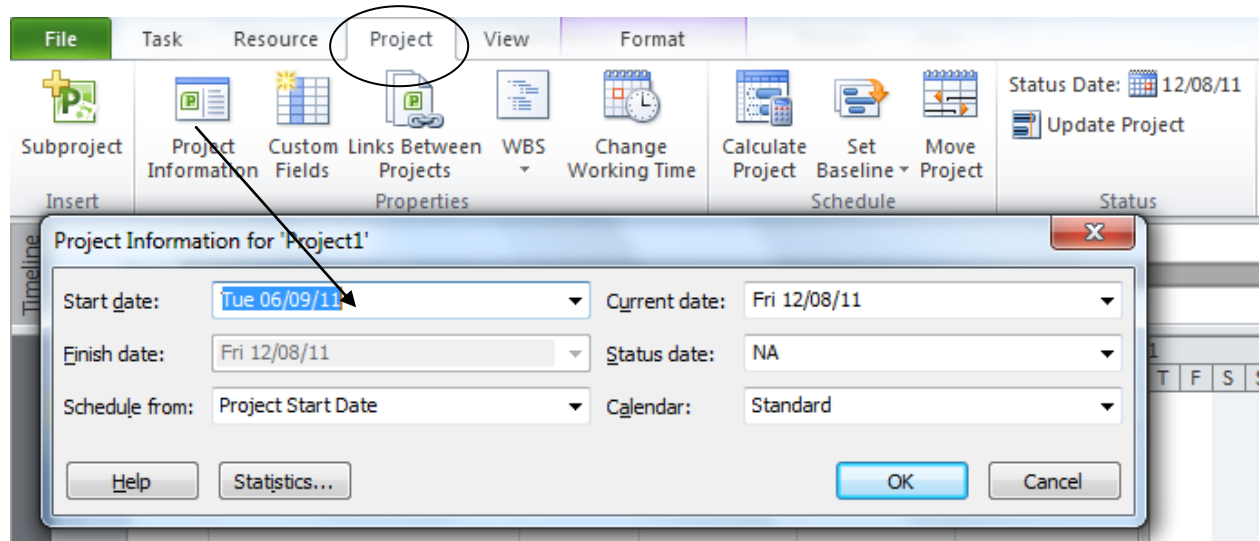




When first mapping out your project you should enter the start date for your project, especially if it is some months in the future

Go to the **Project** tab on the Ribbon  
Select **Project Information**  
Enter your start date in the box provided

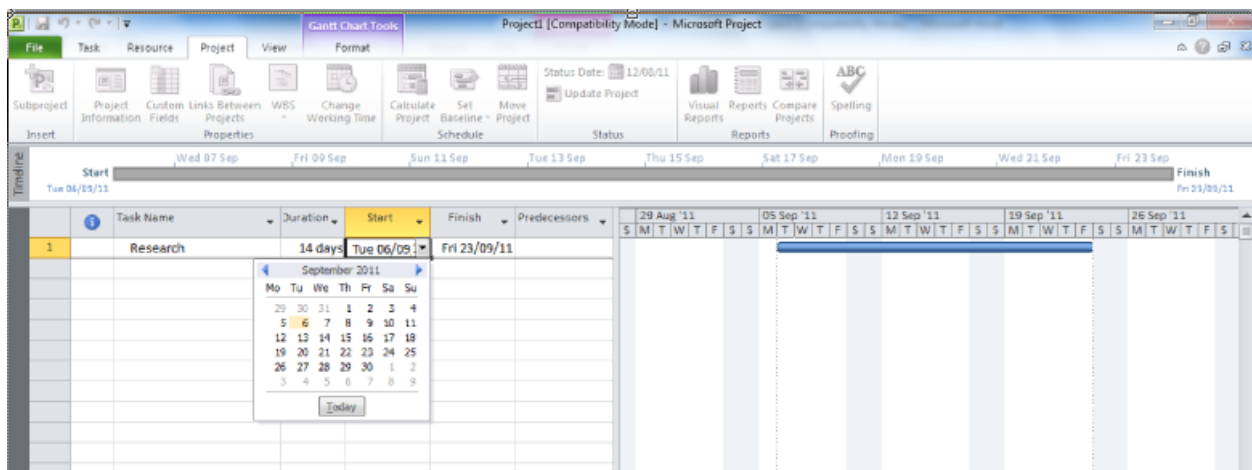


Press **OK**

The project start date will now appear in the timeline of the **Gantt Bar Chart** area

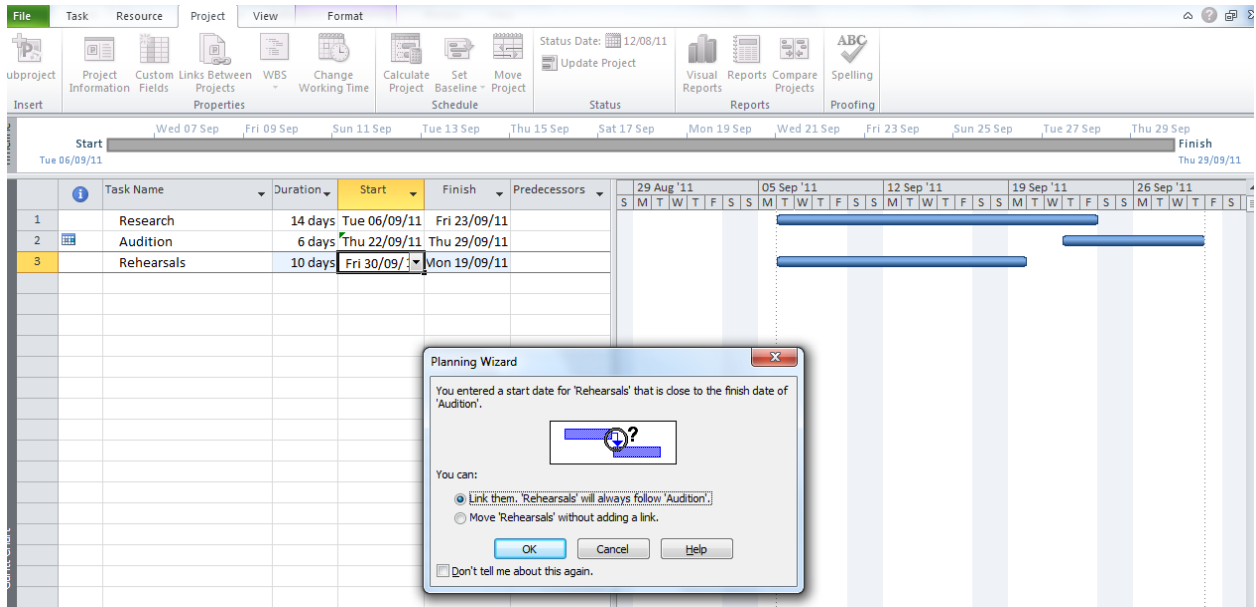
To add data click on to the cells in the table area:

- Enter the task name
- Indicate the duration of the task e.g. 14 days etc
- Enter the start date, a drop down calendar is provided, once a start date is selected the end date is automatically calculated and a task bar will appear on the right in the **Gantt Bar Chart** area

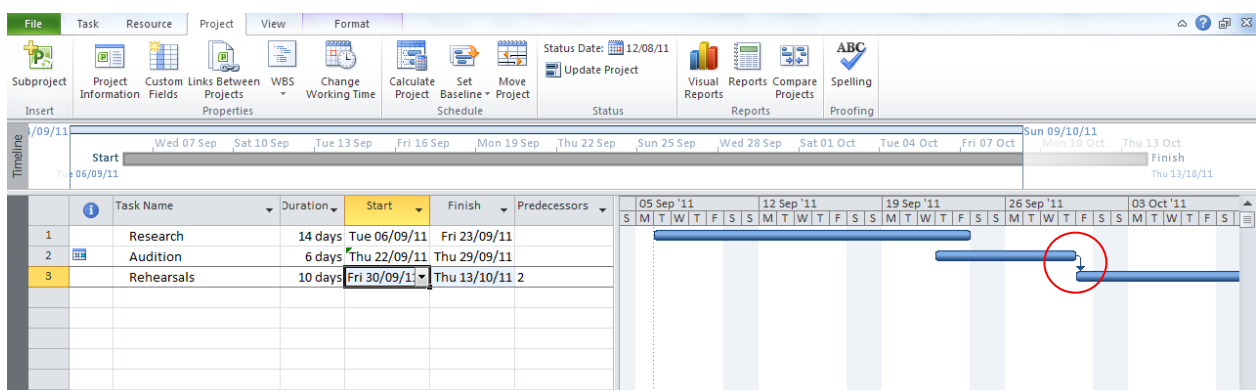


## Showing Dependencies between tasks

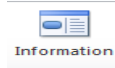
If one task follows on immediately after another you will get the **Planning Wizard box** asking if you would like to link these tasks. Linking tasks shows one task cannot start until the other is completed, even if there is a delay.



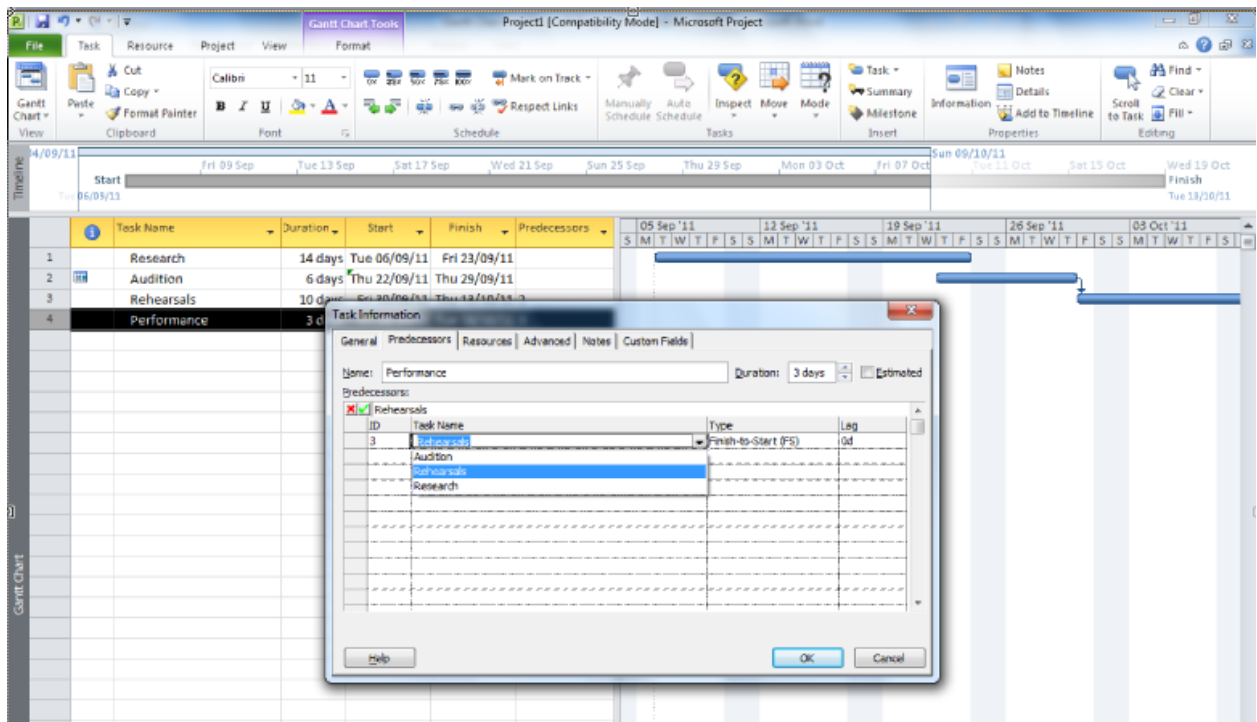
If linked, the tasks will show in the Gantt chart area with an arrow linking them, and the Predecessor column will show the task number that the particular task is dependent on.



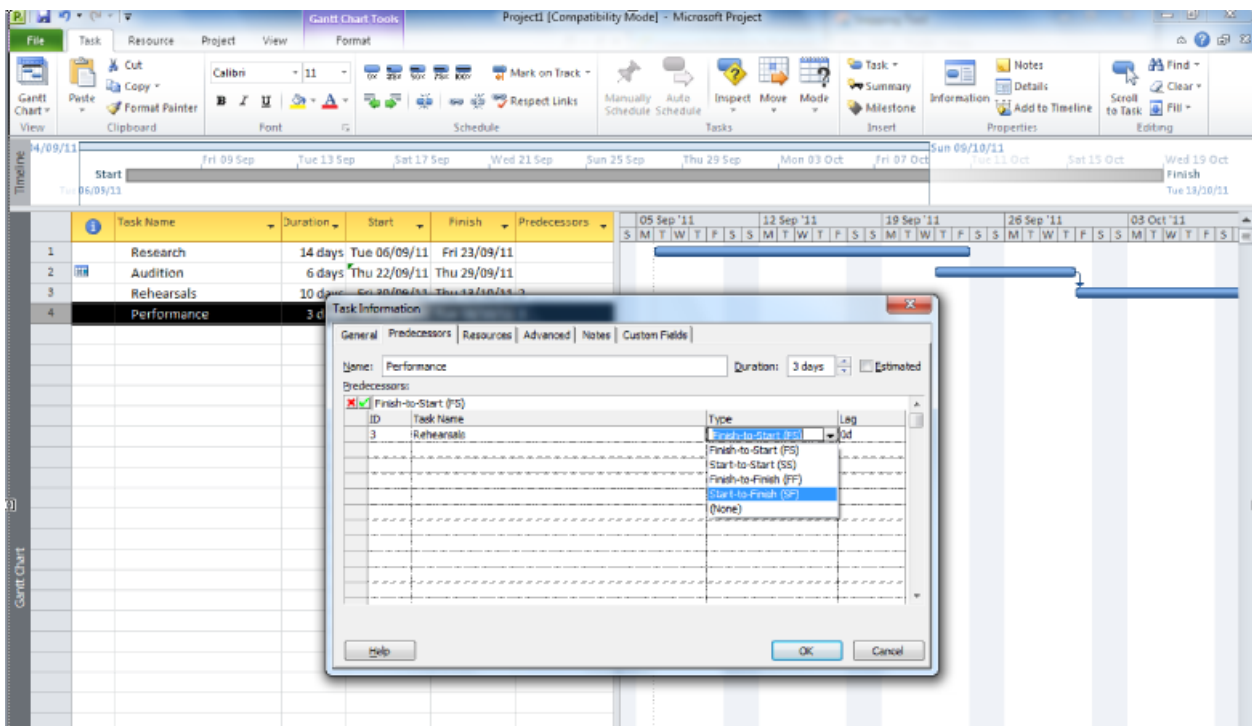
Another way to show dependencies is select a task from your list, then click on the **Task Information** icon on the **Task Tab**.



Under the **Predecessors** Tab select the task to be linked to by selecting from the drop down menu under **Task Name**.



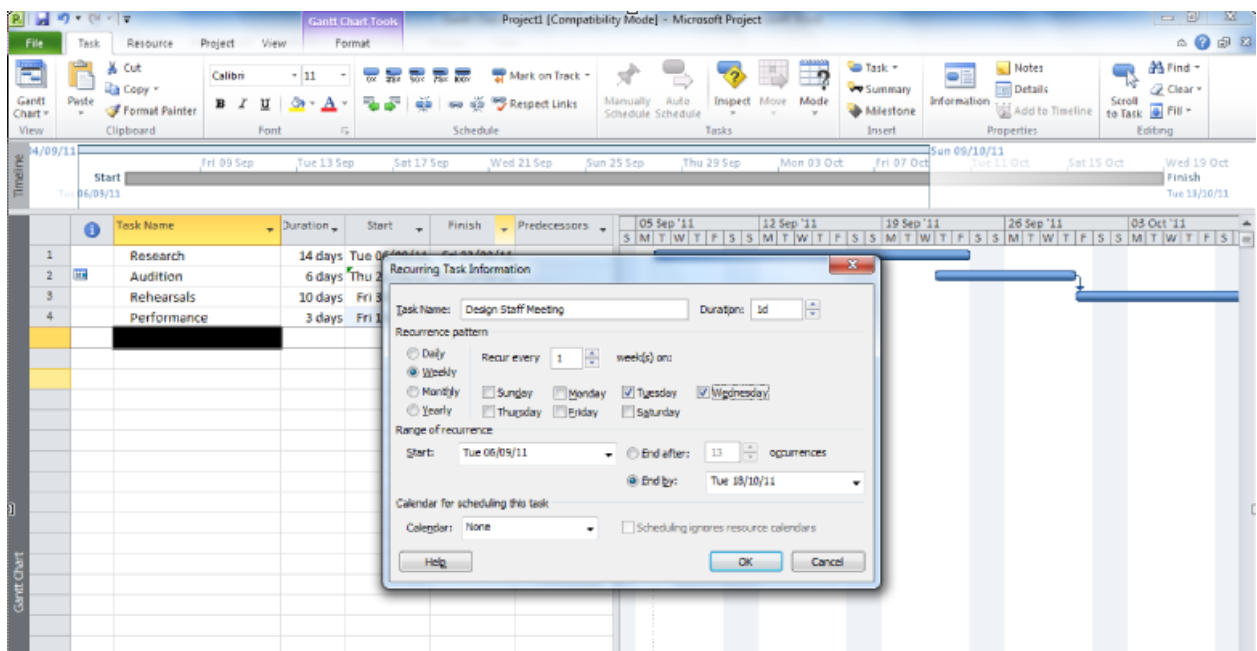
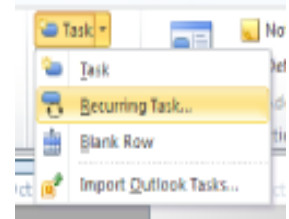
You can also select the type of relationship between the tasks, Finish to Start, Start to Finish or Finish to Finish from the drop down menu under **Type**



## Recurring tasks

You can add a recurring task to your chart, this could be a task which is carried out on a regular basis such as team meetings or a weekly advertisement placed in the press to promote and event etc.

Click on the **Task** icon on the **Task** tab and select **Recurring Task**




Fill in the **Recurring Task Information** box with task name, how often the task will be repeated, enter the start and end dates then press **OK**

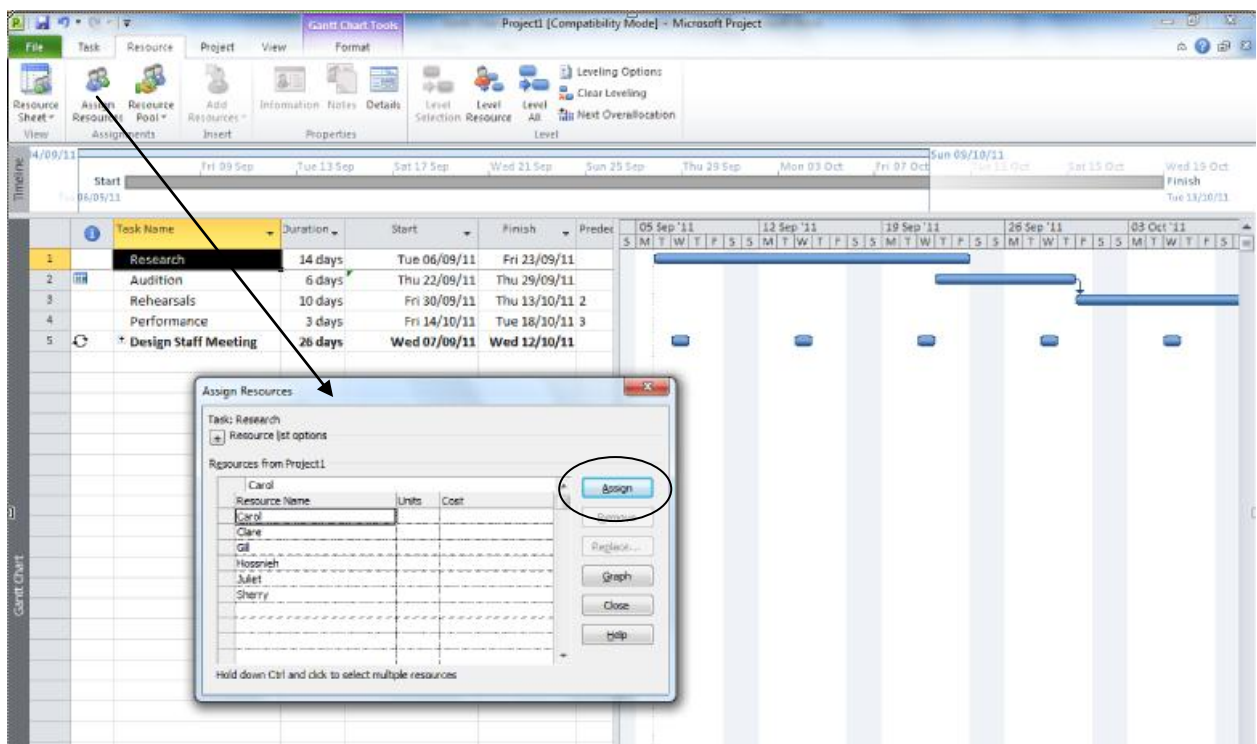
	Task Name	Duration	Start	Finish	Predec
1	Research	14 days	Tue 06/09/11	Fri 23/09/11	
2	Audition	6 days	Thu 22/09/11	Thu 29/09/11	
3	Rehearsals	10 days	Fri 30/09/11	Thu 13/10/11	2
4	Performance	3 days	Fri 14/10/11	Tue 18/10/11	3
5	Design Staff Meeting	26 days	Wed 07/09/11	Wed 12/10/11	

A recurring task indicator appears in the **Indicators** column next to the task name and the task bars will appear in the Gantt Chart Area. If you expand the Task Name you will see the dates of all occurrences

## Assigning Resources

It is possible to assign resources to your tasks, these can be staff or materials etc.

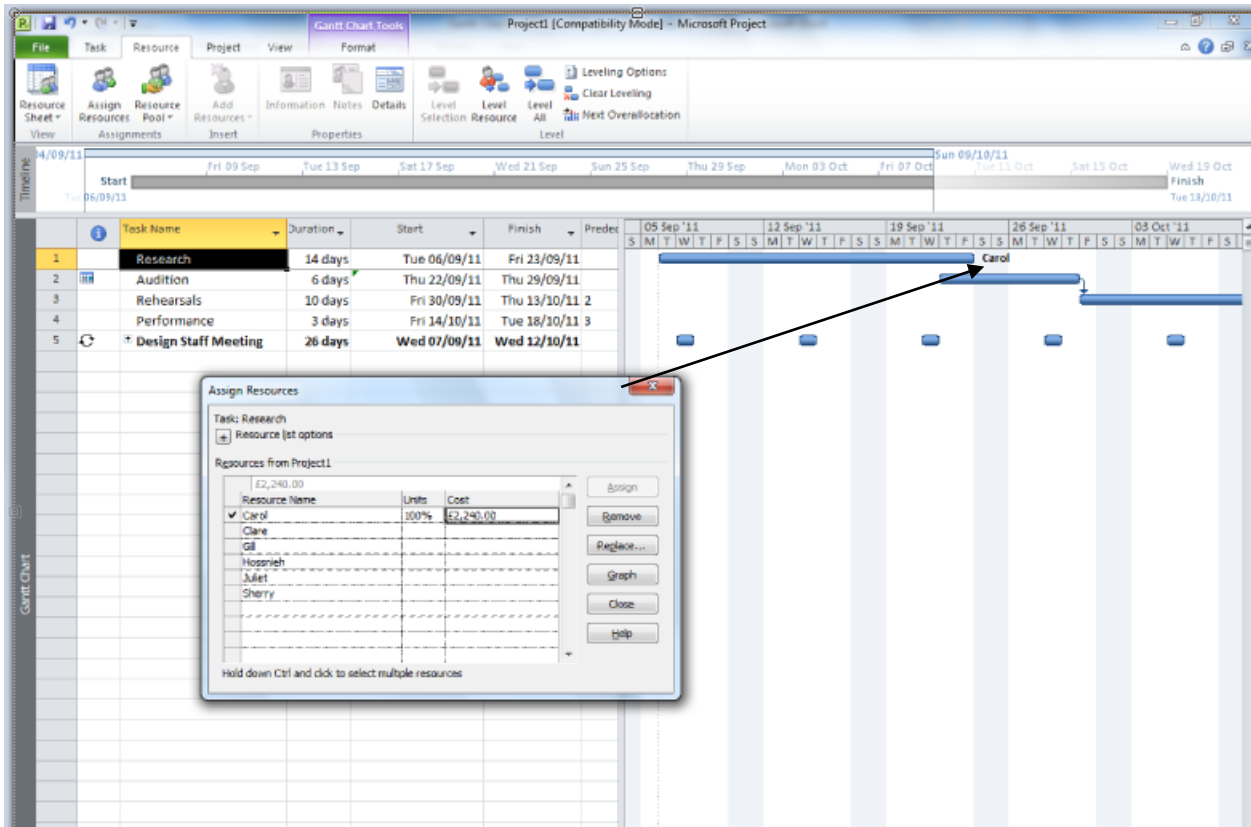
- Select the Assign Resources icon  from the **Resource** tab
- In the Assign Resources box list all staff involved in the project.
- Select a task from the **Task Name** list, then select the member of staff to be involved from the **Assign Resources** list and click on the **Assign** button



The screenshot displays the Microsoft Project interface. The 'Assign Resources' dialog box is open, showing the 'Task: Research' and a list of resources from Project1. The resources listed are Carol, Clare, Gill, Hossiegh, Juliet, and Sherry. The 'Assign' button is circled in red. The background shows a Gantt chart with tasks: Research (14 days), Audition (6 days), Rehearsals (10 days), Performance (3 days), and Design Staff Meeting (26 days).

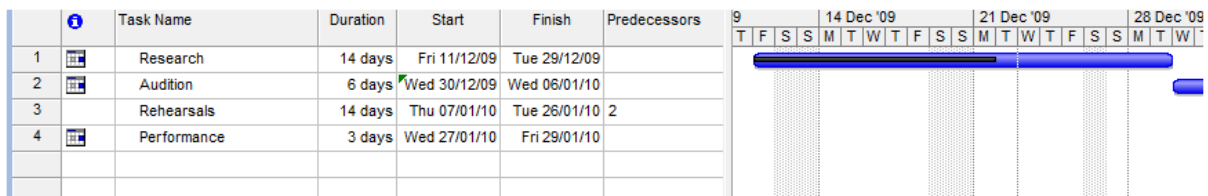
Double click in the **Cost** column and under the **Cost** tab enter how much each member of staff will be paid an hour, in the units column enter how much of their time is involved in the task. This will give a forecast of how much each task in the project will cost.

Once assigned the name of the member of staff will appear in the Gantt Chart next to the task.



## Progress of the Project

As work progresses on the project, select the task and from the **Schedule** section on the **Task** tab select what % of the task has been done. A black line will appear on the task bar to indicate this



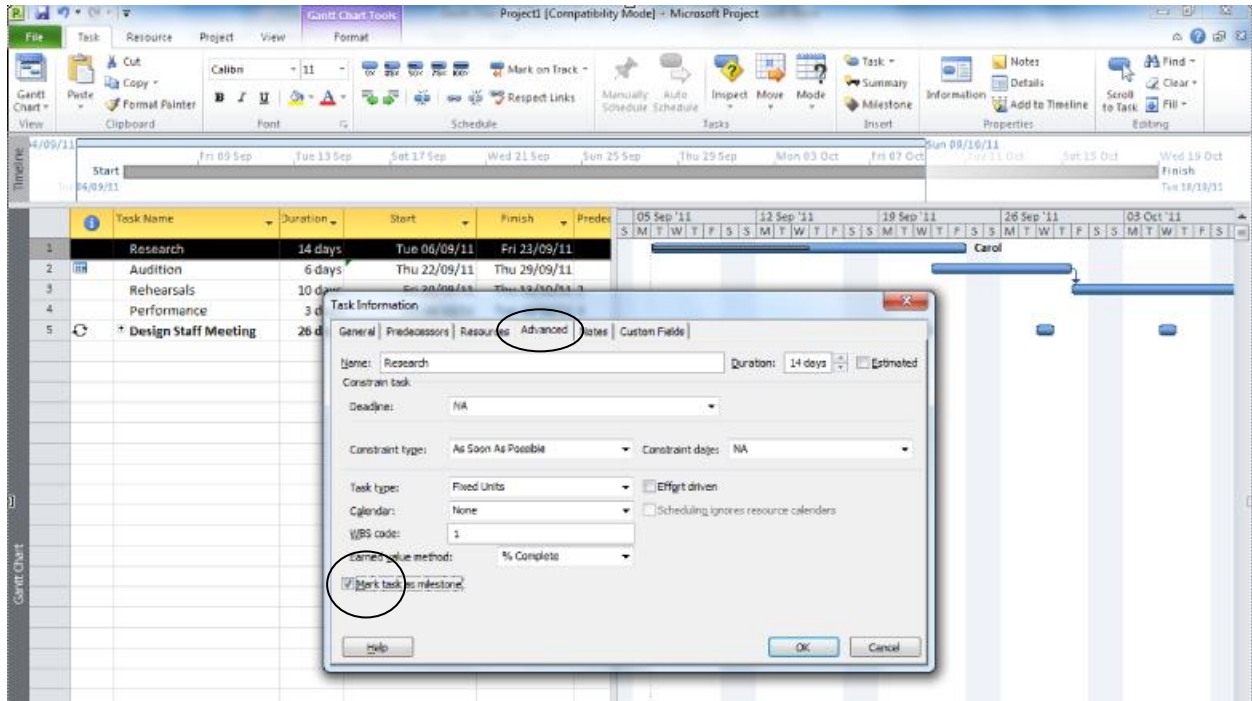
This way you can see if the project is on track and if tasks will be completed on time.

## Milestones

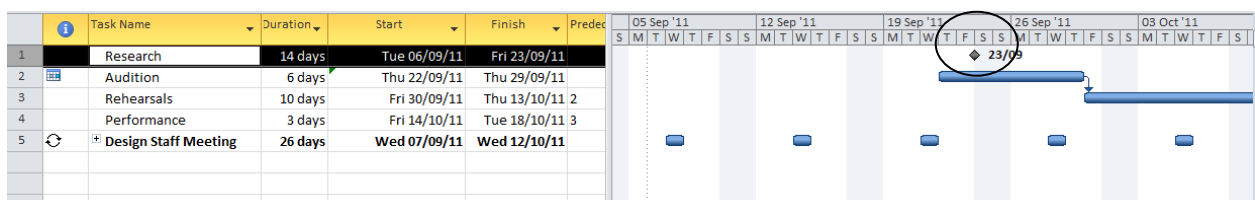
It is possible to set milestones in the project, these are important deadlines or goals which need to be achieved before further progress can be made.

To set a task as a milestone

- Double click on the task to get the Task Information dialogue box
- Select the **Advanced** Tab and check the **Mark as Milestone** Box

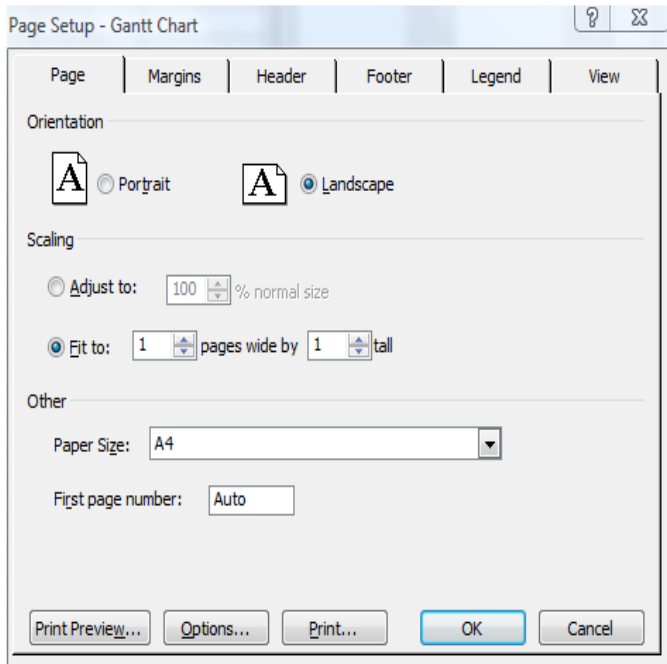
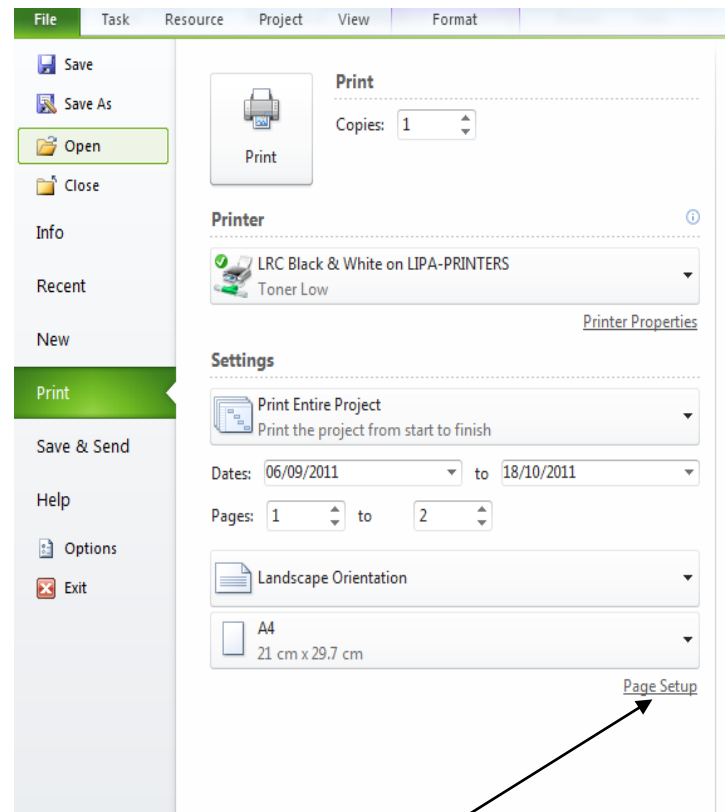


- The task bar in the Gantt Chart area will appear as a black diamond with the date next to it.



## Printing out the Gantt Chart

To print out the Gantt chart, go to the **File** tab click **Print**, and make your choices from the options available.



To ensure the Gantt chart prints out on to 1 page click on **Page Setup**, on the **Page** tab select Landscape and Fit to 1 page. MS Project will shrink the timescale to fit on one page or any number you specify. Click **Print**