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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 precedence arrow will appear between the two tasks. To change the type of precedence, click on the arrow and select the type you want from the dropdown menu.

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" checkbox.

Hiding Negligible Amounts of Slack

To hide negligible amounts of 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 "Hide Negligible Slack" checkbox.

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 nodes connected by arrows representing dependencies.

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 precedence arrow will appear between the two tasks. To change the type of precedence, click on the arrow and select the type you want from the dropdown menu.

Deleting an Existing Relationship

To delete an existing relationship, click on the arrow representing the relationship, and then click on the "Delete" button. The arrow will disappear, and the tasks will no longer be connected.

Adding a Task to the Network Diagram

To add a new task to the network diagram, click on the "Task" button in the "Task" group on the ribbon. A new task will be added to the end of the current task.

Examining the Critical Path

The critical path is the sequence of tasks that determines the project finish date. To examine the critical path, click on the "Critical Path" button in the "Task" group on the ribbon. The critical path tasks will be highlighted in red.

Entering or Editing Task Notes

To enter or edit task notes, click on the task, and then click on the "Task Information" button. In the "Notes" tab, you can enter or edit the task notes.

Using a Different Relationship Type

There are four types of precedence: Finish-to-Start (FS), Finish-to-Finish (FF), Start-to-Start (SS), and Start-to-Finish (SF). To change the type of precedence, click on the arrow and select the type you want from the dropdown menu.

Creating a Recurring Task

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" checkbox. You can then specify the start date, end date, and frequency of the task.

Splitting a Task

To split a task, click on the task, and then click on the "Task Information" button. In the "Advanced" tab, check the "Split Task" checkbox. You can then specify the start date, end date, and frequency of the task.

Using the Timeline Pane

The Timeline Pane shows the sequence of tasks in a project. To view the Timeline Pane, click on the "Timeline Pane" button in the "View" group on the ribbon. The Timeline Pane shows tasks as horizontal bars representing their duration.

Adding a Task to a Timeline Bar

To add a new task to a timeline bar, click on the task, and then click on the "Task Information" button. In the "Advanced" tab, check the "Add to Timeline Bar" checkbox. The task will be added to the end of the current task.

Changing Length of a Timeline Bar

To change the length of a timeline bar, click on the task, and then click on the "Task Information" button. In the "Advanced" tab, check the "Change Length" checkbox. You can then specify the start date, end date, and frequency of the task.

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 "Task Information" button. In the "Advanced" tab, check the "Change Color" checkbox. You can then select a color for the task.

Moving a Timeline Bar

To move a timeline bar, click on the task, and then click on the "Task Information" button. In the "Advanced" tab, check the "Move Bar" checkbox. You can then specify the start date, end date, and frequency of the task.

Splitting a Timeline Bar

To split a timeline bar, click on the task, and then click on the "Task Information" button. In the "Advanced" tab, check the "Split Bar" checkbox. You can then specify the start date, end date, and frequency of the task.



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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