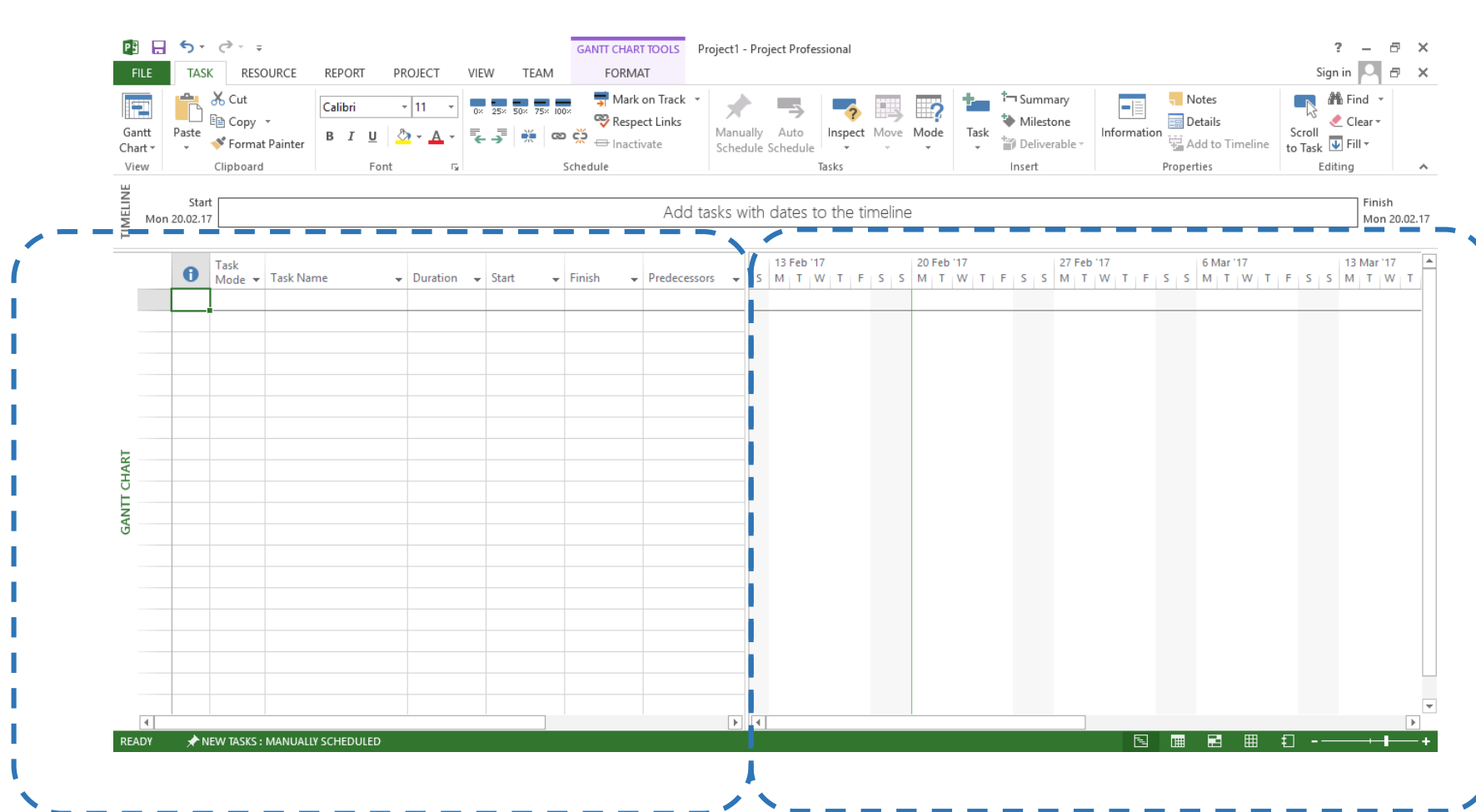


# Basics of MS Project

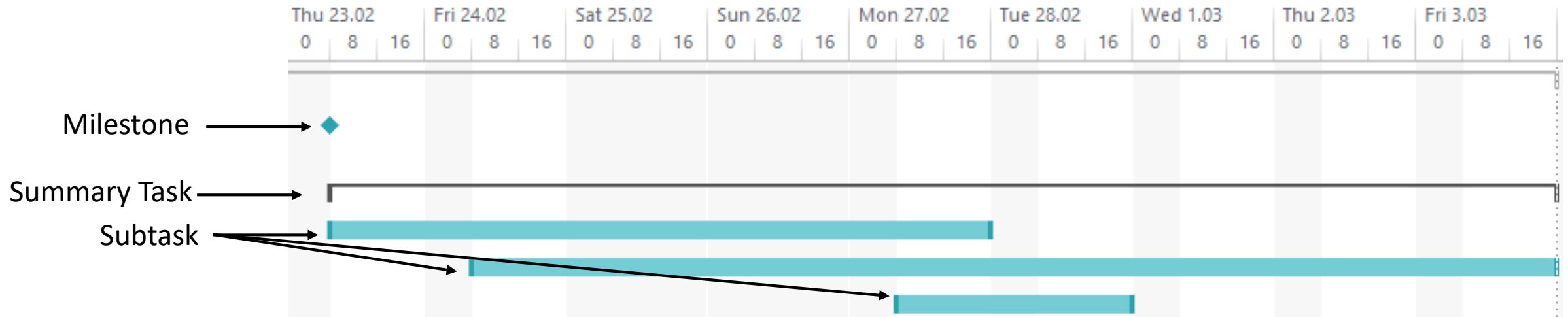
# Create a blank project



- Tasks
- Durations
- Resources
- etc.

## Illustrated GANTT chart

# Three Activity types of GANNT Chart



**-How to create summary tasks?**

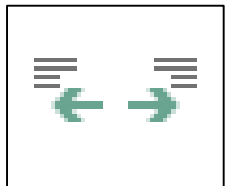
-Add a new row to the left pane.

**-How to create milestones?**

-They are tasks which takes zero time.

**-How to create subtasks?**

- Indent the entry using  
«Task->Indent Task»



# Adding new columns to table

The screenshot shows the 'Insert' menu in Microsoft Excel. The 'Insert Column' option is highlighted in green. The background shows a calendar table with dates and days of the week.

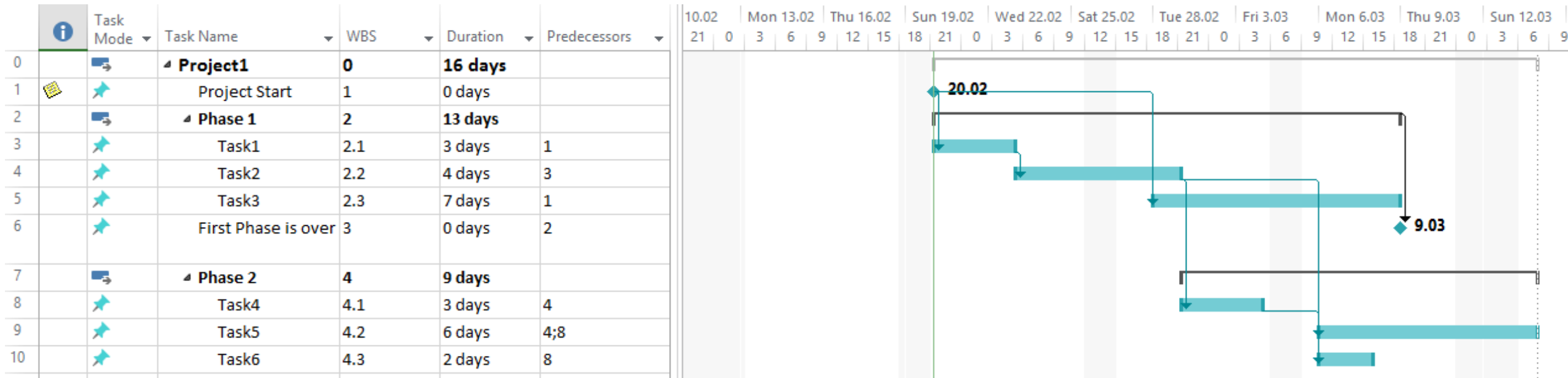
	3 days	6 days
3 days	Thu 23.02.17	Mon 27.02.17
6 days	Fri 24.02.17	Fri 3.03.17

WBS	
0	
1	
2	
2.1	
2.2	
2.3	
3	
3.1	
3.2	
3.3	
4	
5	
5.1	
5.2	
5.3	

Critical
<b>Yes</b>
Yes
<b>Yes</b>
No
No
No
<b>Yes</b>
Yes
Yes
No
No
<b>Yes</b>
No
Yes
No

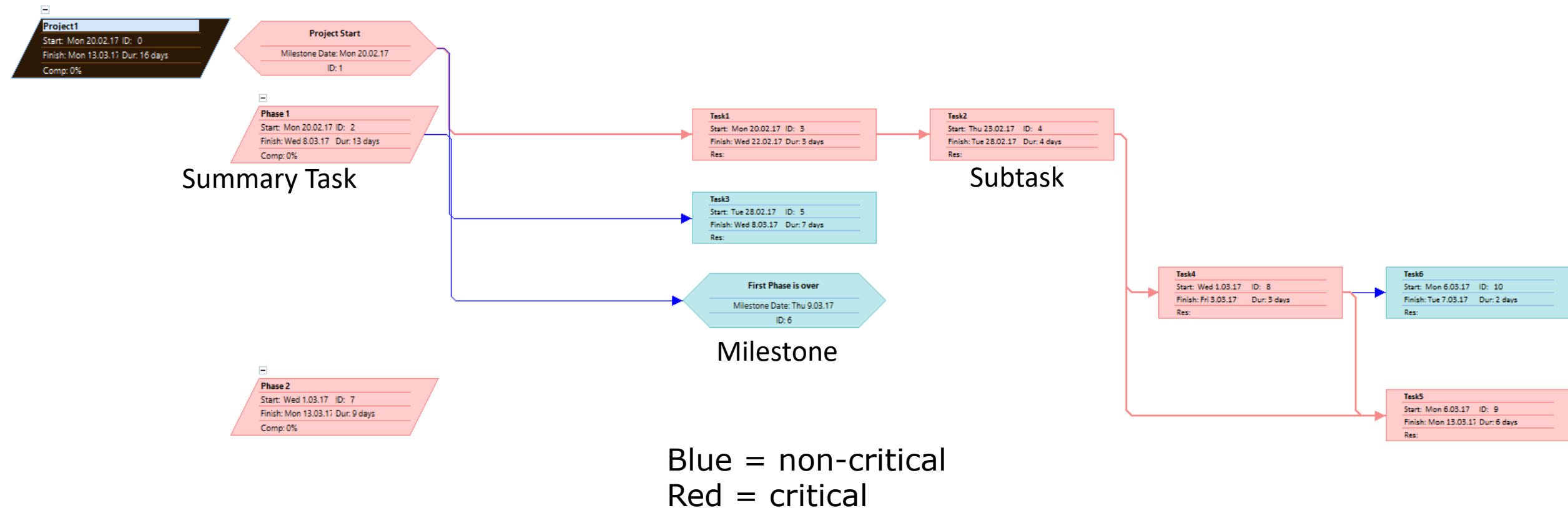
[illegible]

# Predecessors

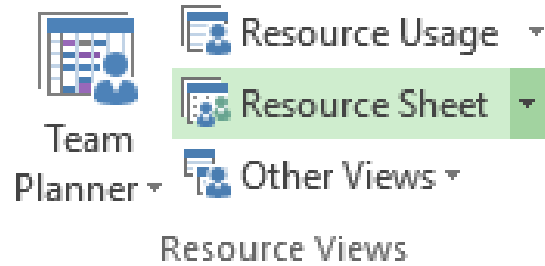


# Network Diagram


- Shows the relations between activities



# Resources



**There are three types of resources: Work, Material and Cost**

		Resource Name ▼	Type ▼	Material ▼	Initials ▼	Group ▼	Max. Units ▼	Std. Rate ▼	Ovt. ▼	Cost/Use ▼	Accrue At ▼	Base ▼
1		Harald	Work		H		100%	500,00 ₺/hr	0,00 ₺/hr	0,00 ₺	Prorated	Standard
2		Arvid	Work		A		100%	30,00 ₺/hr	0,00 ₺/hr	0,00 ₺	Prorated	Standard
3		Martin	Work		M		100%	20,00 ₺/hr	0,00 ₺/hr	0,00 ₺	Prorated	Standard
4		Peter	Work		P		100%	20,00 ₺/hr	0,00 ₺/hr	0,00 ₺	Prorated	Standard
5		Other resources	Work		O		300%	40,00 ₺/hr	0,00 ₺/hr	0,00 ₺	Prorated	Standard
6		Roll(s) of paper	Material		R			50,00 ₺		0,00 ₺	Prorated	
7		Transportation cost	Cost		T						Prorated	

# Assigning resources to tasks

**Task Information**

General | Predecessors | Resources | Advanced | Notes | Custom Fields

Name: Task1 Duration: 3 days ☐ Estimated

Resources:

Resource Name	Assignment Owner	Units	Cost
Arvid		100%	720,00 €
Harald		100%	12.000,00 €
Roll(s) of paper		3	150,00 €
Transportation cost			3.000,00 €

Help OK Cancel

NEW TASKS : MANUALLY SCHEDULED



# Tables -I

Highlight: [No Highlight]

Filter: [No Filter]

Group by: [No Group]

Built-In

Cost

☒ Entry

Hyperlink

Schedule

Tracking

Variance

Work

Summary

Usage

Reset to Default

Save Fields as a New Table

More Tables...

## Cost table:












	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remaining
0	Project1	0,00 ₺	Prorated	73.950,00 ₺	0,00 ₺	73.950,00 ₺	0,00 ₺	73.950,00 ₺
1	Project Start	0,00 ₺	Prorated	0,00 ₺	0,00 ₺	0,00 ₺	0,00 ₺	0,00 ₺
2	Phase 1	0,00 ₺	Prorated	18.590,00 ₺	0,00 ₺	18.590,00 ₺	0,00 ₺	18.590,00 ₺
3	Task1	0,00 ₺	Prorated	15.870,00 ₺	0,00 ₺	15.870,00 ₺	0,00 ₺	15.870,00 ₺
4	Task2	0,00 ₺	Prorated	1.600,00 ₺	0,00 ₺	1.600,00 ₺	0,00 ₺	1.600,00 ₺
5	Task3	0,00 ₺	Prorated	1.120,00 ₺	0,00 ₺	1.120,00 ₺	0,00 ₺	1.120,00 ₺
6	First Phase is over	0,00 ₺	Prorated	0,00 ₺	0,00 ₺	0,00 ₺	0,00 ₺	0,00 ₺
7	Phase 2	0,00 ₺	Prorated	55.360,00 ₺	0,00 ₺	55.360,00 ₺	0,00 ₺	55.360,00 ₺
8	Task4	0,00 ₺	Prorated	55.360,00 ₺	0,00 ₺	55.360,00 ₺	0,00 ₺	55.360,00 ₺
9	Task5	0,00 ₺	Prorated	0,00 ₺	0,00 ₺	0,00 ₺	0,00 ₺	0,00 ₺
10	Task6	0,00 ₺	Prorated	0,00 ₺	0,00 ₺	0,00 ₺	0,00 ₺	0,00 ₺

## Work table:

	Task Name	Work	Baseline	Variance	Actual	Remaining	% W. Comp.
0	Project1	288 hrs	0 hrs	288 hrs	0 hrs	288 hrs	0%
1	Project Start	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0%
2	Phase 1	168 hrs	0 hrs	168 hrs	0 hrs	168 hrs	0%
3	Task1	48 hrs	0 hrs	48 hrs	0 hrs	48 hrs	0%
4	Task2	64 hrs	0 hrs	64 hrs	0 hrs	64 hrs	0%
5	Task3	56 hrs	0 hrs	56 hrs	0 hrs	56 hrs	0%
6	First Phase is over	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0%
7	Phase 2	120 hrs	0 hrs	120 hrs	0 hrs	120 hrs	0%
8	Task4	120 hrs	0 hrs	120 hrs	0 hrs	120 hrs	0%
9	Task5	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0%
10	Task6	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0%

# Tables -II

## Summary table:

0		Project1	16 days	Mon 20.02.	Mon 13.03.	0%	3.950,00 ₺	288 hrs
1		Project Start	0 days	Mon 20.02.1	Mon 20.02.1	0%	0,00 ₺	0 hrs
2		Phase 1	13 days	Mon 20.02.1	Wed 8.03.17	0%	18.590,00 ₺	168 hrs
3		Task1	3 days	Mon 20.02.1	Wed 22.02.1	0%	15.870,00 ₺	48 hrs
4		Task2	4 days	Thu 23.02.17	Tue 28.02.17	0%	1.600,00 ₺	64 hrs
5		Task3	7 days	Tue 28.02.17	Wed 8.03.17	0%	1.120,00 ₺	56 hrs
6		First Phase is over	0 days	Thu 9.03.17	Thu 9.03.17	0%	0,00 ₺	0 hrs
7		Phase 2	9 days	Wed 1.03.17	Mon 13.03.1	0%	15.360,00 ₺	120 hrs
8		Task4	3 days	Wed 1.03.17	Fri 3.03.17	0%	15.360,00 ₺	120 hrs
9		Task5	6 days	Mon 6.03.17	Mon 13.03.1	0%	0,00 ₺	0 hrs
10		Task6	2 days	Mon 6.03.17	Tue 7.03.17	0%	0,00 ₺	0 hrs

# Project statistics

TASK RESOURCE REPORT **PROJECT** VIEW TEAM FORMAT

Apps for Office Apps Project Information Custom Fields Links Between Projects WBS Change Working Time Calculate Project Set Baseline Move Project Status U

**Project Information**  
Display the Project Information dialog box to update various aspects of the project, such as start date and status date.

Task	Duration	Predecessors
Task1	16 days	
	0 days	
	13 days	
Task1	3 days	1

Project Statistics for 'Project1'

	Start	Finish
Current	Mon 20.02.17	Mon 13.03.17
Baseline	NA	NA
Actual	NA	NA
Variance	0d	0d

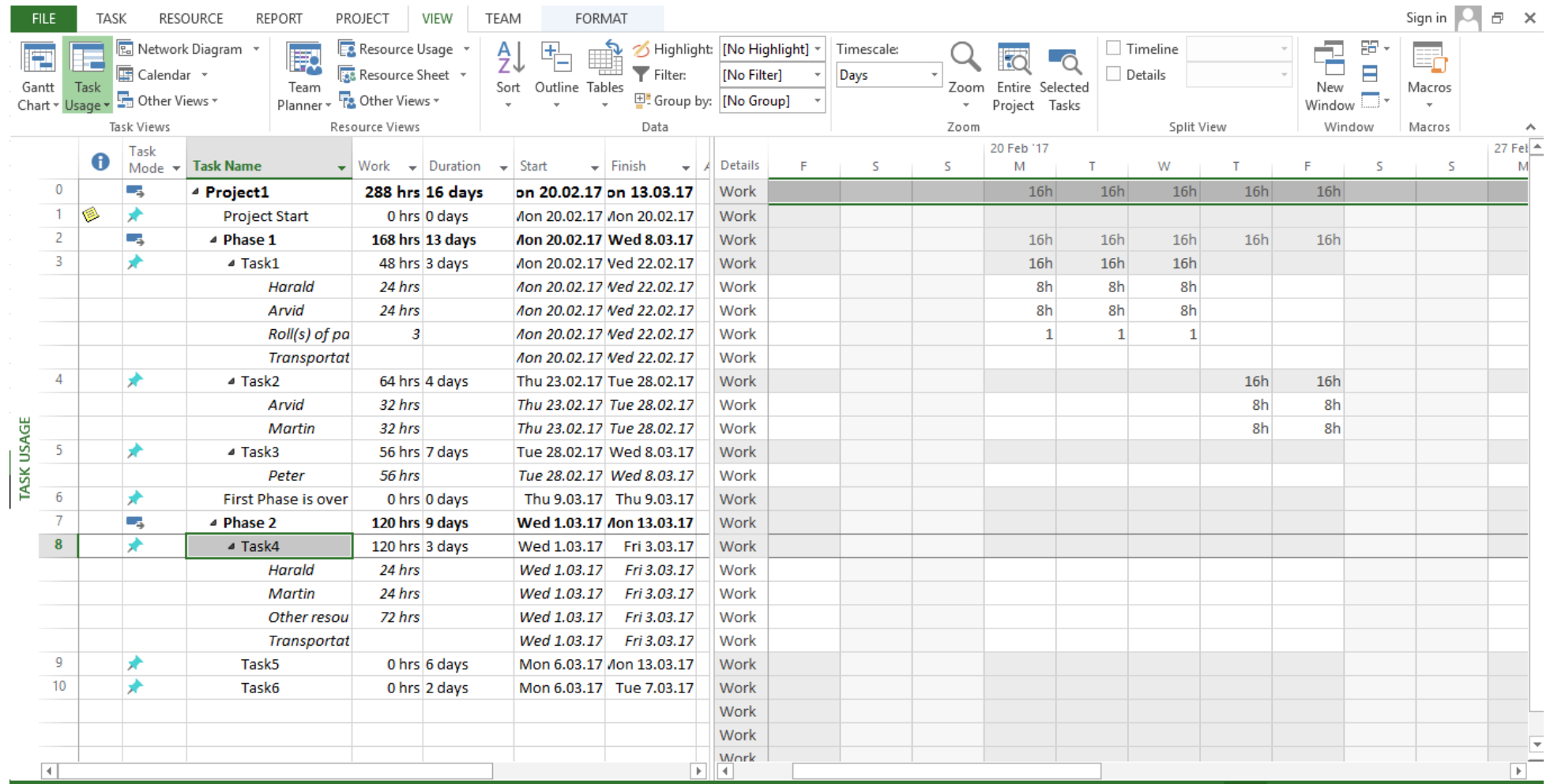
	Duration	Work	Cost
Current	16d	288h	73.950,00 €
Baseline	0d	0h	0,00 €
Actual	0d	0h	0,00 €
Remaining	16d	288h	73.950,00 €

Percent complete:  
Duration: 0%    Work: 0%

Close

# Task Usage View

- Detailed information about each task



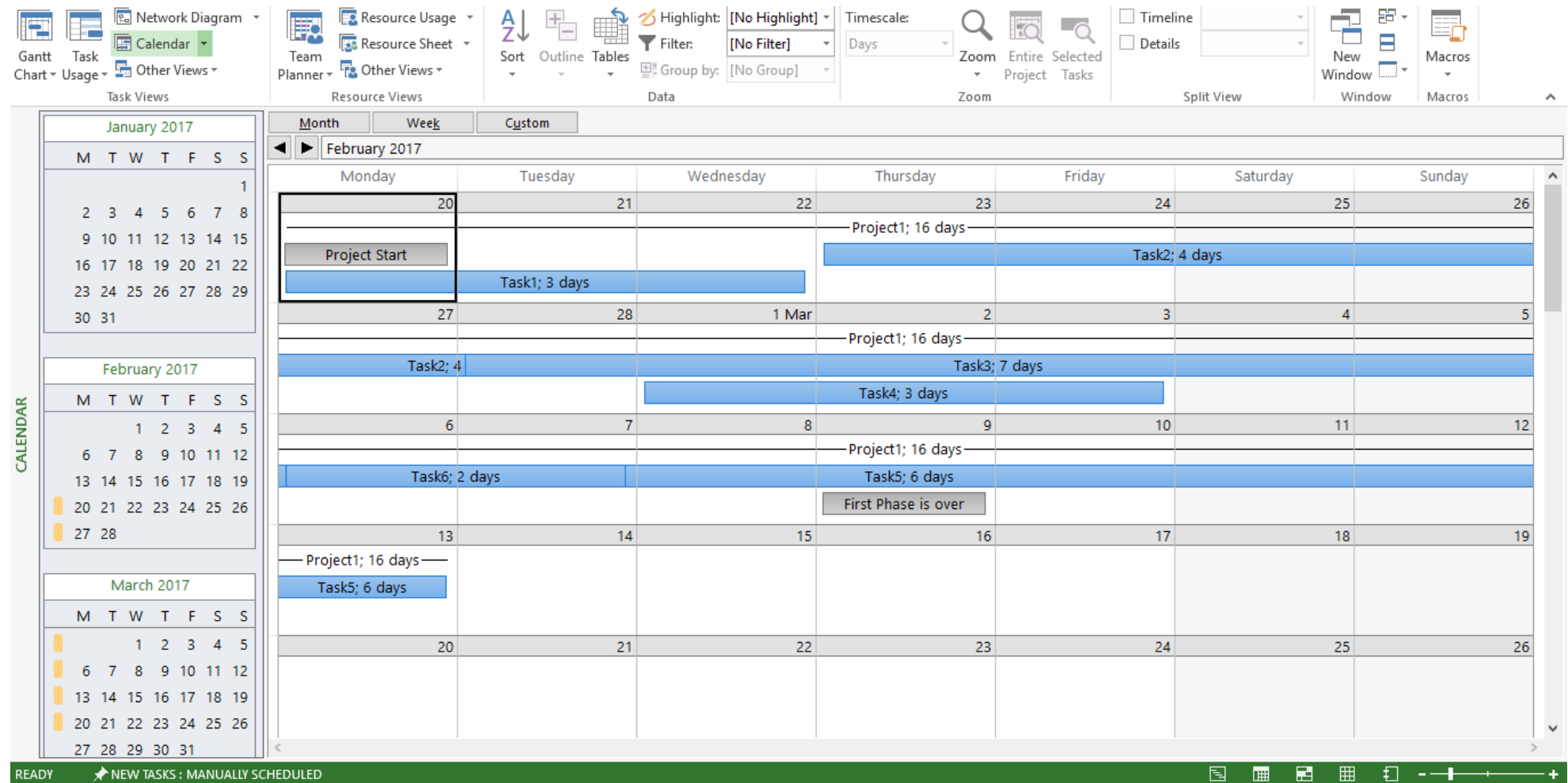
# Resource Usage View

- Shows how resources are assigned to tasks.

[illegible]

# Calendar View

- Shows tasks in a calendar.



# Using Timeline

