| Project Tasks for EG 1003: | Microsoft Project 2010  
(Available on EG computers) | Microsoft Project 2007  
(Mac version using WineBottler) |
|-------------------------|--------------------------------|----------------------------------|
| **Select start and finish dates** | 1. Write a task  
2. Select appropriate “start date” and “duration”  
   - m-min  
   - h-hr  
   - d-day  
   - w-wk  
   - mon-month  
   - ed-elapsed days  
3. Project will automatically calculate “end date” | 1. Write a task  
2. Select appropriate “start date” and “duration”  
   - m-min  
   - h-hr  
   - d-day  
   - w-wk  
   - mon-month  
   - ed-elapsed days  
Project will automatically calculate “end date” |
| **Change Timescale** | 1. Right click on the timescale  
2. Select format  
3. Change “middle tier” units to “months”  
4. Change “bottom tier” units to “weeks”  
5. Select OK | 1. Right click on the timescale  
2. Select format  
3. Change “middle tier” units to “months”  
4. Change “bottom tier” units to “weeks”  
5. Select OK |
| **Add a new task in between two existing tasks** | 1. Click the task below where you would like to insert a new task  
2. Right click, select “insert task” | 1. Click the task below where you would like to insert a new task  
2. Click “insert” and select “new task” |
| **Create summary/detail tasks** | 1. Click the green arrow icon pointing to the right to indent task | 1. Click the green arrow icon pointing to the right to indent task |
| **Link Tasks** | 1. Highlight all tasks  
2. Click chain link icon | 1. Highlight all tasks  
2. Click chain link icon |
| **Add Resources** | 1. Stretch task list further to the right  
2. Type in appropriate team member | 1. Stretch task list further to the right  
2. Type in appropriate team member |
| **Add Milestones** | 1. Insert the “Milestone” as a task  
2. Enter the milestone presentation date  
3. Select “0 days” as the duration | 1. Insert the “Milestone” as a task  
2. Enter the milestone presentation date  
3. Select “0 days” as the duration |

- This helps to make your Gantt chart more compact
- Helps to organize your schedule
- This automatically fills the “predecessor” column in the task list
- Indicates which team member is responsible for which task
- Can also mention special equipment
- Are events rather than tasks
- The diamond bullet indicates that it is a milestone
# Show Tasks as Complete
- Must have at least 20 tasks
- Show summary tasks and detail tasks
- Show benchmarks and presentations
- Make sure appropriate team member responsible for each task is shown

# Show Progress Line
- Shows us if you are ahead, behind, or right on schedule
- Click “project tab”
- Select “project information”
- Update “status date” to the date of the most recent task completed

# Copy and paste Project schedule and Gantt chart into PowerPoint as a PICTURE
- Must copy picture NOT take a screenshot
- We only want your schedule (not the task ribbon or empty cells)

## Key Points to Remember:
- Must have at least 20 tasks
  - Show summary tasks and detail tasks
  - Show benchmarks and presentations
  - Make sure appropriate team member responsible for each task is shown
- Task list and Gantt chart should be on the same slide
  - I’ve seen students in the past use animations to help fit their schedule onto one slide which makes it easier to see
- Easier way to calculate and monitor labor hours
  - Click “view” and select “resource sheet”
    - This monitors the hourly rate and labor hours of each team member
  - To return to the Gantt chart click “view” and select “Gantt chart”

**[ANYTHING IN RED IS IMPORTANT, BECAUSE IT IS PART OF THE GRADING RUBRIC]**