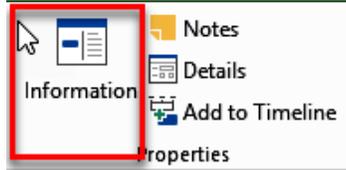


## DIT—TRANSPORTATION ENTERPRISE BUSINESS SERVICES—PC Training

Our Goal—Saving the World and NCDOT One App At A Time - *Bryan E. Speller*

### View Task Information: 5 Methods of viewing Task Information

1. Using **Gantt Chart View**—Select the **TASK** and click the **TASK TAB** in the Ribbon > **PROPERTIES GROUP > INFORMATION** or press **SHIFT + F2**.
2. Double-click the task to open **Task Information**.
3. **Right-click** the Task > **Information**.
4. Using **Task Form View**—Select the **TASK** then and on your **TASK TAB** click the dropdown arrow in the **VIEW GROUP** and select **TASK FORM**. **Right-click** within the **TASK FORM** and select **Predecessor & Successor**. (Notice **Task Form Tools contextual tab**)
5. Using a **Split View**—Display **GANTT VIEW** > Select the **TASK** and click the **TASK TAB** in the Ribbon > **PROPERTIES GROUP > select DETAILS**. **Right-click** within the **TASK FORM** and select **Predecessor & Successor, Notes, or Objects**.



**Note:** Create this view: **TASK > Gantt Chart > MORE VIEWS Dropdown Arrow > NEW > COMBINATION VIEW > Primary Gantt Chart and Details Task Form > Right-Click Task Form and Select Predecessors & Successors**

| Task Name  | % Comp. | Start       | Finish      | Duration | Predecessors |
|--|---------|-------------|-------------|----------|--------------|
| DEIS Preparation start date  | 0%      | Tue 2/19/19 | Tue 2/19/19 | 1 day    |              |
| Conceptual Design Revisions (For DEIS)                             | 0%      | Wed 2/20/19 | Fri 8/8/19  | 123 days |              |
| Section C, Alternative A-2   | 0%      | Wed 2/20/19 | Tue 7/2/19  | 95 days  |              |
| First Draft (URS Prep, Baker DC, URS Revise, Baker BC, URS submit) | 0%      | Wed 2/20/19 | Mon 3/25/19 | 24 days  | 1            |
| NCDOT Roadway and Signing Review                                   | 0%      | Tue 3/26/19 | Mon 4/22/19 | 5 days   | 4            |
| Second Draft (URS revise designs)                                  | 0%      | Tue 4/2/19  | Mon 5/27/19 | 40 days  | 5            |
| NCDOT Reviews revised designs (no comment provided)                | 0%      | Tue 5/28/19 | Mon 6/17/19 | 15 days  | 6            |
| Resubmit revised designs for DEIS                                  | 0%      | Tue 6/18/19 | Tue 7/2/19  | 11 days  | 7            |
| Section C, Alternative C-2   | 0%      | Wed 2/20/19 | Tue 7/2/19  | 95 days  |              |
| First Draft (URS Prep, Baker DC, URS Revise, Baker BC, URS submit) | 0%      | Wed 2/20/19 | Wed 4/3/19  | 31 days  | 1            |
| NCDOT Roadway and Signing Review                                   | 0%      | Thu 4/4/19  | Thu 4/25/19 | 16 days  | 10           |
| Second Draft (URS revise designs)                                  | 0%      | Fri 4/26/19 | Mon 5/27/19 | 22 days  | 11           |
| NCDOT Reviews revised designs (no comment provided)                | 0%      | Tue 5/28/19 | Mon 6/17/19 | 15 days  | 12           |

### View Project Details and Statistics

Select **PROJECT TAB** and click **PROJECT INFORMATION** in **Properties group** then select **STATISTICS**



Project Information for 'demo'

Start date: Tue 2/19/19 Current date: Fri 2/15/19

Finish date: Wed 9/6/23 Status date: Tue 2/19/19

Schedule from: Project Start Date Calendar: Standard

All tasks begin as soon as possible. Priority: 500

Enterprise Custom Fields

Department: [Dropdown]

| Custom Field Name | Value      |
|-------------------|------------|
| [Redacted]        | [Redacted] |

Help Statistics... OK Cancel

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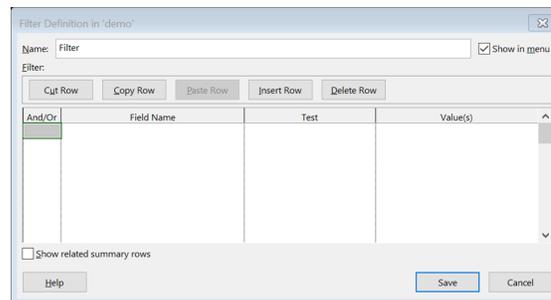
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**FILTERING PROJECT DETAILS**—To filter the tasks in your project, the application provides the following:

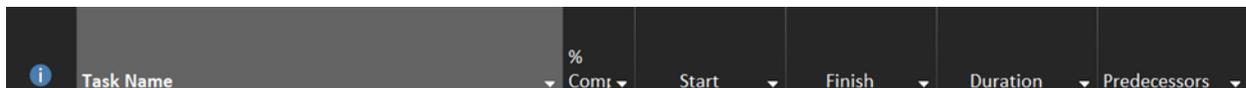
- 1. Predefined filters**—View tab, in the Task Views group, click Gantt Chart.  
**DATA GROUP > Drop-Down Arrow for Filter > Select desired Filter.**



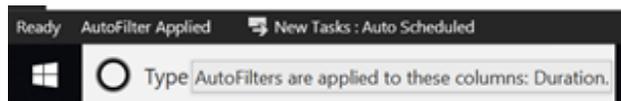
- 2. Custom filters**—filters that were designed by project manager for their own project needs.  
**DATA GROUP > Drop-Down Arrow for Filter > More Filters > New**



- 3. AutoFilters**—Small AutoFilter arrows appear next to the names of column headings. Click the arrow to display a list of criteria by which you can filter the data.



**NOTE:** When an AutoFilter is applied, you can point to the filter indicator, and a summary description of the applied filter appears in a ToolTip. Pointing to the AutoFilter Applied label on the status bar tells you the fields that have been filtered.



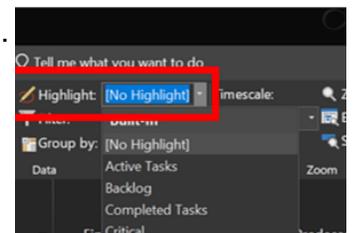
- 4. Highlighting**—While applying a filter hides information that does not meet your criteria, applying a highlight applies a yellow format to information that does meet your criteria.

View tab, in the Task Views group, click Gantt Chart.

**DATA GROUP > Drop-Down Arrow for Highlighting > Select desired Criteria.**

- 5. Grouping**—Organize task or resource information (or, when in a usage view, assignment information) according to criteria you choose.

**DATA GROUP > Drop-Down Arrow for Group By > Select desired Criteria**





# Microsoft Project 2016 Quick Reference for Workshop



## DIT—TRANSPORTATION ENTERPRISE BUSINESS SERVICES—PC Training

### VIEW A PROJECT BASELINE IN CHART VIEWS

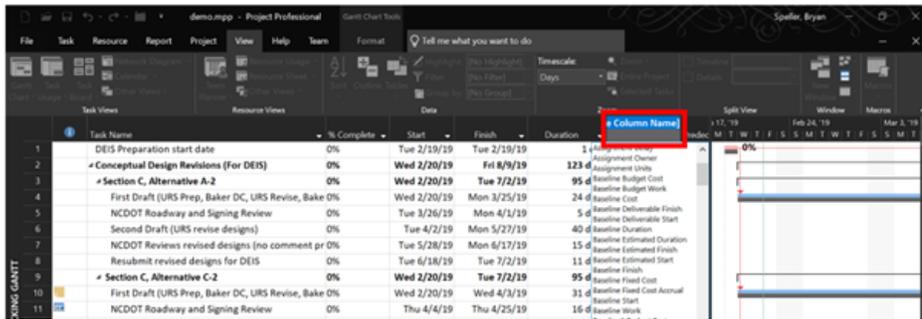
**Baseline** - is a group of reference points that record the project plan at a particular point (such as at the beginning, before work has started).

To display the baseline on the Gantt chart, select the **Task tab > View > Gantt Chart drop-down menu > click Tracking Gantt**.

For a graphic representation, click the **Gantt Chart Tools – Format tab**, click **Baseline**, and choose the baseline to view.

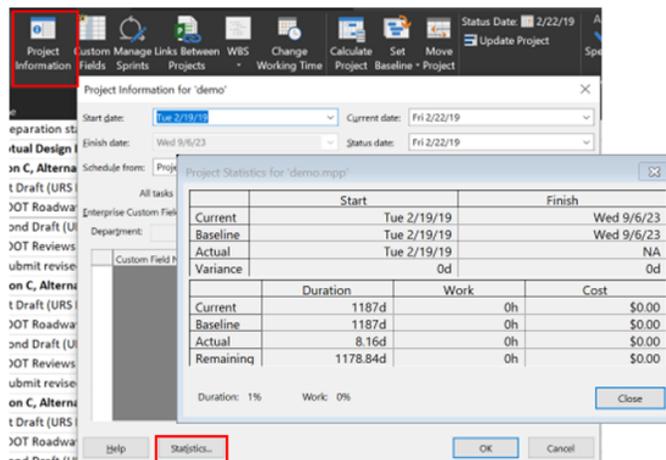
### View A Project Baseline In Table Views

On any Task view (Gantt Chart, Tracking Gantt), **right-click** on a column and choose **INSERT COLUMN** then select desired columns like Baseline Start, Baseline Finish, Baseline Duration.



### VIEWING VARIANCE WITH BASELINES

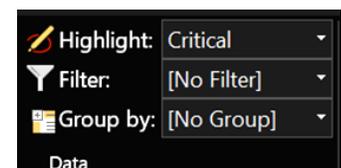
Compare your project against the baseline at any time by clicking **Project > Project Information > Statistics**:



**VIEWING CRITICAL PATH** The critical path is the longest sequence of activities in a project plan which must be completed on time for the project to complete on due date.

Show the Critical Path in the Gantt Chart view

View tab, pick a view from the **Task Views group > select Critical** from the **Highlight list** within the **DATA PANEL**





# Microsoft Project 2016 Quick Reference for Workshop



## DIT—TRANSPORTATION ENTERPRISE BUSINESS SERVICES—PC Training

### VIEW THE CRITICAL PATH IN A MASTER PROJECT

A **MASTER PROJECT** is a collection of consolidated projects that show a hierarchy among multiple related projects. Projects inserted into a master project are called subprojects.

When you're managing a Master project, whole subprojects can be on the critical path. You can see if this is true by telling Project to treat the subprojects like they are summary tasks.

1. Choose **File > Options**.
2. Choose **Schedule**, and then scroll down to the Calculation options for this project area.
3. Make sure the **Inserted projects are calculated like summary tasks** box is selected.

### SHOW MULTIPLE CRITICAL PATHS

You can set up your project schedule to display as many critical paths as you need to keep tabs on your project.

1. Choose **File > Options**.
2. Choose **Advanced**, scroll down to the bottom, and then select **Calculate multiple critical paths**.
3. Choose **View > Gantt Chart**.
4. Choose **Format**, and then select **Critical tasks**.

### CRITICAL PATH ANALYSIS

To get the most out of critical path analysis:

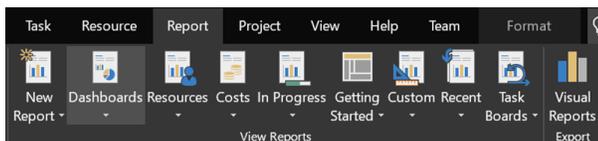
- Regularly view the critical path. Be aware that the critical path can change from one series of tasks to another as you progress through the schedule. The critical path can change as critical tasks are completed or as other series of tasks are delayed.
- Closely monitor critical tasks. Any task on the critical path is a critical task. Monitor these tasks regularly to see if any of them **slip**. If a critical task slips, so does your finish date. **Save a baseline and use the Tracking Gantt view to see slipped tasks**.
- Review series of tasks that may become the critical path. If a non-critical series of linked tasks slips its dates enough, that series of tasks will become the critical path. You can view other potentially risky tasks by showing multiple critical paths in a project.
- Protect yourself by viewing tasks that can slip without affecting the critical path. By default, the critical path shows the tasks that cannot slip at all or the project date will slip. You may want to view tasks that currently can slip by a day without affecting the critical path, because if they slip by more than a day, they will become critical tasks. Viewing these tasks with slack helps alert you to tasks that are becoming critical while you still have some buffer.

Reference Source: <https://support.office.com/en-us/article/show-the-critical-path-of-your-project-ad6e3b08-7748-4231-afc4-a2046207fd86>

### PRODUCING PROJECT REPORTS

To create reports:

1. Select the **REPORTS TAB** in the ribbon.
2. Select the desired report type from the **VIEW REPORTS** panel.



#### Compare MS Project Files

1. Open the newly updated MS Project file.
2. Click the Report Tab > Project Group > Compare Projects. Browse to desired project (*previous project file*). Select file and open.
3. Select desired comparison fields for Task and Click OK.

#### DASHBOARD REPORTS

Microsoft Project's dashboard reports provide a high-level view of key aspects of your project. They focus on visual indicators, graphs, and charts, which makes them great for presentations.

#### IN PROGRESS REPORTS

In Progress reports are a great way to get a snapshot of your project's current progress. They are particularly useful for highlighting problem areas and the critical path.

| Desired Output            | Recommended View     |
|---------------------------|----------------------|
| Complete project overview | Gantt Chart          |
| Project progress          | Tracking Gantt       |
| Upcoming tasks            | Calendar or Timeline |
| Task relationships        | Network Diagram      |
| Tasks by resource         | Team Planner         |
| Task list                 | Task Sheet           |