

MICROSOFT PROJECT – WHAT'S IN IT FOR ME?

How to leverage MSP to work for you

A bit about me ...

- Originally from Canada
- Work history and education in Information Technology
- Began my career in project management approximately 7 years ago
- Received CAPM, Comptia Project+ and recently MCTS: Managing Projects using Project 2007
- Currently working towards PMP, work as full-time PM for McKesson Corporation

So what are we doing here?

- Plan is to hit the “Wave Tops” of Microsoft Project
- What we WILL accomplish tonight:
 - ▣ Scheduling
 - Difference between “work” and “duration”
 - **Who has examples?**
 - Fixed unit, duration, work tasks. Estimating work while using duration tasks.
 - ▣ Baselines. Critical!
 - ▣ MSP: A working document. Actuals are actuals.
- What we WON'T accomplish tonight:
 - ▣ Education on a plethora of Microsoft Project features and full Microsoft Project training.

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- With that said, let's get started!
 - ▣ Is this all we do?
 - ▣ What is a project?
 - ▣ What is a project management plan?
 - ▣ How do we manage a finite project schedule?

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- What are your experiences?
 - #1
 - #2
 - #3

Microsoft Project... MSP

“beginner” giveaways

- 1. You manually create a Project Summary Task**
- 2. You "hard code" dates**
- 3. You don't input the teams estimated Duration on all tasks**
- 4. Your tasks don't start with a verb**
- 5. You assign Predecessors to Summary Tasks**
- 6. You assign Resources to Summary Tasks**
- 7. You never inspect the critical path tasks**
- 8. You never search for (or eliminate) Resource Over-Allocations**
- 9. You never Baseline your schedule**
- 10. You never update your schedule to align with reality**

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The joke is:
**“Whoever designed Microsoft Project was
not a Project Manager!”**



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- So where do we start?
 - ▣ Well, it depends. What do you want to do with it?
 - ▣ Three major task types:
 1. Fixed Duration
 2. Fixed Units
 3. Fixed Work

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Here we go, stay with me!

- Three different **TASK TYPES**
- Fixed Units/Effort Driven – **The Default.**
 - Forces the units of work (assignment levels) to stay the same
 - Commonly used when it's believed that adding more resources to a task will get it accomplished sooner.
 - Example: Task A=Fixed Units. Adding more resources (units of assignment) to the task will get it done quicker.

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□ Fixed Duration

- Used when activity durations do not change. This is probably the "**easiest**" task type to understand.
- Especially useful for projects that are not based on the amount of effort required for a task
- The duration will never change
- Example; Fixed duration task of 10 days. I can add 1,000 people to the task, but it remains a 10 day task.

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□ Fixed Work

- We're building a widget and we know it takes 100 hours to finish building the object.
- Putting more resources on it does not shorten the work requirements.
- Example: Fixed work task, work effort=100 hours. You can change the duration or units (of resource assignment) but it will not change the work required to complete that task.

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Tonight, My Goal is to Get Us from This



Microsoft Project – TO THIS!



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- Let's take a Look.

Microsoft Project – Cheat Sheet!

Microsoft® Project
Task Type and Scheduling Formula
Cheat Sheet

Type	Work	Duration	Units
Fixed Units	Calculated	Entered	Fixed
	Entered	Calculated	Fixed
	Holds	Calculated	Entered
Fixed Duration	Entered	Fixed	Calculated
	Calculated	Fixed	Entered
	Calculated	Entered	Holds
Fixed Work	Fixed	Calculated	Entered
	Fixed	Entered	Calculated
	Entered	Calculated	Holds



PMConnection

"Connecting the Project Management World"

Microsoft Project

- Q&A



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- THANK YOU FOR YOUR TIME!
- My contact information for questions is;
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*Thank
You*