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Microsoft Project 2016 Quick Reference Guide Managing Complexity - Windows Version (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Project 2016 Managing Complexity

Understanding Precedence

There are four types of precedence: Finish-to-Start (FS), Finish-to-Finish (FF), Start-to-Start (SS), and Start-to-Finish (SF). The most common is Finish-to-Start (FS). To create a precedence, click on the task you want to precede, then click on the task you want to follow. A line will appear between the two tasks, and you can click on the line to change the type of precedence.

Showing Slack

Slack is the amount of time a task can be delayed without affecting the project finish date. To show slack, go to the Gantt Chart view, click on the task, and then click on the "Task Information" button. In the "Advanced" tab, check the "Show Slack" box.

Hiding Negligible Amounts of Slack

If a task has a very small amount of slack, it may not be visible in the Gantt Chart. To hide negligible amounts of slack, go to the "Task Information" dialog box, click on the "Advanced" tab, and then click on the "Hide Negligible Slack" box.

Using the Network Diagram

The Network Diagram (ND) shows the sequence of tasks in a project. To view the ND, click on the "Network Diagram" button in the "View" group on the ribbon. The ND shows tasks as boxes, and the lines between them represent the precedence relationships.

Creating a New Relationship

To create a new relationship, click on the task you want to precede, then click on the task you want to follow. A line will appear between the two tasks, and you can click on the line to change the type of relationship.

Deleting an Existing Relationship

To delete an existing relationship, click on the line between the two tasks, and then click on the "Delete" button. The line will disappear, and the relationship will be removed.

Adding a Task to the Network Diagram

To add a new task to the ND, click on the "Task" button in the "Task" group on the ribbon. A new task box will appear, and you can click on it to enter the task name and duration.

Examining the Critical Path

The Critical Path (CP) is the sequence of tasks that determines the project finish date. To examine the CP, click on the "Critical Path" button in the "View" group on the ribbon. The CP tasks will be highlighted in red in the Gantt Chart and Network Diagram.

Entering or Editing Task Notes

Task notes provide additional information about a task. To enter or edit a task note, click on the task, and then click on the "Task Notes" button. A text box will appear, and you can enter or edit the note.

Using a Different Relationship Type

There are four types of relationship: Finish-to-Start (FS), Finish-to-Finish (FF), Start-to-Start (SS), and Start-to-Finish (SF). To change the relationship type, click on the line between the two tasks, and then click on the relationship type button.

Creating a Recurring Task

Recurring tasks are tasks that repeat at regular intervals. To create a recurring task, click on the task, and then click on the "Task Information" button. In the "Advanced" tab, check the "Recurring Task" box.

Splitting a Task

Splitting a task allows you to divide a task into two or more parts. To split a task, click on the task, and then click on the "Split Task" button. The task will be divided into two or more parts.

Using the Timeline Pane

The Timeline Pane shows the project schedule in a visual way. To view the Timeline Pane, click on the "Timeline" button in the "View" group on the ribbon. The Timeline Pane shows the project schedule as a horizontal bar chart.

Adding a Task to a Timeline Bar

To add a task to a timeline bar, click on the task, and then click on the "Add to Timeline" button. The task will be added to the timeline bar.

Adding Another Timeline Bar

To add another timeline bar, click on the "Timeline" button in the "View" group on the ribbon. A new timeline bar will appear, and you can click on it to enter the task name and duration.

Changing Length of a Timeline Bar

To change the length of a timeline bar, click on the bar, and then click on the "Change Length" button. A text box will appear, and you can enter the new length.

Changing Color of a Task in the Timeline

To change the color of a task in the timeline, click on the task, and then click on the "Change Color" button. A color picker will appear, and you can select a new color.

Moving a Timeline Bar

To move a timeline bar, click on the bar, and then click on the "Move" button. The bar will be moved to the new position.

Swapping a Timeline Bar

To swap two timeline bars, click on the first bar, and then click on the "Swap" button. The two bars will be swapped.

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Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2016 at the intermediate level. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Project 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Understanding Precedence, Using the Network Diagram, Creating/Deleting Relationships, Moving a Task in the Network Diagram, Examining the Critical Path, Showing Slack, Hiding Negligible Amounts of Slack. Filtering Tasks, Adjusting Date Constraints, Using a Deadline, Entering or Reading Task Notes. Using a Different Relationship Type, Lag & Lead Time, Changing Relationship Type or Lag, Creating Recurring Tasks, Splitting Tasks. Using the Timeline Pane: Showing or Hiding the Timeline Pane, Adding a Task to a Timeline Bar, Adding Another Timeline Bar, Changing Length of a Timeline Bar, Changing Color of a Task in the Timeline, Moving Milestone Text, Sharing a Timeline. Adding Resources on the Fly, Noting a Resource's Vacation or Special Hours, Noting a Resource's Variant Rate, Getting a Task Done Faster. Changing Calculation of Task Values, Permitting Overtime for a Task, Booking Additional Resources to a Task, Using Effort-Driven Scheduling, Adjusting when a Resource Works, Checking Resource Usage, Determining Resource Load, Leveling Resources Quickly, Viewing Different Field Collections. Showing or Deleting a Progress Line, Monitoring Progress, Accessing a Subproject File, Communicating Plans and Progress. Other related titles are: Project 2016 Creating a Basic Project (ISBN 978-1944684068).

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Customer Reviews

They are a very good tools in project management

Nice cheat sheets.

Easy to use

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