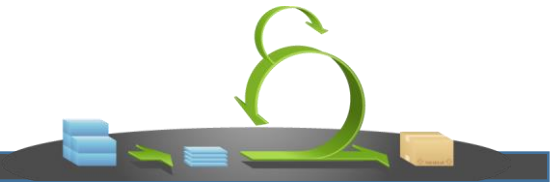


Software Engineering

MS Project Demo – Part 1



This lab covers MS Basic topics approximately from Basic Unit 1A through 4A.

1. Create a blank project
2. Click the Project tab, then Project Information to enter the Start date (pick future date)
3. Click the File tab, then Info, then Project Information (on right), then Advanced Properties. Give the project a Title and fill in other fields
4. Click the File tab, then click Options to open the Project Options dialog box, then click Schedule, then from the "Scheduling options for this project" list, select All New Projects, then from the "New tasks created" list, select Auto Scheduled
5. Create some tasks, rearrange some tasks, create summary tasks via indentation, create milestones
6. Format tab: Gridlines to see the bar-to-task correspondence more clearly. Mark critical tasks
7. Double click task to see full info
8. Enter dependencies, lead and lag time
9. Switch view from Gantt to Network Diagram to Calendar
10. Review other elements from PowerPoint presentation