Project 2016

RENOVATION OF MUSEUM
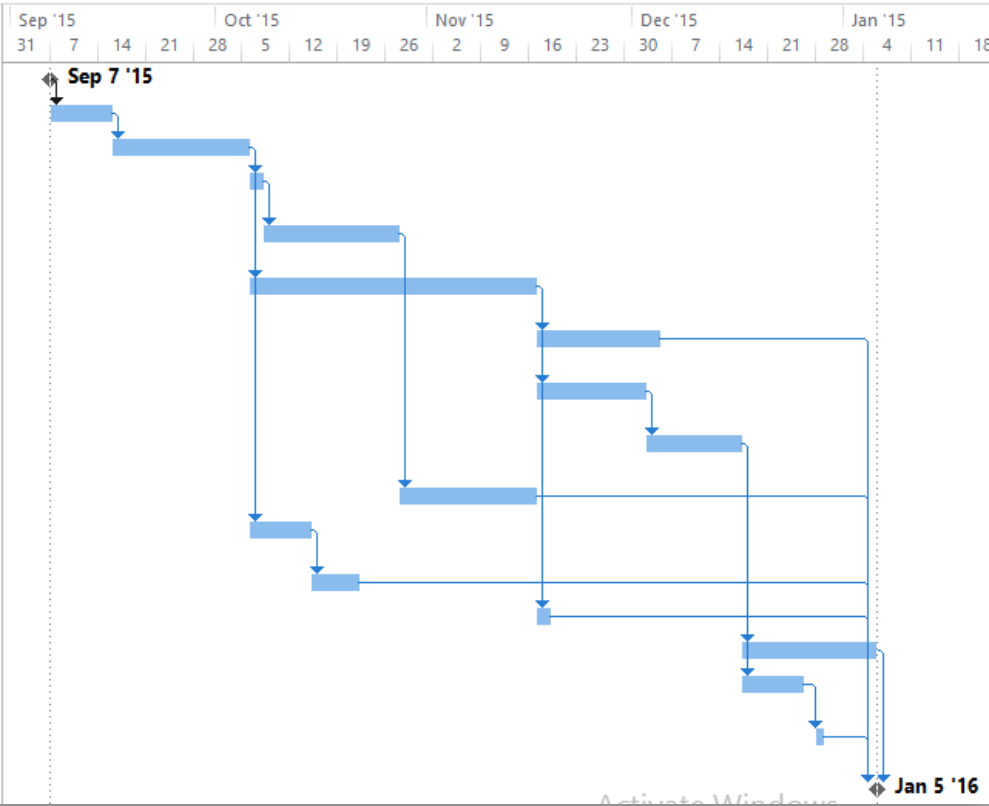
Activity
STUDY CURRENT LAYOUT
PLAN NEW LAYOUT
LIST ITEMS TO BE PROCURED
OBTAIN BUDGET APPROVAL FOR NEW ITEMS
RENOVATION OF BLDG
PAINTING OF BLDG OUTSIDE
PAINTING OF BUILDING INSIDE
RENOVATE WOODWORK
BUY NEW ITEMS
DESIGN NEW POSTERS
PRINT NEW POSTERS
HIRE TRADESMEN
HIRE A CURATOR
DATE OF INAUGURATION APPROVAL
INAUGURATION

Activity	Duration in Days
STUDY CURRENT LAYOUT	7
PLAN NEW LAYOUT	14
LIST ITEMS TO BE PROCURED	2
OBTAIN BUDGET APPROVAL FOR NEW ITEMS	14
RENOVATION OF BLDG	30
PAINTING OF BLDG OUTSIDE	14
PAINTING OF BUILDING INSIDE	12
RENOVATE WOODWORK	10
BUY NEW ITEMS	14
DESIGN NEW POSTERS	7
PRINT NEW POSTERS	5
HIRE TRADESMEN	2
HIRE A CURATOR	14
DATE OF INAUGURATION APPROVAL	7
INAUGURATION	1

Activity	Duration in Days
STUDY CURRENT LAYOUT	7
PLAN NEW LAYOUT	14
LIST ITEMS TO BE PROCURED	2
OBTAIN BUDGET APPROVAL FOR NEW ITEMS	14
RENOVATION OF BLDG	30
PAINTING OF BLDG OUTSIDE	14
PAINTING OF BUILDING INSIDE	12
RENOVATE WOODWORK	10
BUY NEW ITEMS	14
DESIGN NEW POSTERS	7
PRINT NEW POSTERS	5
HIRE TRADESMEN	2
HIRE A CURATOR	14
DATE OF INAUGURATION APPROVAL	7
INAUGURATION	1
TOTAL DURATION	**153 DAYS**

Activity	Duration in Days
STUDY CURRENT LAYOUT	7
PLAN NEW LAYOUT	14
LIST ITEMS TO BE PROCURED	2
OBTAIN BUDGET APPROVAL FOR NEW ITEMS	14
RENOVATION OF BLDG	30
PAINTING OF BLDG OUTSIDE	14
PAINTING OF BUILDING INSIDE	12
RENOVATE WOODWORK	10
BUY NEW ITEMS	14
DESIGN NEW POSTERS	7
PRINT NEW POSTERS	5
HIRE TRADESMEN	2
HIRE A CURATOR	14
DATE OF INAUGURATION APPROVAL	7
INAUGURATION	1
TOTAL DURATION	153 DAYS

Task Name	Duration	Start	Finish	Predecessors	Resou Name
START	0 days	Mon 9/7/15	Mon 9/7/15		
STUDY CURRENT LAYOUT	7 days	Mon 9/7/15	Tue 9/15/15	1	
PLAN NEW LAYOUT	14 days	Wed 9/16/15	Mon 10/5/15	2	
LIST ITEMS TO BE PROCURED	2 days	Tue 10/6/15	Wed 10/7/15	3	
OBTAIN BUDGET APPROVAL FOR NEW ITEMS	14 days	Thu 10/8/15	Tue 10/27/15	4	
RENOVATION OF BLDG	30 days	Tue 10/6/15	Mon 11/16/15	3	
PAINTING OF BLDG OUTSIDE	14 days	Tue 11/17/15	Fri 12/4/15	6	
PAINTING OF BUILDING INSIDE	12 days	Tue 11/17/15	Wed 12/2/15	6	
RENOVATE WOODWORK	10 days	Thu 12/3/15	Wed 12/16/15	8	
BUY NEW ITEMS	14 days	Wed 10/28/15	Mon 11/16/15	5	
DESIGN NEW POSTERS	7 days	Tue 10/6/15	Wed 10/14/15	3	
PRINT NEW POSTERS	5 days	Thu 10/15/15	Wed 10/21/15	11	
HIRE TRADESMEN	2 days	Tue 11/17/15	Wed 11/18/15	6	
HIRE A CURATOR	14 days	Thu 12/17/15	Tue 1/5/16	9	
DATE OF INAUG APPROVAL	7 days	Thu 12/17/15	Fri 12/25/15	9	
INAGURATION	1 day	Mon 12/28/15	Mon 12/28/15	15	
END	0 days	Tue 1/5/16	Tue 1/5/16	7,10,12,13,14,16	

153 DAYS   **87 DAYS**

DURGA PUJA HOLIDAYS

Task Name	Duration	Start	Finish	Predecessors	Resou Name
START	0 days	Mon 9/7/15	Mon 9/7/15		
STUDY CURRENT LAYOUT	7 days	Mon 9/7/15	Tue 9/15/15	1	
PLAN					
LIST IT					
OBTAI NEW I					
RENO					
PAINT					
PAINT					
RENO					
BUY N					
DESIGN NEW POSTERS	7 days	Tue 10/6/15	Wed 10/14/15	5	
PRINT NEW POSTERS	5 days	Thu 10/15/15	Wed 10/21/15	11	
HIRE TRADESMEN	2 days	Tue 11/17/15	Wed 11/18/15	6	
HIRE A CURATOR	14 days	Thu 12/17/15	Tue 1/5/16	9	
DATE OF INAUG APPROVAL	7 days	Thu 12/17/15	Fri 12/25/15	9	
INAGURATION	1 day	Mon 12/28/15	Mon 12/28/15	15	
END	0 days	Tue 1/5/16	Tue 1/5/16	7,10,12,13,14,16	

October 2015

M	T	W	Th	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Based on:
Exception 'DURGA PUJA' on calendar 'Standard'.

Sep 7 '15

Jan 19 '16

Activate Windows

97 DAYS

PM SOFTWARE

- **Combination**

  - *Graphics, Spreadsheet and Database.*

- **Graphics -** Gantt Chart, PERT chart and graphs in various reports.

- **Spreadsheet-** Forms, tables and reports.

- **Database –** Stores and manipulates data for calculations.

WHAT PM SOFTWARE CAN DO

- **Tabulating list of tasks at different levels of WBS.**

- **Inputting duration.**

- **Inputting precedence relationship.**

- **Calculation of critical path and float data.**

- **Deriving Gantt Chart.**

- **Deriving Network representation.**

WHAT PM SOFTWARE CAN DO

Making the complex... simple.

TOP PM SOFTWARE

Top 20 Most Popular Project Management Software

BROUGHT TO YOU BY ◆ Capterra

VENDOR	CUSTOMERS	USERS	TWITTER	FACEBOOK	LINKEDIN
Microsoft Project	880,000	22,000,000	32,000	270,922	5,472,967
Wrike	1,510,000	2,530,000	11,900	16,525	14,083
Atlassian	50,000	65,000,000	28,600	181,103	111,311
Basecamp	285,000	15,000,000	124,000	59	14,149
Trello	72,647	4,750,000	162000	107,005	17,693
Asana	200,000	2,000,000	118,000	254,586	20,486
Teamwork Projects	382,057	3,433,298	9,947	23,880	3,440
Podio	500,000	2,500,000	17,200	20,536	244,974
Smartsheet	100,000	1,500,000	11,400	11,822	17,819
Freedcamp	347,000	800,000	2,069	3,375	472
Monday.com	30,000	1,000,000	5,371	294,257	5,289
ProjectManager.com	110,000	550,000	36,800	72,175	5,694
VersionOne	50,000	1,250,000	8,372	4,048	6,453
Zoho Projects	20,000	1,200,000	1781	165,972	113,713
Mavenlink	50,000	750,000	7,853	18,362	6,120
Assembla	4,000	1,000,000	4,723	10,235	928
WorkflowMax	12,000	756,000	6,821	2,977	1,390
iTaskX	28,000	72,800	0	28	0
Pivotal Tracker	20,000	200,000	10,900	19,062	274
Workfront	3,000	473,000	8,171	4,740	20,950

TOP PM SOFTWARE

Hide All Data — MARKET SCORE — CUSTOMERS · USERS · SOCIAL — VENDOR SIZE

| #	Software	Market Score	Customers	Users	Reviews	Likes	Followers (in)	Followers (Twitter)
1	Microsoft Project	75	880,000	22,000,000	518	270,922	5,472,967	32,000
2	Wrike	71	1,510,000	2,530,000	927	16,525	14,083	11,900
3	Atlassian	70	50,000	65,000,000	2,526	181,103	111,311	28,600
4	Basecamp	64	285,000	15,000,000	4,976	59	14,149	124,000
5	Trello	57	72,647	4,750,000	3,919	107,005	17,693	162,000
6	Asana	57	200,000	2,000,000	3,607	254,586	20,486	118,000
7	Teamwork Projects	55	382,057	3,433,298	360	23,880	3,440	9,947
8	Podio	55	500,000	2,500,000	158	20,536	244,974	17,200
9	Smartsheet	46	100,000	1,500,000	503	11,822	17,819	11,400
10	Freedcamp	43	347,000	800,000	100	3,375	472	2,069

PM SOFTWARE BY COST

The 10 Top-Rated Free Project Management Software Options

	Free users	Free projects/ project workspaces	Free storage	Cost to upgrade	Work management	Project planning (Define scope, timeline, resources)
Airtable	1 user, Unlimited collaborators	Unlimited bases, 1200 records per base	2GB/base	$12/user/ month	✅	
avaza	1 user, Unlimited collaborators	5 projects, unlimited archived projects	100MB	$9.95/user/ month	✅	✅
backlog by nulab	10	1	100MB, one 5MB attach. per issue	$20/month (up to 30 users)	✅	
clickup	Unlimited	Unlimited	100MB	$9/user/ month	✅	
Flowlu	2	1	1GB	$39/month (up to 5 users)	✅	✅
freedcamp	Unlimited	Unlimited	Unlimited, 10MB upload	$9.95/user/ month	✅	
meister task	Unlimited	Unlimited	Unlimited, 20MB attachment	$2.49/user/ month	✅	
paymo	1	Unlimited	1GB	$11.95/user /month	✅	✅
STREAMTIME	Unlimited	5 active jobs	50 archived jobs	$15/user/ month	✅	✅
teamwork. Projects	5	2	100MB	$11.25/user/ month (min. of 5 users)	✅	✅

Capterra

PM SOFTWARE BY COST

Project Management Software | Average Cost

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(per month)
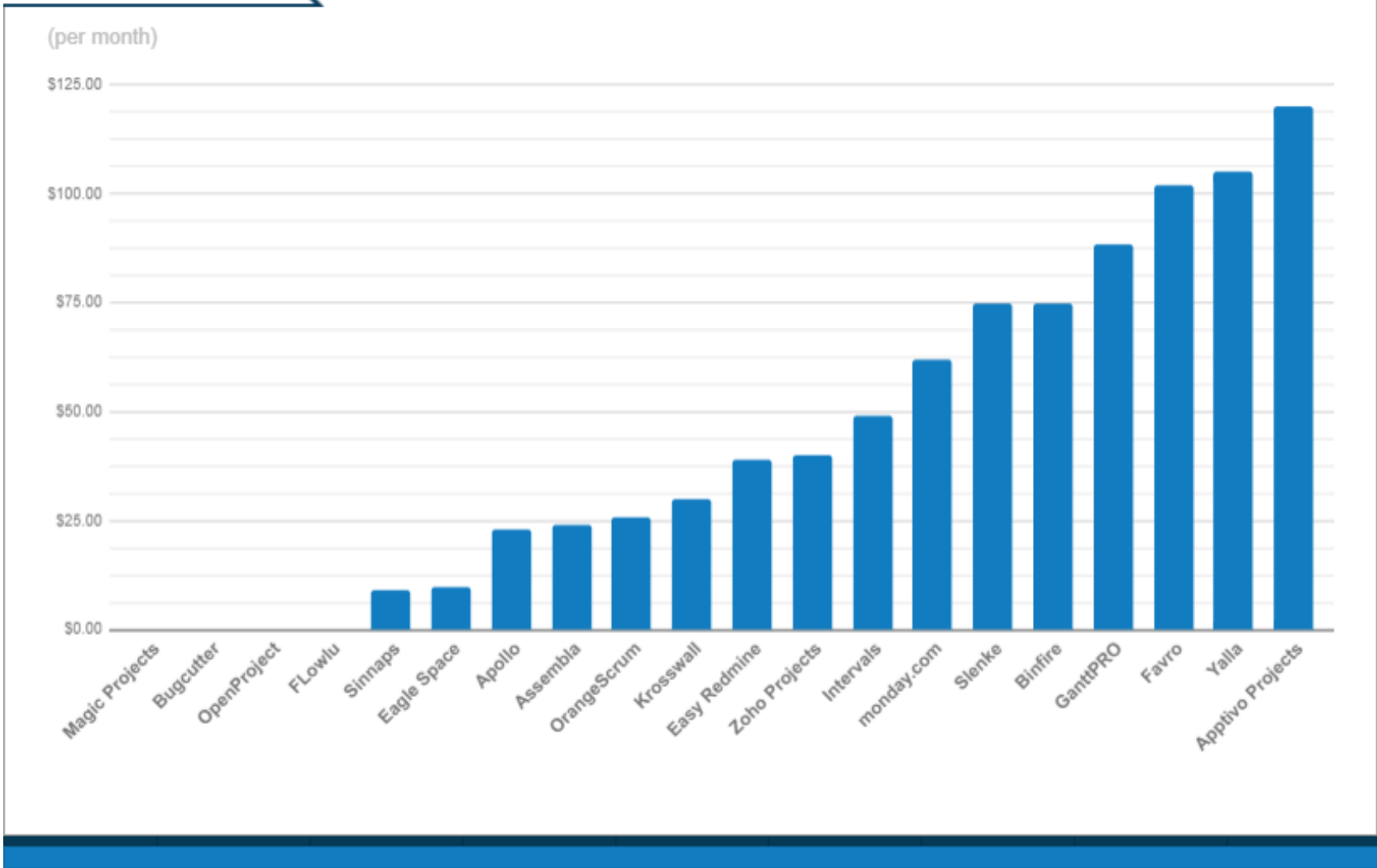
MS PROJECT 2016

- Initial release – 1984 (MS DOS based)

- Versions - 1.0, 3.0, 4.0, 95, 98, 2000, 2002, 2003, 2007, 2010, 2013, 2016, 2019

- Editions

  – Standard

  – Professional

  – Project Server

  – Web Access (Cloud Based solutions)

MS PROJECT 2016

- Powerful application that helps project managers to plan and manage a wide range of projects.

- Key Enablers

  - Meeting crucial deadlines

  - Budgets

  - Selecting the right resources

…..Project Managers can be more productive and realize better results using the set of features 'Project' offers.

MS PROJECT 2016

- <u>Planning</u>
    - Timelines Scheduling – Auto/ Manually
    - Resources
    - Costs
- Track and manage plan throughout life of project.
- Work with plan's data in variety of views and reports.
- Collaborate and share data with others in organisation using rich views and report formatting options.
- Work across multiple projects - use resource pools, consolidated projects, and cross-project links to extend project-management focus

MS PROJECT 2016

- **Can handle :-**

  – Tasks per project – 4 Lakh

  – Resources per project – 7 Lakh

  – Resource units per assignment – 6 crores

  – Dependencies – unlimited

  – Predecessors per task – 50,000

  – Consolidated projects – 998

  – Max cost value in a currency field – 99999 crores

  – Last date allowed – 31 Dec 2149

MS PROJECT 2016

- ## Open MSP 2016.
  - On Desktop – Right Click - New
  - Select "MS Project Document"
  - MSP Icon will be created in current position
  - Double click the icon

- ## Name the Project.
  - Click **File.**
  - **Click "Save As"** - Select My Documents (or any other directory name). Enter File name as required (Name of the problem) and click **Save**.

Info

New

Open

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Save As

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Feedback

Options

Open

Projects   Folders

| 🕐 | Recent |

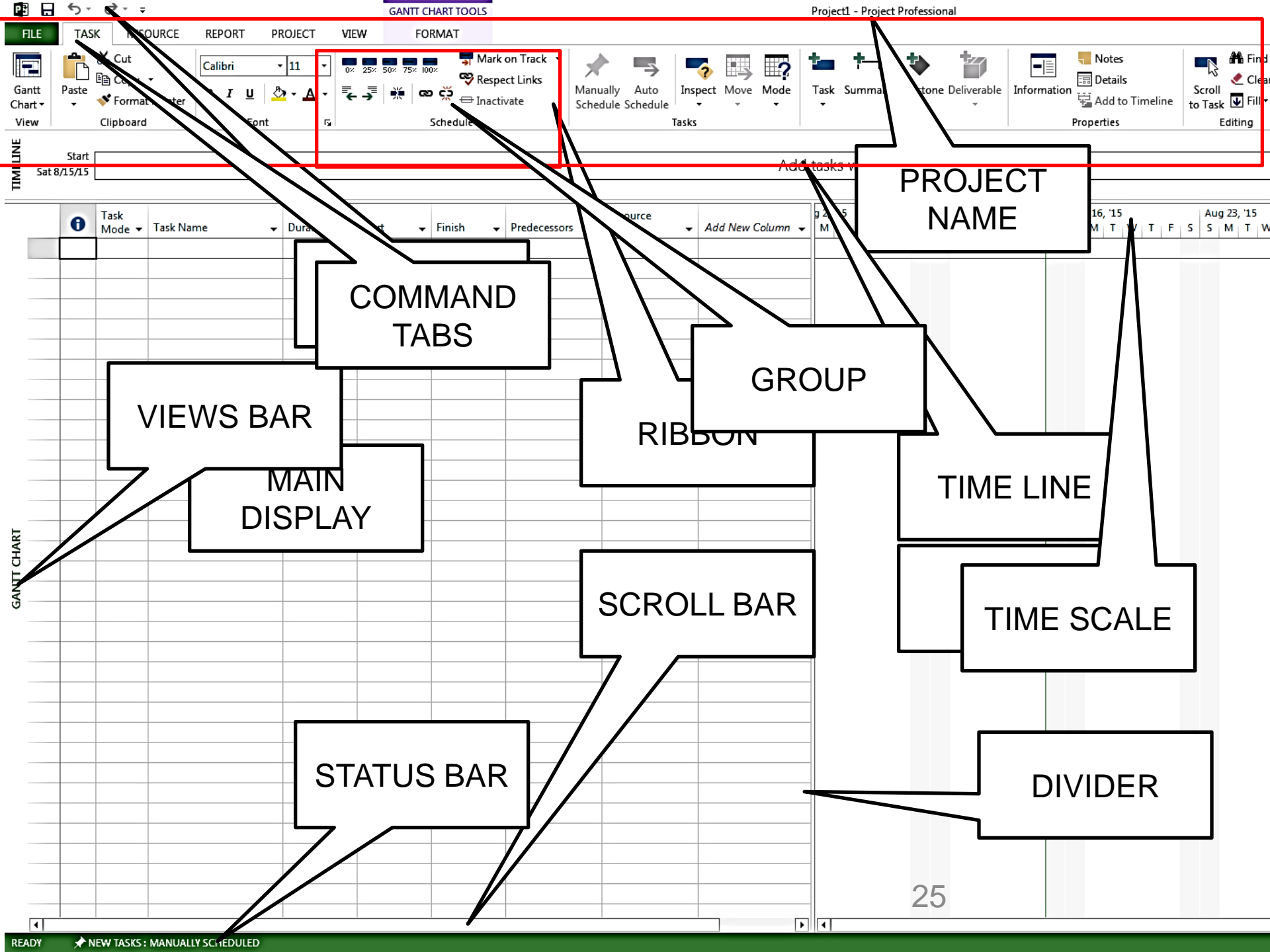| ☁ | OneDrive |

| 🖥 | This PC |

| ⊕ | Add a Place |

| 📂 | Browse |

Pinned

Pin files you want to easily find later. Click the pin icon that appears when you hover over a file.

Older

New_House1.mpp
Desktop

New Microsoft Project Document.mpp
Desktop

New_House_Amended.mpp
Desktop » FC for MES May 2019

New_House_Amended.mpp
Desktop

New_House.mpp
Desktop » FC for MES May 2019

New_House.mpp
Desktop

Ex_Fit2Sail Session 4 DS.mpp
Desktop » FC for MES May 2019 » MSP Session 4 HDMC 14

Ex_Fit2Sail DS Session 2 Leveling.mpp
Desktop » FC for MES May 2019 » MSP Session 3 HDMC 14

New_House_Levelled.mpp
Desktop

Ex_Fit2Sail Session 4 Prac.mpp
D: » VLM HP Laptop Backup » New folder » MSP Session 4 HDMC 14

Ex_Fit2Sail DS.mpp
D: » VLM HP Laptop Backup » New folder » MSP Session 1 HDMC 14

My_New_House.mpp
Desktop

Renovate_the_Space_practice file.mpp
Downloads

PROJECT OPTIONS

- ## Set Project Options.
  - Click **File.**
  - Click **Options.**
  - Click **General.**
    - Choose desired *Date format*
  - Click **Display**.
    - Change *Currency* to "INR".
    - Change *Decimal digits* to "0".
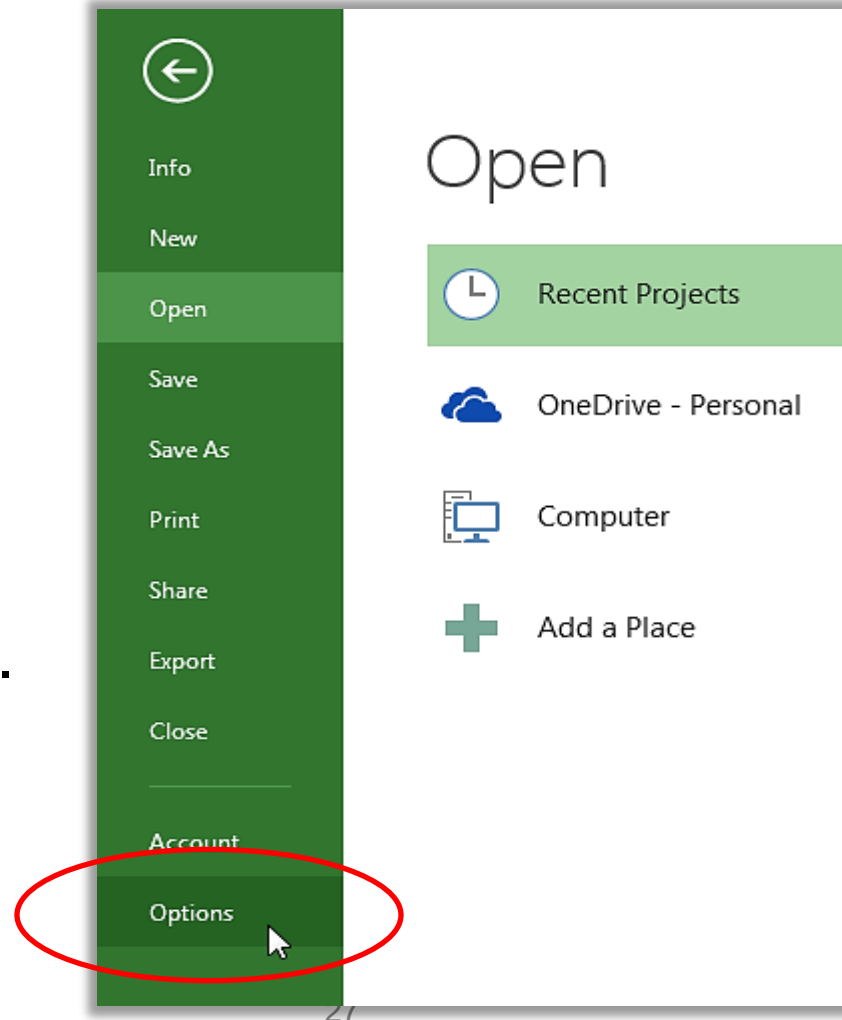
PROJECT OPTIONS

PROJECT OPTIONS

- **Set Project Options.**
  - Click **Schedule**.
    - Change _Week starts on_ to "Monday".
    - Change _Fiscal year starts in_ to "April".
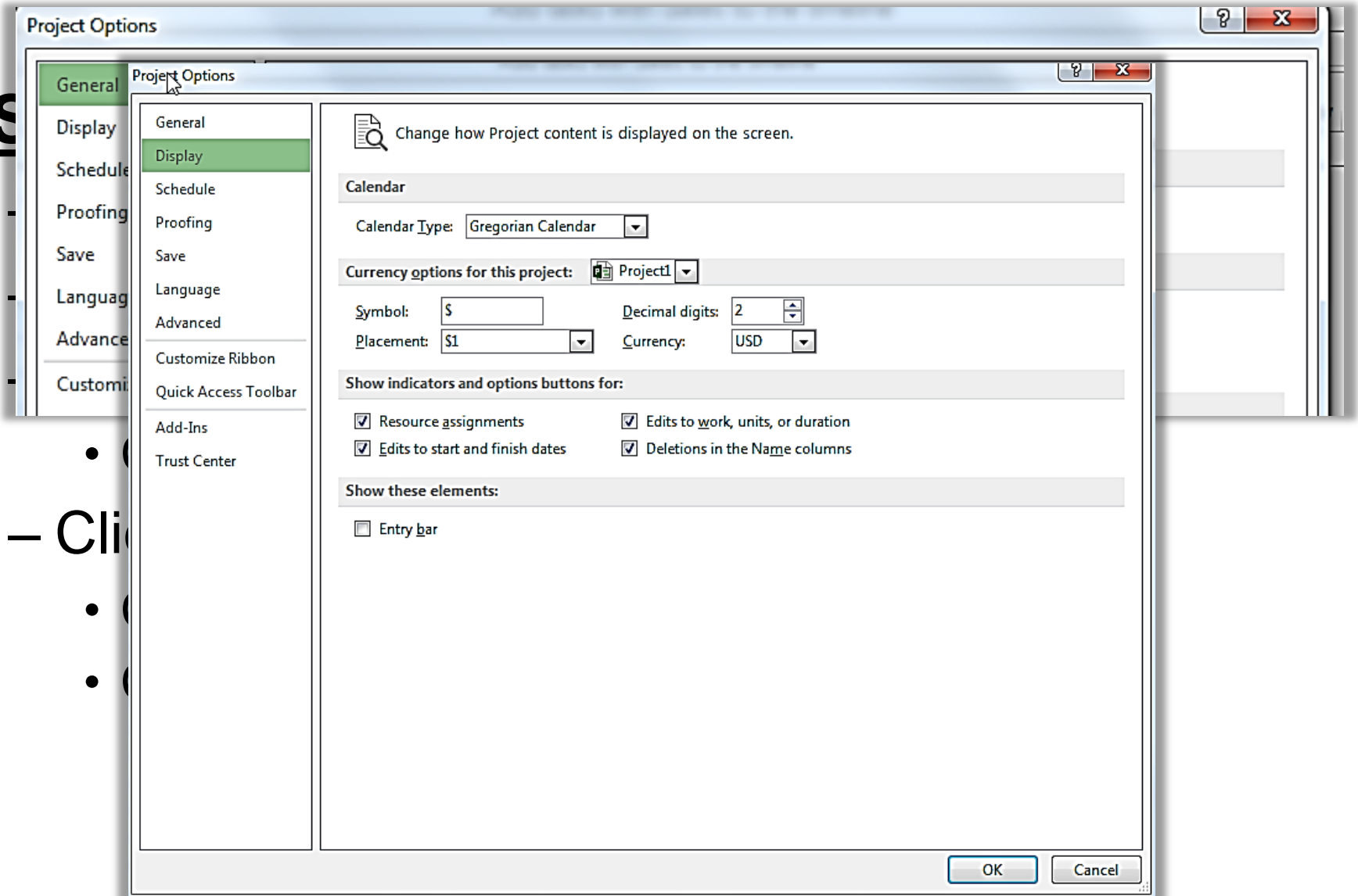   - Select _Use starting year for FY numbering_.
    - Change _Show assignment units as a_ to "Decimal".
    - Change _New tasks created_ to "Auto scheduled".
    - Change _Work is entered in_ to "Days" (or as specified/ required).
    - Change _Default task type_ to "Fixed Duration".
    - _Split in-progress tasks_ - Deselect.

Click **Schedule**.

- Change *Week starts on* to "Monday".

- Change *Fiscal year starts in* to "April".

- Select *Use starting year for FY numbering*.

- Change *Show assignment units as a* to "Decimal".

- Change *New tasks created* to "Auto scheduled".

- Change *Work is entered in* to "Days" (or as specified/ required).

- Change *Default task type* to "Fixed Duration".

- *Split in-progress tasks* - Deselect.

Change options related to scheduling, calendars, and

Calendar options for this project: Project1

Week starts on: Monday

Fiscal year starts in: April

☑ Use starting year for FY numbering

Default start time: 8:00 AM

Default end time: 5:00 PM

Hours per day: 8

Hours per week: 40

Days per month: 20

These t
date wi
conside
Workin

Schedule

☑ Show scheduling messages ⓘ

Show assignment units as a: Decimal

Scheduling options for this project: Project1

New tasks created: Auto Scheduled

Auto scheduled tasks scheduled on: Project Start Date

Duration is entered in: Days

Work is entered in: Days

Default task type: Fixed Duration

☐ New tasks are effort driven ⓘ   ☑ Tas

☐ Autolink inserted or moved tasks ⓘ   ☑ Sho

☐ Split in-progress tasks ⓘ   ☑ New

☑ Update Manually Scheduled tasks when editing links   ☐ Kee
Aut

TASK TYPES

- **Fixed Duration**: The task takes a set amount of time to complete, no matter how many resources you add to the mix. *For example, while constructing a wall, the curing time of cement is say 48 hours, which is has a fixed duration, even if you allot additional 20 labours to complete the task, the curing time cannot be advanced.*

- **Fixed Units**: When you assign resources (Project considers them fixed units) to a task, they continue to work on that task even if the duration changes. *For example, if you assign 05 labours to build a wall of 50 mtrs in length and set the timeline to complete the task for three days, but later realize that five days is more realistic. In other words, the same 05 labourers are still working on the task full time, but for five days rather than three days.*

- **Fixed Work**: The number of resource hours assigned to the task determines its length. If you set the duration of a Fixed Work task *at 40 man days, for example, and you assign 05 Labourers to work each day simultaneously, the task will be completed in 08 days. If you remove one Labourer, the balance 04 Labourers must now work for 10 days to complete the task.*

CUSTOMIZE PROJECT CALENDAR
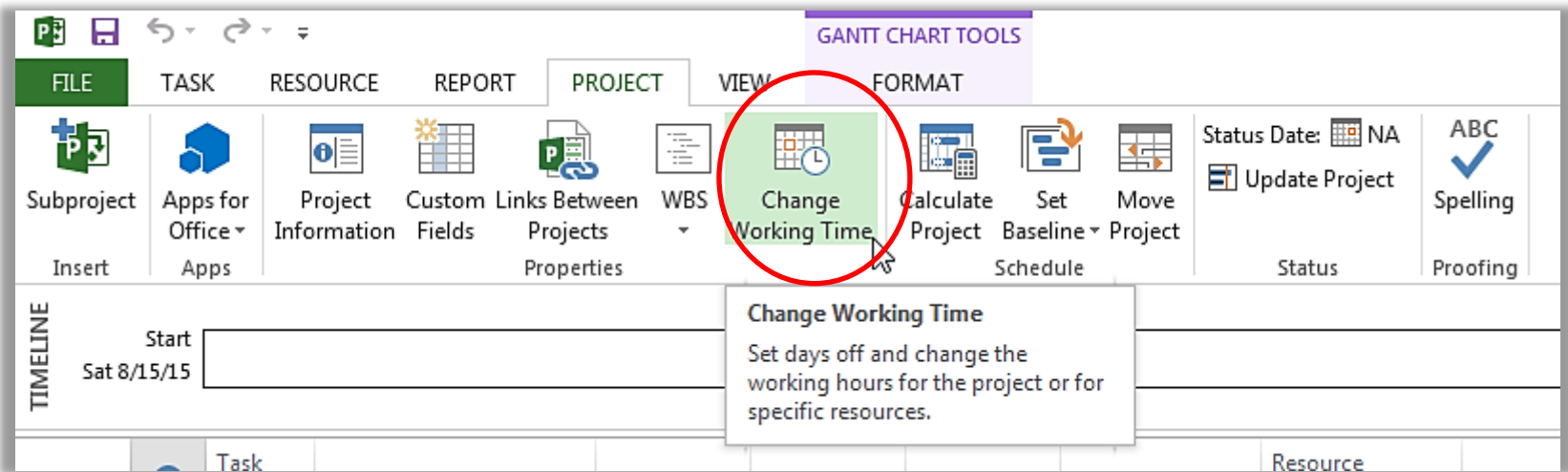
CUSTOMIZE PROJECT CALENDAR

– Select **Change Working Time**

- Click *Create New Calendar*
- Give unique Name to the calendar. Make it a copy of Standard Calendar, and click OK.
- **Change working day in to holiday/ half day or non working day to working/ half day**. Write suitable description under *Name* in *Exceptions* (eg. Dussehra/ Half day/ Holiday/ Working Day etc). Select Start Date & click Details. Set working times appropriately and choose OK. Squares with dates changed from standard calendar would have changed shading.
- Click **OK** and come out of Change Working Time menu.

CUSTOMIZE PROJECT CALENDAR

– Select **Project Information** under Project menu.
  - If Working time was changed, select the new Calendar (unique name) from combo box opposite *Calendar*.
  - Select *Start date* as required, and click **OK**.

MS PROJECT 2016 PRACTICE EXERCISE

New House

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What you'll learn

✓ Create EXPERT-LEVEL Project plans using Microsoft Project 2016 - over 10 (TEN) COMPLETE hands-on Project Exercises - progressively elaborated

✓ Manage all your Resources inside Project 2016 - whether it is people, money, machinery, licenses or even shared resources

Type here to search

10:25
27-05-2019