

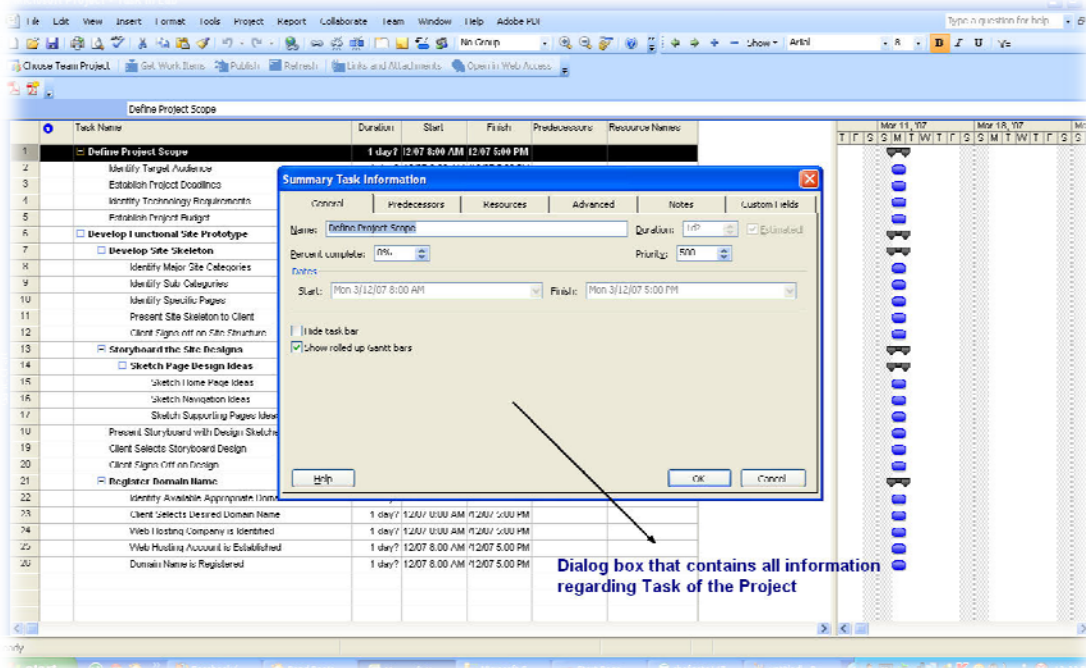
# SOFTWARE PROJECT MANAGEMENT LAB # 04

**Instructor: Engr. Khurram Ashfaq Qazi**



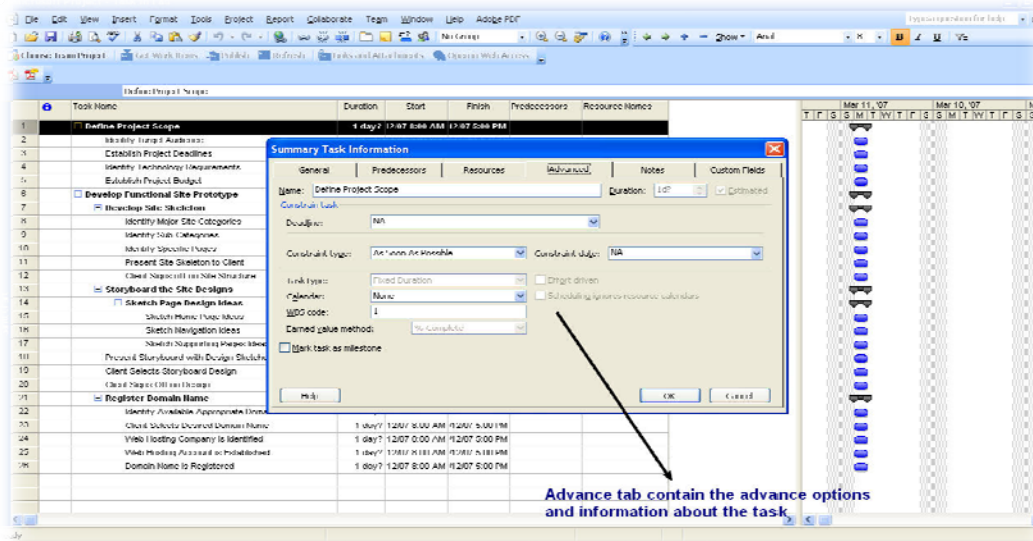
### TASK INFORMATION

Double click the particular task. A dialog box is opened as shown in the figure given below. This dialog box contains many tabs including General information, Advance option, Task Notes etc tags which are discussed later in the manual.



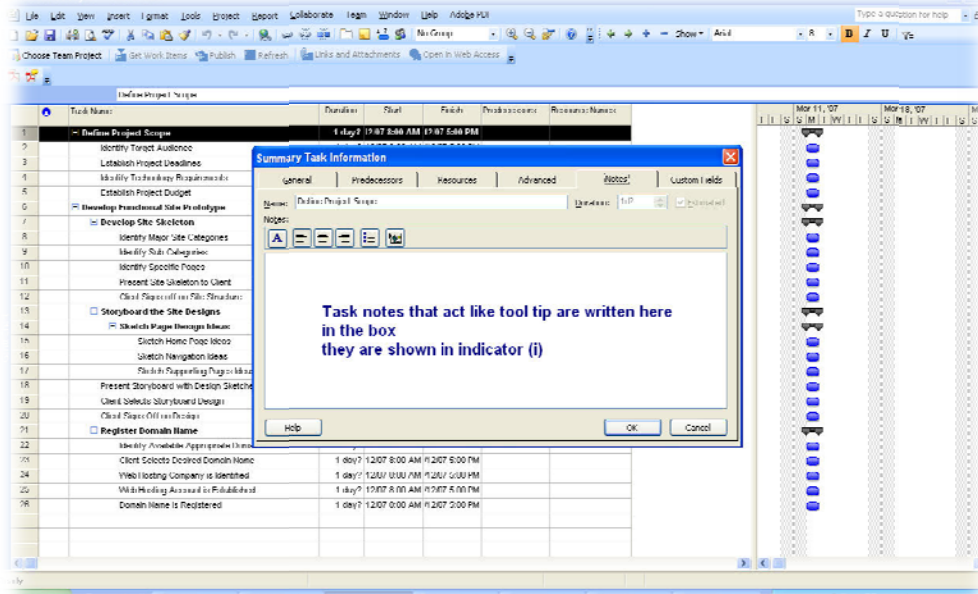
### ADVACNE OPTIONS TAB

This tab allows the user (Project Manager) to set the Deadlines for the Project, Declare the milestones and constraints.



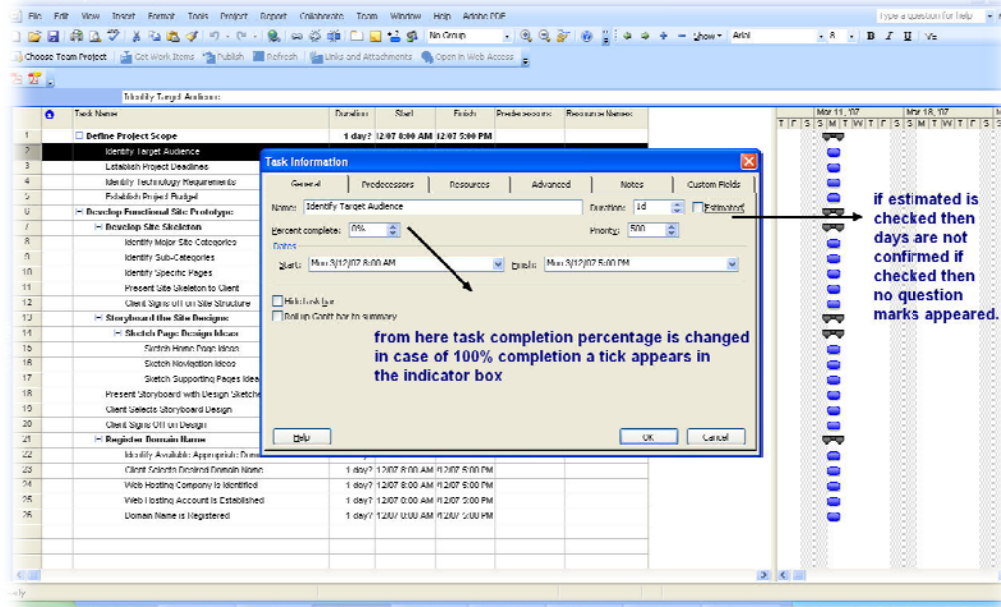
### TASK NOTES

Tasks notes also known as task information are written in the Notes tab where there is a text field for the notes. These notes are important notes relating to task that should be remembered during task performing.



### TASK DURATION AND COMPLETION PERCENTAGE

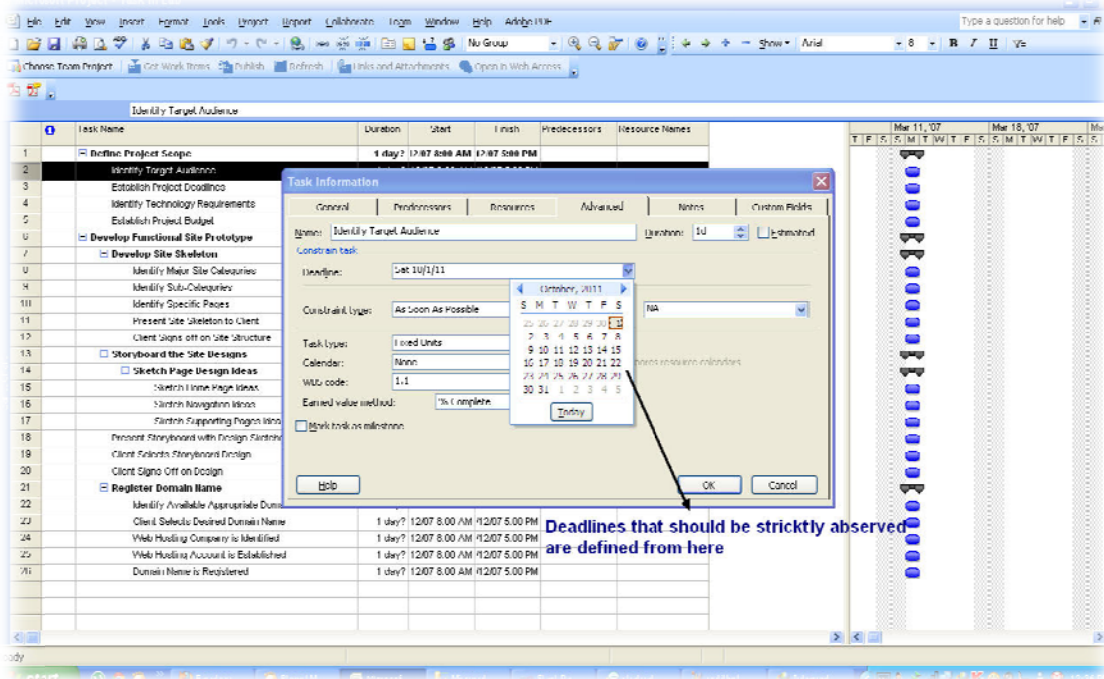
Mostly task duration is estimated as no one knows about the exact days for task completion due to risks and other factors that may effect task. If Manager is 100% sure about the duration for task completion then he/she unchecks the check box as shown in the figure. Otherwise duration is estimated. Similarly completed task percentage is changed from field shown below.



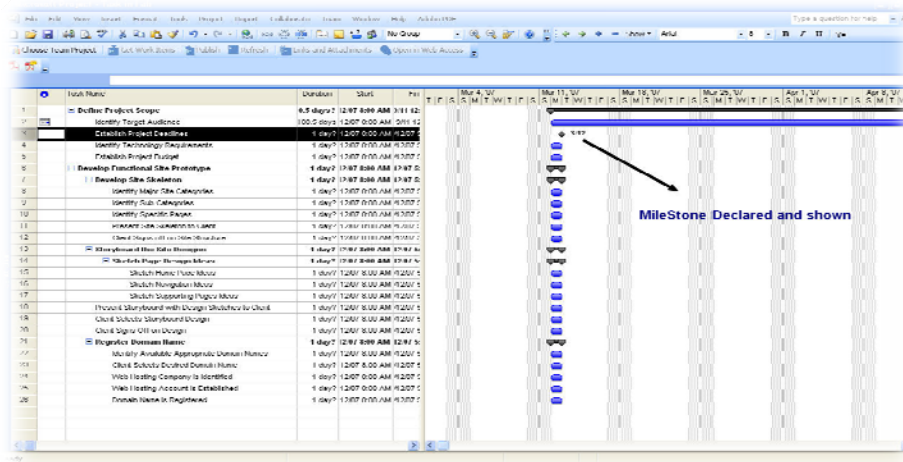
If task is 100% completed then a tick marks appears in the indicator indicating task completion.

### DEADLINES

Deadlines are important in a project as if project doesn't meet its deadline then it's all in vain. When a deadline is missed, there's no longer any point in completing the commitment.

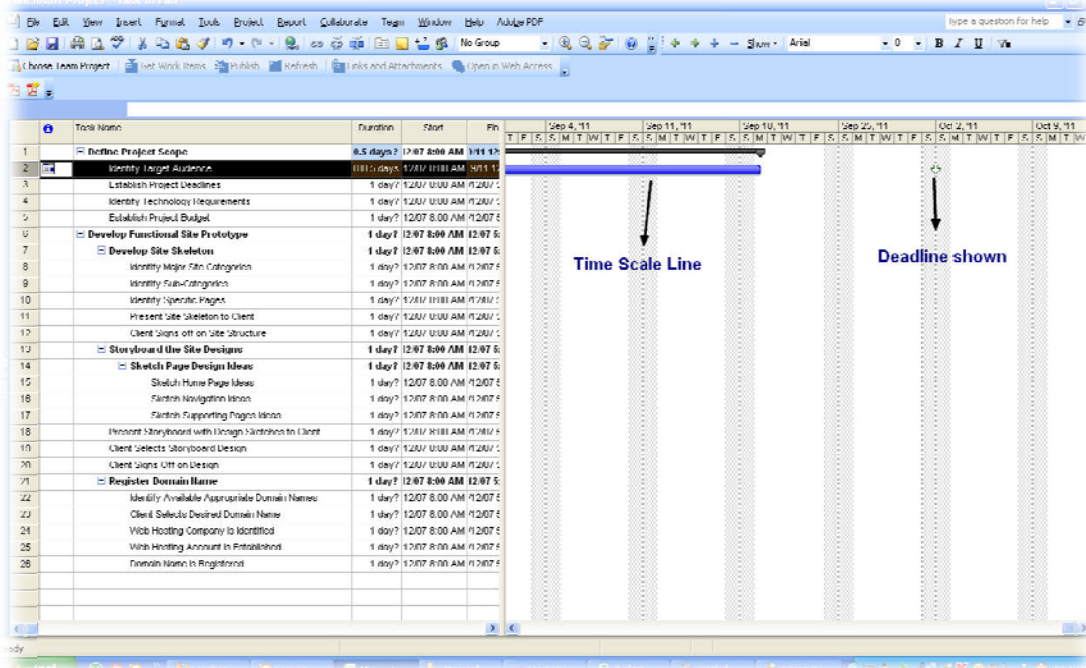


The declared deadline is shown by diamond symbol as shown in figure



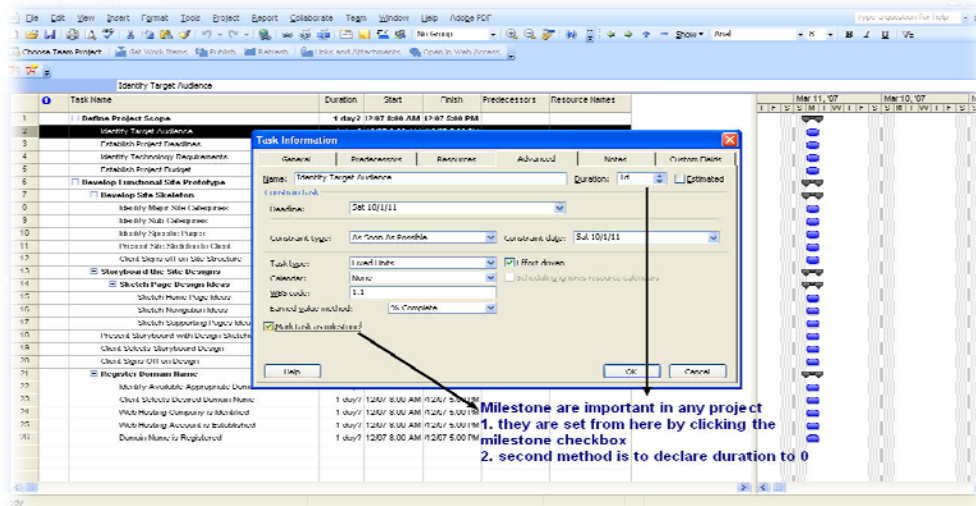
Deadlines are shown by the empty downward arrow head which is shown in figure given below.





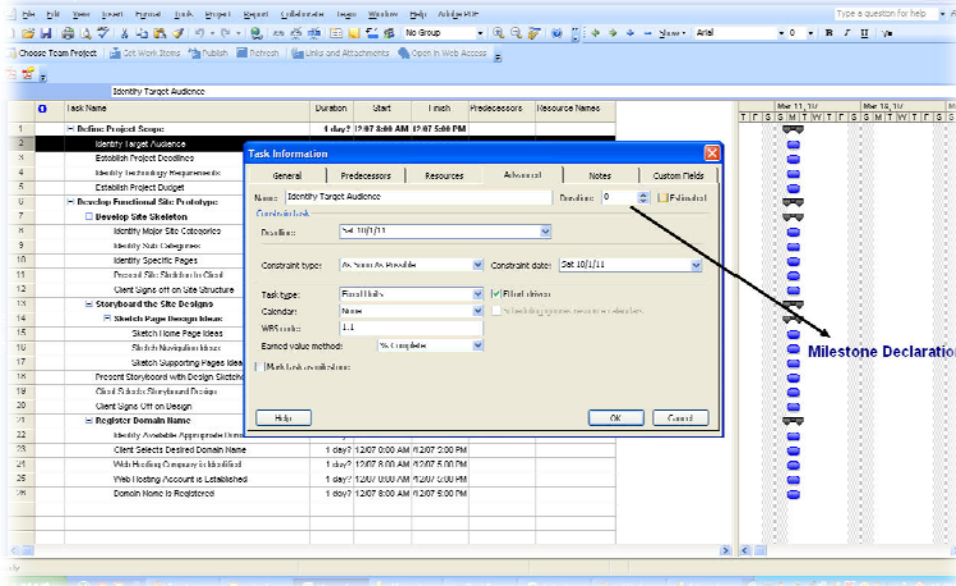
### MILESTONES

A *milestone* is the end of a stage that marks the completion of a work package or phase, typically marked by a high level event such as completion, endorsement or signing of a deliverable, document or a high level review meeting.



Milestone in MS project 2007 are set by clicking the check box present in the general tab that appears after double clicking task or by declaring its duration 0 as shown.

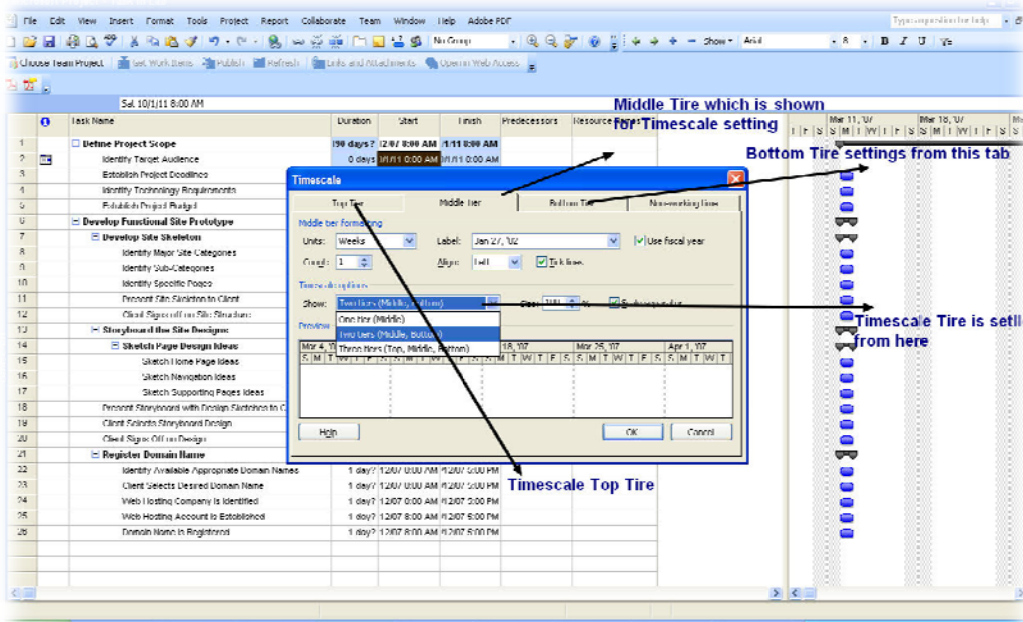




### TIMESCALING

Time scale of the MS Project as shown comprises of 3 –tire but mostly 2-tire is shown.

1. Top tire.....Top line of Time Scale consists of Date and Year
2. Middle tire ..... Middle line shows days of week
3. Bottom tire ..... bottol line shows hours and minutes as desired



Time scale units can be changed with respect to concerning tire by click dropdown box as shown.

