

Project Training

Detail techniques Instruction

Reference ZPM_EN_0084



Project



◆ PROJECT DELIVERY

Project reference Project Training
Project title Detail techniques Instruction
Document reference ZPM_EN_0084
Document revision 0
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Authorisation

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1 Learning Goals and Instruction

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.	 SCHEDULE ORGANIZING Group and filter details to gain focus in the schedule and create new tables and views.
 RESOURCE ASSIGNMENT View and change resource availability and use Team Planner to make adjustments.	 PROGRESS TRACKING Learn how to update a baseline and to reschedule the remaining work to complete the project plan.
 RESOURCE ALLOCATION View resource allocation and resolve resource overallocations manually and calculated.	 REPORT PROJECT STATUS View slipped tasks and report the task and resource cost status to identify variances.

 **INSTRUCTION**
Use the instruction for reference.

Learning Goals

- 2 Task Scheduling
- 3 Resource assignment
- 4 Resource allocation
- 5 Schedule organizing
- 6 Progress tracking
- 7 Report project status

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Instruction

The following symbols are shown in the instruction. The symbol for skills describes the actions that need to be performed for an action in Project. The symbol for information provides additional insights, both for applying Project and for Project Management.



Skills









Information

Symbols correspond to the presentation ZPM_EN_0083 and should be used as a reference in the instruction.

2 Task Scheduling















Skills and Information

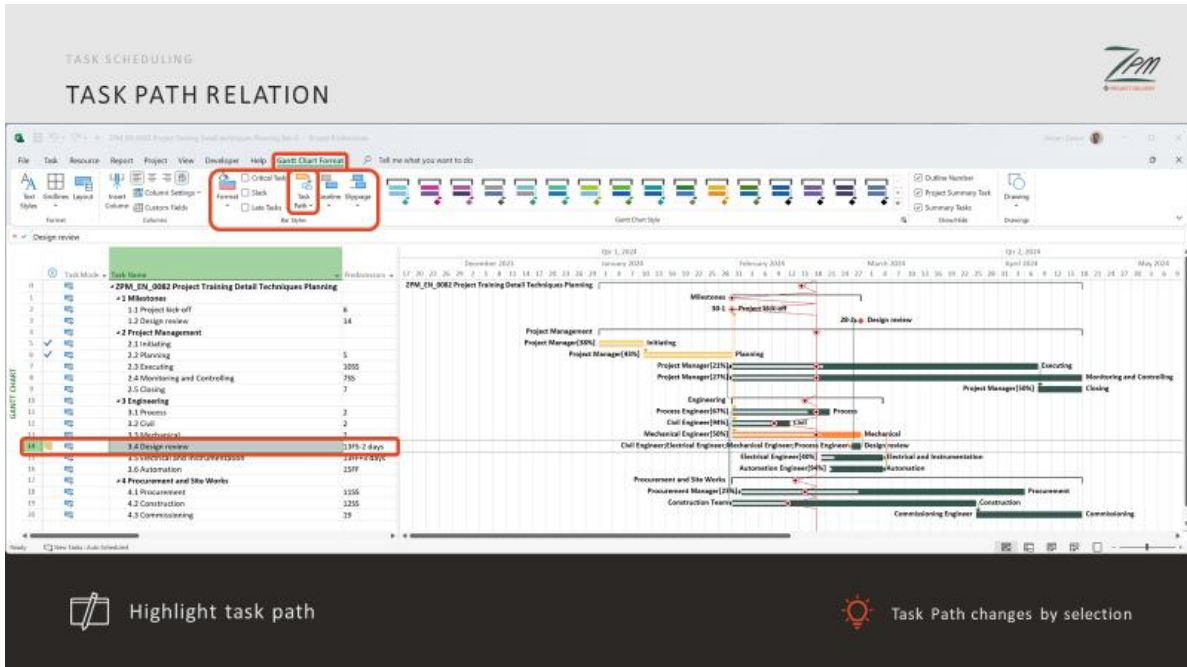
-  Task Path changes by selection
-  Highlight task path
-  Constraint indicator
-  ASAP – As Soon As Possible
-  ALAP – As Late As Possible
-  SNET – Start No Earlier Than

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-  SNLT – Start No Later Than
-  Default task constraint
-  FNET – Finish No Earlier Than
-  FNLTL – Finish No Later Than
-  MSO – Must Start On
-  MFO – Must Finish On
-  Consider deadline dates instead of semi-flexible or inflexible constraints
-  Set constraint or deadline
-  Split task
-  Create and set new calendar
-  Change task type
-  Inspect task details

2.1 Task Path Relation



Task Path changes by selection

In the instruction, the actions for an action in Project are shown as follows:

Select the **Milestone** command in the **Insert** group on the **Task** tab.

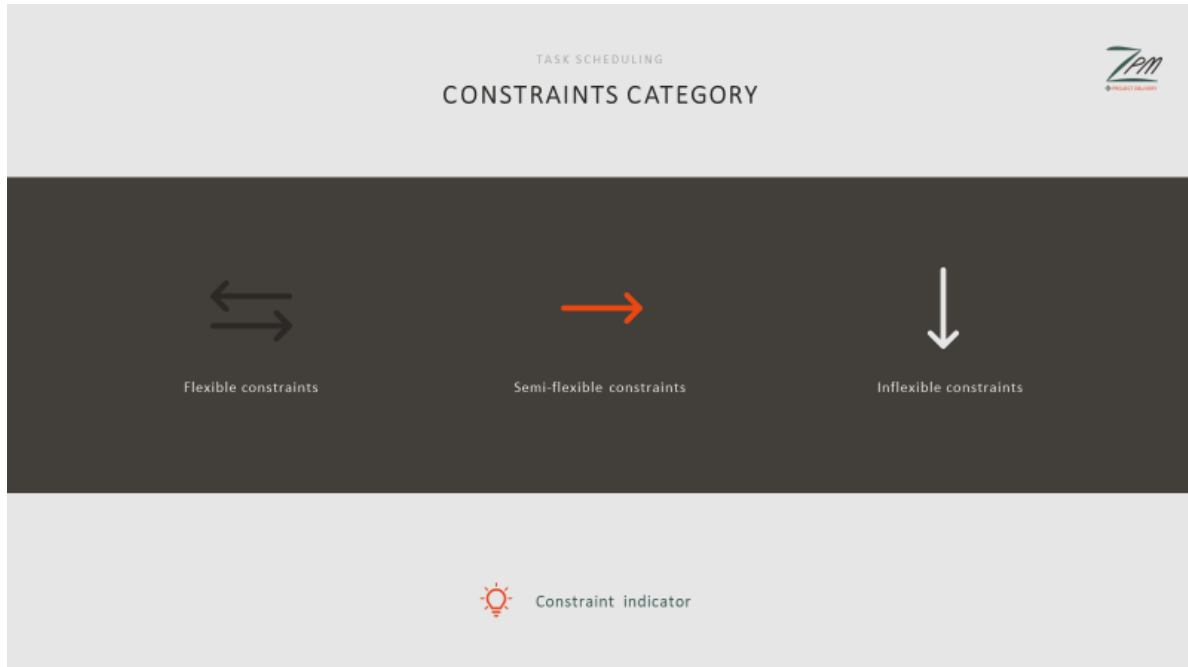


Highlight task path

1. Switch between display modes to view relevant information on the screen or to add details to tables.

Right click on display mode and select the relevant display mode. Select the **Tables** command in the **Data** group on the **View** tab to add details.

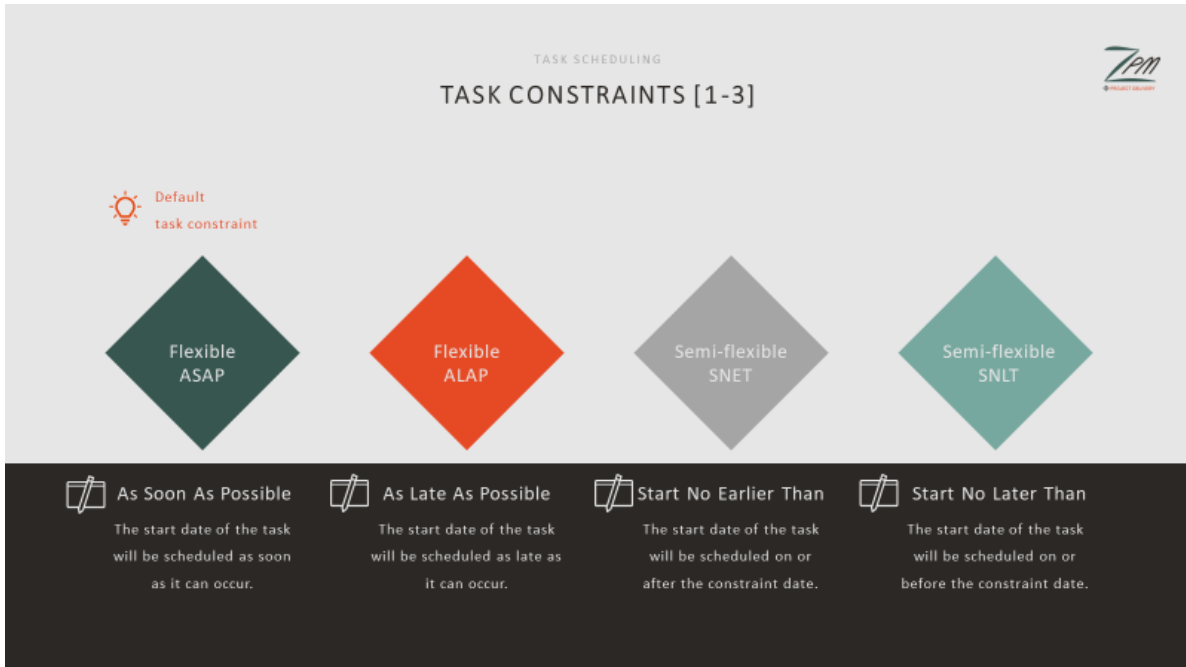
2.2 Constraints category



Constraint indicator

1. Select the task or milestone and select the **Add to timeline command** in the **Properties group** on the **Task tab**, or double-click on the task or milestone and select the **Display on timeline** command on the **General tab**.

2.3 Task constraints



ASAP – As Soon As Possible

1. On the **Task tab** in the **Properties group**, select the **Information command**. On the **Predecessors tab** in the **Predecessors section**, select **Finish-to-Start (FS)** in the **Type field**.
2. The task dependency can also be entered manually in the **Predecessors column** in the table using the following example: **12FS**



ALAP – As Late As Possible

1. On the **Task tab** in the **Properties group**, select the **Information command**. On the **Predecessors tab** in the **Predecessors section**, select **Start-to-Start (SS)** in the **Type field**.
2. The task dependency can also be entered manually in the **Predecessors column** in the table using the following example: **12SS**



SNET – Start No Earlier Than

1. On the **Task tab** in the **Properties group**, select the **Information command**. On the **Predecessors tab** In the **Predecessors section**, select **Finish-to-Finish (FF)** in the **Type field**.
2. The task dependency can also be entered manually in the **Predecessors column** in the table using the following example: 12FF



SNLT – Start No Later Than

1. On the **Task tab** in the **Properties group**, select the **Information command**. On the **Predecessors tab** In the **Predecessors section**, select **Start-to-Finish (SF)** in the **Type field**.
2. The task dependency can also be entered manually in the **Predecessor column** in the table using the following example: 12SF



Default task constraint

Finish to Start (FS) is set as the default task dependency in MS Project.



FNET – Finish No Earlier Than

1. On the **Task tab** in the **Properties group**, select the **Information command**. On the **Predecessors tab** In the **Predecessors section**, select **Finish-to-Start (FS)** in the **Type field**.

2. The task dependency can also be entered manually in the **Predecessors column** in the table using the following example: 12FS



FNLT – Finish No Later Than

1. On the **Task tab** in the **Properties group**, select the **Information command**. On the **Predecessors tab** In the **Predecessors section**, select **Start-to-Start (SS)** in the **Type field**.
2. The task dependency can also be entered manually in the **Predecessors column** in the table using the following example:12SS



MSO – Must Start On

1. On the **Task tab** in the **Properties group**, select the **Information command**. On the **Predecessors tab** In the **Predecessors section**, select **Finish-to-Finish (FF)** in the **Type field**.
2. The task dependency can also be entered manually in the **Predecessors column** in the table using the following example: 12FF



MFO – Must Finish On

1. On the **Task tab** in the **Properties group**, select the **Information command**. On the **Predecessors tab** In the **Predecessors section**, select **Start-to-Finish (SF)** in the **Type field**.
2. The task dependency can also be entered manually in the **Predecessor column** in the table using the following example: 12SF



Consider deadline dates instead of semi-flexible or inflexible constraints

Finish to Start (FS) is set as the default task dependency in MS Project.



Set constraint or deadline

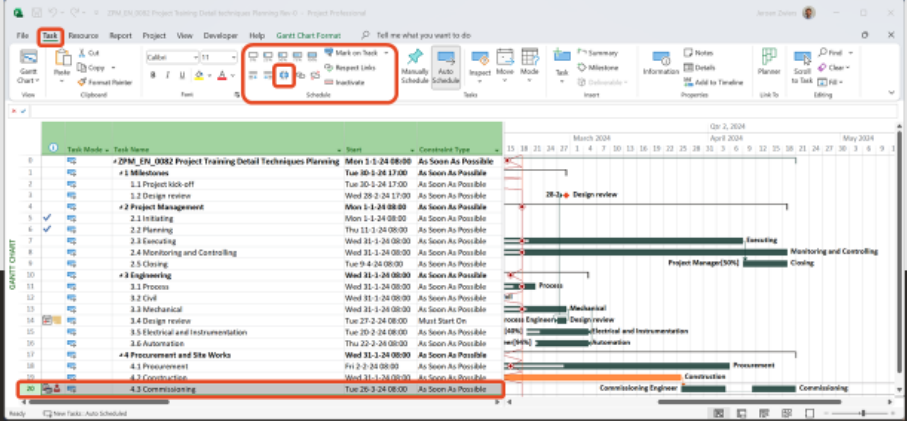
1. On the **Task** tab in the **Properties** group, select the **Information** command. On the **Predecessors** tab In the **Predecessors** section, select **Start-to-Finish (SF)** in the **Type** field.
2. The task dependency can also be entered manually in the **Predecessor** column in the table using the following example:
12SF


2.4 Split Tasks

TASK SCHEDULING

SPLIT TASKS

Useful for remaining work to be rescheduled due to interruption.



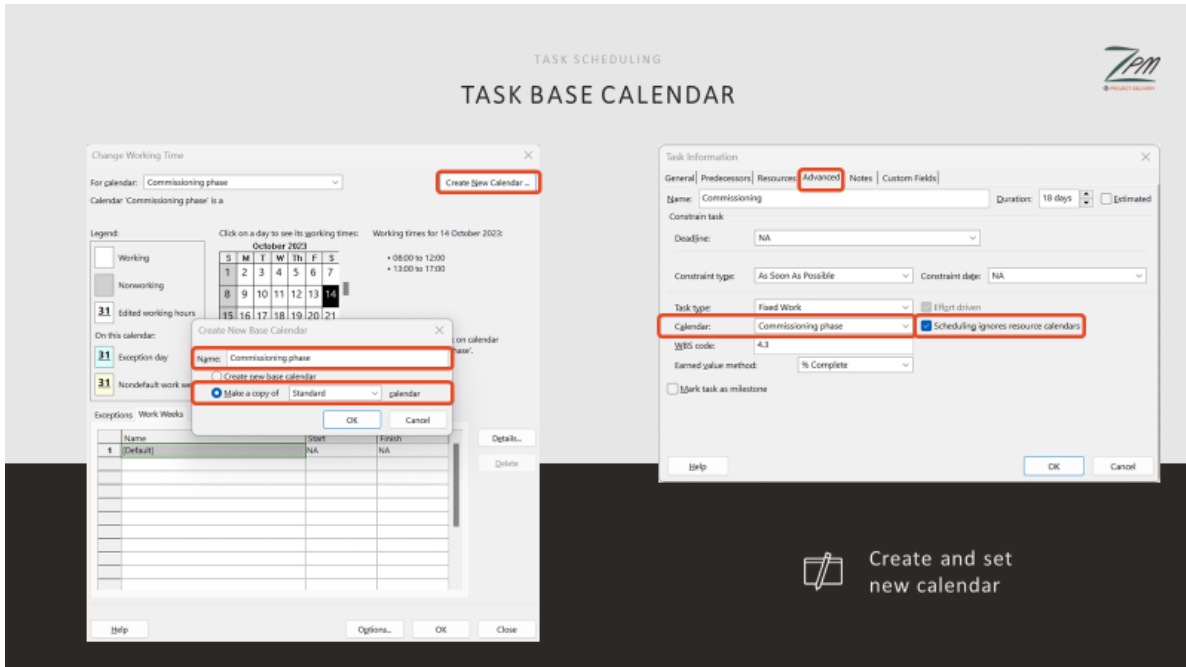
 Split task



Split task

1. Select the **Details command** on the **View tab** in the **Split View group**.
2. Click the arrow next to the **Details command** and choose the **detail window** to display from the list.

2.5 Task base calendar




Create and set new calendar

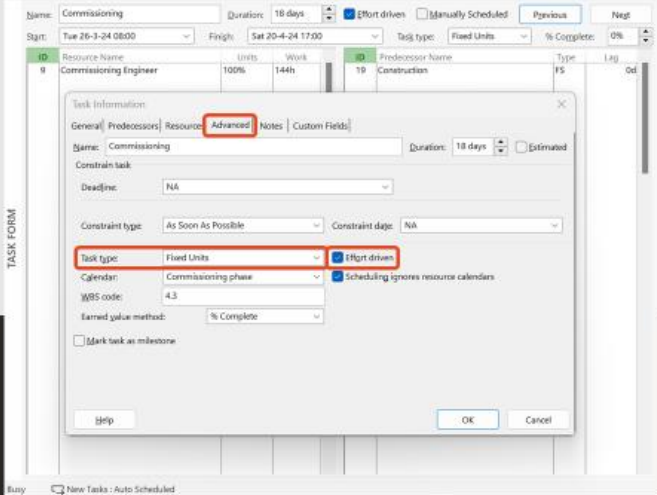
1. Select the **Details** command on the **View tab** in the **Split View group**.
2. Click the arrow next to the **Details** command and choose the **detail window** to display from the list.

2.6 Task type and effort driven

TASK SCHEDULING

TASK TYPE AND EFFORT DRIVEN

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



Change task type



Change task type

1. Select the **Details** command on the **View tab** in the **Split View group**.
2. Click the arrow next to the **Details** command and choose the **detail window** to display from the list.

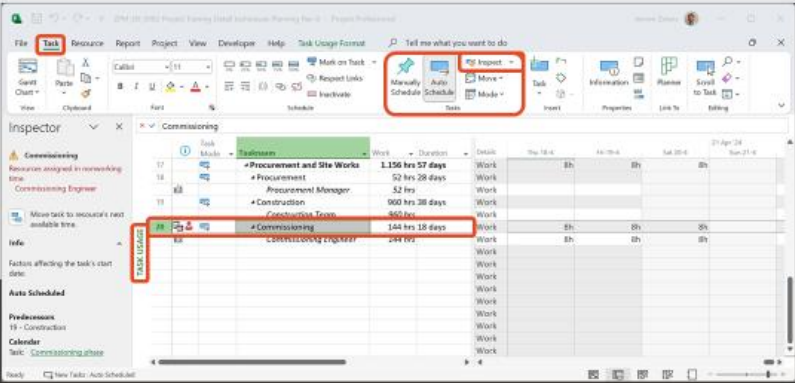
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2.7 Task inspector

TASK SCHEDULING

TASK INSPECTOR

Inspect the task and use details to understand scheduling factors.



Inspect task details



Inspect task details

1. Select the **Details command** on the **View tab** in the **Split View group**.
2. Click the arrow next to the **Details command** and choose the **detail window** to display from the list.