

# SOFTWARE PROJECT MANAGEMENT LAB # 03

**Instructor: Engr. Khurram Ashfaq Qazi**



## MS PROJECT

### INTRODUCTION:

**Microsoft Project** (MSP, MSOP or WinProj) is a project management software program, developed and sold by Microsoft, which is designed to assist a project manager in developing a plan, assigning resources to tasks, tracking progress, managing the budget and analyzing workloads.

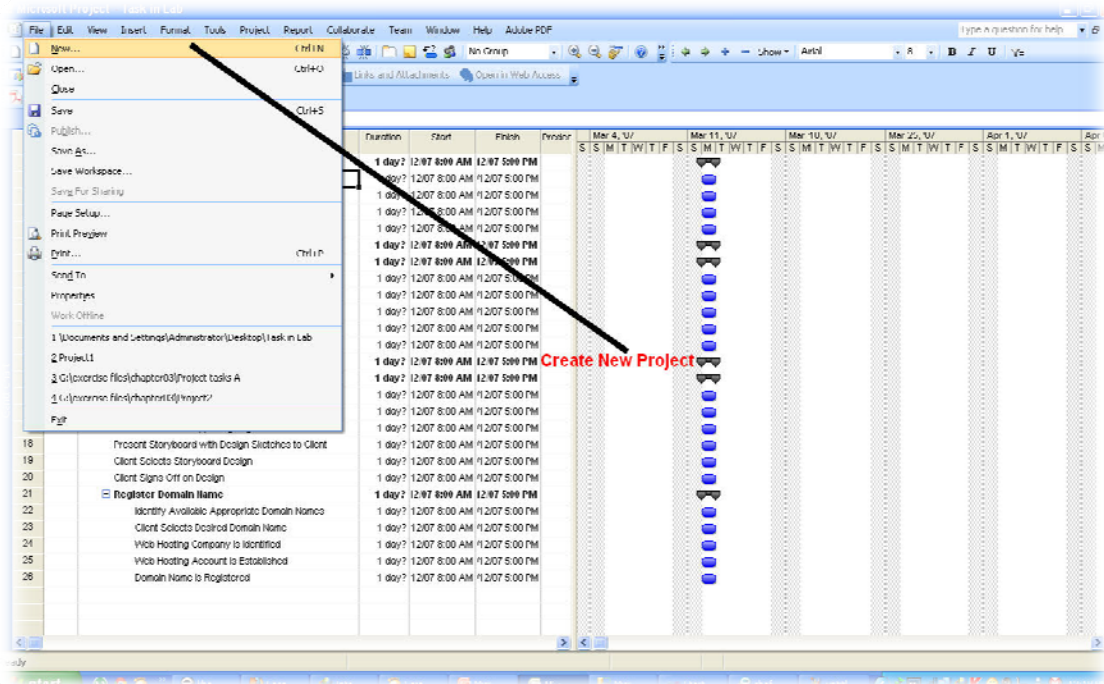
### VERSIONS USED

- ✓ MS Project 2003
- ✓ MS Project 2007
- ✓ MS Project 2010

## MS PROJECT 2007

### NEW PROJECT

Press (ctrl +n) for creating new project in MS project 2007.



Press (ctrl +s) for saving new project in MS project 2007.

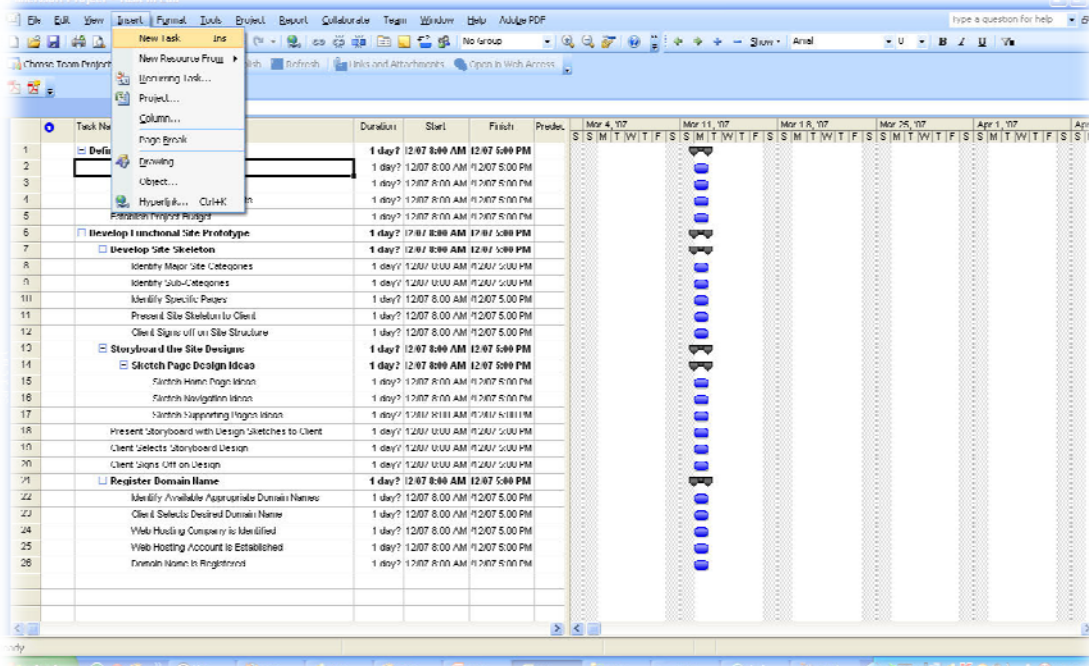
### NEW TASK CREATION

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<http://web.uettaxila.edu.pk/CMS/AUT2011/seSPMbs/index.asp>

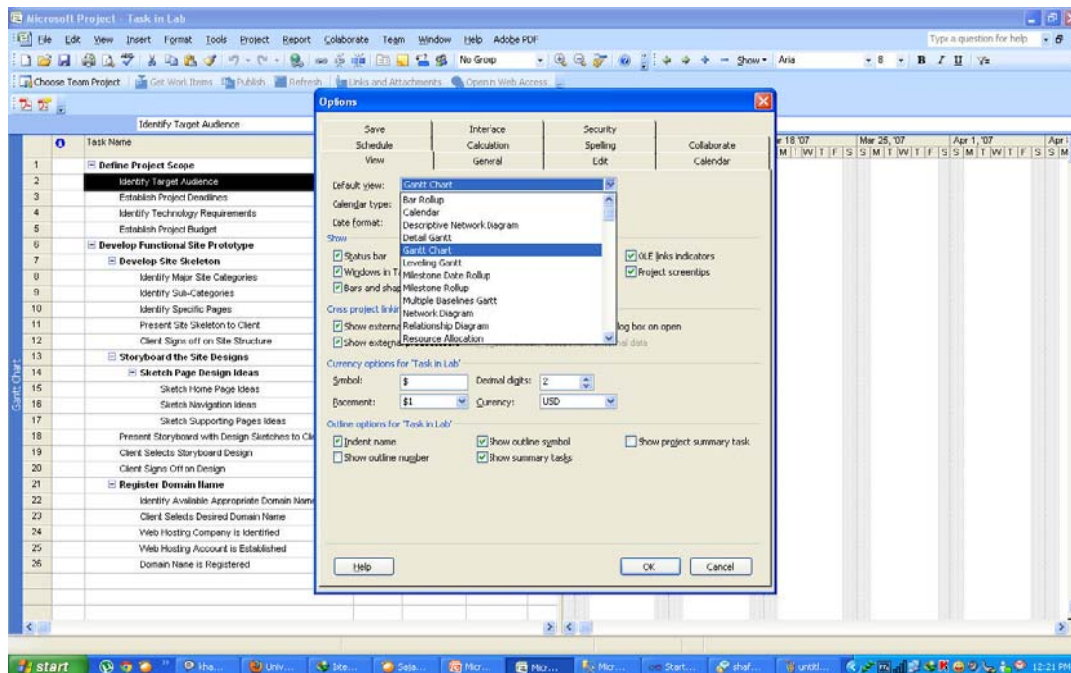




Press insert key for inserting or creating or entering new task in the current running project

### CUSTOMIZING OPTIONS

Watch the menu carefully. Goto **Tools** menu and then click **options**. New dialog box opens having many tabs as show in figure.



Default view sets the view of the time line. It might be gantt chart, calnder etc.

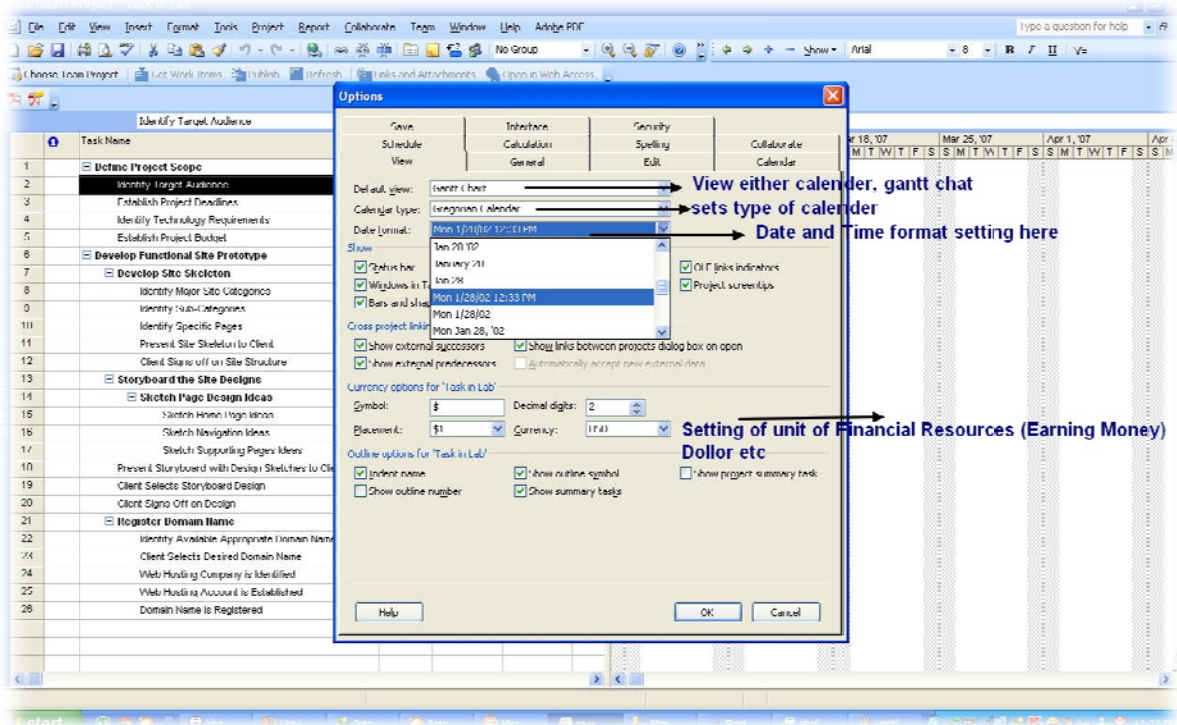
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The different options that can be set before the start of the project are shown in the given below figure.

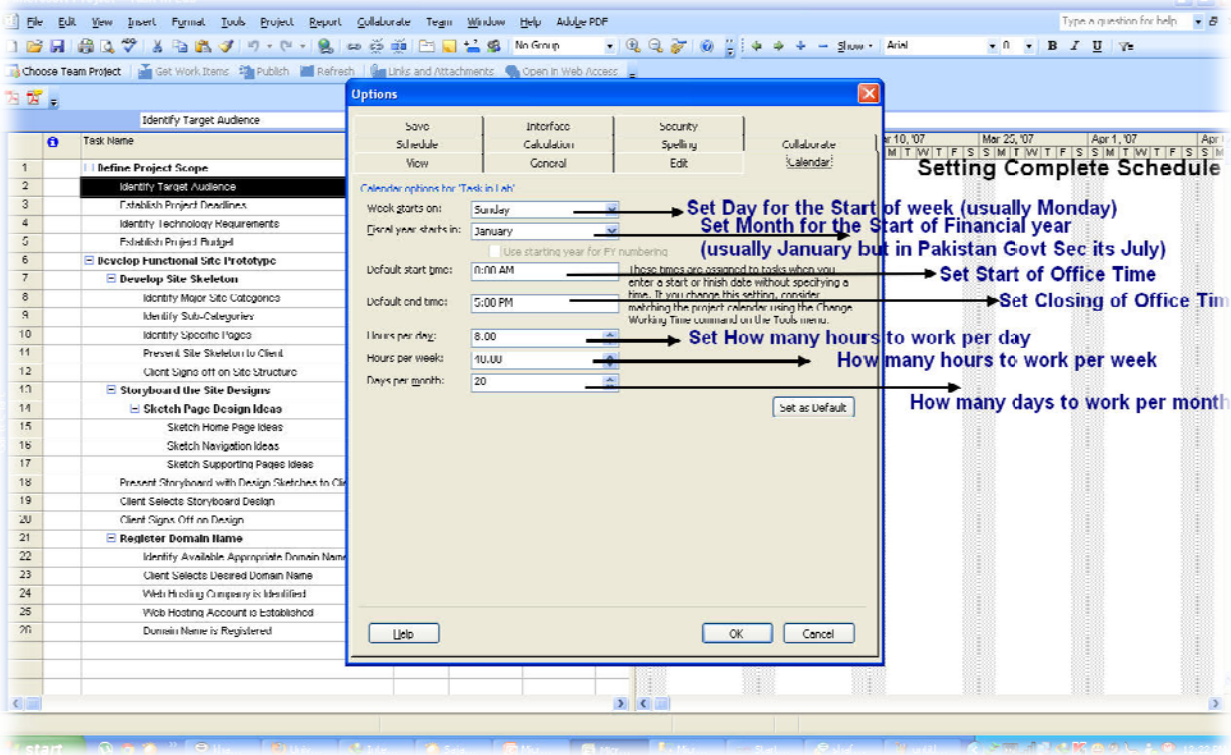


The time setting calendar options for the project can be set by clicking Calendar tab.

The tabs sets following options

1. Week start day
2. Financial year start month
3. Office timing start time
4. Office closing time
5. Working hours per week
6. Working days per month





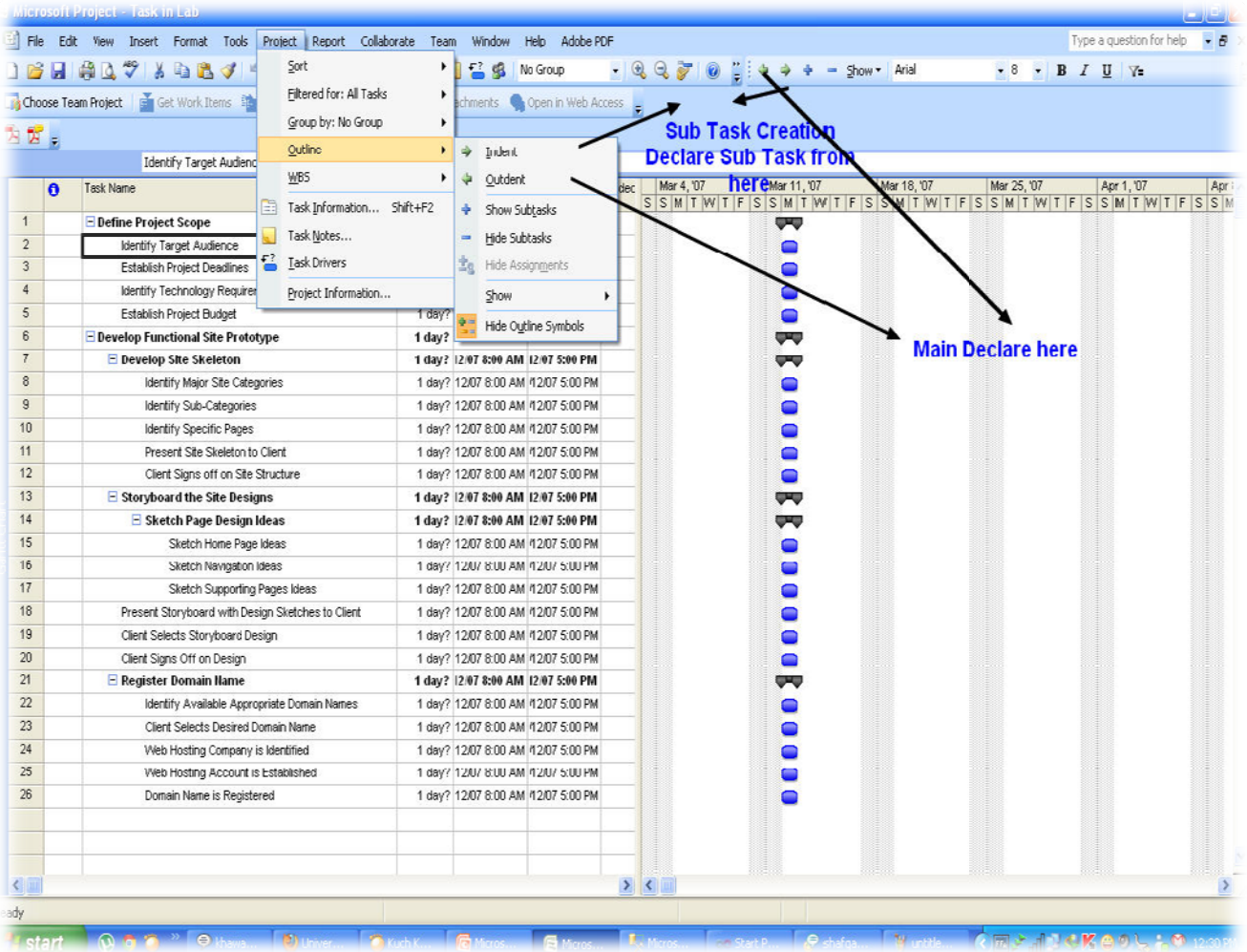
### TASKS AND SUB TASKS

In order to declare a task sub task click the options as shown in figure below. There are two ways for sub tasks declaration.

1. By mouse direct click on the forward arrow after selecting the particular task
2. Go to project, goto outline and then click indent for sub task

For declaring sub task a Main Task just outdent that task or select the task and click backward arrow as shown in below figure.

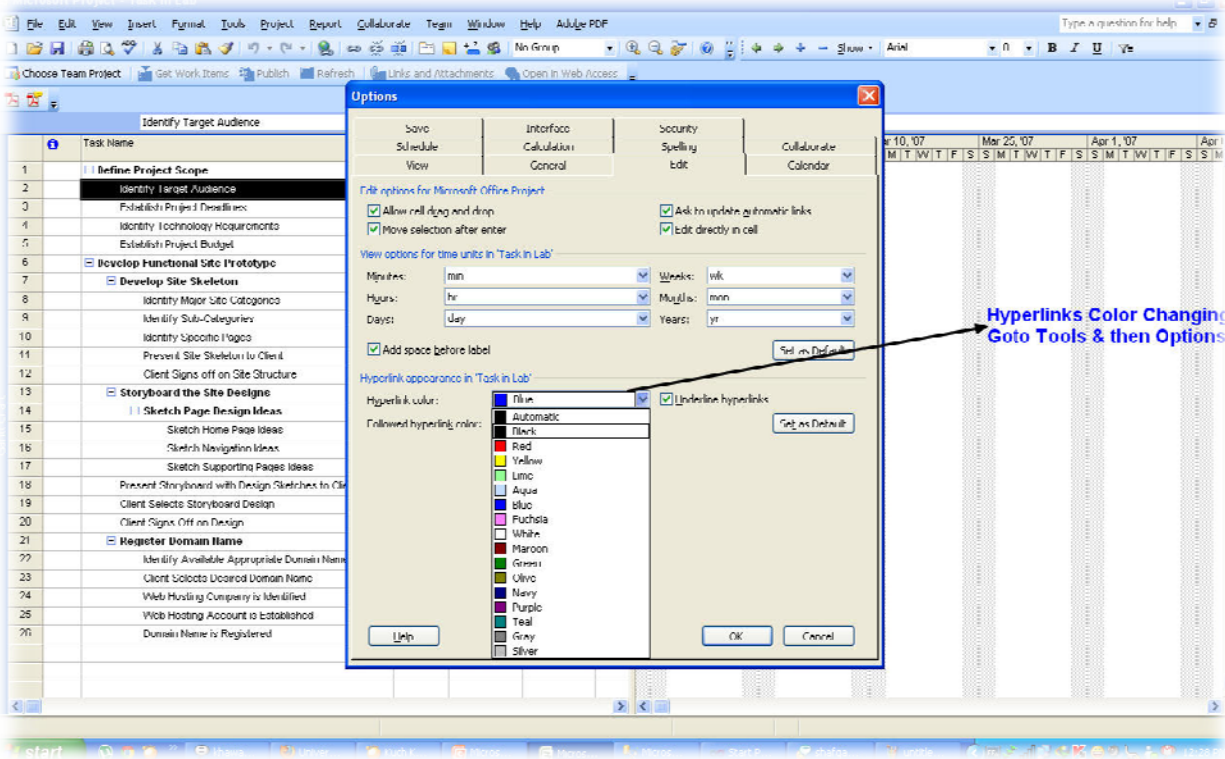




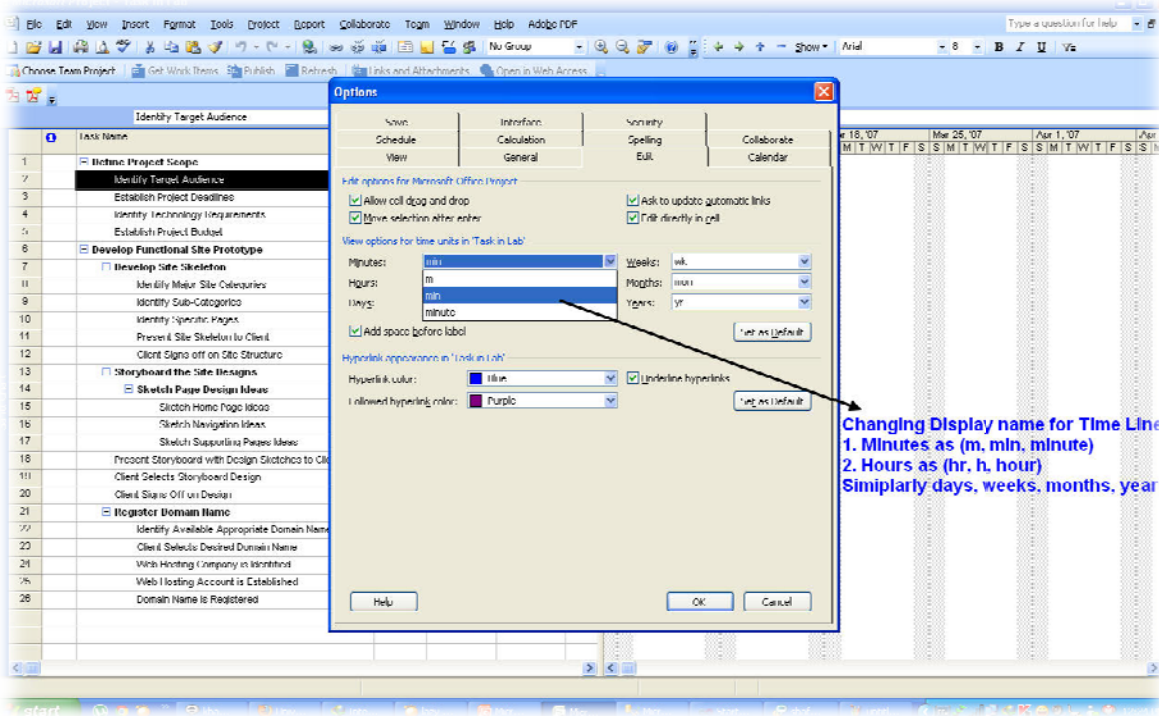
### HYPERLINKS COLOR CHANGING

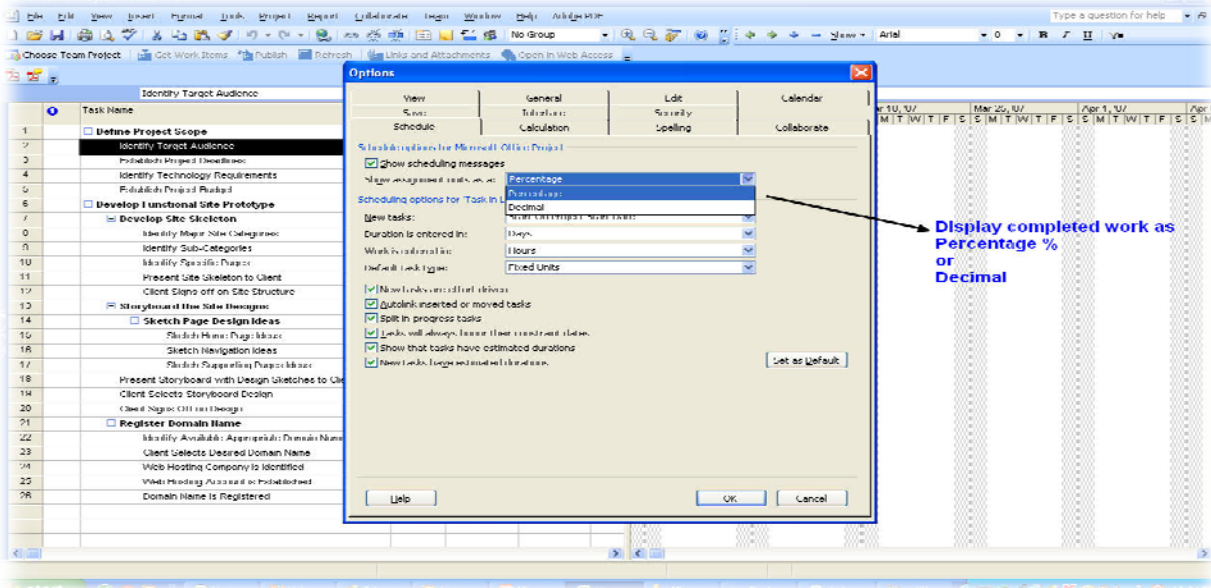
In order to change the color of the hyperlinks, linking task, goto options, then edit from there change color as you want as shown in figure given below.





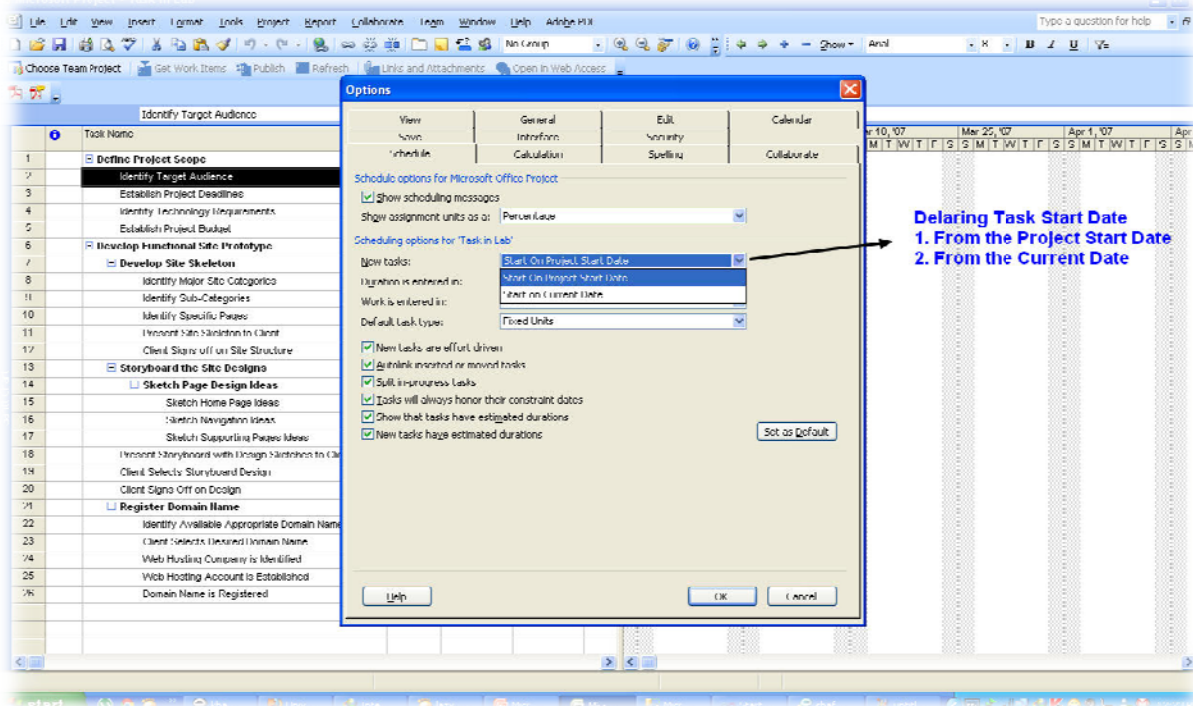
### TIMESCALE DISPLAY UNITS CHANGING





### TASK START DATE SETTING

The figure shows that either to declare the task start date from project start date or from current date.



### INDICATOR

1. Indicates the task status. Here we can write the notes relating to task by right clicking on the task and clicking on task notes. Second method is by double clicking the task and adding information in task through advance option.



2. Task name is unique.
3. Duration indicates the start
4. Start date tells the starting date of task.
5. Similarly end date informs about the end of task date.

