



MSP- Project Dates ► HKW Step 6

MSP defaults to using a start date equal to the date on which we begin inputting project data.

- Change Project Start to 15th July 2003, using Projekt/Projekt Info
- Duration: 170 days, Start:14.07.03, End: 05.03.04
- Note Statistik in Projekt Info dialogue
 - Plan / Actual for Dates, Duration, Effort and Costs

MSP – Calendar ► HKW Step 7

Modify calendar using Extras / Arbeitszeit ändern

- **Vorab**: Standard values (Extras/Optionen/Kalender)
- Public holidays
 - 3rd October 2003
 - 19th November (Buß und Betttag)
 - 25th, 26th December
 - 1st January 2004
 - 9th, 12th April
 - 1st Mai
 - 20th May (Himmelfahrt)
 - 31st May (Pfingstmontag)
 - 10 June (Fronleichnam)
- Works Holidays
 - 1st August – 17th August
 - 24th December – 4th January
- Modify Working Week
 - Mo – Thurs, 8:00 – 12:00, 13:00 – 17:00
 - Friday 8:00 – 13:00
- Duration: 170 days, Start:14.07.03, End: 26.04.04

Examine available Options (Extras / Optionen)

- **Vorab**: ? accesses Direct Help
- Ansicht
 - Projektübergreifende Optionen
- Allgemein
 - Assistenten
 - Standard Kosten für Auto-Ressourcen
- Bearbeiten
- Kalender
- Terminplan
 - Difference between Duration and Effort
- Berechnung
 - Fixed Cost distribution
 - Multiple CPs
- Rechtschreibung
 - Field by field
- Arbeitsgruppe
 - Microsoft Project Central
 - Project Teams
 - Workflow
- Speichern



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MSP – Other Views

Let's look at some other views of our project:

- Balkendiagram – Überwachung
At this stage shows only the Critical Path
- Kalender
Shows tasks in Calendar Format
- Netzplan
Shows PERT format
 - Scale for overview
 - Mouse over enlarges Elements
 - Right click on task gives access to detail
 - Right Click on canvas allows formatting

Resume

So far, we have

- Implemented the WBS
- Added the Network Elements (Milestones, single start and end tasks, delivery times)
- Input durations
- Input dependencies
- Fine tuned the dependencies
- Adjusted Project Start date
- Respected Public and Works Holidays

Now we just need someone to do the work

MSP – Resources ► HKW Step 8

- Ansicht / Ressourcen: Tabelle
- Input Resources as given
 - Name
 - Art: Arbeit / Material (Cost management)
 - Max Einheit: (Manfred = 100%, SW Dev = 500%)
 - Standard / Überstunden
 - Fälligkeit: Beginn/Ende/Anteilig
 - Basis Kalender
 - Kode: (cost centre)

MSP – Resource Assignment ► HKW Step 9

Ansicht Ressourceneinsatz

Lots of Tasks, Lots of resources but still nothing is getting done!

Balkendiagram

- Column Ressource
 - Manual input
 - Ausschreibung Maschinen: Bernd
 - Ausbau: Misspell: Barnd – results in New Resource (Resource Tabelle)
 - Delete Barnd – Resource assignment auto deleted
 - Input using pull-down
 - Ausbau: Input Bernd using pull-down
 - Genehmigung – Input Otto, Input Susi – Otto overwritten!
 - Genehmigung – Input Otto, manually input “;”, input Susi



- Both only work 50% of their time on this task – Otto[50%]; Susi[50%]
- Easier method?
- Input using Dialogue
 - Ansicht/weitere Ansichten/Ressource:Maske
 - Resource orientated
 - Ansicht/weitere Ansichten/
 - Task orientated
 - Planung – assign Otto, Bernd, Manfred, Statiker
 - Set Otto to 50%, Manfred to 25%
 - Note auto assignment of effort!
 - Input other resources as given
- **CHECK** that duration has not be altered, due to modifications in the resource assignment (MSP accepts only initial input as resources required to do the work – input / changing resources subsequently results in changes to duration!!)
- Duration: 170 days, Start:14.07.03, End: 26.04.04

MSP – Resource Fine Tuning - 1 ► HKW Step 10

so, we've assigned the resources, the work is being done and the completion date is unchanged. Everything seems to be fine, but is it?

- ResourceTabelle
 - Red resources: Paul, Susi, Thomas – Why?
 - Info column says "resources need levelling"
 - Resource Grafik: click through left pane to find Susi, overloaded in 3Q2003. Why?
 - Resource Einsatz: 3x Lieferzeiten
 - Must Susi work 100% on these tasks? What's happening during these tasks from Susi's point of view?
 - About 4 hours work, let's say
 - Sensible resource usage = 1%
 - Balken diagram: change usage on Lieferzeit Maschinen to 1%
 - Duration goes to 800 weeks!
 - Modify duration back to 8W
 - Ditto for other Lieferzeiten
 - Check Resource Tabelle – Susi is no longer critical!

MSP – Resource Fine Tuning - 2 ► HKW Step 11

Examine Paul's loading

- Personal einstellen
 - takes 60 days, but doesn't require 100% effort from Paul
 - About 80 hrs work
 - Change effort to 80 hrs
 - Beforehand: unclick "Lesitungsgesteuert" (Task Dialogue / Spezial)
 - Resource Einsatz: set Paul's effort to 80 hrs
 - Check Balken diagram: usage now 17%
- Check Pauls loading
 - Still critical – why?
 - Sept / Oct 2003 – Personal einstellen runs parallel to Schulungsunterlagen
 - Options? – Schulungsunterlagen is not critical (Balken Überwachung), reduce to 75%
 - Task goes from 10 days to 13,3 days
- Project unchanged: Duration: 170 days, Start:14.07.03, End: 26.04.04



MSP – Resource Fine Tuning – 3 Capacity Levelling

► HKW Step 12

Examine Thomas' loading

- Overloading near project completion
- Assume manual optimisation is too complex – use system optimisation
- **FIRST SAVE YOUR WORK**
- Note: Duration: 170 days, Start:14.07.03, End: 26.04.04
- Extras/Kapazitätsabgleich
 - **NEVER Automatisch!**
 - Entire Projekt?
 - Levelling sequence
 - Only within Buffer?
 - All resources or only selected?
- Level – all resources, not just within buffers
- Duration: 175 days, Start:14.07.03, End: 04.05.04
- **Error?**
 - Examine Project Info and Statistics
 - start OK
 - End 04.06.05
 - Duration is 195 days!
 - Examine individual dates with project plan
 - Inbetriebnahme and Ende -> 04.06.05 !
 - Collapse Heizkraftwerk – last two tasks not included
 - Re-organise Gliederung!
- Duration: 195 days, Start:14.07.03, End: 04.06.04

Project planning phase now completed!

MSP – Project Monitoring – 1 ► HKW Step 13

Project planning is preparation, but we must manage our project in progress.

Assume project has been running for 4 months

- Save Basisplan (Extras/Überwachung/Basisplan speichern)
- Set current date to 25th November 2003.
- Apply completion %ages and dates as shown
- Note: graphic representation, displacement of bars etc

MSP – Project Monitoring – 2 ► HKW Step 14

Fundamente und Rohbau is critical. Assume the following changes

- Add Harry as resource by typing input
- Add Harry's details to Resource Table
- Discuss why adding resources would nor really influence completion (overseeing task rather than actual doing of work!). Use as example nonetheless!
- Duration of Task reduces to 34,5 days (why not 30 days – 60 days by 2 resources?)
- Project Duration: 172 days, Start:14.07.03, End: 28.04.04 !!
- Perfect?



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Note knock-on effect:

- Resource Table – Thomas overloaded
- Why? – Montage tasks now able to run in parallel
- Resolution?
- Resource Levelling
 - Remove (previous delays)
 - Re-Level
 - Thomas OK
 - Montage MSR moved back to avoid overload
 - Project Duration: 180 days, Start:14.07.03, End: 11.05.04

MSP Help Systems

Variety of Help systems, as follows

- Kurzübersicht – Nett!
- Lernprogramm – PjMt Course Topics
- Projektwegweiser
 - Create
 - Monitor
 - Completion
- Office Assistant ☹
- Referenz
 - includes VB specifics and Object Model
- Other
 - List of Contents
 - Antwort Assistant
 - Index

Finally – a Warning

Remember that MSP does not perform consolidation reliably – particularly in multi-project contexts.

ALWAYS check effort, costs etc calculation by using cut and paste into Excel!
