

## Chapter 1 : Project Management Software | Microsoft Project

*Project can schedule tasks using two methods: manual scheduling and automatic scheduling. With manual scheduling, changes to factors such as task dependencies, constraints, and project calendars do not automatically adjust task dates.*

How do resource assignments drive the schedule? How is a project scheduled? Project introduces a new mode that gives users complete control over how tasks are scheduled – manual scheduling. Project can schedule tasks using two methods: Tasks are manually scheduled by default. Project managers who are accustomed to automatic scheduling with past versions of Project can turn the manual scheduling feature off for specific tasks or for the entire project. Two manually scheduled tasks. The Duration is a text value, not a number. Two automatically scheduled tasks. The Duration is a number value. Since the duration is a number value, a start date has been automatically set by Project, and a bar is displayed. This new feature gives you greater flexibility and control over planning and managing their schedule. Why would you care? Well, at times project schedules are often very informal. They begin as simple lists of dates from e-mails, meeting with stakeholders, or a hallway conversation. Project managers very often do not have complete information on work items. For example, they may only be aware of when a task needs to be started, but not its duration until they have an estimate from their team members. Also, they may know how long a task will take, but they do not know it can be started until they have approval from the resource manager. Here are some things to keep in mind with manually scheduled tasks. Manually scheduled tasks have their own indicators and task bars to help you distinguish them from the "classic" automatically scheduled tasks. When a task is in manually scheduled mode, the Start, Finish, and Duration columns can be blank or include text values in addition to recognizable dates. Switching scheduling modes You can change a task back and forth from manually scheduled to automatically scheduled. When you change a task from manually scheduled to automatically scheduled, Project is going to have to make some decisions. After all, you can expect project to know that a fortnight is two weeks long. Control slippage If a manually scheduled task has to be delayed due to a slippage, its successor tasks will not be automatically pushed out. Project managers can decide to keep the original dates if their resources are able to proceed as planned, or delay the successor tasks if there are hard dependencies. The duration of a manually scheduled task will not change as resources are assigned to it The following table shows how Project attributes are defined and used for scheduling manually and automatically scheduled tasks.

Attribute	Manually Scheduled Tasks	Automatically Scheduled Tasks
Duration	Text value	Number value
Start date	Blank or text value	Automatically set
Finish date	Blank or text value	Automatically set
Constraints	Used by Project to Help determine best schedule	Used by Project to Help determine best schedule
Resource calendars	Used by Project to Help determine best schedule	Used by Project to Help determine best schedule
Task scheduling	Classic way Project schedules your tasks	Highly structured, systematic means of managing project schedules
Project information	Individual work items called tasks required to complete the project	Information that you enter about the following: The individual work items called tasks required to complete the project. If necessary, the resources needed to complete those tasks. If anything about your project changes after you create your schedule, you can update the tasks or resources and Project adjusts the schedule for you.
Task information	Durations Constraints Using this information, Project calculates the start date and finish date for each task	Using this information, Project calculates the start date and finish date for each task
Resource information	Resources Can be assigned to tasks. Not used by Project to help schedule the project	Resources Can be assigned to tasks. Used by Project to Help determine best schedule
Task types	Not used by Project to help schedule the project	Used by Project to Help determine best schedule
Working times	Not used by Project to help schedule the project	Used by Project to Help determine best schedule
Lead time and lag time	Not used by Project to help schedule the project	Used by Project to Help determine best schedule

Other elements, such as lead time and lag time, task types, resource availability, and the driving resource, can

affect scheduling, so understanding the effects of these elements can help you to maintain and adjust your schedule as needed. Project calculates the duration of automatically scheduled tasks based on the definitions of the duration units on the Calendar tab of the Options dialog box. Just like a normal monthly calendar, the year begins in January and each week begins on Sunday or Monday. By default, when Project calculates duration units, one day equals 8 hours, one week equals 40 hours, and one month equals 20 working days. When you change task modes, keep the following in mind. For example, Project will change a manually scheduled task with a duration of "A couple weeks" the default of "1 day? A task that is changed to manually scheduled will retain its duration and dates. However, after the task is set to manually scheduled, the duration and dates can be any number, text, or date value.

**Top of Page** How does the project start date affect the schedule? For automatically scheduled tasks, as you enter more information about tasks, such as task dependencies, durations, and constraints, Project adjusts the schedule to reflect more accurate dates for tasks. Manually scheduled tasks will not be moved if the project start date changes. When you schedule a project from the start date, all tasks start at the project start date unless you specify otherwise. Nearly all projects should be scheduled from a known start date. Even if you know the date that a project must be completed, scheduling from a start date gives you maximum flexibility. However, you might want to schedule from a finish date when: You need to determine when a project must start so that it finishes on a specific required date. You are not sure when your project will begin for example, you are receiving work from another source that could be delayed. Your project management methodology requires you to schedule from a finish date. As you work with your project that is scheduled from a finish date, be aware of differences in the way that Project handles some actions: You should set other constraints only when necessary. If you change your project to schedule from a finish date and it was previously scheduled from a start date, you will remove all leveling delays and leveling splits from tasks and assignments that have been automatically scheduled. Tasks that are manually scheduled are not affected. If you use automatic leveling to reduce resource overallocations in your project, Project will add a leveling delay after a task rather than before a task.

**Top of Page** How do constraints on automatically scheduled tasks affect the schedule? When you need to control the start or finish date of an automatically schedule task, you can change the constraint on the task. Flexible constraints work with task dependencies to make a task occur as soon or as late as the task dependency will allow. For example, a task with an As Soon As Possible ASAP constraint and a finish-to-start dependency will be scheduled as soon as the predecessor task finishes. By default, all tasks in a project that is scheduled from the start date have the ASAP constraint applied. Manually scheduled tasks are not affected by task constraints. If you change a task scheduling mode from manually scheduled to automatically scheduled, the task constraint will be set to As Late as Possible ALAP. Constraints with moderate scheduling flexibility will restrict a task from starting or finishing before or after a date you choose. With the default finish-to-start task relationship and an ASAP constraint applied to these tasks, the successor task the second one is scheduled to begin as soon as the predecessor task the first one is scheduled to finish. With a SNET constraint applied, the successor task cannot begin before the constraint date, even if as shown here the predecessor task is completed before the constraint date. Inflexible constraints override any task dependencies by default and restrict a task to a date you choose. For example, a task with a Must Start On MSO constraint for September 30 and a finish-to-start dependency to another task will always be scheduled for September 30 no matter whether its predecessor finishes early or late. If a task that is constrained to a date has a predecessor that finishes too late for the successor to begin on the date specified in the constraint, negative slack can occur. To review or change the constraint on a task, right-click on the task, click Task Information , and then click the Advanced tab. Constraint information is in the Constraint type and Constraint date boxes.

**Top of Page** How do deadline dates affect the schedule? A task with a deadline is scheduled just like any other task, but when a task finishes after its deadline, Project displays a task indicator notifying you that the task missed its deadline. Deadline dates can affect the total slack on tasks. The task becomes critical if the total slack reaches zero. You can set deadlines for summary tasks as well as individual tasks. The task is scheduled to finish on the deadline date, though the task could still finish after its deadline if its predecessors slipped. To review or change a task deadline, right-click on the task, click Task Information, and then click the Advanced tab. Use the Deadline box. How do calendars affect

the schedule? Calendars determine the standard working time and nonworking time, such as weekends and holidays, for the project.

### Chapter 2 : Project Quick Start Guide - Project

*project will be constructed and establishes the format for progress payments as the work proceeds. Identify in a detailed manner all activities necessary to complete the work and development of the rela-*

### Chapter 3 : How scheduling works in Project - Project

*MS Project has been especially developed for project management and is a useful software application for planning, tracking and controlling a project. What can MS Project do for you? MS Project is only a tool which supports project managers.*

### Chapter 4 : Download A Comprehensive Guide to Project Online from Official Microsoft Download Center

*REALIZAR AJUSTES A LA CONFIGURACIÓN Microsoft Office Project Professional es una aplicación personalizable. 13 de 87 MANUAL "MICROSOFT PROJECT PROFESSIONAL " b) En cuadro Calendario elija un calendario de la lista. sus recursos y demás elementos inicien con las configuraciones específicas determinadas por su organización y que.*

### Chapter 5 : Microsoft Project Files - File Viewer Plus 3 User Manual

*If you're new to Project , this free guide offers useful tips to help you find your way around. On Windows 8, clicking the Download button above opens the guide directly in the Windows 8 Reader app, where you can view the guide, print it out, and save it for later reference. On Windows 7 or an.*

### Chapter 6 : MS Project Tutorial in PDF

*Project Management Using Microsoft Project A Training and Reference Guide for Project Managers Using Standard, Professional, Server, Web Application and Project Online for Office*