



PROJECT SCHEDULE

Using MS Project

Producing the Project Schedule

- Develop work breakdown structure (WBS)
- Build a schedule using Gantt chart
- Develop resource requirements and the staffing plan

Task Definitions

- **Critical path:**

Is the sequence of connected tasks that cannot be delayed without causing the project to be delayed

- **Slack time:**

Is that amount of time a task can be delayed without delaying the project

- **Float:**

Another term used to define slack time

- **Milestone:**

Is a definite completion point that is marked by a specific deliverable or event

Creating a Project File

1. Defining the Working Times:

Project – Change working time

2. Defining Tasks:

Double click – Advanced – Mark task as a milestone

3. Sequencing Tasks

4. Creating Resources:

View – Resource Sheet

5. Assigning Resources

6. Printing Reports

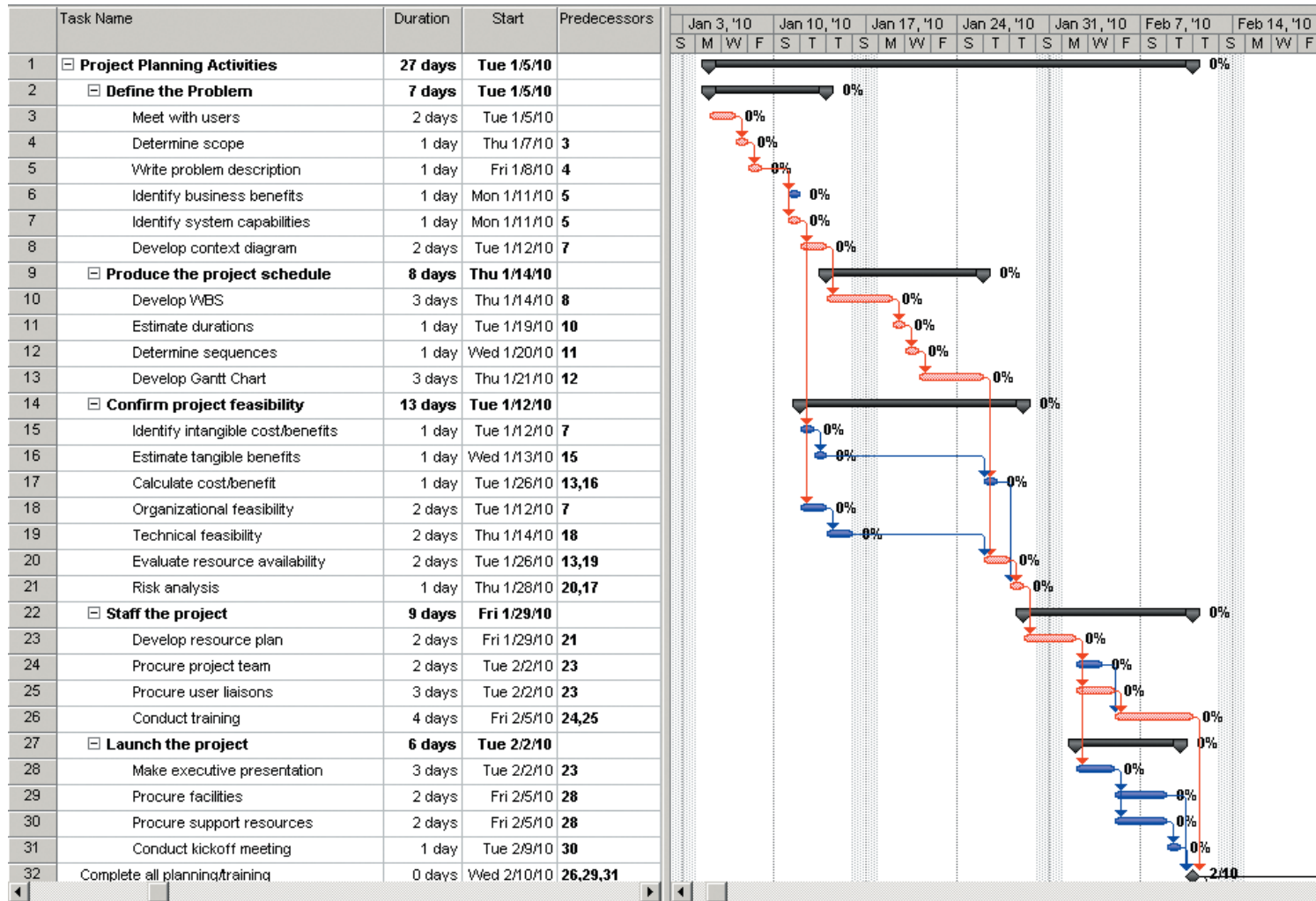
Work Breakdown Structure

Task Name
1 Project Planning
1.1 Define the Problem
1.1.1 Meet with users
1.1.2 Determine scope
1.1.3 Write problem description
1.1.4 Identify business benefits
1.1.5 Identify system capabilities
1.1.6 Develop context diagram
1.2 Produce the project schedule
1.2.1 Develop WBS
1.2.2 Estimate durations
1.2.3 Determine sequences
1.2.4 Develop Gantt Chart
1.3 Confirm project feasibility
1.3.1 Identify intangible cost/benefits
1.3.2 Estimate tangible benefits
1.3.3 Calculate cost/benefit
1.3.4 Organizational feasibility
1.3.5 Technical feasibility
1.3.6 Evaluate resource availability
1.3.7 Risk analysis
1.4 Staff the project
1.4.1 Develop resource plan
1.4.2 Procure project team
1.4.3 Procure user liaisons
1.4.4 Conduct training
1.5 Launch the project
1.5.1 Make executive presentation
1.5.2 Procure facilities
1.5.3 Procure support resources
1.5.4 Conduct kickoff meeting

Entering WBS into MS Project

	Task Name	Duration	Start	Finish
1	Project Planning	1 day?	Tue 1/5/10	Tue 1/5/10
2	Define the Problem	1 day?	Tue 1/5/10	Tue 1/5/10
3	Meet with users	1 day?	Tue 1/5/10	Tue 1/5/10
4	Determine scope	1 day?	Tue 1/5/10	Tue 1/5/10
5	Write problem description	1 day?	Tue 1/5/10	Tue 1/5/10
6	Identify business benefits	1 day?	Tue 1/5/10	Tue 1/5/10
7	Identify system capabilities	1 day?	Tue 1/5/10	Tue 1/5/10
8	Develop context diagram	1 day?	Tue 1/5/10	Tue 1/5/10
9	Produce the project schedule	1 day?	Tue 1/5/10	Tue 1/5/10
10	Develop WBS	1 day?	Tue 1/5/10	Tue 1/5/10
11	Estimate durations	1 day?	Tue 1/5/10	Tue 1/5/10
12	Determine sequences	1 day?	Tue 1/5/10	Tue 1/5/10
13	Develop Gantt Chart	1 day?	Tue 1/5/10	Tue 1/5/10
14	Confirm project feasibility	1 day?	Tue 1/5/10	Tue 1/5/10
15	Identify intangible cost/benefits	1 day?	Tue 1/5/10	Tue 1/5/10
16	Estimate tangible benefits	1 day?	Tue 1/5/10	Tue 1/5/10
17	Calculate cost/benefit	1 day?	Tue 1/5/10	Tue 1/5/10
18	Organizational feasibility	1 day?	Tue 1/5/10	Tue 1/5/10
19	Technical feasibility	1 day?	Tue 1/5/10	Tue 1/5/10
20	Evaluate resource availability	1 day?	Tue 1/5/10	Tue 1/5/10
21	Risk analysis	1 day?	Tue 1/5/10	Tue 1/5/10
22	Staff the project	1 day?	Tue 1/5/10	Tue 1/5/10
23	Develop resource plan	1 day?	Tue 1/5/10	Tue 1/5/10
24	Procure project team	1 day?	Tue 1/5/10	Tue 1/5/10
25	Procure user liaisons	1 day?	Tue 1/5/10	Tue 1/5/10
26	Conduct training	1 day?	Tue 1/5/10	Tue 1/5/10
27	Launch the project	1 day?	Tue 1/5/10	Tue 1/5/10
28	Make executive presentation	1 day?	Tue 1/5/10	Tue 1/5/10
29	Procure facilities	1 day?	Tue 1/5/10	Tue 1/5/10

Gantt Chart



Resource Sheet

[illegible]

Entering Resources for Tasks

	Task Name	Duration	Start	Predecessors	Resource Names
1	Project Planning Activities	27 days	Tue 1/5/10		
2	Define the Problem	7 days	Tue 1/5/10		
3	Meet with users	2 days	Tue 1/5/10		Project Manager, Senior Analyst
4	Determine scope	1 day	Thu 1/7/10	3	Project Manager, Senior Analyst
5	Write problem description	1 day	Fri 1/8/10	4	Project Manager
6	Identify business benefits	1 day	Mon 1/11/10	5	Project Manager, Senior Analyst
7	Identify system capabilities	1 day	Mon 1/11/10	5	Senior Analyst
8	Develop context diagram	2 days	Tue 1/12/10	7	Senior Analyst[150%]
9	Produce the project schedule	8 days	Thu 1/14/10		
10	Develop WBS	3 days	Thu 1/14/10	8	
11	Estimate durations	1 day	Tue 1/19/10	10	
12	Determine sequences	1 day	Wed 1/20/10	11	
13	Develop Gantt Chart	3 days	Thu 1/21/10	12	

ID	Resource Name	Units	Work
2	Senior Analyst	150%	24h
	Project Manager		
	Senior Analyst		

ID	Predecessor Name	Type	Lag
7	Identify system capabilities	FS	0d

Name: Duration: ☒ Effort driven
 Start: Finish: Task type: % Complete: