

Information Systems Project Management

MS Project 2000

Session 1

At the end of this session you should be able to start Microsoft Project, open a project file, insert some tasks and their durations, inspect different views, and save a project to disc.

You should also gain a general idea of the capabilities of MS Project gleaned by seeing the Quick Preview.

Activities

1. Quick Preview

Start MS Project, Select “Help” then “Getting Started” then “Quick Preview”, and work through the preview.

2. Entering Tasks and Task Durations

After exiting the Quick Preview input the following tasks (in the Task Name column) and durations (in the Duration column) of the Gantt Chart View currently displayed.

Note: After you have entered the first 3 tasks save your file (using a filename of your choice) then enter the remaining tasks. When you save your file MS Project gives you a choice of saving with or without a baseline. At this stage “Save without a baseline.”

Task	Duration
Design database	2d d = day(s)
Design Data Entry Program	2d
Write Data Entry Program	3d
Initial Test of Data Entry Program	1d
Design Report Program	2d
Write Report Program	5d
Initial Test of Report Program	2d
Design Data Validation Program	1d
Write Data Validation Program	2d
Initial Test of Validation Program	1d
Integrate all 3 Programs	1d
System Acceptance Test (trial)	1d
Integration Fault Rectification	1d
Final Systems Acceptance Test	1d

3. Looking at different views of project information

The “View Bar” at the extreme left of the screen shows that the current View is Gantt Chart. Select each of the other views on the View Bar.

Because, so far, we have only a minimal amount of input (Tasks and Durations) in the Project some of these views (in particular those which show Resource Use) will not contain any data.