

MPUG October 2008 Meeting Chicago Practice Exercise

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Instructor Background

- Ellen Lehnert, PMP, MCT, MCITP
- Trainer, consultant 14 years +
- Author, *“Ask the Teacher”* column, *MPA Microsoft Project Association*
- Project Management Professional (PMP)
- Microsoft Certified Professional (MCP - MCITP)
- MSP certified – 2000 – 2007 & Project Server
- Contributor – Dynamic Scheduling using MS Project 2002, 2003, tech editor, 2007
- Teaching and IT background



Answers - #1

- In templates – do not have constraints – when the start date is changed, they do not move
- Secret –
Analysis toolbar – Adjust Dates button
Enter new date
Constraints will move but deadlines will not
- What is the ending date??



Answers - #2

- Deadline for the project is April 1, 2009 – will you make it?
- Best place to see both length of time and budget total??
- How did you make adjustments to fit the timeline as well as the budget?



Answers - #2 – ways to shorten Project Duration

- SS, FF, lead time relationships
- Create as many parallel paths as possible – more resources, more risk
- Break up large tasks into smaller pieces and give some pieces to less critical resources
- Give an experienced resource as assistant
- Move best resources to critical tasks
- Add resources to effort-driven tasks
- Change calendar – cancel time off
- Great more resources
- Replace an unavailable resource with an available one
- Shorten lags
- Cut scope



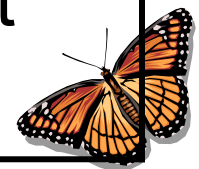
Answers - #3

- Set deadline –
Double click on the task which is the ending milestone
Advanced tab
Add deadline for April 1, 2009
- Set baseline
Go to tracking Gantt
Tools → Tracking → Set Baseline
Baseline fields
- Set baseline
Go to tracking Gantt
Tools → Tracking → Set Baseline
Baseline1 fields



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



Answers - #4 & 5

- #4 Tracking toolbar – select tasks – 100% completed
- #5 Tracking toolbar – Update tasks form – enter ending date of Dec. 30, 2008

What is the new ending date??

- When should we reset a baseline?
- To reset the baseline:
Select the range of tasks – 8-end
Tools → Tracking → Set baseline
Make sure you will be resetting “Baseline”
OK



Answers - #6

- What view will show you Baseline and Baseline1 fields?
- Tools → More views → Multiple Baseline Gantt



Answers - #7 - Bonus

- Resource group is one of the few Resource fields that is populated in the Task data during an assignment.
- Create a Weekly Group:
Project → Group by: → more groups
Name: Weekly
Field: Start or Finish
Define Group Intervals
Group on: Week
Group Interval: 1
OK, OK, Apply
- Add column Resource Group, use autofilter or create filter with entering choice on execution

