Project Masters Inc. ®

Purpose and Value

12 Steps to Entering and Managing a Project in MS Project

1. Create a Work Breakdown Structure (WBS) for your project

2. Enter project start date in MS Project

3. In project go to ribbon tab `format` ribbon group `show/hide` make sure project summary task is `✓`

4. Enter the WBS in to project

5. Enter your resources in resource table

6. Create links between tasks

7. Assign resources to tasks

8. Assign durations to tasks

9. Get schedule signed off by management and customer

10. Baseline schedule

11. Track schedule

12. Close out schedule

Tips in how to create a schedule to include in your proposal helping it look professional.

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Project Do's and Don'ts (When using MS Project)

- Don't use SS (Start-to-start) without adding a predecessor

- Don't have more than 15% of your tasks hard coded

- Don't link summary tasks—note: summary tasks are from the WBS

- Don't manually enter the start and finish date for a task

- Do use the 8/80 rule of thumb when dividing up tasks

- Do change "Work" to "Resource-hours"

- Do use the same unit of measure through out your schedule.
  Use work-days, not work-hours, work-weeks, months, etc.

- Do use "Duration = work/units"

- Don't ask the expert "How long will this task take?"
  Instead "How many of your resource hours would this task use
  if you could work on it full-time with no interruptions?"

- Do use the task entry view when assigning resources

- Don't use elapsed-days for expressing duration

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Microsoft Project Level 2
Microsoft Project Using EMV
Advanced Microsoft Project Training
Microsoft Project for Managers

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