

MICROSOFT PROJECT – MADE EASY

A Step-by-Step Guide for Beginners

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Dedication

To All Project Managers

Table of Contents

Chapter One: Introduction.....	1
Chapter Two: Understand Project	2
Chapter Three: Understand Project Management	4
Chapter Four: Steps to use Microsoft Project.....	5
Phase 01: Open The Blank Page	5
Phase 02: Add Information and Change Settings.....	Error!
Bookmark not defined.	
Phase 03: Save, Close and Open the Saved File.....	Error! Bookmark not defined.
Phase 04: Understand the Meaning of Tabs.....	Error! Bookmark not defined.
Phase 05: Define the Project and Its Calendar.....	Error! Bookmark not defined.
Phase 06: Create Tasks for the Project.....	Error! Bookmark not defined.
Phase 07: Create and Assign Resources for the Project	Error! Bookmark not defined.
Phase 08: View the Project.....	Error! Bookmark not defined.
Phase 09: Know Critical Tasks	Error! Bookmark not defined.

Phase 10: Set the Baseline **Error! Bookmark not defined.**

Phase 11: Track the Progress of the Project**Error! Bookmark not defined.**

Phase 12: Print the Project Report **Error! Bookmark not defined.**

Chapter Five: Final Remark **Error! Bookmark not defined.**

About the Author **Error! Bookmark not defined.**

Chapter One: Introduction

Hello, Welcome!

This mini-book was written for you to build your skills and improve project management by using Microsoft Project. Microsoft Project is a tool that helps you to create and manage projects more efficiently. It involves planning and monitoring the project tasks, resources, costs and time. By using this application, you will understand all the tasks that are supposed to be performed and their sequence, their deadline for completion, responsible persons to perform those tasks and their costs. This book provides you with guidelines to use the application.

Let's get started!

Chapter Two: Understand Project

Project by definition is a temporary endeavor undertaken to produce a unique product, service or result (According to Project Management Book of Knowledge, 6th edition). It is a set of interrelated activities, usually involving a group of people from different discipline, knowledge or skills, working together to achieve common end with constrain in time, scope, cost and quality.

The project is characterized by:

- ▶ Having Specific, Measurable, Attainable, Realistic and Time-bound Objectives
- ▶ Having specific start-date and end-date (timeframe)
- ▶ Creating a unique product, service or result as the final deliverable
- ▶ Having a specific budget, scope, resources, stakeholders and uncertainties

There are several scenarios that the project can reach to an end, when:

- ▶ The project objectives are achieved and everyone gets satisfaction about the results
- ▶ There is no possibility of achieving the project objectives because they are unrealistic
- ▶ The need for the project to the particular stakeholders no longer exists for them
- ▶ The sponsor stops financing the project because of bankruptcy, death or losing interests
- ▶ The resources for the project are no longer available for the implementation

There are so many projects implemented in the world but few of them are:

- ▶ Performing research
- ▶ Conducting training
- ▶ Construction of the infrastructures
- ▶ Designing a website
- ▶ Writing a book
- ▶ Event management
- ▶ Book launching
- ▶ Consulting assignment and more

Chapter Three: Understand Project Management

Project Management is defined again by Project Management Book of Knowledge, 6th Edition as the application of knowledge, skills, processes, tools and techniques to project activities to meet the project requirements.

This means managing project should involve three main elements:

- ▶ Project planning in terms of the activities, resources both physical, financial and human resources as well as timeline for each activity
- ▶ Schedule management by tracking the progress of the project against the plan and take actions to the variances that occur
- ▶ Clear communication between all stakeholders who are affected directly or indirectly by the project

One of the tools of Project Management is called Microsoft Project that helps to plan, track the progress and have clear communication. Below are the steps to follow so that you can practice on your own and become competent using it.

Chapter Four: Steps to use Microsoft Project

The following are the steps from planning to reporting the project. The steps are grouped with phases, supported by pictures with red figures, for you to follow and understand easily. But before that, make sure you install Microsoft Project Version 2016 to your laptop or upgrade to the latest version.

Phase 01: Open The Blank Page

Step 01: Click START MENU and SELECT Project 2016

