

Using MS Project in the Real World

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Thank you all for coming!!

- Who am I???
- Ellen Lehnert, PMP
- Train MS Project since 1996
Train MS Project Server since 2002
- Consulting, Process Development & Doc.
Step-by-step instructions
- Installations of Project Server
- Project Mgmt training
- Custom classes – tonight is an example

Background

- **Certified Professional Project Manager (PMP)**
- **Microsoft Partner – specializing in training**
- **Microsoft Project Association (MPA – Users group for MS Project) Chicago Board President - 2 years, current Past-President, Member - Chicago Chapter**
- **Contributor to Dynamic Scheduling using MS Project 2002 and Dynamic Scheduling using MS Project 2003**
- **Certified MS Office Specialist (MOS) in MS Project® 2000 & 2002**
- **Certified Blue Belt in MS Project 2000, 2002, 2003 - International Institute of Learning (IIL) – teach these classes**
- **Author of “Ask the Teacher” monthly column for the MPA ezine**

Exercise for Tonight!!!

- You will be using the schedule Direct Mail Marketing Campaign.mpp for this exercise
- You were notified to download the schedule from my website:
www.Lehnertcs.com
- We have it on USB if you need it – raise your hands
- Work alone or with someone – share your computer – meet someone new

Exercise for Tonight!!!

- Discussions encouraged
- In many cases – no 100% right or wrong answer and multiple ways of accomplishing the same action
- Help is available from our helpers – they will give it their best try but remember there is multiple ways of accomplishing the same action

Exercise for Tonight!!!

- You are the PM to plan the next Microsoft direct mail campaign
- The WBS has been created for you – it is a template of previous campaign that was planned
- Generic Resources have been added
- Work through the steps applying changes as needed
- Good Luck!!!! You have 45 minutes – you are not expected to finish!!!!

Reviewing the Exercise

- We will do as many as we can in the time allowed
- I encourage discussion but we are tight on time so some discussion I will have to defer until another time or see me later
- Prizes will be given with no pattern or consistency!!!
- All answers are posted on the Tips/Articles page of my website: www.Lehnertcs.com

Step 2

- Change start date:
Best way is “Adjust Dates”
- On Analysis toolbar
- Allows for changing start date and adjusting constraint dates at the same time.

Step 3

- Overhead tasks:
Best uses: PM time, cost that doesn't apply to an individual task.
- Insert task under Project Summary task
- The duration should match Project Summary task
- Fixed units, effort off, assign PM at 10% of their availability.
- Check Resource Usage for time distribution

Step 4

- Assigning resources to Summary Tasks is not recommended.
- You really don't have an assignment by task
- Tracking will not be correct
- Keep in mind that summary tasks are subtotals and titles, not assignable tasks

Step 5

- Adding lag time between tasks 10 & 11 would increase duration but not add to work or cost.
- The increased duration pushes a constraint and creates negative slack
This is how many days you will miss your ending date!!! Must fix
- Remove work, shorten durations, SS, FF, lead time, get more resources, etc.

Step 6

- Set baseline:
Tools → Tracking → Save Baseline
- Save Original baseline:
Tools → Tracking → Save Baseline →
save to Baseline1 fields

Step 7

- Tracking information – split screen
- Tip: create split and add to View menu
- Use Resource Work to enter the work of the tasks – or –
- Use Tracking table – or –
- Use Resource or Tracking Usage

Step 8

- Add 1 day to tasks 10 & 11 – duration
- Increase lag time to 4 wks.

Step 9

- Baseline: What is your company policy??
- If you reset the entire baseline, you will lose the baseline actual data on the tasks with tracking
- Baseline a range of tasks is an option
- Baseline1 will remain as the original baseline of the project

Fields used in setting a Baseline

Field	Baseline	Actual
Start	Baseline Start	Actual Start
Finish	Baseline Finish	Actual Finish
Work	Baseline Work	Actual Work
Duration	Baseline Duration	Actual Duration
Cost	Baseline Cost	Actual Cost

Step 10

- Enter Status Date
- Add Status line formatting
- Tools → Tracking → Update Project
2nd option – entire project

Step 11

- Create “Comparison Baseline Table”
Copy – Variance Table – add and delete columns
- Copy Tracking Gantt Chart and save as
“Comparison Baseline”
Add Gantt bars for baseline1

Conclusion

- All answers and PPT will be posted on the Tips/Articles page on my website at:

www.lehnertcs.com

- All the “Ask the Teacher” articles are posted
- Thank you all for coming – hope you learned something tonight and hope to see you in a class of mine someday!!!