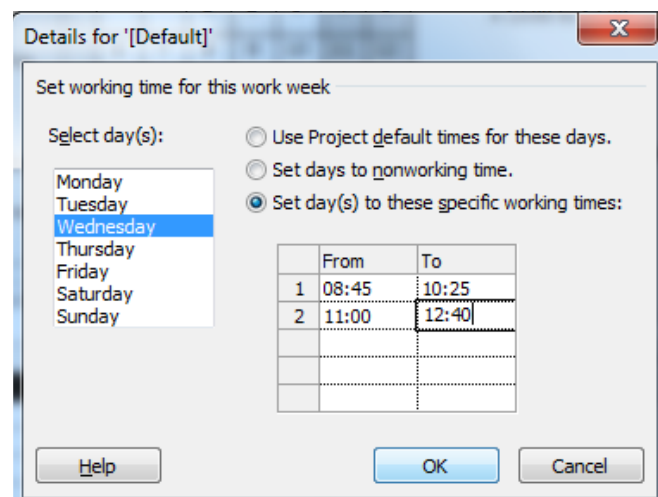


MS Project – an introduction

Set the default calendar

1. Open MS Project
2. Click **Project > Change working time**
3. **Create new calendar > choose Create new base calendar > OK**
4. Select the **Work weeks** tab – then select **Details**
5. Set all days other than Wednesday to **non-working days** (NB: Wednesday was the only day we needed to work on when I wrote this – your days may vary!)
6. On Wednesday select **Set days to these specific working times**
7. Click on the 2 and delete that row
8. Change the start and finish times to:



This will work for our purposes and limit a working week to 200 minutes (how fantastic would that be?)

9. Click **options**
10. Change **Duration is entered in** and **Work is entered in** to **Minutes** (you can opt not to do this if you want but I think you'll find it easiest to include it)
11. Go **OK > OK**

Set the start date

1. On the **Project** tab > **Project Information**
2. Change the **start date** to 10/3/14 (or whenever – this was the start of the CA time when I wrote this guide...)
3. Choose your new calendar from the Calendar drop down

Add in exceptions

These are additional days we can work or days we can't work

1. Click **Project** > **Change working time**
2. Click in the **Name** column of the Exception area
3. Type a name (e.g. "March 10") > Enter
4. Click the number next to the name you just entered
5. Click **Details**
6. Change the times you have available on that day, change the day to non-working or remove one of the sessions from the day
7. Continue...

Create and assign resources

Each person is a resource. In the exam this is just you – but you still want to be created as a resource and then applied to each task – because this shows that you understand about resources and how they work.

Other key points

You need to make sure that you:

- Add milestones as review points
- Add notes to monitor progress
- Add progress tracking – using detail or information button on Task tab
- Add deadlines – Info box on task and advanced – add the deadline in.
Good way of monitoring and allowing for slippage
- Use **predecessors** – drag on the Gantt chart or use information button
- Produce reports