

MS PROJECT

PROJECT

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MS PROJECT

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OverView

Advantages over Excel...

- Cannot damage data with sorting
- See Timeline Gantt View
- Linking of tasks – so change main tasks – alters starting times of linked tasks as well
- Easily assign multiple people to multiple tasks
- See before & after (Tracking Gantt)
- Collapse & Expand by area. Etc.
- Filtering Power
- Grouping Power
- Tracking Completion of tasks

Assumptions

- Duration = Work/Units. The calculation of Work, Duration, and Units was (still is) my biggest trouble to figure out in Project. It is the core of what Project does and it cannot be turned off, so one must deal with it. Everything that Project does is based in some way on the calculations that this formula makes. Other settings in Project such as calendars and hours of work effect the equation. This can often be difficult to estimate, particular for a supporting tradesperson which plays a bit role in the tasks. It becomes lots of fun when all of the resources are working off of different calendars! I guess what I am trying to say that this formula is a Microsoft Project truism, and even if you do not agree with it (I often don't), this formula is what Project uses and it *must* be taught.
- Project is very personalized at the level of the user and the user's computer. A Project created on one computer will not look the same on a differently configured computer. If Greg is training a people who will interchange data, some time agreeing on template format might be valuable. Really, we should have Project implemented as enterprise software running on a server with identical resources (tradespersons) and calendars; or at least lots of templates.

<http://office.microsoft.com/en-us/project/HA010745311033.aspx>

File > New > On my Computer > Residential Construction
(note Curing time is WORK and is 9 days !)

VIEW BAR

TOOL BARS

GANTT CHART
(Timeline of task- shows resources)

RESOURCES
(People and Equipment)
(View - Split / Remove Split)

TASKS (WO)
Grouped by FXN LOC & WO#

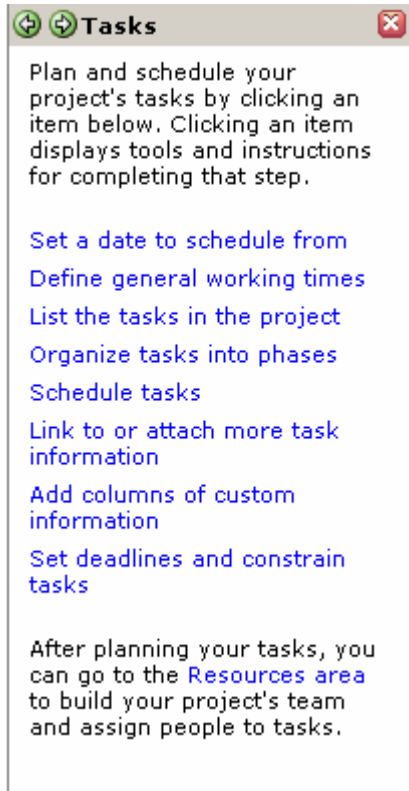
Task Name	Duration
Foundation Tasks	70 hrs
1 DIG PIT	2.5 days
2 Level ground	4 hrs
3 INSTALL FORMS	4 hrs
4 POUR CONCRETE	2 hrs
Framing House	26 hrs
7 REMOVE FORMS	2 hrs
8 Frame Walls	8 hrs
9 Floor	4 hrs
10 Upper Walls	8 hrs
11 Trusses	4 hrs

ID	Resource Name	Units	Work
3	West James	100%	60h

New Project Wizard;

If you do not yet have a template with default calendar setup and resource table define with resource calendars, the Wizard can be very helpful in defining your settings.

Consider saving the final result as a template for future similar projects.



Read Only?

When you open the MS Project File from the Server – it may already be opened by another Planner / Supervisor – you may encounter this dialogue box;



If unsure – try a File – Save – if it is opened by another user, it will force a SAVE AS – not allowing you to update the original file...



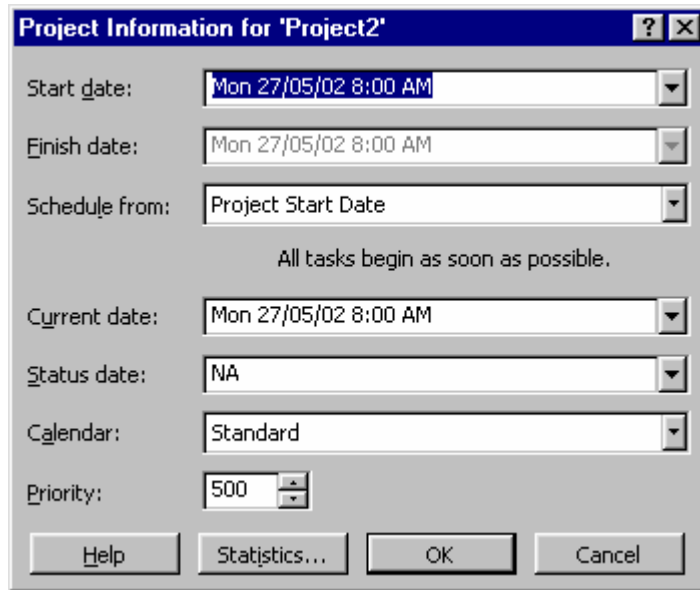
Also, the Title bar should say “Read Only”



Best to EXIT - do not make any changes, since your changes will be lost – or if you save the read only file – those changes would have to be done again in the original file... extra work and possible errors.

New Project Lesson

1. Upon Entry into MS Project from **START – PROGRAMS** or **FILE – NEW – Blank Project “template”** (or manually select **Project > Project Info**)



Project Information for 'Project2'

Start date: Mon 27/05/02 8:00 AM

Finish date: Mon 27/05/02 8:00 AM

Schedule from: Project Start Date

All tasks begin as soon as possible.

Current date: Mon 27/05/02 8:00 AM

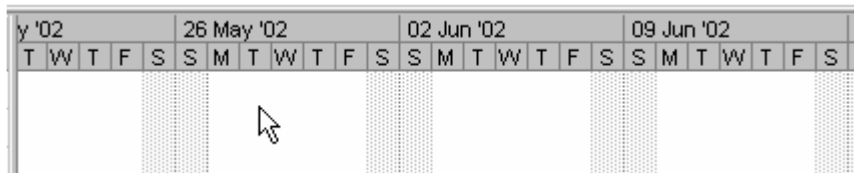
Status date: NA

Calendar: Standard

Priority: 500

Buttons: Help, Statistics..., OK, Cancel

2. Accept defaults (MS Standard Calendar is 8 hours work in a day, weekends off)
Default start date is TODAY, 8:00am
Default View is Weekly – grey areas are non-working times



Default Duration of Tasks is in Days;

3. Key in the following Tasks (Down arrow to next row or [Enter] key)

	Task Name	Duration	Start	Finish
1	DIG PIT	1 day?	#####	#####
2	Level ground	1 day?	#####	#####
3	INSTALL FORMS	1 day?	#####	#####
4	POUR CONCRETE	1 day?	#####	#####

Note: Column widths can be increased or auto-sized via double click column junction)

- Change the duration of DIG PIT to 2.5d

	Task Name	Duration	Start	Finish
1	DIG PIT	2.5 days	#####	#####
2	Level ground	1 day?	#####	#####
3	INSTALL FORMS	1 day?	#####	#####
4	POUR CONCRETE	1 day?	#####	#####

durations – 1m, 1h, 1d, 1w, 1mon (not Month based)

Note: Duration Estimates (3h?)

Summary Tasks

Summary tasks are Headings that define a group of tasks. They will automatically tally the total duration of that group of tasks as well as allow you to collapse them to hide them from view when you want just an OUTLINE of the tasks.

- Right click row you wish to push down (as in Excel) – New Task (or [Insert] key)
- [Tab] over to Description Column – Type Heading “FOUNDATION”

	Task Name	Duration	Start	Finish	26 May '02							02 Jun '02						
					S	S	M	T	W	T	F	S	S	M	T	F		
1	FOUNDATION	1 day?	#####	#####														
2	DIG PIT	2.5 days	#####	#####														
3	Level ground	1 day?	#####	#####														
4	INSTALL FORMS	1 day?	#####	#####														
5	POUR CONCRETE	1 day?	#####	#####														

Indent Items

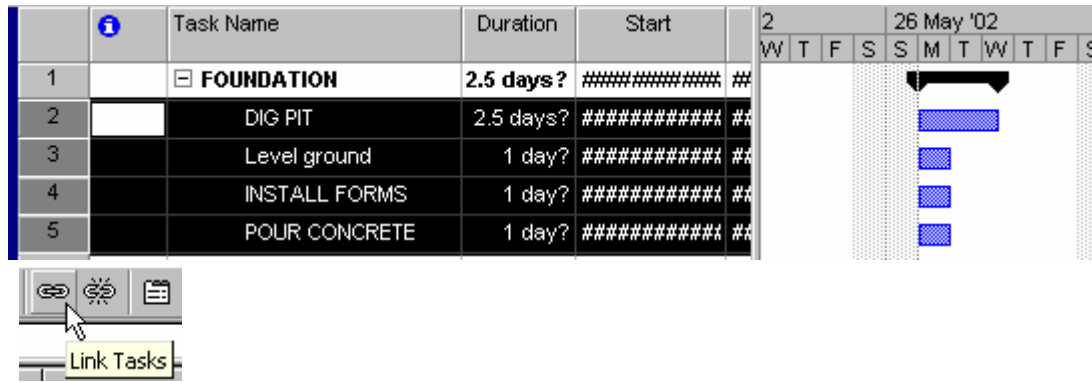
- Select the DIG PIT row (2)
- [Shift] select the POUR CONCRETE row (5)

	Task Name	Duration	y '02							26 May '02									
			T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
1	FOUNDATION	1 day?																	
2	DIG PIT	2.5 days?																	
3	Level ground	1 day?																	
4	INSTALL FORMS	1 day?																	
5	POUR CONCRETE	1 day?																	

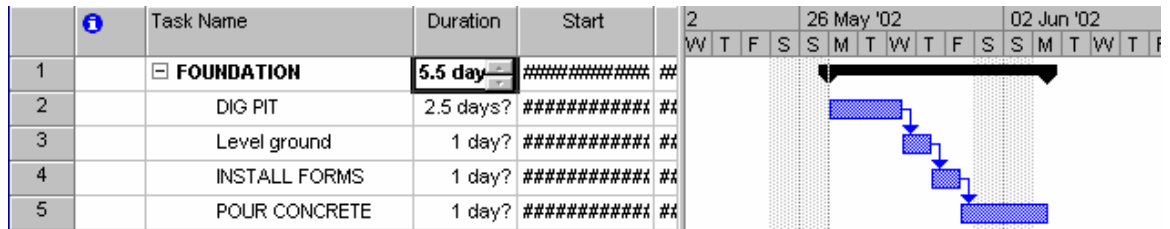


Link Tasks

17. Linking Tasks – Select the FOUNDATION Tasks and Link

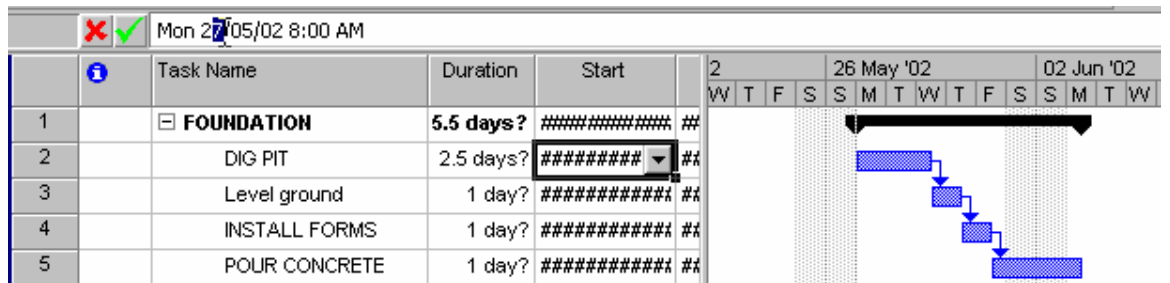


18. Note the Summary task now tallies the total duration

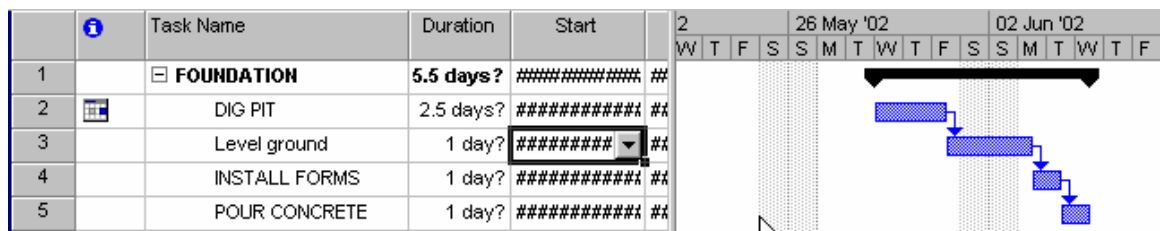


The Gantt chart illustrates the task order as well

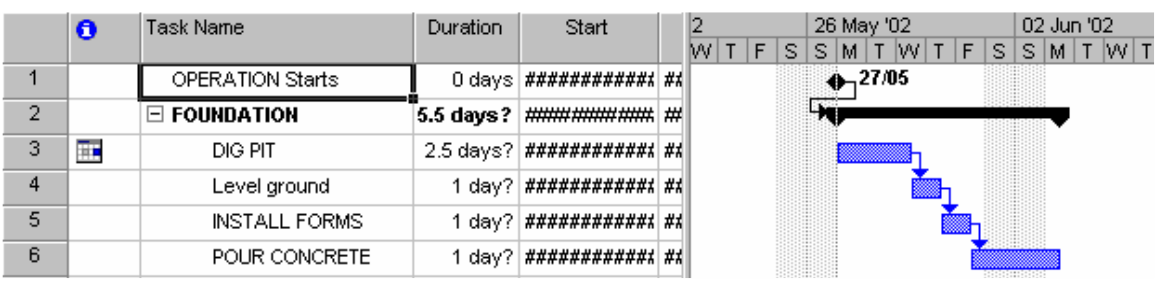
19. Tab into the start column of the DIG PIT task – edit in the edit bar a few days off



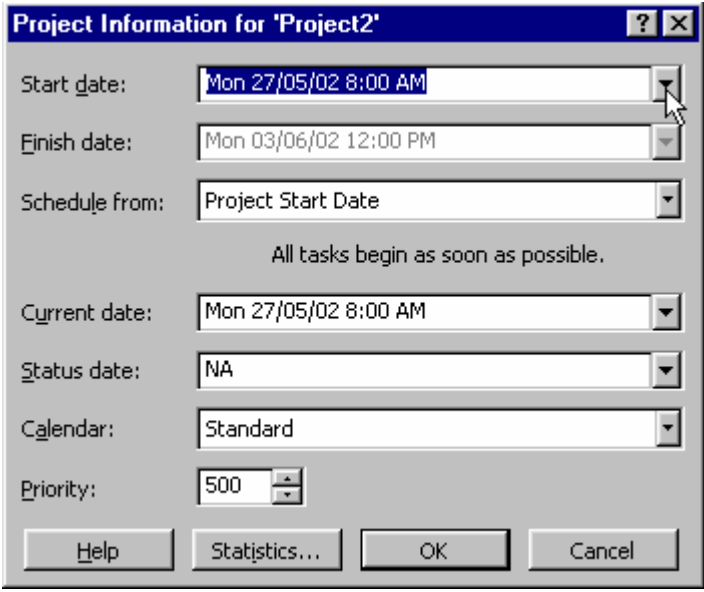
20. Note how the entire FOUNDATION group has shifted over



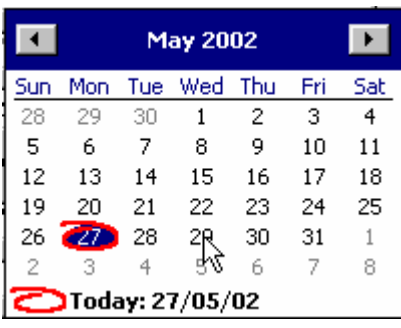
21. BONUS: There are other ways to delay the start of a project of OPERATION, one is to have a linked task of zero duration called "PROJECT STARTS" – this is called a milestone, could be for waiting for license, etc.



22. Another method to delay the entire project – *Project – Project Information*



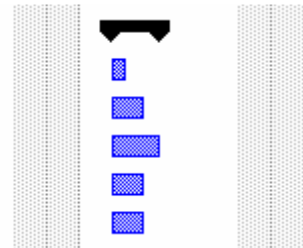
Select the dropdown arrow on Start Date field
Select Start Date from pop-up calendar;



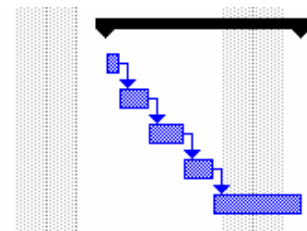
23. Link the FRAMING tasks;



6	FRAMING	1.5 days	#####	#
7	REMOVE FORMS	3 hrs	#####	#
8	Frame Walls	8 hrs	#####	#
9	Floor	12 hrs	#####	#
10	Upper Walls	8 hrs	#####	#
11	Trusses	8 hrs	#####	#




6	FRAMING	4.88 days	#####	#
7	REMOVE FORMS	3 hrs	#####	#
8	Frame Walls	8 hrs	#####	#
9	Floor	12 hrs	#####	#
10	Upper Walls	8 hrs	#####	#
11	Trusses	8 hrs	#####	#

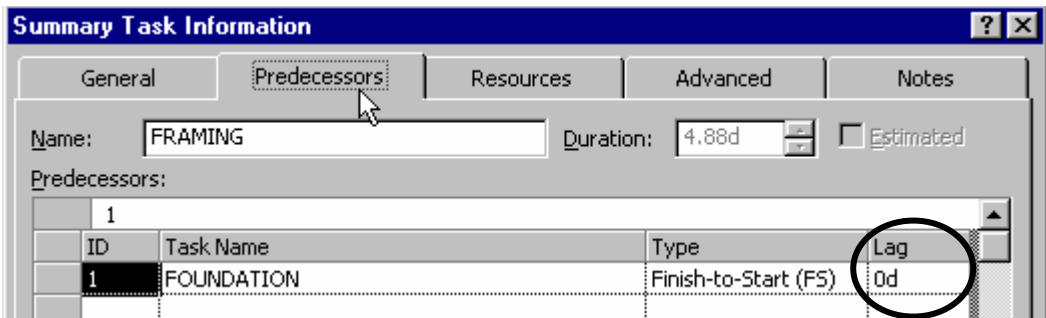


24. Lastly, link the FOUNDATION Summary task to the FRAMING Summary task – using [Ctrl] select to select non-adjacent items;

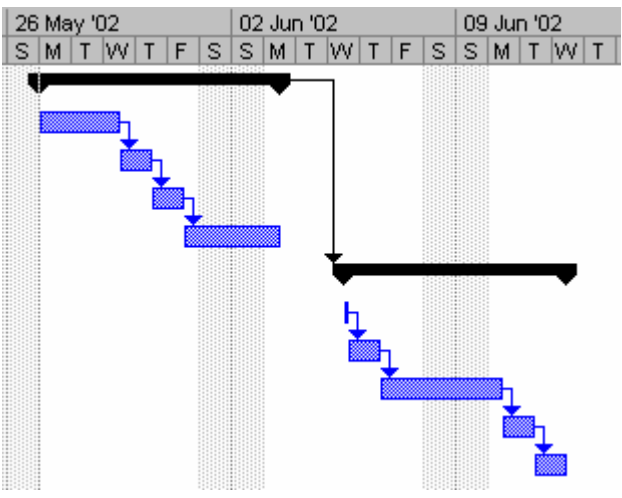
Task Name	Duration	Start
1 FOUNDATION	5.5 days?	#####
2 DIG PIT	2.5 days?	#####
3 Level ground	1 day?	#####
4 INSTALL FORMS	1 day?	#####
5 POUR CONCRETE	1 day?	#####
6 FRAMING	4.88 days	#####
7 REMOVE FORMS	3 hrs	#####
8 Frame Walls	8 hrs	#####
9 Floor	12 hrs	#####
10 Upper Walls	8 hrs	#####
11 Trusses	8 hrs	#####

Critical Path – The Tasks that determine the start and end of the project, usually connected tasks that a change in one effects the others and hence the project’s end date & time. To see the critical path, use tracking Gantt – they show up in red, or we will see later how to filter.

25. Note Problem! – Cement will be a mess if remove forms before dried... need delay – called lag time or elapsed time – see settings of FRAMING Task – double click task or 

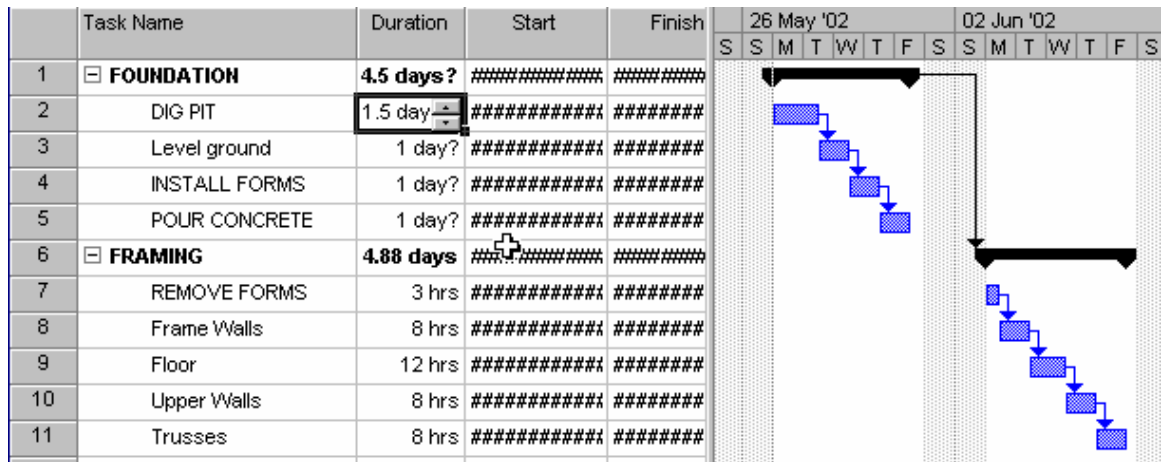


26. Set Lag to at least 48eh (2ed); (e = elapsed, does not count as 8 hours in a day)

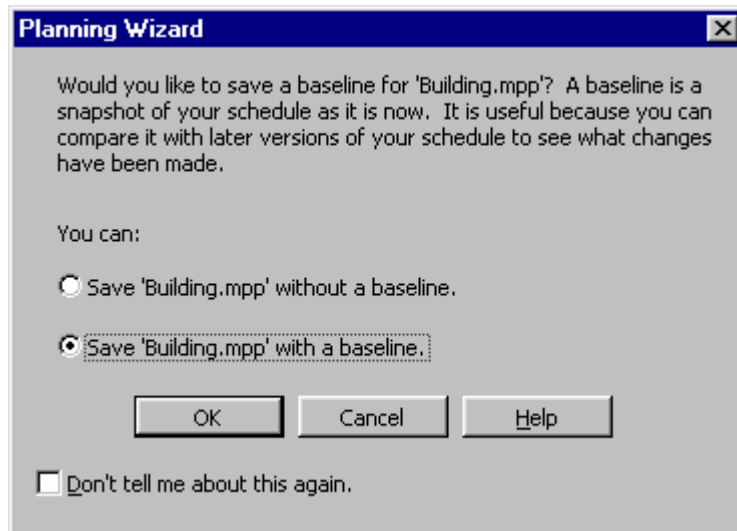


Note: Elapsed (3eh) to disable calendar constraints

27. Other Problem – The pour of cement must happen in 1 full day, not 2 half days...
 Would be best to allow the weekend for drying time? Perhaps reduce the DIG PIT task to 1.5D (an extra CAT)

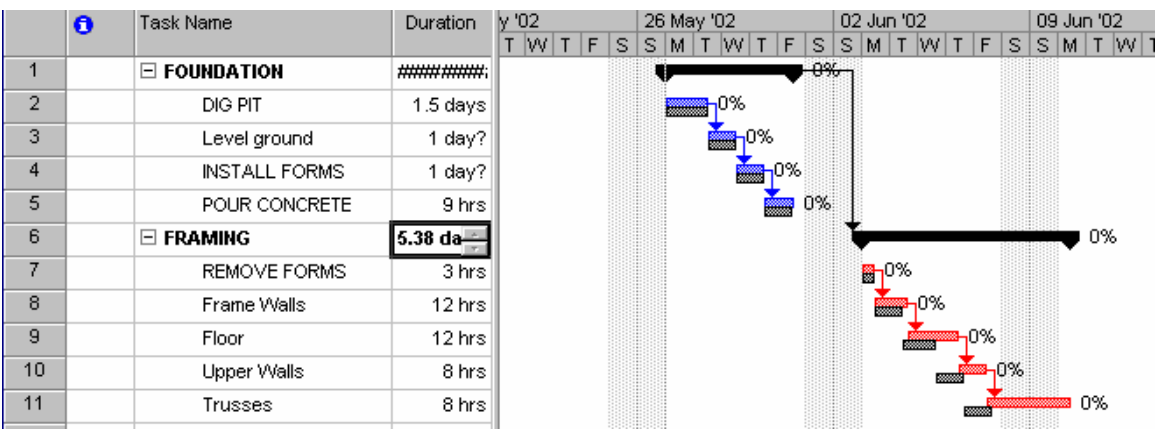
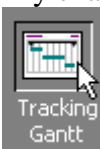


28. Save – With a baseline – so as you alter the project, you can compare before and after views via Tracking Gantt.



Tools - Tracking - Save Baseline

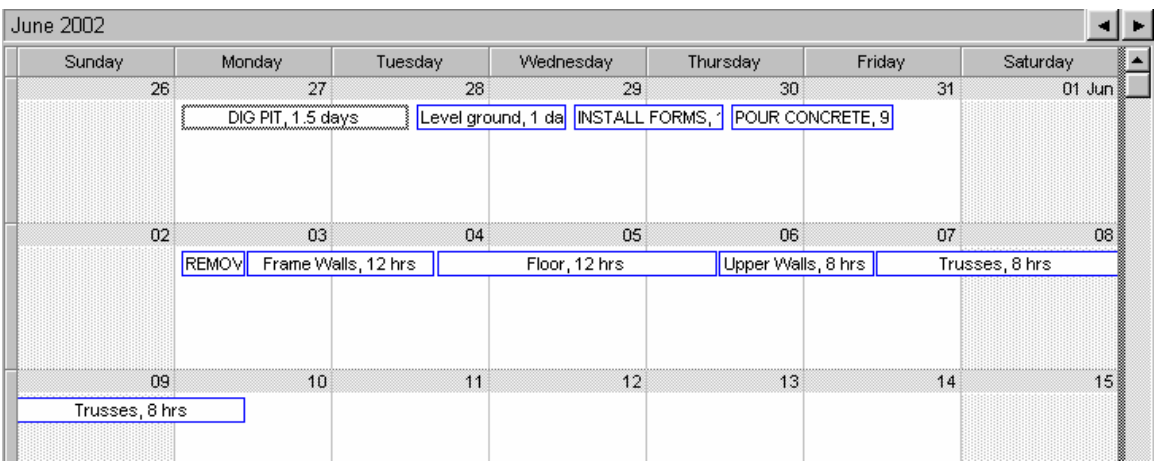
29. Try changing Trusses to a longer length – then look at Tracking Gantt;



30. Back to Gantt View;



31. Calendar View;



Resources

32. To create or manage resources (people, machinery or consumables) – Resource Sheet View;



33. Fill in three people as below; Group could be the TRADE

	i	Resource Name	Type	Material Label	Initials	Group
1		Smith Paul	Work		S	CA
2		Jones Mike	Work		J	CA
3		Higgins Fred	Work		H	LA

Note: Resource Calendar does control when the resource can work, and will effect to Task start time and duration, unless you make tasks resource independent.

Scheduling ignores resource calendars

Under Task settings;

Note : Deafult is to have tasks effort driven – so if you put two people on the job, the duration halves. Tools > Options to control this option or Task settings to fix it.

New tasks are effort driven Task type: Fixed Duration Effort driven

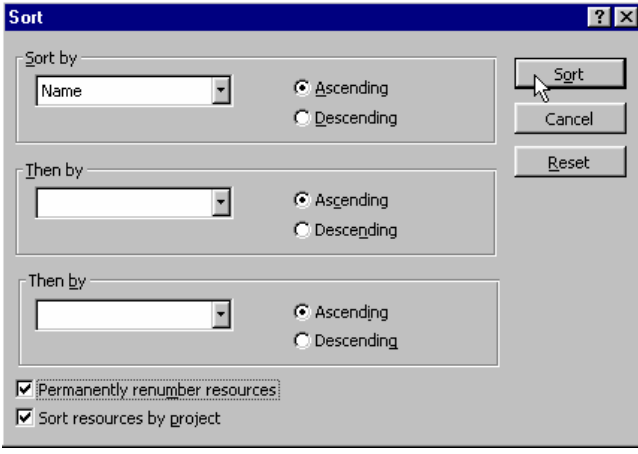
Note: You could have Resource names be CA1, CA2, CA3, LA1, LA2, etc and when you know who you will have, replace the generic names with proper names... You can create this in EXCEL and copy over.

34. Scroll to the right and note using Standard Calendars (8 hour work day with lunch break)

	Initials	Group	Max. Units	Std. Rate	Ovt. Rate	Cost/Use	Accrue At	Base Calendar
1	S	CA	100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
2	J	CA	100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
3	H	LA	100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard

note: Resource Calendar initially based on Base Calendar...

35. Must be “hard” sorted – so listing appears in correct order...
Project – Sort – Sort By...



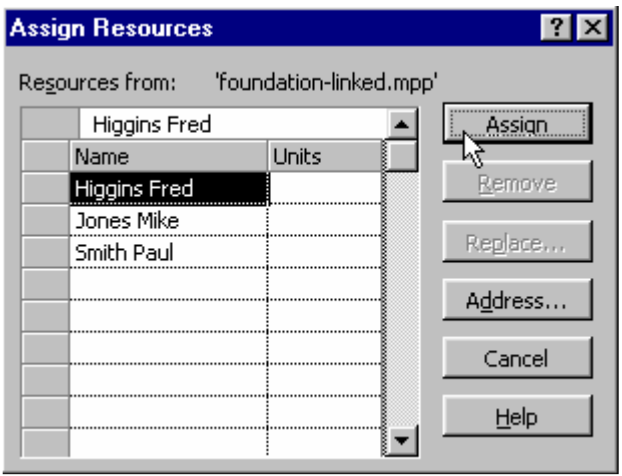
Note: by Name and Permanently renumber resources...

36. Back to Gantt View

37. Assign Resources to selected job(s) – select with [Shift] or [Ctrl] depending upon situation – then;



38. Select name(s) and Assign;



39. Note Dialogue box does not close, so you can now select CA jobs and assign both Mike & Paul to them;

ID	Task Name	Duration	Start	26 May '02	02 Jun '02	09 Jun '02
				S	S	S
1	FOUNDATION	#####	#####			
2	DIG PIT	1.5 days	#####			
3	Level ground	1 day?	#####			
4	INSTALL FORMS	1 day?	#####			
5	POUR CONCRETE	9 hrs	#####			
6	FRAMING	5.38				
7	REMOVE FORMS					
8	Frame Walls					
9	Floor					
10	Upper Walls					
11	Trusses					

Assign Resources

Resources from: 'foundation-linked.mpp'

Name	Units
Jones Mike	
Higgins Fred	
Jones Mike	
Smith Paul	

Buttons: Assign, Remove, Replace..., Address..., Close, Help

Note: Close when done...

40. See over allocations – *Window – Split*

ID	Task Name	Duration	Start	26 May '02	02 Jun '02	09 Jun '02
				S	S	S
1	FOUNDATION	#####	#####			
2	DIG PIT	1.5 days	#####			
3	Level ground	1 day?	#####			
4	INSTALL FORMS	1 day?	#####			
5	POUR CONCRETE	9 hrs	#####			
6	FRAMING	5.38 days				
7	REMOVE FORMS	3 hrs	#####			
8	Frame Walls	12 hrs	#####			
9	Floor	12 hrs	#####			
10	Upper Walls	8 hrs	#####			

Name: Frame Walls Duration: 12h Effort driven Previous Next

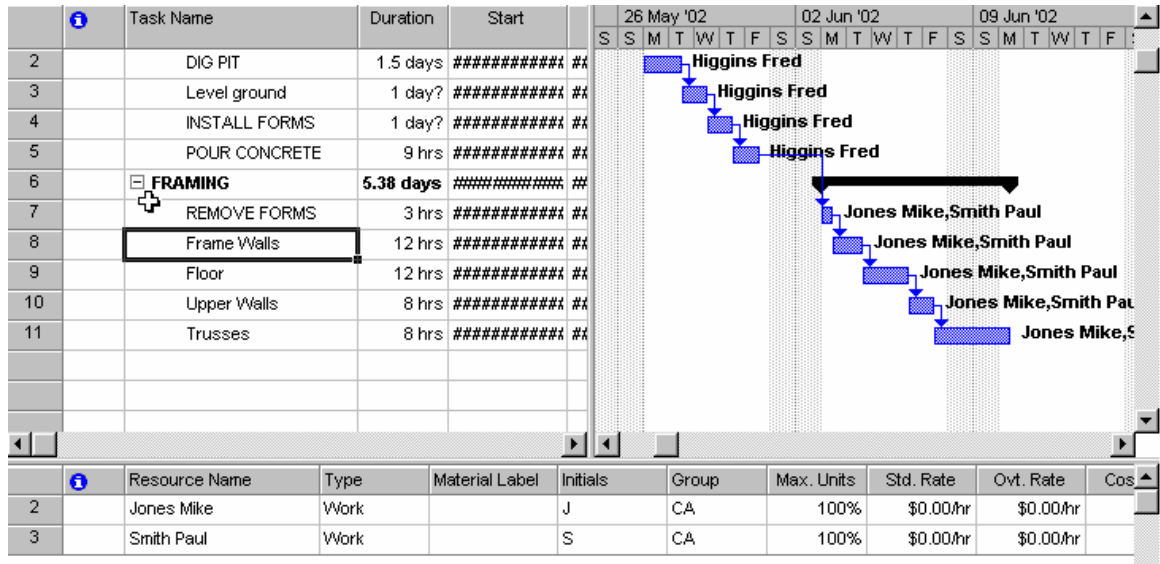
Start: Mon 03/06/02 11:00 Finish: Tue 04/06/02 4:00 Task type: Fixed Units % Complete: 0%

ID	Resource Name	Units	Work
2	Jones Mike	100%	12h
3	Smith Paul	100%	12h

Then Click in bottom Window Pane and activate Resource Sheet View;




41. Note: Names will appear in Red if over-allocated via over-time or working two places at one time;

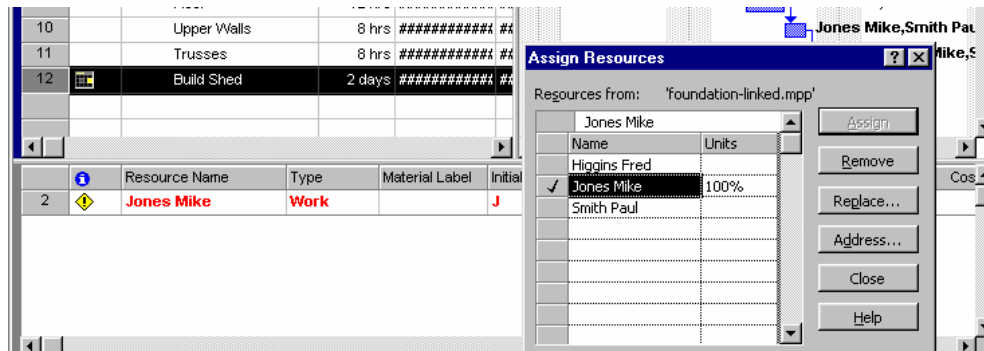


42. Add Build Shed – 2d; move task under REMOVE FORMS (hover – when 4-headed arrow – drag & drop)



43. Assign Mike to that task; 

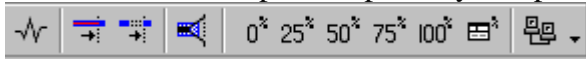
44. Note: Name appears with warning and in RED;



- 45. Remove Mike and assign Fred to build the shed...or select Replace – select Fred - Close

Completion

- 46. To mark a task complete or partially complete – Right click toolbar area – Tracking;

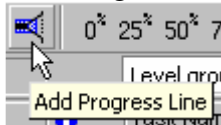


- 47. Percentages mark complete - try one task 50% and another 100%, then tag the 50% task back to 0%

	i	Task Name	Duration	Start		26 May '02							02 Jun '02													
						S	S	M	T	W	T	F	S	S	S	M	T	W	T	F	S					
1		FOUNDATION	#####	#####	#	[Gantt bar for FOUNDATION]																				
2	✓	DIG PIT	1.5 days	#####	#	[Gantt bar for DIG PIT with Higgins Fred resource]																				
3		Level ground	1 day?	#####	#	[Gantt bar for Level ground with Higgins Fred resource]																				

Note: the black completion bar in the Gantt

- 48. Add Progress Line – shows where you are at and where you are falling behind;



- 49. Note the jag back – shows where behind schedule;

	i	Task Name	Duration	Start		26 May '02							02 Jun '02													
						S	S	M	T	W	T	F	S	S	S	M	T	W	T	F	S					
1		FOUNDATION	#####	#####	#	[Gantt bar for FOUNDATION]																				
2	✓	DIG PIT	1.5 days	#####	#	[Gantt bar for DIG PIT with Higgins Fred resource]																				
3		Level ground	1 day?	#####	#	[Gantt bar for Level ground with Higgins Fred resource]																				
4		INSTALL FORMS	1 day?	#####	#	[Gantt bar for INSTALL FORMS with Higgins Fred resource]																				
5		POUR CONCRETE	9 hrs	#####	#	[Gantt bar for POUR CONCRETE with Higgins Fred resource]																				
6		FRAMING	7.38 days	#####	#	[Gantt bar for FRAMING]																				

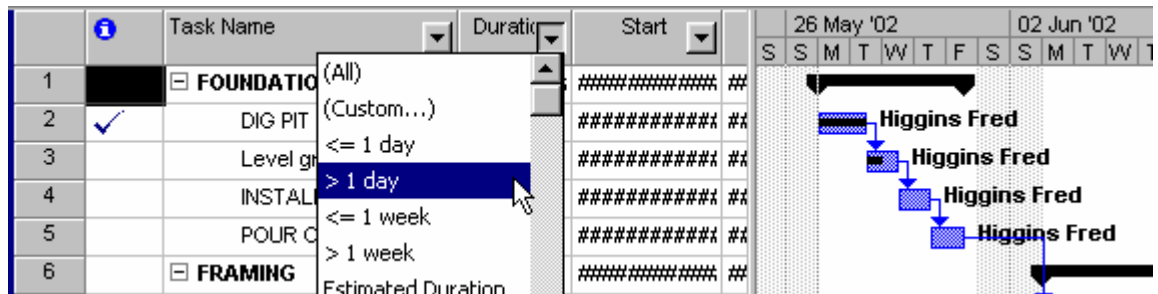
- 50. To Remove – double click line – Delete option

Filters

51. Auto Filter;

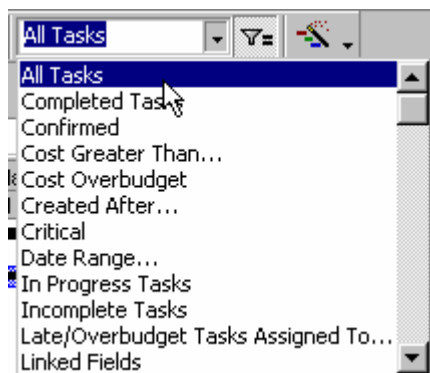


52. Note the choices – one is custom; try Duration >1d

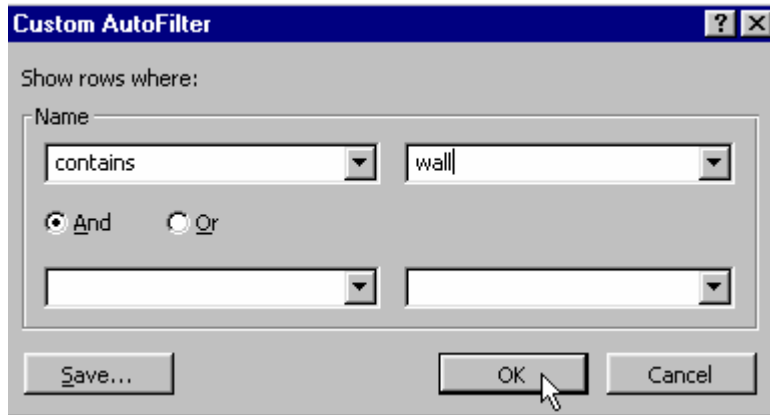


53. Note the Column Label is now blue and some row numbers are missing (hiding)

54. Show All – Duration Drop down – ALL – or quicker and safer – Toolbar Filter – All Tasks;



55. Custom Filter – Try Task Name Dropdown – Custom;

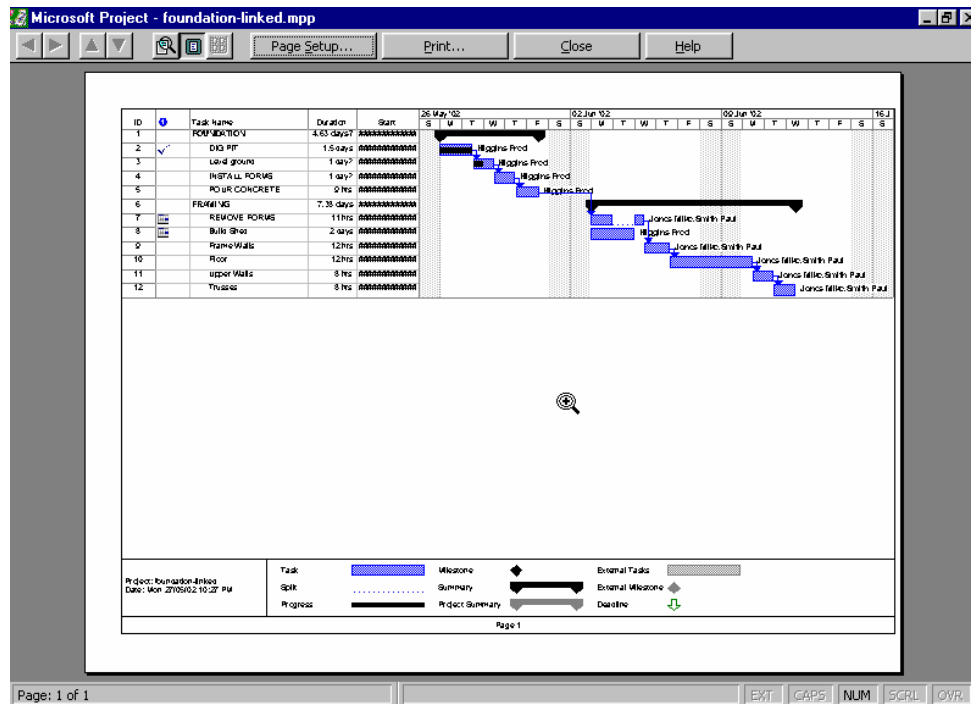


56. Filter Dropdown in Toolbar – Critical / Completed Tasks / Un-Completed, etc.



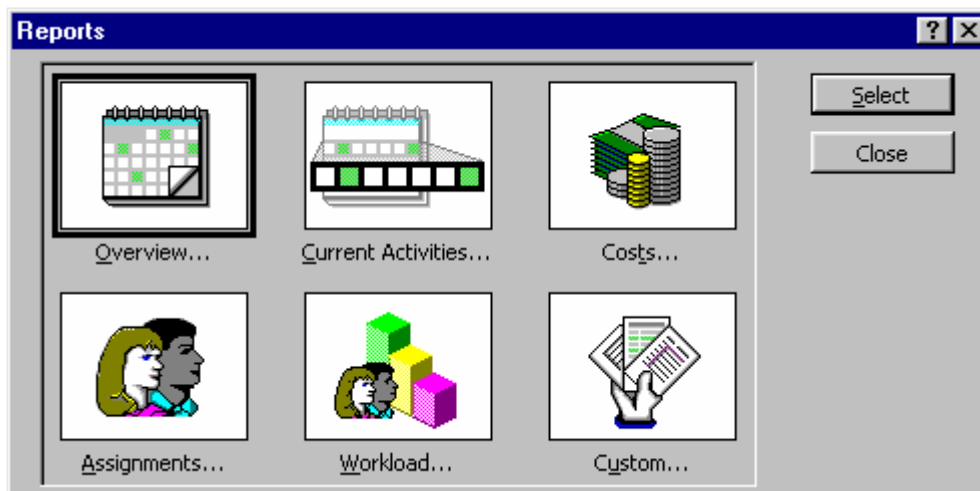
Printing

57. VIEW as desired then - *File – Print Preview*

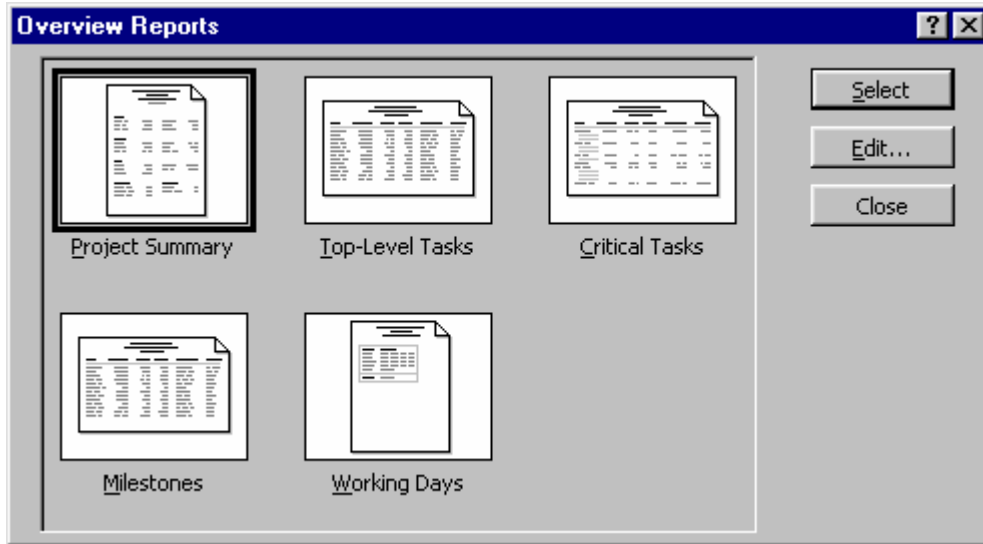


Page Set-up – Margins / Header / Footer / Add Field info

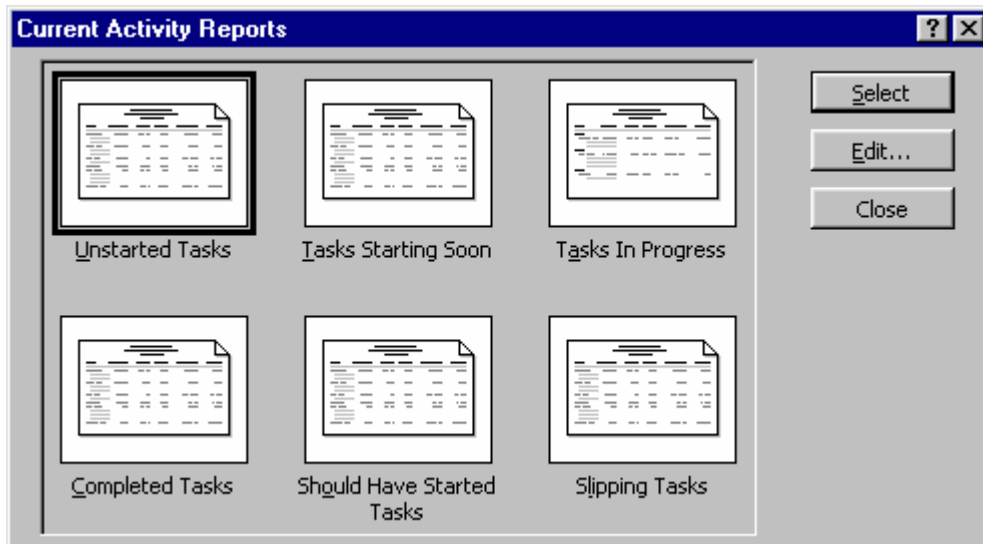
58. Reports - *View – Reports*



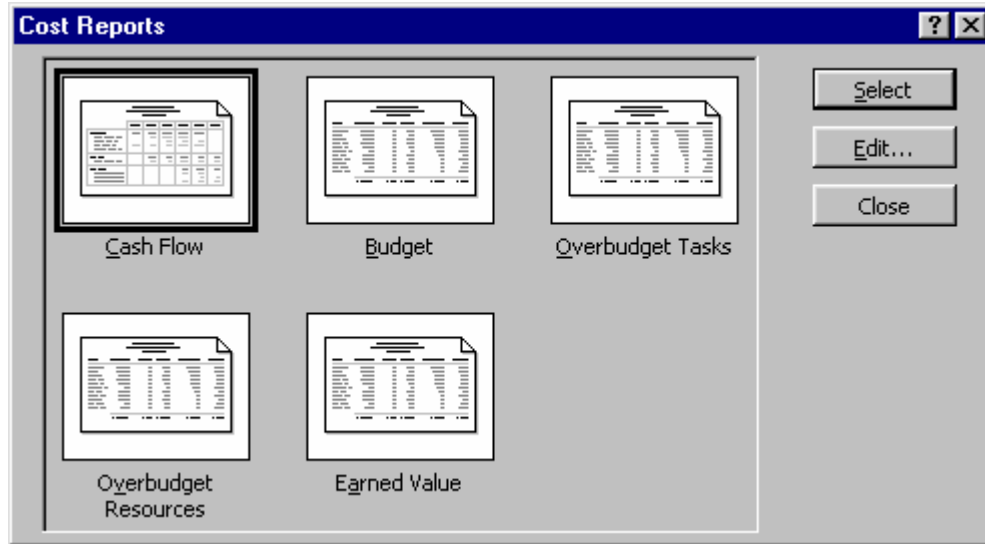
59. OverView



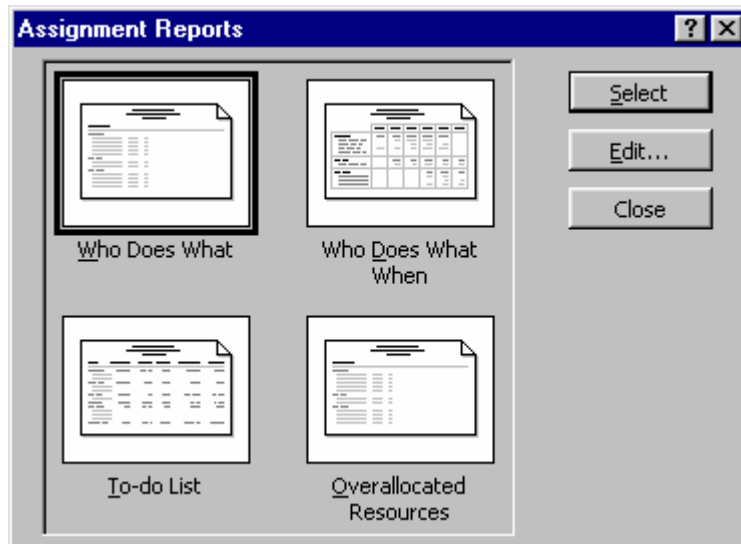
60. Current Activities



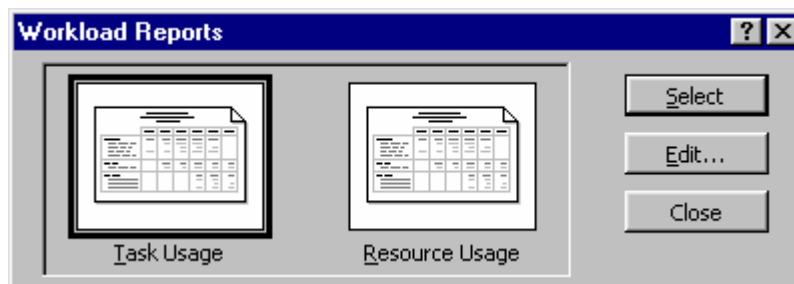
61. Costs



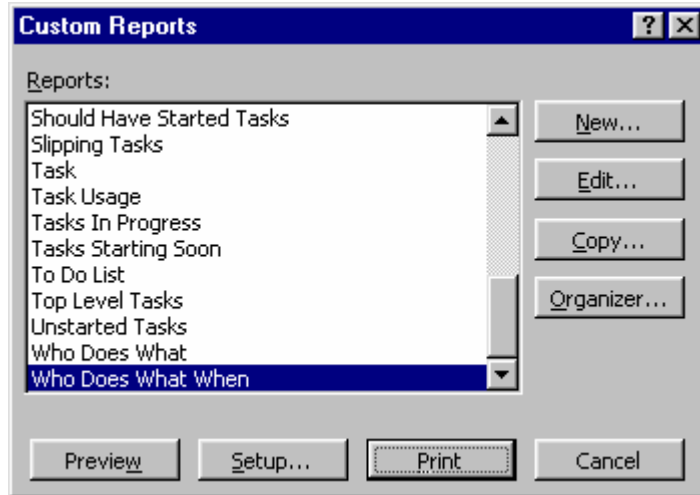
62. Assignments



63. Work Load

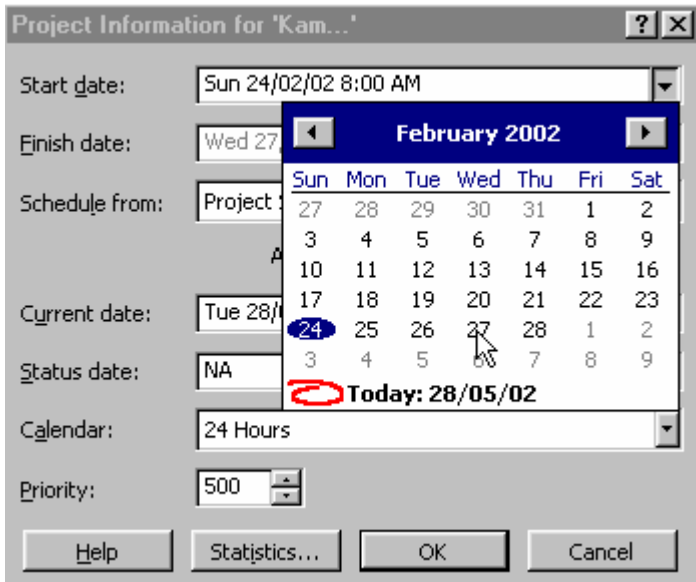


64. Custom – Select base Report to Edit or Copy or make a new report

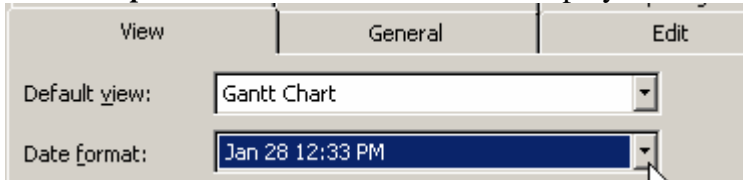


65. Custom Filters / Views / Reports / Settings / Templates – PART 2 MS Project...

Project Start / Base Calendar;
Project – Project Info;

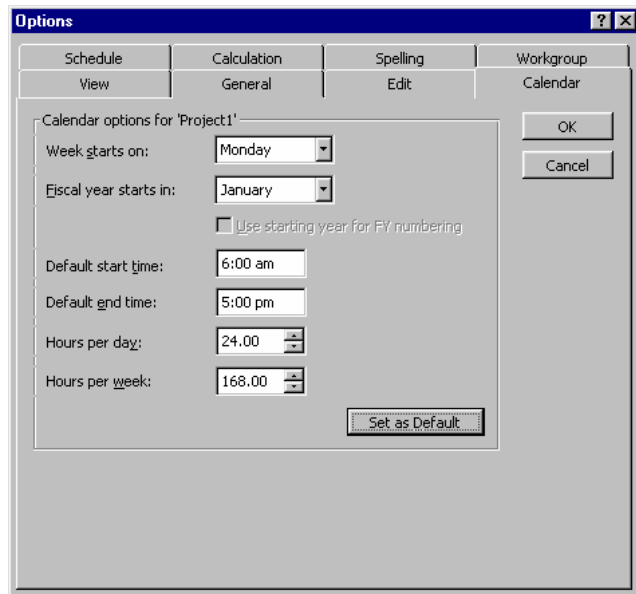


Tools – Options – View - date format to display both date & time



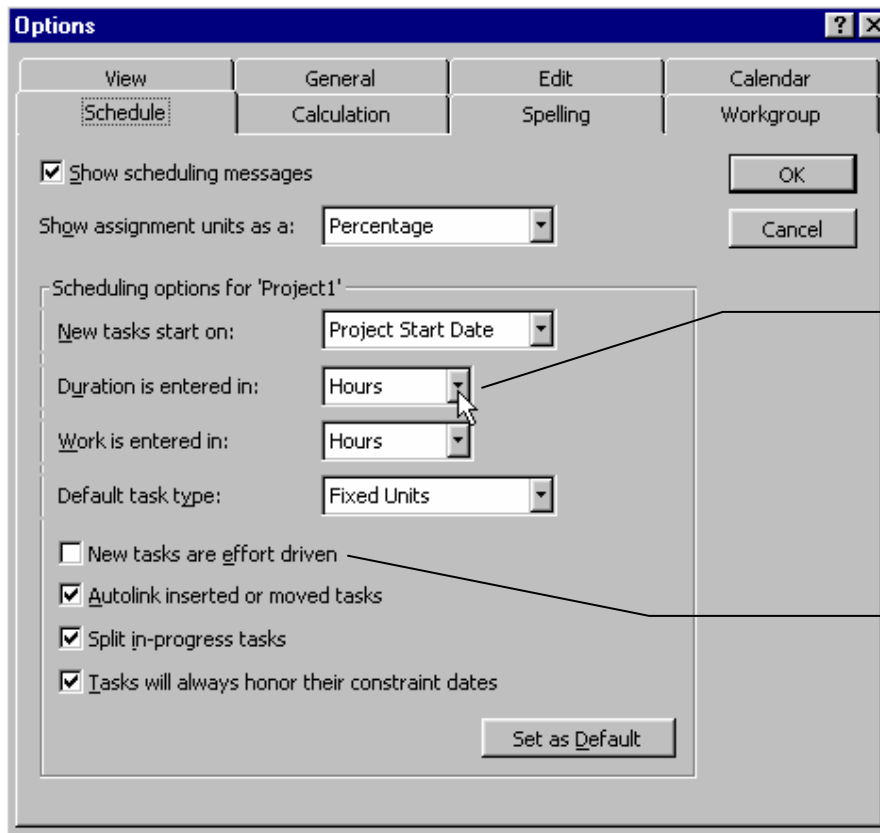
So when change the time it keeps the correct date

Tools - Options - Calendar - Start time for new tasks added / Working Hours per Day/Week;



Set as Default - all future new files take on that setting

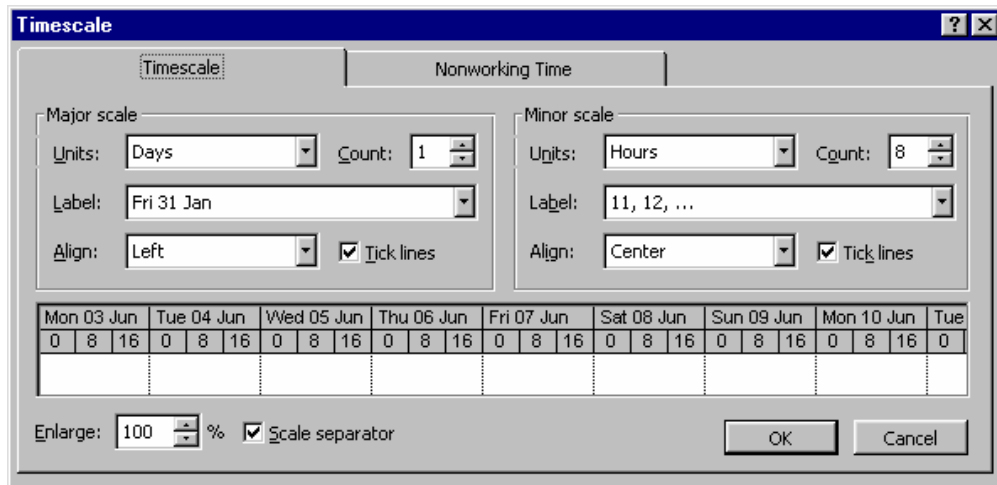
Tools - Options - Schedule - Duration defaults to Hours



So not subjective like a day could be 8 hours or 24 hours depending upon what calendar you choose as base

If effort driven, more people put on the job - lower the duration

Format - Timescale - To Days & Hours - 8 units to show - so day shows as three blocks

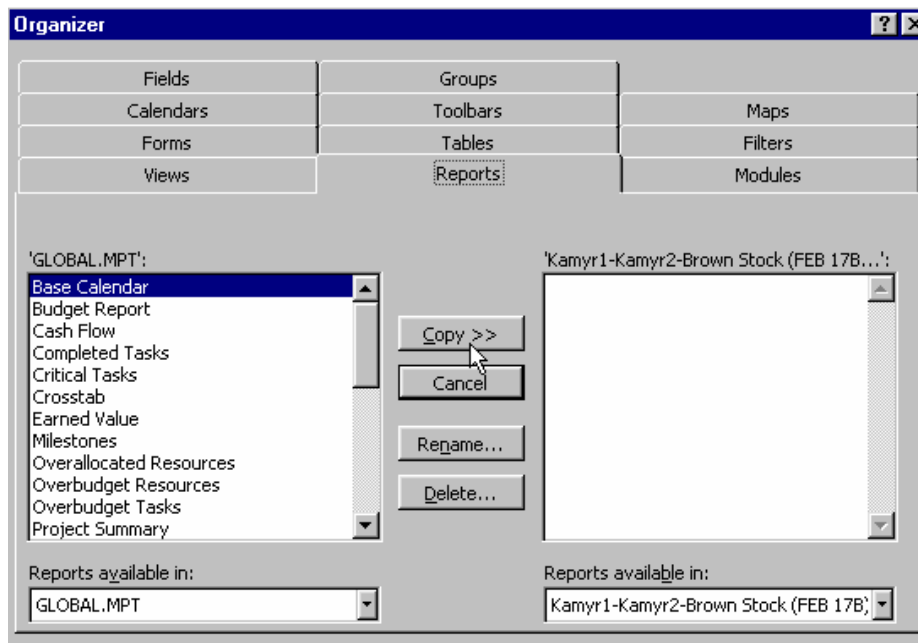


Non-Working Time - Based on 24 hour base calendar or standard – or NEW to add other base calendars – to base Resources on... Night Shift / Day Shift / etc.

The Default button does set your main template for new files. You can also have different templates for different types of Projects – File – Save As – Type Template... as in Word / Excel...

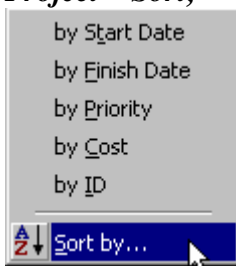
Organizer

To transfer custom objects from templates or files – Tools – Organizer;

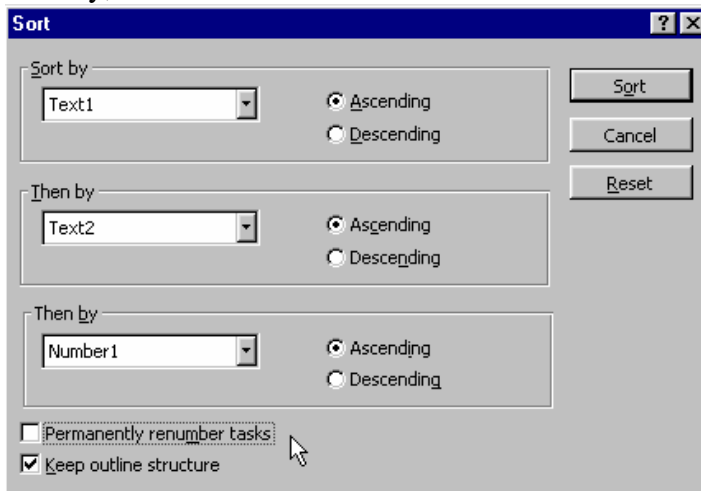


Sorting

Project – Sort;

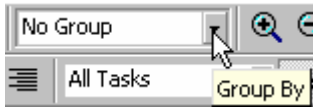


Sort By;

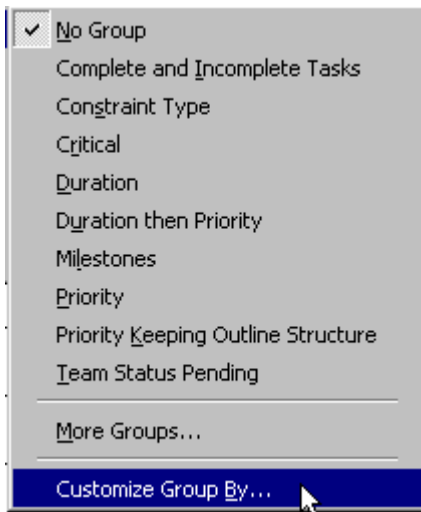


Permanently renumber tasks can be deadly... having a backup file is critical if doing such manipulations. Remember – only one undo in Project. Better to use filters and groupings rather than sorting (safer). Perhaps have a custom field as a copy of the ID field in case you do a permanent sort.

Grouping



or *Project – Group by;*



Customized – can group by Functional Location / Supervisor, etc...

	Task Name	Sup	LO	Time
	Text30: GM	GM		740 hrs
16	REMOVE ASBESTOS FROM WRING	GM	PDC-25-A3	24 hrs
17	Replace 35-5 MCC	GM	PDC-25-A3	48 hrs

Change back – No Group...

Basic Formatting

Format – Font

Save after every major successful edit

Format new task perhaps as Green – larger font... Format – Font

Perhaps RED to suggest delete, BLUE to indicate change and GREEN to indicate new task

The format of the Description can be copied and ‘painted’ onto other row(s)

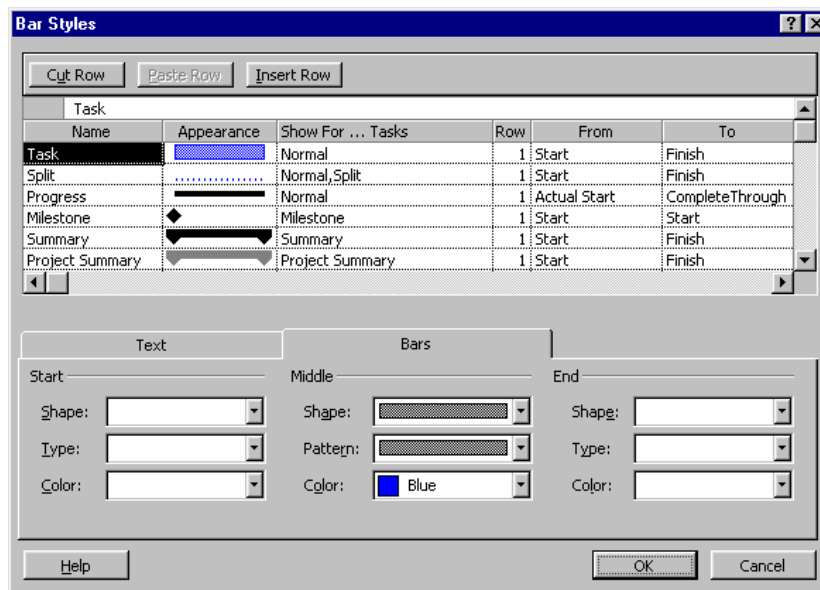
1. Click in the row you like the look of

2. Click the Paint Tool 

Click on row(s) to be ‘painted’

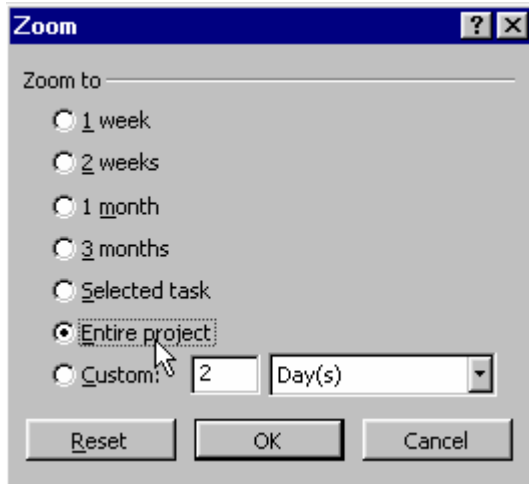
Format – Text Styles

Format - Bar Styles;



Views

View - Zoom - Entire Project (Gantt showing all bars on screen)



Expand / Collapse Level

	Task Name	Duration	WorkC	#
1	<input type="checkbox"/> PM5 Sheet to sheet Duration	16.75 hrs		0
2	<input checked="" type="checkbox"/> STOCK PREP	9 hrs		3
13	<input checked="" type="checkbox"/> Former Section	13.5 hrs		3
29	<input checked="" type="checkbox"/> Press Section	16.75 hrs		7

Plus to Expand / Minus to collapse again (to show what you want to see or hide it)

	Task Name	Duration	WorkC	#
1	<input type="checkbox"/> PM5 Sheet to sheet Duration	16.75 hrs		0
2	<input checked="" type="checkbox"/> STOCK PREP	9 hrs		3
3	6276967: INSPECT BROKE CONVEYOR	3 hrs	55MW	1
4	6278723: INSPECT BAGS #5 SAVEALL	4.5 hrs	55MW	1
5	6278725: CLEAN FLOODING AND SLUICIN	3.7 hrs	55PF	1
6	<input checked="" type="checkbox"/> 6278976: Inspect Dry end Pulper	7 hrs		0
12	6278766: REPL. GASKET, CHECK VLV @	6 hrs		0
13	<input checked="" type="checkbox"/> Former Section	13.5 hrs		3
29	<input checked="" type="checkbox"/> Press Section	16.75 hrs		7

Expand a WO – shows the sub-operations as well

	Task Name	Duration	WorkC	#
1	<input type="checkbox"/> PM5 Sheet to sheet Duration	16.75 hrs		0
2	<input checked="" type="checkbox"/> STOCK PREP	9 hrs		3
3	6276967: INSPECT BROKE CONVEYOR	3 hrs	55MW	1
4	6278723: INSPECT BAGS #5 SAVEALL	4.5 hrs	55MW	1
5	6278725: CLEAN FLOODING AND SLUICIN	3.7 hrs	55PF	1
6	<input checked="" type="checkbox"/> 6278976: Inspect Dry end Pulper	7 hrs		0
7	Prior to Blanking Lock out 6509A	1 hr		0
8	Pipe Fitting for turning Blanks	2 hrs		0
9	Lock out for vessel Entry 6509B	1 hr		0
10	Drain & Clean-up by Operation	1 hr		0
11	Inspection by Maintenance	2 hrs		0
12	6278766: REPL. GASKET, CHECK VLV @	6 hrs		0
13	<input checked="" type="checkbox"/> Former Section	13.5 hrs		3

To Collapse – select the column – then minus Icon  (what is selected is collapsed again)

Columns

Widths

Select the junction between columns to manually resize – drag to the right...

	i	Task Name	Duration	vrkC
1		Task Name	Duration	vrkC

or Double click there to Auto-size (just like EXCEL)

Double click column Label – to edit size numerically or change label / position / type

The image shows a 'Column Definition' dialog box with the following fields and values:

- Field name: Name
- Title: Resource Name
- Align title: Left
- Align data: Left
- Width: 32

Buttons: OK, Cancel, Best Fit.

New Field;

Right Click – Insert

The image shows a 'Column Definition' dialog box with a list of custom text fields. The 'Field name' is 'Task Summary Name'. The 'Title' field is open, showing a list of options:

- Task Summary Name
- TeamStatus Pending
- Text1
- Text2
- Text3
- Text4
- Text5

Buttons: OK, Cancel, Best Fit.

Lots of custom text fields, number fields and date fields

Keep a reference sheet of Fieldname vs. Title – when filtering, etc. need to refer to fieldname which is obscure – unless RENAME them...

Navigation / Editing

Arrow keys to cycle row by row

Arrow keys to go left & right (can use [Tab] [Shift][Tab] as well)

[PageUp] / [PageDown]

[Ctrl][Up Arrow] / [Ctrl][Down Arrow] for top or bottom of project



To see the Gantt Chart of a task – scroll over to it or  will jump you there!

When on a field (like Duration) just type new number– types over existing automatically

Note: 15 minutes = .25 not .15

Note: bold duration – calculated field (heading) cannot edit

Note: duration defaulted in hours

Error? Undo with [Ctrl][z] or Edit – Undo or  or Re-Do  only one chance!




Delete task = [Delete] key

Delete cell = [Ctrl][delete] or right click - clear

Note: delete a heading – deletes all items within that heading – warns you first - OK

Select Multiples

Multiple rows can be selected for;

- Formatting (Format – Font)
- Copying - Edit – Copy (or [Ctrl][c])
- Deleting – [Delete] key
- or Linking  or un-linking  (the order you select is the order they are linked)
- or Assigning same person(s) to multiple tasks 
- or Group Editing

Non-Adjacent

Select first item – [Ctrl] select others

18	Cut of Bottom Fabric	0.5 hrs		0
19	Wash up	1.25 hrs		0
20	6278386: Change Breast Roll	6 hrs		0
21	Alignment of Breast Roll Doctor, Shims and	2 hrs		0
22	Install Bottom Fabric	1.5 hrs		0
23	6278726: RE & RE TOP FAB ROLL SHOWE	4 hrs	55PF	1
24	6276129: Tach Wiring for Bottom Wire Tur	4 hrs	65EL	1
25	6278735: Check operation of warm water	2 hrs	65IN	1
26	6278778: Repair Bottom Breast roll DST loc	2 hrs		0

These three are selected

Group Selection:


Select one – [Shift] select another a few rows down – all in between are selected

Gantt Chart	18	Cut of Bottom Fabric	0.5 hrs		0
	19	Wash up	1.25 hrs		0
	20	6278386: Change Breast Roll	6 hrs		0
	21	Alignment of Breast Roll Doctor, Shims and	2 hrs		0
	22	Install Bottom Fabric	1.5 hrs		0
	23	6278726: RE & RE TOP FAB ROLL SHOWE	4 hrs	55PF	1
	24	6276129: Tach Wiring for Bottom Wire Tur	4 hrs	65EL	1
	25	6278735: Check operation of warm water	2 hrs	65IN	1
	26	6278778: Repair Bottom Breast roll DST loc	2 hrs		0

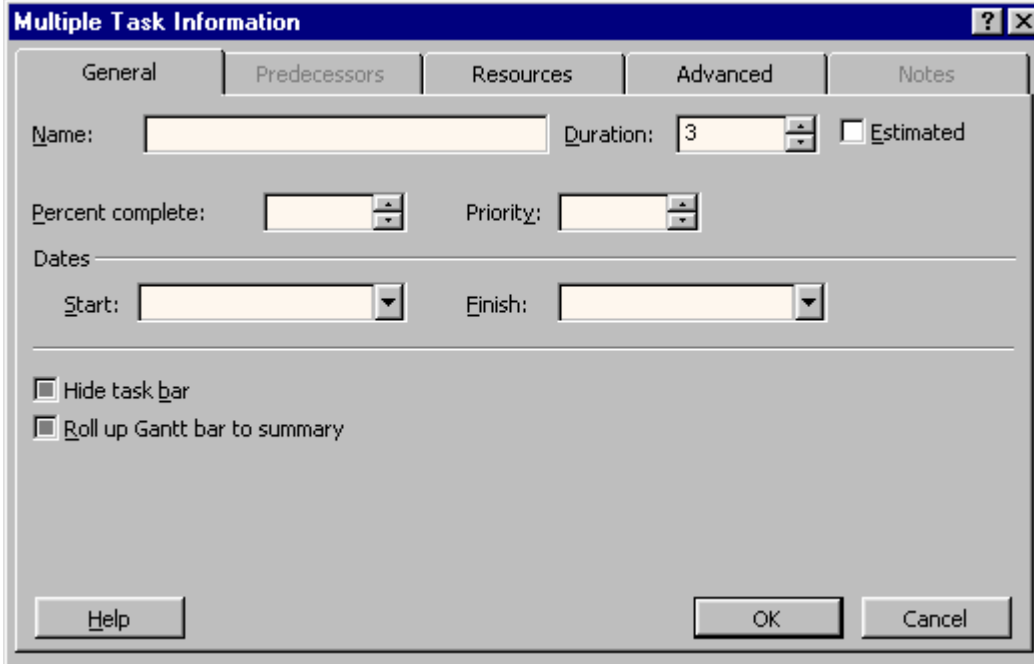
The first row is selected as well, just shows slightly different – since it is the current cell, where your typing would go...

Group Edit

Select multiple tasks

Go into the Task Info – right click – Task Info or 

Shows blank – enter value(s) you want for all selected items (be careful)



The screenshot shows the 'Multiple Task Information' dialog box with the 'General' tab selected. The dialog has five tabs: General, Predecessors, Resources, Advanced, and Notes. The 'General' tab contains the following fields and options:

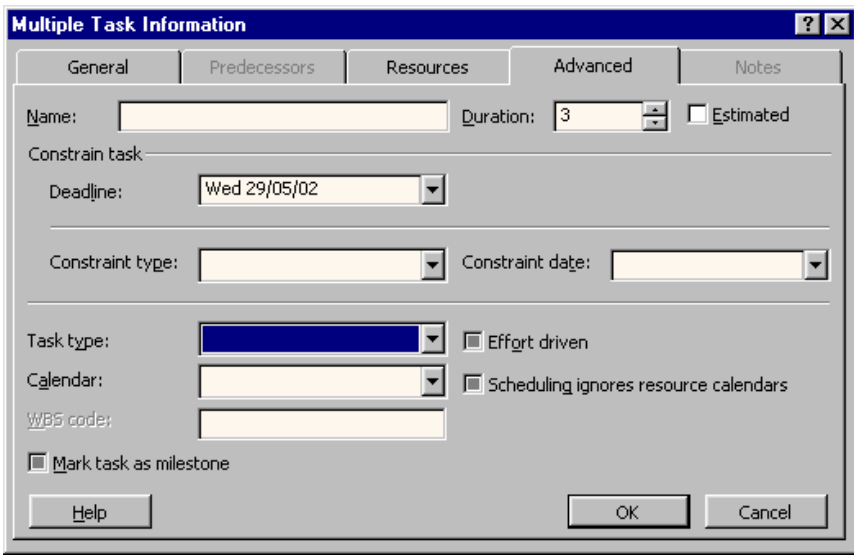
- Name:** A text input field.
- Duration:** A spinner box set to '3'.
- Estimated**
- Percent complete:** A spinner box.
- Priority:** A spinner box.
- Dates:**
 - Start:** A date dropdown menu.
 - Finish:** A date dropdown menu.
- Hide task bar**
- Roll up Gantt bar to summary**

Buttons at the bottom include 'Help', 'OK', and 'Cancel'.

Useful to change durations / start time / percent complete of non-adjacent tasks

Assign a resource to many tasks using the resource tab

and advanced tab to force deadline, constraint or Task Type – effort driven, etc.



The screenshot shows the 'Multiple Task Information' dialog box with the 'Advanced' tab selected. The dialog has five tabs: General, Predecessors, Resources, Advanced, and Notes. The 'Advanced' tab contains the following fields and options:

- Name:** A text input field.
- Duration:** A spinner box set to '3'.
- Estimated**
- Constrain task:**
 - Deadline:** A date dropdown menu set to 'Wed 29/05/02'.
 - Constraint type:** A dropdown menu.
 - Constraint date:** A date dropdown menu.
- Task type:** A dropdown menu.
- Effort driven**
- Calendar:** A dropdown menu.
- Scheduling ignores resource calendars**
- WBS code:** A text input field.
- Mark task as milestone**

Buttons at the bottom include 'Help', 'OK', and 'Cancel'.

New Task

1. Right click row number – New Task
2. or [Insert] key to insert a task – pushes one you are on downwards
3. Type description
4. [Tab] to duration field
5. Type duration value
6. [Tab] to Work Center – Trade ? – MW / EL / IN / CA / PF / OP / WE / LU / MA / SM / LA

While on this new row, you can set the start time as well

Note: collapse all WO before inserting a new task – unless you want it inside that WO

Recurring Task – Insert – Recurring

Recurring Task Information [?] [X]

Task Name: Duration:

Recurrence pattern

Daily Day Workday

Weekly

Monthly

Yearly

Range of recurrence

Start: End after: occurrences

End by:

Calendar for scheduling this task

Calendar: Scheduling ignores resource calendars

OK Cancel

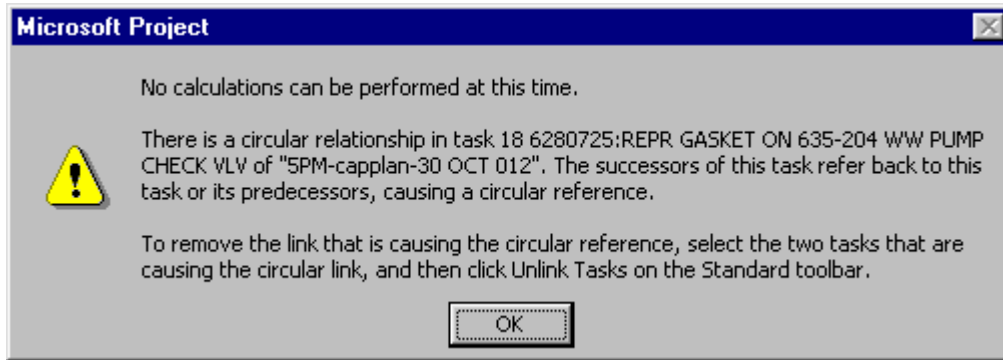
Practice: Add a task under a WO Heading

Practice: Expand the WO Heading – collapse again – your addition stays visible?

Practice: Expand the WO Heading

MOVE TASK

Warning: Moving a heading can move just the heading if the items are not collapsed within – would leave the items into the heading above... Cannot be undone – so backup first before major manipulations... then work on the original file. Cut & paste seems to work best for moving sections around.




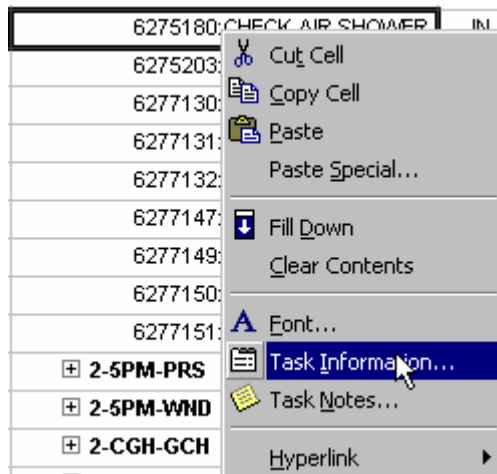
If you see this dialogue box – probably things have been wrecked – undo [Ctrl][z] and try again...

Note: even un-collapsing a heading is using up your one undo...

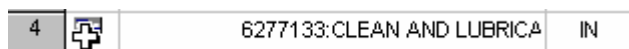
Moving a task into a linked area will link that task as well in the flow – unless deactivated – *Tools – Options – Schedule – Autolink Inserted or Moved Tasks*

Task Details

 or Right Click Task – Task Information / Task Notes



or Double Click any Field



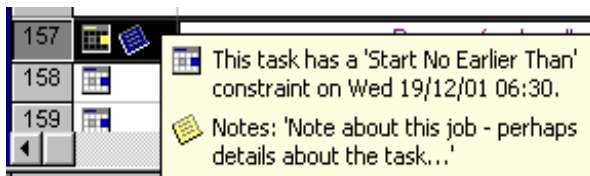
Notes



To store a note to a task (detail information about the task)

The screenshot shows the 'Task Information' dialog box with the 'Notes' tab selected. The 'Name' field contains '6277133:CLEAN AND LUBRICATE SMART F' and the 'Duration' is set to '16h'. Below these fields is a 'Notes' section with a text area containing the text: 'Type your note here... will show up as an icon in the info. field', 'hover over it to read note', and 'double click to edit'. To the right of the text area are 'OK' and 'Cancel' buttons.

Hover over the Info Box icon of a note – pops up the note (may have to widen the column)



General

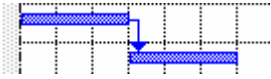
Start Time / End Time

The screenshot shows the 'Task Information' dialog box with the 'General' tab selected. The 'Name' field contains '6277133:CLEAN AND LUBRICATE SMART F' and the 'Duration' is '16h'. Below these are 'Percent complete' (0%) and 'Priority' (Medium). The 'Dates' section has 'Start' (30/10/01 00:00) and 'Finish' (30/10/01 16:00) fields. There are also checkboxes for 'Hide task bar' and 'Roll up Gantt bar to summary'. 'OK' and 'Cancel' buttons are on the right.

Percent complete (easier with buttons)

Linking Tasks

Planners – need to join tasks as a job may depend on a previous job before it can start. Ex.



Before the foundation can be poured the forms must be built...

Just key in the job(s) ID that must be completed first – its Predecessor.

ID	Task Name	Type	Lag

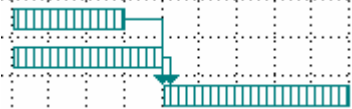
This process can also be done by [Ctrl] selecting the tasks in order - and linking them 

Note: The order you select the tasks will be the order of the linking

Note: Change start of linked tasks – all shift over

Two or more Tasks (A&B) must be done before another (C) can start

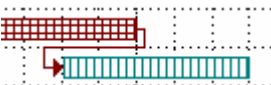
Link A and C – then Link B and C - easier to edit C predecessors to be A and B



Lag Time – delay before that task can be started - Settings of a task – 2 h for 2 hours delay
problem if do manually by dragging – forces a constraint – better to do in task settings



Lead Time – time task can start before prior job is finished...(-2 h)

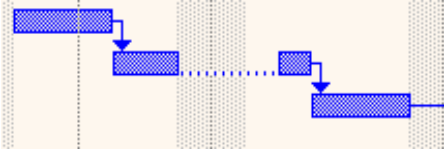


Split Tasks

To create a type of lag in a task... When the task must be interrupted due to resource conflict, availability or materials, etc.



Then click on location within task to split and drag to the right...

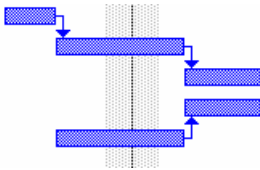


To re-connect, simply drag right part back to left part and they should merge.

In Project 2000 – Task Information – Advanced – can set the task's calendar as well...

Constraints


Start as soon as possible is the default



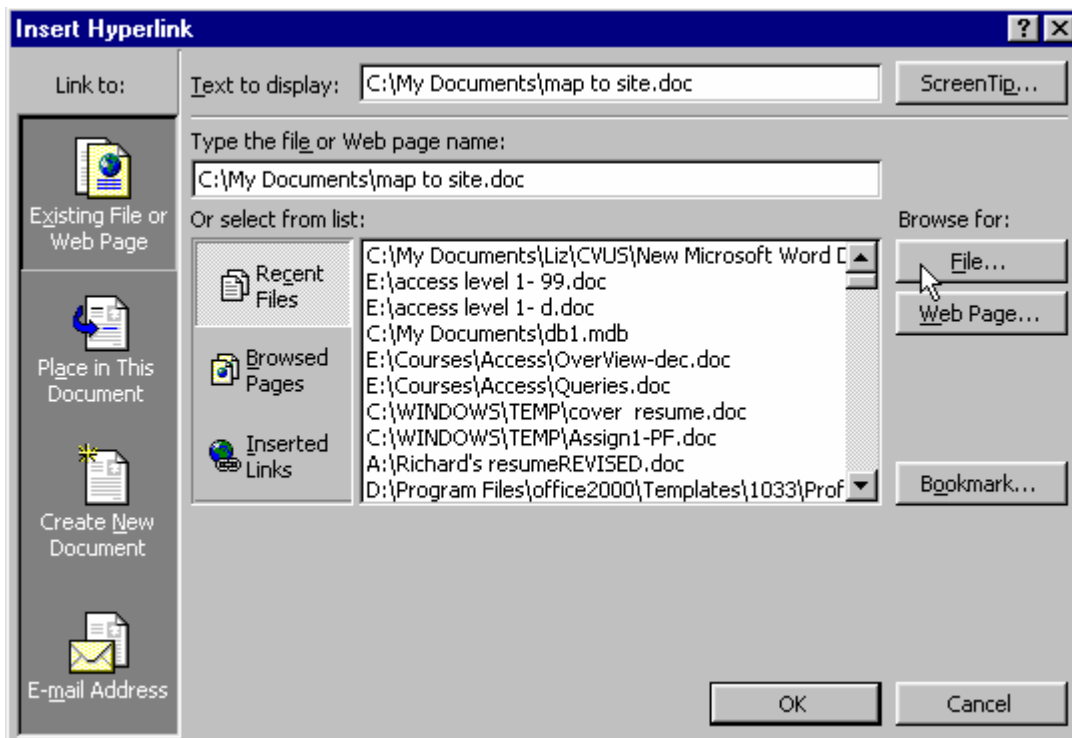
The top 3 tasks are ASAP

The last two are set As late as possible, so schedule back from project's end time as that changes...





Linking Documents

In Notes – you can link or insert a file with 

The Task Description can also become a hyperlink to a document



Web Page link, File Link, New Document Link another place in current Project file...

		Task Name	Duration
1		Task to do	1 day?
2		C:\My Documents\map to site.doc	
3		Screen tip when hover over link	

Linking Files

You can insert other Project files or simply have the resources as a separate file that you link to as a resource pool.

Insert - Project where desired...(some problems with inserted projects like changes to master do not effect slaves, links breaking is also a risk)

In Project 2000, you can sort the master file as one large group of items, before each file could only be sorted as its' own group.

Strategies for organizing a master project and subproject files

When you break up an existing project file into a master project and subprojects you should consider reorganizing by logical groupings such as the following:

- Tasks in separate phases of a project: For very large or complex projects, using separate subprojects for each [phase](#) can make it easier to see the details of your project. You can view the [critical path](#) of each phase because it is in a separate file, while in the master project, you can see [multiple critical paths](#), one for each phase. You can still link tasks in different subprojects as you would tasks in a single project, but it may be easier to separate into subprojects those phases with the fewest [dependencies](#) to tasks in other phases.
- Tasks falling in similar time periods: It's useful to organize tasks into subprojects when there are significant gaps in time between chunks of work in an ongoing project. By using subprojects, you can close out project files for periods of work that are completed.
- Different project managers' responsibilities: If you supervise several project managers working on parts of a larger project or in a program with multiple projects running concurrently, give each project manager a separate subproject. That way, you can see the overall progress of the program and how their projects or tasks fit within it while they retain the freedom to work on their subprojects.
- Sets of interdependent tasks: Separate related tasks from unrelated tasks and group each set into its own subproject. Keep highly related phases within the same subproject.
- Milestone scheduling: If you like to manage your projects by entering important [milestones](#), you can create a subproject for the tasks that are related to each milestone. As subprojects, they are easy to roll up to a top level without having to create a [summary task](#) for each milestone as you would normally do in a single file.
- By work site: If work on your project is done at separate sites, you may find it convenient to schedule each site's tasks in a separate subproject. For example, if you are manufacturing a product, work on some components may be done at

different factories. You can create a subproject for the tasks completed at each factory and create a master project for the product as a whole. This method makes it easier to see exactly where work is being done at any time, and gives individual managers more control over tracking the work at their sites.

- **Related resources:** Separate tasks into subprojects by groups of related [resources](#) so that those resources can manage their own tasks while you stay on top of their status at the project level. For example, the tasks of the engineer and CAD operator on each sheet of a large design/build contract could be in one subproject while the construction manager would have another subproject. The project manager would be able to see all the tasks in the subprojects within the master project.
- **Resources assigned to repetitive tasks:** If the project's task list contains recurring tasks that are part of an internal process, it makes more sense to allow those groups to schedule their own time and be responsible only for deliverables or milestones. For example, if the accounting department is responsible for billing cycles and audits entered in the project as [recurring tasks](#), those tasks can be added to a subproject and the manager of the accounting department can assign the tasks to the various accountants working on the project.
- **Resources assigned to only one phase of the project:** When small groups of resources are assigned to or interested in only part of the project, you can put them in a subproject. It more accurately reflects their view of the length of the project because it spans the length of their involvement. This technique also keeps the resource list of the master project limited to the resources that will be involved throughout the project, which can look most realistic when reporting resource information.
- **Different budgets:** If you have different internal budgets from which you are billing, it may be easier to view the budget totals if the tasks for each budget are in separate subprojects. You can still view the project cost totals in the master project, but you will have greater flexibility in viewing and reporting subproject budget totals.

Resource Pooling

In case you want separate control over resources or have multiple resource files or a shared resource file with separate projects.

What is a resource pool?

A resource pool allows you to share resources among multiple projects. Using a resource pool allows you to schedule resources' work across projects, identify conflicts between assignments in different projects, and see how a resource's time is used in multiple projects. If you have people or equipment that work on tasks in multiple project files, you may want to use the resource pool to centralize resource information, such as resource name, calendar used, resource units, and cost rate tables, making it easier to administer. Each project that uses resources from the resource pool is called a sharing file. You can use any other existing project file as a resource pool, but it is recommended that you create a new project file just for resource information to make it easiest to manage resource information and task assignments between sharing files and the resource pool.

Tools – Resources – Share Resources



Under On conflict with calendar or resource information, choose which file should take precedence if resource information conflicts, for example, a standard rate of \$30 in one file and \$40 in another. Click OK. Note that assignment information is never overwritten.

- Select Pool takes precedence if the resource pool file that you want to borrow resources from should overwrite resource information in the [sharing file](#). This option is highly recommended.
- Select Sharer takes precedence if the sharing file should overwrite resource information in the resource pool and other sharing files.

Note Resource information from each project is added to the new resource pool and made available to each sharing file as it is shared.

Resources

Perhaps best if the tasks are scheduled and linked as need be prior to assigning resources – so conflicts show as true – that you have already assigned a person or Equipment to another task in that same time slot.

Foreperson assigns resource to the task – Tradeperson / Operator / Equipment such as crane

To manage the window panes of MS Project, click into the pane you want to alter;

The screenshot displays the Microsoft Project interface. On the left is a vertical toolbar with icons for various views: Shutdown Edit, Task Usage, Tracking Gantt, Resource Graph, Resource Sheet, and Resource Usage. The main window is divided into two panes. The top pane is a task list with columns for Task Name, Duration, and Work. The bottom pane is the Resource Sheet, which includes fields for Name, Duration, Start, Finish, and Task type, and a table for resource assignment.

ID	Task Name	Duration	Work
1	PM5 Shutdown WO's	50 hrs	
2	Stock Prep	49 hrs	
3	Stock off at 5am	0.5 hrs	
4	Boil out Saveall	3 hrs	
5	Wash-up Saveall	2 hrs	
6	Drain Silo	1 hr	
7	Drain all Stock & \	12 hrs	
8	Lock out and Isok	1 hr	
9	6278903:SNUB A	8 hrs	
10	6279418:RPR HA	3 hrs	
11	RPR HANGEI	3 hrs	
12	RPR HANGEI	3 hrs	
13	6280101:INSPECT	4.5 hrs	

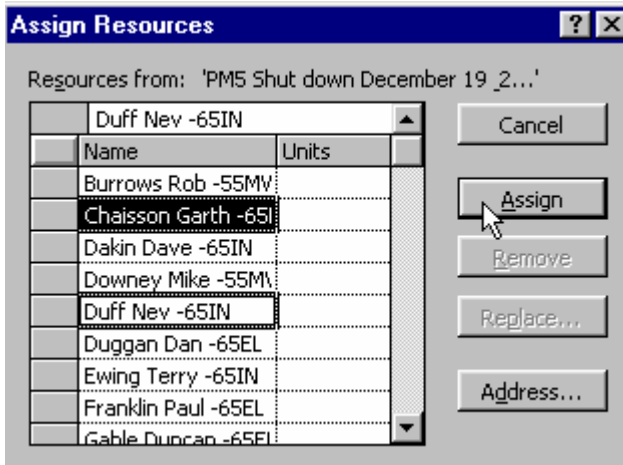
ID	Resource Name	Units	Work	ID	Predecessor Name

Then click on the View button of your choice – “Resource Sheet”



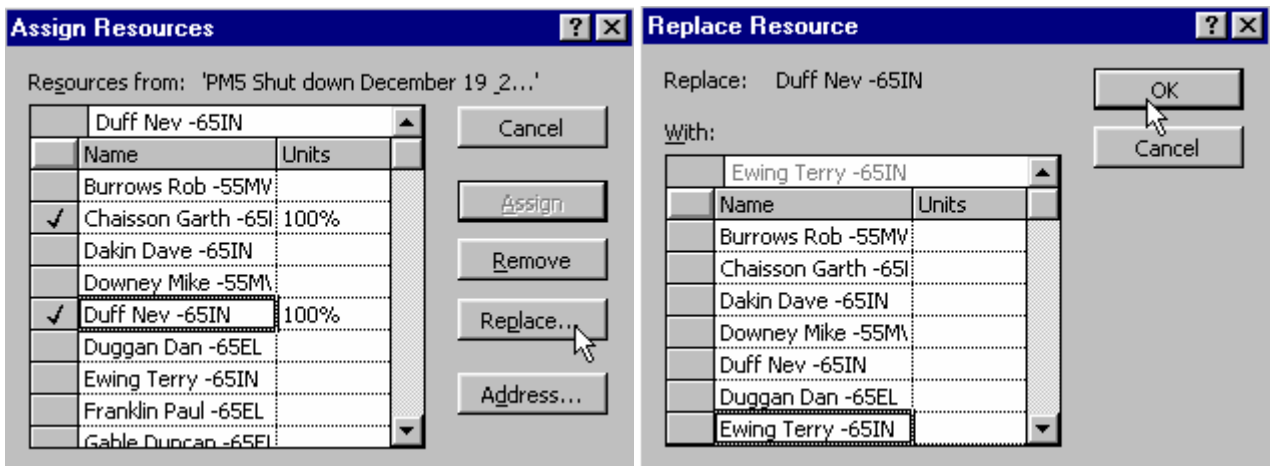
So when you apply resources to a task – you will see easily who is applied and if there is a conflict – will show up in red.

Resource Application Icon



Can select multiple people – Assign – leave window open for more assignments

Can Select person – Re-Assign Task to another person...(REPLACE)



Also very easy to remove or re-assign Resource(s) with this method

As well shows conflicts right away

Can select multiple tasks – assign same person or multiple people to multiplr tasks.

Add / Remove Resource

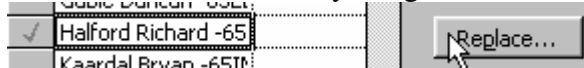
Massive Replace?

- a) Select column of tasks viewed



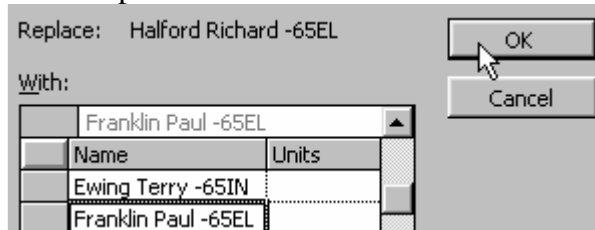
- b) Assign resource method 

- c) Select 'sick' or incorrectly assigned resource



- d) Select replace

- e) Select replacement resource then OK – Then Close



If need replacing in entire file –

Type over resource name on resource sheet

Warning: Remove a resource – if assigned anywhere – just disappears...best not to delete...

	EmpNo	Resource Name	Initials	Trade	Base Calendar	Emp#	Co	Crew
1	1	Burrows Rob -55MW	R	MW	24 Hours	1179	01	55
2	2	Chaisson Garth -65EL	G	EL	24 Hours	1445	01	65
3	3	Dakin Dave -65IN	D	IN	24 Hours	1923	01	65
4	4	Downey Mike -55MW	M	MW	24 Hours	2193	01	55
5	5	Duff Nev -65IN	N	IN	24 Hours	2228	01	65

Resource Conflicts

With the bottom Window displaying the Resource Sheet, if you assign someone or crane to a task overlapping time slots or working overtime based on their calendar – the name will show in RED.

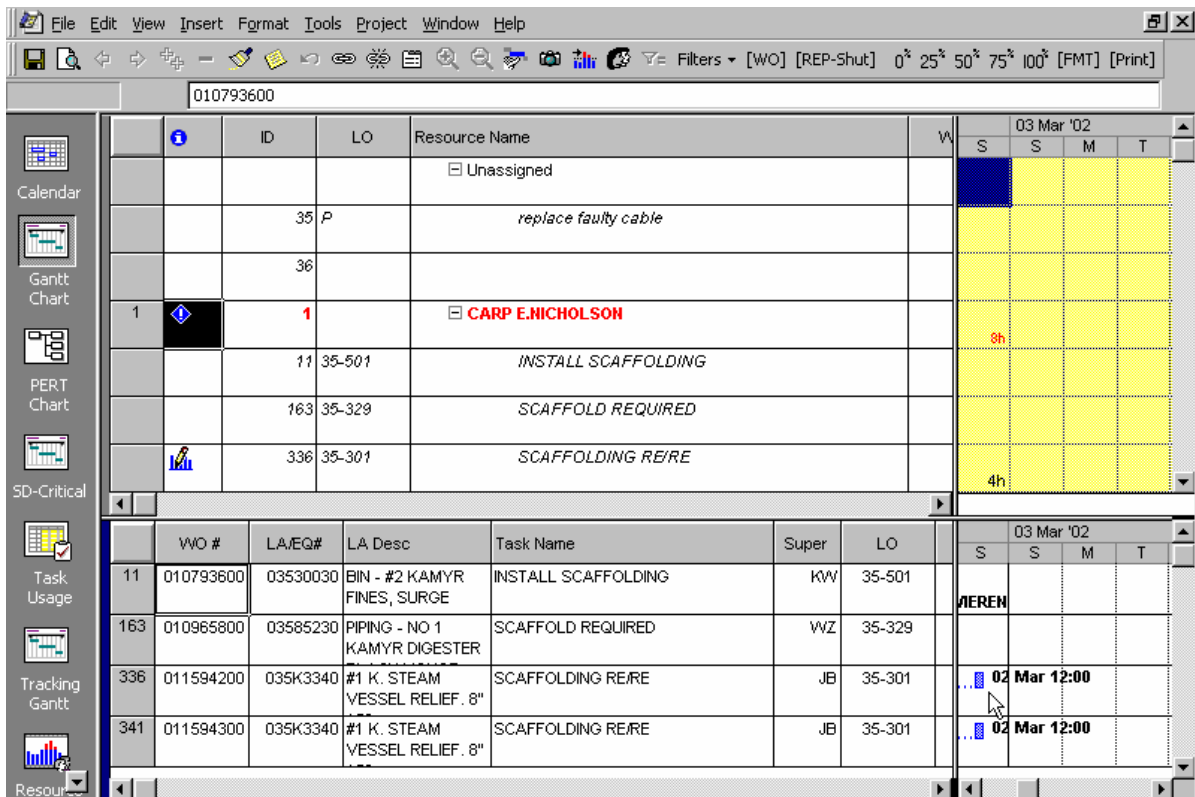
44		6280450:REPLACE LC SCREEN MO	2-5PM-FOR-805-331				
45		REPLACE LC SCREEN MOTOR	2-5PM-FOR-805-331				
46		REPLACE LC SCREEN MOTOR	2-5PM-FOR-805-331				

EmpNo	Resource Name	Initials	Trade	ase Calends	Emp#	Co	Crew
1	1 Burrows Rob -!	R	MW	24 Hours	1179	01	55

 To toggle to all over-allocated Resources (Conflicts)

Selected tasks – shows the people working those tasks in bottom pane

When looking at **Resource Usage**, *Window Split* - then change the bottom window pane to **Gantt** to see where the person is working two jobs at the same time...



The screenshot shows a software interface with a menu bar (File, Edit, View, Insert, Format, Tools, Project, Window, Help) and a toolbar. The main window displays a resource usage table for project ID 010793600. The table has columns for ID, LO, Resource Name, and a weekly calendar grid for 03 Mar '02 (S, S, M, T). The resource 'CARP E.NICHOLSON' is highlighted in red in the Resource Name column. Below the main table is a detailed task list with columns for WO #, LA/EQ#, LA Desc, Task Name, Super, LO, and a weekly calendar grid. The task 'INSTALL SCAFFOLDING' (WO # 11) is marked as 'OVEREN' in the calendar grid. The task 'SCAFFOLDING REIRE' (WO # 336) is marked with '02 Mar 12:00' in the calendar grid. The bottom pane shows a Gantt chart view for the resource 'CARP E.NICHOLSON'.

ID	LO	Resource Name	W	03 Mar '02
		Unassigned		S
35	P	replace faulty cable		S
36				M
1		CARP E.NICHOLSON		T
11	35-501	INSTALL SCAFFOLDING	8h	
163	35-329	SCAFFOLD REQUIRED		
336	35-301	SCAFFOLDING REIRE	4h	

WO #	LA/EQ#	LA Desc	Task Name	Super	LO	03 Mar '02
11	010793600	BIN - #2 KAMYR FINES, SURGE	INSTALL SCAFFOLDING	KWV	35-501	OVEREN
163	010965800	PIPING - NO 1 KAMYR DIGESTER	SCAFFOLD REQUIRED	WZ	35-329	
336	011594200	#1 K. STEAM VESSEL RELIEF. 8"	SCAFFOLDING REIRE	JB	35-301	02 Mar 12:00
341	011594300	#1 K. STEAM VESSEL RELIEF. 8"	SCAFFOLDING REIRE	JB	35-301	02 Mar 12:00

Resource Application Dropdown

Task Information

General | Predecessors | **Resources** | Advanced | Notes

Name: 6277133:CLEAN AND LUBRICATE SMART F Duration: 16h

Resources:

Resource Name	Units

OK Cancel

Tip: Just key in the trade then first few letters of person's last name – then drop down list – will be 'there' to select person (resource)

Resource Name

el mil

EL Millette Mike -65

Resource Name

EL Millette Mike -65

EL Kovasin Rauli -65

EL Millette Mike -65

EL Orel Roy -65

Tip: Keyboard method – the first few letters as above, then [Alt] [Down Arrow] Then [Arrow] down to resource desired and [Enter] it is selected and you are brought down to the next row to assign another person if needed.

Resources:

EL Millette Mike -65

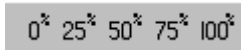
Resources:

Resource Name	Units
EL Millette Mike -65	100%

Can add multiple resources to same task.

Completed Tasks

Note: Editing a Heading WO completed (as deleting) - effects all sub-operations as well.



50% done vs not started

if by error mark a task complete – just mark 0%

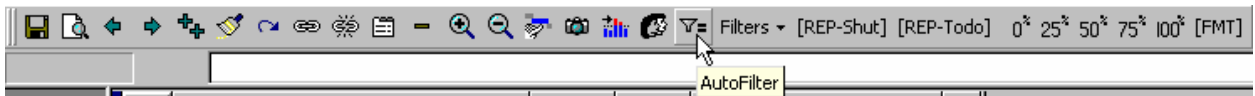
Filters

To show just what you need to see...

Warning: Filters work on just expanded data (great when needed) so if you want to filter all

data – expand all first -

AutoFilter

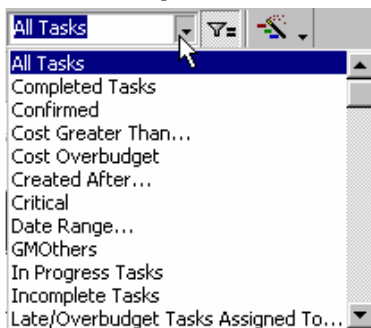


Auto Filter creates dropdowns for each of your columns...

So you can filter by Work Center of task / WO# / Hours / etc.

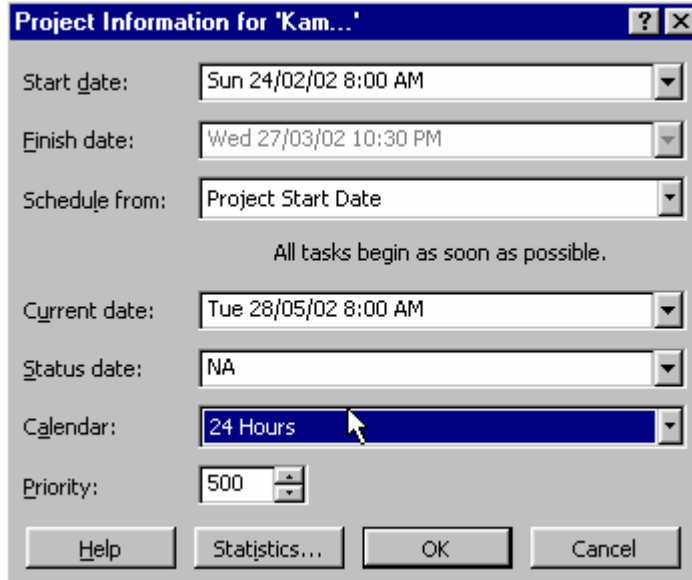
	Task Name	WrkC	Resource Nam	Durati	Peop	Wk	Ty
1	PM5 Shutdown WO's	(All)		16 hrs	0		
2	2-5PM-CTR	(Custom...)		16 hrs	0		
3	6269572:REPAI			4 hrs	1	62695	PM02
4	6277133:CLEAN	EL	Vanzeeland Marc	16 hrs	2	62771	PM01

Filter Dropdown;



The Base Calendar;

The calendar the file is based upon – for working and non-working times & dates
Project – Project Info;



Project Information for 'Kam...'

Start date: Sun 24/02/02 8:00 AM

Finish date: Wed 27/03/02 10:30 PM

Schedule from: Project Start Date

All tasks begin as soon as possible.

Current date: Tue 28/05/02 8:00 AM

Status date: NA

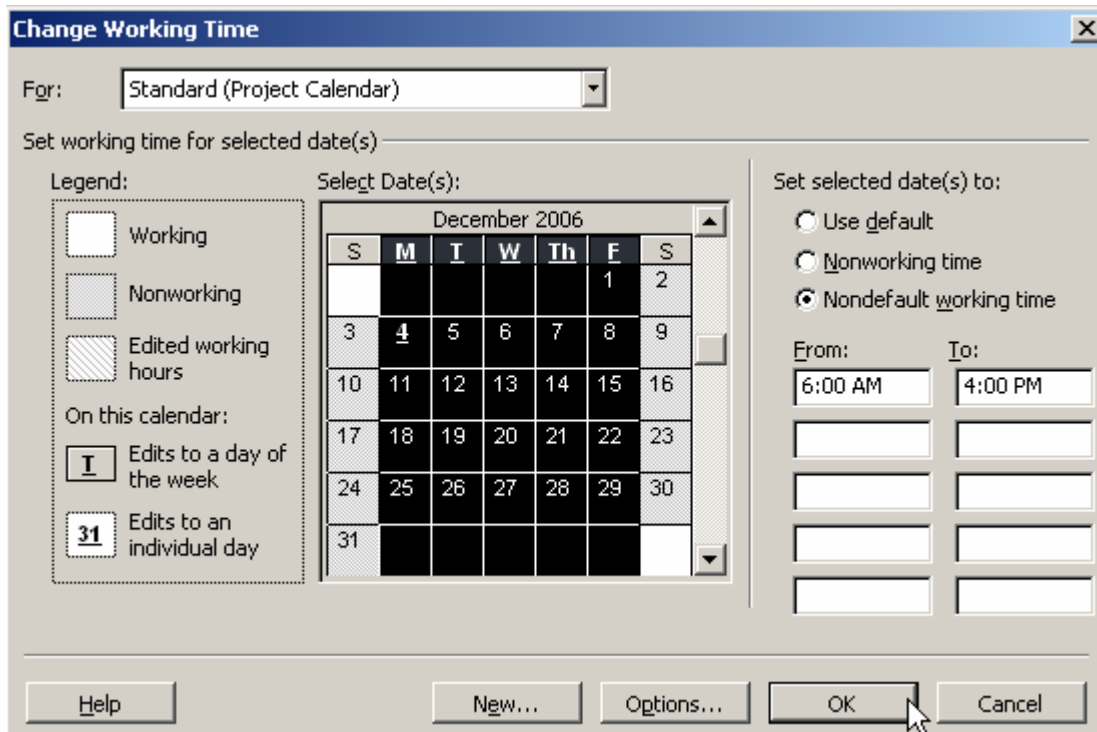
Calendar: 24 Hours

Priority: 500

Buttons: Help, Statistics..., OK, Cancel

To modify the base calendar or to create other base calendars;

Tools – Change Working Time; you can select the day headings to change week days or weekends and create your own “Standard” – which will effect the resource “Standard” calendar as well.



Change Working Time

For: Standard (Project Calendar)

Set working time for selected date(s)

Legend:

- Working
- Nonworking
- Edited working hours

On this calendar:

- I** Edits to a day of the week
- 31** Edits to an individual day

Select Date(s):

December 2006						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

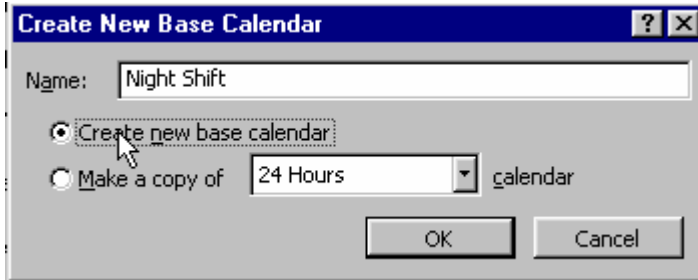
Set selected date(s) to:

- Use default
- Nonworking time
- Nondefault working time

From: 6:00 AM To: 4:00 PM

Buttons: Help, New..., Options..., OK, Cancel

New – to create new base calendars;



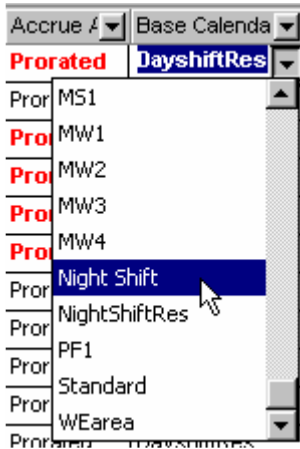
New is based on Standard – 8am-5pm – 1 hour lunch

Could make a copy of another calendar that is closer to what you want...

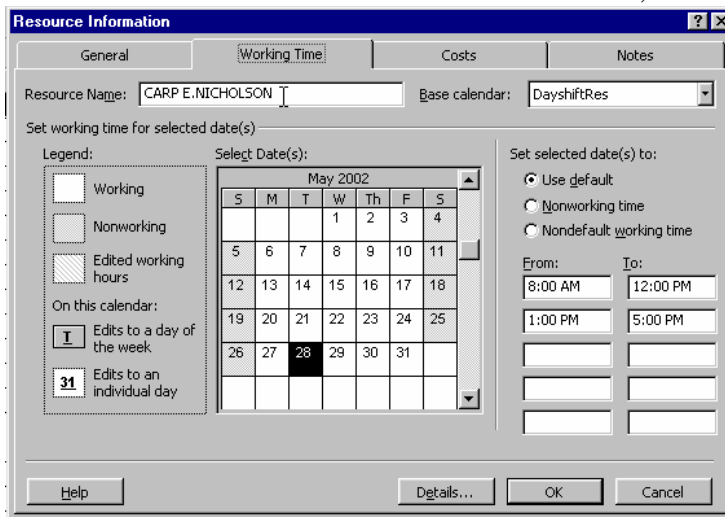
The resources can be based on this or other base calendars then customized for that individual if desired.

Go to the Resource Sheet View

Scroll over to Base Calendar - select from the dropdown the closest for that resource



Then double click their calendar – Edit as needed;



When you enter times for evening or night shifts that begin in the PM and end in the AM, Project stores the working hours in 24-hour format (one day). Therefore, the AM time must come before the PM time.

For example, lines entered in the following order would be incorrect.

7:00 PM	11:00 PM	(Hours 19 to 23)
12:00 AM	4:00 AM	(Hours 0 to 4)

The correct order for entering the lines is the following:

12:00 AM	4:00 AM	(Hours 0 to 4)
7:00 PM	11:00 PM	(Hours 19 to 23)

In this example the 12:00 AM to 4:00 AM are the last four hours of the shift from the night preceding. The 7:00 PM to 11:00 PM hours are the first four hours of the beginning of the present shift. Therefore the last four hours of the present shift will be the first entry on the next day. In the first example above, the time is seen as crossing over "two days" (hours 19 to 23 of day 1, and hours 0 to 4 of day 2).

3) Periodic working time

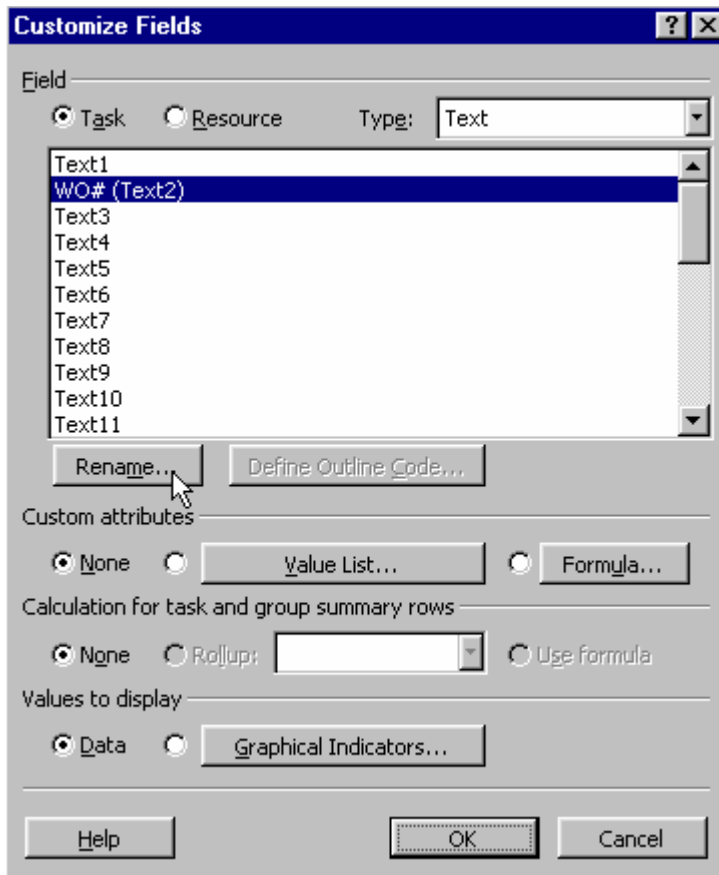
From:	To:
12:00 am	8:00 am
8:00 pm	11:59pm

Customize Fields

Rename Fields

so you can find them easier;

Tools - Customize – Fields- Rename



Text with Value List

Value List for "TRADE"

Enter values to display in dropdown list

Cut Row Copy Row Paste Row Insert Row Delete Row

Row	Value	Description
1	CA	
2	IN	
3		
4		
5		
6		

Move

Use a value from the list as the default entry for the field

Set Default (Click button after selecting a value above)

Data entry options

Restrict field to items in the value list

Allow additional items to be entered into the field

Append new entries to the value list

Prompt before adding new entries

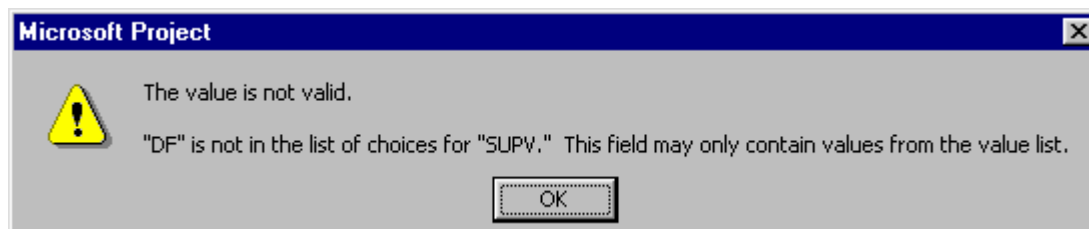
Display order for dropdown list

By row number Sort ascending Sort descending

Import Value List... OK Cancel

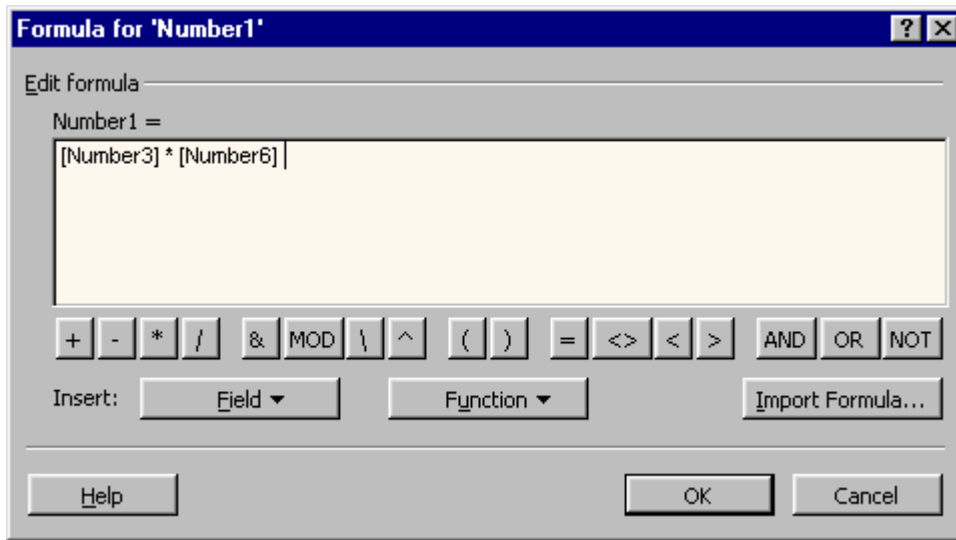
Ex. for SUPV or TRADE, etc.

If restrict field; Creates a dropdown – exclusive;



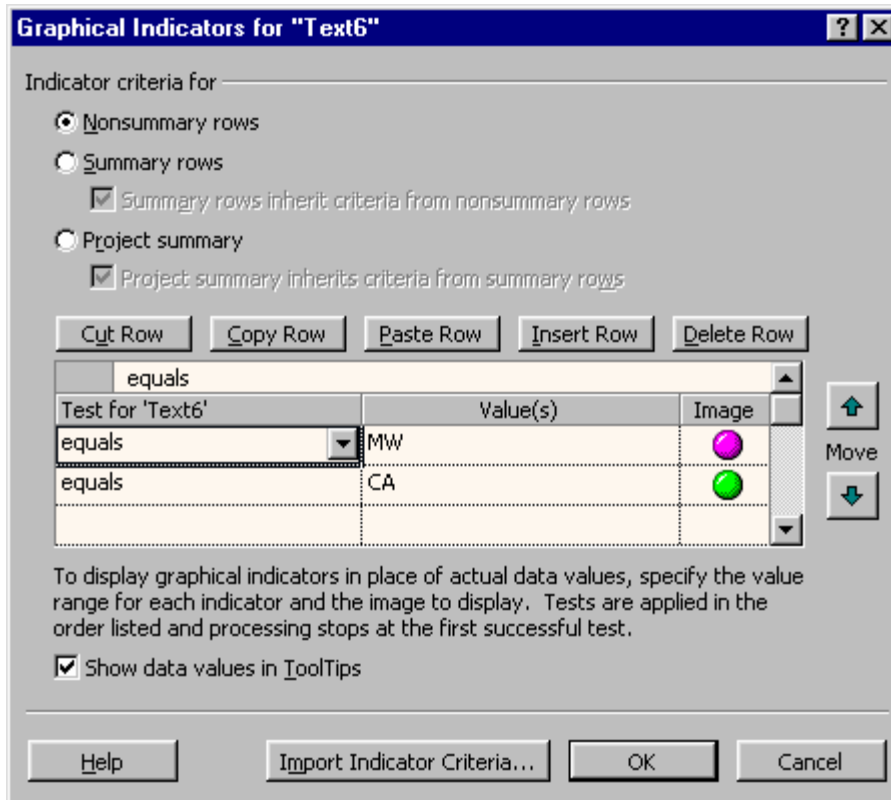
Can have default value as well as appendable dropdown list.

Calculating



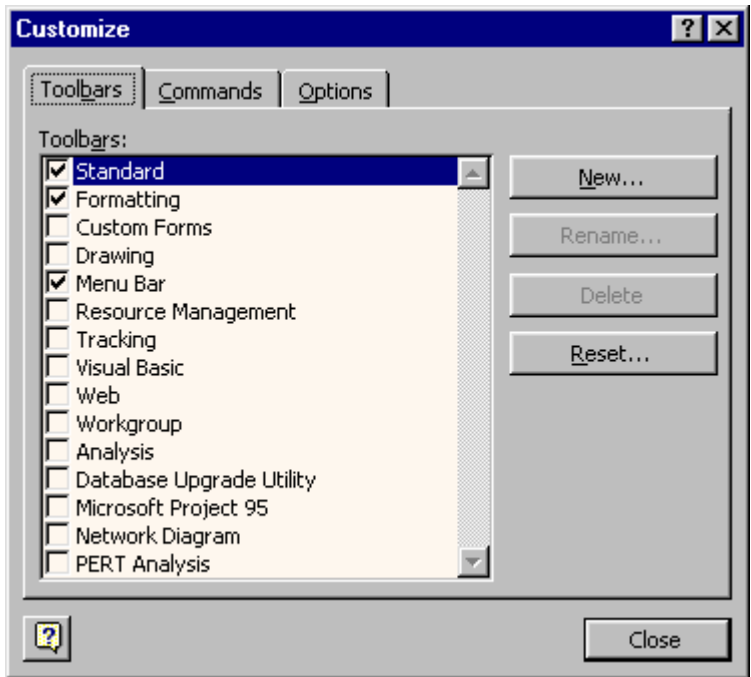
Could also be used to TRIM or change case of a field....UCASE, STRCONV

Graphical Indicators

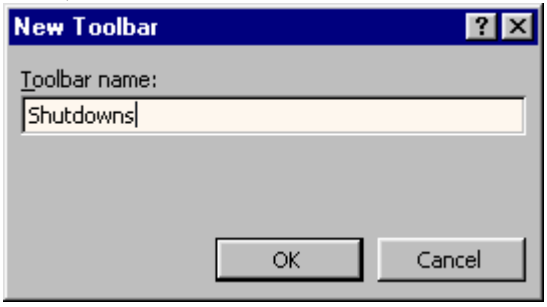


Custom Toolbar

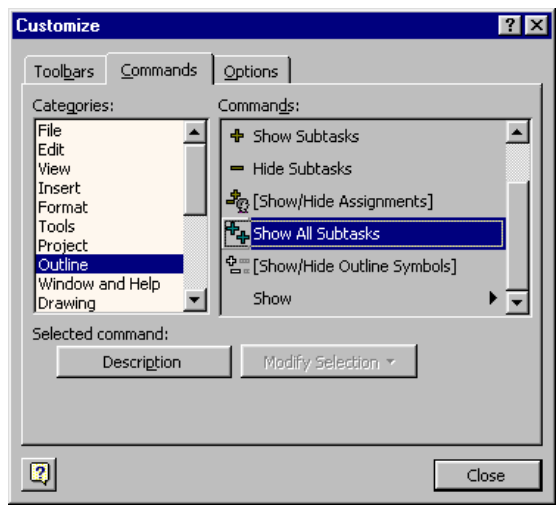
Right click toolbar – Customize
View – Toolbars – Customize



New;

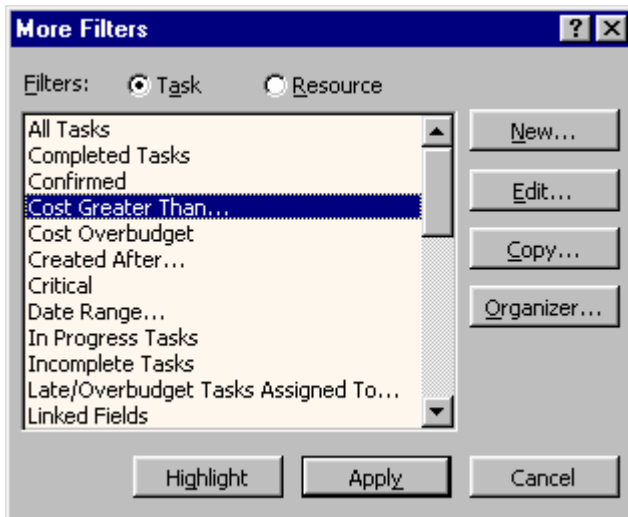


Then populate with Buttons from Commands tab by drag & drop

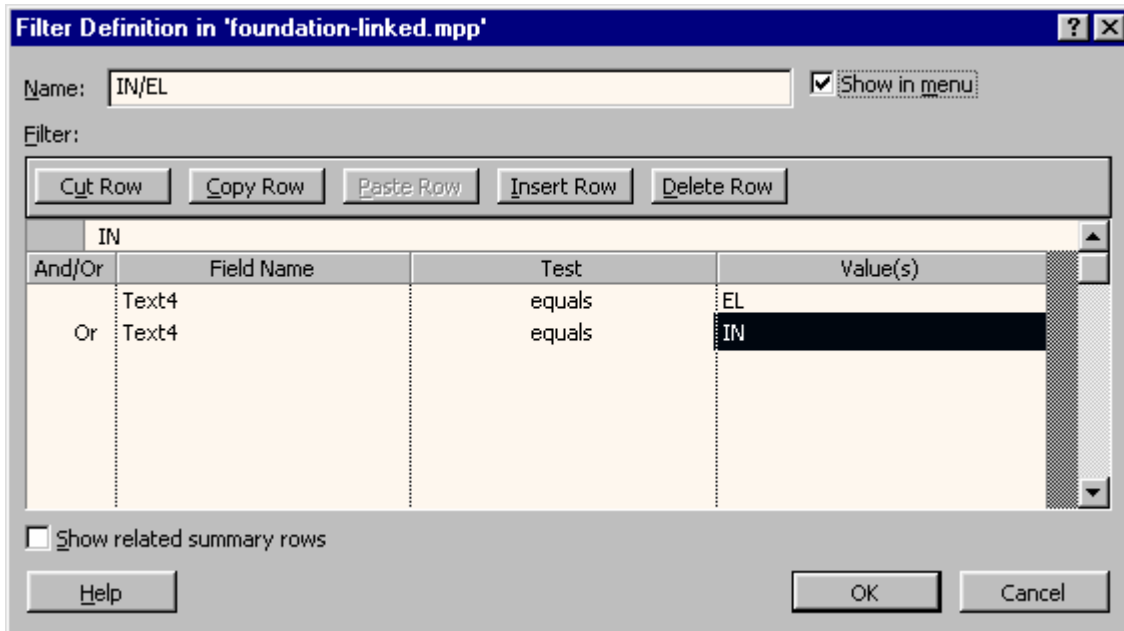


Create Custom Filters

Project – Filters – More Filters;



Can Edit on to see the syntax required...



Input box = value “Question” ?

All fields available and many conditions too

Show in Menu is very useful if use this filter a lot

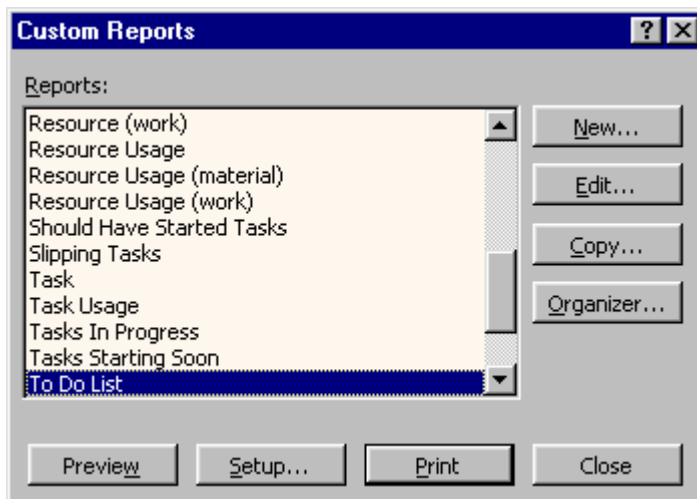
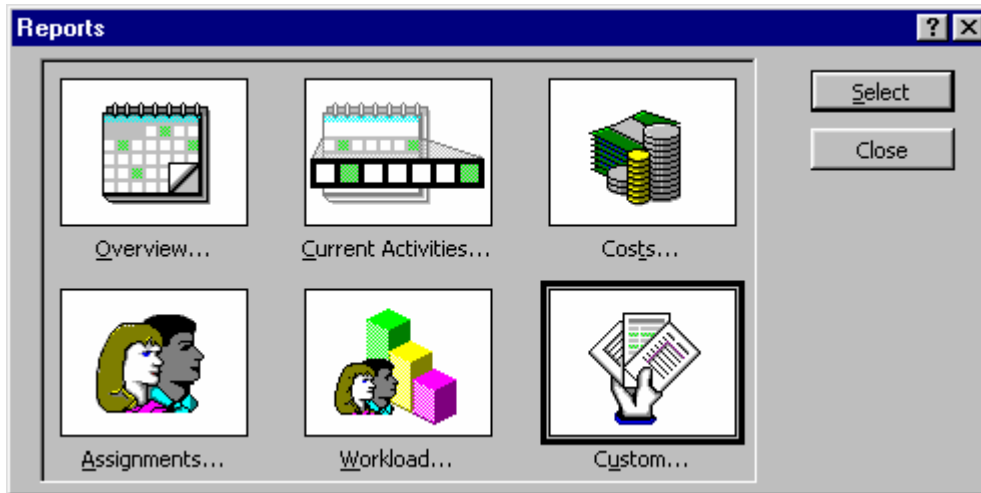
Filter to show Tasks that are for trades that are MECH another for IN or EL

Organizer – to populate it to your Global template or another file

Create Custom Reports

Feeds from Custom Filters to isolate what you want...

View – Reports – Custom;



Select one close to what you think you want

Copy

Give a descriptive name;

The screenshot shows the 'Task Report' dialog box with the 'Definition' tab selected. The 'Name' field contains 'Report 1'. The 'Period' dropdown is set to 'Entire Project'. The 'Count' spinner is set to '1'. The 'Table' dropdown is set to 'Entry'. The 'Filter' dropdown is open, showing options: 'All Tasks', 'Created After...', 'Critical', 'Date Range...', 'In Progress Tasks', 'IN/EL', and 'Incomplete Tasks'. The 'IN/EL' option is currently selected. There is an unchecked checkbox labeled 'Highlight'. On the right side, there are three buttons: 'OK', 'Cancel', and 'Text...'.

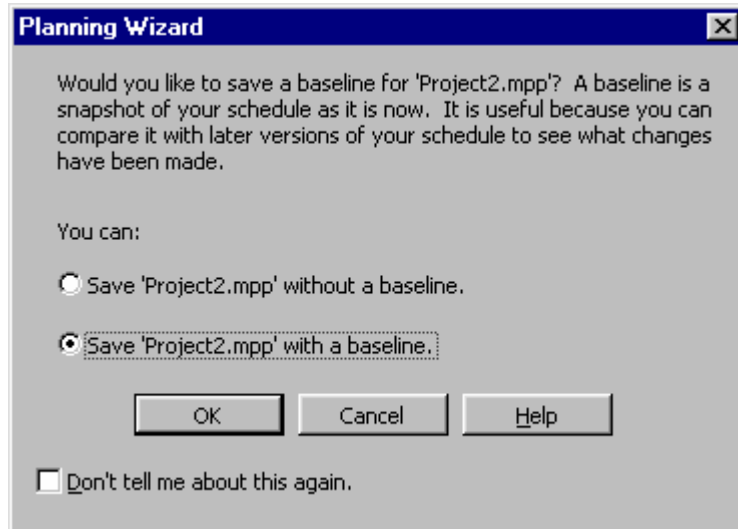
Details to show on report;

The screenshot shows the 'Task Report' dialog box with the 'Details' tab selected. It is divided into two main sections: 'Task' and 'Assignment'. The 'Task' section has four unchecked checkboxes: 'Notes', 'Objects', 'Predecessors', and 'Successors'. The 'Assignment' section has four unchecked checkboxes: 'Notes', 'Schedule', 'Cost', and 'Work'. Below these sections are three more unchecked checkboxes: 'Border around details', 'Gridlines between details', and 'Show totals'. On the right side, there are three buttons: 'OK', 'Cancel', and 'Text...'.

Sorting order tab as well...

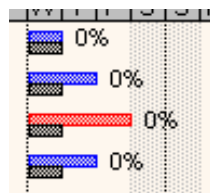
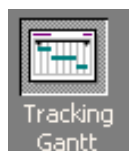
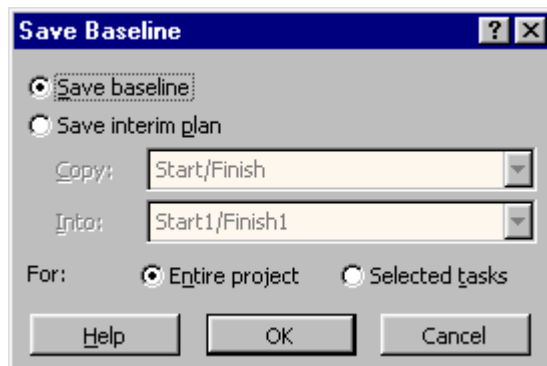
Baselines

When you first save a Project it asks you if you want to save it with a baseline...



If you do, the main baseline is the “before” picture. As you make alterations, the tracking Gantt view compares that to the baseline. You can save multiple baselines (interim plans), such as on each morning of the shutdown.

Tools – Tracking – save Baseline – to over-write it or save another baseline.



Grey is before – blue is after, red is critical path

Macros

To automate any repetitive actions within software... (WORD / EXCEL / ACCESS / POWERPOINT / PROJECT)

- Edit – Replace
- Group Edit (Select multiples – Task Information)
- Custom Filters

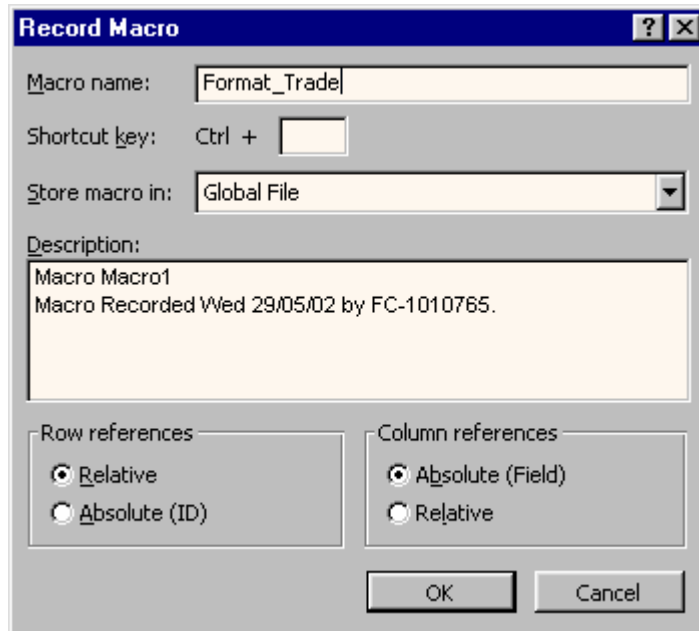
Ex. – to format tasks depending upon the TRADE of the task..

Steps;

1. Filter to show the tasks of that trade or group of trades (MECH)
2. Select all
3. Format – Bar Styles
4. Show all tasks again

Could create the one macro (EL/IN) then copy it and link to the other filter (MECH) so the macro would cycle through both groups.

Tools – Macro – Record New Macro;

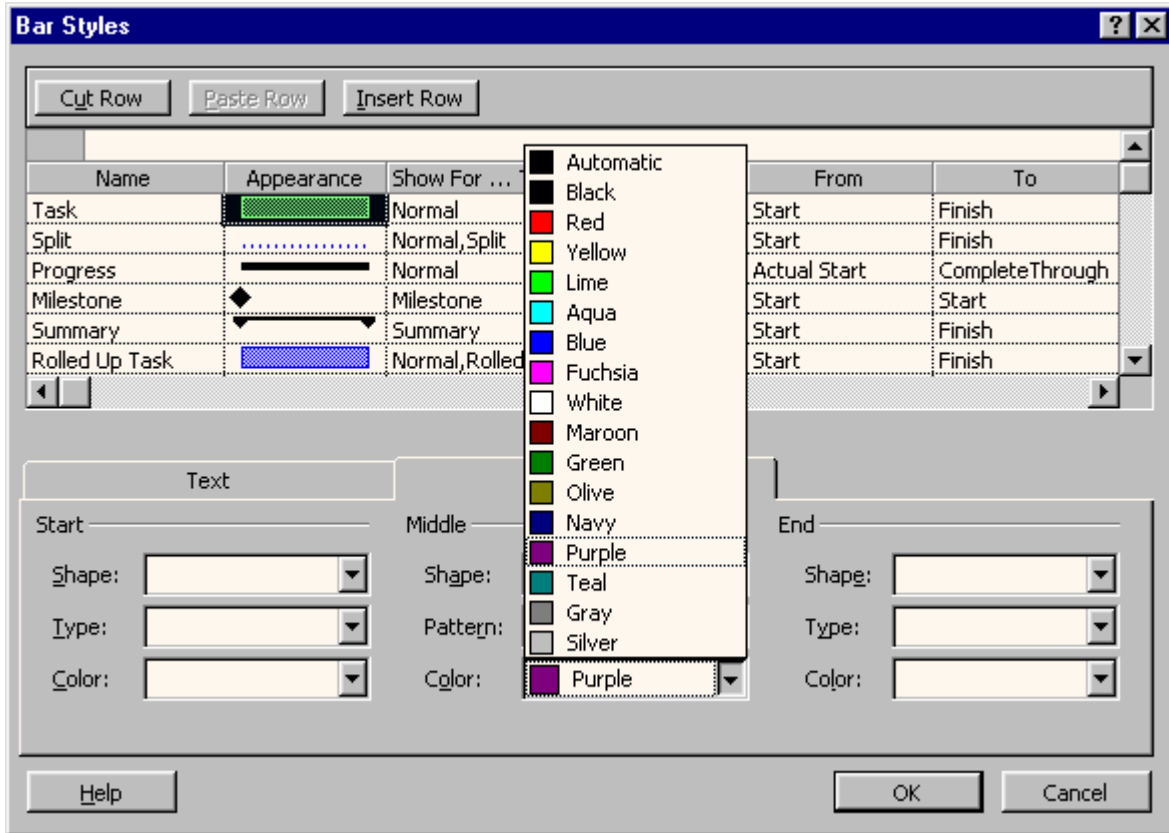


Run the Filter EL/IN;

Tools – Filter – More Filters (or on MENU?)

Select the column header to select all tasks

Format – Bar Style – Select desired look for TASK middle...



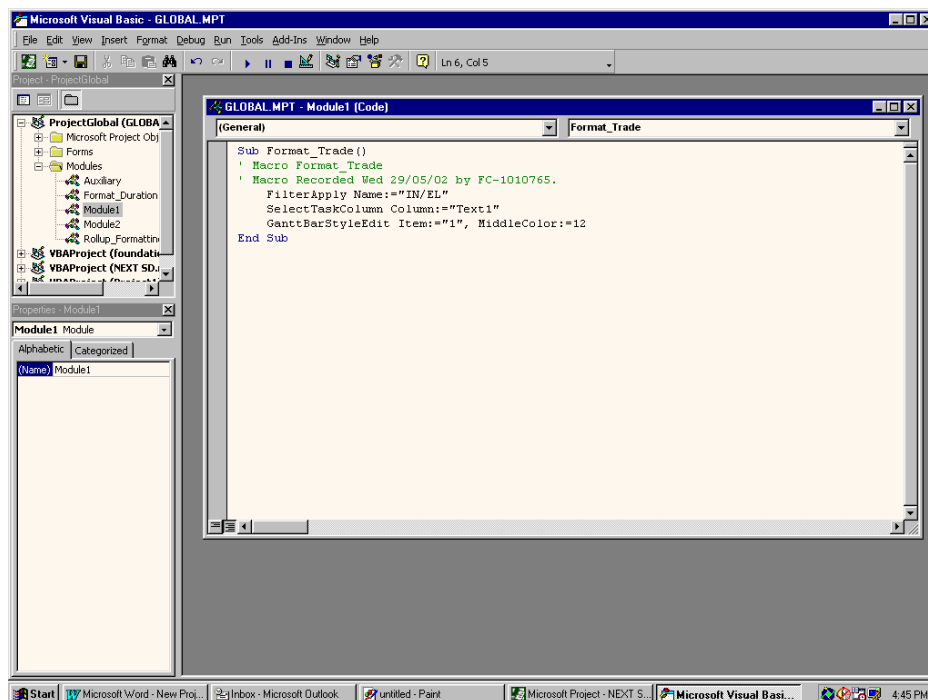
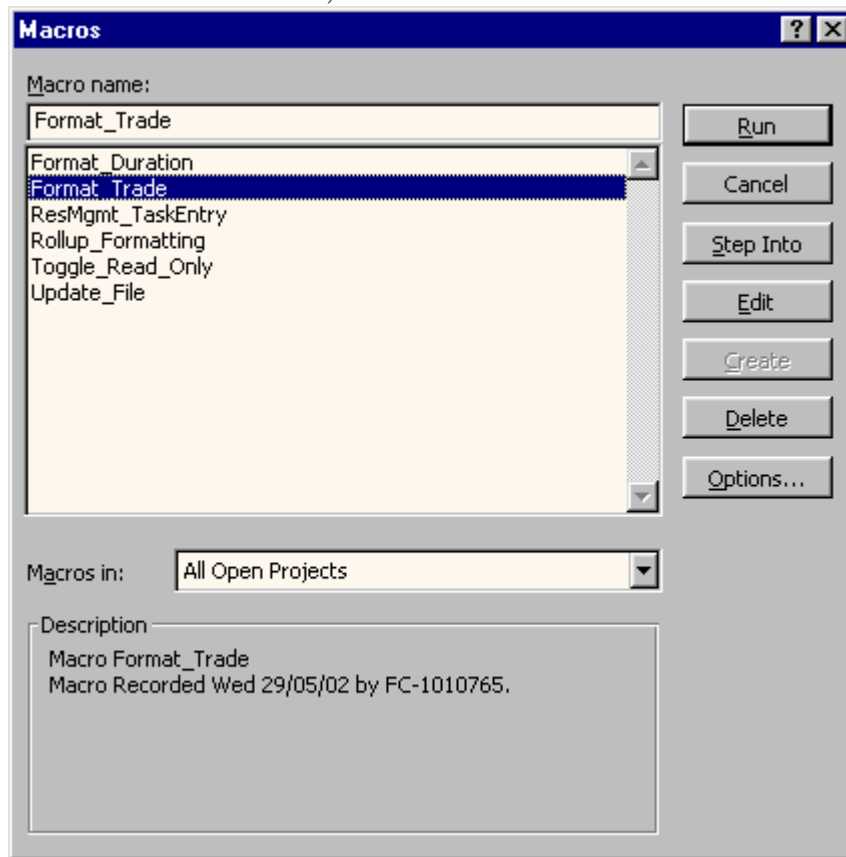
OK

Filter – Show All...

Tools Macro – Stop Recording

Edit Macro...

Tools – Macro – Macros;



Copy & Paste Code

Then Alter to requirements...

```
Sub Format_Trade()  
  ' Macro Format_Trade  
  ' Macro Recorded Wed 29/05/02 by FC-1010765.  
    FilterApply Name:="IN/EL"  
    SelectTaskColumn Column:="Text1"  
    GanttBarStyleEdit Item:="1", MiddleColor:=12  
  
    FilterApply Name:="All Tasks"  
  
    FilterApply Name:="MECH"  
    SelectTaskColumn Column:="Text1"  
    GanttBarStyleEdit Item:="1", MiddleColor:=14  
  
End Sub
```

Errors can happen in macros, typos, or if try this macro and have no EL/IN trades, it will try to select all and format bar styles of “nothing” ...

Cheat Sheet

Insert Task	[Insert] or [Ctrl][+]
Delete Task	[Delete] or [Ctrl][-]
Screen up	[Page Up]
Screen down	[Page Down]
Top	[Ctrl][UP ARROW]
Bottom	[Ctrl][Down ARROW]
Select Group	Select first then [Shift] select last
Select Toggle	[Ctrl] clicking
Find	[Ctrl][f]
Replace	[Ctrl][h]

PROJECT 2000: File - Save As - '98 version - location? desktop?
do not do FILE - SEND (Sends currant file in 2000 format!)
Attach icon from desktop to email it out in '98 format...

Video glitch – PageUp/down to fix

*Flex time vs Lag Time (can show slack time as below)

