



Project Manegment



(IENG419)



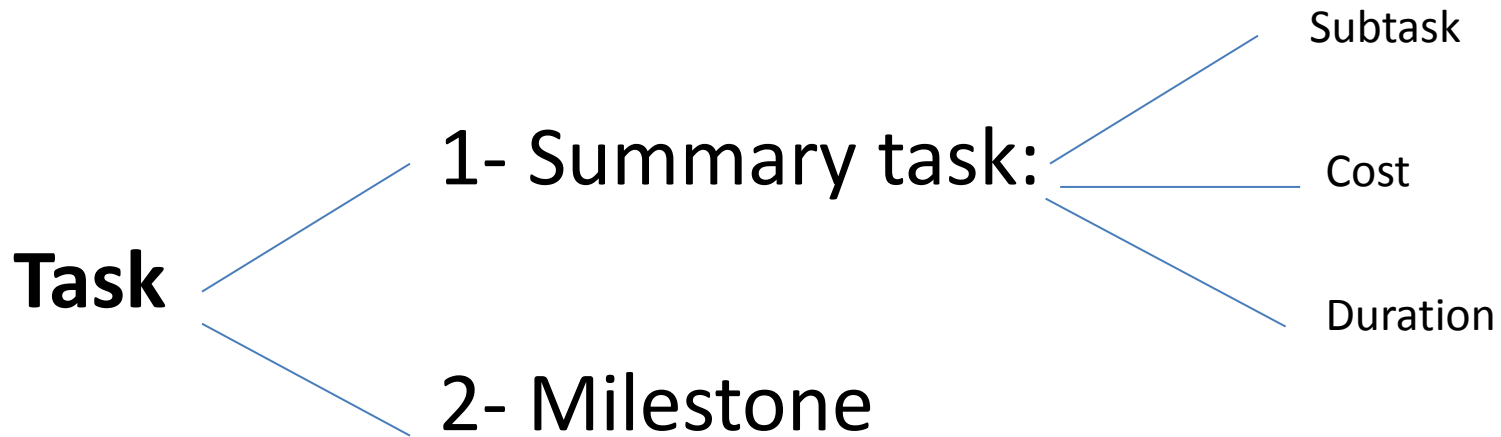
Fall:2020 -2021

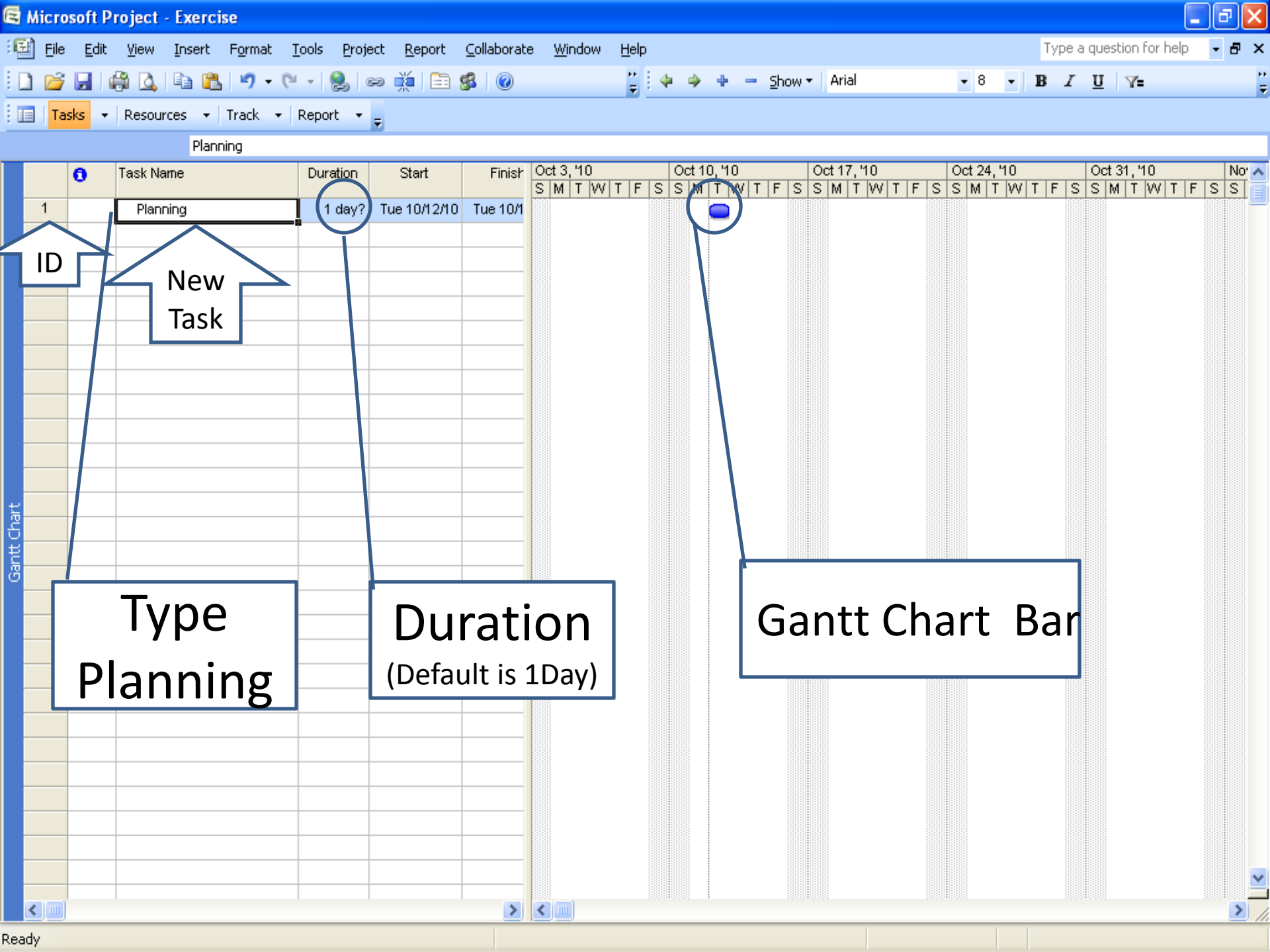
Research Assistants:

Ehsan Shakeri, Negar Akbarzadeh and Behzad Sanaei



Insert task information :

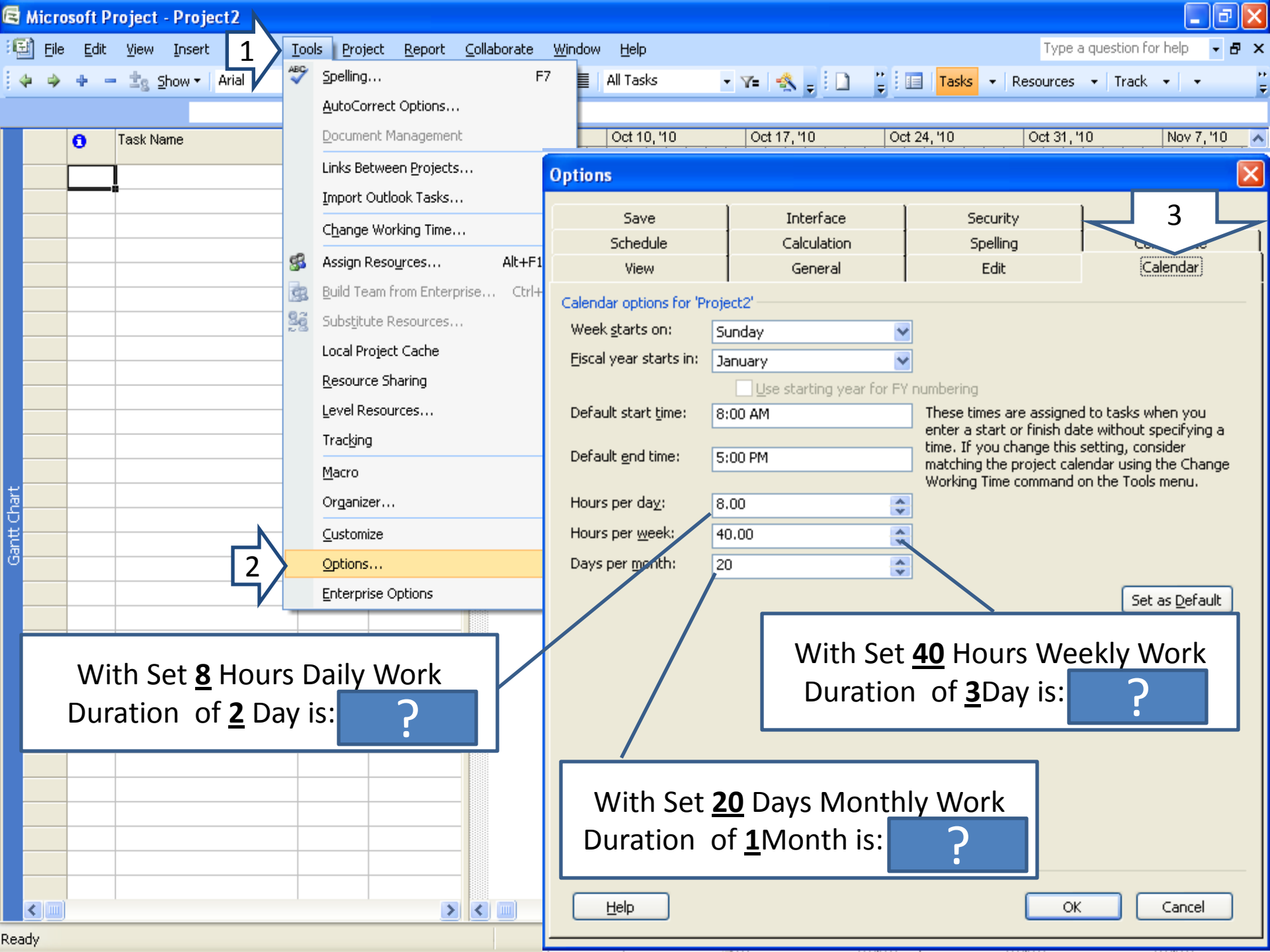




Task Name	Duration	Oct 3, '10		Oct 10, '10		Oct 17, '10		Oct 24, '10		Oct 31, '10		Nov 7, '10												
		F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1 Planning	1 day																							
2 Lining	1 day																							
3 Excavation	1 day																							
4 Grave	1 day																							
5 Molding 1	1 day																							
6 Armature 1	1 day																							
7 Molding 2	1 day																							
8 Armature 2	1 day																							
9 Concrete 1	1 day																							
10 Concrete 2	1 day																							

- Planning
- Lining
- Excavation
- Grave
- Molding 1
- Armature 1
- Molding 2
- Armature 2
- Concrete 1
- Concrete 2

Gantt Chart



1

- Spelling...
- AutoCorrect Options...
- Document Management
- Links Between Projects...
- Import Outlook Tasks...
- Change Working Time...
- Assign Resources... Alt+F1
- Build Team from Enterprise... Ctrl+
- Substitute Resources...
- Local Project Cache
- Resource Sharing
- Level Resources...
- Tracking
- Macro
- Organizer...
- Customize
- Options...**
- Enterprise Options

2

Options

Save	Interface	Security
Schedule	Calculation	Spelling
View	General	Edit

Calendar options for 'Project2'

Week starts on: Sunday

Fiscal year starts in: January

Use starting year for FY numbering

Default start time: 8:00 AM

Default end time: 5:00 PM

Hours per day: 8.00

Hours per week: 40.00

Days per month: 20

Set as Default

Help OK Cancel

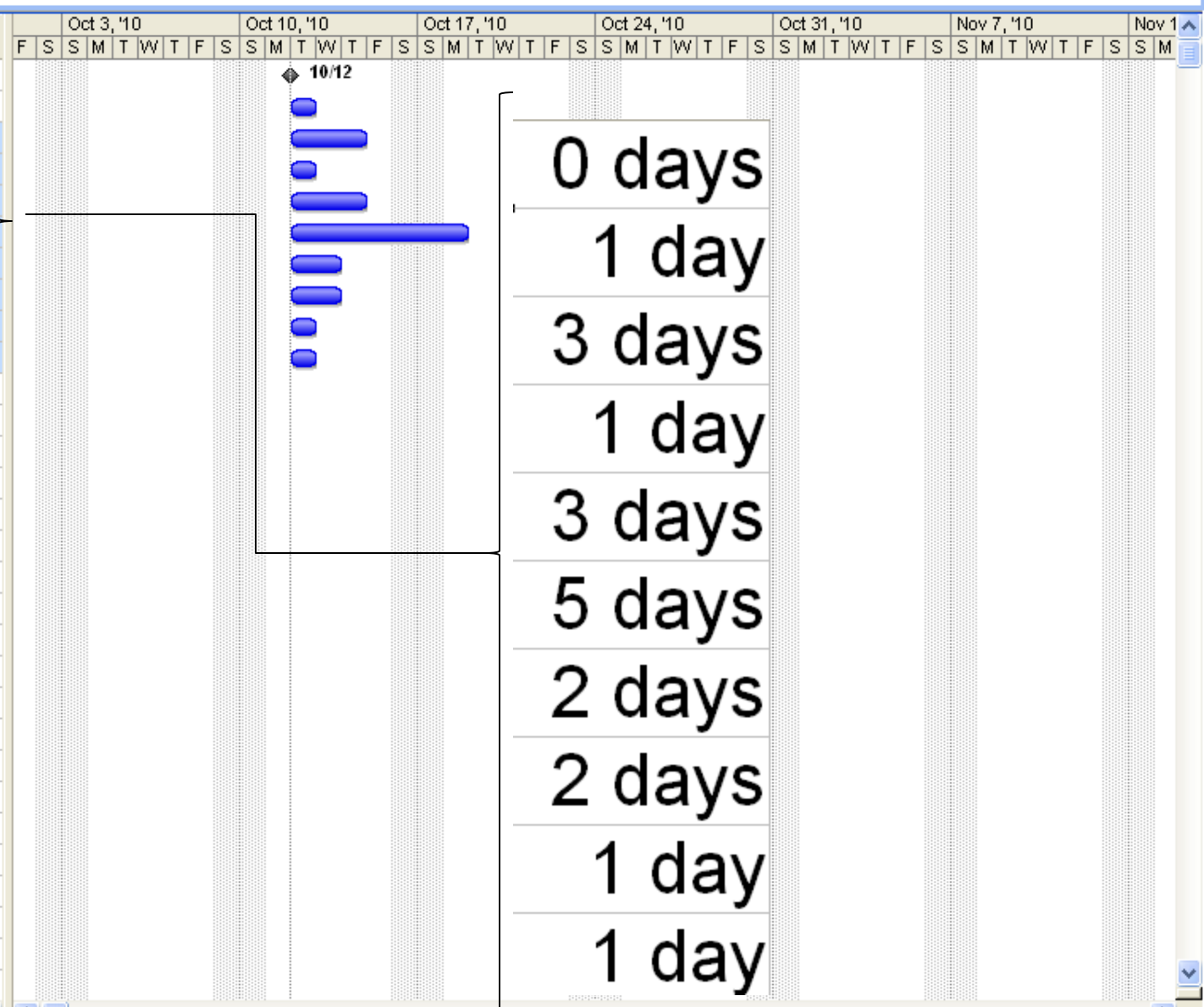
3

With Set **8** Hours Daily Work
Duration of **2** Day is: ?

With Set **40** Hours Weekly Work
Duration of **3** Day is: ?

With Set **20** Days Monthly Work
Duration of **1** Month is: ?

Task Name	Duration
1 Planning	0 days
2 Lining	1 day
3 Excavation	3 days
4 Grave	1 day
5 Molding 1	3 days
6 Armature 1	5 days
7 Molding 2	2 days
8 Armature 2	2 days
9 Concrete 1	1 day
10 Concrete 2	1 day



Gantt Chart

Insert a Milestone:

The screenshot displays the Microsoft Project interface. The 'Insert' menu is open, with 'New Task' highlighted. The task list on the left shows the following tasks:

ID	Task Name	Duration
1	Planning	
2	Lining	
3	Excavation	
4	Grave	
5	Molding 1	
6	Armature 1	
7	Molding 2	
8	Armature 2	2 days
9	Concrete 1	1 day
10	Concrete 2	1 day

The Gantt chart on the right shows a diamond milestone labeled '10/11' on October 10, 2010. The chart also displays task bars for 'Armature 1' and 'Molding 2'.

Armature 2

	Task Name	Duration	Start	Oct 10, '10				Oct 17, '10				Oct 24, '10				Oct 31, '10				Nov 7, '10								
				W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	Planning	0 days	Mon 10/1					◆ 10/11																				
2	Lining	1 day	Mon 10/1					■																				
3	Excavation	3 days	Mon 10/1					■	■	■																		
4	Grave	1 day	Mon 10/1					■																				
5		3 days	Mon 10/1					■	■	■																		
6		5 days	Mon 10/1					■	■	■	■	■																
7		2 days	Mon 10/1					■	■																			
8	Pre-Production Complete	0 days	Mon 10/1																									
9	Armature 2	2 days	Mon 10/1																									
10	Concrete 1	1 day	Mon 10/1																									
11	Concrete 2	1 day	Mon 10/1																									

Double Click

Task Information

General | Predecessors | Resources | **Advanced** | Notes | Custom Fields

Name: Armature 2 Duration: 2d Estimated

Constrain task

Deadline: NA

Constraint type: As Soon As Possible Constraint date: NA

Task type: Fixed Units Effort driven

Calendar: None Scheduling ignores resource calendars

WBS code: 9

Earned value method: % Complete

Mark task as milestone

Help OK Cancel



Summary Task:

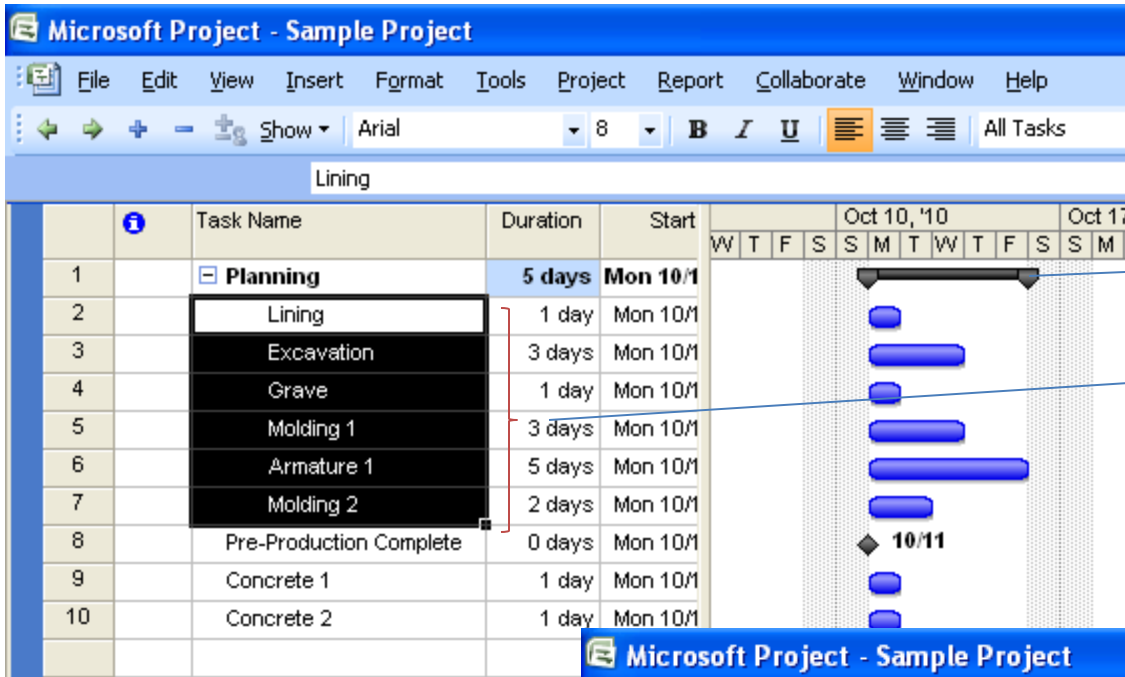
Top-Down
Planning

Bottom-Up
Planning

The screenshot shows the Microsoft Project interface for a 'Sample Project'. The task list is as follows:

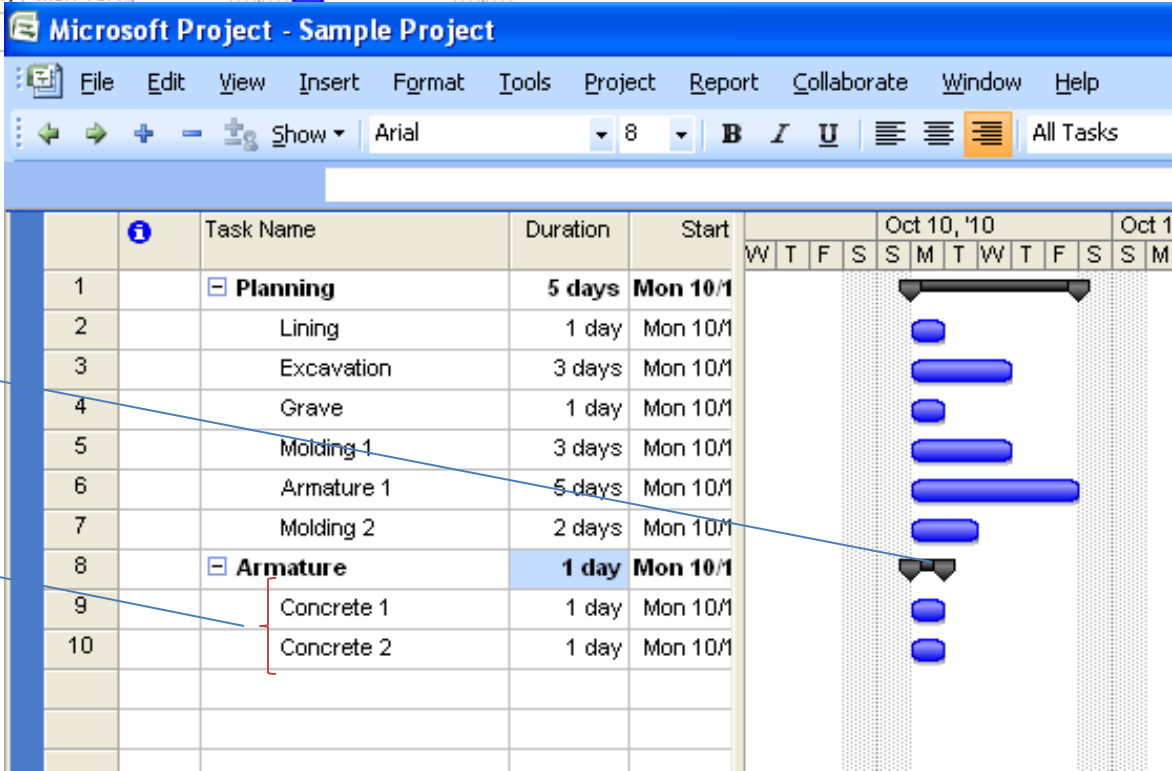
ID	Task Name	Duration	Start	End
1	Planning	0 days	Mon 10/1	Mon 10/1
2	Lining	0 days	Mon 10/1	Mon 10/1
3	Excavation	3 days	Mon 10/1	Thu 10/4
4	Grave	0 days	Mon 10/1	Mon 10/1
5	Molding 1	3 days	Mon 10/1	Thu 10/4
6	Armature 1	5 days	Mon 10/1	Fri 10/8
7	Molding 2	2 days	Mon 10/1	Wed 10/3
8	Pre-Production Complete	0 days	Mon 10/1	Mon 10/1
9	Concrete 1	1 day	Mon 10/1	Mon 10/1
10	Concrete 2	1 day	Mon 10/1	Mon 10/1

The 'Lining' task (ID 2) is selected, and a context menu is open over it. The 'Outline' option is highlighted, and a sub-menu is open showing options: Indent, Outdent, Show Subtasks, Hide Subtasks, Hide Assignments, Show, and Hide Outline Symbols.



Summary Task

Sub Task

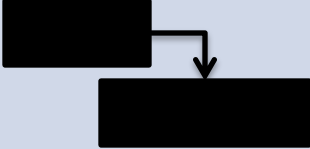
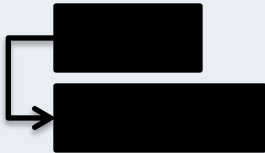

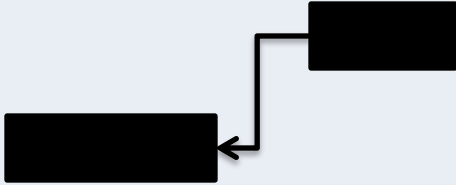


Summary Task

Sub Task

Task connection:

- ✓ **Sequence:** when we have two different task and task 2 is happen after task1 ;then we have Sequence.
- ✓ **Dependency:** task 2 can start when task 1 is finished.
- ✓ **Predecessor:** in a sequence task 1 is predecessor for task2.
- ✓ **Successor:** in a sequence task 2 is Successor for task1.
- * Each task can be Predecessor& Successor for one or more than one task as a same time.

Type connection	Mean	Picture Connection in Gun chart
Finish-to-Start (FS)	Finish Date of Predecessor task make Start Date of Successor task.	
Start-to-Start (SS)	Start Date of Predecessor task make Start Date of Successor task.	
Finish-to-Finish (FF)	Finish Date of Predecessor task make Finish Date of Successor task.	
Start-to-Finish (SF)	Start Date of Predecessor task make Finish Date of Successor task.	

Task Connection in M.S. Project

Microsoft Project - Sample Project

File Edit View Insert Format Tools Project Report Collaborate Window Help

Show Arial 8 B I U All Tasks

Lining

	Task Name	Duration	Start	Oct 10, '10
1	Planning	5 days	Mon 10/11/10	
2	Lining	1 day	Mon 10/11/10	
3	Excavation	3 days	Mon 10/11/10	
4	Grave	1 day	Mon 10/11/10	
5	Molding 1	3 days	Mon 10/11/10	
6	Armature 1	5 days	Mon 10/11/10	
7	Molding 2	2 days	Mon 10/11/10	
8	Pre-Production Comple	1 day	Mon 10/11/10	
9	Concrete 1	1 day	Mon 10/11/10	
10	Concrete 2	1 day	Mon 10/11/10	

Microsoft Project - Sample Project

File Edit View Insert Format To

Undo Indent Ctrl+Z

Can't Redo Ctrl+Y

Cut Cell Ctrl+X

Copy Cell Ctrl+C

Paste Ctrl+V

Paste Special...

Paste as Hyperlink

Fill

Clear

Delete Task

Link Tasks Ctrl+F2

Unlink Tasks

Split Task

Find... Ctrl+F

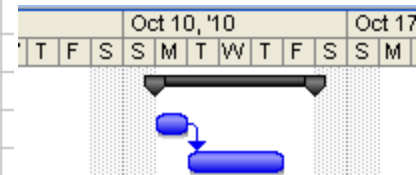
Replace... Ctrl+H

Go To... Ctrl+G

Links...

Object

Gantt Chart



Microsoft Project - Sample Project

File Edit View Insert Format Tools Project Report Collaborate Window Help

Show Arial 8 B I U All Tasks Tasks Resources Track

Link Tasks (Ctrl+F2)

Task Name	Duration	Start	Oct 10, '10	Oct 17, '10	Oct 24, '10	Oct 31, '10	Nov 7, '10		
1 Planning	5 days	Mon 10/11/10	[Gantt bar]						
2 Lining	1 day	Mon 10/11/10	[Gantt bar]						
3 Excavation	3 days	Tue 10/12/10	[Gantt bar]						
4 Grave	1 day	Mon 10/11/10	[Gantt bar]						
5 Molding 1	3 days	Mon 10/11/10	[Gantt bar]						
6 Armature 1	5 days	Mon 10/11/10	[Gantt bar]						
7 Molding 2	2 days	Mon 10/11/10	[Gantt bar]						
8 Pre-Production Comple	1 day	Mon 10/11/10	[Gantt bar]						
9 Concrete 1	1 day	Mon 10/11/10	[Gantt bar]						
10 Concrete 2	1 day	Mon 10/11/10	[Gantt bar]						

Microsoft Project - Sample Project

File Edit View Insert Format Tools Project Report Collaborate Window Help

Undo Link Tasks Ctrl+Z

Can't Redo Ctrl+Y

Cut Cell Ctrl+X

Copy Cell Ctrl+C

Paste Ctrl+V

Paste Special...

Paste as Hyperlink

Fill

Clear

Delete Task

Link Tasks Ctrl+F2

Unlink Tasks

Split Task

Find... Ctrl+F

Task Name	Duration	Start	Oct 10, '10	Oct 17, '10	Oct 24, '10	Oct 31, '10	Nov 7, '10		
1 Planning	5 days	Mon 10/11/10	[Gantt bar]						
2 Lining	1 day	Mon 10/11/10	[Gantt bar]						
3 Excavation	3 days	Tue 10/12/10	[Gantt bar]						
4 Grave	1 day	Mon 10/11/10	[Gantt bar]						
5 Molding 1	3 days	Mon 10/11/10	[Gantt bar]						
6 Armature 1	5 days	Mon 10/11/10	[Gantt bar]						
7 Molding 2	2 days	Mon 10/11/10	[Gantt bar]						
8 Pre-Production Comple	1 day	Mon 10/11/10	[Gantt bar]						
9 Concrete 1	1 day	Mon 10/11/10	[Gantt bar]						
10 Concrete 2	1 day	Mon 10/11/10	[Gantt bar]						

Microsoft Project - Sample Project

File Edit View Insert Format Tools Project Report Collaborate Window Help

Show Arial 8 B I U All Tasks Tasks Resources

Link Tasks (Ctrl+F2)

Task Name	Duration	Start
1 Planning	15 days	Mon 10/11/10
2 Lining	1 day	Mon 10/11/10
3 Excavation	3 days	Tue 10/12/10
4 Grave	1 day	Fri 10/15/10
5 Molding 1	3 days	Mon 10/18/10
6 Armature 1	5 days	Thu 10/21/10
7 Molding 2	2 days	Thu 10/28/10
8 Pre-Production Complete	1 day	Mon 10/11/10
9 Concrete 1	1 day	Mon 10/11/10
10 Concrete 2	1 day	Mon 10/11/10

Microsoft Project - Sample Project

File Edit View Insert Format Tools Project Report Collaborate Window Help

Show Arial All Tasks Tasks Resources

Project Information... Task Information...

Task Information

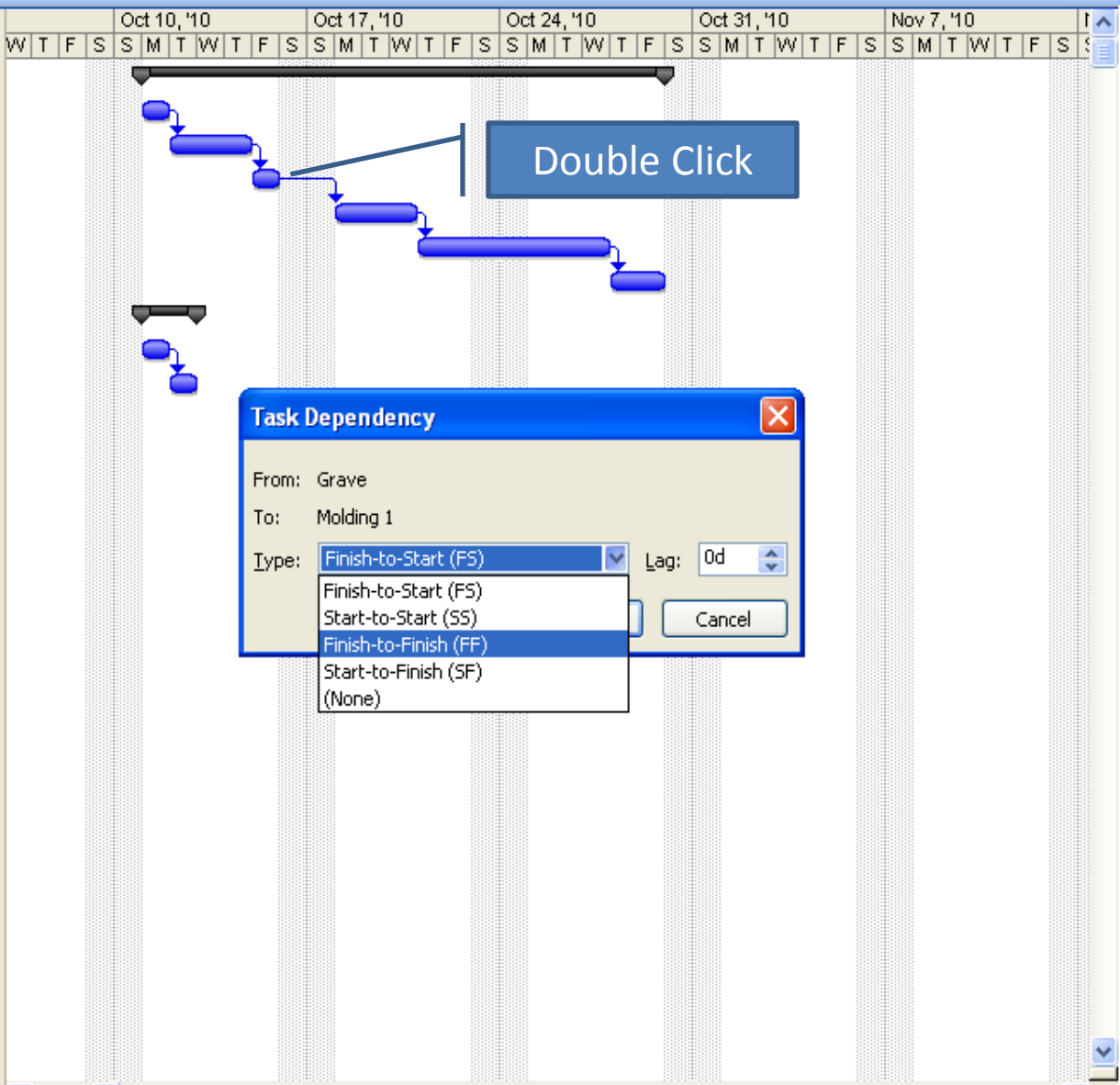
Predecessors

Name: Concrete 2 Duration: 1d Estimated

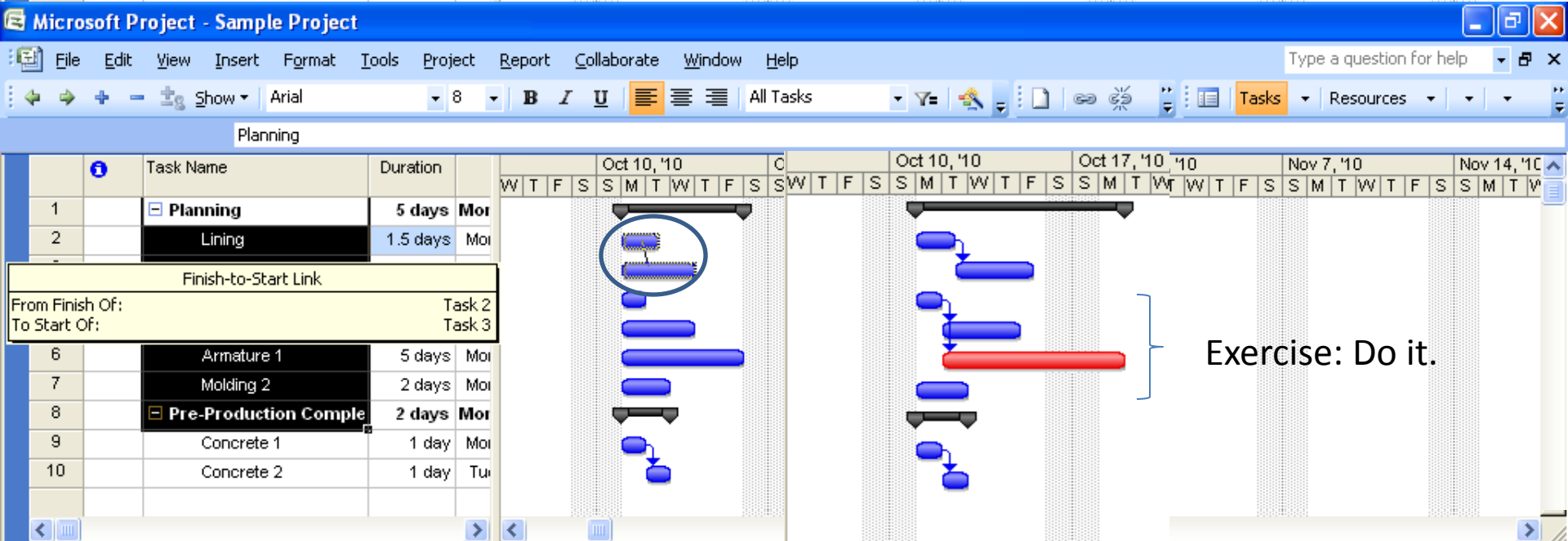
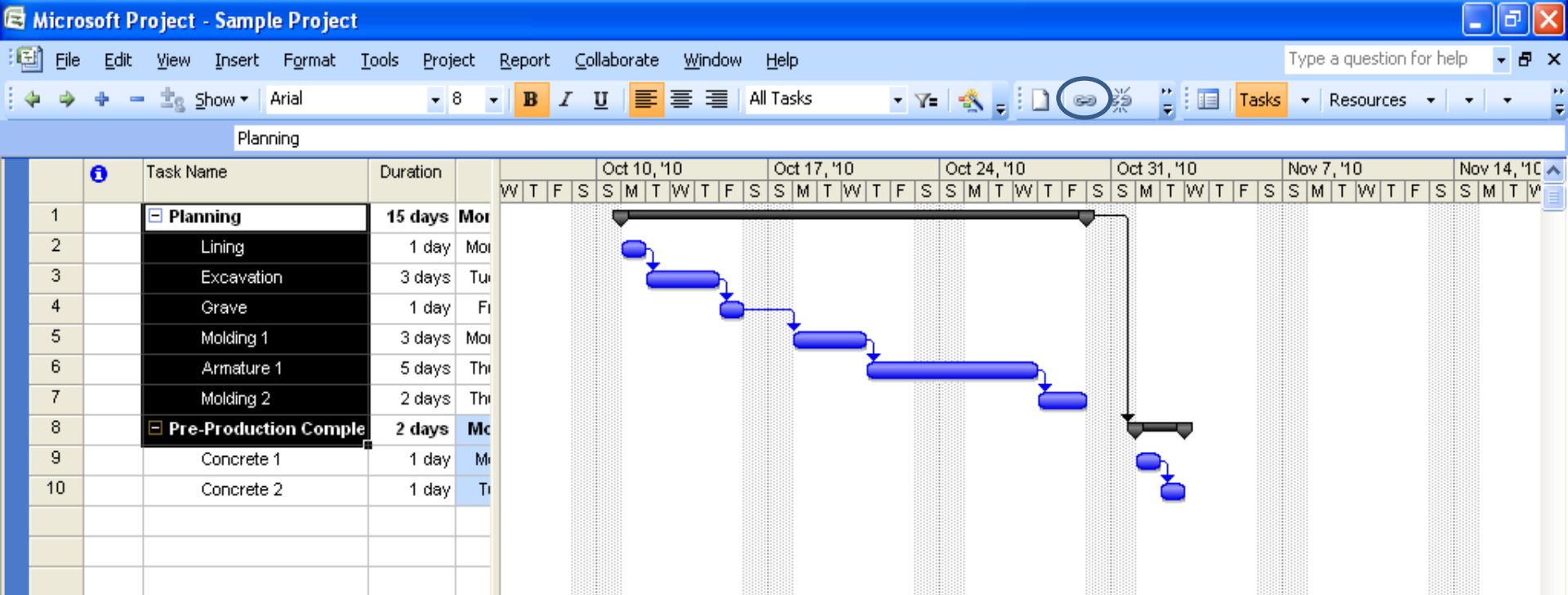
ID	Task Name	Type	Lag
	Planning		
	Lining		
	Excavation		
	Grave		
	Molding 1		
	Armature 1		
	Molding 2		
	Concrete 1		

Concrete 2

	Task Name	Duration	Start
1	Planning	15 days	Mon 10/11/10
2	Lining	1 day	Mon 10/11/10
3	Excavation	3 days	Tue 10/12/10
4	Grave	1 day	Fri 10/15/10
5	Molding 1	3 days	Mon 10/18/10
6	Armature 1	5 days	Thu 10/21/10
7	Molding 2	2 days	Thu 10/28/10
8	Pre-Production Comple	2 days	Mon 10/11/10
9	Concrete 1	1 day	Mon 10/11/10
10	Concrete 2	1 day	Tue 10/12/10



Gantt Chart



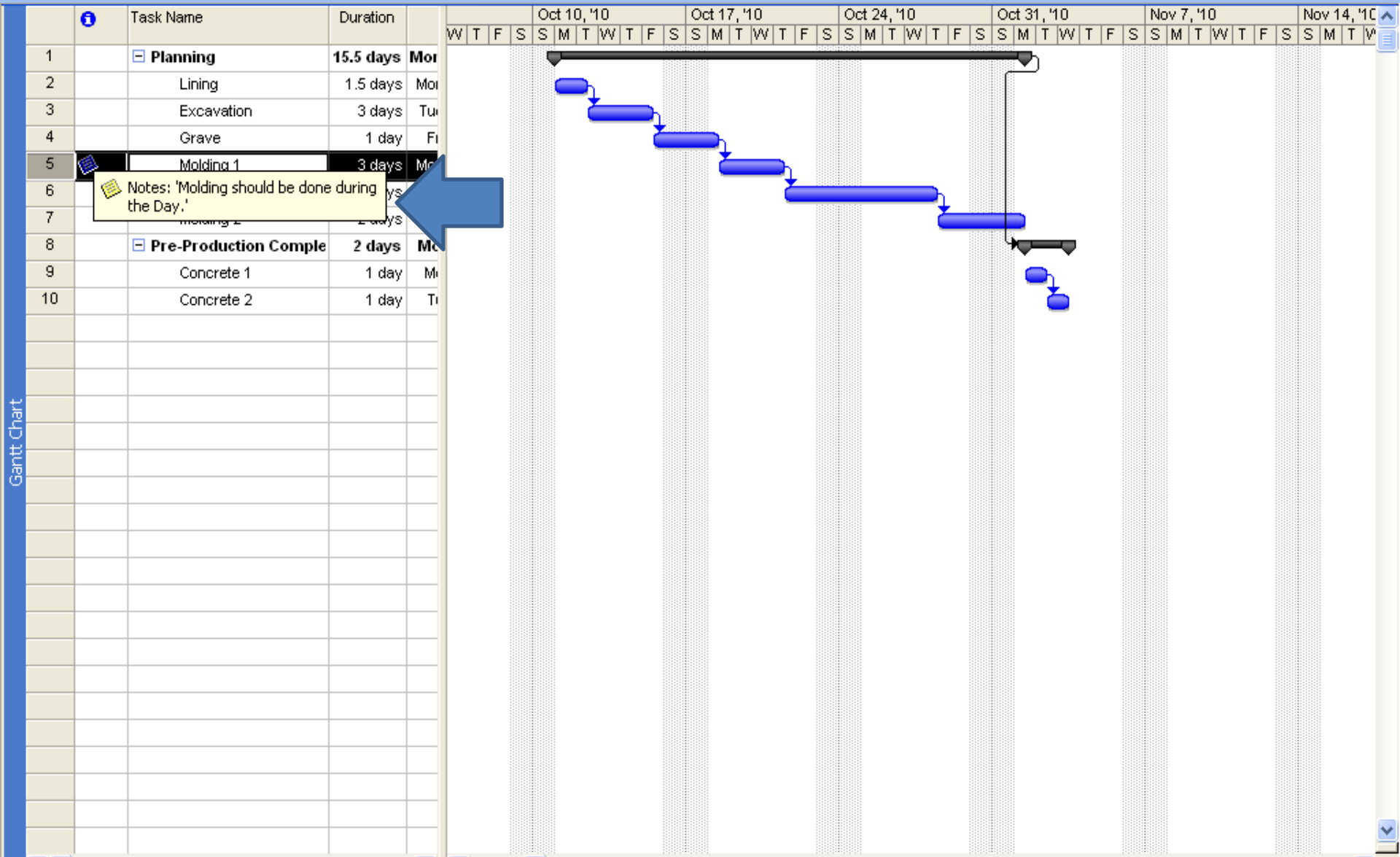
Exercise: Do it.

Task Notes:

The screenshot displays the Microsoft Project interface for a 'Sample Project'. The 'Project' menu is open, and the 'Task Notes...' option is highlighted with a blue arrow. The 'Task Information' dialog box is open, showing the 'Notes' tab. The 'Name' field contains 'Molding 1' and the 'Duration' is set to '3d'. The 'Notes' text area contains the text 'Molding should be done during the Day.' with a blue arrow pointing to it and the word 'Type' written inside the arrow. The background shows a Gantt chart with task bars for 'Molding 1', 'Armature 1', and 'Molding 2'.

Task Name	Duration
1 Planning	15.5
2 Lining	1.5
3 Excavation	3
4 Grave	3
5 Molding 1	3
6 Armature 1	5
7 Molding 2	2
8 Pre-Production Complete	2 days
9 Concrete 1	1 day
10 Concrete 2	1 day

Molding 1



Notes: 'Molding should be done during the Day.'



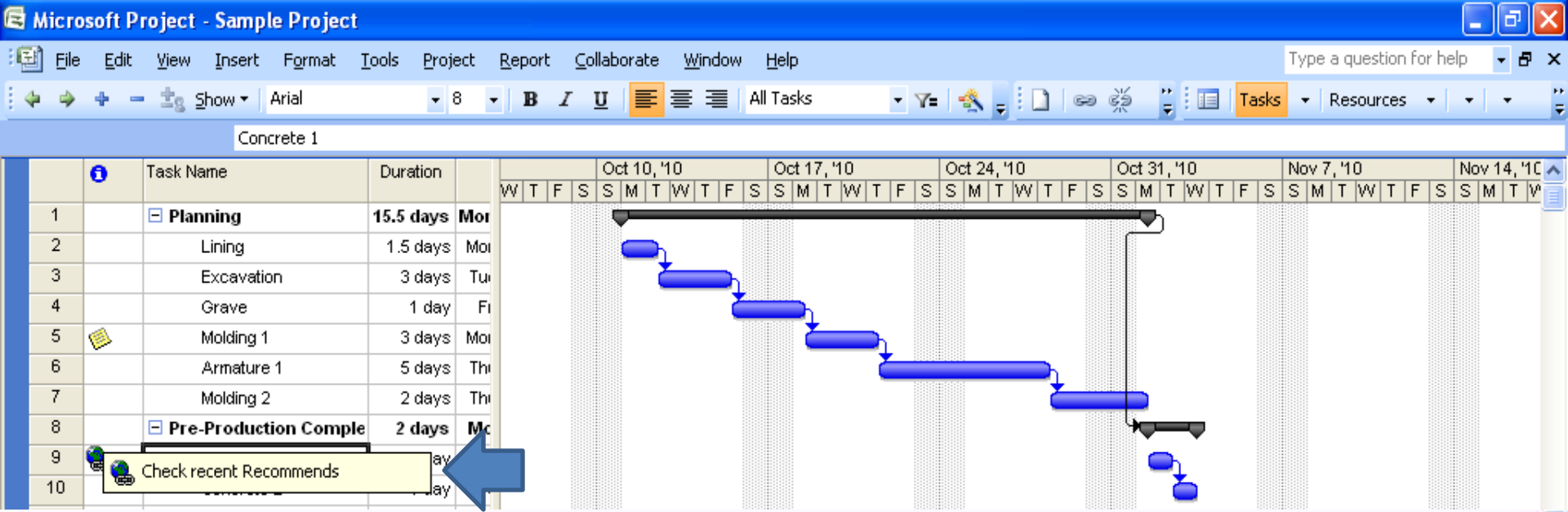
Gantt Chart

Hyperlink:

The screenshot shows the Microsoft Project interface with the 'Insert Hyperlink' dialog box open. The dialog box has the following fields and options:

- Link to:** Existing File or Web Page (selected), Place in This Document, Create New Document, E-mail Address.
- Text to display:** Check recent Recommends
- Look in:** My Documents
- Current Folder:** Alnan Dosyalarım, Ask and Record Toolbar, CyberLink, Downloads, font-1, İleti Örneğim, My Downloads, My Music, My ooVoo, My Pictures.
- Browsed Pages:**
- Recent Files:**
- Address:** http://www.concretenetwork.com/
- Buttons:** ScreenTip..., Bookmark..., OK, Cancel.

The background shows a Gantt chart with tasks like 'Concrete 1' and 'Concrete 2'.



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Control Duration of Project:

The screenshot displays the Microsoft Project interface for a project named 'Sample Project'. The 'Project' menu is open, and the 'Project Information...' option is selected. The 'Project Information for 'Sample Project'' dialog box is open, showing various project settings. The 'Start date' is set to 'Mon 10/11/10', the 'Current date' is 'Wed 12/1/10', and the 'Finish date' is 'Wed 11/3/10'. The 'Schedule from' is set to 'Project Start Date', and the 'Calendar' is 'Standard'. The 'Priority' is set to 500. The 'Enterprise Custom Fields' section is empty. The 'Statistics...' button is circled in blue.

Project Information for 'Sample Project'

Start date: Mon 10/11/10 Current date: Wed 12/1/10

Finish date: Wed 11/3/10 Status date: NA

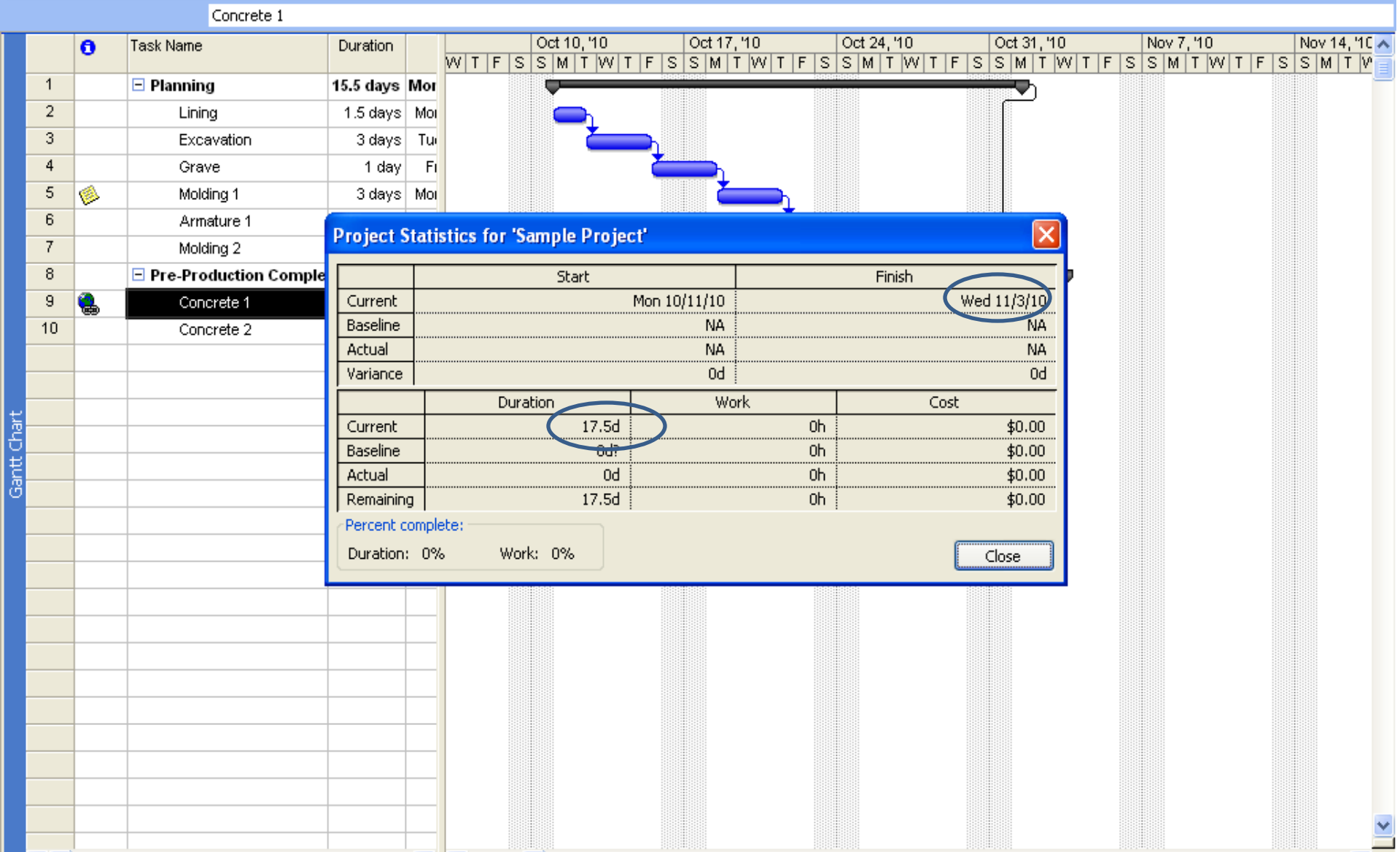
Schedule from: Project Start Date Calendar: Standard

All tasks begin as soon as possible. Priority: 500

Enterprise Custom Fields

Custom Field Name	Value
-------------------	-------

Buttons: Help, Statistics..., OK, Cancel



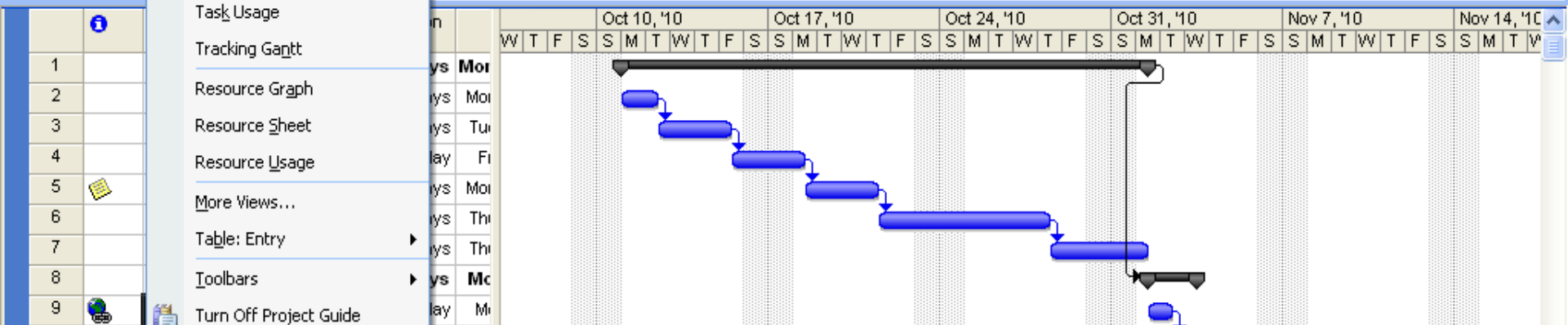
Project Statistics for 'Sample Project'

	Start	Finish
Current	Mon 10/11/10	Wed 11/3/10
Baseline	NA	NA
Actual	NA	NA
Variance	0d	0d

	Duration	Work	Cost
Current	17.5d	0h	\$0.00
Baseline	0d	0h	\$0.00
Actual	0d	0h	\$0.00
Remaining	17.5d	0h	\$0.00

Percent complete:
 Duration: 0% Work: 0%

Close



- Calendar
- Gantt Chart
- Network Diagram
- Task Usage
- Tracking Gantt
- Resource Graph
- Resource Sheet
- Resource Usage
- More Views...
- Table: Entry
- Toolbars
- Turn Off Project Guide
- View Bar
- Hide Change Highlighting
- Header and Footer...
- Zoom...

Zoom

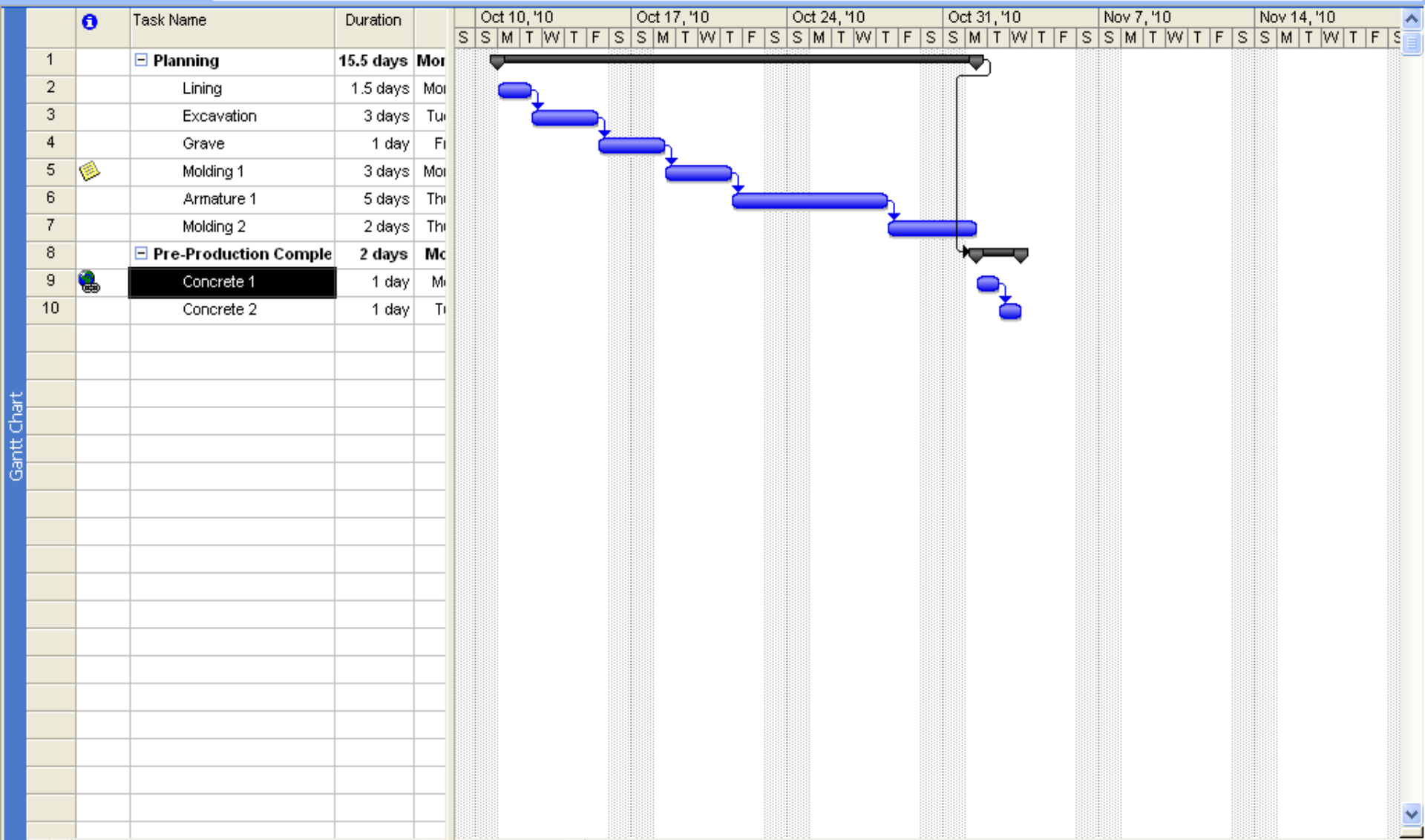
Zoom to

- 1 week
- 2 weeks
- 1 month
- 3 months
- Selected task
- Entire project
- Custom: 42 Day(s)

Reset OK Cancel

Gantt Chart

Concrete 1



Gantt Chart

