



University OF Hilla
Engineering Faculty
Medical Device Technology Engineering



PROJECT MANAGEMENT

Lecture 6

ASST. LEC. MORTEZA ABBAS IMRAN

MS PROJECT 2016

GANTT CHART

Project

Recent

Other

 Children's Exercise Book Launch.mpp
Documents

 Children's Gourmet Cookbook.mpp
Documents

 Open Other Projects

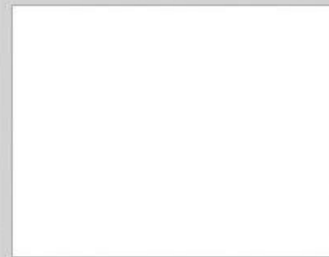
Search for online templates



Suggested searches: Project Management Project Plan Projects Themes
Schedules Analysis Industry

Sign in to get the most out of Office

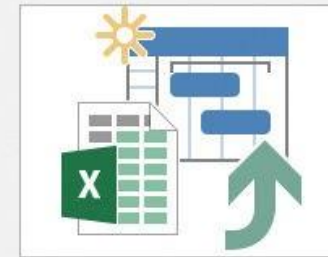
[Learn more](#)



Blank Project



New from existing project



New from Excel workbook



New from SharePoint Tasks List



Software Development Plan



Agile project management



Create a budget



Commercial Construction



Earned value

- The *Quick Access Toolbar* is a customizable area of the interface where you can add your favorite or frequently used commands.
- Use the *Tell Me box* to quickly find a Project command, or help about that command or feature.
- The *ribbon contains* the commands you use to perform actions in Project. Tabs on the ribbon organize the major features and commands in Project into logical groups.
- **Groups** are collections of related commands. Each tab is divided into multiple groups.
- **Commands** are the specific features you use to perform actions in Project. Each tab contains several commands. Some commands, like Cut on the Task tab, perform an immediate action. Other commands, like Change Working Time on the Project tab, open a dialog box or prompt you to take further action in some other way. Some commands are available only when you're in a particular type of view or report.
- **ScreenTips** are short explanatory descriptions of commands, column headings, and many other items in Project. You can see an item's ScreenTip by pointing to the item.

- **The active view** (or report) is displayed in the main Project window. Project can display a single view or multiple views in separate panes. A multiple-view display is called a split view or combination view.
- **The view label** (or report label) appears along the left edge of the active view. Project includes dozens of views, so this is a handy reminder of what your active view is.
- **The status bar** displays some important details like the scheduling mode of new tasks (manual or automatic) and whether a filter has been applied to the active view.
- You use **view shortcuts** to quickly switch between recently used views and reports.
- The **Zoom Slider** zooms the active view or report in or out.
- **Shortcut menus** (also called context menus or right-click menus) and Mini Toolbars appear when you right-click most items in a view or report.

SimpleResources - Project Professional

File Task Resource Report Project View Format Tell me what you want to do

Clipboard: Cut, Copy, Format Painter

Font: Calibri, 12, Bold, Italic, Underline, Color, Background Color

Schedule: 0%, 25%, 50%, 75%, 100%, Mark on Track, Respect Links, Inactivate, Manually Schedule, Auto Schedule

Timeline: Start Mon 1/8/18, Jan 14, '18, Jan 21, '18

Task Name: Simple Plan, Planning Phase, Assign launch team members, Design and order, Planning complete, Public Launch, Distribute advance copy, Coordinate magazine feature article, Launch public web portal, Launch social media programs for

Task Mode: Task Name, Start, Finish, Duration, Predecessors, F, S

Task 0: Simple Plan, 1/8/18, 2/6/18

Task 1: Planning Phase, 1/8/18, 1/22/18

Task 2: Assign launch team members, 1/8/18, 1/8/18

Task 3: Design and order, 1/18, 1/22/18, 2

Task 4: Planning complete, 22/18, 1/22/18, 3

Task 5: Public Launch, 3/18, 2/6/18, 1

Task 6: Distribute advance copy, 3/18, 1/24/18

Task 7: Coordinate magazine feature article, 1/18, 2/2/18, 6

Task 8: Launch public web portal, 5/18, 2/5/18, 7

Task 9: Launch social media programs for, 1/18, 2/6/18, 8

Right-click context menu options: Cut Cell, Copy Cell, Paste, Paste Special..., Scroll to Task, Insert Task, Delete Task, Inactivate Task, Manually Schedule, Auto Schedule, Assign Resources..., Fill Down, Clear Contents, Information..., Notes..., Add to Timeline, Hyperlink...

SimpleResources - Project Professional

Tell me what you want to do

Mark on Track, Respect Links, Inactivate, Manually Schedule, Auto Schedule, Inspect, Move, Mode, Summary, Milestone, Task, Deliverable

Timeline: Jan 21, '18, Jan 28, '18, Tue 1/30/18

Task Name: Tue 2/6/18, Mon 1/22/18, Mon 1/8/18, Mon 1/22/18, Tue 2/6/18, Wed 1/24/18

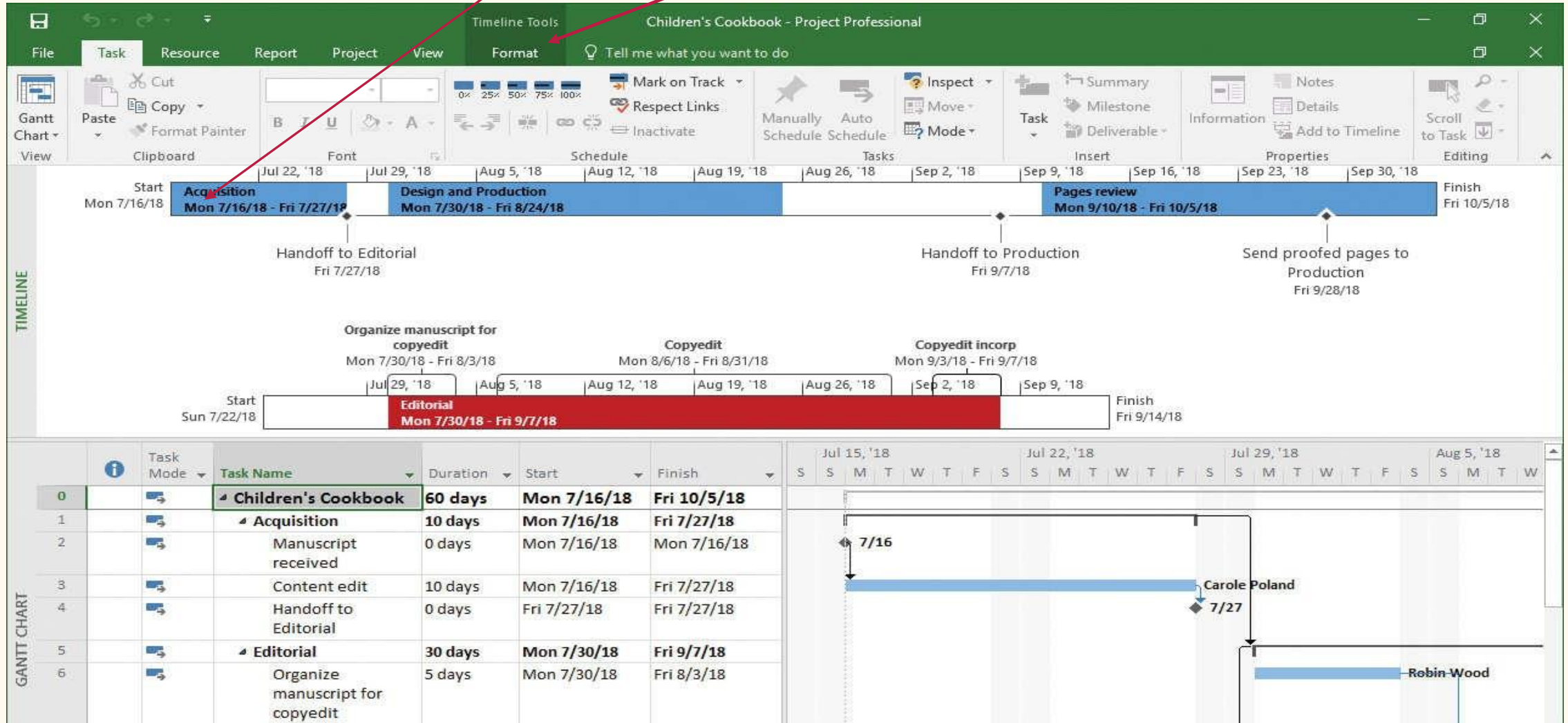
Predecessors: 2, 3, 1, 6, 7, 8

Format Bar: Format Bar..., Manually Schedule, Auto Schedule, Information..., Notes..., Add to Timeline

Right-click a task's name or other value to see available shortcut menu commands and the Mini Toolbar

- The Timeline view is a handy way of seeing the “big picture” of the plan.

When you click in the Timeline view, the label above the Format tool tab changes from Gantt Chart Tools to Timeline Tools.



A sheet view contains a table that organizes information into rows and columns

	Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt. Rate	Cost/Use	Accrue	Base
1	Carole Poland	Work		C		100%	\$2,100.00/wk	\$0.00/hr	\$0.00	Prorated	Standard
2	Color Setting Services	Work		C		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
3	Copyeditors	Work		C		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
4	John Evans	Work		J		100%	\$62.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
5	Katie Jordan	Work		K		100%	\$48.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
6	Printing Service	Work		P		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
7	Robin Wood	Work		R		100%	\$44.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
8	William Flash	Work		W		100%	\$55.00/hr	\$0.00/hr	\$0.00	Prorated	Standard

The **Resource Sheet view** displays details about resources in a row-and-column format (called a table), with one resource per row. Another sheet view, called the **Task Sheet view**, lists the task details. In most views in Project, many different tables are available, allowing you to focus on the type of data that most interests you.

The Resource Usage view groups the tasks to which each resource is assigned and shows you the work assignments per resource on a timescale, such as daily or weekly.

File

Task

Resource

Report

Project

View

Format

Children's Cookbook - Project Professional

Tell me what you want to do

Network Diagram

Calendar

Other Views

Resource Usage

Resource Sheet

Other Views

Team Planner

Other Views

Sort

Outline

Tables

[No Highlight]

[No Filter]

[No Group]

Timescale: Days

Zoom: Entire Project

Selected Tasks

Timeline

Details

Task Views

Resource Views

Data

Zoom

Split View

Unassigned

0 hrs

Send to print

0 hrs

1

Carole Poland

120 hrs

Manuscript n

0 hrs

Content edit

80 hrs

Handoff to E

0 hrs

Incorporate 1

40 hrs

2

Color Setting Ser

0 hrs

3

Copyeditors

160 hrs

Copyedit

160 hrs

4

John Evans

80 hrs

Proofread an

80 hrs

5

Katie Jordan

200 hrs

Set pages

80 hrs

Proofread an

80 hrs

Enter page cc

40 hrs

Details

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Usage views organize assignments per task or per resource, and present the assignment details against a timescale

In a split view, details about the item selected in the primary pane are displayed in the secondary pane

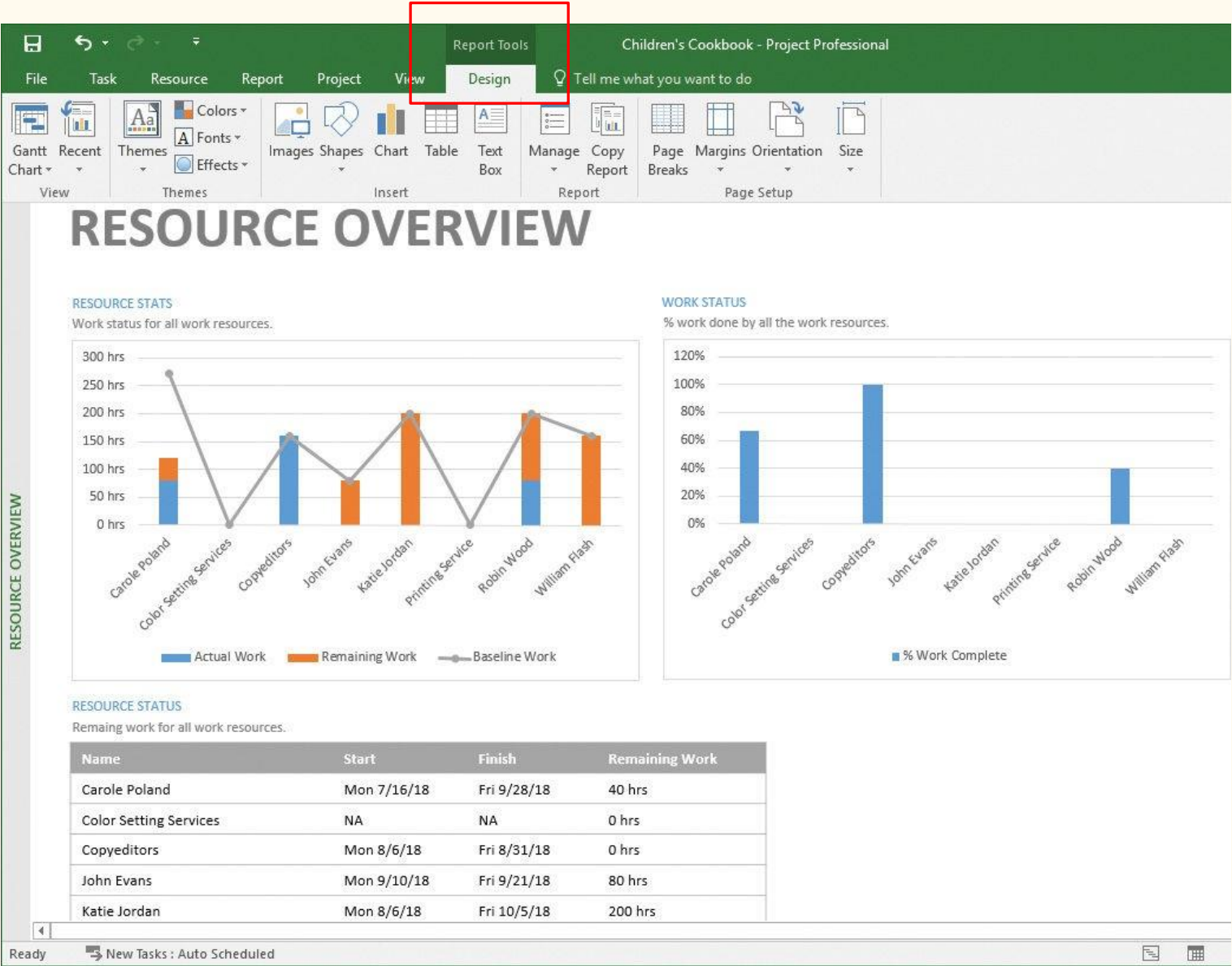
The screenshot displays the Project Professional interface in a split view. The top ribbon includes tabs for File, Task, Resource, Report, Project, View (highlighted with a red box), and Format. The View tab contains sub-tabs for Task Views, Resource Views, and Data. The Task Views sub-tab is active, showing options like Gantt Chart, Task Usage, Calendar, and Other Views. The Resource Views sub-tab shows Resource Usage, Resource Sheet, and Other Views. The Data sub-tab shows Sort, Outline, Tables, and filters. The main area is divided into two panes. The left pane, labeled 'GANTT CHART', shows a task list. The right pane, labeled 'TASK FORM', shows details for the selected task 'Set pages'. A red arrow points from the 'Details' checkbox in the View tab to the 'TASK FORM' pane. The task list in the Gantt Chart pane includes tasks such as Copyedit, Copyedit incorp, Handoff to Production, Design and Production, Cover design, Set pages, Interior illustration design, Pages review, and Proofread and index. The TASK FORM pane shows the task name 'Set pages', duration '10 days', start date 'Mon 8/6/18', finish date 'Fri 8/17/18', task type 'Fixed Units', and % Complete '0%'. It also displays a list of resources assigned to the task: Robin Wood (100% units, 80h work) and Katie Jordan (100% units, 80h work). The TASK FORM pane also shows a list of predecessors: Cover design (ID 11, FS, 0d lag).

ID	Task Name	Duration	Start	Finish
7	Copyedit	20 days	Mon 8/6/18	Fri 8/31/18
8	Copyedit incorp	5 days	Mon 9/3/18	Fri 9/7/18
9	Handoff to Production	0 days	Fri 9/7/18	Fri 9/7/18
10	Design and Production	20 days	Mon 7/30/18	Fri 8/24/18
11	Cover design	5 days	Mon 7/30/18	Fri 8/3/18
12	Set pages	10 days	Mon 8/6/18	Fri 8/17/18
13	Interior illustration design	15 days	Mon 8/6/18	Fri 8/24/18
14	Pages review	20 days	Mon 9/10/18	Fri 10/5/18
15	Proofread and index	10 days	Mon 9/10/18	Fri 9/21/18

ID	Resource Name	Units	Work
7	Robin Wood	100%	80h
5	Katie Jordan	100%	80h

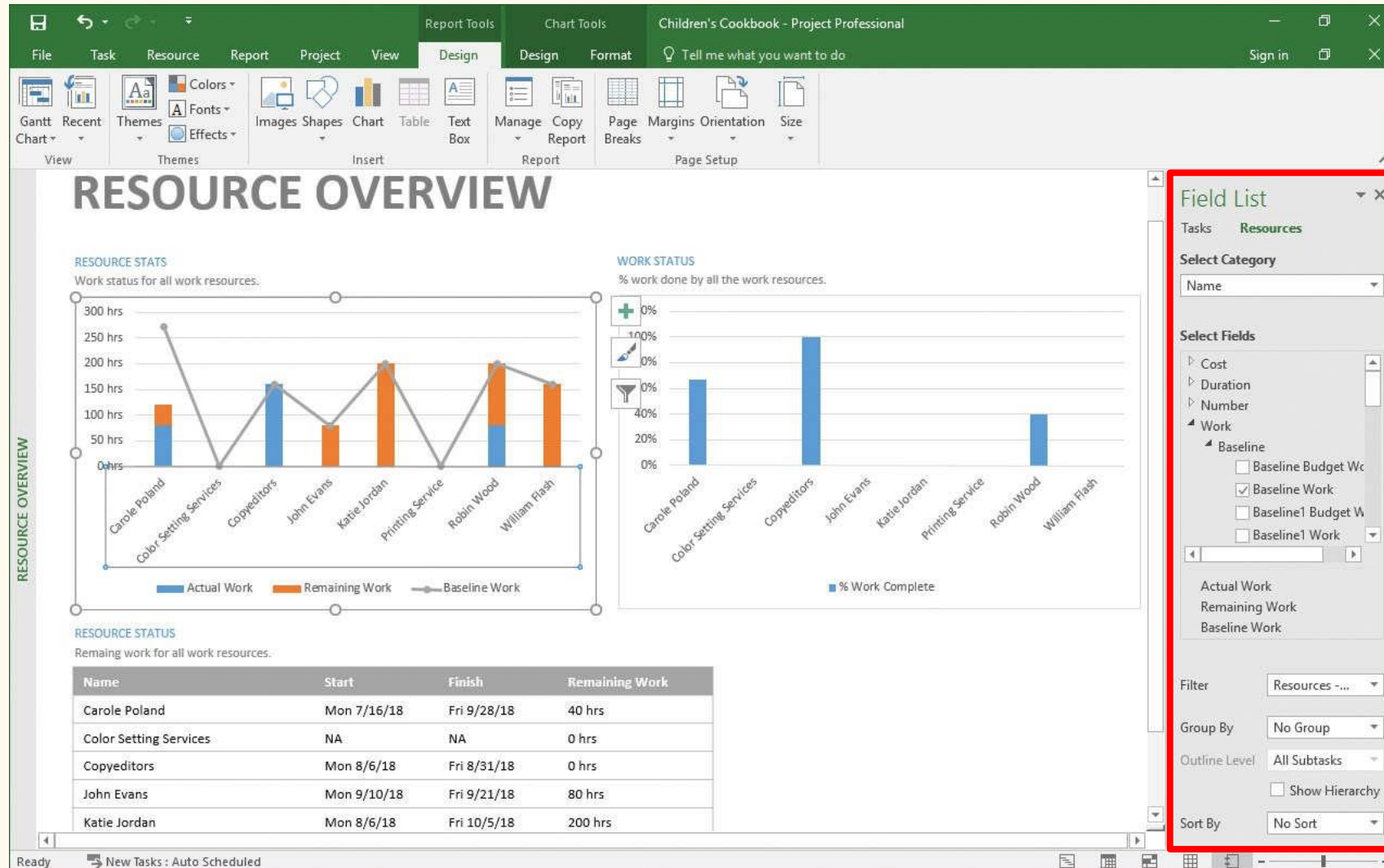
ID	Predecessor Name	Type	Lag
11	Cover design	FS	0d

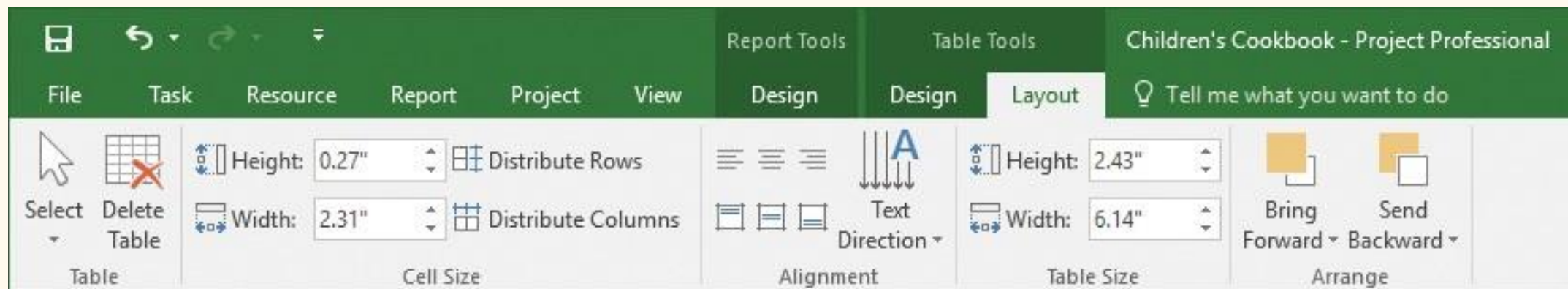
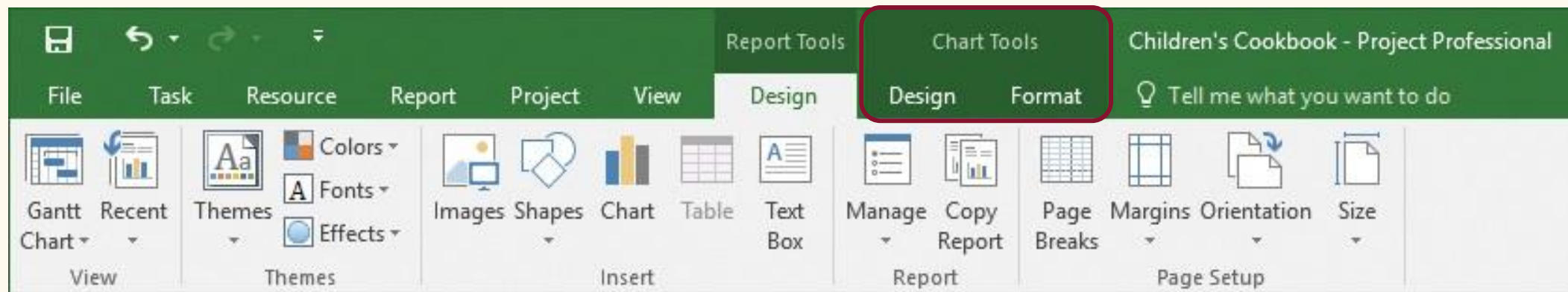
Use reports to check a plan's status

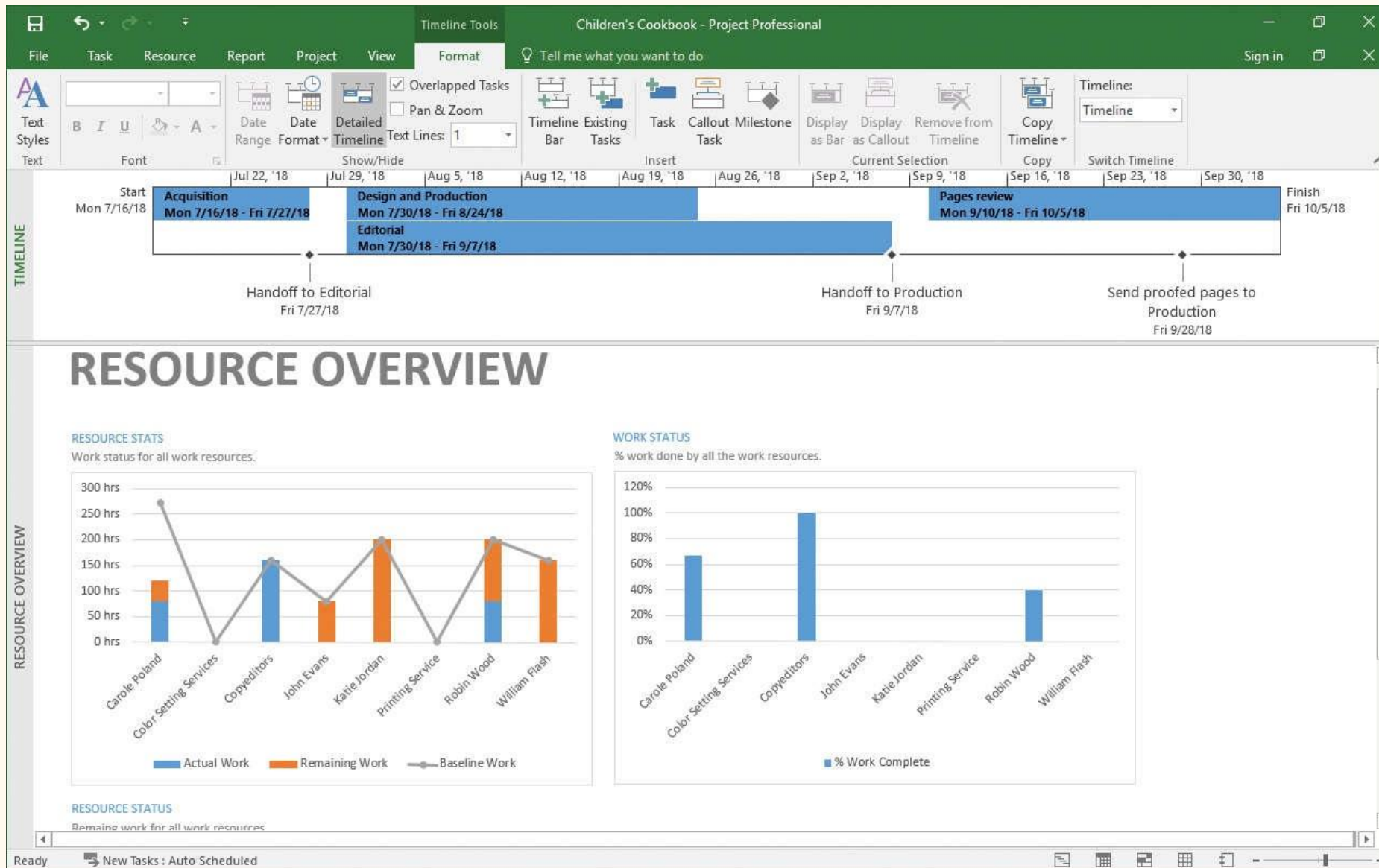


Reports can include elements such as **charts**, **tables**, and **images** to communicate the status of your plan.

- Reports can contain a mix of charts, tables, and images. When you click a table or chart in a report, the Field List pane appears on the right side of the window.







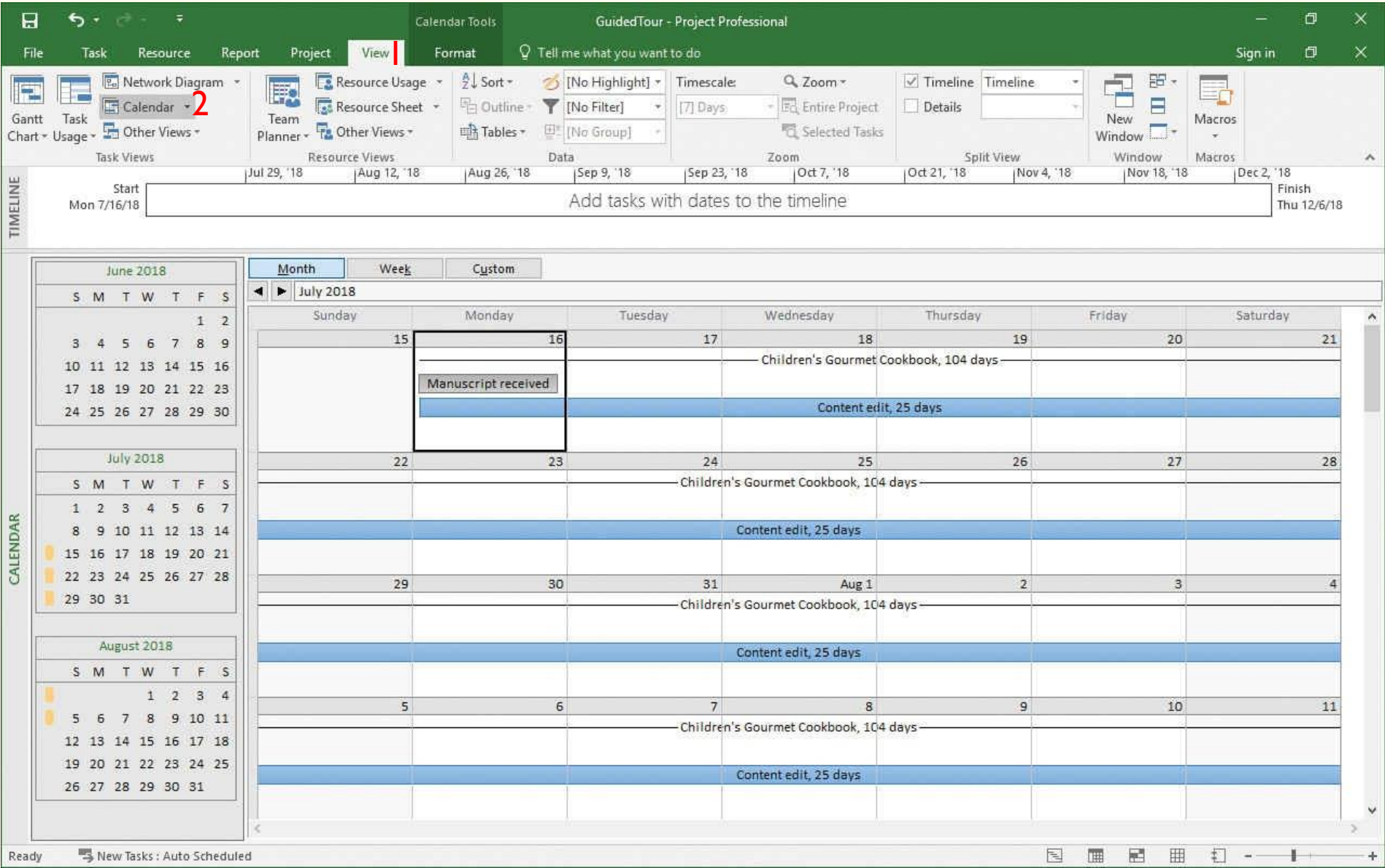
- 1-Display the Project Overview report, which is located in the Dashboards report category.
- 2-Switch to the Resource Overview report

To display a report

Report > **View Reports** > group, click the report category > click the specific report you want.

- **To display a report and a view simultaneously**
- **1.** Display the report you want.
- **2.** Do either of the following:
 - On the **View** tab, in the **Split View** group, click **Details**. In the **Details** box, click the view you want to display in the bottom pane of the split view.
 - On the **View** tab, in the **Split View** group, click **Timeline** to display the Timeline in the top pane of the split view (if it's not already visible).

The Calendar view is a handy “month-at-a-glance” view



THANK YOU