

Information Systems Project Management

MS Project 2000 Session 2

In this session you will learn how to:

- Assign Resources (i.e. people in this case) to Tasks
- Link Tasks
- Display Summary Tasks on the screen
- Display all Tasks showing Outline Numbers
- Display the Work Breakdown Structure

Activities

1. Assign Resources (in this case people) to Tasks.

Open the project you saved at the end of Session 1. (See Attachment.)

1.1 Assigning Resources to Tasks

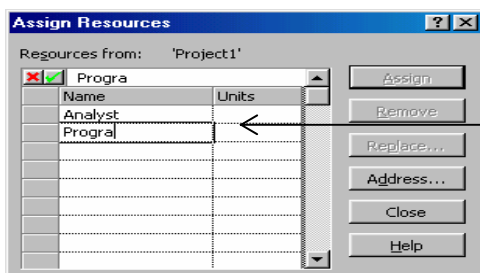
Because this is a small system development project there are only two people i.e. “Resources” allocated to it, one Analyst and one Programmer. However in order to help ensure that the project is completed quickly the Analyst and the Programmer are assigned to work on the project full-time. So there is one full-time (100%) Unit of the Resource “Programmer” and one full-time (100%) Unit of the Resource “Analyst” working on this project.

1.2 Creating and assigning the resources Analyst and Programmer

The Analyst and Programmer resources are to be assigned tasks as follows:

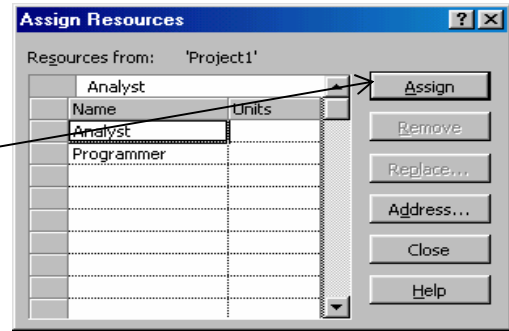
Design database	2d	Analyst
Design Data Entry Program	2d	Analyst
Write Data Entry Program	3d	Analyst
Initial Test of Data Entry Program	1d	Programmer
Design Report Program	2d	Analyst
Write Report Program	5d	Programmer
Initial Test of Report Program	2d	Programmer
Design Data Validation Program	1d	Analyst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

To create and assign resources, use the Assign Resources button (See Attachment) on the Toolbar to open the Resource Allocation Dialog box shown below.



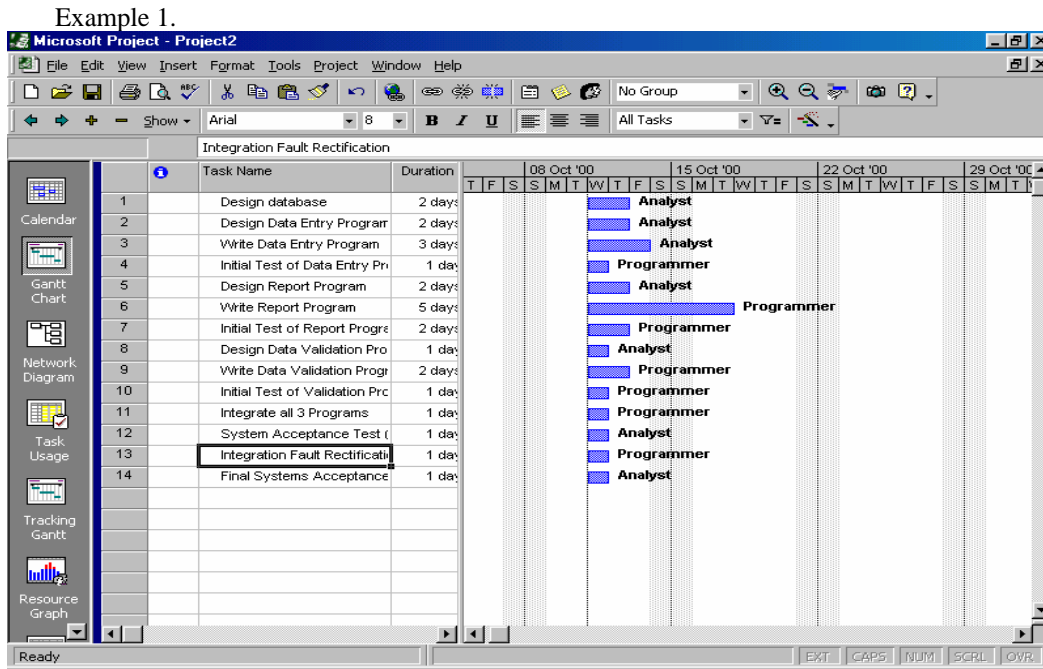
After opening the dialog box type in the name of each resource, pressing the return key after each has been entered

From the task name list in the Gantt Chart select Task e.g. “Design Database” then select the resource i.e. “Analyst” to be allocated to the task and click the “Assign” button.



Assign the appropriate resources to the remainder of the project tasks.

Your project should now look as in Example 1 below.



2. Linking Tasks

In this activity tasks will be linked on a finish to start (FS) basis. In Example 1 above Task 2 cannot Start until Task 1 is finished for two reasons:

- (i) Because the Database has to be designed before the Data Entry Program can be designed.
- (ii) Because the same resource (the Analyst) is allocated to both Tasks. Remember that in this project each resource works 100% of their time on each task allocated – it’s unusual for this to be the case in the real world.

2.1 Creating links between Tasks

- (i) Make sure you are still in the Gantt View
- (ii) In the Task Name field select the two or more tasks you want to link
- (iii) Click the Link Tasks button on the Toolbar (See Attachment)

Note: To link non-adjacent tasks depress the CTRL key whilst selecting task.

Work through the remaining tasks in the project applying FS links.

Remembering:

- (i) That for now in this project a resource cannot be engaged on more than one task at a time.
- (ii) Initial testing of all 3 programs must be completed before they can be integrated.

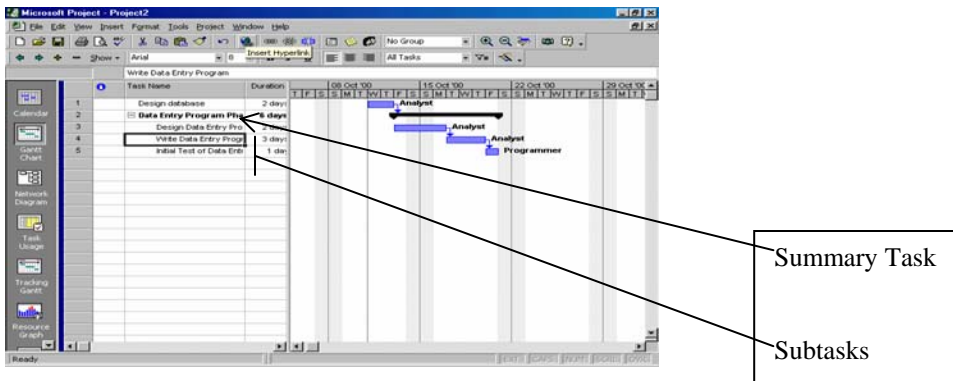
After you have linked the project tasks appropriately show the results to the tutor and save the project “without a baseline”.

3. Creating Summary Tasks

A Summary Task summarises a logical group of tasks, called “Subtasks”, and usually represent a Phase of a project. In our project it could be helpful to summarise its phases e.g. the Data Entry Program Phase, the “Report Program Phase” etc.

To create a Summary Task:

- (i) Use Insert/New Task on the menu bar to create space to insert a new task
- (ii) Type in the name of Summary Task e.g. “Data Entry Program Phase”
- (iii) Using the Indent button (see Attachment) on the Toolbar indent the appropriate tasks below the Summary Task you have typed in.



3.1 Expanding and Collapsing Summary Tasks

Sometimes when viewing your project you just want to see the major steps or phases to do this:

- (i) In the Task Field name select the Summary Task containing the subtasks you want to hide or show and click the “Hide Subtasks” or “Show Subtasks” button on the Toolbar (See Attachment)

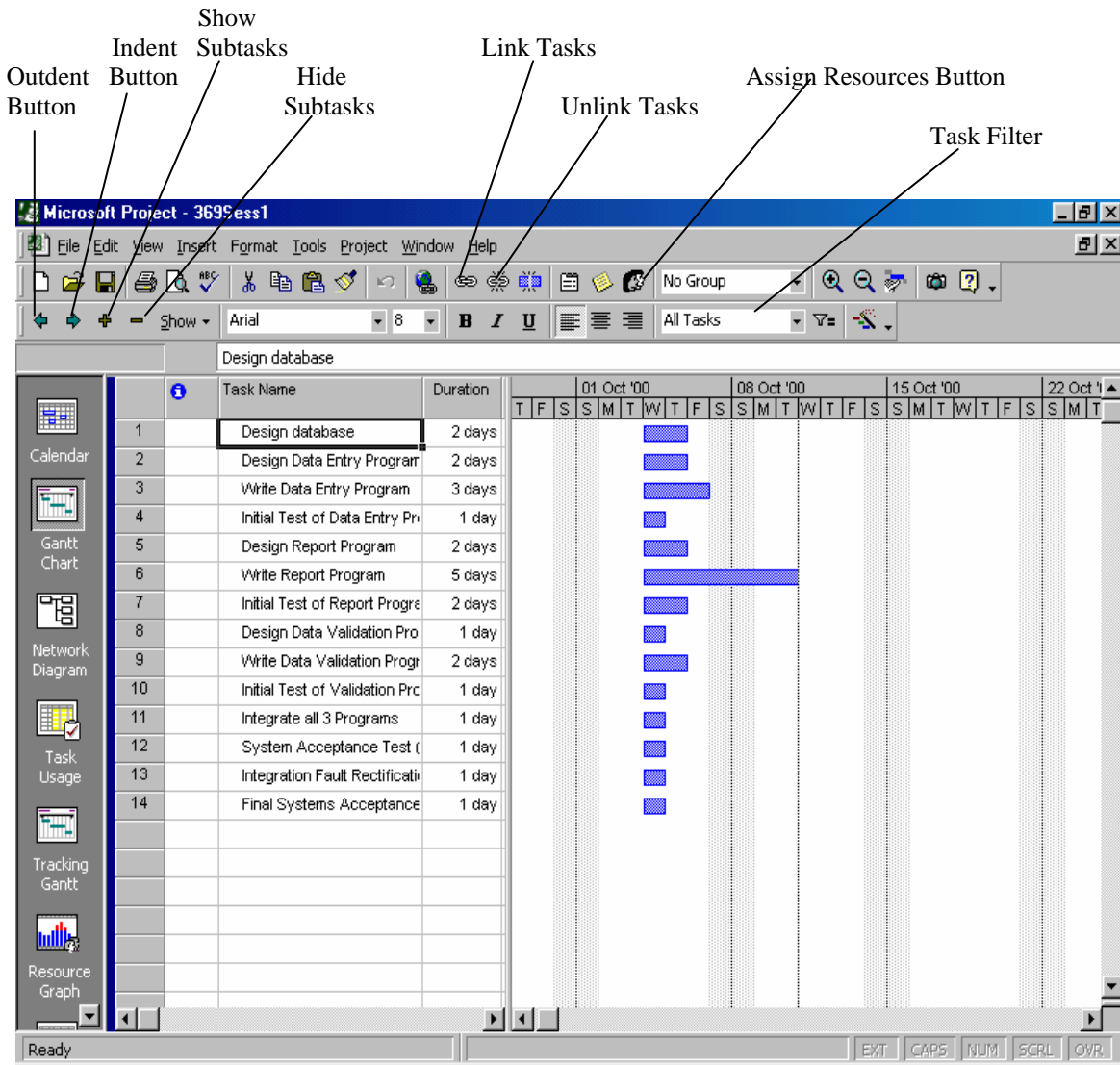
OR

- (ii) Use the “Task Filter” button on the Toolbar to select “Summary Tasks” from the list available. (See Attachment). Select “All Tasks” to return to all tasks.

4. Display Outline Numbers and Work Breakdown Structure (WBS)

Select “Tools / Options” from the Menu Bar and tick the “Show outline number” box. Microsoft Project 2000 uses Outline Numbers as the WBS coding system by default.

MICROSOFT PROJECT 2000



Note: Don't worry if you don't complete all of the activities in this Lab Session. Just save your project without a baseline, work on them outside the scheduled session and ask the tutor to sign them off next week.