



# Project Manegment



(IENG419)



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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.

# Formatting

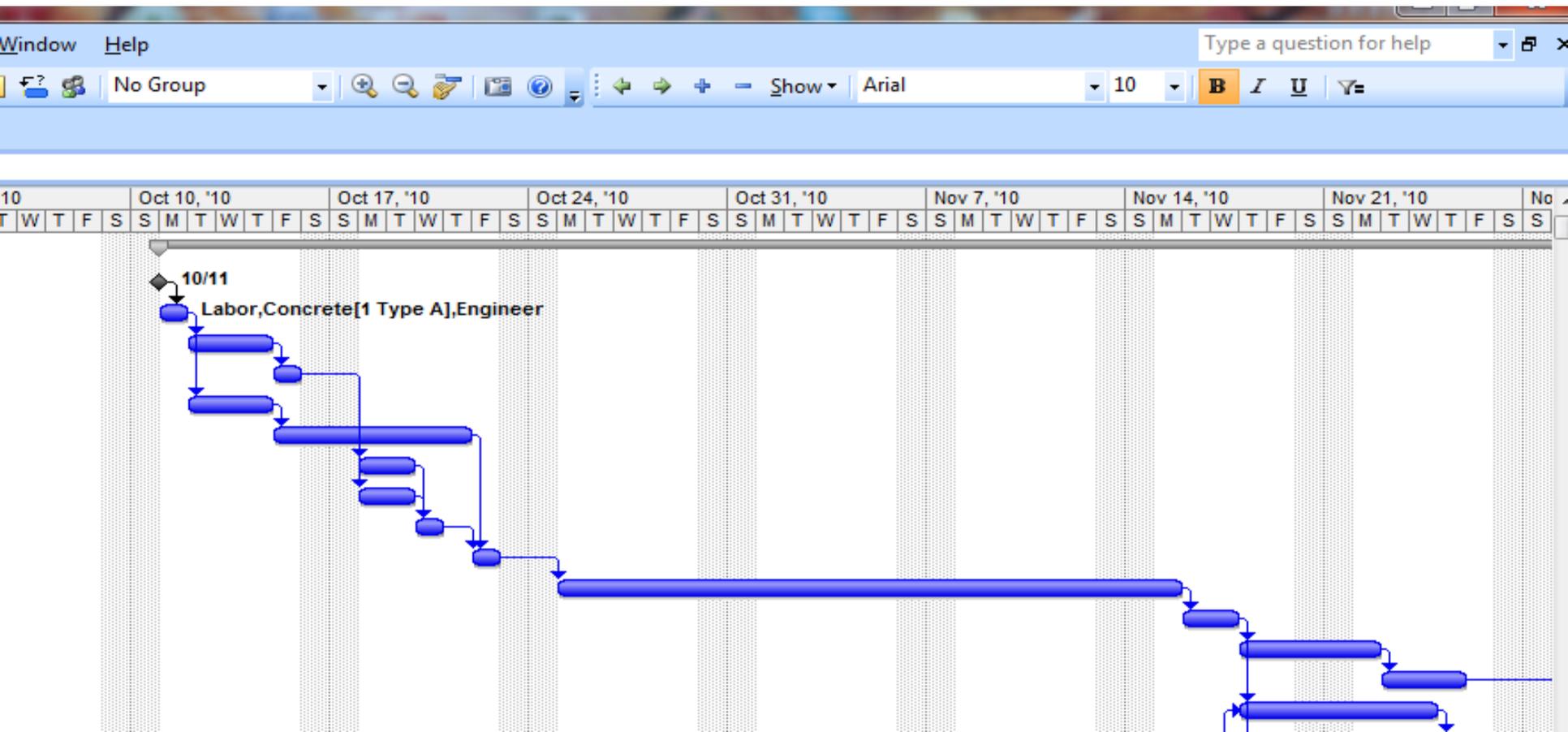
✓ For starting we follow these steps

The image shows a screenshot of the Microsoft Project software interface. The 'Tools' menu is open, and the 'Options...' menu item is highlighted. A blue arrow labeled '1' points to the 'Tools' menu, and a blue arrow labeled '2' points to the 'Options...' menu item. The 'Options' dialog box is open, and the 'View' tab is selected. A blue arrow labeled '3' points to the 'View' tab. The 'Options' dialog box shows various settings for the project, including 'Default view' (Gantt Chart), 'Calendar type' (Gregorian Calendar), and 'Date format' (Mon 1/28/02). The 'Show' section has several checked options: 'Status bar', 'Windows in Taskbar', 'Bars and shapes in Gantt views in 3-D', 'Scroll bars', 'Entry bar', 'OLE links indicators', and 'Project screentips'. The 'Cross project linking options for 'Sample\_Project'' section has 'Show external successors', 'Show external predecessors', and 'Show links between projects dialog box on open' checked. The 'Currency options for 'Sample\_Project'' section has 'Symbol' set to '\$', 'Decimal digits' set to 2, 'Placement' set to '\$1', and 'Currency' set to 'USD'. The 'Outline options for 'Sample\_Project'' section has 'Indent name', 'Show outline symbol', 'Show outline number', and 'Show summary tasks' checked. A blue arrow labeled '4' points to the 'Select' button at the bottom right of the dialog box.

Task Name	Duration	Start	Finish
Planning			
Lining			
Excavation			
Grave			
Molding 1			
Armature 1			
Molding 2			
Armature 2			
Concrete 1			
Concrete 2			
Curing 1			
Opening the mold 1			
Molding 3			
Armature 3			
Molding 4			
Armature 4			
Molding 5			
Armature 5	3 days	Tue 11/23/10	Thu 11/25/10
Molding 6	5 days	Thu 11/18/10	Wed 11/24/10

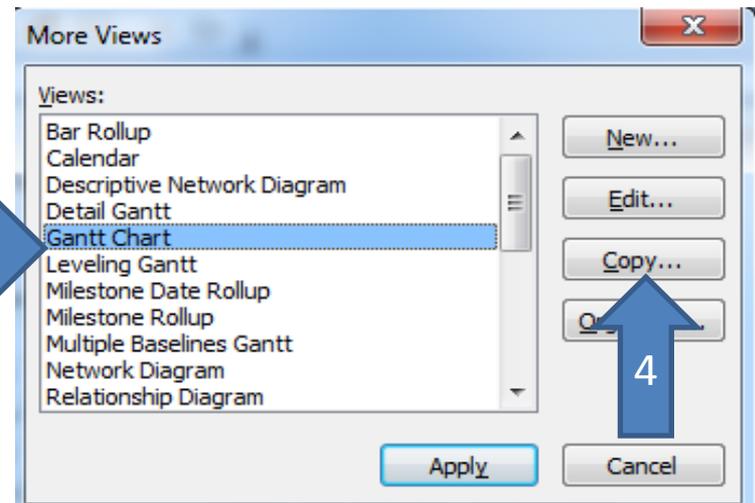
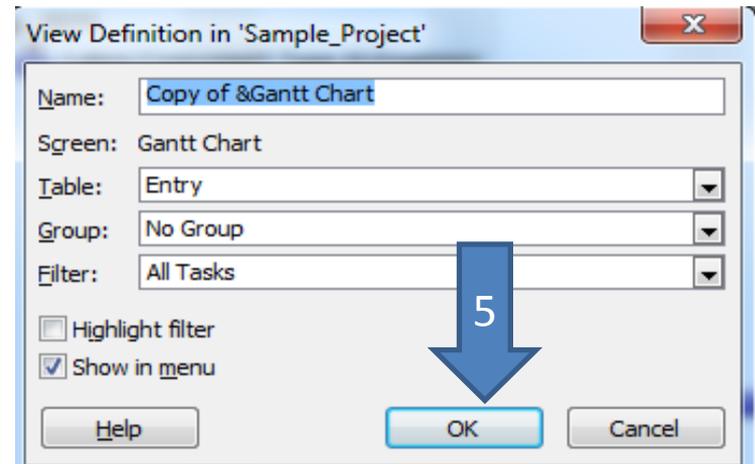
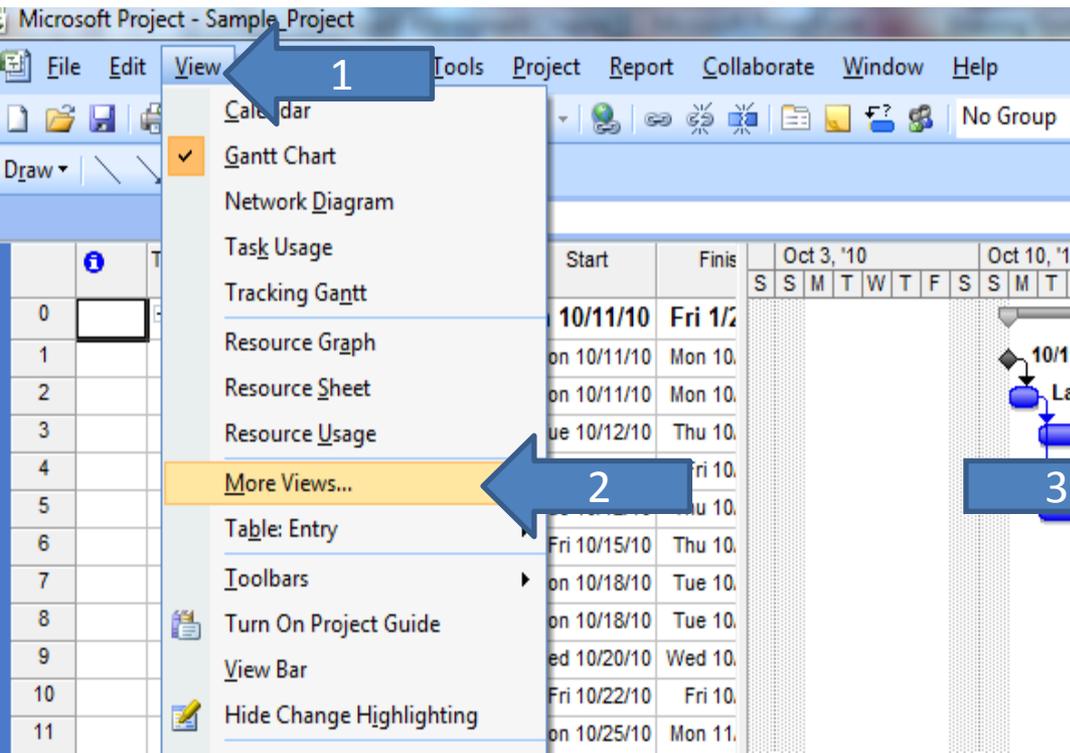
# Formatting

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



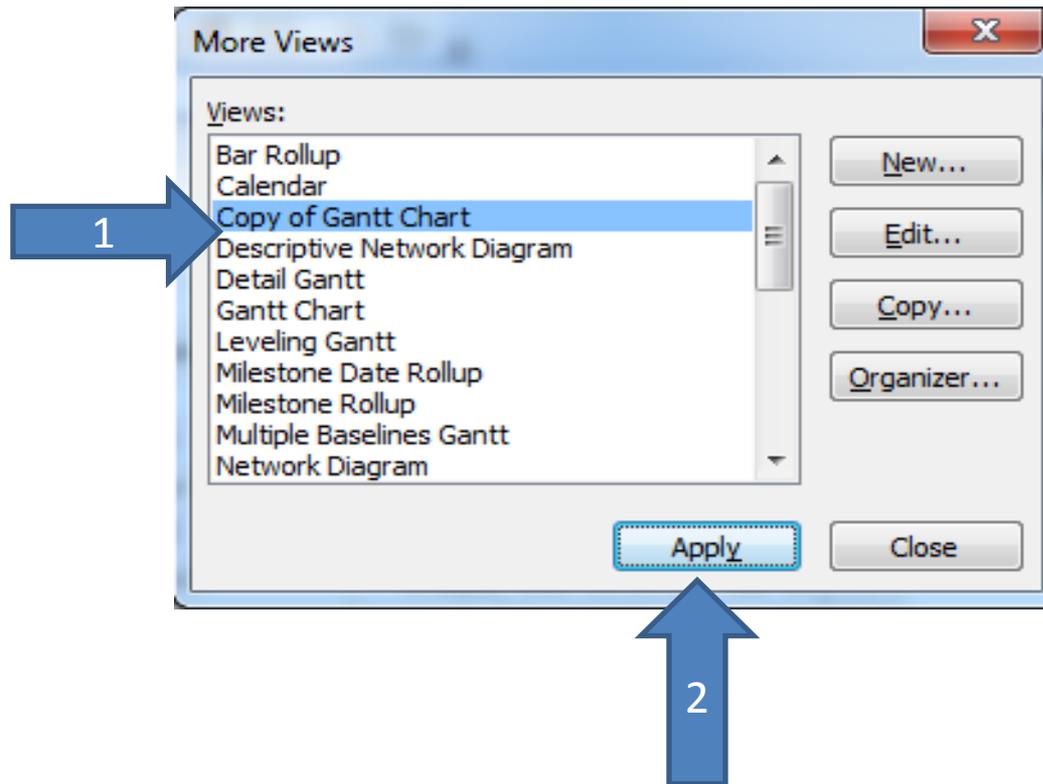
# Formatting

- ✓ In the next step we define a copy from Gantt Chart by following these steps



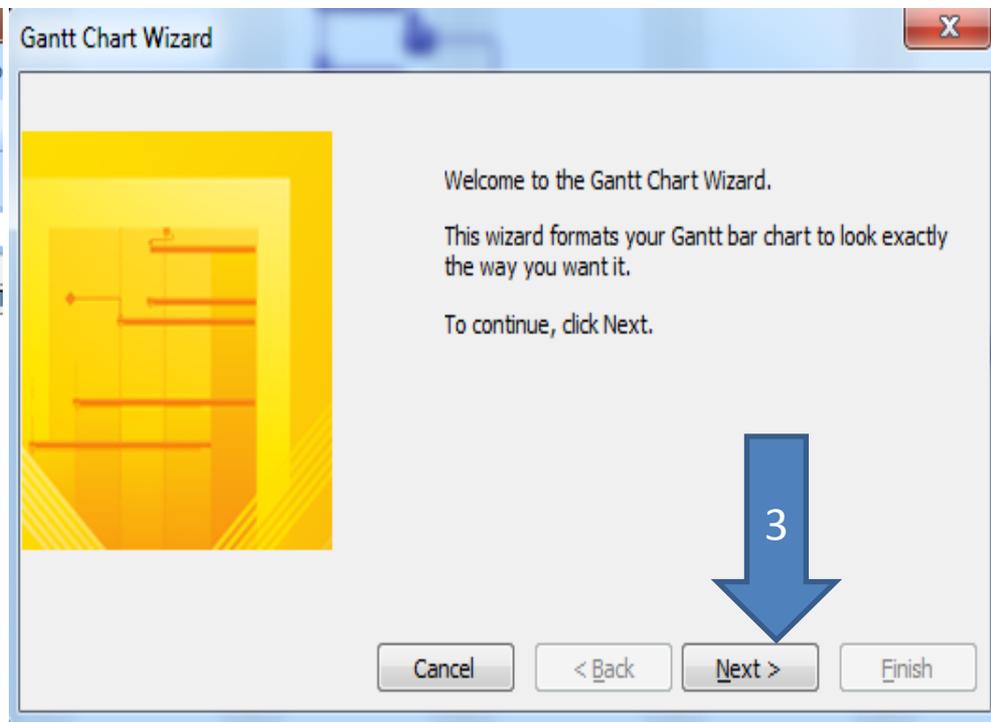
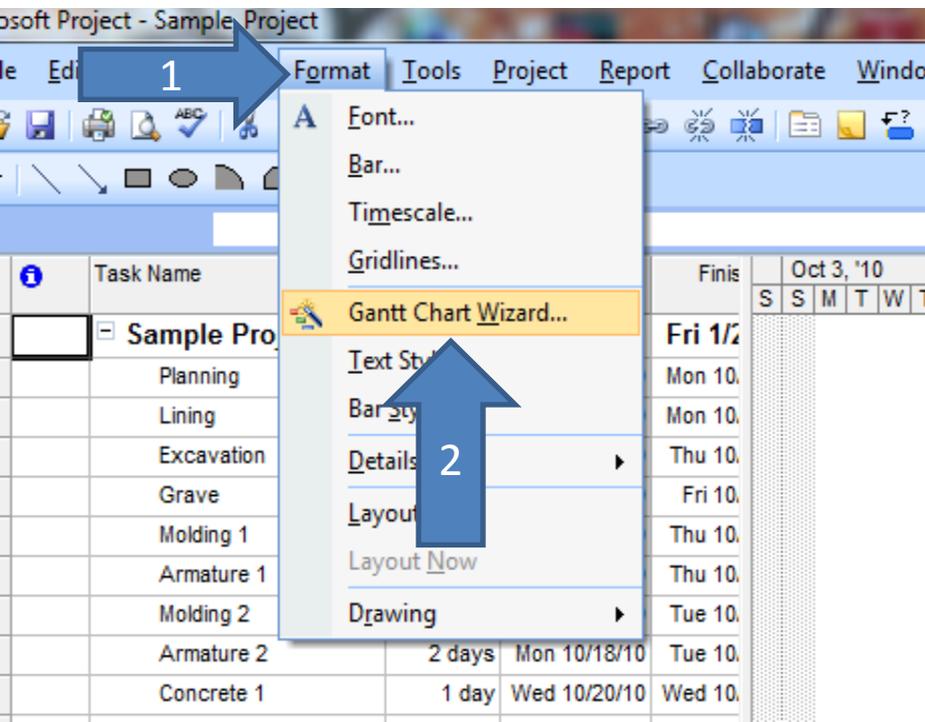
# Formatting

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



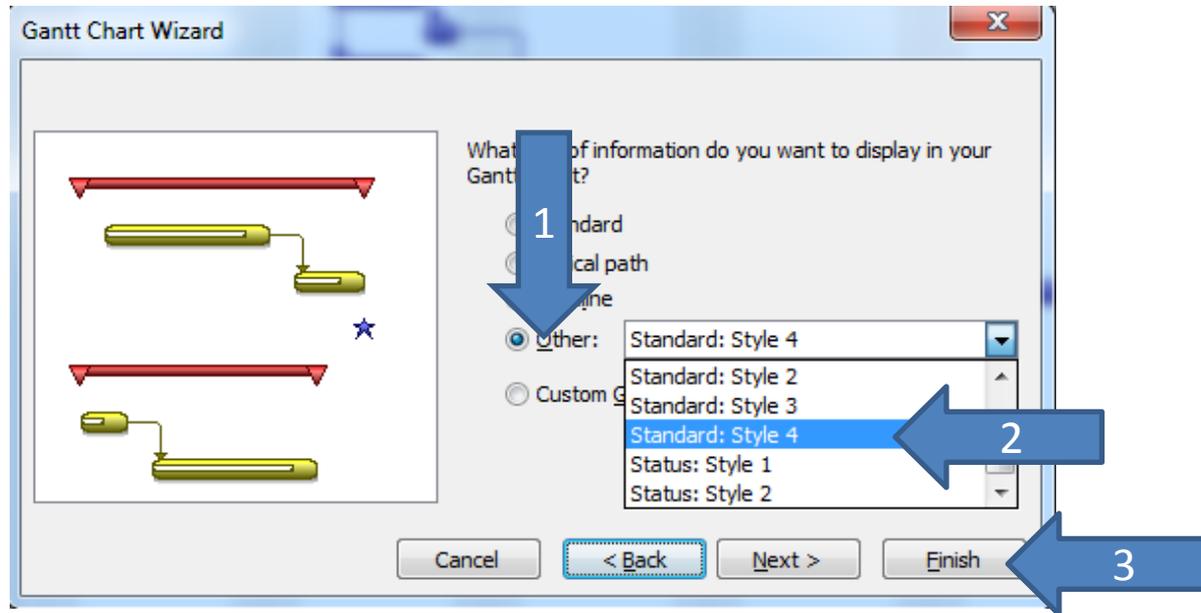
# Formatting

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



# Formatting

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



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

1

2

3

4

5

Select one of these report types

Select one of them

Overview Reports

Project Summary

Top-Level Tasks

Critical Tasks

Milestones

Working Days

reports

Overview...

Current Activities...

Costs...

Assignments...

Workload...

Custom...

Task Name	Duration	Start	Finis	Oct 3, '10	Oct 10, '10
				S	S M T W T F
Sample Project	75 days	on 10/11/10			
Planning	0 days	Mon 10/11/10			
Excavation	3 days	Tue 10/12/10			
Foundation	1 day	Fri 10/15/10			
Foundation 1	3 days	Tue 10/12/10	Thu 10/14/10		
Foundation 2	5 days	Fri 10/15/10	Thu 10/21/10		
Foundation 3	2 days	Mon 10/18/10	Tue 10/19/10		
Foundation 4	2 days	Mon 10/18/10	Tue 10/19/10		

# Reporting

- ✓ Here you can see the **Project Summary Report**

Sample Project IEDEPT as of Wed 12/8/10			
<b>Dates</b>			
Start:	Mon 10/11/10	Finish:	Fri 1/21/11
Baseline Start:	NA	Baseline Finish:	NA
Actual Start:	NA	Actual Finish:	NA
Start Variance:	0 days	Finish Variance:	0 days
<b>Duration</b>			
Scheduled:	75 days	Remaining:	75 days
Baseline:	0 days	Actual:	0 days
Variance:	75 days	Percent Complete:	0%
<b>Work</b>			
Scheduled:	16 hrs	Remaining:	16 hrs
Baseline:	0 hrs	Actual:	0 hrs
Variance:	16 hrs	Percent Complete:	0%
<b>Costs</b>			
Scheduled:	\$1,525.00	Remaining:	\$1,525.00
Baseline:	\$0.00	Actual:	\$0.00
Variance:	\$1,525.00		
<b>Task Status</b>		<b>Resource Status</b>	
Tasks not yet started:	34	Work Resources:	2
Tasks in progress:	0	Overallocated Work Resources:	0
Tasks completed:	0	Material Resources:	1
Total Tasks:	34	Total Resources:	3

## Macros in MSP

### **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**.

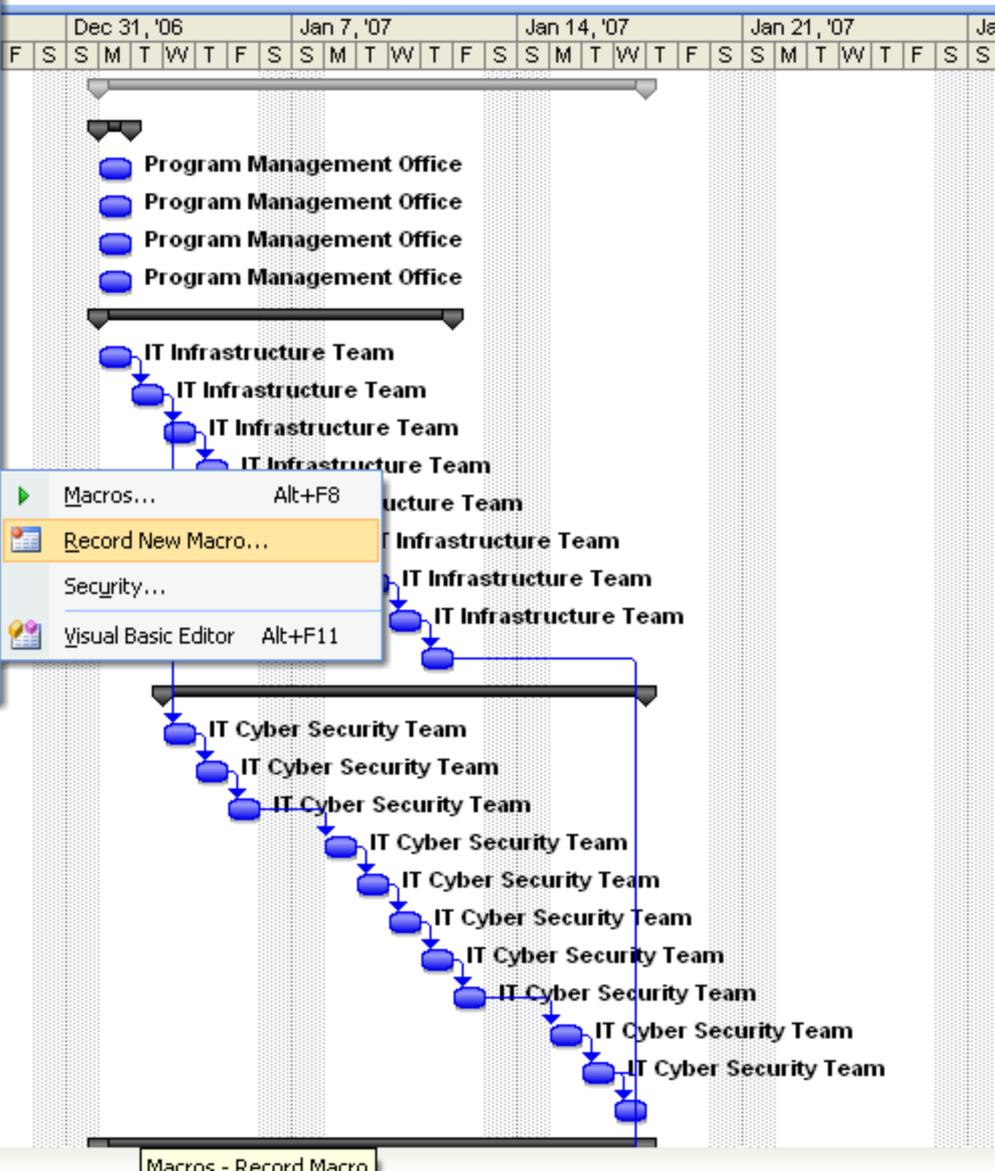
#### **Step 4: Performing the Repetitive Action**

- Perform the action that you would like to record.



- Spelling... F7
- AutoCorrect Options...
- Document Management
- Links Between Projects...
- Import Outlook Tasks...
- Change Working Time...
- Assign Resources... Alt+F10
- Build Team from Enterprise... Ctrl+T
- Substitute Resources...
- Local Project Cache
- Resource Sharing
- Level Resources...
- Tracking
- Macro**
- Organizer...
- Customize
- Options...
- Enterprise Options

	Task Name	
0	Electronic Govern...	
1	Program Managen...	
2	Manage Ongoing	
3	Manage Progress	
4	Support Data Cor	
5	Perform Program	
6	Technical Archite	
7	Create Deployme	
8	Create Security P	
9	Create Web Port	
10	Create Test/Deve	
11	Create Production	
12	Create Change C	
13	Create Client Sup	
14	Communicate Pro	
15	Technical Archite	
16	Security Extranet	
17	Analyze and Design Secu	1 day?
18	Validate Security Requirer	1 day?
19	Create Security Tool RFP(	1 day?
20	Publish and Review Secur	1 day?
21	Select and Purchase Secu	1 day?
22	Build Security Extranet Prc	1 day?
23	Acceptance Test Security	1 day?
24	Create and Develop an Imp	1 day?
25	Develop and Implement Se	1 day?
26	Final Acceptance Testing	1 day?
27	Extranet Security Comple	1 day?
28	Payment Application Pro	13 days?



Copy of Gantt Chart

**•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.



### Record Macro

Macro name:

Shortcut key:

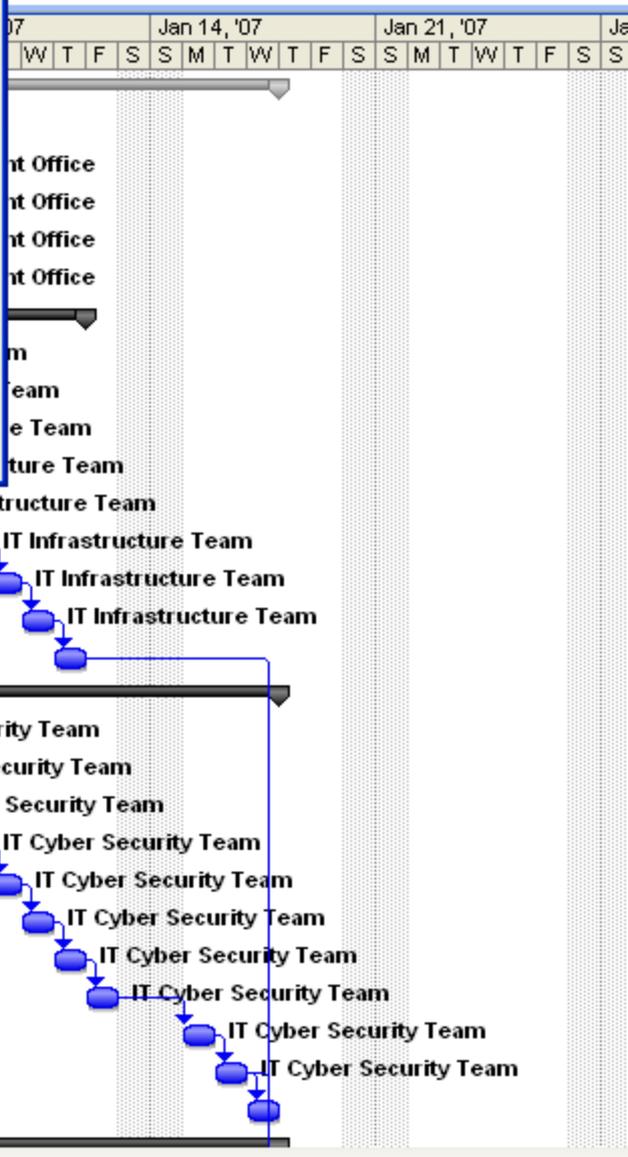
Store macro in:

Description:  
Macro Macro1  
Macro Recorded Thu 11/21/13 by IEDEPT.

Row references:  Relative  Absolute (ID)

Column references:  Absolute (Field)  Relative

	Task Name	Duration
0	<b>Electronic Government (E-Gov)</b>	<b>13 days</b>
1	<b>Program Management</b>	<b>1 day</b>
2	Manage Ongoing Program	1 day
3	Manage Progress Reportir	1 day
4	Support Data Consolidatio	1 day
5	Perform Program Quality A	1 day
6	<b>Technical Architecture Sup</b>	<b>9 days</b>
7	Create Deployment Procec	1 day
8	Create Security Procedure	1 day
9	Create Web Portal Procedi	1 day
10	Create Test/Development I	1 day
11	Create Production Environ	1 day?
12	Create Change Control Prc	1 day?
13	Create Client Support Proc	1 day?
14	Communicate Procedures	1 day?
15	Technical Architecture Co	1 day?
16	<b>Security Extranet</b>	<b>11 days?</b>
17	Analyze and Design Secu	1 day?
18	Validate Security Requirer	1 day?
19	Create Security Tool RFP(	1 day?
20	Publish and Review Secur	1 day?
21	Select and Purchase Secu	1 day?
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23	Acceptance Test Security	1 day?
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Copy of Gantt Chart



### Record Macro

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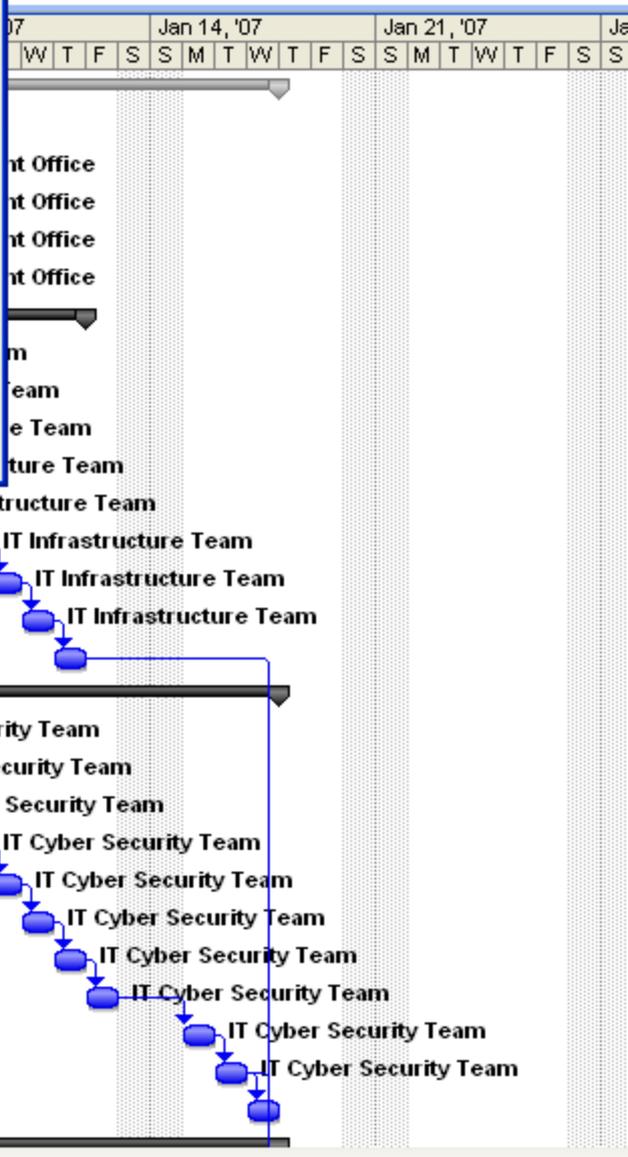
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Copy of Gantt Chart

File Edit View Insert Format Tools Project Report Collaborate Window Help Adobe PDF

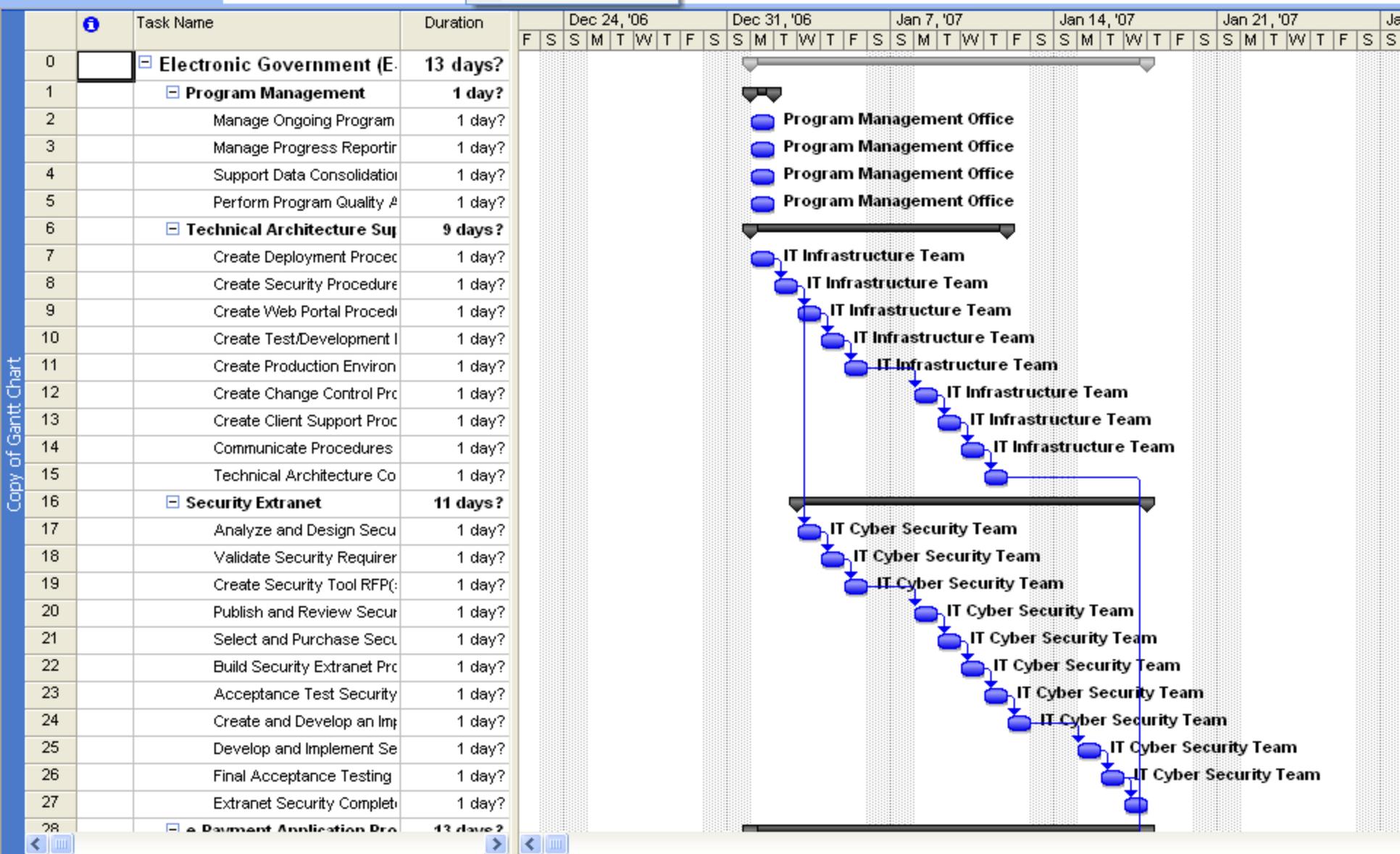
Type a question for help

Visual Reports... No Group

Copy Picture...

Reports...

Show Arial 10



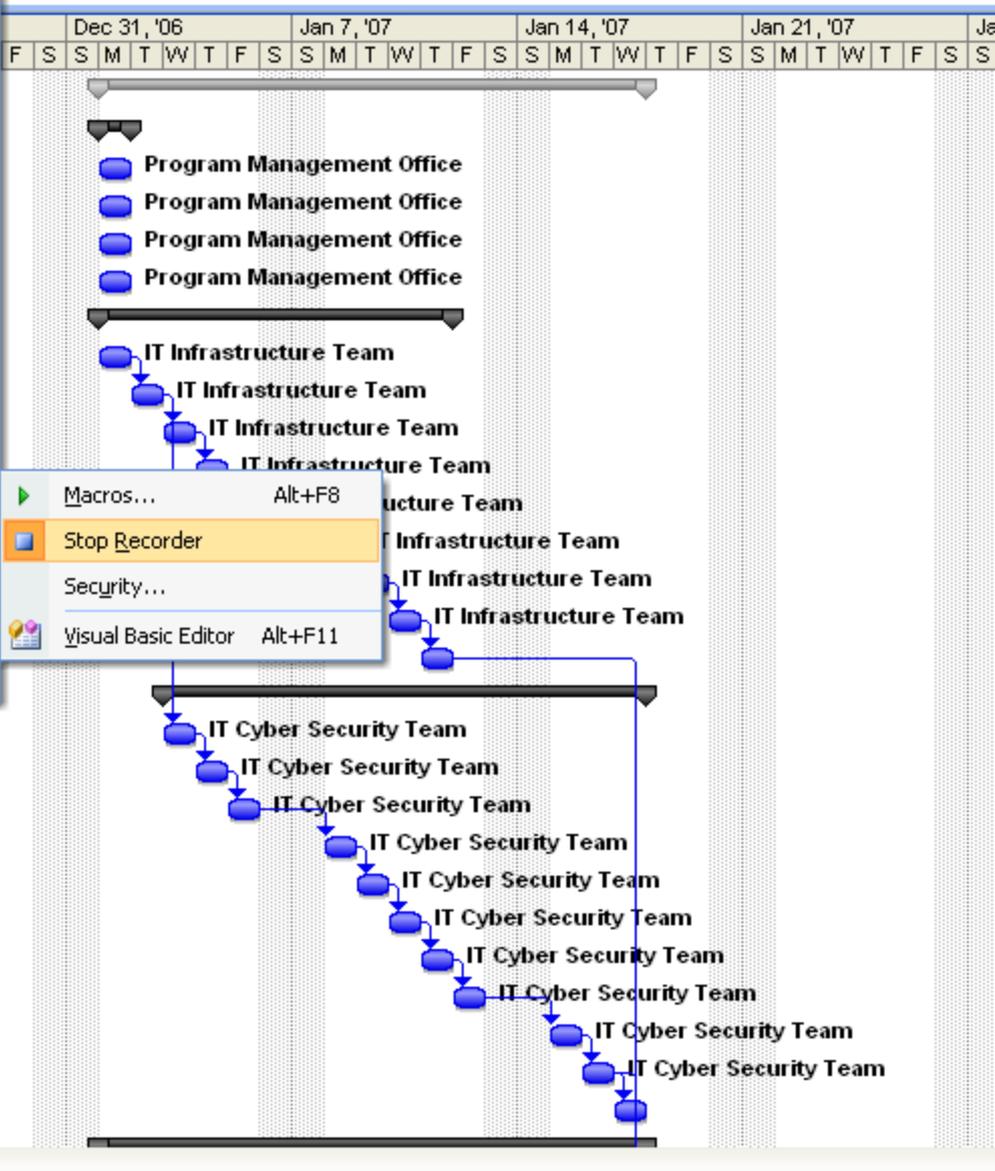
Copy of Gantt Chart





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Copy of Gantt Chart

## 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/HTML/default/viewer.htm#orpmug\\_msptosas\\_sect022.htm](http://support.sas.com/documentation/cdl/en/orpmug/66109/HTML/default/viewer.htm#orpmug_msptosas_sect022.htm)

<http://www.projectvbabook.com/VBA-Sample-Code/VBASampleTimescaleScroll.html>