

Εισαγωγή στο MS Project 2016 – Δρ. Κων/νος Λιαγκούρας, Τμήμα Πληροφορικής, Πανεπιστήμιο Πειραιώς

Ανοίγουμε το MS Project 2016

The screenshot displays the Microsoft Project 2016 interface. The title bar shows "Project1 - Project Professional". The ribbon is set to "Task" and includes sub-ribbons: "Gantt Chart Tools", "Format", and "Tell me what you want to do". The "Gantt Chart Tools" sub-ribbon contains "Gantt Chart", "Paste", and "View". The "Format" sub-ribbon includes "Font" (Calibri, 11), "Schedule" (Mark on Track, Respect Links, Inactivate), and "Tasks" (Manually Schedule, Auto Schedule). The "Tell me what you want to do" sub-ribbon includes "Task", "Summary", "Information", "Planner", and "Editing".

Below the ribbon is a "Calendar" section with a "Start" date of "Sun 1/14/18" and a "Finish" date of "Sun 1/14/18". A text box prompts: "Add tasks with dates to the timeline".

The main area is a task table with columns: "Task Name", "Duration", "Start", "Finish", and "Predecessors". The table is currently empty. To the right of the table is a Gantt chart area with a timeline showing dates: "Jan 7, '18", "Jan 14, '18", "Jan 21, '18", and "Jan 28, '18".

The status bar at the bottom shows "Ready" and "New Tasks : Manually Scheduled". The Windows taskbar at the very bottom shows the system tray with the date "12:14 AM 1/15/2018" and language "ENG".

Δίνεται ο ακόλουθος πίνακας Δραστηριοτήτων

Δραστηριότητα	Διάρκεια	Άμεσα Προηγούμενη
Planning	2 days	-
Reserve Location	1 day	Planning
Mail Invitations	1 day	Reserve Location
Obtain Supplies	3 days	Reserve Location και Mail Invitations

1. Εισαγουμε τις δραστηριότητες στον σχετικό πίνακα

The screenshot displays the Microsoft Project Professional interface. The 'Task' tab is active, showing a Gantt chart at the top and a task list below. The task list contains the following tasks:

Task ID	Task Name	Task Mode
1	Planning	Manually Scheduled
2	Reserve Location	Manually Scheduled
3	Mail Invitations	Auto Scheduled
4	Obtain Supplies	Manually Scheduled

The Gantt chart shows a timeline starting at 8:00 AM on Sun 1/14/18 and ending at 4:00 PM on the same day. The task list is currently empty, and the Gantt chart area shows a placeholder text: "Add tasks with dates to the timeline".

2. Σημειώνουμε τη διάρκεια των δραστηριοτήτων

The screenshot displays the Microsoft Project Professional interface. The ribbon is set to the 'Task' tab. The main workspace shows a Gantt chart with four tasks:

- 1. Planning (2 days)
- 2. Reserve Location (1 day)
- 3. Mail Invitations (1 day)
- 4. Obtain Supplies (3 days)

The task table below the Gantt chart is as follows:

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1	?	Planning	2 days			
2	?	Reserve Location	1 day			
3	?	Mail Invitations	1 day			
4	?	Obtain Supplies	3 days			

The interface also shows a calendar on the left and a task table at the bottom. The status bar at the bottom indicates 'New Tasks : Manually Scheduled'.

3. Επιλέγουμε την ημερομηνία έναρξης του έργου

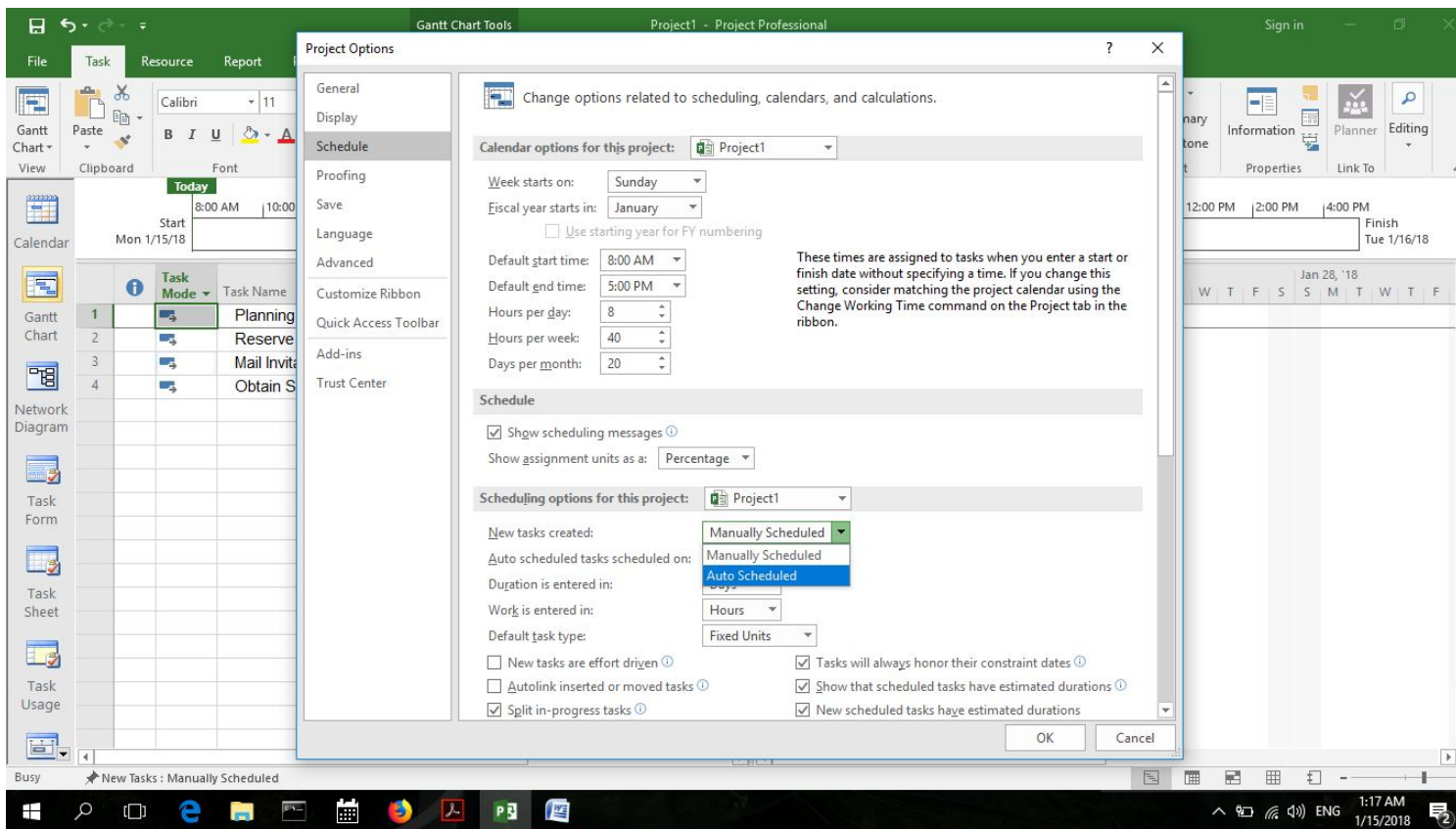
The screenshot displays the Microsoft Project Professional interface. The 'Gantt Chart Tools' ribbon is active, showing various task management options. A calendar pop-up is open, allowing the user to select a start date for a task. The task list includes 'Planning', 'Reserve Location', 'Mail Invitations', and 'Obtain Supplies'. The Gantt chart area shows a timeline with a 'Today' marker and a task bar for 'Planning' starting on Sunday, January 14, 2018.

Task ID	Task Name	Duration	Start	Finish
1	Planning	2 days	Sun 1/14/18	Mon 1/15/18
2	Reserve Location			
3	Mail Invitations			
4	Obtain Supplies			

4. Manually ή Auto schedule

Manual schedule είναι η προκαθορισμένη ρύθμιση στο Project 2016. Το Manual schedule δίνει τον απόλυτο έλεγχο καθορισμού του schedule των δραστηριοτήτων στον χρήστη. Στο Auto schedule η scheduling engine φροντίζει όταν ανανεώσουμε το schedule με οποιοδήποτε τρόπο (πχ εισαγωγή μιας νέας δραστηριότητας) να ενημερώσει τους χρόνους όλου του δικτύου με βάση τις εξαρτήσεις μεταξύ των διαφόρων δράσεων.

Μπορούμε να καθορίσουμε οι νέες δραστηριότητες να έχουν προκαθορισμένη τιμή Auto schedule πηγαίνοντας από το File → Options → Schedule → Auto scheduled



Παράδειγμα Auto schedule

The screenshot displays the Microsoft Project Professional interface. The ribbon is set to 'Task' with the 'Auto Schedule' button highlighted. The Gantt chart shows a project timeline from Monday, January 15, 2018, to Friday, January 19, 2018. A task table is visible below the Gantt chart, listing four tasks with their durations, start/finish dates, and predecessors.

Task ID	Task Name	Duration	Start	Finish	Predecessors
1	Planning	2 days	Mon 1/15/18	Tue 1/16/18	
2	Reserve Location	1 day	Wed 1/17/18	Wed 1/17/18	1
3	Mail Invitations	1 day	Thu 1/18/18	Thu 1/18/18	2
4	Obtain Supplies	1 day	Fri 1/19/18	Fri 1/19/18	2,3

A red arrow points from a callout box labeled 'Auto scheduled' to the 'Obtain Supplies' task in the task table. The callout box is a red-bordered rectangle containing the text 'Auto scheduled'.

Παράδειγμα Auto schedule

The screenshot shows the Microsoft Project Professional interface. The task list is as follows:

Task ID	Task Name	Duration	Start	Finish	Predecessors
1	Planning	2 days	Mon 1/15/18	Tue 1/16/18	
2	Reserve Location	8 days	Wed 1/17/18	Fri 1/26/18	1
3	Mail Invitations	1 day	Mon 1/29/18	Mon 1/29/18	2
4	Obtain Supplies	1 day	Tue 1/30/18	Tue 1/30/18	2,3

The Gantt chart shows the timeline for these tasks. A red box highlights the 'Reserve Location' task (Task 2) with a duration of 8 days. A red arrow points from a text box to this task. The text box contains the Greek text: 'Μεταβάλλουμε την χρονική διάρκεια της δραστηριότητας 2 και αυτόματα ενημερώνονται όλες οι υπόλοιπες'.

Παράδειγμα Manual schedule

Στην περίπτωση του manual schedule όταν αλλάξουμε τη χρονική διάρκεια μίας δράσης δεν ενημερώνονται οι επόμενες δράσεις.

Task ID	Task Name	Duration	Start	Finish	Predecessors
1	Planning	2 days	Mon 1/15/18	Tue 1/16/18	
2	Reserve Location	8 days	Wed 1/17/18	Fri 1/26/18	1
3	Mail Invitations	1 day	Thu 1/18/18	Thu 1/18/18	2
4	Obtain Supplies	1 day	Fri 1/19/18	Fri 1/19/18	2,3

5. Δημιουργούμε μια Δραστηριότητα Summary, η οποία θα συνοψίζει το Project

The screenshot shows the Microsoft Project Professional interface. The 'Task' ribbon is active, and the 'Task' button is highlighted. A tooltip for the 'Task' button is visible, stating: 'Insert Task. Insert a new task above the selected task. New tasks are scheduled based on the Schedule Mode setting.' A red arrow points from the Greek text box to the 'Task' button. The Gantt chart shows a task named 'Planning' with a duration of 2 days, starting on Mon 1/15/18 and finishing on Tue 1/16/18. Below the Gantt chart, a table lists the tasks:

ID	Task Name	Duration	Start	Finish	Predecessors
1	Planning	2 days	Mon 1/15/18	Tue 1/16/18	
2	Reserve Location	8 days	Wed 1/17/18	Fri 1/26/18	1
3	Mail Invitations	1 day	Mon 1/29/18	Mon 1/29/18	2
4	Obtain Supplies	1 day	Tue 1/30/18	Tue 1/30/18	2,3

6. Δημιουργούμε πρώτα την Δραστηριότητα Summary

The screenshot displays the Microsoft Project Professional interface. The main window shows a Gantt chart with a task list table below it. The task list table contains the following data:

ID	Task Name	Duration	Start	Finish	Predecessors
1	Summary	1 day?	Mon 1/15/18	Mon 1/15/18	
2	Planning	2 days	Mon 1/15/18	Tue 1/16/18	
3	Reserve Location	8 days	Wed 1/17/18	Fri 1/26/18	2
4	Mail Invitations	1 day	Mon 1/29/18	Mon 1/29/18	3
5	Obtain Supplies	1 day	Tue 1/30/18	Tue 1/30/18	3,4

The Gantt chart shows the tasks as blue bars on a timeline. The 'Summary' task is highlighted with a green border. The timeline includes a 'Today' marker at Jan 21, '18 and a 'Finish' marker at Tue 1/30/18. The task list table is currently empty except for the five tasks listed above.

7. Επιλέγουμε όλες τις Δραστηριότητες και πατάμε το δεξί πράσινο indent βέλος

The screenshot shows the Microsoft Project Professional interface. The 'Task' ribbon is active, and the 'Indent Task (Alt+Shift+Right)' button is highlighted. A tooltip explains that this action makes a task a subtask and helps with organizing a hierarchy.

Task ID	Task Name	Duration	Start	Finish	Predecessors
1	Summary	1 day?	Mon 1/15/18	Mon 1/15/18	
2	Planning	2 days	Mon 1/15/18	Tue 1/16/18	
3	Reserve Location	8 days	Wed 1/17/18	Fri 1/26/18	2
4	Mail Invitations	1 day	Mon 1/29/18	Mon 1/29/18	3
5	Obtain Supplies	1 day	Tue 1/30/18	Tue 1/30/18	3,4

The Gantt chart shows the following task bars:

- Summary:** A single-day task bar from Monday, January 15, 2018, to Monday, January 15, 2018.
- Planning:** A two-day task bar from Monday, January 15, 2018, to Tuesday, January 16, 2018.
- Reserve Location:** An eight-day task bar from Wednesday, January 17, 2018, to Friday, January 26, 2018.
- Mail Invitations:** A one-day task bar from Monday, January 29, 2018, to Monday, January 29, 2018.
- Obtain Supplies:** A one-day task bar from Tuesday, January 30, 2018, to Tuesday, January 30, 2018.

The Gantt chart also shows a 'Timeline' bar from Monday, January 15, 2018, to Tuesday, January 30, 2018.

8. Η Summary συνοψίζει όλες τις Δραστηριότητες

The screenshot shows the Microsoft Project Professional interface. The Gantt chart displays a task named 'Summary' with a duration of 12 days, starting on Monday, 1/15/18 and finishing on Tuesday, 1/30/18. Below the Gantt chart is a task table with the following data:

ID	Task Name	Duration	Start	Finish	Predecessors
1	Summary	12 days	Mon 1/15/18	Tue 1/30/18	
2	Planning	2 days	Mon 1/15/18	Tue 1/16/18	
3	Reserve Location	8 days	Wed 1/17/18	Fri 1/26/18	2
4	Mail Invitations	1 day	Mon 1/29/18	Mon 1/29/18	3
5	Obtain Supplies	1 day	Tue 1/30/18	Tue 1/30/18	3,4

A red box highlights the 'Summary' task in the Gantt chart, with the text 'Η Summary συνοψίζει όλες τις Δραστηριότητες' (The Summary summarizes all activities) written inside it. Two red arrows point from the text box to the 'Summary' task bar and its corresponding row in the task table.

9. Εισαγάγουμε Lag time πατώντας πάνω στη δραστηριότητα και ανοίγουμε την καρτέλα predecessors

The screenshot shows the Microsoft Project Professional interface. The main window displays a Gantt chart and a task list. The task list is as follows:

ID	Task Name	Duration	Start	Finish	Predecessors
1	Summary	12 days	Mon 1/15/18	Tue 1/30/18	
2	Planning	2 days	Mon 1/15/18	Tue 1/16/18	
3	Reserve Location	8 days	Wed 1/17/18	Fri 1/26/18	2
4	Mail Invitations	1 day	Mon 1/29/18	Mon 1/29/18	
5	Obtain Supplies	1 day	Tue 1/30/18	Tue 1/30/18	

The 'Task Information' dialog box is open for the 'Reserve Location' task. The 'Predecessors' tab is selected, showing the following table:

ID	Task Name	Type	Lag
2	Planning	Finish-to-Start (FS)	3d

The 'Lag' value of 3 days is highlighted in the dialog box, indicating the lag time being applied to the predecessor task.

Project1 v1 - Project Professional

File Task Resource Report Project View Format Tell me what you want to do

Clipboard Font Schedule Tasks Insert Properties Link To

Today

Start Mon 1/15/18 Jan 21, '18 Jan 28, '18 Finish Fri 2/2/18

Add tasks with dates to the timeline

Task Mode	Task Name	Duration	Start	Finish	Predecessors
1	Summary	15 days	Mon 1/15/18	Fri 2/2/18	
2	Planning	2 days	Mon 1/15/18	Tue 1/16/18	
3	Reserve Location	8 days	Mon 1/22/18	Wed 1/31/18	2FS+3 days
4	Mail Invitations	1 day	Thu 2/1/18	Thu 2/1/18	3
5	Obtain Supplies	1 day	Fri 2/2/18	Fri 2/2/18	3,4

3 days lag - καθυστέρηση

10. Διαλέγουμε το είδος της σχέσης: FS, SS, FF ή SF

The screenshot shows the Microsoft Project Professional interface. The main window displays a Gantt chart and a task list. The task list is as follows:

Task ID	Task Name	Duration	Start	Finish	Predecessors
1	Summary	15 days	Mon 1/15/18	Fri 2/2/18	
2	Planning	2 days	Mon 1/15/18	Tue 1/16/18	
3	Reserve Location	8 days	Mon 1/22/18	Wed 1/31/18	2FS+3 days
4	Mail Invitations	1 day	Thu 2/1/18	Thu 2/1/18	3
5	Obtain Supplies	1 day	Fri 2/2/18	Fri 2/2/18	3,4

The 'Task Information' dialog box is open, showing the 'Predecessors' tab. The 'Name' field is 'Mail Invitations' and the 'Duration' is '1 day'. The 'Predecessors' table is as follows:

ID	Task Name	Type	Lag
3	Reserve Location	Finish-to-Start (FS)	0d

A dropdown menu is open, showing the following options: Finish-to-Start (FS), Start-to-Start (SS), Finish-to-Finish (FF), Start-to-Finish (SF), and (None). A red arrow points to the 'Finish-to-Start (FS)' option.

To MS Project έχει ως προκαθορισμένη σχέση την FS

Σχέση FF

The screenshot shows the Microsoft Project Professional interface. The task list on the left contains the following data:

Task ID	Task Name	Duration	Start	Finish	Predecessors
1	Summary	14 days	Mon 1/15/18	Thu 2/1/18	
2	Planning	2 days	Mon 1/15/18	Tue 1/16/18	
3	Reserve Location	8 days	Mon 1/22/18	Wed 1/31/18	2FS+3 days
4	Mail Invitations	1 day	Wed 1/31/18	Wed 1/31/18	3FF
5	Obtain Supplies	1 day	Thu 2/1/18	Thu 2/1/18	3,4

The Gantt chart on the right visualizes these tasks. A red box with the text "Οι δράσεις 3 και 4 θα τελειώσουν μαζί (FF)" is positioned below the chart. Two red arrows point from this box to the task bars for "Mail Invitations" (Task 4) and "Obtain Supplies" (Task 5), which are shown as overlapping tasks ending on the same date (Wed 1/31/18).

Σχέση FF

The screenshot shows the Microsoft Project Professional interface. The Gantt chart displays a project timeline from January 15, 2018, to February 7, 2018. The tasks are:

- Summary: 18 days, Mon 1/15/18 to Wed 2/7/18
- Planning: 2 days, Mon 1/15/18 to Tue 1/16/18
- Reserve Location: 8 days, Mon 1/22/18 to Wed 1/31/18
- Mail Invitations: 1 day, Tue 2/6/18 to Tue 2/6/18
- Obtain Supplies: 1 day, Wed 2/7/18 to Wed 2/7/18

The Task Information dialog box for 'Mail Invitations' is open, showing the following details:

- Name: Mail Invitations
- Duration: 1 day
- Predecessors:

ID	Task Name	Type	Lag
3	Reserve Location	Finish-to-Finish (FF)	4d

A red box highlights the 'Lag' value of 4d in the dialog box, with a Greek text annotation: "Η Δραση 4 θα τελειώσει 4 days μετά την Δραση 3 λόγω του lag = 4".

11. Εύρεση του Total Slack και του Free Slack

Βρίσκουμε το Total Slack και Free Slack πηγαίνοντας από το view → Tables → Schedule

The screenshot shows the Microsoft Project Professional interface. The 'View' tab is active, and the 'Tables' button is highlighted. A context menu is open over the 'Tables' button, with 'Schedule' selected. The main window displays a Gantt chart and a task table.

Task ID	Task Name	Duration	Start	Finish
1	Summary	14 days	Mon 1/15/18	Thu 2/1/18
2	Planning	2 days	Mon 1/15/18	Tue 1/16/18
3	Reserve Location	8 days	Mon 1/22/18	Wed 1/31/18
4	Mail Invitations	1 day	Fri 1/26/18	Fri 1/26/18
5	Obtain Supplies	1 day	Thu 2/1/18	Thu 2/1/18

Project1 v1 - Project Professional

File Task Resource Report Project View Format Tell me what you want to do

Task Views: Gantt Chart, Task Usage, Task Board, Other Views

Resource Views: Resource Usage, Resource Sheet, Other Views

Timeline: [No Highlight], [No Filter], [No Group], Timescale: Days

Calendar: Today, Start Mon 1/15/18, Jan 21, '18, Jan 28, '18, Finish Thu 2/1/18

Add tasks with dates to the timeline

Task Mode	Task Name	Start	Finish	Late Start	Late Finish	Free Slack	Total Slack	Add A
1	Summary	Mon 1/15/18	Thu 2/1/18	Mon 1/15/18	Thu 2/1/18	0 days	0 days	
2	Planning	Mon 1/15/18	Tue 1/16/18	Mon 1/15/18	Tue 1/16/18	0 days	0 days	
3	Reserve Location	Mon 1/22/18	Wed 1/31/18	Mon 1/22/18	Wed 1/31/18	0 days	0 days	
4	Mail Invitations	Fri 1/26/18	Fri 1/26/18	Wed 1/31/18	Wed 1/31/18	3 days	3 days	
5	Obtain Supplies	Thu 2/1/18	Thu 2/1/18	Thu 2/1/18	Thu 2/1/18	0 days	0 days	

Jan 14, '18 Jan 21, '18 Jan 28, '18

Free Slack είναι ο αριθμός των days που μια δραστηριότητα μπορεί να καθυστερήσει πρώτου αρχίσει να καθυστερεί την επόμενη δραστηριότητα

Total Slack είναι ο αριθμός των days που μια δραστηριότητα μπορεί να καθυστερήσει πρώτου αρχίσει να καθυστερεί όλο το project.

Ready New Tasks : Manually Scheduled

9:53 PM 1/15/2018

12. Project Start date και finish date

To start date του project το καθορίζουμε από το μενού: project → project information

The screenshot displays the Microsoft Project Professional interface. The 'Project' menu is open, and the 'Project Information' option is highlighted with a red arrow. The 'Project Information' dialog box is open, showing the 'Today' tab. The Gantt chart shows a project timeline starting on Monday, January 15, 2018, and ending on Thursday, February 1, 2018. The tasks listed in the Gantt chart are:

Task ID	Task Name	Start	Finish	Late Start	Late Finish	Free Slack	Total Slack
1	Summary	Mon 1/15/18	Thu 2/1/18	Mon 1/15/18	Thu 2/1/18	0 days	0 days
2	Planning	Mon 1/15/18	Tue 1/16/18	Mon 1/15/18	Tue 1/16/18	0 days	0 days
3	Reserve Location	Mon 1/22/18	Wed 1/31/18	Mon 1/22/18	Wed 1/31/18	0 days	0 days
4	Mail Invitations	Fri 1/26/18	Fri 1/26/18	Wed 1/31/18	Wed 1/31/18	3 days	3 days
5	Obtain Supplies	Thu 2/1/18	Thu 2/1/18	Thu 2/1/18	Thu 2/1/18	0 days	0 days

Project Start date and finish date

The screenshot shows the Microsoft Project Professional interface. The main window displays a Gantt chart for 'Project1 v1' with a task bar for 'Add tasks with dates to the timeline' starting on Mon 1/15/18 and ending on Thu 2/1/18. Below the Gantt chart is a task table with the following data:

Task ID	Task Name	Start	Finish	Late Start	Late Finish	Free Slack	Total Slack
1	Summary	Mon 1/15/18	Thu 2/1/18	Mon 1/15/18	Thu 2/1/18	0 days	0 days
2	Planning	Mon 1/15/18	Tue 1/16/18	Mon 1/15/18	Tue 1/16/18	0 days	0 days
3	Reserve Location	Mon 1/22/18	Wed 1/31/18	Mon 1/22/18	Wed 1/31/18	0 days	0 days
4	Mail Invitations	Fri 1/26/18	Fri 1/26/18	Wed 1/31/18	Wed 1/31/18	3 days	3 days
5	Obtain Supplies	Thu 2/1/18	Thu 2/1/18	Thu 2/1/18	Thu 2/1/18	0 days	0 days

The 'Project Information' dialog box is open, showing the following fields:

- Start date: Sun 1/14/18
- Finish date: Thu 1/15/18 (selected from a calendar)
- Current date: Mon 1/15/18
- Status date: NA
- Calendar: Standard
- Priority: 500

The task table at the bottom of the dialog shows 'Enterprise Custom Field' and 'Department' columns.

Μπορεί να γίνει ο προγραμματισμός του έργου με βάση την Finish date

The screenshot displays the Microsoft Project Professional interface. The main window shows a Gantt chart and a task table. A red arrow points to the 'Project Finish Date' option in the 'Schedule from' dropdown of the 'Project Information' dialog box.

Task Mode	Task Name	Start	Finish	Late Start	Late Finish	Free Slack	Total Slack
1	Summary	Mon 1/15/18	Thu 2/1/18	Mon 1/15/18	Thu 2/1/18	0 days	0 days
2	Planning	Mon 1/15/18	Tue 1/16/18	Mon 1/15/18	Tue 1/16/18	0 days	0 days
3	Reserve Location	Mon 1/22/18	Wed 1/31/18	Mon 1/22/18	Wed 1/31/18	0 days	0 days
4	Mail Invitations	Fri 1/26/18	Fri 1/26/18	Wed 1/31/18	Wed 1/31/18	3 days	3 days
5	Obtain Supplies	Thu 2/1/18	Thu 2/1/18	Thu 2/1/18	Thu 2/1/18	0 days	0 days

Project Information for 'Project1 v1'

Start date: Sun 1/14/18 Current date: Mon 1/15/18
Finish date: Thu 2/1/18 Status date: NA
Schedule from: Project Start Date
Project Start Date
Project Finish Date
Calendar: Standard
Priority: 500

13. Καθορισμός εργασιών ημερών και αργιών

Ο καθορισμός των εργασιών ημερών και αργιών γίνεται από το μενού: project → change working time

The screenshot displays the Microsoft Project Professional interface. The 'Project' menu is active, and the 'Change Working Time' dialog box is open. The dialog box shows the 'Today' date as Mon 1/15/18 and the 'Finish' date as Thu 2/1/18. The Gantt chart shows a project timeline from Jan 14, '18 to Jan 28, '18. The tasks are:

Task ID	Task Name	Start	Finish	Late Start	Late Finish	Free Slack	Total Slack
1	Summary	Mon 1/15/18	Thu 2/1/18	Mon 1/15/18	Thu 2/1/18	0 days	0 days
2	Planning	Mon 1/15/18	Tue 1/16/18	Mon 1/15/18	Tue 1/16/18	0 days	0 days
3	Reserve Location	Mon 1/22/18	Wed 1/31/18	Mon 1/22/18	Wed 1/31/18	0 days	0 days
4	Mail Invitations	Fri 1/26/18	Fri 1/26/18	Wed 1/31/18	Wed 1/31/18	3 days	3 days
5	Obtain Supplies	Thu 2/1/18	Thu 2/1/18	Thu 2/1/18	Thu 2/1/18	0 days	0 days

Project1 v1 - Project Professional

File Task Resource Report **Project** View Format Tell me what you want to do

Subproject Store My Add-ins Project Information Custom Fields Agile Links Between Projects WBS Change Working Time Calculate Project Set Baseline Move Project Update Project Spelling

Today

Start Mon 1/15/18 Jan 21, '18 Add tasks with dates to

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	Summary	14 days	Mon 1/15/18	Thu 2/1/18		
2	Planning	2 days	Mon 1/15/18	Tue 1/16/18		
3	Reserve Location	8 days	Mon 1/22/18	Wed 1/31/18	2FS+3 days	
4	Mail Invitations	1 day	Fri 1/26/18	Fri 1/26/18	3FF-3 days,2	
5	Obtain Supplies	1 day	Thu 2/1/18	Thu 2/1/18	3,4	

Change Working Time

For calendar: Standard (Project Calendar) Create New Calendar ...

Calendar 'Standard' is a base calendar.

Legend:

- Working
- Nonworking
- 31** Edited working hours
- On this calendar:
 - 31** Exception day
 - 31** Nondefault work week

Click on a day to see its working times: Working times for January 23, 2018:

January 2018

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Based on: Default work week on calendar 'Standard'.
 • 8:00 AM to 12:00 PM
 • 1:00 PM to 5:00 PM

Exceptions Work Weeks

Name	Start	Finish
ΓΕΝΙΚΗ ΑΠΕΡΓΙΑ	1/23/2018	1/23/2018

Help Options... OK Cancel

Ready New Tasks : Manually Scheduled

11:36 PM 1/15/2018

Project1 v1 - Project Professional

File Task Resource Report **Project** View Format Tell me what you want to do

Subproject Store My Add-ins Project Information Custom Fields Agile Links Between Projects WBS Change Working Time Calculate Project Set Move Update Project Status Date: NA ABC Spelling

Insert Add-ins Properties Schedule Status Proofing

Calendar Today Start Mon 1/15/18 Jan 21, '18 Jan 28, '18 Finish Fri 1/2/18 Sat 2/3/18

Add tasks with dates to the timeline

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	Summary	14 days	Mon 1/15/18	Fri 2/2/18		
2	Planning	2 days	Mon 1/15/18	Tue 1/16/18		
3	Reserve Location	8 days	Mon 1/22/18	Thu 2/1/18	2FS+3 days	
4	Mail Invitations	1 day	Mon 1/29/18	Mon 1/29/18	3FF-3 days,2	
5	Obtain Supplies	1 day	Fri 2/2/18	Fri 2/2/18	3,4	

Jan 14, '18 Jan 21, '18 Jan 28, '18

S M T W T F S S M T W T F S S M T W T F S

H 23 Ιαν. 2018 καθορίζεται ως μη εργάσιμη λόγω απεργίας

Ready New Tasks : Manually Scheduled

11:37 PM 1/15/2018

14. Εισάγουμε εκτίμηση του κόστους του Project

The screenshot displays the Microsoft Project Professional interface. The main window shows a Gantt chart with a task named 'Add tasks with dates to the timeline' spanning from Jan 21, '18 to Feb 4, '18. Below the Gantt chart is a task list table with the following data:

Task ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	Summary	15 days	Mon 1/15/18	Mon 2/5/18		
2	Planning	2 days	Mon 1/15/18	Tue 1/16/18		A
3	Reserve Location	8 days	Mon 1/22/18	Thu 2/1/18	2FS+3 days	B
4	Mail Invitations	1 day	Mon 1/29/18	Mon 1/29/18	3FF-3 days,2	C
5	Obtain Supplies	2 days	Fri 2/2/18	Mon 2/5/18	3,4	D

A red box highlights the 'Resource Names' column in the task list, with an arrow pointing to the Gantt chart bars. A text box explains that resource names are given to each activity.

Δίνουμε το όνομα των πόρων που απαιτεί η κάθε δραστηριότητα

Project1 v1 - Project Professional

File Task Resource Report **Project** View Format Tell me what you want to do

Subproject Store My Add-ins Project Information Custom Fields Agile Links Between Projects WBS Change Working Time Calculate Project Set Baseline Move Project Update Project Status Date: NA ABC Spelling

1/15/18 Today Jan 21, '18 Sun 2/4/18

Start Add tasks with data Finish

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	Summary	15 days	Mon 1/15/18	Mon 2/5/18		
2	Planning	2 days	Mon 1/15/18	Tue 1/16/18		A
3	Reserve Location	8 days	Mon 1/22/18	Thu 2/1/18	2FS+3 days	B
4	Mail Invitations	1 day	Mon 1/29/18	Mon 1/29/18	3FF-3 days,2	C
5	Obtain Supplies	2 days	Fri 2/2/18	Mon 2/5/18	3,4	D

Ready New Tasks : Manually Scheduled

11:53 PM 1/15/2018

Project1 v1 - Project Professional

File Task Resource Report **Project** View Format Tell me what you want to do

Subproject Store My Add-ins Project Information Custom Fields Agile Links Between Projects WBS Change Working Time Calculate Project Set Move Update Project Status Date: NA ABC Spelling

Insert Add-ins Properties Schedule Status Proofing

1/15/18 Today Sun 2/4/18

Start Jan 21, '18 Jan 28, '18 Feb 4, '18 Finish

Add tasks with dates to the timeline

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	Summary	15 days	Mon 1/15/18	Mon 2/5/18		
2	Planning	2 days	Mon 1/15/18	Tue 1/16/18		
3	Reserve Location	8 days	Mon 1/22/18	Thu 2/1/18	2FS+3 days	
4	Mail Invitations	1 day	Mon 1/29/18	Mon 1/29/18	3FF-3 days	
5	Obtain Supplies	2 days	Fri 2/2/18	Mon 2/5/18	3,4	

Column Name: % Complete, % Work Complete, Active, Actual Cost, Actual Duration, Actual Finish, Actual Overtime Cost, Actual Overtime Work, Actual Start, Actual Work, ACWP, Agile, Assignment, Assignment Delay, Assignment Owner, Assignment Units, Baseline Budget Cost, Baseline Budget Work, Baseline Cost, Baseline Deliverable Finish, Baseline Deliverable Start, Baseline Duration, Baseline Estimated Duration, Baseline Estimated Finish, Baseline Estimated Start, Baseline Finish, Baseline Fixed Cost, Baseline Fixed Cost Accrual, Baseline Start, Baseline Work

Καθορίζουμε τον τύπο των δεδομένων

Project1 v1 - Project Professional

File Task Resource Report **Project** View Format Tell me what you want to do

Subproject Store Project Information Custom Fields Agile Links Between Projects WBS Change Working Time Calculate Project Set Move Update Project Status Date: NA ABC Spelling

1/15/18 Today Sat 2/3/18

Start Jan 21, '18 Jan 28, '18 Feb 4, '18 Finish

Add tasks with dates to the timeline

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Cost	Resource Names
1	Summary	15 days	Mon 1/15/18	Mon 2/5/18		\$0.00	
2	Planning	2 days	Mon 1/15/18	Tue 1/16/18		\$0.00	A
3	Reserve Location	8 days	Mon 1/22/18	Thu 2/1/18	2FS+3 days	\$0.00	B
4	Mail Invitations	1 day	Mon 1/29/18	Mon 1/29/18	3FF-3 days,2	\$0.00	C
5	Obtain Supplies	2 days	Fri 2/2/18	Mon 2/5/18	3,4	\$0.00	D

Κάνουμε εκτίμηση του κόστους

Καθορίζουμε το κόστος ανά Δραστηριότητα

The screenshot displays the Microsoft Project Professional interface. The 'Project' tab is active, showing various tools for task management. The Gantt chart area shows a project timeline starting on 1/15/18 and ending on 2/4/18. A task list table is visible below the Gantt chart, detailing the following tasks:

Task ID	Task Name	Duration	Start	Finish	Predecessors	Cost	Resource
1	Summary	15 days	Mon 1/15/18	Mon 2/5/18		\$80,500.00	
2	Planning	2 days	Mon 1/15/18	Tue 1/16/18		\$10,000.00	A
3	Reserve Location	8 days	Mon 1/22/18	Thu 2/1/18	2FS+3 days	\$20,000.00	B
4	Mail Invitations	1 day	Mon 1/29/18	Mon 1/29/18	3FF-3 days,2	\$500.00	C
5	Obtain Supplies	2 days	Fri 2/2/18	Mon 2/5/18	3,4	\$50,000.00	D

Προβάλλουμε τα reports σχετικά με το κόστος του Project

The screenshot shows the Microsoft Project Professional interface. The 'Report' menu is open, highlighting 'Cash Flow'. Other visible options include 'Cost Overruns', 'Earned Value Report', 'Resource Cost Overview', and 'Task Cost Overview'. The main workspace shows a Gantt chart with tasks A, B, C, and D, and a task list table below it.

Task ID	Task Name	Duration	Start	Finish	Predecessors	Cost	Resource
1	Summary	15 days	Mon 1/15/18	Mon 2/5/18		\$80,500.00	
2	Planning	2 days	Mon 1/15/18	Tue 1/16/18		\$10,000.00	A
3	Reserve Location	8 days	Mon 1/22/18	Thu 2/1/18	2FS+3 days	\$20,000.00	B
4	Mail Invitations	1 day	Mon 1/29/18	Mon 1/29/18	3FF-3 days,2	\$500.00	C
5	Obtain Supplies	2 days	Fri 2/2/18	Mon 2/5/18	3,4	\$50,000.00	D

15. Network diagram

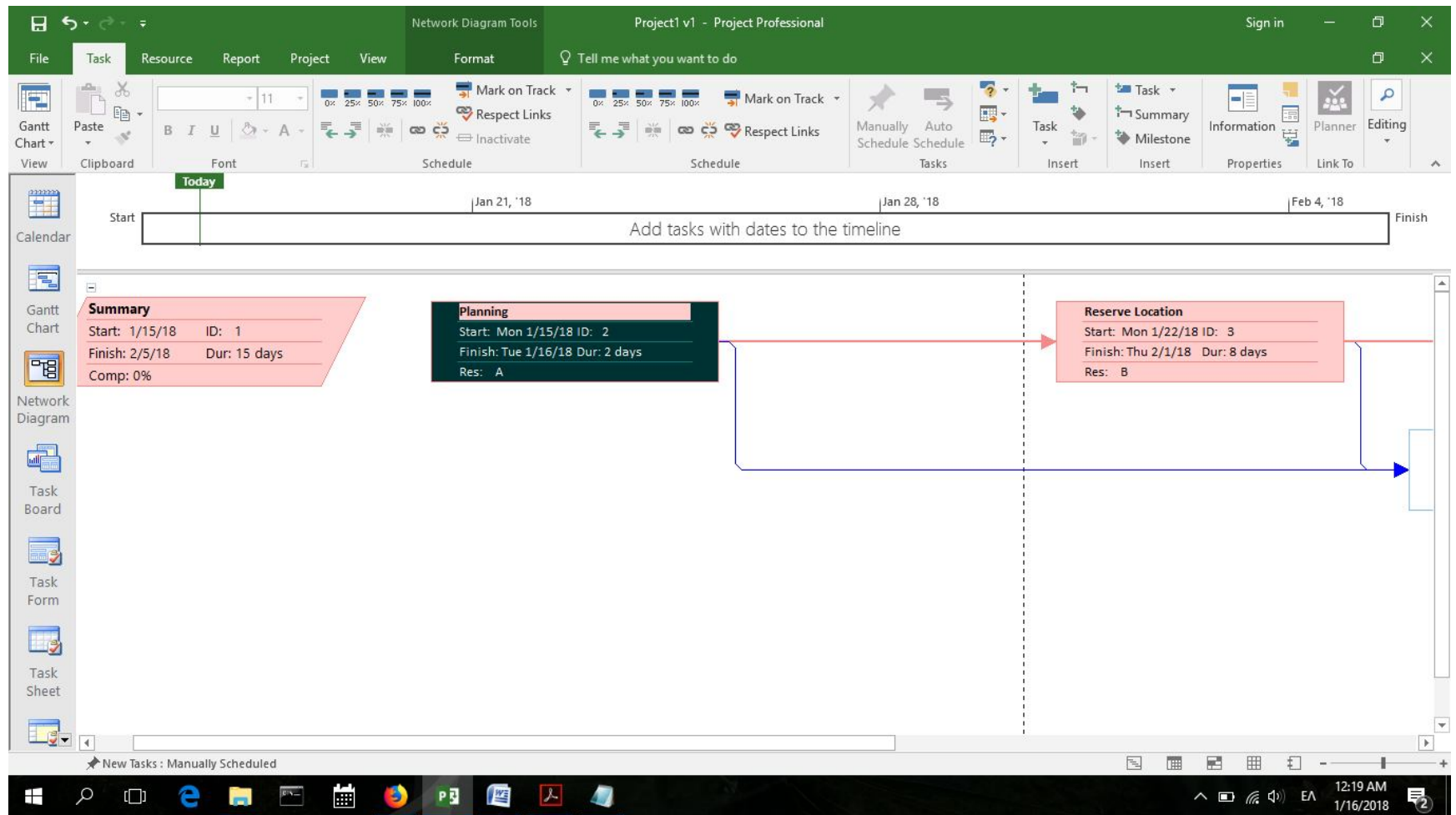
The screenshot shows the Microsoft Project Professional interface. The 'Network Diagram' view is selected in the left-hand navigation pane, indicated by a red arrow. The main workspace displays a Gantt chart with the following tasks:

Task ID	Task Name	Duration	Start	Finish	Predecessors	Cost	Resource
1	Summary	15 days	Mon 1/15/18	Mon 2/5/18		\$80,500.00	
2	Planning	2 days	Mon 1/15/18	Tue 1/16/18		\$10,000.00	A
3	Reserve Location	8 days	Mon 1/22/18	Thu 2/1/18	2FS+3 days	\$20,000.00	B
4	Mail Invitations	1 day	Mon 1/29/18	Mon 1/29/18	3FF-3 days, 2	\$500.00	C
5	Obtain Supplies	2 days	Fri 2/2/18	Mon 2/5/18	3,4	\$50,000.00	D

The network diagram on the right shows the following dependencies:

- Task 2 (Planning) is the predecessor for Task 3 (Reserve Location).
- Task 3 (Reserve Location) is the predecessor for Task 4 (Mail Invitations).
- Task 4 (Mail Invitations) is the predecessor for Task 5 (Obtain Supplies).
- Task 5 (Obtain Supplies) is the predecessor for Task 1 (Summary).

Network diagram



Παράδειγμα Project

The screenshot displays the Microsoft Project Professional interface. The title bar shows 'Project1 v2 - Project Professional'. The ribbon is set to 'View', with the 'Gantt Chart Tools' context menu active. The main workspace shows a Gantt chart with tasks A through K. A task list table is visible below the Gantt chart.

ID	Task Name	Duration	Start	Finish	Predecessors
1	A	24 days	Tue 1/16/18	Fri 2/16/18	
2	B	20 days	Wed 1/24/18	Tue 2/20/18	1SS+6 days
3	C	8 days	Thu 2/15/18	Mon 2/26/18	2SF+24 days
4	D	18 days	Tue 2/27/18	Thu 3/22/18	3
5	E	36 days	Fri 2/23/18	Fri 4/13/18	1SS+6 days, 3SF+42 days
6	F	22 days	Thu 3/29/18	Fri 4/27/18	3, 4FF+14 days, 5FF+10 days
7	G	22 days	Mon 4/16/18	Tue 5/15/18	2FS+14 days, 5
8	H	20 days	Fri 4/20/18	Thu 5/17/18	6SS+16 days
9	I	14 days	Fri 5/4/18	Wed 5/23/18	6SS+16 days, 7FF+6 days
10	J	20 days	Tue 1/16/18	Mon 2/12/18	
11	K	14 days	Tue 1/16/18	Fri 2/2/18	

Project1 v2 - Project Professional

File Task Resource Report Project View Format

Task Views: Gantt Chart, Task Usage, Task Board, Other Views

Resource Views: Resource Usage, Resource Sheet, Other Views

Task Name: A, B, C, D, E, F, G, H, I, J, K

Task Mode	Task Name	Start	Finish	Late Start	Late Finish	Free Slack	Total Slack
1	A	Tue 1/16/18	Fri 2/16/18	Tue 1/16/18	Fri 2/16/18	0 days	0 days
2	B	Wed 1/24/18	Tue 2/20/18	Wed 1/24/18	Tue 2/20/18	0 days	0 days
3	C	Thu 2/15/18	Mon 2/26/18	Thu 2/15/18	Mon 2/26/18	0 days	0 days
4	D	Tue 2/27/18	Thu 3/22/18	Wed 3/21/18	Fri 4/13/18	12 days	16 days
5	E	Fri 2/23/18	Fri 4/13/18	Fri 2/23/18	Fri 4/13/18	0 days	0 days
6	F	Thu 3/29/18	Fri 4/27/18	Wed 4/4/18	Thu 5/3/18	0 days	4 days
7	G	Mon 4/16/18	Tue 5/15/18	Mon 4/16/18	Tue 5/15/18	0 days	0 days
8	H	Fri 4/20/18	Thu 5/17/18	Thu 4/26/18	Wed 5/23/18	4 days	4 days
9	I	Fri 5/4/18	Wed 5/23/18	Fri 5/4/18	Wed 5/23/18	0 days	0 days
10	J	Tue 1/16/18	Mon 2/12/18	Thu 4/26/18	Wed 5/23/18	72 days	72 days
11	K	Tue 1/16/18	Fri 2/2/18	Fri 5/4/18	Wed 5/23/18	78 days	78 days

Ready New Tasks : Manually Scheduled

2:02 AM 1/16/2018