Project Management

(IENG419)

Microsoft Office Project

Fall:2020-2021

Research Assistants:

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Chapter 6

Tracking Progress of Task

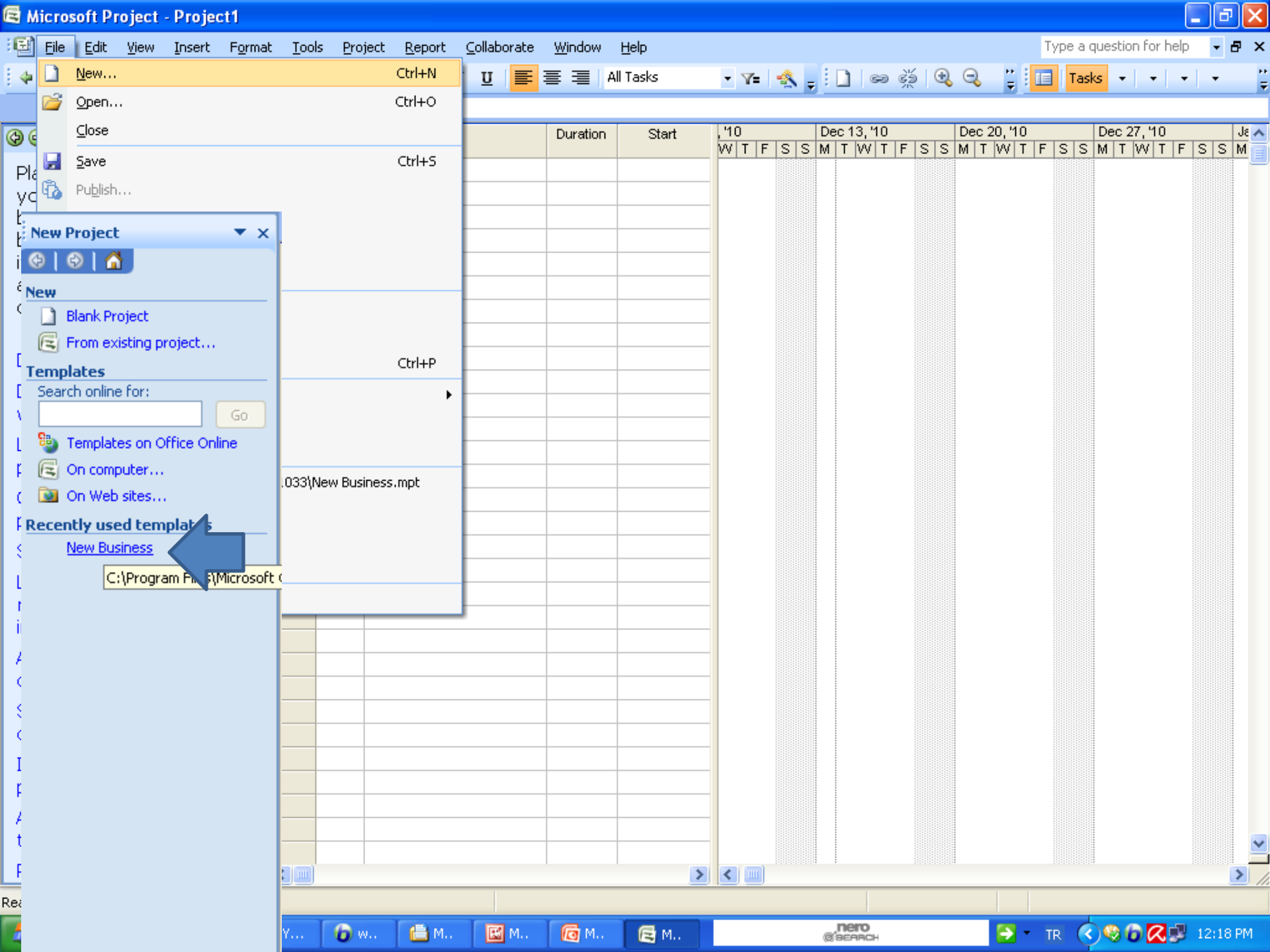
We learn in this chapter:

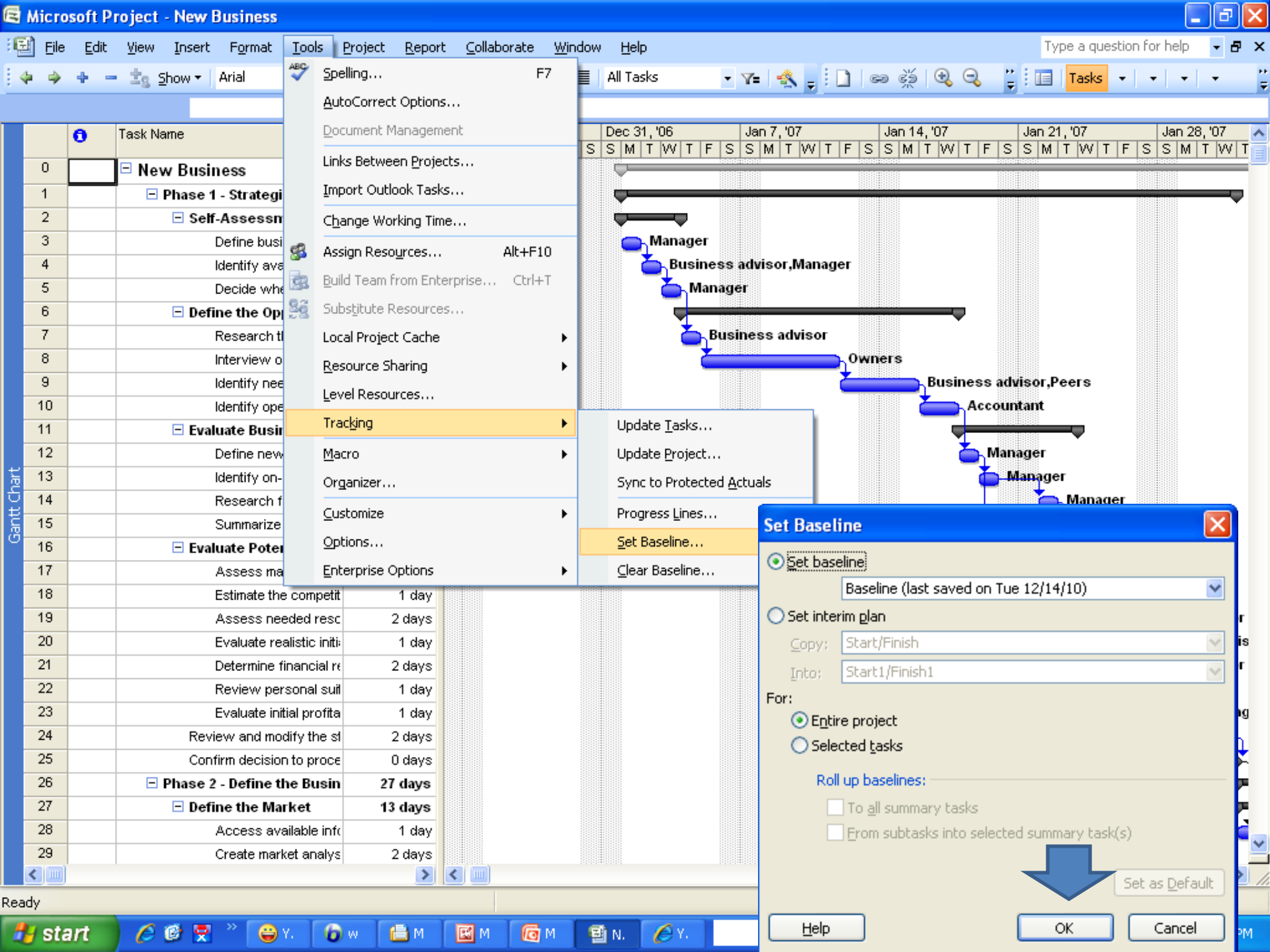
- ✓ Set Baseline
- ✓ Register Progress of TASK
- ✓ Register Completion of TASK
- ✓ Input Actual Values(Start, Finish , Duration)

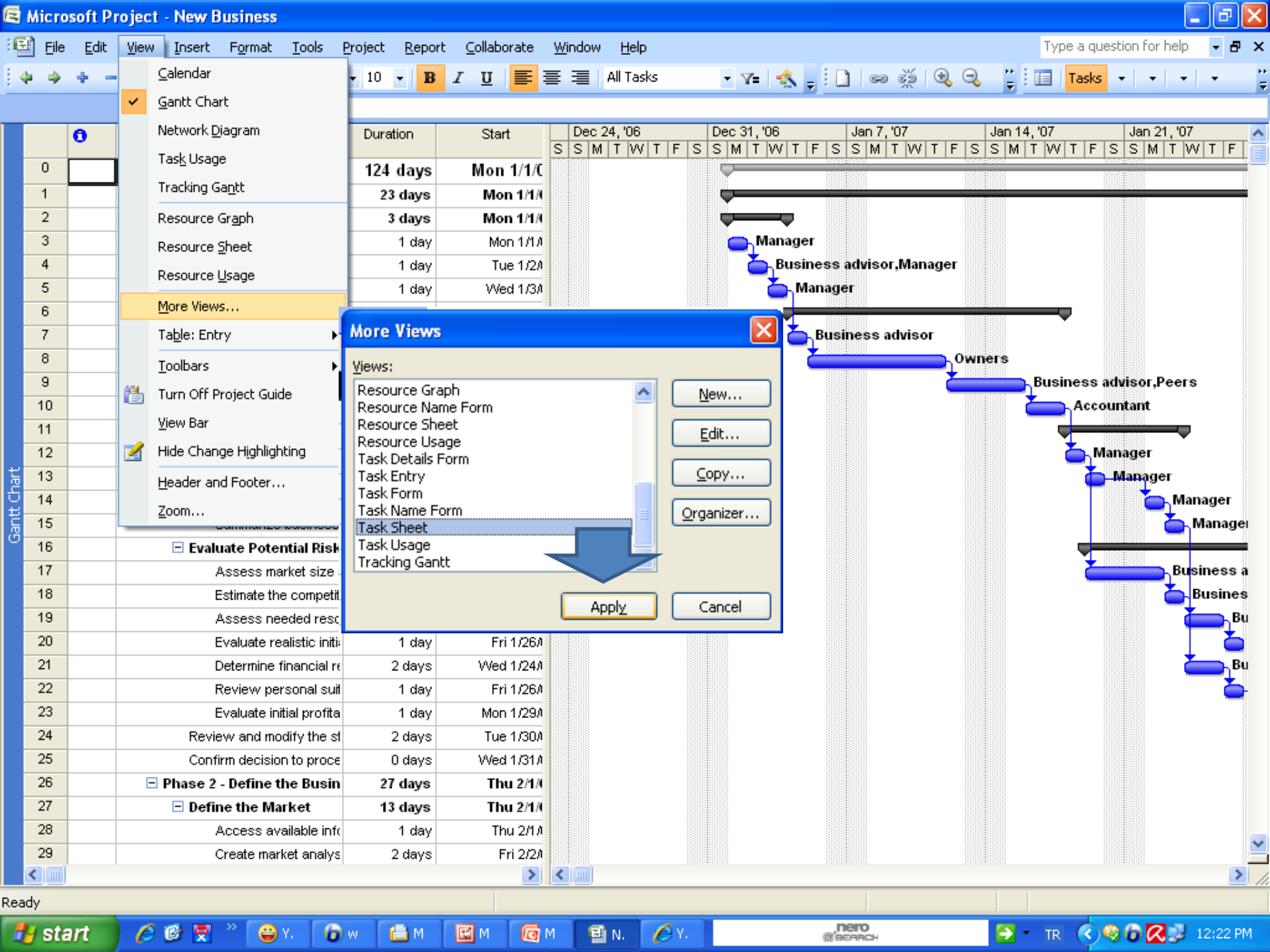
Set Baseline:

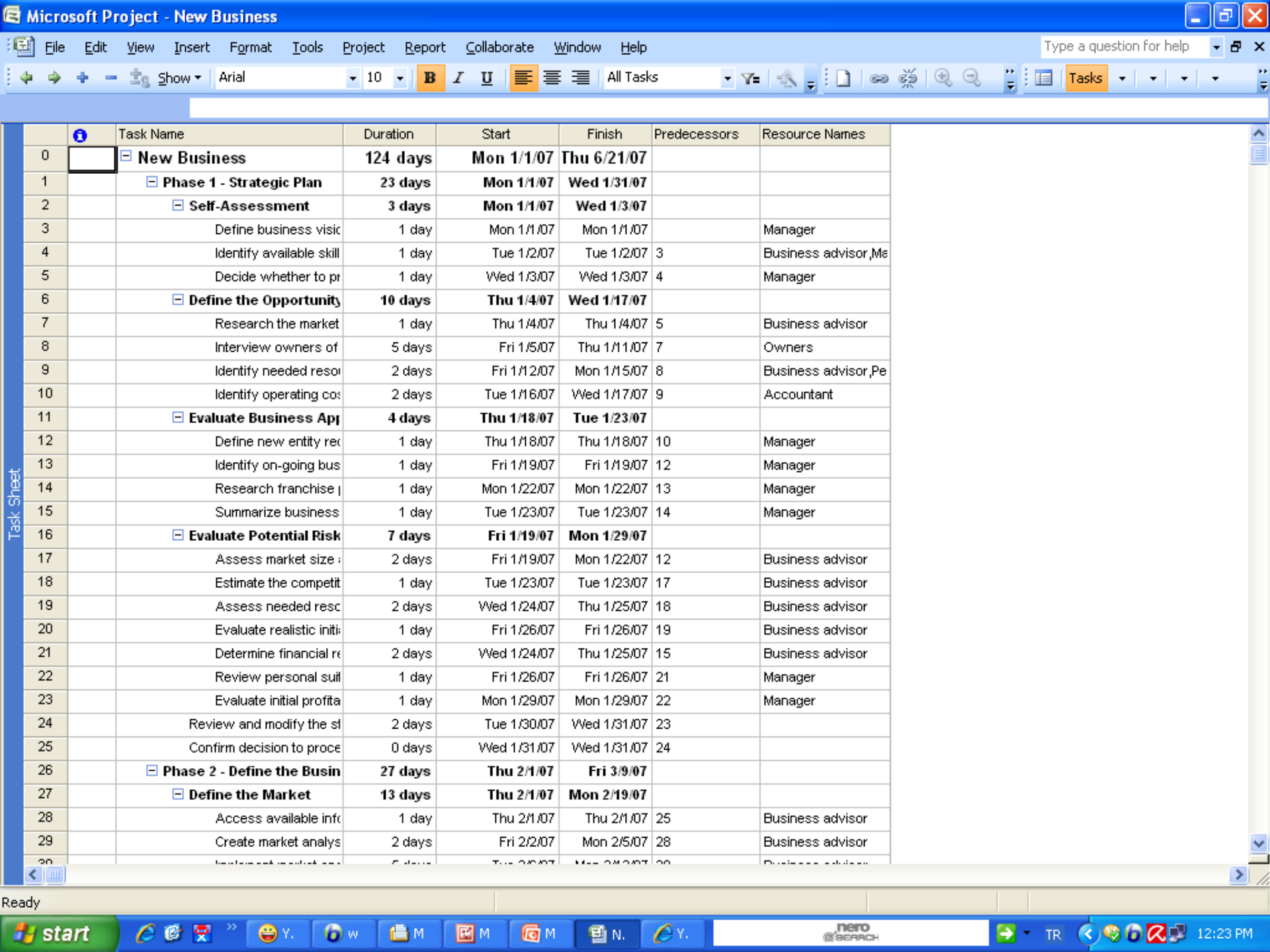
Task Fields	Resource Fields	Assignment Fields
Start	Work and time phased work	Start
Finish	Cost and time phased cost	Finish
Duration		Work and time phased work
Work and time phased work		Cost and time phased cost
Cost and time phased cost		

time phased: when tasks and recourses assign as an over time.

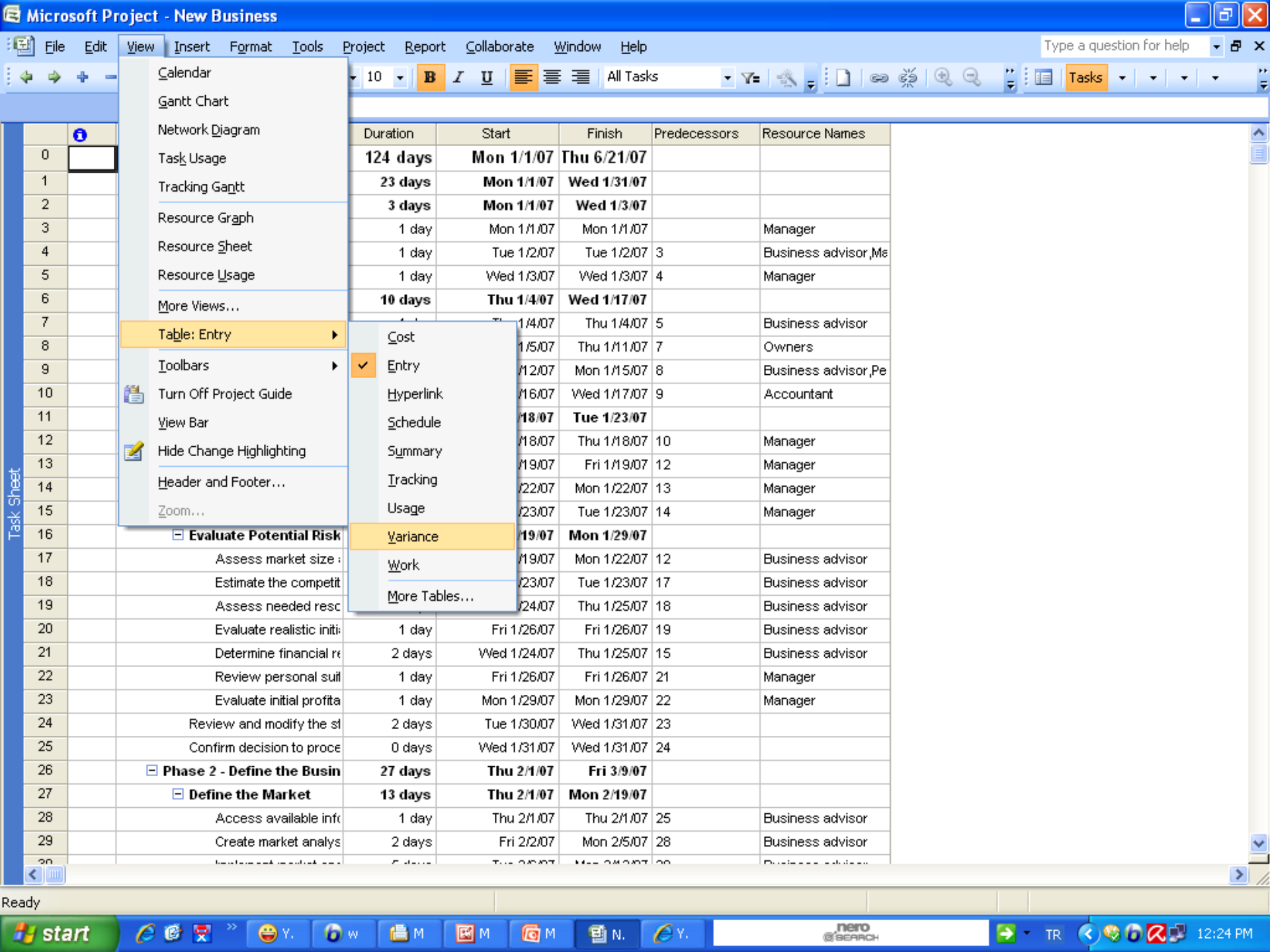

Microsoft Project - Project1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
New... Ctrl+N
Open... Ctrl+O
Close
Save Ctrl+S
Publish...
Ctrl+P
.033\New Business.mpt
New Project
New
Blank Project
From existing project...
Templates
Search online for:
Go
Templates on Office Online
On computer...
On Web sites...
Recently used templates
New Business
C:\Program Files\Microsoft
All Tasks
Tasks
Duration
Start
Dec 13, '10
Dec 20, '10
Dec 27, '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 S M
TR
12:18 PM


Microsoft Project - New Business
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
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
Update Tasks...
Update Project...
Sync to Protected Actuals
Progress Lines...
Set Baseline...
Clear Baseline...
Task Name
New Business
Dec 31, '06
Jan 7, '07
Jan 14, '07
Jan 21, '07
Jan 28, '07
Manager
Business advisor,Manager
Manager
Business advisor
Owners
Business advisor,Peers
Accountant
Manager
Manager
Manager
Gantt Chart
Set Baseline
Set baseline
Baseline (last saved on Tue 12/14/10)
Set interim plan
Copy: Start/Finish
Into: Start1/Finish1
For:
Entire project
Selected tasks
Roll up baselines:
To all summary tasks
From subtasks into selected summary task(s)
Set as Default
Help
OK
Cancel
Ready
start


Microsoft Project - New Business
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
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...
More Views
Views:
Resource Graph
Resource Name Form
Resource Sheet
Resource Usage
Task Details Form
Task Entry
Task Form
Task Name Form
Task Sheet
Task Usage
Tracking Gantt
New...
Edit...
Copy...
Organizer...
Apply
Cancel
Duration
Start
Dec 24, '06
Dec 31, '06
Jan 7, '07
Jan 14, '07
Jan 21, '07
Manager
Business advisor,Manager
Manager
Business advisor
Owners
Business advisor,Peers
Accountant
Manager
Manager
Manager
Evaluate Potential Risk
Assess market size
Estimate the competi
Assess needed resc
Evaluate realistic initi
Determine financial re
Review personal suit
Evaluate initial profita
Review and modify the st
Confirm decision to proce
Phase 2 - Define the Busin
Define the Market
Access available inf
Create market analys
Gantt Chart
Ready
start
12:22 PM



	Task Name	Duration	Start	Finish	Predecessors	Resource Names
0	**New Business**	**124 days**	**Mon 1/1/07**	**Thu 6/21/07**		
1	**Phase 1 - Strategic Plan**	**23 days**	**Mon 1/1/07**	**Wed 1/31/07**		
2	**Self-Assessment**	**3 days**	**Mon 1/1/07**	**Wed 1/3/07**		
3	Define business visic	1 day	Mon 1/1/07	Mon 1/1/07		Manager
4	Identify available skill	1 day	Tue 1/2/07	Tue 1/2/07	3	Business advisor,Ma
5	Decide whether to pr	1 day	Wed 1/3/07	Wed 1/3/07	4	Manager
6	**Define the Opportunity**	**10 days**	**Thu 1/4/07**	**Wed 1/17/07**		
7	Research the market	1 day	Thu 1/4/07	Thu 1/4/07	5	Business advisor
8	Interview owners of	5 days	Fri 1/5/07	Thu 1/11/07	7	Owners
9	Identify needed reso	2 days	Fri 1/12/07	Mon 1/15/07	8	Business advisor,Pe
10	Identify operating cos	2 days	Tue 1/16/07	Wed 1/17/07	9	Accountant
11	**Evaluate Business Ap**	**4 days**	**Thu 1/18/07**	**Tue 1/23/07**		
12	Define new entity rec	1 day	Thu 1/18/07	Thu 1/18/07	10	Manager
13	Identify on-going bus	1 day	Fri 1/19/07	Fri 1/19/07	12	Manager
14	Research franchise	1 day	Mon 1/22/07	Mon 1/22/07	13	Manager
15	Summarize business	1 day	Tue 1/23/07	Tue 1/23/07	14	Manager
16	**Evaluate Potential Risk**	**7 days**	**Fri 1/19/07**	**Mon 1/29/07**		
17	Assess market size	2 days	Fri 1/19/07	Mon 1/22/07	12	Business advisor
18	Estimate the competit	1 day	Tue 1/23/07	Tue 1/23/07	17	Business advisor
19	Assess needed resc	2 days	Wed 1/24/07	Thu 1/25/07	18	Business advisor
20	Evaluate realistic initi	1 day	Fri 1/26/07	Fri 1/26/07	19	Business advisor
21	Determine financial re	2 days	Wed 1/24/07	Thu 1/25/07	15	Business advisor
22	Review personal suit	1 day	Fri 1/26/07	Fri 1/26/07	21	Manager
23	Evaluate initial profita	1 day	Mon 1/29/07	Mon 1/29/07	22	Manager
24	Review and modify the st	2 days	Tue 1/30/07	Wed 1/31/07	23	
25	Confirm decision to proce	0 days	Wed 1/31/07	Wed 1/31/07	24	
26	**Phase 2 - Define the Busin**	**27 days**	**Thu 2/1/07**	**Fri 3/9/07**		
27	**Define the Market**	**13 days**	**Thu 2/1/07**	**Mon 2/19/07**		
28	Access available inf	1 day	Thu 2/1/07	Thu 2/1/07	25	Business advisor
29	Create market analys	2 days	Fri 2/2/07	Mon 2/5/07	28	Business advisor


Microsoft Project - New Business
File Edit View Insert Format Tools Project Report Collaborate Window Help
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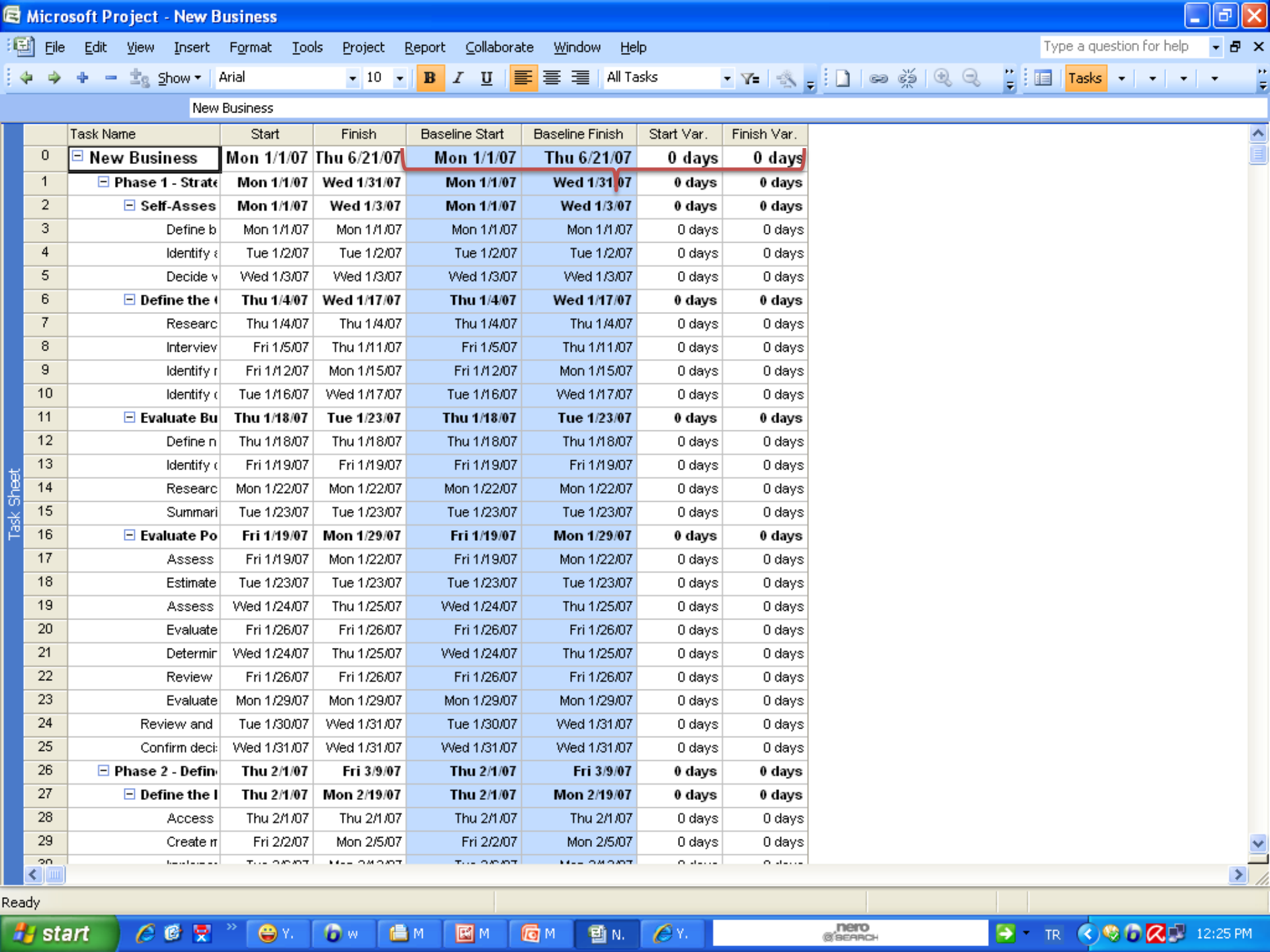
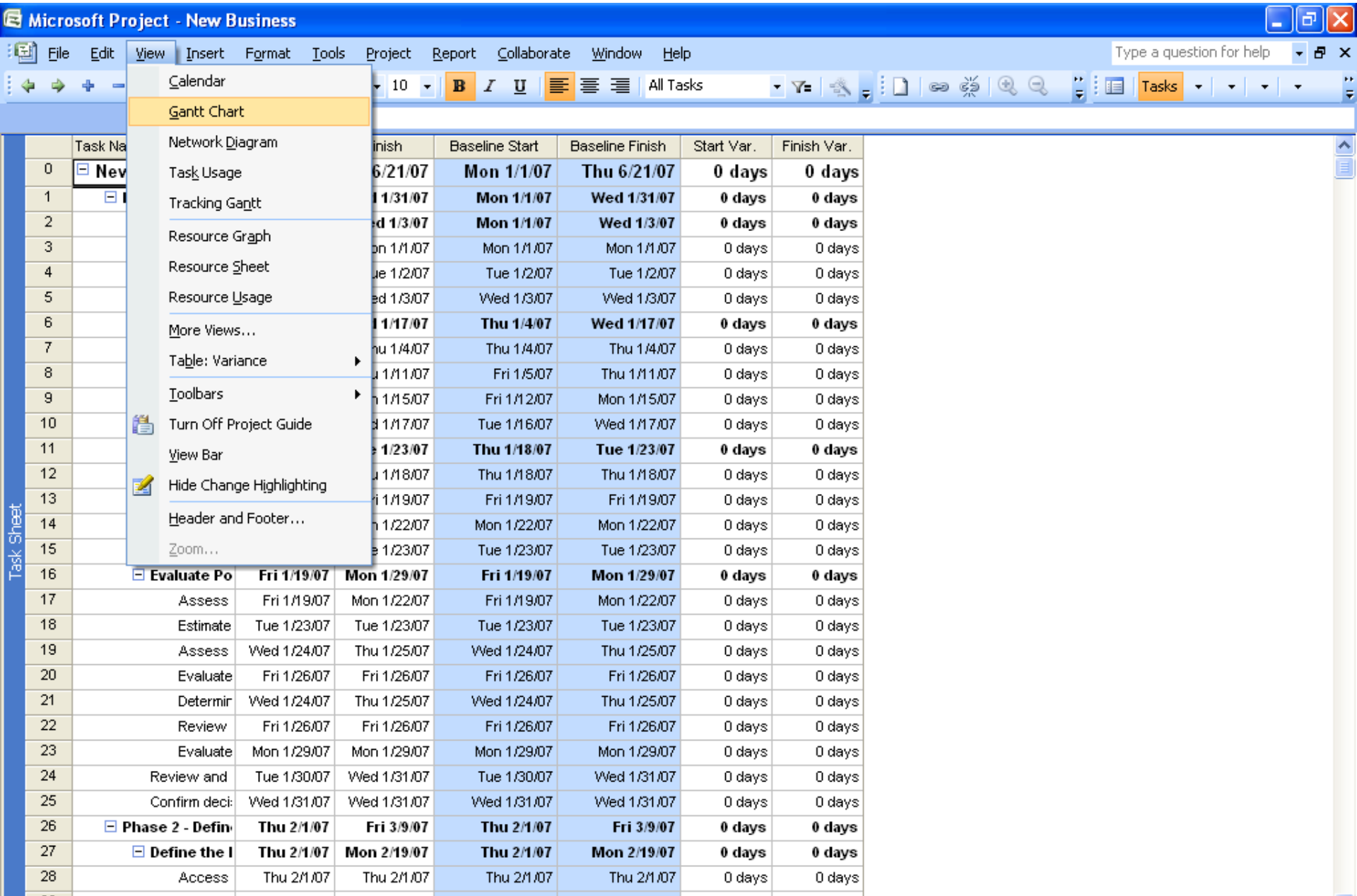
Calendar
Gantt Chart
Network Diagram
Task Usage
Tracking Gantt
Resource Graph
Resource Sheet
Resource Usage
More Views...
Table: Entry
Toolbars
Turn Off Project Guide
View Bar
Hide Change Highlighting
Header and Footer...
Zoom...
Cost
Entry
Hyperlink
Schedule
Summary
Tracking
Usage
Variance
Work
More Tables...
All Tasks
Tasks
Task Sheet
Duration Start Finish Predecessors Resource Names
0 124 days Mon 1/1/07 Thu 6/21/07
1 23 days Mon 1/1/07 Wed 1/31/07
2 3 days Mon 1/1/07 Wed 1/3/07
3 1 day Mon 1/1/07 Mon 1/1/07 Manager
4 1 day Tue 1/2/07 Tue 1/2/07 3 Business advisor,Ma
5 1 day Wed 1/3/07 Wed 1/3/07 4 Manager
6 10 days Thu 1/4/07 Wed 1/17/07
7 Thu 1/4/07 Thu 1/4/07 5 Business advisor
8 Thu 1/11/07 7 Owners
9 Mon 1/15/07 8 Business advisor,Pe
10 Wed 1/17/07 9 Accountant
11 Tue 1/23/07
12 Thu 1/18/07 10 Manager
13 Fri 1/19/07 12 Manager
14 Mon 1/22/07 13 Manager
15 Tue 1/23/07 14 Manager
16 Evaluate Potential Risk Mon 1/29/07
17 Assess market size Mon 1/22/07 12 Business advisor
18 Estimate the competit Tue 1/23/07 17 Business advisor
19 Assess needed resc Thu 1/25/07 18 Business advisor
20 Evaluate realistic initi 1 day Fri 1/26/07 Fri 1/26/07 19 Business advisor
21 Determine financial re 2 days Wed 1/24/07 Thu 1/25/07 15 Business advisor
22 Review personal suit 1 day Fri 1/26/07 Fri 1/26/07 21 Manager
23 Evaluate initial profita 1 day Mon 1/29/07 Mon 1/29/07 22 Manager
24 Review and modify the st 2 days Tue 1/30/07 Wed 1/31/07 23
25 Confirm decision to proce 0 days Wed 1/31/07 Wed 1/31/07 24
26 Phase 2 - Define the Busin 27 days Thu 2/1/07 Fri 3/9/07
27 Define the Market 13 days Thu 2/1/07 Mon 2/19/07
28 Access available inf 1 day Thu 2/1/07 Thu 2/1/07 25 Business advisor
29 Create market analys 2 days Fri 2/2/07 Mon 2/5/07 28 Business advisor
Ready
start
TR
12:24 PM

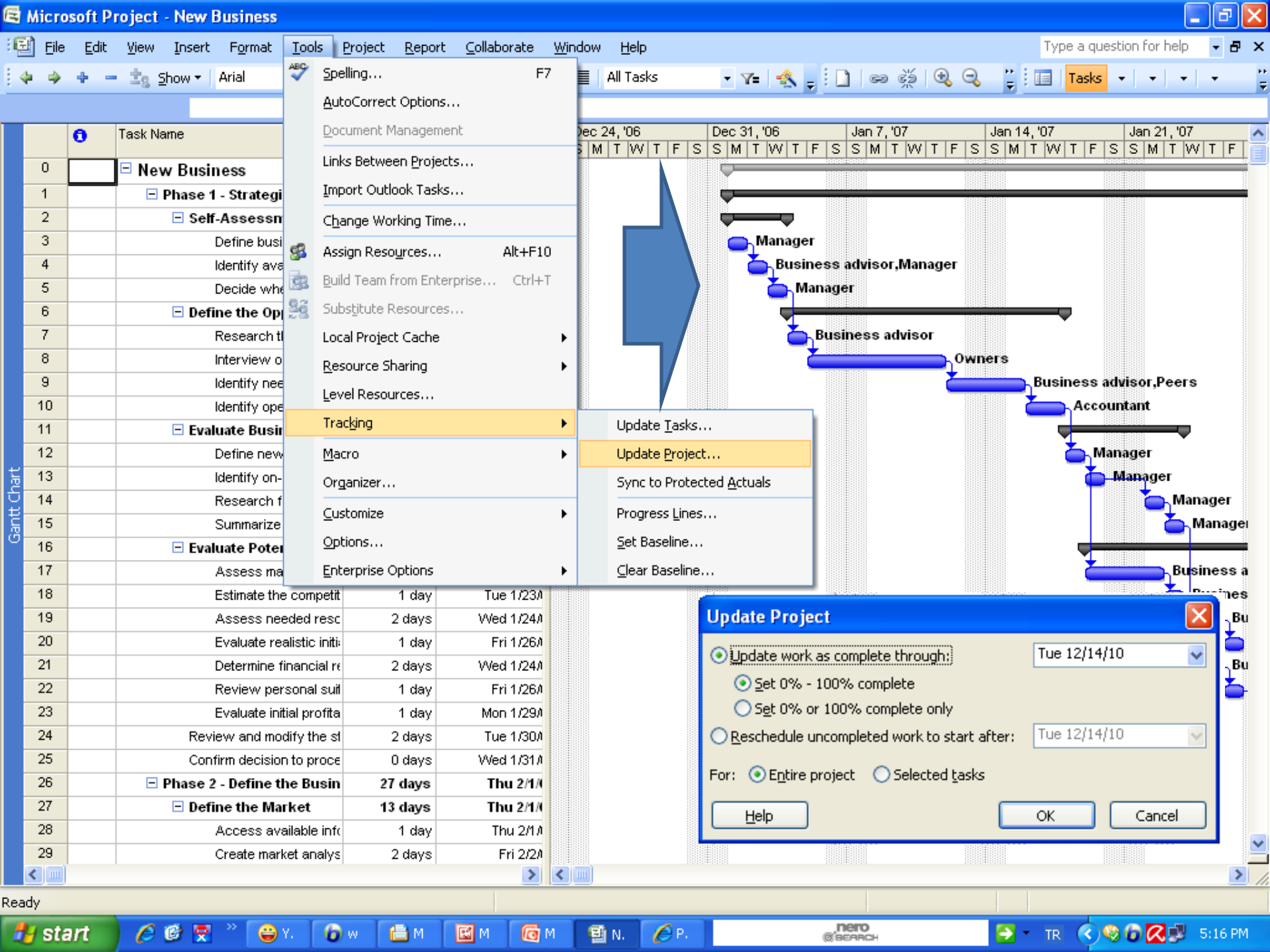


	Task Name	Start	Finish	Baseline Start	Baseline Finish	Start Var.	Finish Var.
0	**New Business**	**Mon 1/1/07**	**Thu 6/21/07**	**Mon 1/1/07**	**Thu 6/21/07**	**0 days**	**0 days**
1	**Phase 1 - Strate**	**Mon 1/1/07**	**Wed 1/31/07**	**Mon 1/1/07**	**Wed 1/31/07**	**0 days**	**0 days**
2	**Self-Asses**	**Mon 1/1/07**	**Wed 1/3/07**	**Mon 1/1/07**	**Wed 1/3/07**	**0 days**	**0 days**
3	Define b	Mon 1/1/07	Mon 1/1/07	Mon 1/1/07	Mon 1/1/07	0 days	0 days
4	Identify a	Tue 1/2/07	Tue 1/2/07	Tue 1/2/07	Tue 1/2/07	0 days	0 days
5	Decide v	Wed 1/3/07	Wed 1/3/07	Wed 1/3/07	Wed 1/3/07	0 days	0 days
6	**Define the**	**Thu 1/4/07**	**Wed 1/17/07**	**Thu 1/4/07**	**Wed 1/17/07**	**0 days**	**0 days**
7	Researc	Thu 1/4/07	Thu 1/4/07	Thu 1/4/07	Thu 1/4/07	0 days	0 days
8	Interviev	Fri 1/5/07	Thu 1/11/07	Fri 1/5/07	Thu 1/11/07	0 days	0 days
9	Identify r	Fri 1/12/07	Mon 1/15/07	Fri 1/12/07	Mon 1/15/07	0 days	0 days
10	Identify c	Tue 1/16/07	Wed 1/17/07	Tue 1/16/07	Wed 1/17/07	0 days	0 days
11	**Evaluate Bu**	**Thu 1/18/07**	**Tue 1/23/07**	**Thu 1/18/07**	**Tue 1/23/07**	**0 days**	**0 days**
12	Define n	Thu 1/18/07	Thu 1/18/07	Thu 1/18/07	Thu 1/18/07	0 days	0 days
13	Identify c	Fri 1/19/07	Fri 1/19/07	Fri 1/19/07	Fri 1/19/07	0 days	0 days
14	Researc	Mon 1/22/07	Mon 1/22/07	Mon 1/22/07	Mon 1/22/07	0 days	0 days
15	Summari	Tue 1/23/07	Tue 1/23/07	Tue 1/23/07	Tue 1/23/07	0 days	0 days
16	**Evaluate Po**	**Fri 1/19/07**	**Mon 1/29/07**	**Fri 1/19/07**	**Mon 1/29/07**	**0 days**	**0 days**
17	Assess	Fri 1/19/07	Mon 1/22/07	Fri 1/19/07	Mon 1/22/07	0 days	0 days
18	Estimate	Tue 1/23/07	Tue 1/23/07	Tue 1/23/07	Tue 1/23/07	0 days	0 days
19	Assess	Wed 1/24/07	Thu 1/25/07	Wed 1/24/07	Thu 1/25/07	0 days	0 days
20	Evaluate	Fri 1/26/07	Fri 1/26/07	Fri 1/26/07	Fri 1/26/07	0 days	0 days
21	Determir	Wed 1/24/07	Thu 1/25/07	Wed 1/24/07	Thu 1/25/07	0 days	0 days
22	Review	Fri 1/26/07	Fri 1/26/07	Fri 1/26/07	Fri 1/26/07	0 days	0 days
23	Evaluate	Mon 1/29/07	Mon 1/29/07	Mon 1/29/07	Mon 1/29/07	0 days	0 days
24	Review and	Tue 1/30/07	Wed 1/31/07	Tue 1/30/07	Wed 1/31/07	0 days	0 days
25	Confirm deci	Wed 1/31/07	Wed 1/31/07	Wed 1/31/07	Wed 1/31/07	0 days	0 days
26	**Phase 2 - Defin**	**Thu 2/1/07**	**Fri 3/9/07**	**Thu 2/1/07**	**Fri 3/9/07**	**0 days**	**0 days**
27	**Define the I**	**Thu 2/1/07**	**Mon 2/19/07**	**Thu 2/1/07**	**Mon 2/19/07**	**0 days**	**0 days**
28	Access	Thu 2/1/07	Thu 2/1/07	Thu 2/1/07	Thu 2/1/07	0 days	0 days
29	Create m	Fri 2/2/07	Mon 2/5/07	Fri 2/2/07	Mon 2/5/07	0 days	0 days

Traking a Project:



	Task Na		inish	Baseline Start	Baseline Finish	Start Var.	Finish Var.
0	**New**		**6/21/07**	**Mon 1/1/07**	**Thu 6/21/07**	**0 days**	**0 days**
1			**1/31/07**	**Mon 1/1/07**	**Wed 1/31/07**	**0 days**	**0 days**
2			**d 1/3/07**	**Mon 1/1/07**	**Wed 1/3/07**	**0 days**	**0 days**
3			on 1/1/07	Mon 1/1/07	Mon 1/1/07	0 days	0 days
4			ue 1/2/07	Tue 1/2/07	Tue 1/2/07	0 days	0 days
5			ed 1/3/07	Wed 1/3/07	Wed 1/3/07	0 days	0 days
6			**1/17/07**	**Thu 1/4/07**	**Wed 1/17/07**	**0 days**	**0 days**
7			hu 1/4/07	Thu 1/4/07	Thu 1/4/07	0 days	0 days
8			1/11/07	Fri 1/5/07	Thu 1/11/07	0 days	0 days
9			1/15/07	Fri 1/12/07	Mon 1/15/07	0 days	0 days
10			1/17/07	Tue 1/16/07	Wed 1/17/07	0 days	0 days
11			**1/23/07**	**Thu 1/18/07**	**Tue 1/23/07**	**0 days**	**0 days**
12			1/18/07	Thu 1/18/07	Thu 1/18/07	0 days	0 days
13			1/19/07	Fri 1/19/07	Fri 1/19/07	0 days	0 days
14			1/22/07	Mon 1/22/07	Mon 1/22/07	0 days	0 days
15			1/23/07	Tue 1/23/07	Tue 1/23/07	0 days	0 days
16	**Evaluate Po**	**Fri 1/19/07**	**Mon 1/29/07**	**Fri 1/19/07**	**Mon 1/29/07**	**0 days**	**0 days**
17	Assess	Fri 1/19/07	Mon 1/22/07	Fri 1/19/07	Mon 1/22/07	0 days	0 days
18	Estimate	Tue 1/23/07	Tue 1/23/07	Tue 1/23/07	Tue 1/23/07	0 days	0 days
19	Assess	Wed 1/24/07	Thu 1/25/07	Wed 1/24/07	Thu 1/25/07	0 days	0 days
20	Evaluate	Fri 1/26/07	Fri 1/26/07	Fri 1/26/07	Fri 1/26/07	0 days	0 days
21	Determir	Wed 1/24/07	Thu 1/25/07	Wed 1/24/07	Thu 1/25/07	0 days	0 days
22	Review	Fri 1/26/07	Fri 1/26/07	Fri 1/26/07	Fri 1/26/07	0 days	0 days
23	Evaluate	Mon 1/29/07	Mon 1/29/07	Mon 1/29/07	Mon 1/29/07	0 days	0 days
24	Review and	Tue 1/30/07	Wed 1/31/07	Tue 1/30/07	Wed 1/31/07	0 days	0 days
25	Confirm deci	Wed 1/31/07	Wed 1/31/07	Wed 1/31/07	Wed 1/31/07	0 days	0 days
26	**Phase 2 - Defin**	**Thu 2/1/07**	**Fri 3/9/07**	**Thu 2/1/07**	**Fri 3/9/07**	**0 days**	**0 days**
27	**Define the I**	**Thu 2/1/07**	**Mon 2/19/07**	**Thu 2/1/07**	**Mon 2/19/07**	**0 days**	**0 days**
28	Access	Thu 2/1/07	Thu 2/1/07	Thu 2/1/07	Thu 2/1/07	0 days	0 days


Microsoft Project - New Business
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Type a question for help
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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
Update Tasks...
Update Project...
Sync to Protected Actuals
Progress Lines...
Set Baseline...
Clear Baseline...
Task Name
New Business
Gantt Chart
Manager
Business advisor,Manager
Manager
Business advisor
Owners
Business advisor,Peers
Accountant
Manager
Manager
Manager
Update Project
Update work as complete through:
Tue 12/14/10
Set 0% - 100% complete
Set 0% or 100% complete only
Reschedule uncompleted work to start after:
Tue 12/14/10
For: Entire project Selected tasks
Help
OK
Cancel
Ready
start
5:16 PM

Microsoft Project - New Business

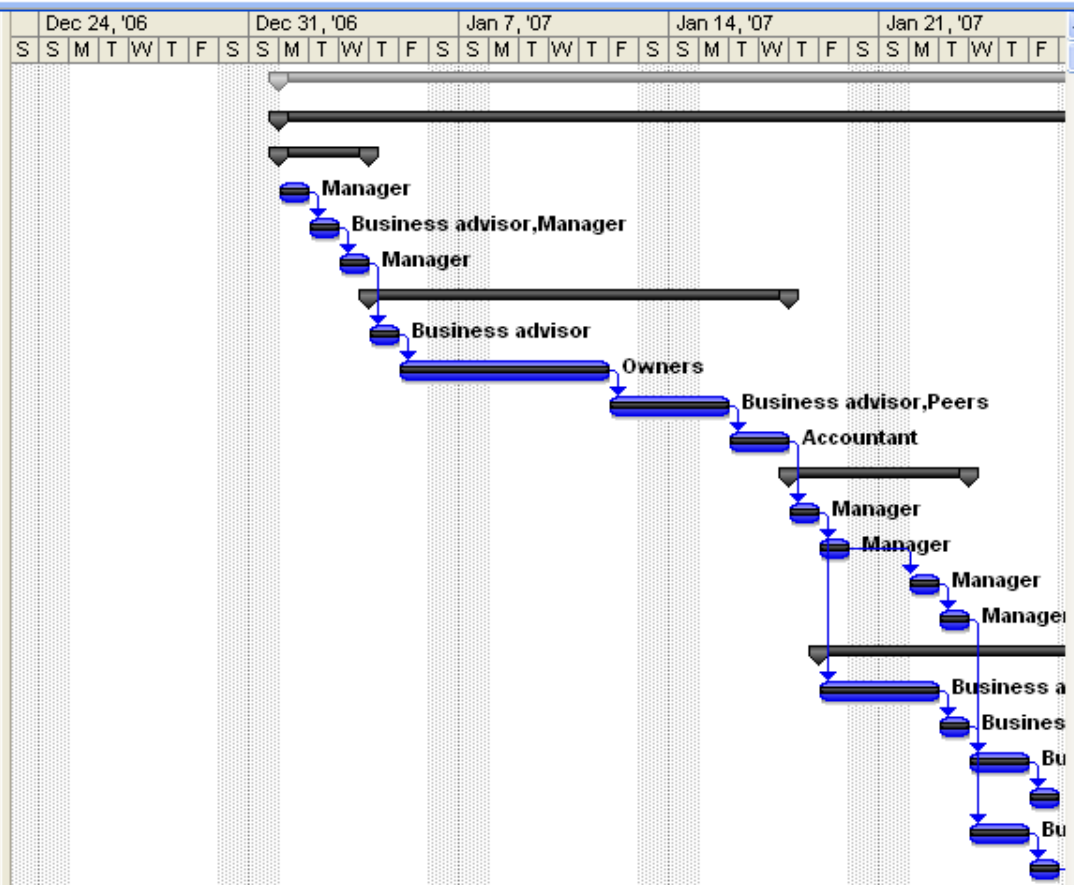
File Edit View Insert Format Tools Project Report Collaborate Window Help

Type a question for help

Show Arial 10 B I U All Tasks Tasks

Gantt Chart

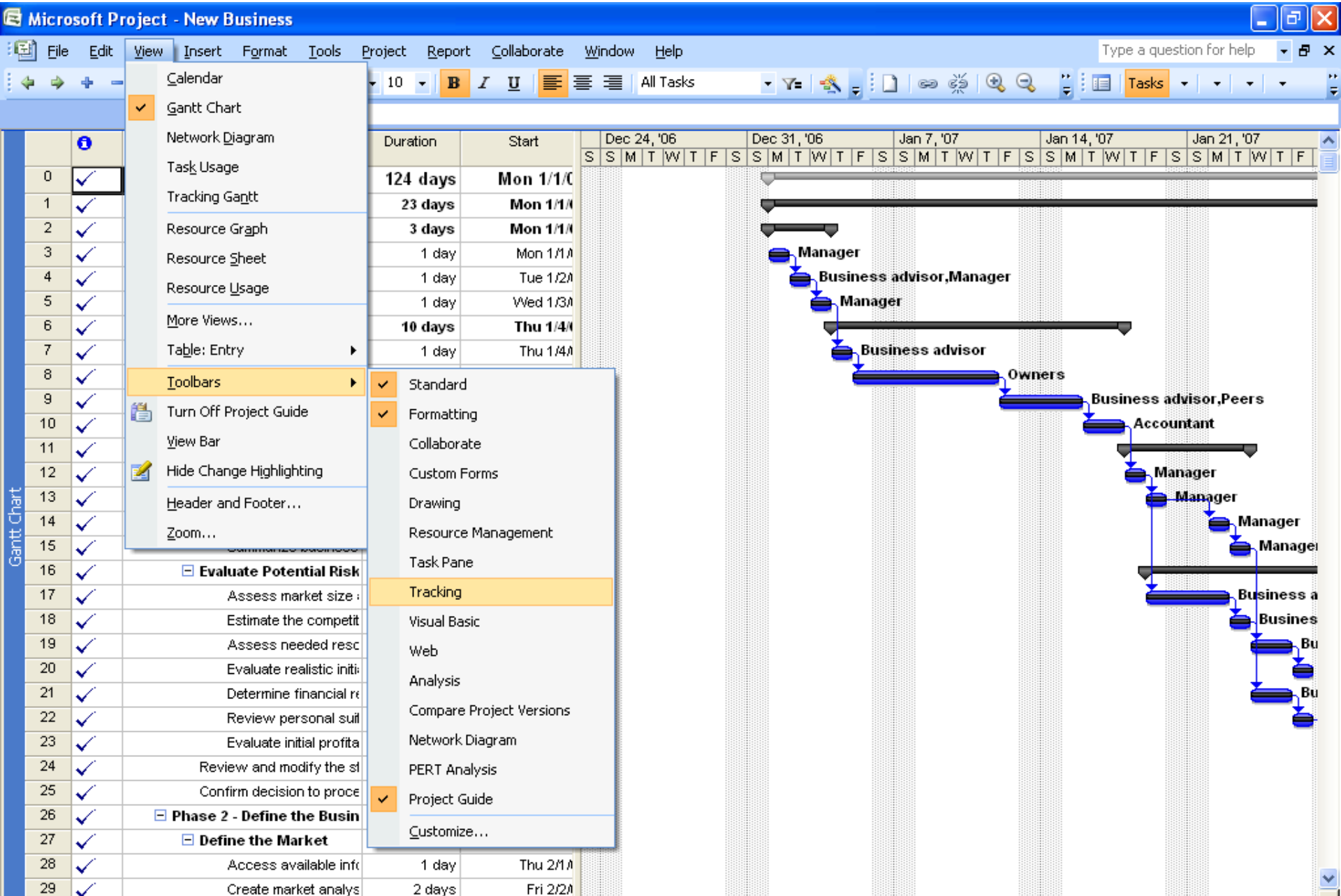
	Task Name	Duration	Start
0	**New Business**	**124 days**	**Mon 1/1/0**
1	**Phase 1 - Strategic Plan**	**23 days**	**Mon 1/1/0**
2	**Self-Assessment**	**3 days**	**Mon 1/1/0**
3	Define business visic	1 day	Mon 1/1/0
4	Identify available skill	1 day	Tue 1/2/0
5	Decide whether to pr	1 day	Wed 1/3/0
6	**Define the Opportunity**	**10 days**	**Thu 1/4/0**
7	Research the market	1 day	Thu 1/4/0
8	Interview owners of	5 days	Fri 1/5/0
9	Identify needed reso	2 days	Fri 1/12/0
10	Identify operating cos	2 days	Tue 1/16/0
11	**Evaluate Business Apı**	**4 days**	**Thu 1/18/0**
12	Define new entity rec	1 day	Thu 1/18/0
13	Identify on-going bus	1 day	Fri 1/19/0
14	Research franchise ı	1 day	Mon 1/22/0
15	Summarize business	1 day	Tue 1/23/0
16	**Evaluate Potential Risk**	**7 days**	**Fri 1/19/0**
17	Assess market size ı	2 days	Fri 1/19/0
18	Estimate the competit	1 day	Tue 1/23/0
19	Assess needed resc	2 days	Wed 1/24/0
20	Evaluate realistic initi	1 day	Fri 1/26/0
21	Determine financial re	2 days	Wed 1/24/0
22	Review personal suit	1 day	Fri 1/26/0
23	Evaluate initial profita	1 day	Mon 1/29/0
24	Review and modify the st	2 days	Tue 1/30/0
25	Confirm decision to proce	0 days	Wed 1/31/0
26	**Phase 2 - Define the Busin**	**27 days**	**Thu 2/1/0**
27	**Define the Market**	**13 days**	**Thu 2/1/0**
28	Access available infc	1 day	Thu 2/1/0
29	Create market analys	2 days	Fri 2/2/0

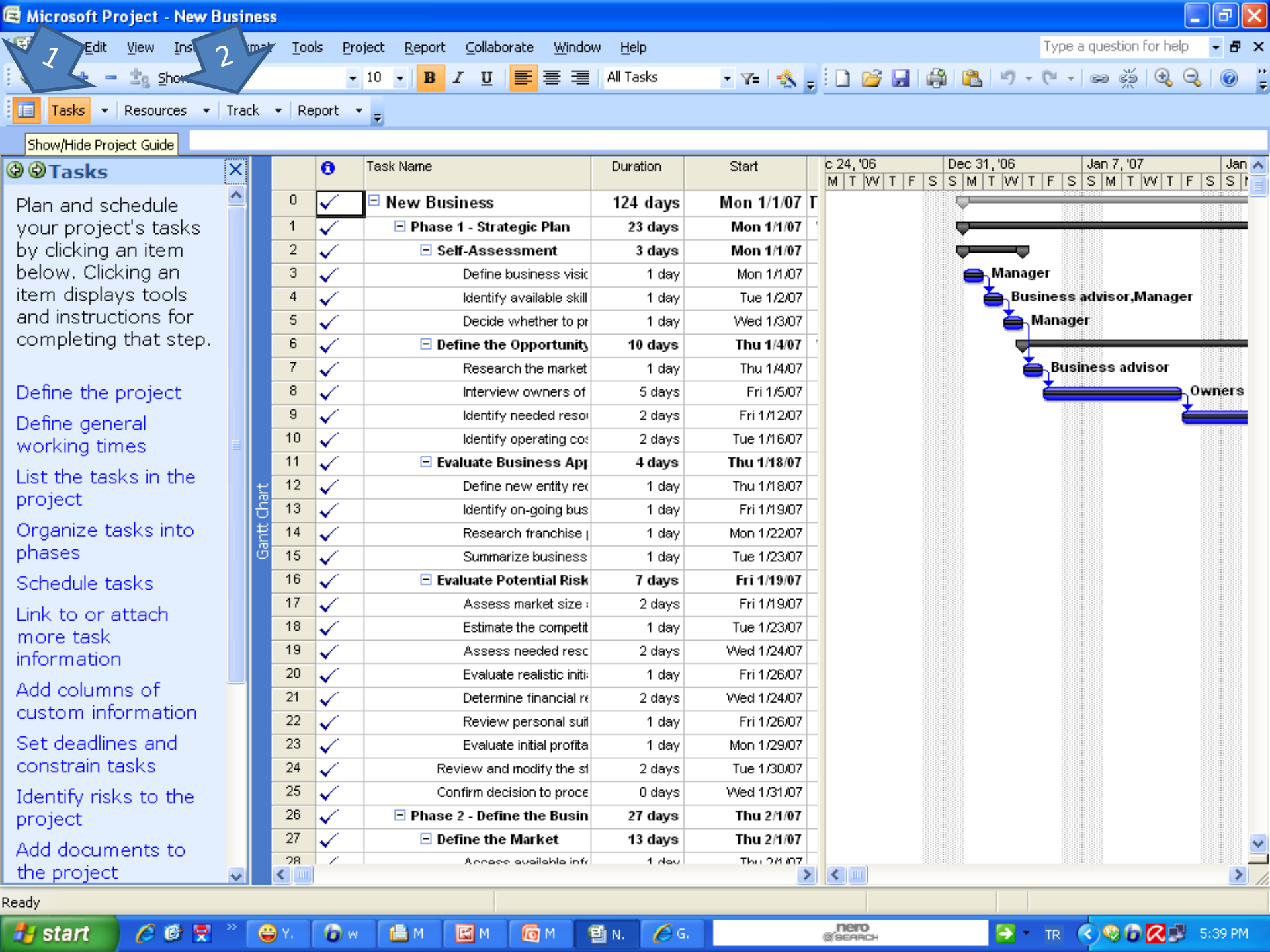


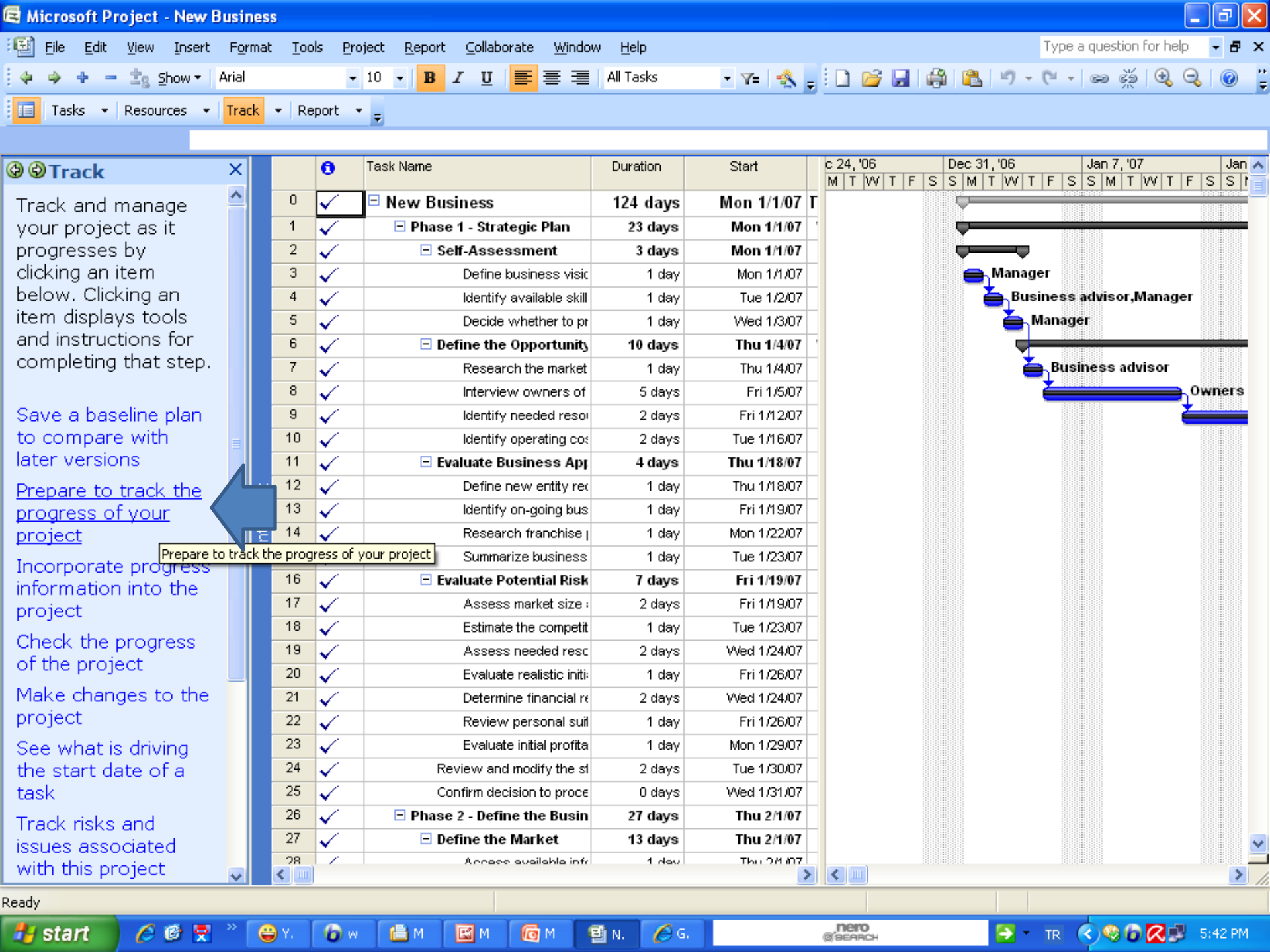
Ready

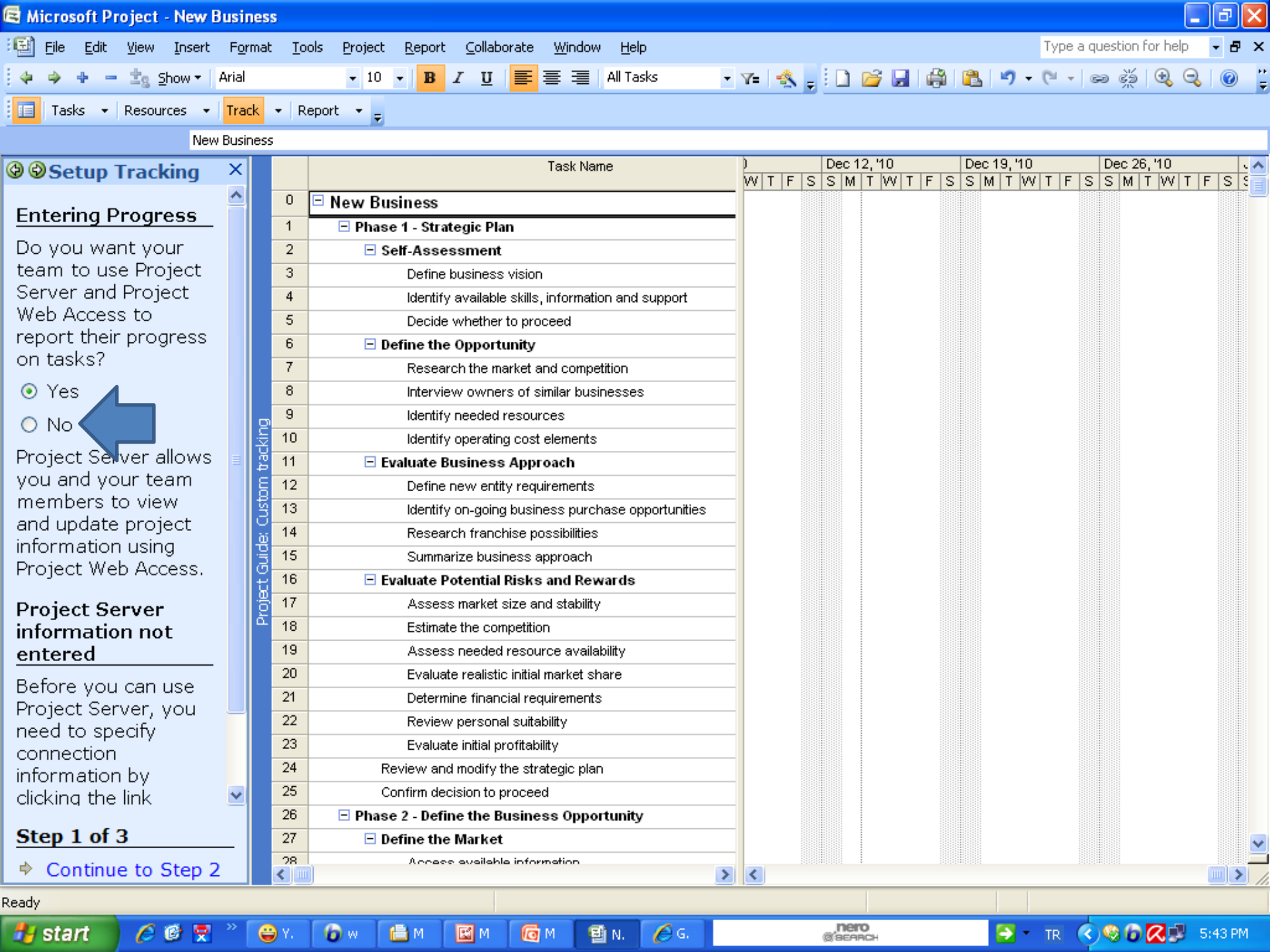
start Y. w M M M N. F. nero SEARCH TR 5:20 PM

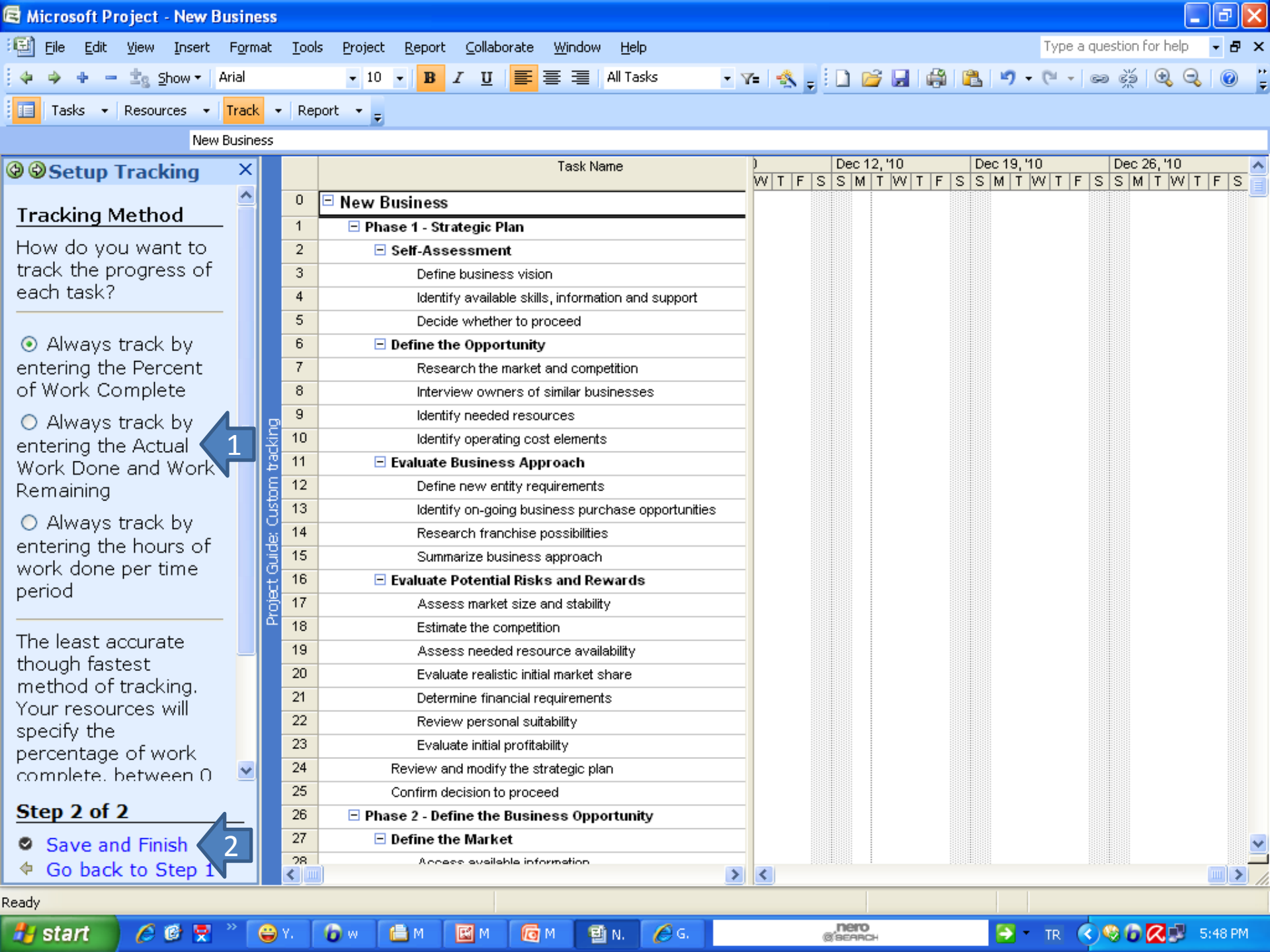
Completion Percentage:




Microsoft Project - New Business
Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Tasks Resources Track Report
Show/Hide Project Guide
Tasks
Plan and schedule your project's tasks by clicking an item below. Clicking an item displays tools and instructions for completing that step.
Define the project
Define general working times
List the tasks in the project
Organize tasks into phases
Schedule tasks
Link to or attach more task information
Add columns of custom information
Set deadlines and constrain tasks
Identify risks to the project
Add documents to the project
Gantt Chart
Task Name
Duration
Start
0 New Business 124 days Mon 1/1/07
1 Phase 1 - Strategic Plan 23 days Mon 1/1/07
2 Self-Assessment 3 days Mon 1/1/07
3 Define business visic 1 day Mon 1/1/07
4 Identify available skill 1 day Tue 1/2/07
5 Decide whether to pr 1 day Wed 1/3/07
6 Define the Opportunity 10 days Thu 1/4/07
7 Research the market 1 day Thu 1/4/07
8 Interview owners of 5 days Fri 1/5/07
9 Identify needed reso 2 days Fri 1/12/07
10 Identify operating cos 2 days Tue 1/16/07
11 Evaluate Business Apj 4 days Thu 1/18/07
12 Define new entity rec 1 day Thu 1/18/07
13 Identify on-going bus 1 day Fri 1/19/07
14 Research franchise j 1 day Mon 1/22/07
15 Summarize business 1 day Tue 1/23/07
16 Evaluate Potential Risk 7 days Fri 1/19/07
17 Assess market size 2 days Fri 1/19/07
18 Estimate the competit 1 day Tue 1/23/07
19 Assess needed resc 2 days Wed 1/24/07
20 Evaluate realistic initi 1 day Fri 1/26/07
21 Determine financial re 2 days Wed 1/24/07
22 Review personal suit 1 day Fri 1/26/07
23 Evaluate initial profita 1 day Mon 1/29/07
24 Review and modify the st 2 days Tue 1/30/07
25 Confirm decision to proce 0 days Wed 1/31/07
26 Phase 2 - Define the Busin 27 days Thu 2/1/07
27 Define the Market 13 days Thu 2/1/07
Dec 31, '06
Jan 7, '07
Manager
Business advisor,Manager
Manager
Business advisor
Owners
Ready
start
5:39 PM


Microsoft Project - New Business
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Show Arial 10 All Tasks
Tasks Resources Track Report
Track
Track and manage your project as it progresses by clicking an item below. Clicking an item displays tools and instructions for completing that step.
Save a baseline plan to compare with later versions
Prepare to track the progress of your project
Incorporate progress information into the project
Check the progress of the project
Make changes to the project
See what is driving the start date of a task
Track risks and issues associated with this project
Prepare to track the progress of your project
Task Name
Duration
Start
0 New Business 124 days Mon 1/1/07
1 Phase 1 - Strategic Plan 23 days Mon 1/1/07
2 Self-Assessment 3 days Mon 1/1/07
3 Define business visic 1 day Mon 1/1/07
4 Identify available skill 1 day Tue 1/2/07
5 Decide whether to pr 1 day Wed 1/3/07
6 Define the Opportunity 10 days Thu 1/4/07
7 Research the market 1 day Thu 1/4/07
8 Interview owners of 5 days Fri 1/5/07
9 Identify needed reso 2 days Fri 1/12/07
10 Identify operating cos 2 days Tue 1/16/07
11 Evaluate Business Apj 4 days Thu 1/18/07
12 Define new entity rec 1 day Thu 1/18/07
13 Identify on-going bus 1 day Fri 1/19/07
14 Research franchise 1 day Mon 1/22/07
Summarize business 1 day Tue 1/23/07
16 Evaluate Potential Risk 7 days Fri 1/19/07
17 Assess market size 2 days Fri 1/19/07
18 Estimate the competit 1 day Tue 1/23/07
19 Assess needed resc 2 days Wed 1/24/07
20 Evaluate realistic initi 1 day Fri 1/26/07
21 Determine financial re 2 days Wed 1/24/07
22 Review personal suit 1 day Fri 1/26/07
23 Evaluate initial profita 1 day Mon 1/29/07
24 Review and modify the st 2 days Tue 1/30/07
25 Confirm decision to proce 0 days Wed 1/31/07
26 Phase 2 - Define the Busin 27 days Thu 2/1/07
27 Define the Market 13 days Thu 2/1/07
c 24, '06
Dec 31, '06
Jan 7, '07
M T W T F S S M T W T F S S M T W T F S S
Manager
Business advisor,Manager
Manager
Business advisor
Owners
Ready
start
5:42 PM


Microsoft Project - New Business
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Show Arial 10 All Tasks
Tasks Resources Track Report
New Business
Setup Tracking
Entering Progress
Do you want your team to use Project Server and Project Web Access to report their progress on tasks?
Yes
No
Project Server allows you and your team members to view and update project information using Project Web Access.
Project Server information not entered
Before you can use Project Server, you need to specify connection information by clicking the link
Step 1 of 3
Continue to Step 2
Project Guide: Custom tracking
Task Name
0 New Business
1 Phase 1 - Strategic Plan
2 Self-Assessment
3 Define business vision
4 Identify available skills, information and support
5 Decide whether to proceed
6 Define the Opportunity
7 Research the market and competition
8 Interview owners of similar businesses
9 Identify needed resources
10 Identify operating cost elements
11 Evaluate Business Approach
12 Define new entity requirements
13 Identify on-going business purchase opportunities
14 Research franchise possibilities
15 Summarize business approach
16 Evaluate Potential Risks and Rewards
17 Assess market size and stability
18 Estimate the competition
19 Assess needed resource availability
20 Evaluate realistic initial market share
21 Determine financial requirements
22 Review personal suitability
23 Evaluate initial profitability
24 Review and modify the strategic plan
25 Confirm decision to proceed
26 Phase 2 - Define the Business Opportunity
27 Define the Market
Dec 12, '10
Dec 19, '10
Dec 26, '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
Ready
start
5:43 PM


Microsoft Project - New Business
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Show Arial 10 All Tasks
Tasks Resources Track Report
New Business
Setup Tracking
Tracking Method
How do you want to track the progress of each task?
Always track by entering the Percent of Work Complete
Always track by entering the Actual Work Done and Work Remaining
Always track by entering the hours of work done per time period
The least accurate though fastest method of tracking. Your resources will specify the percentage of work complete, between 0
Step 2 of 2
Save and Finish
Go back to Step 1
1
2
Project Guide: Custom tracking
Task Name
0 New Business
1 Phase 1 - Strategic Plan
2 Self-Assessment
3 Define business vision
4 Identify available skills, information and support
5 Decide whether to proceed
6 Define the Opportunity
7 Research the market and competition
8 Interview owners of similar businesses
9 Identify needed resources
10 Identify operating cost elements
11 Evaluate Business Approach
12 Define new entity requirements
13 Identify on-going business purchase opportunities
14 Research franchise possibilities
15 Summarize business approach
16 Evaluate Potential Risks and Rewards
17 Assess market size and stability
18 Estimate the competition
19 Assess needed resource availability
20 Evaluate realistic initial market share
21 Determine financial requirements
22 Review personal suitability
23 Evaluate initial profitability
24 Review and modify the strategic plan
25 Confirm decision to proceed
26 Phase 2 - Define the Business Opportunity
27 Define the Market
Dec 12, '10
Dec 19, '10
Dec 26, '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
Ready
start
5:48 PM

Microsoft Project - New Business

File Edit View Insert Format Tools Project Report Collaborate Window Help

Type a question for help

Show Arial 8 B I U All Tasks

Tasks Resources Track Report

Phase 1 - Strategic Plan

Track

Track and manage your project as it progresses by clicking an item below. Clicking an item displays tools and instructions for completing that step.

Save a baseline plan to compare with later versions

Prepare to track the progress of your project

Incorporate progress information into the project

Check the progress of the project

Make changes to the project

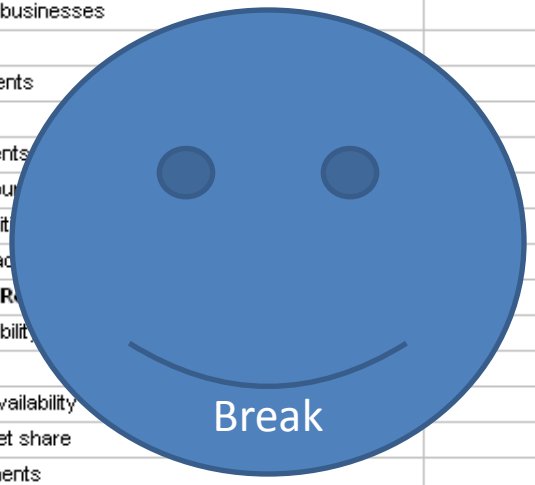
See what is driving the start date of a task

Track risks and issues associated with this project

Project Guide: Custom tracking

	Task Name	Status Indicator	% Work Complete	Work
0	**New Business**	✓	**100%**	**1,368**
1	**Phase 1 - Strategic Plan**	✓	**100%**	**240**
2	**Self-Assessment**	✓	**100%**	**32**
3	Define business vision	✓	100%	8
4	Identify available skills, information and support	✓	100%	16
5	Decide whether to proceed	✓	100%	8
6	**Define the Opportunity**	✓	**100%**	**96**
7	Research the market and competition	✓	100%	8
8	Interview owners of similar businesses	✓	100%	40
9	Identify needed resources	✓	100%	32
10	Identify operating cost elements	✓	100%	16
11	**Evaluate Business Approach**	✓	**100%**	**32**
12	Define new entity requirements	✓	100%	8
13	Identify on-going business pu	✓	100%	8
14	Research franchise possibilit	✓	100%	8
15	Summarize business approac	✓	100%	8
16	**Evaluate Potential Risks and R**	✓	**100%**	**80**
17	Assess market size and stabilit	✓	100%	16
18	Estimate the competition	✓	100%	8
	Assess needed resource availability	✓	100%	16
	Evaluate realistic initial market share	✓	100%	8
21	Determine financial requirements	✓	100%	16
22	Review personal suitability	✓	100%	8
23	Evaluate initial profitability	✓	100%	8
24	Review and modify the strategic plan	✓	100%	0
25	Confirm decision to proceed	✓	100%	0
26	**Phase 2 - Define the Business Opportunity**	✓	**100%**	**208**
27	**Define the Market**	✓	**100%**	**104**
28	Access available information	✓	100%	8

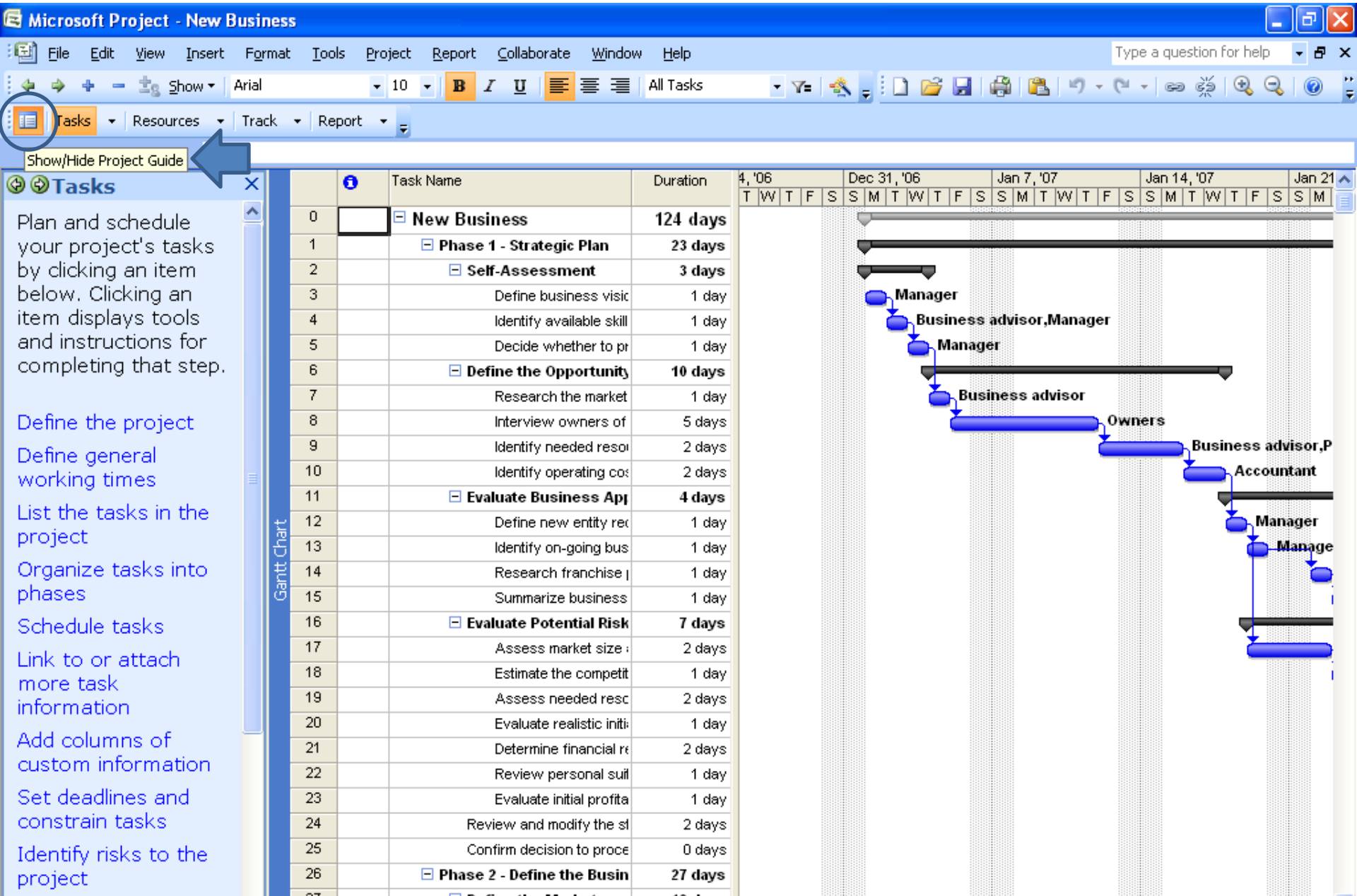
c 12, '10
M T W T F

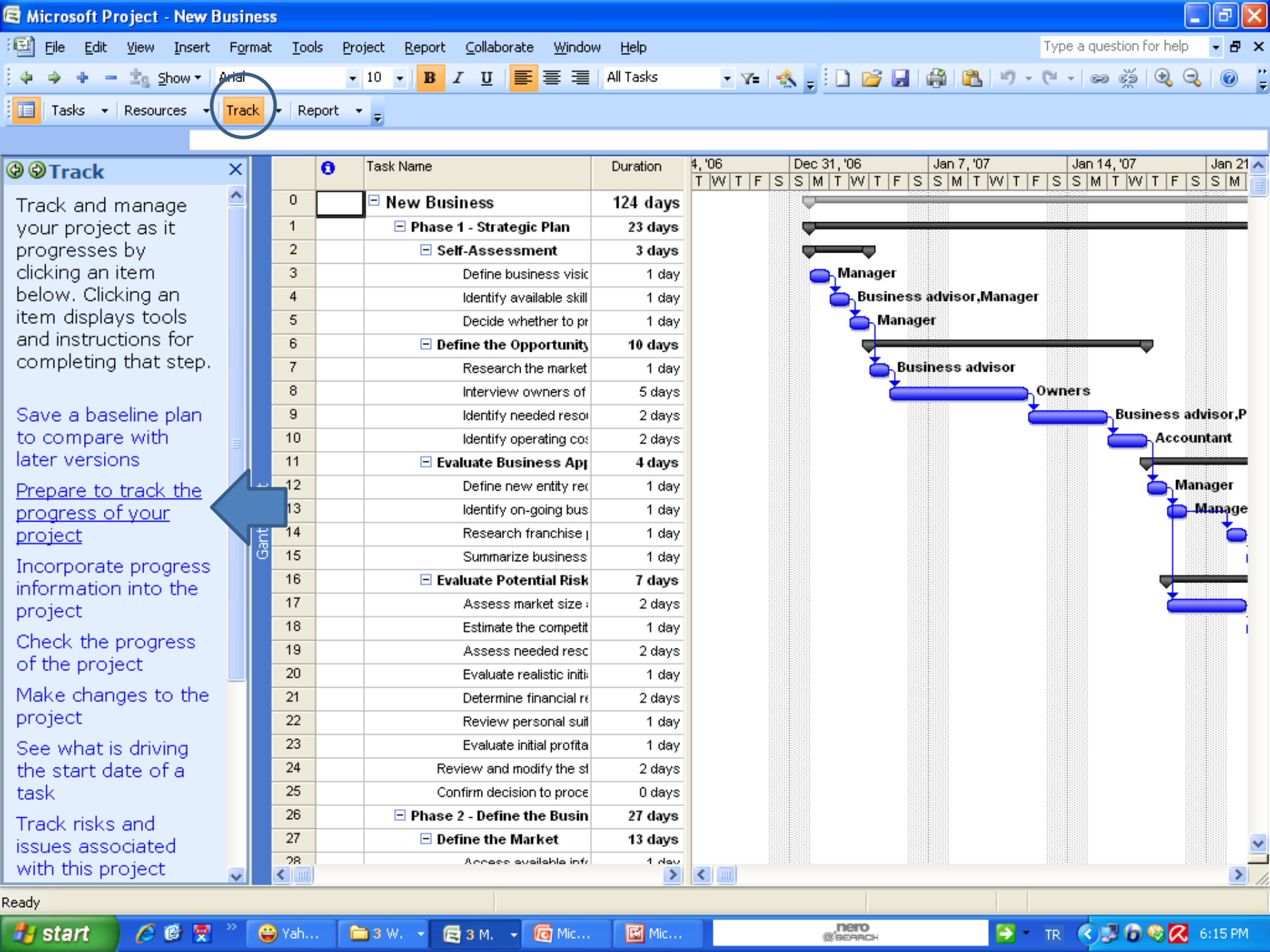


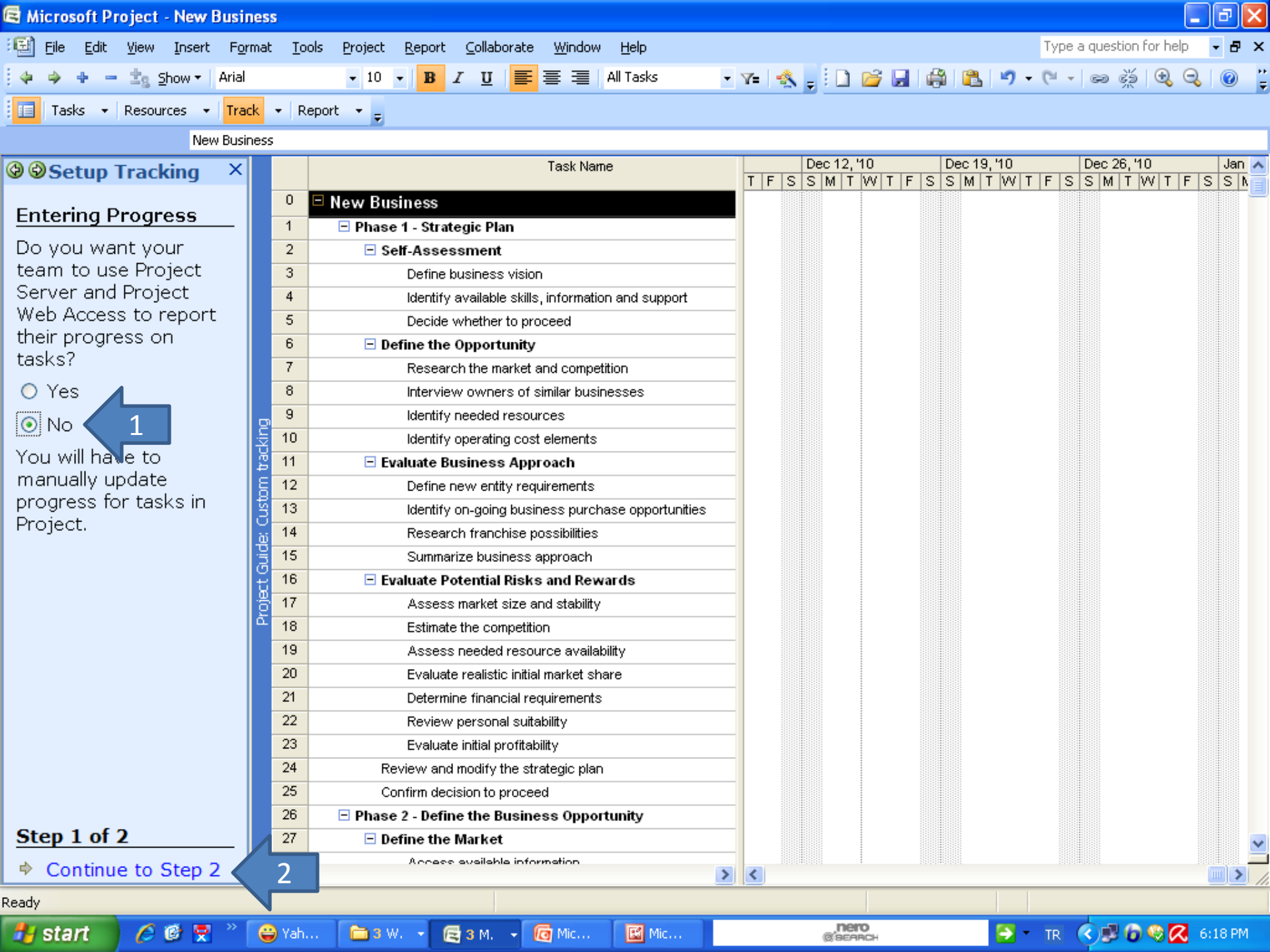
Ready

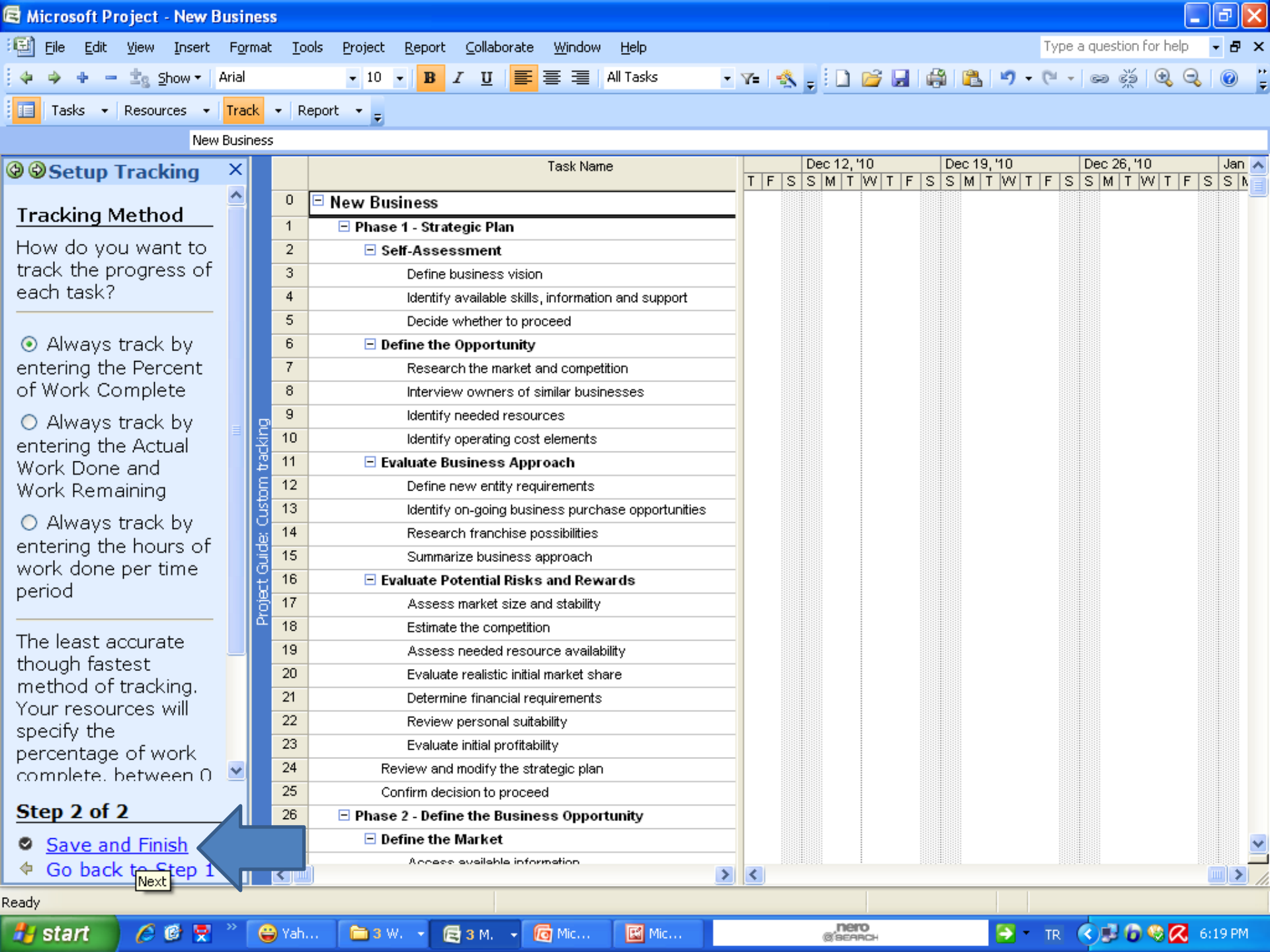
start TR 6:09 PM

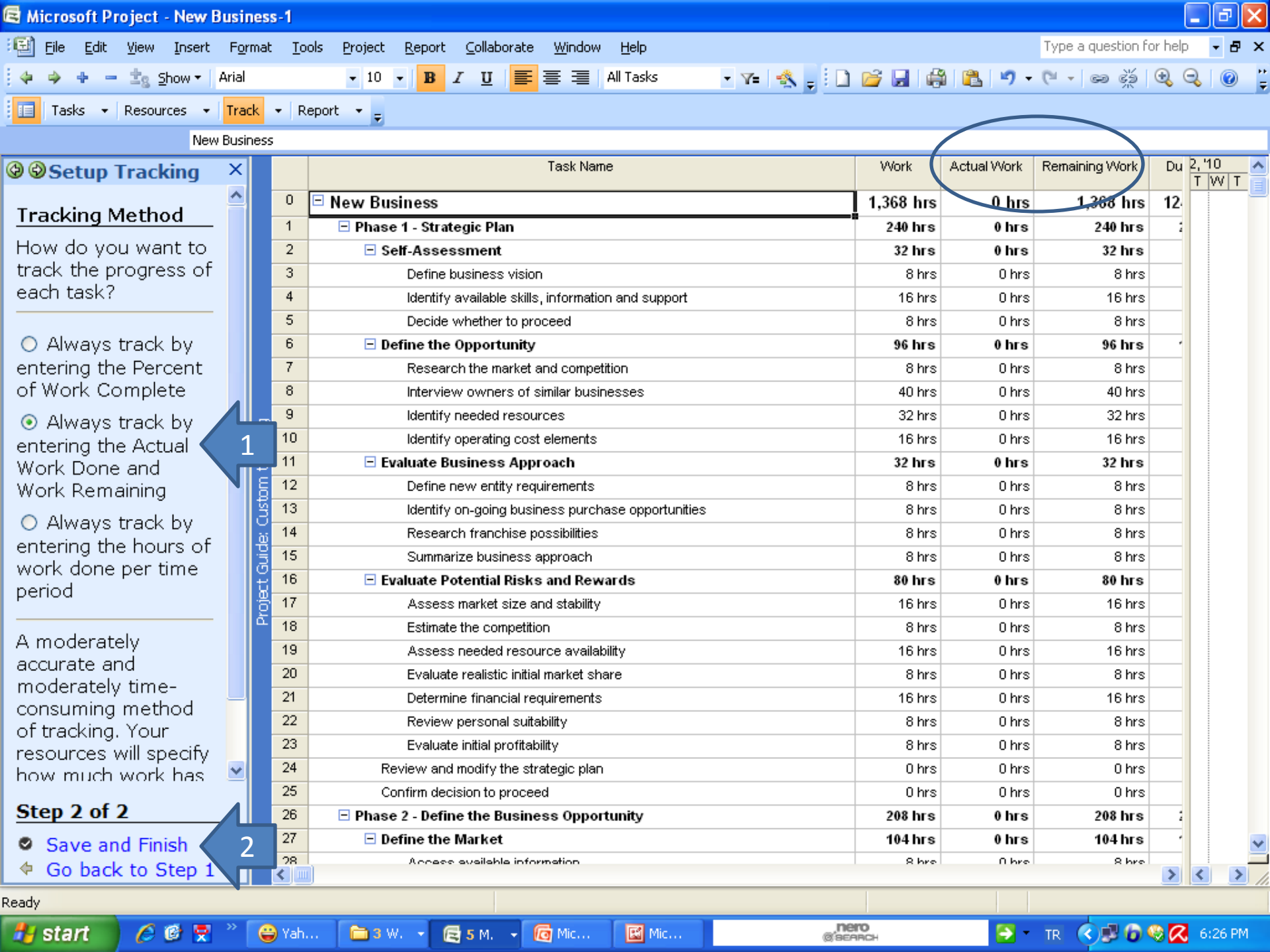
Input Actual Value for Tasks:

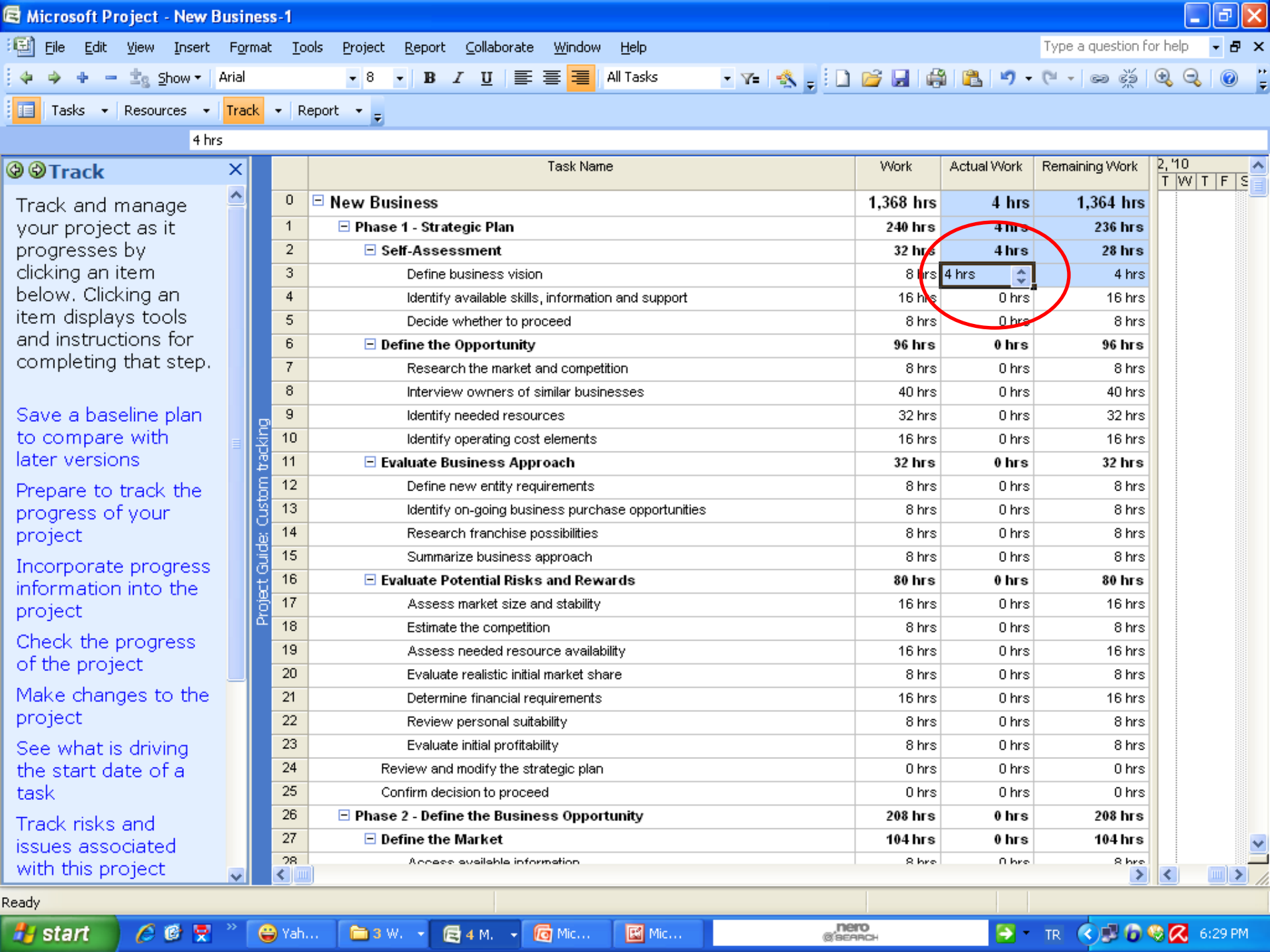


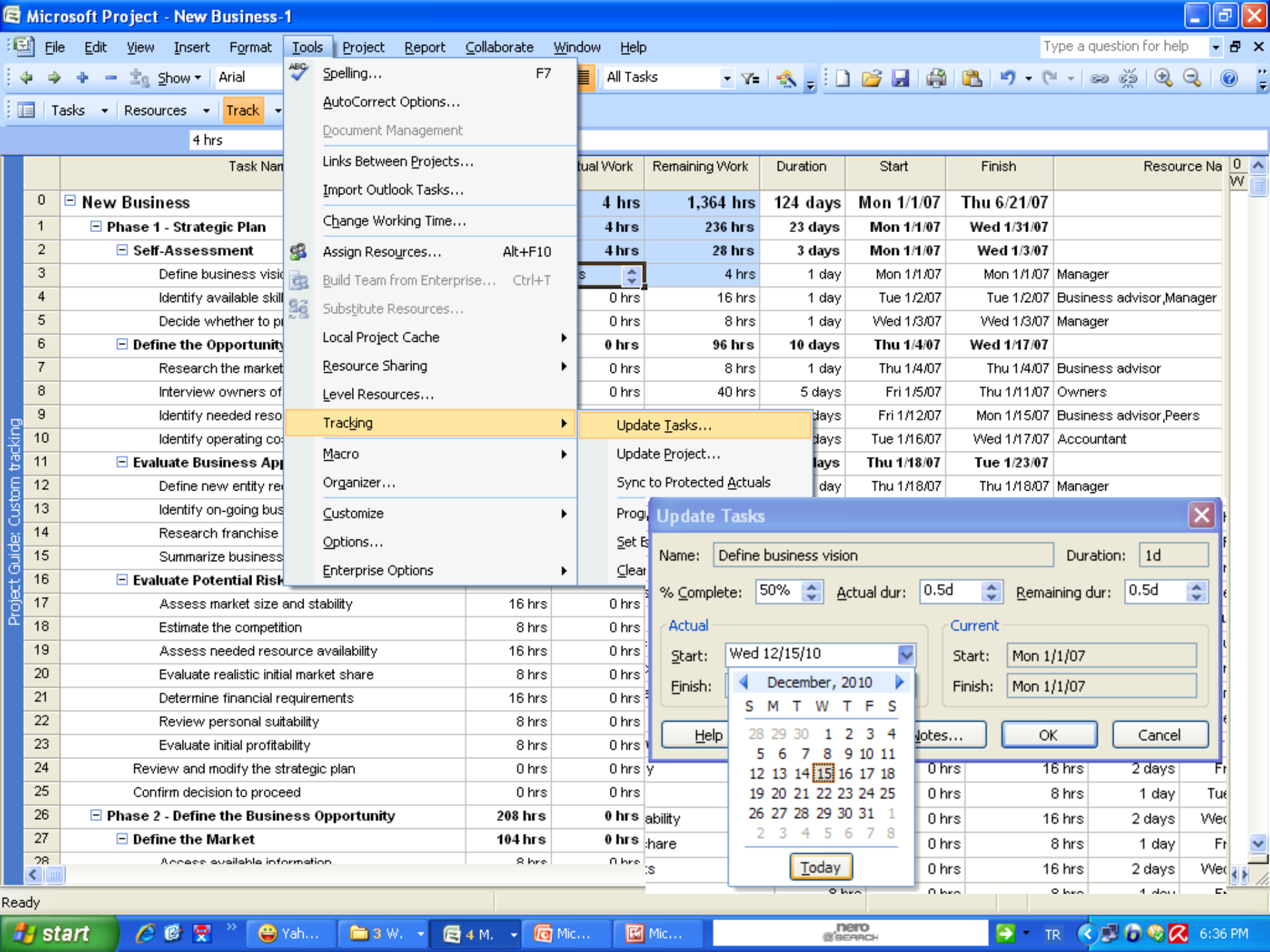

Microsoft Project - New Business
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Show Arial 10 All Tasks
Tasks Resources Track Report
Track
Track and manage your project as it progresses by clicking an item below. Clicking an item displays tools and instructions for completing that step.
Save a baseline plan to compare with later versions
Prepare to track the progress of your project
Incorporate progress information into the project
Check the progress of the project
Make changes to the project
See what is driving the start date of a task
Track risks and issues associated with this project
Gantt
Task Name
Duration
0 New Business 124 days
1 Phase 1 - Strategic Plan 23 days
2 Self-Assessment 3 days
3 Define business visic 1 day
4 Identify available skill 1 day
5 Decide whether to pr 1 day
6 Define the Opportunity 10 days
7 Research the market 1 day
8 Interview owners of 5 days
9 Identify needed reso 2 days
10 Identify operating cos 2 days
11 Evaluate Business Apj 4 days
12 Define new entity rec 1 day
13 Identify on-going bus 1 day
14 Research franchise 1 day
15 Summarize business 1 day
16 Evaluate Potential Risk 7 days
17 Assess market size 2 days
18 Estimate the competit 1 day
19 Assess needed resc 2 days
20 Evaluate realistic initi 1 day
21 Determine financial re 2 days
22 Review personal suit 1 day
23 Evaluate initial profita 1 day
24 Review and modify the st 2 days
25 Confirm decision to proce 0 days
26 Phase 2 - Define the Busin 27 days
27 Define the Market 13 days
Dec 31, '06
Jan 7, '07
Jan 14, '07
Manager
Business advisor,Manager
Manager
Business advisor
Owners
Business advisor,P
Accountant
Manager
Ready
start
6:15 PM

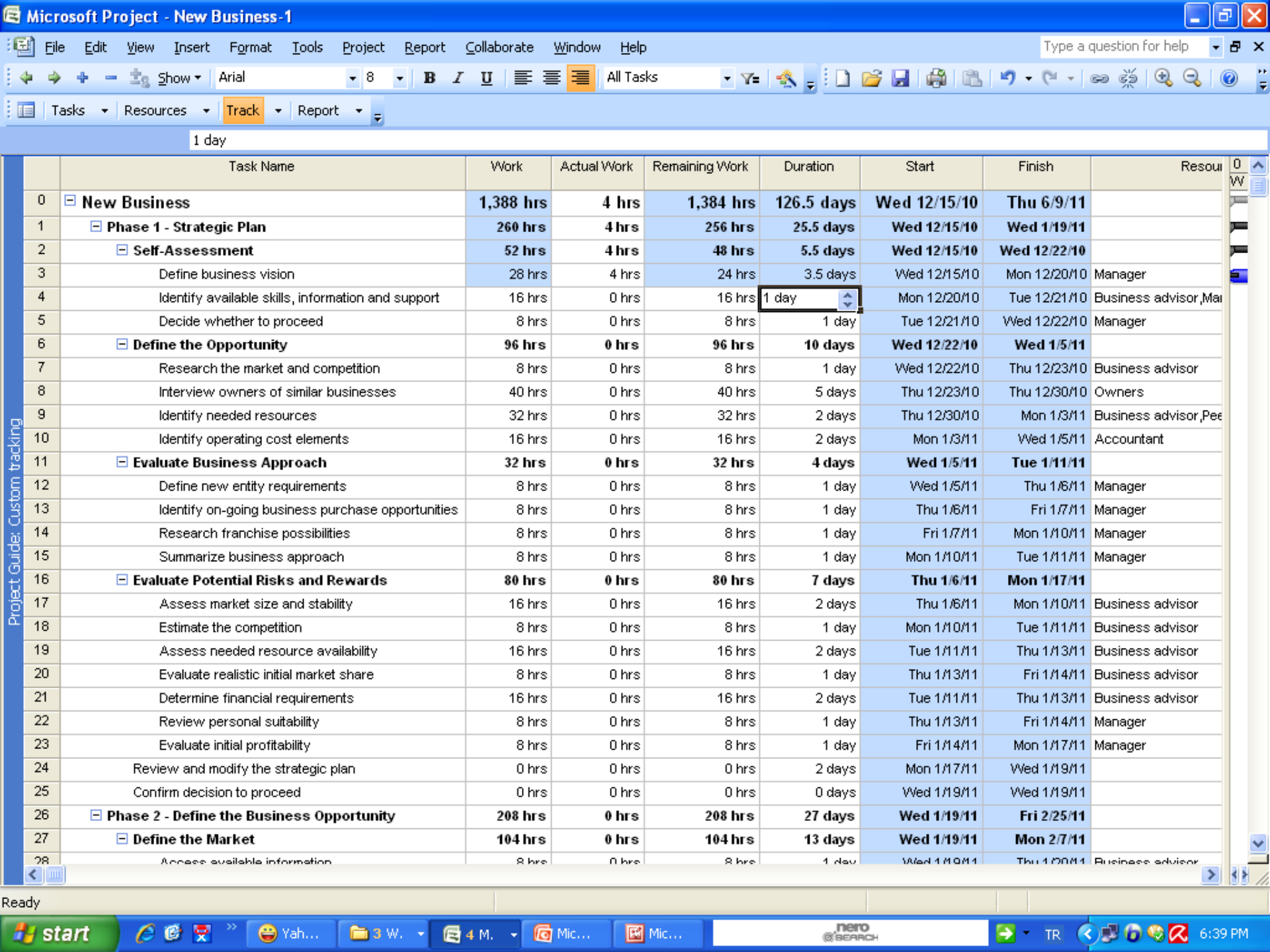

Microsoft Project - New Business
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Show Arial 10 All Tasks
Tasks Resources Track Report
New Business
Setup Tracking
Entering Progress
Do you want your team to use Project Server and Project Web Access to report their progress on tasks?
Yes
No
1
You will have to manually update progress for tasks in Project.
Step 1 of 2
Continue to Step 2
2
Project Guide: Custom tracking
Task Name
0 New Business
1 Phase 1 - Strategic Plan
2 Self-Assessment
3 Define business vision
4 Identify available skills, information and support
5 Decide whether to proceed
6 Define the Opportunity
7 Research the market and competition
8 Interview owners of similar businesses
9 Identify needed resources
10 Identify operating cost elements
11 Evaluate Business Approach
12 Define new entity requirements
13 Identify on-going business purchase opportunities
14 Research franchise possibilities
15 Summarize business approach
16 Evaluate Potential Risks and Rewards
17 Assess market size and stability
18 Estimate the competition
19 Assess needed resource availability
20 Evaluate realistic initial market share
21 Determine financial requirements
22 Review personal suitability
23 Evaluate initial profitability
24 Review and modify the strategic plan
25 Confirm decision to proceed
26 Phase 2 - Define the Business Opportunity
27 Define the Market
Dec 12, '10
Dec 19, '10
Dec 26, '10
Jan
Ready
start
6:18 PM


Microsoft Project - New Business
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Show Arial 10 All Tasks
Tasks Resources Track Report
New Business
Setup Tracking
Tracking Method
How do you want to track the progress of each task?
Always track by entering the Percent of Work Complete
Always track by entering the Actual Work Done and Work Remaining
Always track by entering the hours of work done per time period
The least accurate though fastest method of tracking. Your resources will specify the percentage of work complete, between 0
Step 2 of 2
Save and Finish
Go back to Step 1
Next
Project Guide: Custom tracking
Task Name
Dec 12, '10
Dec 19, '10
Dec 26, '10
Jan
0 New Business
1 Phase 1 - Strategic Plan
2 Self-Assessment
3 Define business vision
4 Identify available skills, information and support
5 Decide whether to proceed
6 Define the Opportunity
7 Research the market and competition
8 Interview owners of similar businesses
9 Identify needed resources
10 Identify operating cost elements
11 Evaluate Business Approach
12 Define new entity requirements
13 Identify on-going business purchase opportunities
14 Research franchise possibilities
15 Summarize business approach
16 Evaluate Potential Risks and Rewards
17 Assess market size and stability
18 Estimate the competition
19 Assess needed resource availability
20 Evaluate realistic initial market share
21 Determine financial requirements
22 Review personal suitability
23 Evaluate initial profitability
24 Review and modify the strategic plan
25 Confirm decision to proceed
26 Phase 2 - Define the Business Opportunity
Define the Market
Ready
start
6:19 PM


Microsoft Project - New Business-1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Show Arial 10 All Tasks
Tasks Resources Track Report
New Business
Setup Tracking
Tracking Method
How do you want to track the progress of each task?
Always track by entering the Percent of Work Complete
Always track by entering the Actual Work Done and Work Remaining
Always track by entering the hours of work done per time period
A moderately accurate and moderately time-consuming method of tracking. Your resources will specify how much work has
Step 2 of 2
Save and Finish
Go back to Step 1
1
2
Project Guide: Custom
Task Name
Work
Actual Work
Remaining Work
Du
2, '10
T W T
0 New Business 1,368 hrs 0 hrs 1,368 hrs
1 Phase 1 - Strategic Plan 240 hrs 0 hrs 240 hrs
2 Self-Assessment 32 hrs 0 hrs 32 hrs
3 Define business vision 8 hrs 0 hrs 8 hrs
4 Identify available skills, information and support 16 hrs 0 hrs 16 hrs
5 Decide whether to proceed 8 hrs 0 hrs 8 hrs
6 Define the Opportunity 96 hrs 0 hrs 96 hrs
7 Research the market and competition 8 hrs 0 hrs 8 hrs
8 Interview owners of similar businesses 40 hrs 0 hrs 40 hrs
9 Identify needed resources 32 hrs 0 hrs 32 hrs
10 Identify operating cost elements 16 hrs 0 hrs 16 hrs
11 Evaluate Business Approach 32 hrs 0 hrs 32 hrs
12 Define new entity requirements 8 hrs 0 hrs 8 hrs
13 Identify on-going business purchase opportunities 8 hrs 0 hrs 8 hrs
14 Research franchise possibilities 8 hrs 0 hrs 8 hrs
15 Summarize business approach 8 hrs 0 hrs 8 hrs
16 Evaluate Potential Risks and Rewards 80 hrs 0 hrs 80 hrs
17 Assess market size and stability 16 hrs 0 hrs 16 hrs
18 Estimate the competition 8 hrs 0 hrs 8 hrs
19 Assess needed resource availability 16 hrs 0 hrs 16 hrs
20 Evaluate realistic initial market share 8 hrs 0 hrs 8 hrs
21 Determine financial requirements 16 hrs 0 hrs 16 hrs
22 Review personal suitability 8 hrs 0 hrs 8 hrs
23 Evaluate initial profitability 8 hrs 0 hrs 8 hrs
24 Review and modify the strategic plan 0 hrs 0 hrs 0 hrs
25 Confirm decision to proceed 0 hrs 0 hrs 0 hrs
26 Phase 2 - Define the Business Opportunity 208 hrs 0 hrs 208 hrs
27 Define the Market 104 hrs 0 hrs 104 hrs
Ready
start
Yah...
3 W.
5 M.
Mic...
Mic...
TR
6:26 PM


Microsoft Project - New Business-1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Show Arial 8 All Tasks
Tasks Resources Track Report
4 hrs
Track
Track and manage your project as it progresses by clicking an item below. Clicking an item displays tools and instructions for completing that step.
Save a baseline plan to compare with later versions
Prepare to track the progress of your project
Incorporate progress information into the project
Check the progress of the project
Make changes to the project
See what is driving the start date of a task
Track risks and issues associated with this project
Project Guide: Custom tracking
Task Name | Work | Actual Work | Remaining Work
0 New Business 1,368 hrs 4 hrs 1,364 hrs
1 Phase 1 - Strategic Plan 240 hrs 4 hrs 236 hrs
2 Self-Assessment 32 hrs 4 hrs 28 hrs
3 Define business vision 8 hrs 4 hrs 4 hrs
4 Identify available skills, information and support 16 hrs 0 hrs 16 hrs
5 Decide whether to proceed 8 hrs 0 hrs 8 hrs
6 Define the Opportunity 96 hrs 0 hrs 96 hrs
7 Research the market and competition 8 hrs 0 hrs 8 hrs
8 Interview owners of similar businesses 40 hrs 0 hrs 40 hrs
9 Identify needed resources 32 hrs 0 hrs 32 hrs
10 Identify operating cost elements 16 hrs 0 hrs 16 hrs
11 Evaluate Business Approach 32 hrs 0 hrs 32 hrs
12 Define new entity requirements 8 hrs 0 hrs 8 hrs
13 Identify on-going business purchase opportunities 8 hrs 0 hrs 8 hrs
14 Research franchise possibilities 8 hrs 0 hrs 8 hrs
15 Summarize business approach 8 hrs 0 hrs 8 hrs
16 Evaluate Potential Risks and Rewards 80 hrs 0 hrs 80 hrs
17 Assess market size and stability 16 hrs 0 hrs 16 hrs
18 Estimate the competition 8 hrs 0 hrs 8 hrs
19 Assess needed resource availability 16 hrs 0 hrs 16 hrs
20 Evaluate realistic initial market share 8 hrs 0 hrs 8 hrs
21 Determine financial requirements 16 hrs 0 hrs 16 hrs
22 Review personal suitability 8 hrs 0 hrs 8 hrs
23 Evaluate initial profitability 8 hrs 0 hrs 8 hrs
24 Review and modify the strategic plan 0 hrs 0 hrs 0 hrs
25 Confirm decision to proceed 0 hrs 0 hrs 0 hrs
26 Phase 2 - Define the Business Opportunity 208 hrs 0 hrs 208 hrs
27 Define the Market 104 hrs 0 hrs 104 hrs
2, '10
T W T F S
Ready
start
6:29 PM


Microsoft Project - New Business-1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Show Arial All Tasks
Tasks Resources Track
4 hrs
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
Update Tasks...
Update Project...
Sync to Protected Actuals
Task Name
Actual Work
Remaining Work
Duration
Start
Finish
Resource Na
0 New Business 4 hrs 1,364 hrs 124 days Mon 1/1/07 Thu 6/21/07
1 Phase 1 - Strategic Plan 4 hrs 236 hrs 23 days Mon 1/1/07 Wed 1/31/07
2 Self-Assessment 4 hrs 28 hrs 3 days Mon 1/1/07 Wed 1/3/07
3 Define business visi 4 hrs 1 day Mon 1/1/07 Mon 1/1/07 Manager
4 Identify available skill 0 hrs 16 hrs 1 day Tue 1/2/07 Tue 1/2/07 Business advisor,Manager
5 Decide whether to p 0 hrs 8 hrs 1 day Wed 1/3/07 Wed 1/3/07 Manager
6 Define the Opportunity 0 hrs 96 hrs 10 days Thu 1/4/07 Wed 1/17/07
7 Research the market 0 hrs 8 hrs 1 day Thu 1/4/07 Thu 1/4/07 Business advisor
8 Interview owners of 0 hrs 40 hrs 5 days Fri 1/5/07 Thu 1/11/07 Owners
9 Identify needed reso days Fri 1/12/07 Mon 1/15/07 Business advisor,Peers
10 Identify operating co days Tue 1/16/07 Wed 1/17/07 Accountant
11 Evaluate Business App days Thu 1/18/07 Tue 1/23/07
12 Define new entity re day Thu 1/18/07 Thu 1/18/07 Manager
13 Identify on-going bus
14 Research franchise
15 Summarize business
16 Evaluate Potential Risk
17 Assess market size and stability 16 hrs 0 hrs
18 Estimate the competition 8 hrs 0 hrs
19 Assess needed resource availability 16 hrs 0 hrs
20 Evaluate realistic initial market share 8 hrs 0 hrs
21 Determine financial requirements 16 hrs 0 hrs
22 Review personal suitability 8 hrs 0 hrs
23 Evaluate initial profitability 8 hrs 0 hrs
24 Review and modify the strategic plan 0 hrs 0 hrs
25 Confirm decision to proceed 0 hrs 0 hrs
26 Phase 2 - Define the Business Opportunity 208 hrs 0 hrs
27 Define the Market 104 hrs 0 hrs
Project Guide: Custom tracking
Update Tasks
Name: Define business vision
Duration: 1d
% Complete: 50%
Actual dur: 0.5d
Remaining dur: 0.5d
Actual
Start: Wed 12/15/10
Finish:
Current
Start: Mon 1/1/07
Finish: Mon 1/1/07
December, 2010
S M T W T F S
28 29 30 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31 1
2 3 4 5 6 7 8
Today
Help
Notes...
OK
Cancel
Ready
start
Yah...
3 W.
4 M.
Mic...
Mic...
TR
6:36 PM


Microsoft Project - New Business-1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Show Arial 8 All Tasks
Tasks Resources Track Report
1 day
Project Guide: Custom tracking
Task Name | Work | Actual Work | Remaining Work | Duration | Start | Finish | Resou
0 New Business | 1,388 hrs | 4 hrs | 1,384 hrs | 126.5 days | Wed 12/15/10 | Thu 6/9/11
1 Phase 1 - Strategic Plan | 260 hrs | 4 hrs | 256 hrs | 25.5 days | Wed 12/15/10 | Wed 1/19/11
2 Self-Assessment | 52 hrs | 4 hrs | 48 hrs | 5.5 days | Wed 12/15/10 | Wed 12/22/10
3 Define business vision | 28 hrs | 4 hrs | 24 hrs | 3.5 days | Wed 12/15/10 | Mon 12/20/10 | Manager
4 Identify available skills, information and support | 16 hrs | 0 hrs | 16 hrs | 1 day | Mon 12/20/10 | Tue 12/21/10 | Business advisor,Mar
5 Decide whether to proceed | 8 hrs | 0 hrs | 8 hrs | 1 day | Tue 12/21/10 | Wed 12/22/10 | Manager
6 Define the Opportunity | 96 hrs | 0 hrs | 96 hrs | 10 days | Wed 12/22/10 | Wed 1/5/11
7 Research the market and competition | 8 hrs | 0 hrs | 8 hrs | 1 day | Wed 12/22/10 | Thu 12/23/10 | Business advisor
8 Interview owners of similar businesses | 40 hrs | 0 hrs | 40 hrs | 5 days | Thu 12/23/10 | Thu 12/30/10 | Owners
9 Identify needed resources | 32 hrs | 0 hrs | 32 hrs | 2 days | Thu 12/30/10 | Mon 1/3/11 | Business advisor,Pee
10 Identify operating cost elements | 16 hrs | 0 hrs | 16 hrs | 2 days | Mon 1/3/11 | Wed 1/5/11 | Accountant
11 Evaluate Business Approach | 32 hrs | 0 hrs | 32 hrs | 4 days | Wed 1/5/11 | Tue 1/11/11
12 Define new entity requirements | 8 hrs | 0 hrs | 8 hrs | 1 day | Wed 1/5/11 | Thu 1/6/11 | Manager
13 Identify on-going business purchase opportunities | 8 hrs | 0 hrs | 8 hrs | 1 day | Thu 1/6/11 | Fri 1/7/11 | Manager
14 Research franchise possibilities | 8 hrs | 0 hrs | 8 hrs | 1 day | Fri 1/7/11 | Mon 1/10/11 | Manager
15 Summarize business approach | 8 hrs | 0 hrs | 8 hrs | 1 day | Mon 1/10/11 | Tue 1/11/11 | Manager
16 Evaluate Potential Risks and Rewards | 80 hrs | 0 hrs | 80 hrs | 7 days | Thu 1/6/11 | Mon 1/17/11
17 Assess market size and stability | 16 hrs | 0 hrs | 16 hrs | 2 days | Thu 1/6/11 | Mon 1/10/11 | Business advisor
18 Estimate the competition | 8 hrs | 0 hrs | 8 hrs | 1 day | Mon 1/10/11 | Tue 1/11/11 | Business advisor
19 Assess needed resource availability | 16 hrs | 0 hrs | 16 hrs | 2 days | Tue 1/11/11 | Thu 1/13/11 | Business advisor
20 Evaluate realistic initial market share | 8 hrs | 0 hrs | 8 hrs | 1 day | Thu 1/13/11 | Fri 1/14/11 | Business advisor
21 Determine financial requirements | 16 hrs | 0 hrs | 16 hrs | 2 days | Tue 1/11/11 | Thu 1/13/11 | Business advisor
22 Review personal suitability | 8 hrs | 0 hrs | 8 hrs | 1 day | Thu 1/13/11 | Fri 1/14/11 | Manager
23 Evaluate initial profitability | 8 hrs | 0 hrs | 8 hrs | 1 day | Fri 1/14/11 | Mon 1/17/11 | Manager
24 Review and modify the strategic plan | 0 hrs | 0 hrs | 0 hrs | 2 days | Mon 1/17/11 | Wed 1/19/11
25 Confirm decision to proceed | 0 hrs | 0 hrs | 0 hrs | 0 days | Wed 1/19/11 | Wed 1/19/11
26 Phase 2 - Define the Business Opportunity | 208 hrs | 0 hrs | 208 hrs | 27 days | Wed 1/19/11 | Fri 2/25/11
27 Define the Market | 104 hrs | 0 hrs | 104 hrs | 13 days | Wed 1/19/11 | Mon 2/7/11
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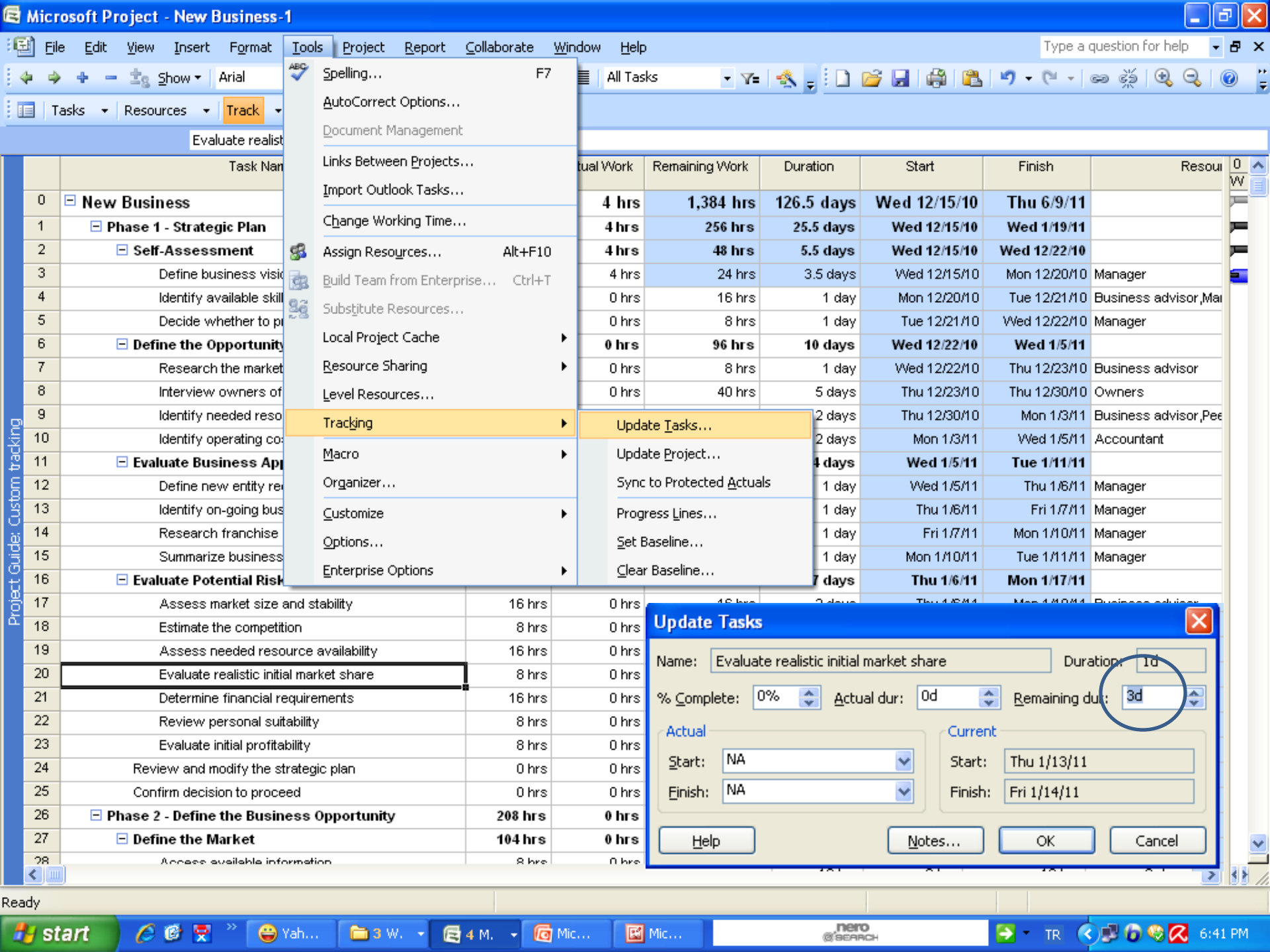
Microsoft Project - New Business-1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Show Arial All Tasks
Tasks Resources Track
Spelling... F7
AutoCorrect Options...
Document Management
Links Between Projects...
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Change 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
Update Tasks...
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Sync to Protected Actuals
Progress Lines...
Set Baseline...
Clear Baseline...
Task Name
Actual Work
Remaining Work
Duration
Start
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Resource
0 New Business 4 hrs 1,384 hrs 126.5 days Wed 12/15/10 Thu 6/9/11
1 Phase 1 - Strategic Plan 4 hrs 256 hrs 25.5 days Wed 12/15/10 Wed 1/19/11
2 Self-Assessment 4 hrs 48 hrs 5.5 days Wed 12/15/10 Wed 12/22/10
3 Define business visi 4 hrs 24 hrs 3.5 days Wed 12/15/10 Mon 12/20/10 Manager
4 Identify available skill 0 hrs 16 hrs 1 day Mon 12/20/10 Tue 12/21/10 Business advisor,Ma
5 Decide whether to p 0 hrs 8 hrs 1 day Tue 12/21/10 Wed 12/22/10 Manager
6 Define the Opportunity 0 hrs 96 hrs 10 days Wed 12/22/10 Wed 1/5/11
7 Research the market 0 hrs 8 hrs 1 day Wed 12/22/10 Thu 12/23/10 Business advisor
8 Interview owners of 0 hrs 40 hrs 5 days Thu 12/23/10 Thu 12/30/10 Owners
9 Identify needed reso 2 days Thu 12/30/10 Mon 1/3/11 Business advisor,Pee
10 Identify operating co 2 days Mon 1/3/11 Wed 1/5/11 Accountant
11 Evaluate Business Ap 4 days Wed 1/5/11 Tue 1/11/11
12 Define new entity re 1 day Wed 1/5/11 Thu 1/6/11 Manager
13 Identify on-going bus 1 day Thu 1/6/11 Fri 1/7/11 Manager
14 Research franchise 1 day Fri 1/7/11 Mon 1/10/11 Manager
15 Summarize business 1 day Mon 1/10/11 Tue 1/11/11 Manager
16 Evaluate Potential Risk 7 days Thu 1/6/11 Mon 1/17/11
17 Assess market size and stability 16 hrs 0 hrs
18 Estimate the competition 8 hrs 0 hrs
19 Assess needed resource availability 16 hrs 0 hrs
20 Evaluate realistic initial market share 8 hrs 0 hrs
21 Determine financial requirements 16 hrs 0 hrs
22 Review personal suitability 8 hrs 0 hrs
23 Evaluate initial profitability 8 hrs 0 hrs
24 Review and modify the strategic plan 0 hrs 0 hrs
25 Confirm decision to proceed 0 hrs 0 hrs
26 Phase 2 - Define the Business Opportunity 208 hrs 0 hrs
27 Define the Market 104 hrs 0 hrs
Project Guide: Custom tracking
Update Tasks
Name: Evaluate realistic initial market share
Duration: 1d
% Complete: 0%
Actual dur: 0d
Remaining dur: 3d
Actual
Start: NA
Finish: NA
Current
Start: Thu 1/13/11
Finish: Fri 1/14/11
Help
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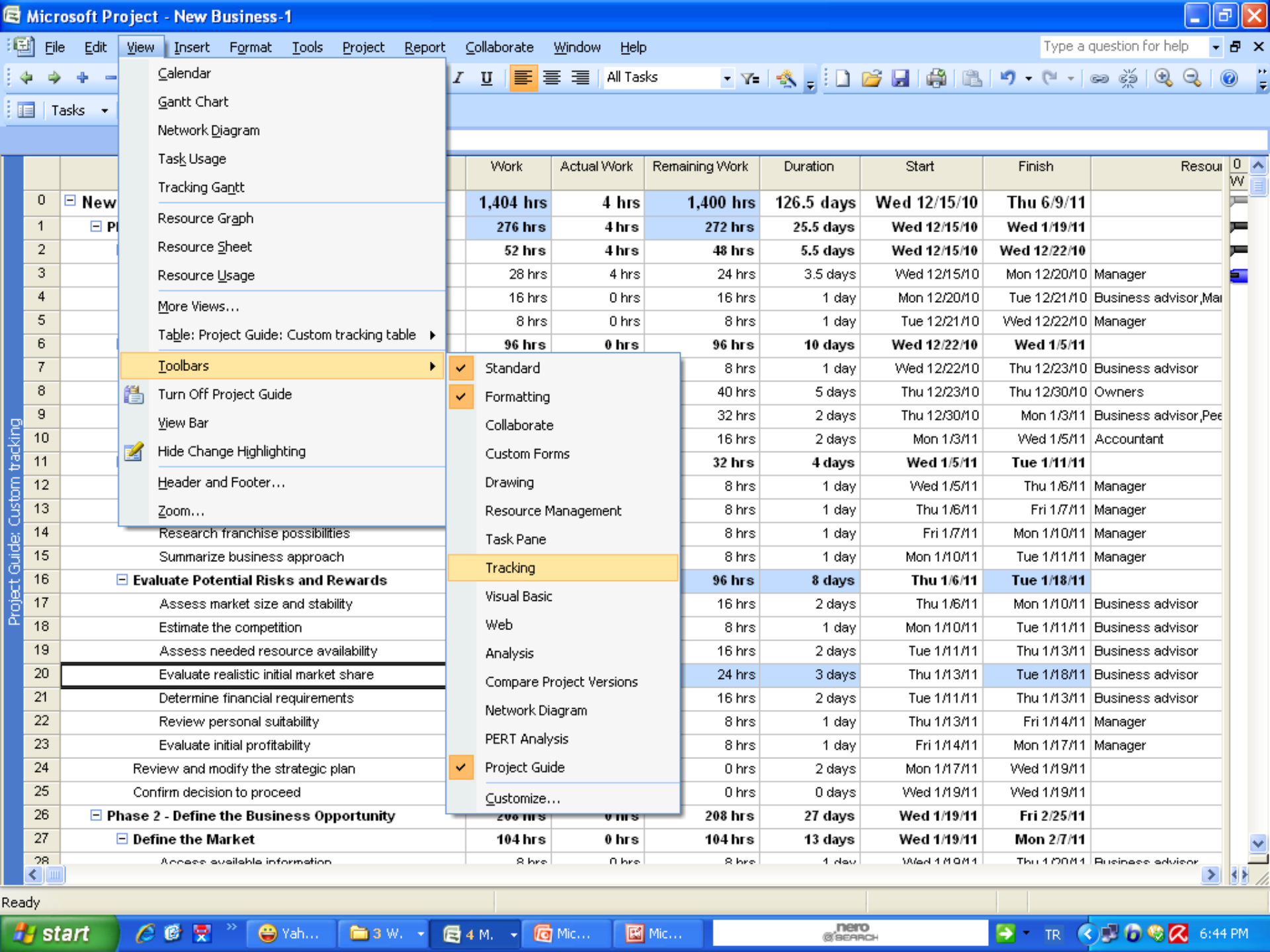
Microsoft Project - New Business-1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Calendar
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Resource Graph
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Collaborate
Custom Forms
Drawing
Resource Management
Task Pane
Tracking
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Compare Project Versions
Network Diagram
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14 Research franchise possibilities
15 Summarize business approach
16 Evaluate Potential Risks and Rewards
17 Assess market size and stability
18 Estimate the competition
19 Assess needed resource availability
20 Evaluate realistic initial market share
21 Determine financial requirements
22 Review personal suitability
23 Evaluate initial profitability
24 Review and modify the strategic plan
25 Confirm decision to proceed
26 Phase 2 - Define the Business Opportunity
27 Define the Market
28
1,404 hrs 4 hrs 1,400 hrs 126.5 days Wed 12/15/10 Thu 6/9/11
276 hrs 4 hrs 272 hrs 25.5 days Wed 12/15/10 Wed 1/19/11
52 hrs 4 hrs 48 hrs 5.5 days Wed 12/15/10 Wed 12/22/10
28 hrs 4 hrs 24 hrs 3.5 days Wed 12/15/10 Mon 12/20/10 Manager
16 hrs 0 hrs 16 hrs 1 day Mon 12/20/10 Tue 12/21/10 Business advisor,Mar
8 hrs 0 hrs 8 hrs 1 day Tue 12/21/10 Wed 12/22/10 Manager
96 hrs 0 hrs 96 hrs 10 days Wed 12/22/10 Wed 1/5/11
8 hrs 1 day Wed 12/22/10 Thu 12/23/10 Business advisor
40 hrs 5 days Thu 12/23/10 Thu 12/30/10 Owners
32 hrs 2 days Thu 12/30/10 Mon 1/3/11 Business advisor,Pee
16 hrs 2 days Mon 1/3/11 Wed 1/5/11 Accountant
32 hrs 4 days Wed 1/5/11 Tue 1/11/11
8 hrs 1 day Wed 1/5/11 Thu 1/6/11 Manager
8 hrs 1 day Thu 1/6/11 Fri 1/7/11 Manager
8 hrs 1 day Fri 1/7/11 Mon 1/10/11 Manager
8 hrs 1 day Mon 1/10/11 Tue 1/11/11 Manager
96 hrs 8 days Thu 1/6/11 Tue 1/18/11
16 hrs 2 days Thu 1/6/11 Mon 1/10/11 Business advisor
8 hrs 1 day Mon 1/10/11 Tue 1/11/11 Business advisor
16 hrs 2 days Tue 1/11/11 Thu 1/13/11 Business advisor
24 hrs 3 days Thu 1/13/11 Tue 1/18/11 Business advisor
16 hrs 2 days Tue 1/11/11 Thu 1/13/11 Business advisor
8 hrs 1 day Thu 1/13/11 Fri 1/14/11 Manager
8 hrs 1 day Fri 1/14/11 Mon 1/17/11 Manager
0 hrs 2 days Mon 1/17/11 Wed 1/19/11
0 hrs 0 days Wed 1/19/11 Wed 1/19/11
208 hrs 27 days Wed 1/19/11 Fri 2/25/11
104 hrs 0 hrs 104 hrs 13 days Wed 1/19/11 Mon 2/7/11
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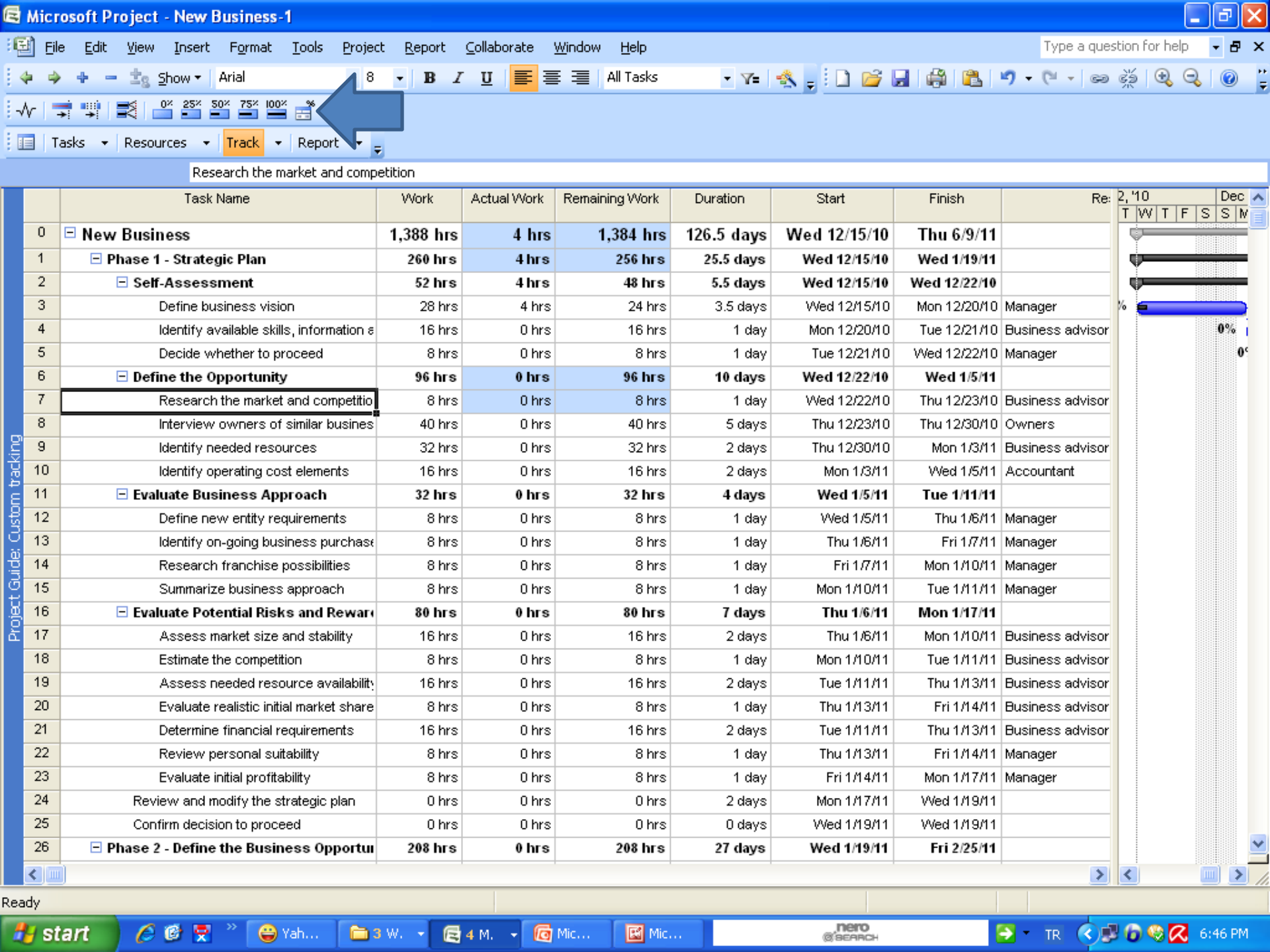
Microsoft Project - New Business-1
File Edit View Insert Format Tools Project Report Collaborate Window Help
Type a question for help
Show Arial 8 All Tasks
Tasks Resources Track Report
Research the market and competition
Project Guide: Custom tracking
Task Name | Work | Actual Work | Remaining Work | Duration | Start | Finish | Re:
0 New Business | 1,388 hrs | 4 hrs | 1,384 hrs | 126.5 days | Wed 12/15/10 | Thu 6/9/11
1 Phase 1 - Strategic Plan | 260 hrs | 4 hrs | 256 hrs | 25.5 days | Wed 12/15/10 | Wed 1/19/11
2 Self-Assessment | 52 hrs | 4 hrs | 48 hrs | 5.5 days | Wed 12/15/10 | Wed 12/22/10
3 Define business vision | 28 hrs | 4 hrs | 24 hrs | 3.5 days | Wed 12/15/10 | Mon 12/20/10 | Manager
4 Identify available skills, information a | 16 hrs | 0 hrs | 16 hrs | 1 day | Mon 12/20/10 | Tue 12/21/10 | Business advisor
5 Decide whether to proceed | 8 hrs | 0 hrs | 8 hrs | 1 day | Tue 12/21/10 | Wed 12/22/10 | Manager
6 Define the Opportunity | 96 hrs | 0 hrs | 96 hrs | 10 days | Wed 12/22/10 | Wed 1/5/11
7 Research the market and competitio | 8 hrs | 0 hrs | 8 hrs | 1 day | Wed 12/22/10 | Thu 12/23/10 | Business advisor
8 Interview owners of similar busines | 40 hrs | 0 hrs | 40 hrs | 5 days | Thu 12/23/10 | Thu 12/30/10 | Owners
9 Identify needed resources | 32 hrs | 0 hrs | 32 hrs | 2 days | Thu 12/30/10 | Mon 1/3/11 | Business advisor
10 Identify operating cost elements | 16 hrs | 0 hrs | 16 hrs | 2 days | Mon 1/3/11 | Wed 1/5/11 | Accountant
11 Evaluate Business Approach | 32 hrs | 0 hrs | 32 hrs | 4 days | Wed 1/5/11 | Tue 1/11/11
12 Define new entity requirements | 8 hrs | 0 hrs | 8 hrs | 1 day | Wed 1/5/11 | Thu 1/6/11 | Manager
13 Identify on-going business purchase | 8 hrs | 0 hrs | 8 hrs | 1 day | Thu 1/6/11 | Fri 1/7/11 | Manager
14 Research franchise possibilities | 8 hrs | 0 hrs | 8 hrs | 1 day | Fri 1/7/11 | Mon 1/10/11 | Manager
15 Summarize business approach | 8 hrs | 0 hrs | 8 hrs | 1 day | Mon 1/10/11 | Tue 1/11/11 | Manager
16 Evaluate Potential Risks and Rewar | 80 hrs | 0 hrs | 80 hrs | 7 days | Thu 1/6/11 | Mon 1/17/11
17 Assess market size and stability | 16 hrs | 0 hrs | 16 hrs | 2 days | Thu 1/6/11 | Mon 1/10/11 | Business advisor
18 Estimate the competition | 8 hrs | 0 hrs | 8 hrs | 1 day | Mon 1/10/11 | Tue 1/11/11 | Business advisor
19 Assess needed resource availabilit | 16 hrs | 0 hrs | 16 hrs | 2 days | Tue 1/11/11 | Thu 1/13/11 | Business advisor
20 Evaluate realistic initial market share | 8 hrs | 0 hrs | 8 hrs | 1 day | Thu 1/13/11 | Fri 1/14/11 | Business advisor
21 Determine financial requirements | 16 hrs | 0 hrs | 16 hrs | 2 days | Tue 1/11/11 | Thu 1/13/11 | Business advisor
22 Review personal suitability | 8 hrs | 0 hrs | 8 hrs | 1 day | Thu 1/13/11 | Fri 1/14/11 | Manager
23 Evaluate initial profitability | 8 hrs | 0 hrs | 8 hrs | 1 day | Fri 1/14/11 | Mon 1/17/11 | Manager
24 Review and modify the strategic plan | 0 hrs | 0 hrs | 0 hrs | 2 days | Mon 1/17/11 | Wed 1/19/11
25 Confirm decision to proceed | 0 hrs | 0 hrs | 0 hrs | 0 days | Wed 1/19/11 | Wed 1/19/11
26 Phase 2 - Define the Business Opportu | 208 hrs | 0 hrs | 208 hrs | 27 days | Wed 1/19/11 | Fri 2/25/11
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