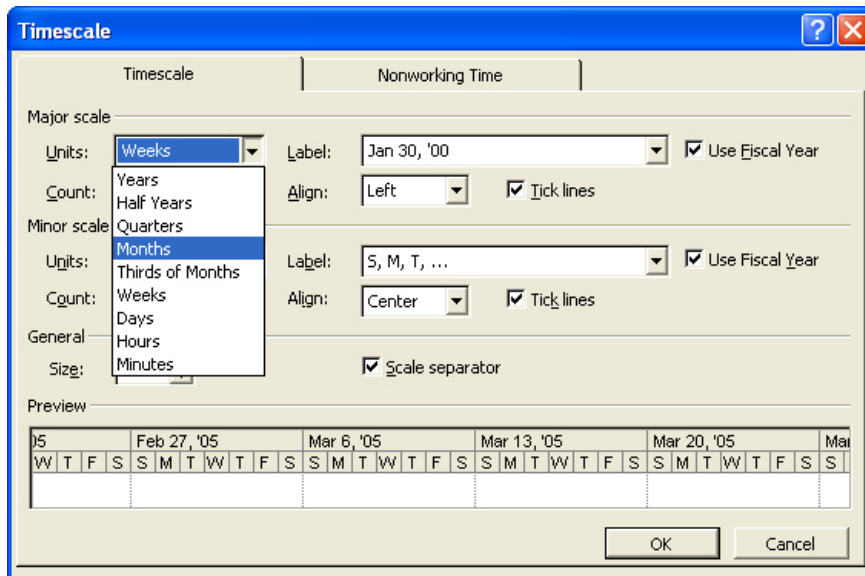


- Here all the task predecessors are determined and entered, but the Gantt chart now needs room to display fully



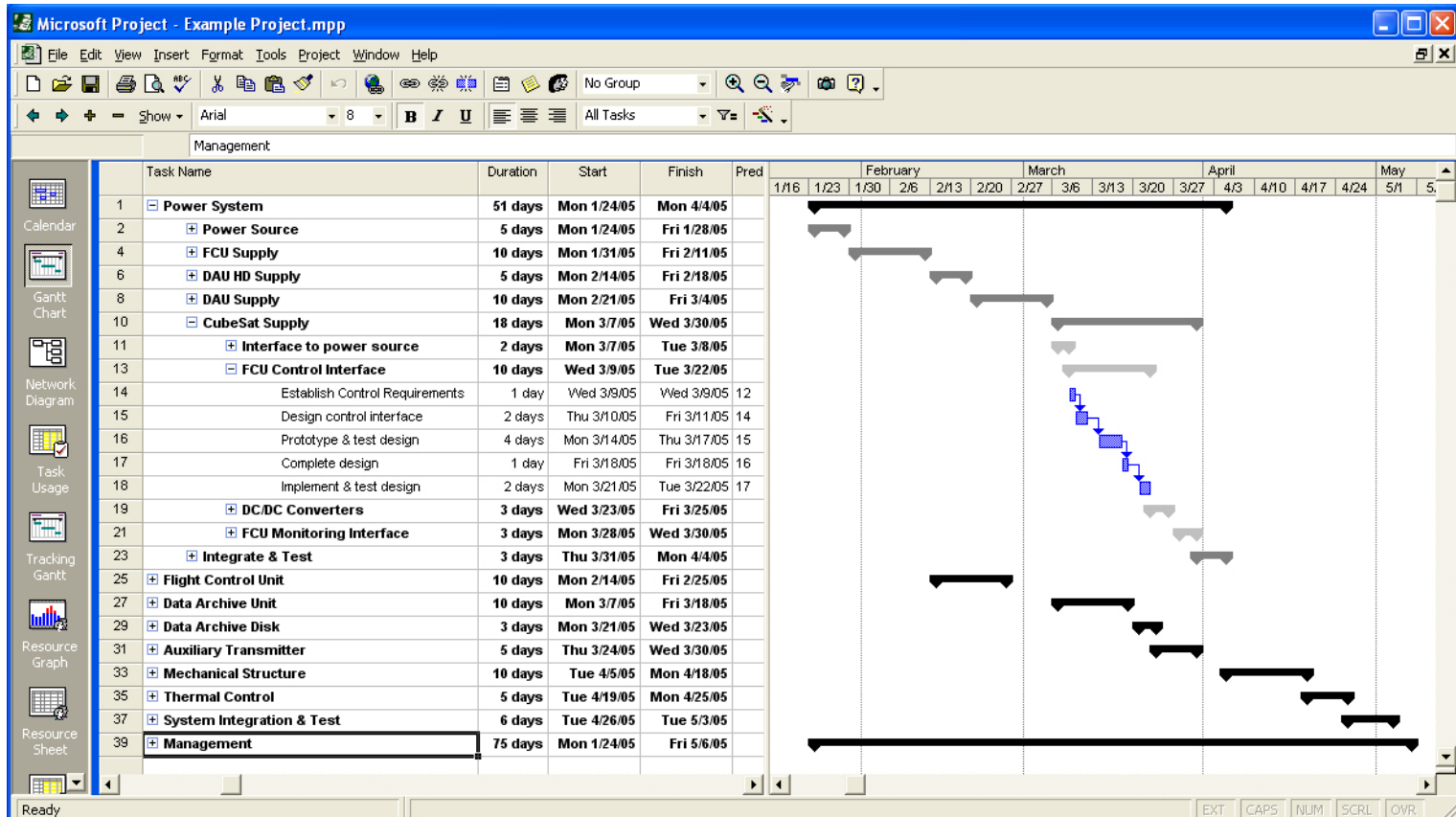
# Set the timescale of the chart

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



# After timescale change

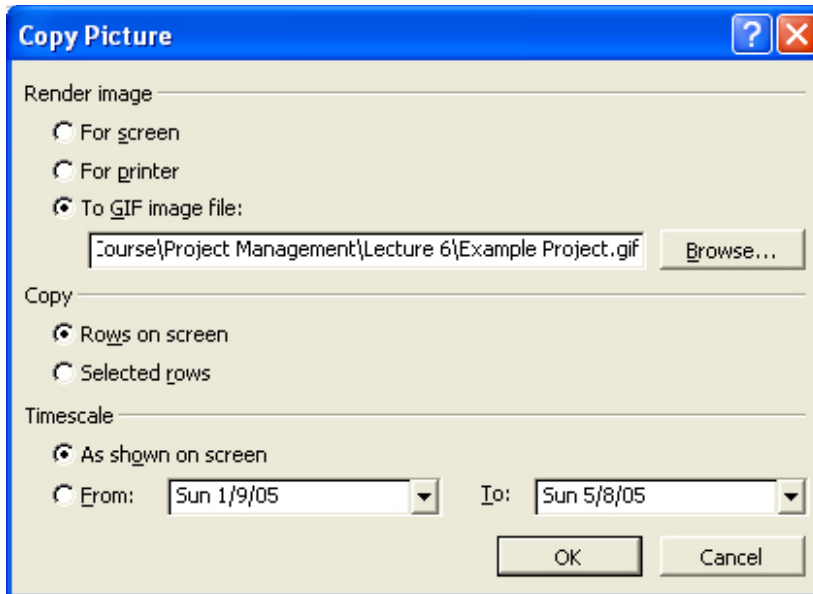
- Now the full Gantt chart from project start to end can be displayed





# 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



- 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.





# Final version of project



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

