

Project management MS Project

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Project



A project is a temporary effort that aims to create a unique product, service, or achieve a certain outcome.

A project is an organized effort aimed at achieving a certain goal and can be understood as a work plan that has a result at the end.

A project is a unique process carried out to achieve a goal. In general, it consists of a set of coordinated and managed activities with specific start and end dates, while respecting defined requirements and constraints in terms of time, costs and resources.

Project characteristics



- ✓ The project is unique and unrepeatable.
- ✓ The project has a clearly defined goal.
- ✓ The project has a developed plan.
- ✓ The project is developed gradually.
- ✓ The project has limitations.
- ✓ The project is implemented by the project team.
- ✓ The project is characterized by complexity.
- ✓ The project has a high level of uncertainty and risk due to external factors.

Project triangle

- ✓ costs (total price of the project),
- ✓ time (total project duration).
- ✓ scope (overall complexity and work of the project)



Project management

- ✓ Project management is a way of organizing work to manage unique tasks and activities that are different from routine, day-to-day processes.
- ✓ What distinguishes the project from the process management and routine management of the organization's activities is its uniqueness and final outputs.
- ✓ The founder of project management is Henry L. Gantt, who, together with F. Taylor, began to apply the scientific principles of management in Midvale Steel and Bethlehem Steel (1887-1893).



The application of project management in project implementation should answer the **questions**:



What tasks must be performed and in what order?



In what time sequence should the tasks be carried out and what is the deadline?



Who will complete these tasks?



How much will it cost?



What if some tasks are not completed as planned?



How to communicate the details of the project after its completion?

Project lifecycle



Microsoft Project



✓ Microsoft Project is a specialized project management software tool, covering all phases of the project lifecycle from planning to project completion and evaluation. The program is available in several editions:

- ❖ **Local solutions:** standalone desktop application (MS Project Standard, MS Project Professional) or server (Project Server)
- ❖ **Cloud solutions in Microsoft 365:** Project Online Professional and Project Online Premium, Project Web App (browser-based interface).

File Task Resource Report Project View Help Gantt Chart Format Tell me what you want to do

Gantt Chart View

Paste Clipboard

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Schedule

Manually Schedule Auto Schedule

Tasks

Task Insert

Information Properties

Editing

File Task Resource Report Project View Help Gantt Chart Format Tell me what you want to do

Team Planner View

Assign Resources Assignments

Resource Pool

Add Resources Insert

Information Notes Details Properties

Level Selection Level Resource Level All Level

Leveling Options
Clear Leveling
Next Overallocation

File Task Resource Report Project View Help Gantt Chart Format Tell me what you want to do

Compare Projects Project

New Report View Reports

Dashboards View Reports

Resources View Reports

Costs View Reports

In Progress View Reports

Getting Started View Reports

Custom View Reports

Recent View Reports

Visual Reports Export

File Task Resource Report **Project** View Help Gantt Chart Format Tell me what you want to do

Subproject Get Add-ins My Add-ins Project Information Custom Fields Links Between Projects WBS Change Working Time Calculate Project Set Baseline Move Project Status Date: NA Update Project Spelling

Insert Add-ins Properties Schedule Status Proofing

File Task Resource Report **Project** View Help Gantt Chart Format Tell me what you want to do

Gantt Chart Task Usage Team Planner Sort Outline Tables [No Highlight] [No Filter] [No Group] Timescale: Days Timeline Details New Window Macros

Task Views Resource Views Data Zoom Split View Window Macros

File Task Resource Report **Project** View Help Gantt Chart Format Tell me what you want to do

Text Styles Gridlines Layout Insert Column Column Settings Custom Fields Format Critical Tasks Slack Late Tasks Baseline Slippage Task Path Gantt Chart Style Show/Hide Drawing

Format Columns Bar Styles Gantt Chart Style Drawings

How to process a project through MS Project?

- ✓ Create a structured project plan.
- ✓ Define in detail the tasks of the project and the time schedule for their fulfilment.
- ✓ Define the resources that will be used to complete tasks.
- ✓ Define costs at the level of the task, stage, the entire project.
- ✓ Monitor the progress of the project plan.
- ✓ Apply different views and reports to your project.
- ✓ Process output reports for project evaluation.



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Project Information for 'hobbykniha' ✕

Start date: Current date:

Finish date: Status date:

Schedule from: Calendar:

All tasks begin as soon as possible. Priority:

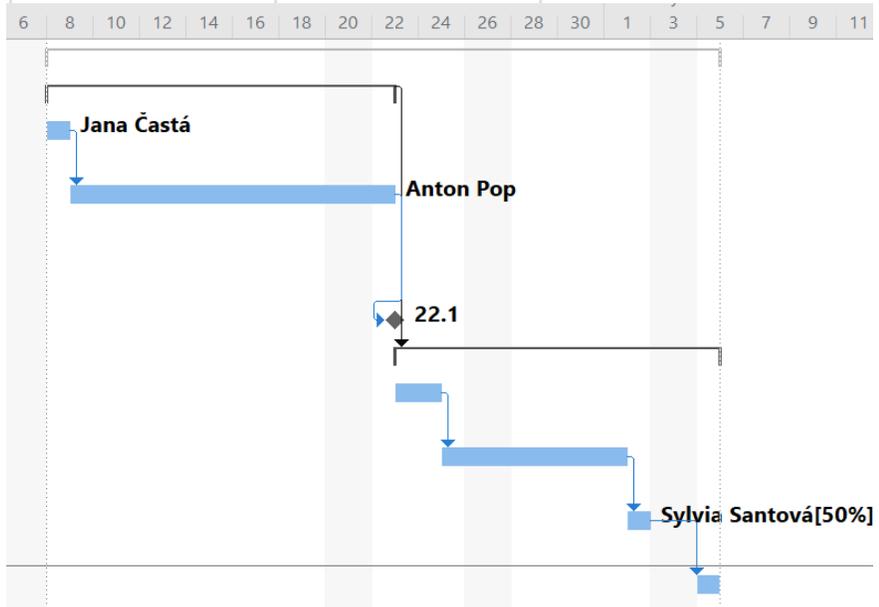
Project Start Date
Project End Date

2

→	1 Planning phase	11 days	Mon 8.1.24	Mon 22.1.24
→	1.1 Adding team members	1 day	Mon 8.1.24	Mon 8.1.24
→	1.2 Design and ordering of advertising materials	2 wks	Tue 9.1.24	Mon 22.1.24

Summary task
Common task
Milestone
Recurring task

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Gantt Chart

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Resource Name	Type	Material	Initials	Max.	Std. Rate	Ovt. Rate	Cost/Use	Accrue	Base Calendar
Jana Častá	Work		J	100%	42,00 €/hr	63,00 €/hr	0,00 €	Prorated	Standard
Sylvia Santová	Work		S	50%	1 100,00 €/wk	0,00 €/hr	0,00 €	Prorated	Standard
Tomáš Nikon	Work		T	100%	2 700,00 €/wk	0,00 €/hr	0,00 €	Prorated	Standard
Anton Pop	Work		A	100%	0,00 €/hr	0,00 €/hr	0,00 €	Prorated	Standard
Peter Lesný	Work		P	100%	55,00 €/hr	0,00 €/hr	0,00 €	Prorated	Standard
Textoví editori	Work		T	400%	45,00 €/hr	0,00 €/hr	0,00 €	Prorated	Standard
Cestovanie	Cost		C					Prorated	

Work resources
 Material resources
 Cost resources

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Project Statistics for 'hobbykniha.mpp'

	Start	Finish
Current	Mon 8.1.24	Mon 5.2.24
Baseline	NA	NA
Actual	Mon 8.1.24	NA
Variance	0d	0d

	Duration	Work	Cost
Current	20d?	100h	986,00 €
Baseline	0d	0h	0,00 €
Actual	0d	0h	0,00 €
Remaining	20d?	100h	986,00 €

Percent complete:
 Duration: 0% Work: 0%

Close

Project Statistics

hobbybook	0,00 €	Prorated	986,00 €	0,00 €	986,00 €	0,00 €	986,00 €
1 Planning phase	0,00 €	Prorated	336,00 €	0,00 €	336,00 €	0,00 €	336,00 €
1.1 Adding team members	0,00 €	Prorated	336,00 €	0,00 €	336,00 €	0,00 €	336,00 €
1.2 Design and ordering of advertising materials	0,00 €	Prorated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
1.3 Planning complete	0,00 €	Prorated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
2 Public launch phase	0,00 €	Prorated	650,00 €	0,00 €	650,00 €	0,00 €	650,00 €
2.1 Distribution of copies	0,00 €	Prorated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
2.2 Coordination with journal articles	0,00 €	Prorated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
2.3 Launching a web portal for the book	0,00 €	Prorated	650,00 €	0,00 €	650,00 €	0,00 €	650,00 €
2.4 Launching social networks	0,00 €	Prorated	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

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Track the progress
 Apply different views
 Process output reports

COST OVERVIEW

MON 8.1.24 - MON 5.2.24

COST

986,00 €

REMAINING COST

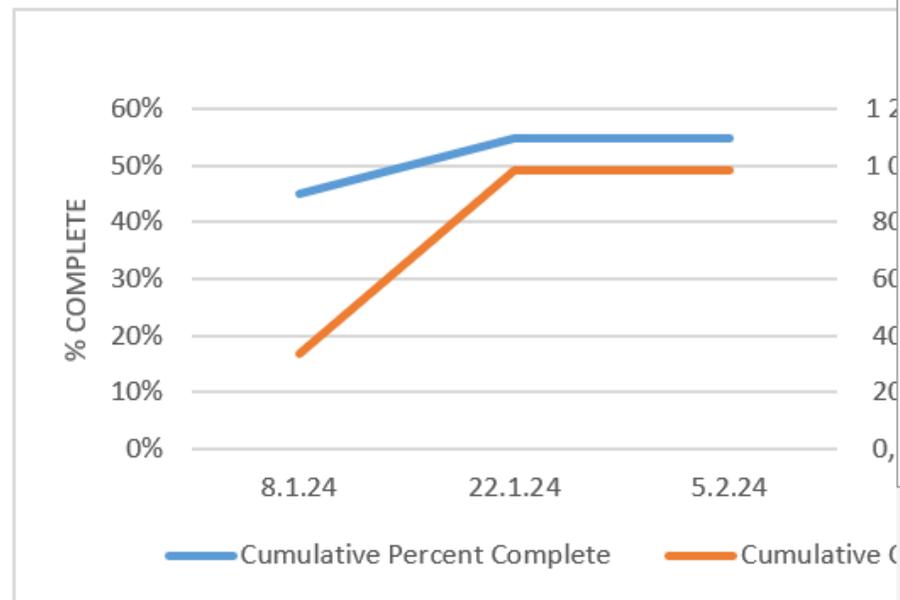
986,00 €

% COMPLETE

55%

PROGRESS VERSUS COST

Progress made versus the cost spent over time. If % Complete line below line, your project may be over budget.



COST STATUS

Cost status for all top-level tasks. Is your baseline zero?

[Try setting as baseline](#)

COST OVERVIEW

Other project management tools



✓ Trello - simple projects, small teams.

✓ Smartsheet - teams that rely on spreadsheets



✓ Monday.com - easily assigning of tasks and prioritizing what's most important to team



Thank you
for your
attention!

