SOFTWARE PROJECT MGT.

TUTORIAL # 1 – LAB MANUAL

AMAN QUADRI

HTTP://FACULTY.KSU.EDU.SA/AQUADRI

OBJECTIVE

<u>In this session you will learn to:</u>

- Describe the high-level benefits of a dedicated project planning and management tool like Project.

- Distinguish between Project Standard and Project Professional .

- Identify the major new features introduced in the 2013 edition, as well as in the several prior releases of Project, and where in this book you'll find hands-on activities with those features .

- Begin to develop your own skills development strategy for mastering Project in the context of good project-management practice .

MEET THE PROJECT APPLICATION

- Microsoft Project 2013 is essentially the most important tool in project management.

- Allows to build schedules (generally referred to as plans) complete with 'Tasks' and 'Resources'

- Allows extensive formatting features to better reflect the plan's detail, track the project and sharing with project teams.

- Allows corrective actions in case the project goes off track.

CONTD..

- Create plans at the level of detail that's right for your project.
- Work with summary data initially, or shift to a more detailed approach when it's convenient.
- Control what tasks Project can schedule automatically or that you'll schedule manually .
- Manage tasks, costs, work, and resources at whatever level of detail is appropriate for your project's needs .
- Work with your plan's data in a variety of views and reports .
- Track and manage your plan throughout the life of the project .
- Collaborate and share data with others in your organization using rich view and report formatting options .
- Use resource pools, consolidated projects, and cross-project links to extend your project-management focus across multiple projects .

MS-PROJECT FAMILY

- **Project Standard** is the entry-level desktop application with which you can create and modify plans.

- **Project Professional**
    - Includes all the functionality of Project Standard plus a few additional features you can use to create and modify plans
    - Project Professional can connect to Project Web App (PWA).

- **Project Pro** for Office 365 is an online subscription.

- **Project Online** is the online subscription to Microsoft's Project and Portfolio Management (PPM) solution built on Project Web App and Project Server.

ADVANCE FEATURES OF PROJECT 2013

- Reports
- Task Path
- Redesigned Backstage and Sky-Drive integration
- A much later project finish date
- Support for touch input
- New cleaner look
- Lync integration (Project Professional only)
- Support for apps for Office

PROJECT – IN CONCLUSION

Project is defined as a temporary endeavor undertaken to create a service or product (deliverable)

Some important points:

- What tasks need to be performed and in what order for deliverables.
- When each task should be performed so that, the deadlines are met.
- Who will be responsible for tasks.
- What if some tasks are not completed on time
- Best way to communicate with different levels of understanding of stake holders.