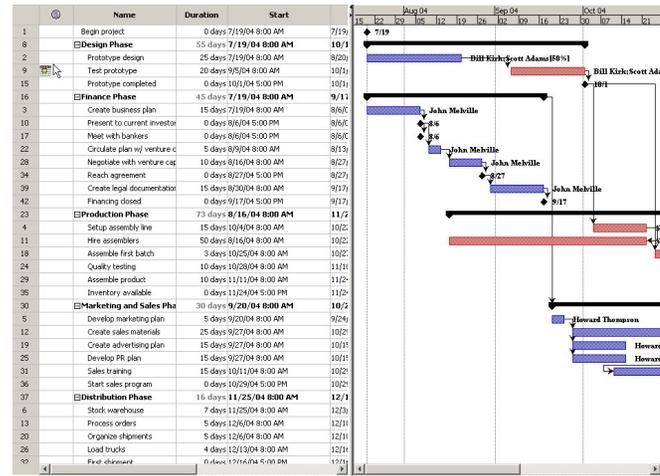




# MS Project for Project Managers

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# What is MS Project and how can it help me ?



- A road map: who needs to do what and when
- Know what tasks are coming up, in progress and completed
- Understand how tasks relate to each other
- Helps to identify risks
- Overall timeline/phases/specific tasks
- Schedule impacts from accelerated or delayed tasks

***Helps PM (and Team) manage scope, schedule and risks***

# When is a project plan needed and who creates it?

- Every project should have a project plan (regardless of size)
- The firm creates the plan in consultation with PM and Project Team
- PM is responsible for approving initial plan and keeping the plan current
- Use global settings & template



**PM is Responsible**

Note: Use a GESC and/or technical units to review and provide feedback on the tasks and schedule, as well as the relationship between tasks.

What info  
should be  
included  
in a  
project  
plan?

Tasks, Milestones & Deliverables

Start and End Dates

Duration

Predecessors & Successors

- Relationship Types (concurrent and sequential tasks)
- Dependencies

Critical Path

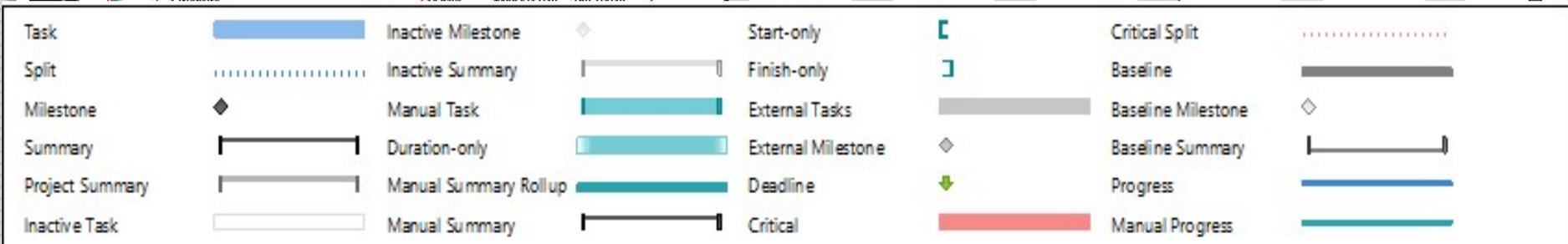
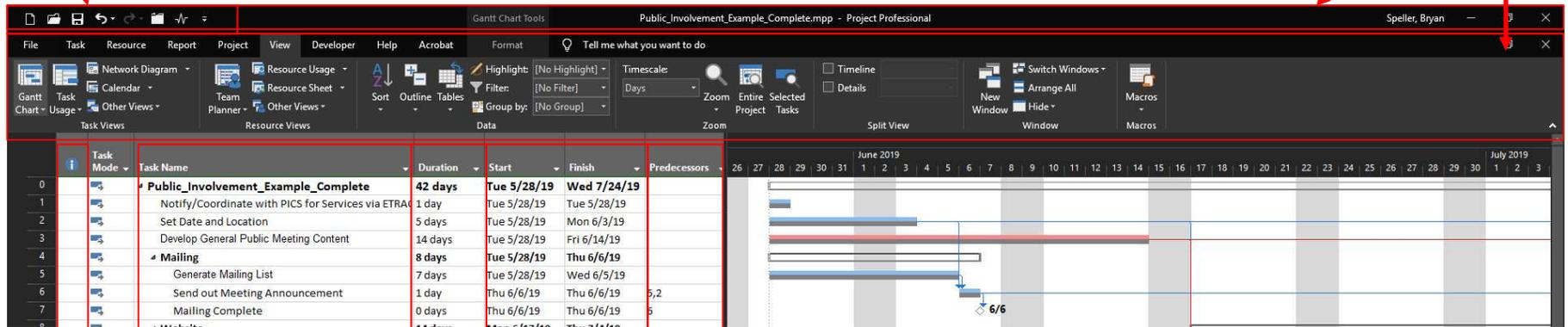
Baseline

Assignments

# What does a project plan look like?

Quick Access  
Toolbar

Title Bar Ribbon



Task Name

Duration

Start & Finish

Predecessor

Indicator Field

# Gantt Chart View

As a PM,  
what  
should I  
look for in  
a project  
plan?

### Scope (what and who)

- All tasks are included, including deliverables and key milestones?
- Are all tasks needed?
- Are any tasks missing based on the context of the project?
- Are the task leads identified? (PM, Firm, GESC, Technical Unit, etc.)

### Schedule (when)

- Is the schedule acceptable?
  - Is order of tasks is the most efficient? (desired schedule)
  - Does the schedule consider resource availability (realistic)?
- Are the dependencies between tasks are appropriately linked (and triggers for activities are included)
- Is the amount of float included in the project schedule sufficient or overkill?
- Is the schedule current?

# What do I do with my MS Project Plan?

## Monthly Meetings

- Use in monthly meeting with firm to:
  - assess progress
  - identify issues and risks
  - hold task leads accountable for keeping project on schedule

## Coordinate

- Coordinate schedule with the technical units/firms to clearly communicate expectations and maintain sense of urgency

## Identify

- Identify potential risks and work with Project Team to incorporate risk management strategies to maintain scope and schedule

## Manage

- Manage how and when the project plan is updated

What  
questions  
should I  
ask to  
keep the  
project  
moving?

### Sample questions:

- How early can we start this task?
- Does this task depend on any other task or deliverable to enable it to begin?
- Are all these tasks absolutely required?
- Do we really need this task? Do we need it at this point in the process? Is it more than what is needed to make decisions at this point in the project development process?
- What are the risks if we started this sooner? What would the tradeoffs be?
- What if we did this instead of that? Does it save us time overall?
- Are there any issues or risks that should be accounted for in the plan?