

Project Manegment



(IENG<u>419)</u>



Fall:2020-2021

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Chapter 4 Formatting & Reporting

> Formatting

In MSP we can make a specified **Gantt Chart** view by changing in the color and elements of the chart.

In order to these changes we should define a copy from **original Gantt Chart** and make some changes in it.

✓ For starting we follow these steps

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 ✓ After these steps, the summery task of project is appeared in the Gantt Chart.

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✓ In the next step we define a copy from Gantt Chart by following these steps
 ✓ View Definition in 'Sample_Project'



✓ Now, from More views we apply the new Gantt Chart to our project.



✓ Now, we are using the new Gantt Chart and we can make some changes in it by following these steps

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✓ In this window, you can select your favorite color and style for the new Gantt Chart

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Then choose Format It and Exit Wizard respectively.

Reporting

- ✓ MSP has some tools to help us for taking some reports from projects.
- ✓ By default, these reports are visible from screen and also they are printable.
- ✓ We can start for reporting, from **Report** menu.

Reporting

✓ Following these steps, support us to see the reports of a project
Overview Reports

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Reporting

✓ Here you can see the Project Summary Report

Sample Project IEDEPT

as of Wed 12/8/10

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What Is a Macro?

A macro is a name used for a computer program which is used to execute a series of instructions. Usually a macro is utilized for something that is repetitive in nature.

Examples of where a macro can be used

complex calculations that need to be repeated for varied sets of inputs, a particular action being performed over and over again on different input, files, etc.

Macros, if effectively used, can significantly reduce the amount of time spent on performing menial tasks and thereby improve one's productivity.

How to Create a Macro in MS Project

The following steps describe how to create a macro in Microsoft Project.

Note: While certain people choose to write their own macros, this requires certain initial expertise. Hence the best approach while starting with macros is to play around with the **Record** feature.

Creating the Macro

Step 1: Opening the Project Plan
Open your Project Plan in MS Project.
Step 2: Start Macro Recording
Navigate to Tools --> Macro --> Record New Macro
Step 3: Saving the Macro
Give the macro a suitable name. Click on OK.
Step 4: Performing the Repetitive Action
Perform the action that you would like to record.

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•In this example, it is taking the screenshot of a project's Gantt chart and exporting it as a GIF using the camera tool.

•Navigate to the Camera Tool on the toolbar. Select the GIF option, give a filename and_click on OK

Step 5: Stopping Macro Recording

•Click on Tools --> Macro --> Stop Recorder.

•Voila! The macro is ready. In order to re-run the macro on other project files, perform the following steps.

Running the Macro

Step 1: Open a New Project File

•Now, open a new project file upon which you would like to run the macro.

Step 2: Running the Macro

•Navigate to Tools --> Macro --> Macros (or press Alt+F8).

•Select the macro that you created and click on Run.

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Scrolling the Timescale on project open

This tool solves the annoyance of longer projects of having to scroll the timescale every time you open a project file. What it does:

1. If the project is in the future, scroll to the project's start date.

2. If the project is in the past, scroll to the project's finish date

3. Otherwise scroll to today's date

The Code

The code lives in the Project_Open event and consists of:

```
Private Sub Project_Open(ByVal pj As Project)

If Date < pj.ProjectSummaryTask.Start Then

EditGoTo Date:=pj.ProjectSummaryTask.Start

ElseIf Date > pj.ProjectSummaryTask.Finish Then

EditGoTo Date:=pj.ProjectSummaryTask.Finish

Else

EditGoTo Date:=Date

End If
```

End Sub

To create the Project_Open event:

1. In Project (any version), press Alt+F11 to open the Visual Basic Editor (VBE).

2. Press Ctrl+R to make sure the Project Explorer is open (pane on left of VBE window).

3. Double-click the ProjectGlobal (Global.Mpt) folder to expand it

- 4. Double-click the ThisProject (Global.Mpt) file to open it.
- 5. Copy the above code into this file

As the code is in your Global.Mpt file, it works when you open any project. To test, open any project and check the date on the timescale to confirm Project has scrolled it as required. For useful examples of MSP Macros check the following link please;

http://support.sas.com/documentation/cdl/en/orpmug/66109/HTM L/default/viewer.htm#orpmug_msptosas_sect022.htm

http://www.projectvbabook.com/VBA-Sample-Code/VBASampleTImescaleScroll.html