

# Microsoft® Project 2000

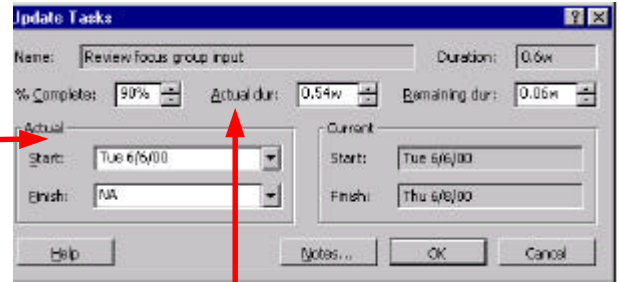
## Getting Started Guide

### Work the Plan Phase

Making physical progress toward project deliverables and objectives.

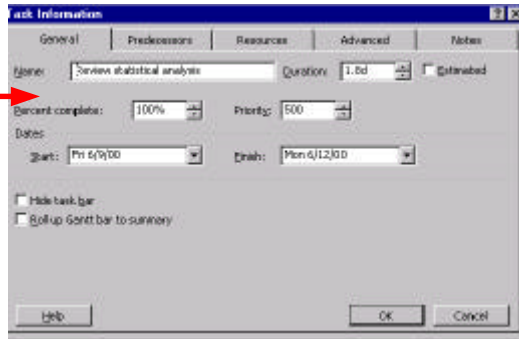
1. Review goals, scope, assumptions (not shown below)
2. Enter Actual Start/Finish dates
3. Enter Actual Durations of tasks
4. Enter progress on a task as a percentage
5. Compare variance between actual and baseline data

2. Tracking Actual task start and finish dates should be your number one tracking priority. To enter actual dates for a task, select the task; on the **Tools** menu, point to **Tracking**, and click **Update Tasks**; Under **Actual**, type dates in the Start and/or Finish boxes.

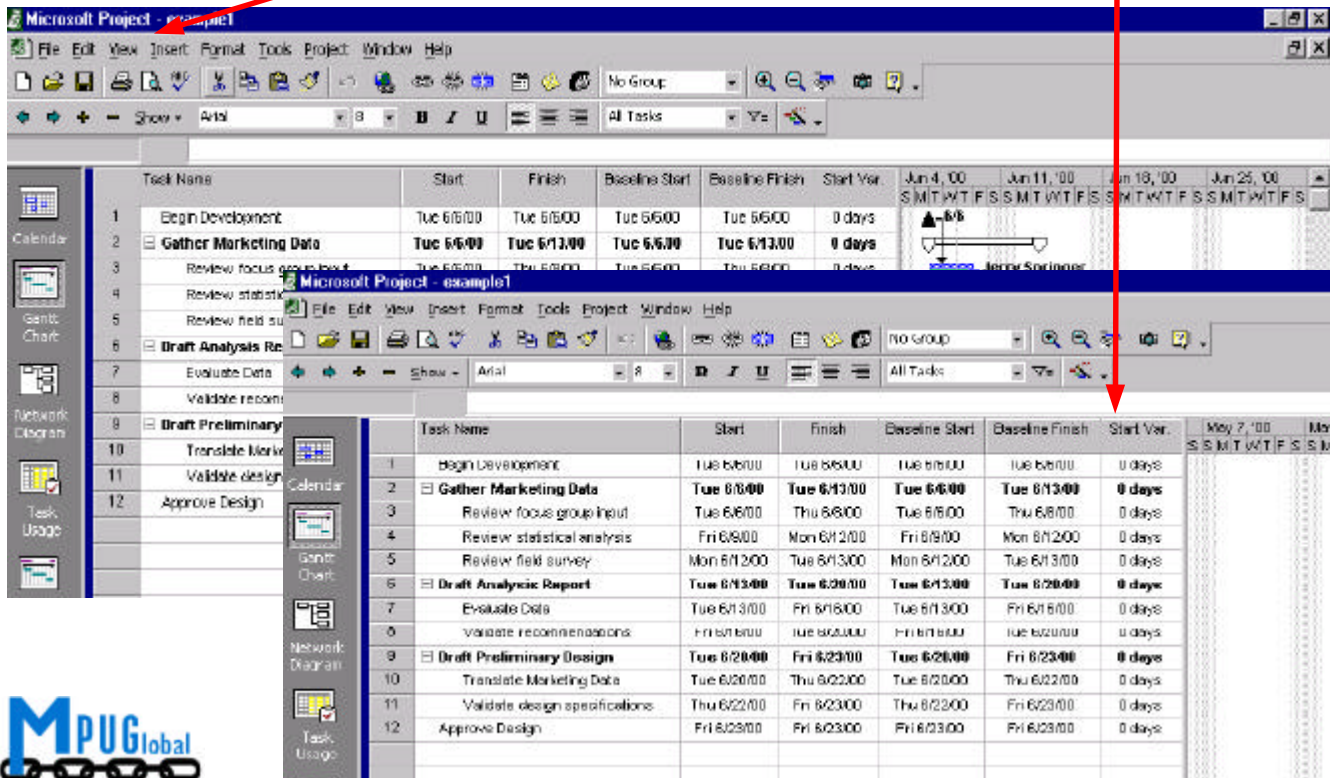


3. You track progress by tracking the amount of time—or duration—the task takes. Select the task; on the **Tools** menu, point to **Tracking** and click **Update Tasks**; Enter the actual duration used in the **Actual dur** box.

4. The percentage of the task that is complete helps you track actual progress against the baseline. Double click on the task you want to update. Click the **General** tab. In the **Percent complete** box, type a whole number from 0 to 100.



5. By looking at the variance between *baseline* and *actual data*, you can make adjustments to keep your project on course. On the **View** menu, point to **Table**: and click **Variance**.



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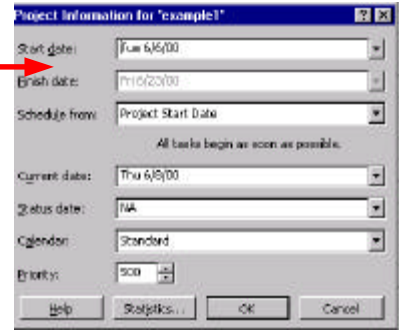
## Getting Started Guide

### Plan the Work Phase

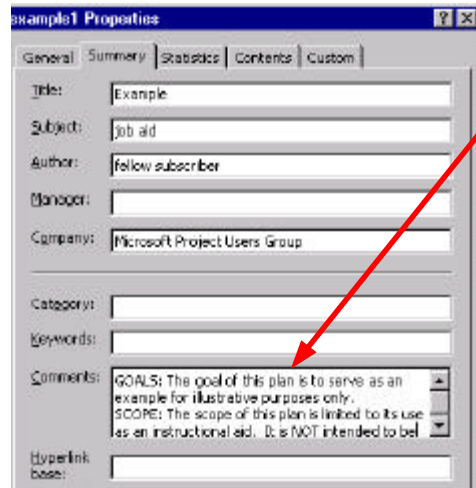
The project plan is the heart of project management.

1. Enter a start and/or a finish date
2. Define project goals, scope, and assumptions, and incorporate them into your project plan
3. Enter tasks and durations
4. Order, group, and outline tasks
5. Create task links
6. Enter resource information
7. Assign resources to tasks
8. Set and save a Baseline

1. Before you can create a project plan in Microsoft Project, you have to start a new project file. Click **New**; enter **Start** or **Finish** date.



2. Document project goals, scope, and assumptions using clear terms. *Scope* includes the sum of all the individual tasks, including what is *not* included within the scope of the project. On the **File** menu, click **Properties**; click **Summary** tab; enter your information in the **Comments** box.

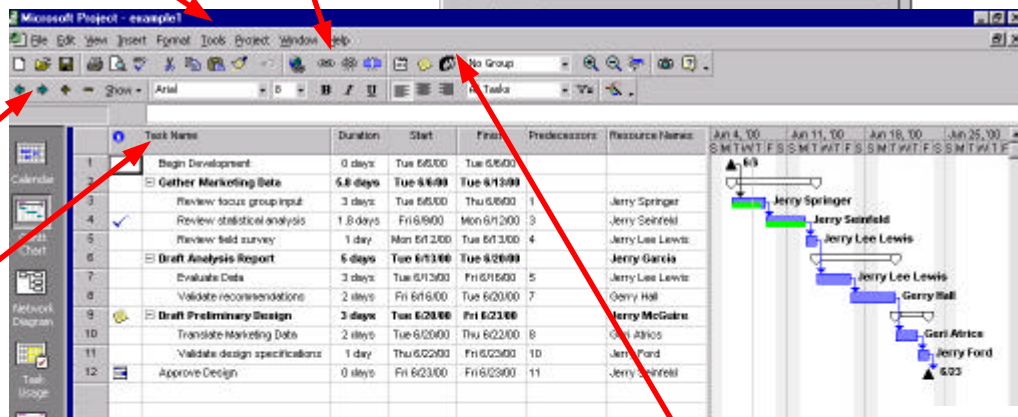


5. Link tasks using the **Link** icon. Linking tasks allows you to see how changes in task start/finish/duration affects other tasks.

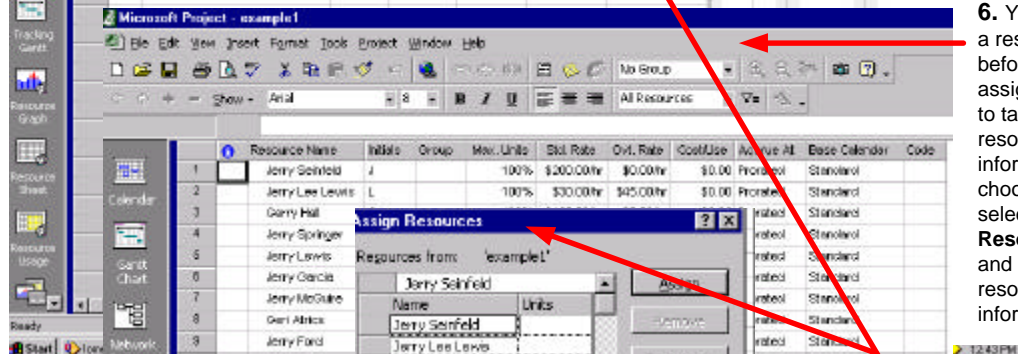
8. A baseline allows you to compare original plan estimates with the initial project plan. This will help you identify and resolve discrepancies and prepare more accurate plans in the future. On the **Tools** menu, point to **Tracking** and click **Save Baseline**; click **Entire Project**.

4. Use the **Indent** icon or the **Outdent** icon to organize your tasks into subtasks or summary tasks.

3. *Tasks* include all the concrete steps required to meet a project's goals. Tasks that mark the beginning or the end of a group of tasks (*phase*) are called *milestones*.



6. You must build a resource sheet before you can assign resources to tasks. Enter resource information by choosing **View**, selecting **Resource Sheet** and entering resource information.



7. Click the **Assign Resources** icon and enter your resources in the **Assign Resources** table.