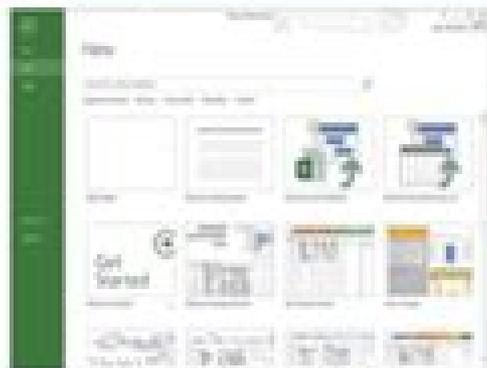




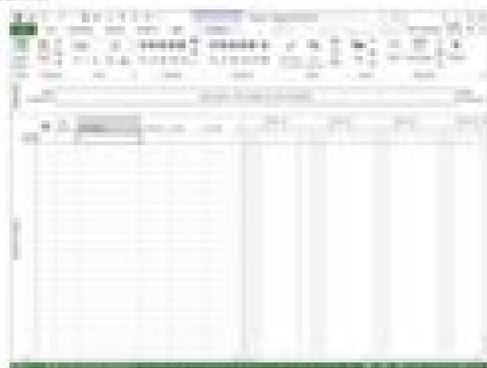
# Microsoft Project 2013 – Guide to Task and Resource Planning

## Starting a Project



The Microsoft Project 2013 'Start' screen

Double click **Blank Project**, select a **'Recent'** project, or click **Open Other Projects** to work on a saved project stored on disk or on SkyDrive.



It is advisable to start a new project by first entering general information and a project start date.

### To Enter General Project Info

1. Select the **File** tab.
2. Select **Info**.
3. Click **Project Information** at the far right.
4. Select **Advanced Properties**.
5. Enter a Project Title, Company Name, Comments, etc. into the pane at the far right.



### To Enter a Project Start Date

1. Select the **File** tab.
2. Select **Info**.
3. Click on the **Start Date** at the far right.
4. Enter the earliest date that your project can start.



*Tip:* Ignore the **Project Start Date** as this will be calculated automatically once you have set up your project tasks.

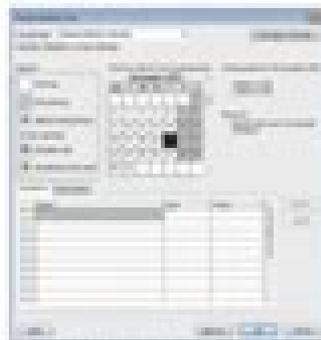
### To Save the Project

1. Select the **File** tab.
2. Click **Save**.
3. Type a file name and select a location to store the file.
4. Click **Save**.

## Setting the Standard Calendar

The project needs to know what of the week/month/year are available to schedule the project tasks into.

1. Select the **Project** tab.
2. Click the **Change Working Time** command in the **Properties** group.
3. Type a description (eg. Spring Bank Holiday) for the nonworking day(s) in the first row of the **Name** column of the **Exceptions** tab.
4. Enter the date(s) of the nonworking day(s) in the **Start** and/or **Finish** columns.
5. Continue adding non-working days as described above.
6. Click **OK** when finished.



*Tip:* For nonworking days that occur on a regular basis (eg. certain Bank Holidays), you can click the **Repeats...** button and set a recurrence pattern and range.

## Scheduling Tasks with Manual Dates

Manually scheduled tasks have user-defined start and finish dates. In you enter your tasks rather than appointments in a diary.

Project will never change their date unless there may be a conflict with another task already entered.

1. Click the first row of the **Task Sheet** under **Task Name**.
2. Type the name of your first task; a push pin icon will appear in the **Task Mode** column to indicate the task is manually scheduled.
3. Click in the **Start** column for the task.
4. Enter a date for the task to start.
5. Click in the **Finish** column for the task.
6. Enter a finish date for the task.
7. Continue entering tasks as described above in subsequent rows of the **Task Sheet**.



## Scheduling Tasks with Relationships (Auto Scheduled)

### Concepts

Linking tasks with relationships is preferable to setting start and finish dates manually. This is because if a task duration changes or another task is inserted or deleted, the remaining tasks are rescheduled automatically.

The most commonly used relationship is the **Finish-to-Start**. This is used in cases where one task must **start** as soon as possible when another task **finishes**.

Terms used with relationships are "predecessor" and "successor". Predecessor is a task that **precedes** (or **precedes**) in some way. Successor is a task that **precedes** (or **precedes**) in some way.



Other relationships are:

**Start-to-Start** - successor starts as soon as predecessor starts.

**Finish-to-Finish** - successor finishes as soon as predecessor finishes.

**Start-to-Finish** (rarely used) - successor finishes when predecessor starts.

### Entering Auto Scheduled Tasks

1. Select the **Task** tab on the **Ribbon**.
2. Click the **Mode** command in the **Tasks** group.

# Microsoft Project 2013 Guide

**Brian Kennemer, Sonia Atchison**



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