

Project Tasks for EG 1003:	Microsoft Project 2010 (Available on EG computers)	Microsoft Project 2007 (Mac version using WineBottler)
Select start and finish dates	<ol style="list-style-type: none"> 1. Write a task 2. Select appropriate "start date" and "duration" <ul style="list-style-type: none"> ➤ m-min ➤ h-hr ➤ d-day ➤ w-wk ➤ mon-month ➤ ed-elapsed days 3. Project will automatically calculate "end date" 	<ol style="list-style-type: none"> 1. Write a task 2. Select appropriate "start date" and "duration" <ul style="list-style-type: none"> ➤ m-min ➤ h-hr ➤ d-day ➤ w-wk ➤ mon-month ➤ ed-elapsed days 3. Project will automatically calculate "end date"
Change Timescale <ul style="list-style-type: none"> ➤ <i>This helps to make your Gantt chart more compact</i> 	<ol style="list-style-type: none"> 1. Right click on the timescale 2. Select format 3. Change "middle tier" units to "months" 4. Change "bottom tier" units to "weeks" 5. Select OK 	<ol style="list-style-type: none"> 1. Right click on the timescale 2. Select format 3. Change "middle tier" units to "months" 4. Change "bottom tier" units to "weeks" 5. Select OK
Add a new task in between two existing tasks	<ol style="list-style-type: none"> 1. Click the task below where you would like to insert a new task 2. Right click, select "insert task" 	<ol style="list-style-type: none"> 1. Click the task below where you would like to insert a new task 2. Click "insert" and select "new task"
Create summary/detail tasks <ul style="list-style-type: none"> ➤ <i>Helps to organize your schedule</i> 	<ol style="list-style-type: none"> 1. Click the green arrow icon pointing to the right to indent task 	<ol style="list-style-type: none"> 1. Click the green arrow icon pointing to the right to indent task
Link Tasks <ul style="list-style-type: none"> ➤ <i>This automatically fills the "predecessor" column in the task list</i> 	<ol style="list-style-type: none"> 1. Highlight all tasks 2. Click chain link icon 	<ol style="list-style-type: none"> 1. Highlight all tasks 2. Click chain link icon
Add Resources <ul style="list-style-type: none"> ➤ <i>Indicates which team member is responsible for which task</i> ➤ <i>Can also mention special equipment</i> 	<ol style="list-style-type: none"> 1. Stretch task list further to the right 2. Type in appropriate team member 	<ol style="list-style-type: none"> 1. Stretch task list further to the right 2. Type in appropriate team member
Add Milestones <ul style="list-style-type: none"> ➤ <i>Are events rather than tasks</i> ➤ <i>The diamond bullet indicates that it is a milestone</i> 	<ol style="list-style-type: none"> 1. Insert the "Milestone" as a task 2. Enter the milestone presentation date 3. Select "0 days" as the duration 	<ol style="list-style-type: none"> 1. Insert the "Milestone" as a task 2. Enter the milestone presentation date 3. Select "0 days" as the duration

<p>Show Tasks as Complete</p> <ul style="list-style-type: none"> ➤ <i>This is important to update for each Milestone Presentation</i> ➤ <i>Updates your progress line</i> 	<ol style="list-style-type: none"> 1. Right click appropriate cell in column 2 next to the task that is complete 2. Change percent complete to 100% 	<ol style="list-style-type: none"> 1. Right click appropriate cell in column 2 next to the task that is complete 2. Select "task information" and update percent complete to 100%
<p>Show Progress Line</p> <ul style="list-style-type: none"> ➤ Shows us if you are ahead, behind, or right on schedule <p>Note: You can manually update your progress line</p> <ul style="list-style-type: none"> ○ Click "project tab" ○ Select "project information" ○ Update "status date" to the date of the most recent task completed 	<ol style="list-style-type: none"> 1. "Tools" tab → tracking → progress lines 2. "Date & Intervals" tab → select "always display current progress line" → OK <p>-OR-</p> <ol style="list-style-type: none"> 1. Right click Gantt chart and select "progress lines" 2. "Date & Intervals" tab → select "always display current progress line" → OK 	<ol style="list-style-type: none"> 1. "Tools" tab → tracking → progress lines 2. "Date & Intervals" tab → select "always display current progress line" → OK <p>-OR-</p> <ol style="list-style-type: none"> 1. Right click Gantt chart and select "progress lines" 2. "Date & Intervals" tab → select "always display current progress line" → OK
<p>Copy and paste Project schedule and Gantt chart into PowerPoint as a PICTURE</p> <ul style="list-style-type: none"> ➤ Must copy picture NOT take a screenshot ➤ We only want your schedule (not the task ribbon or empty cells) 	<ol style="list-style-type: none"> 1. Select desired rows 2. Click copy icon 3. Change the following: <ul style="list-style-type: none"> ➤ Render Image → "For Screen" ➤ Copy → "Rows on screen" ➤ Timescale → insert your start/finish dates 4. Your schedule is now copied, paste onto PowerPoint 	<ol style="list-style-type: none"> 1. Select desired rows 2. Click camera icon 3. Change the following: <ul style="list-style-type: none"> ➤ Render Image → "For Screen" ➤ Copy → "Rows on screen" ➤ Timescale → insert your start/finish dates 4. Your schedule is now copied, paste onto PowerPoint

Key Points to Remember:

- Must have at least 20 tasks
 - Show summary tasks and detail tasks
 - Show benchmarks and presentations
 - Make sure appropriate team member responsible for each task is shown
- Task list and Gantt chart should be on the same slide
 - I've seen students in the past use animations to help fit their schedule onto one slide which makes it easier to see
- Easier way to calculate and monitor labor hours
 - Click "view" and select "resource sheet"
 - This monitors the hourly rate and labor hours of each team member
 - To return to the Gantt chart click "view" and select "Gantt chart"

[ANYTHING IN RED IS IMPORTANT, BECAUSE IT IS PART OF THE GRADING RUBRIC]