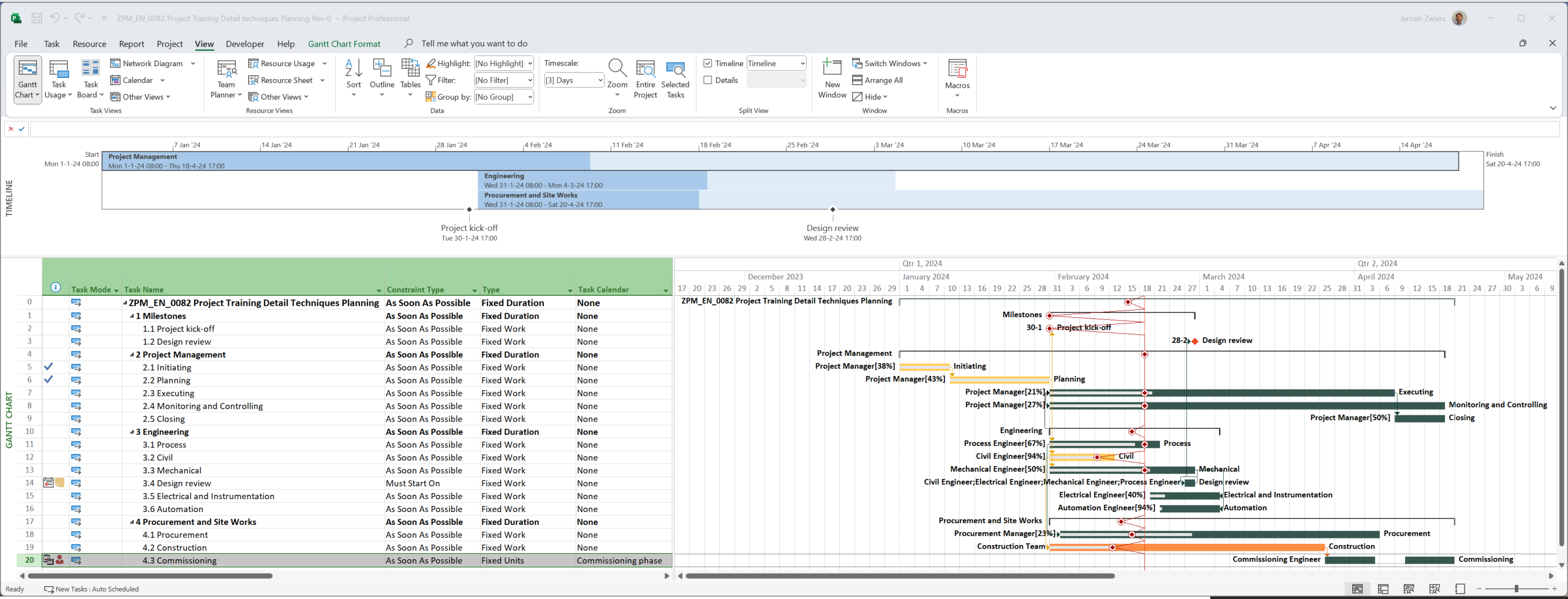
PROJECT TRAINING

DETAIL TECHNIQUES



ZPM PROJECT DELIVERY

Project Management
based on PMBOK

ZPM_EN_0083
REVISION 0

INTRODUCTION

LEARNING GOAL?

What is your position? How much knowledge and experience do you have of MS Project? What would you like to learn?

OBJECTIVES FOR TODAY

AGENDA

Project

- Learning goals
- Practice task scheduling
- Practice resource assignment
- Practice resource allocation
- Short break
- Practice schedule organizing
- Practice progress tracking
- Practice report project status

Microsoft Project

Keep your projects, resources, and teams organized and on track.

WITH THE TRAINING DETAIL TECHNIQUES THE TRAINEE HAS KNOWLEDGE OF

LEARNING GOALS

TASK SCHEDULING

View task path relations and learn to set constraints and deadlines to tasks.

RESOURCE ASSIGNMENT

View and change resource availability and use Team Planner to make adjustments.

RESOURCE ALLOCATION

View resource allocation and resolve resource overallocations manually and calculated.

SCHEDULE ORGANIZING

Group and filter details to gain focus in the schedule and create new tables and views.

PROGRESS TRACKING

Learn how to update a baseline and to reschedule the remaining work to complete the project plan.

REPORT PROJECT STATUS

View slipped tasks and report the task and resource cost status to identify variances.

INSTRUCTION

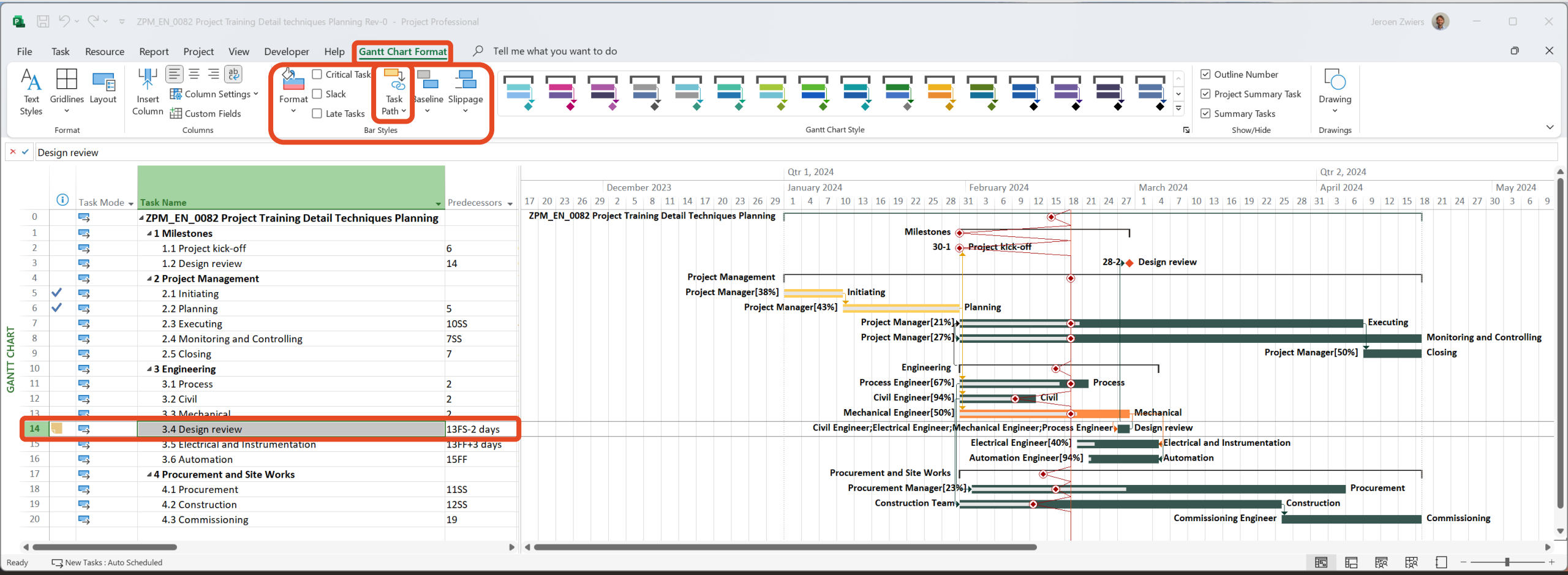
Use the instruction for reference.

TASK SCHEDULING

SKILLS

- View task path relations
- Set task constraints
- Split tasks
- Change task base calendar
- View task inspector

TASK PATH RELATION



Highlight task path

Task Path changes by selection

CONSTRAINTS CATEGORY

Flexible constraints

Semi-flexible constraints

Inflexible constraints

Constraint indicator

TASK CONSTRAINTS [1-3]

Default
task constraint

Flexible
ASAP

Flexible
ALAP

Semi-flexible
SNET

Semi-flexible
SNLT

As Soon As Possible

The start date of the task will be scheduled as soon as it can occur.

As Late As Possible

The start date of the task will be scheduled as late as it can occur.

Start No Earlier Than

The start date of the task will be scheduled on or after the constraint date.

Start No Later Than

The start date of the task will be scheduled on or before the constraint date.

TASK CONSTRAINTS [2-3]

Consider deadline dates instead of semi-flexible or inflexible constraints

Semi-flexible FNET

Semi-flexible FNLT

Inflexible MSO

Inflexible MFO

Finish No Earlier Than

The finish date of the task will be scheduled on or after the constraint date.

Finish No Later Than

The finish date of the task will be scheduled on or before the constraint date.

Must Start On

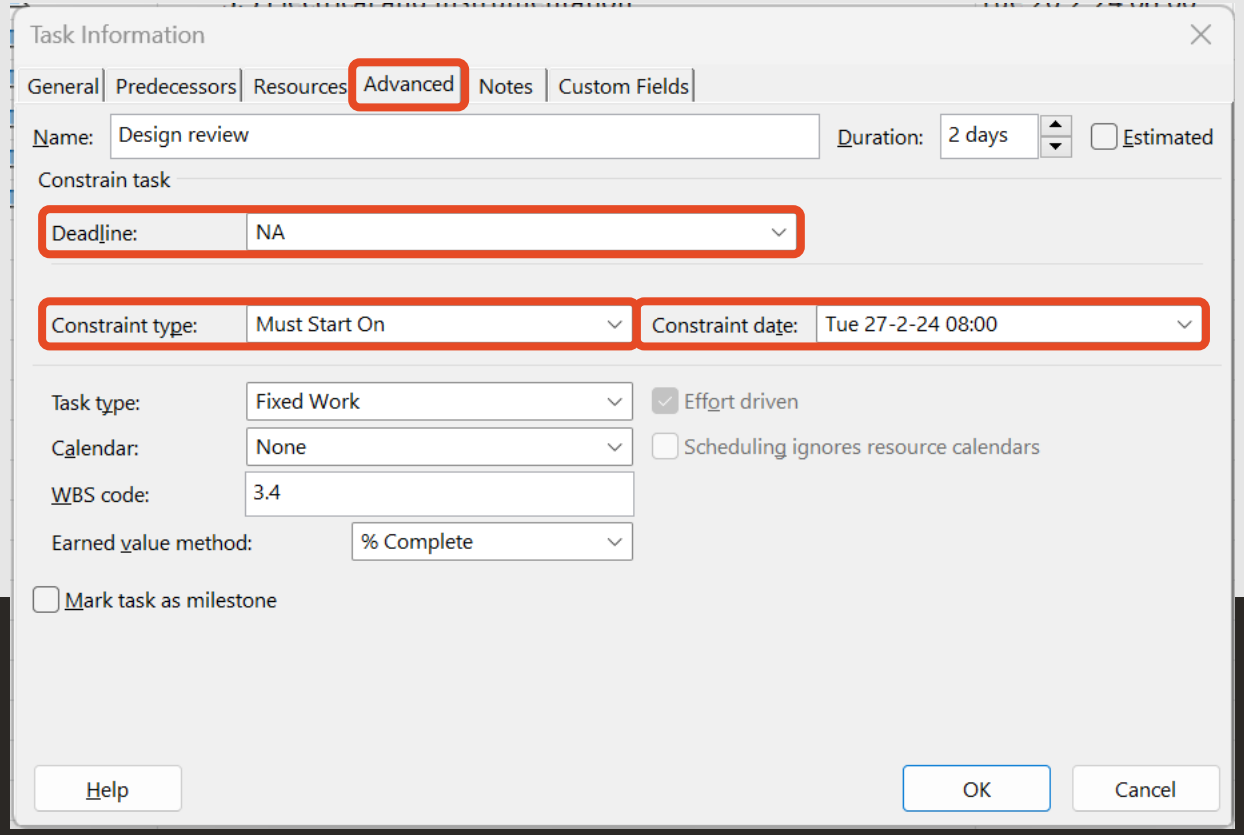
The start date of the task will be scheduled on the constraint date.

Must Finish On

The finish date of the task will be scheduled on the constraint date.

TASK CONSTRAINT [3-3]

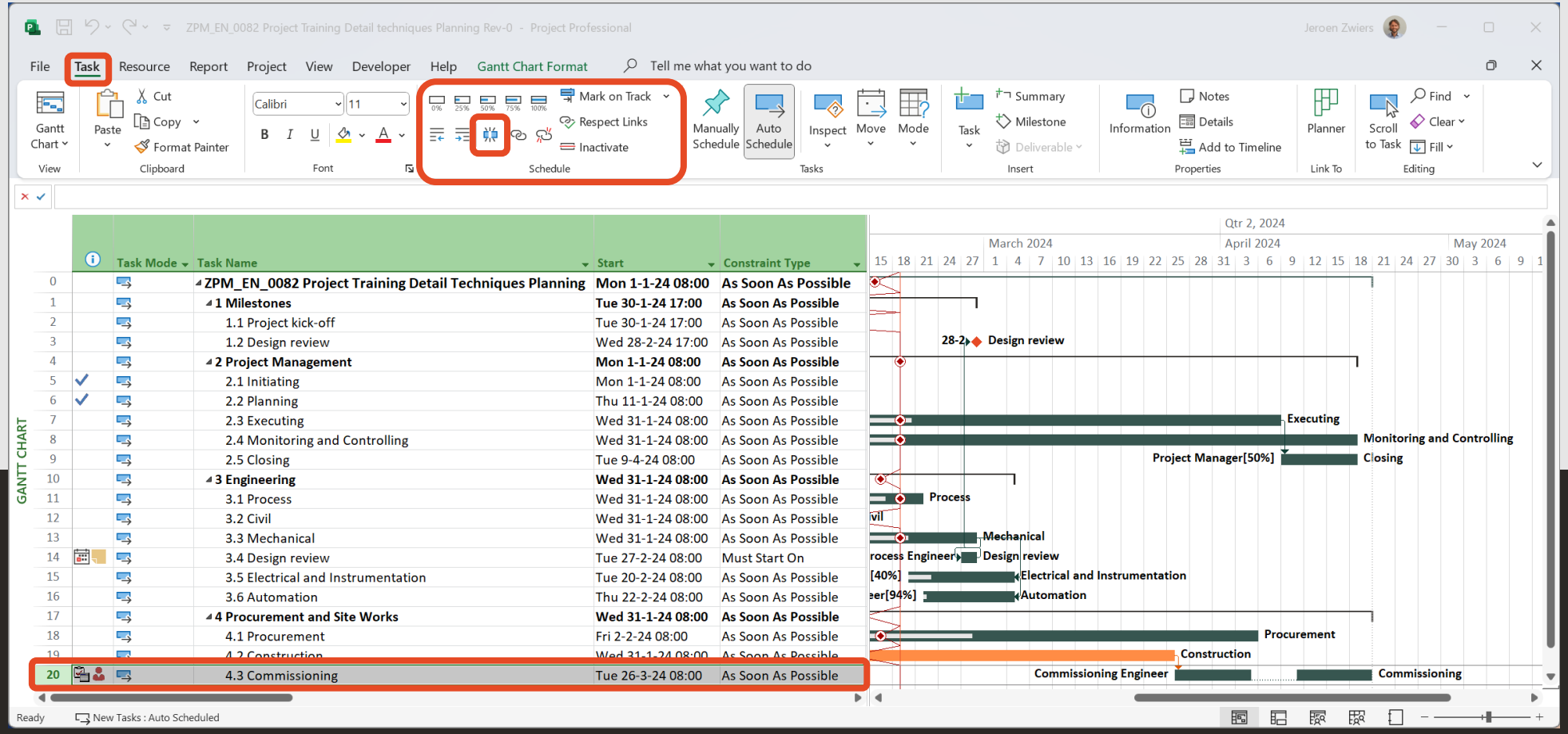
Consider using constraint versus deadline.



Set constraint or deadline

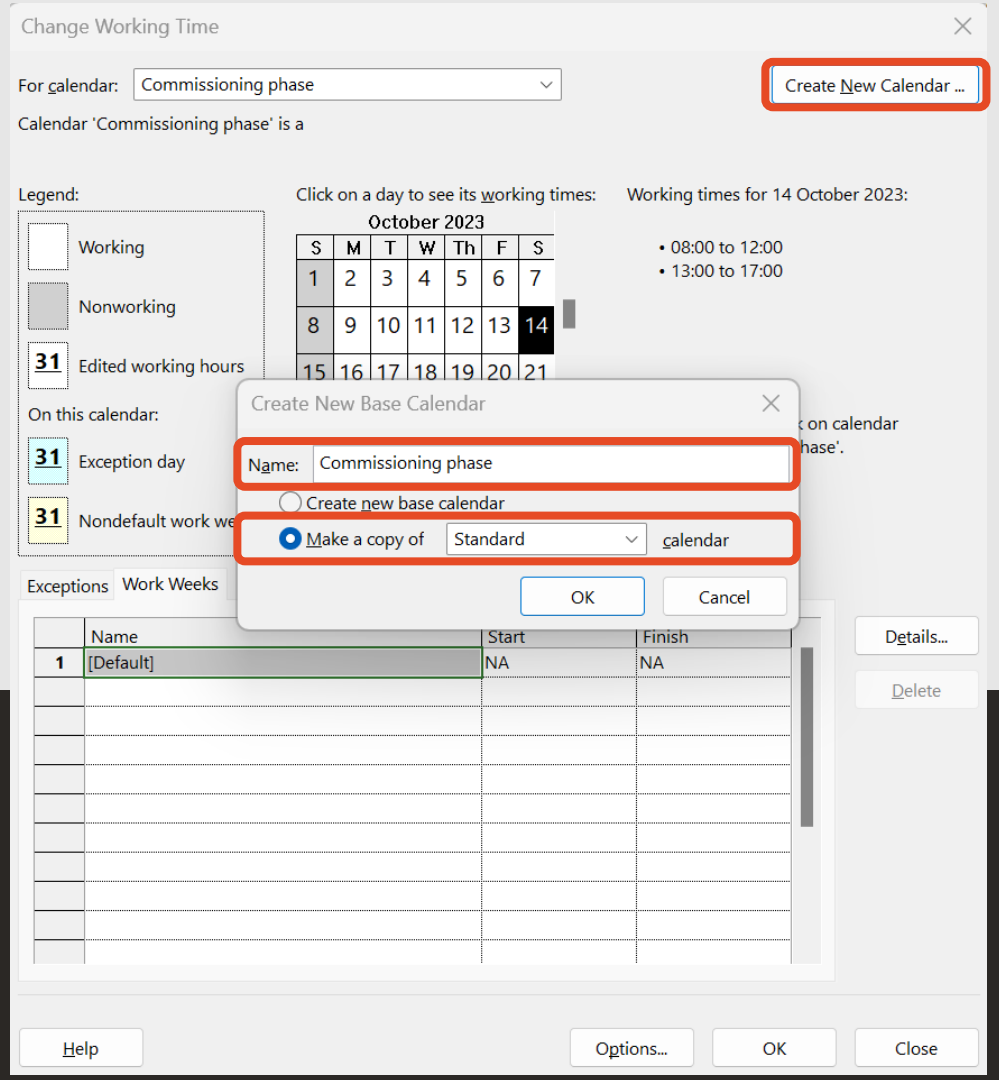
SPLIT TASKS

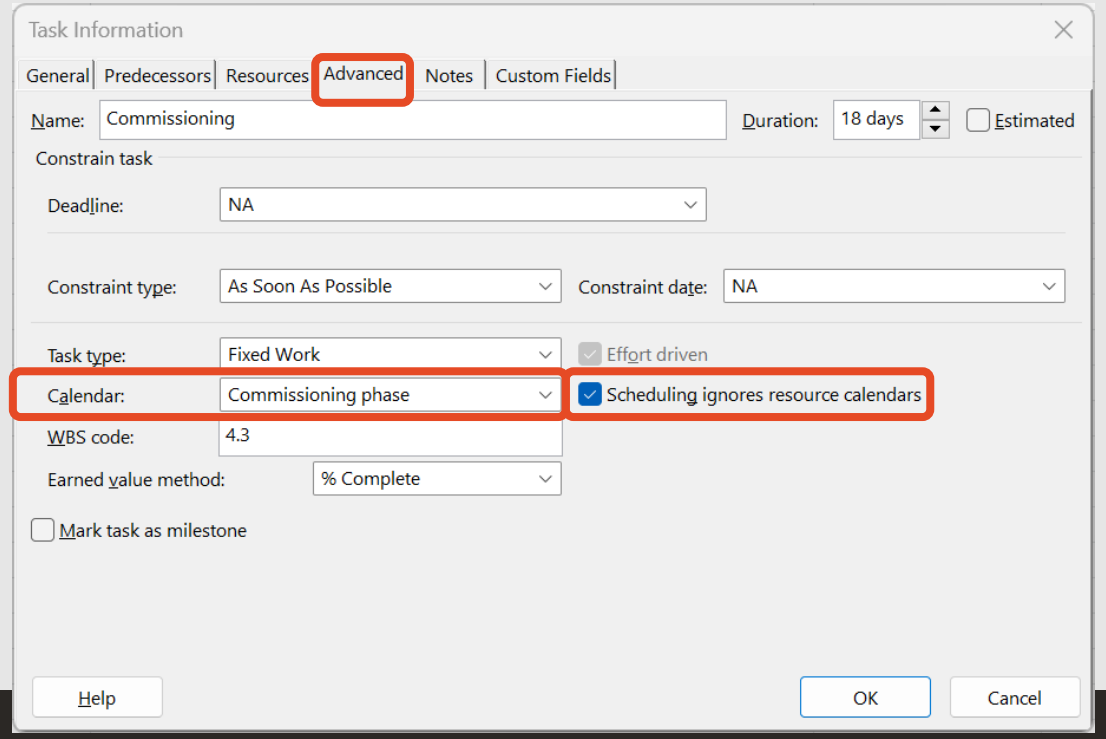
Useful for remaining work to be rescheduled due to interruption.



Split task

TASK BASE CALENDAR

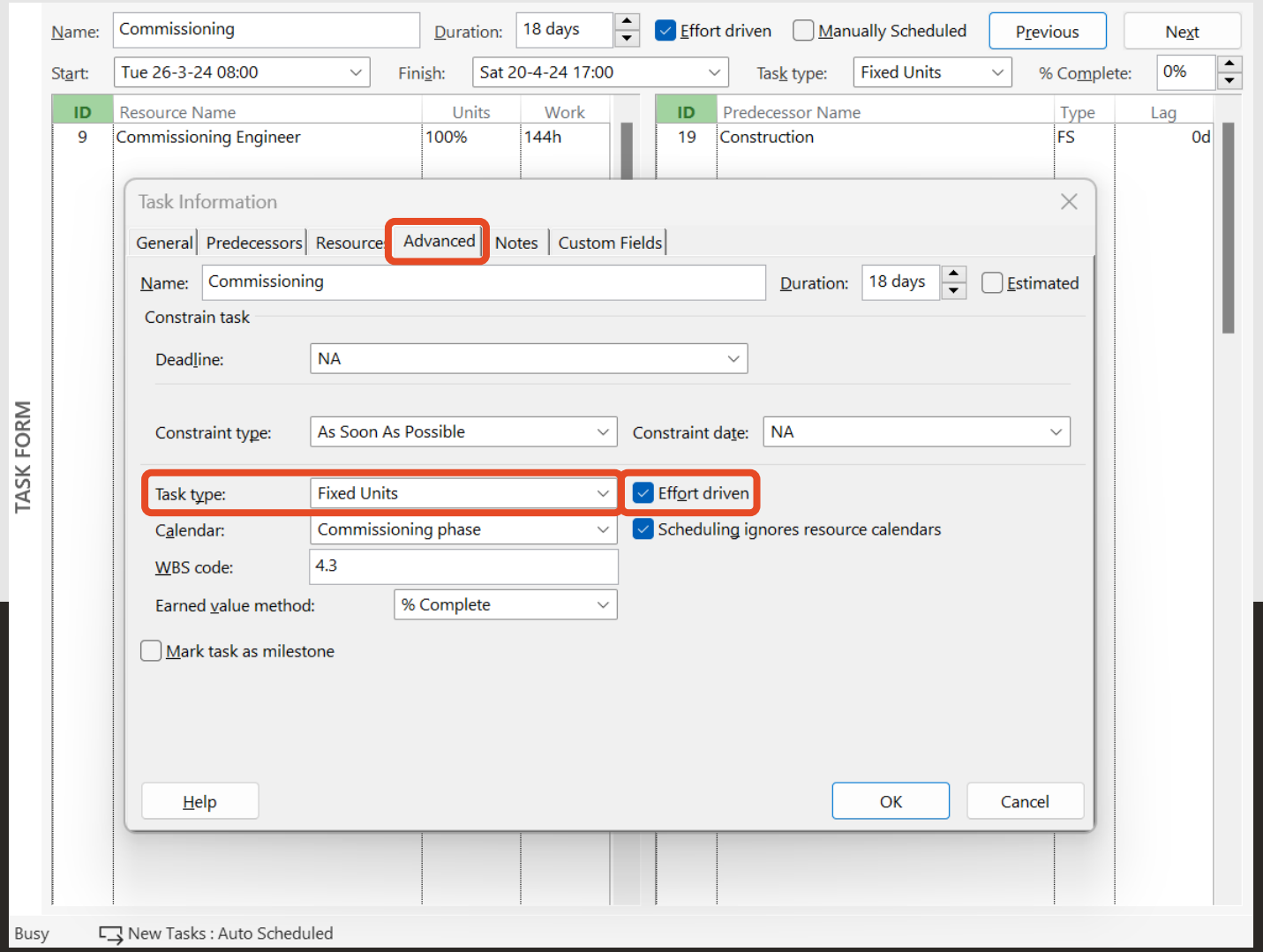




Create and set new calendar

TASK TYPE AND EFFORT DRIVEN

Effort driven scheduling only affects the schedule when resources are assigned or removed.



Change task type

PEAK UNITS

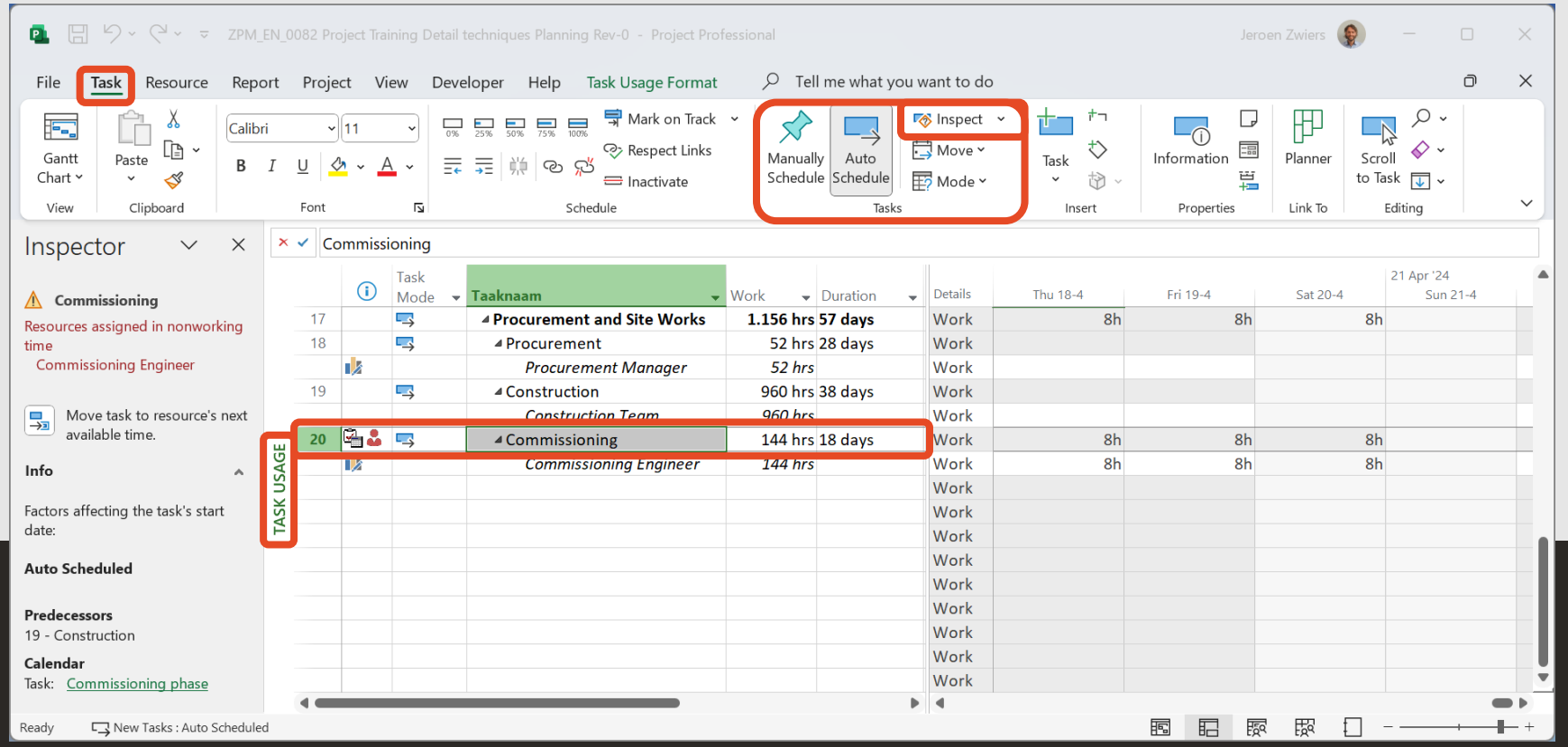
$$Work = Duration \times Assignment\ Units$$

40 hours work = 40 hours task duration x 100% assignment units

Task type	Adjust work	Adjust duration	Adjust assignment units
Fixed work	Duration calculated	Peak units calculated	Duration calculated
Fixed duration	Peak units calculated	Work calculated	Work calculated
Fixed assignment units	Duration calculated	Work calculated	Duration calculated

TASK INSPECTOR

Inspect the task and use details to understand scheduling factors.



Inspect task details

PRACTICE

Task scheduling

PRACTICE

Step	Action
1	Apply Task Path Predecessors and Driving Predecessors for the task Design review.
2	Add constraint type Must Start On (MSO) to Design review with constraint date 27-2-2024 08:00.
3	Create a new calendar with the name commissioning phase by making a copy of the standard project calendar.
4	Add Saturdays as standard working time to the Work Weeks in the commissioning phase calendar. Standard working time is from 08:00 to 12:00 and from 13:00 to 17:00.
5	Change the Task Calendar for the Commissioning task from None to Commissioning phase and mark the box Scheduling ignores resource calendars.
6	Change the Task Type for the Commissioning task from Fixed Work to Fixed Units.
7	View the overallocation warning of the resource Commissioning Engineer in the Task Inspector Pane.

RESOURCE ASSIGNMENT

SKILLS

- View resource availability
- Change resource pay rates
- Delay the start of assignments
- View resource capacity
- Adjust assignments