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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.

Using the Network Diagram

A good overview of a project is provided by the Network Diagram. To view the Network Diagram, click on the "Network Diagram" button in the "View" tab. The Network Diagram shows the sequence of tasks and the dependencies between them. It also shows the critical path, which is the longest sequence of tasks in the project.

Showing Slack

Slack is the amount of time a task can be delayed without affecting the project completion date. To show slack, click on the "Task Information" button in the "Task" tab, then click on the "Slack" tab. The "Slack" tab shows the slack for each task in the project.

Hiding Negligible Amounts of Slack

If a task has a very small amount of slack, it may not be visible in the Network Diagram. To hide negligible amounts of slack, click on the "Task Information" button in the "Task" tab, then click on the "Slack" tab, and click on the "Hide Negligible Amounts of Slack" button.

Filtering Tasks

Filtering tasks allows you to view only the tasks that are relevant to your current view. To filter tasks, click on the "Filter" button in the "Task" tab. The "Filter" button opens the "Filter" dialog box, where you can select the tasks you want to view.

Adjusting Date Constraints

Date constraints allow you to set specific dates for tasks. To adjust date constraints, click on the "Task Information" button in the "Task" tab, then click on the "Date Constraints" tab. The "Date Constraints" tab shows the date constraints for each task in the project.

Creating a New Relationship

To create a new relationship between two tasks, 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 between two tasks, click on the line between the two tasks. The line will disappear, and the relationship will be removed.

Moving a Task in the Network Diagram

To move a task in the Network Diagram, click on the task, then click and drag it to the new location. The task will move to the new location, and the relationships will be updated.

Examining the Critical Path

The critical path is the longest sequence of tasks in the project. To examine the critical path, click on the "Critical Path" button in the "Task" tab. The "Critical Path" button highlights the tasks on the critical path in the Network Diagram.

Entering or Editing Task Notes

Task notes allow you to add additional information to a task. To enter or edit task notes, click on the task, then click on the "Task Notes" button in the "Task" tab. The "Task Notes" button opens the "Task Notes" dialog box, where you can enter or edit the notes for the task.

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, then click on the relationship type button in the "Task Information" dialog box.

Creating a Recurring Task

Recurring tasks are tasks that repeat at regular intervals. To create a recurring task, click on the "Task Information" button in the "Task" tab, then click on the "Recurring" tab. The "Recurring" tab shows the recurring schedule for the task.

Splitting a Task

Splitting a task allows you to divide a task into two or more sub-tasks. To split a task, click on the task, then click on the "Split Task" button in the "Task" tab. The "Split Task" button opens the "Split Task" dialog box, where you can define the sub-tasks.

Using the Timeline Pane

The Timeline Pane shows the project schedule in a visual format. To use the Timeline Pane, click on the "Timeline" button in the "Task" tab. The "Timeline" button opens the "Timeline" pane, where you can view the project schedule.

Adding a Task to a Timeline

To add a task to a timeline, click on the "Add Task" button in the "Timeline" pane. The "Add Task" button opens the "Add Task" dialog box, where you can define the task.

Adding Another Timeline

To add another timeline, click on the "Add Timeline" button in the "Timeline" pane. The "Add Timeline" button opens the "Add Timeline" dialog box, where you can define the timeline.

Changing Length of a Timeline

To change the length of a timeline, click on the timeline, then click on the "Change Length" button in the "Timeline" pane. The "Change Length" button opens the "Change Length" dialog box, where you can define the length of the timeline.

Changing Color of a Task in the Timeline

To change the color of a task in the timeline, click on the task, then click on the "Change Color" button in the "Timeline" pane. The "Change Color" button opens the "Change Color" dialog box, where you can define the color of the task.

Moving a Timeline Task

To move a task in the timeline, click on the task, then click and drag it to the new location. The task will move to the new location, and the timeline will be updated.

Deleting a Timeline Task

To delete a task in the timeline, click on the task, then click on the "Delete Task" button in the "Timeline" pane. The "Delete Task" button opens the "Delete Task" dialog box, where you can confirm the deletion of the task.

Splitting a Timeline

To split a timeline, click on the timeline, then click on the "Split Timeline" button in the "Timeline" pane. The "Split Timeline" button opens the "Split Timeline" dialog box, where you can define the split points.



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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They are a very good tools in project management

Nice cheat sheets.

Easy to use

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