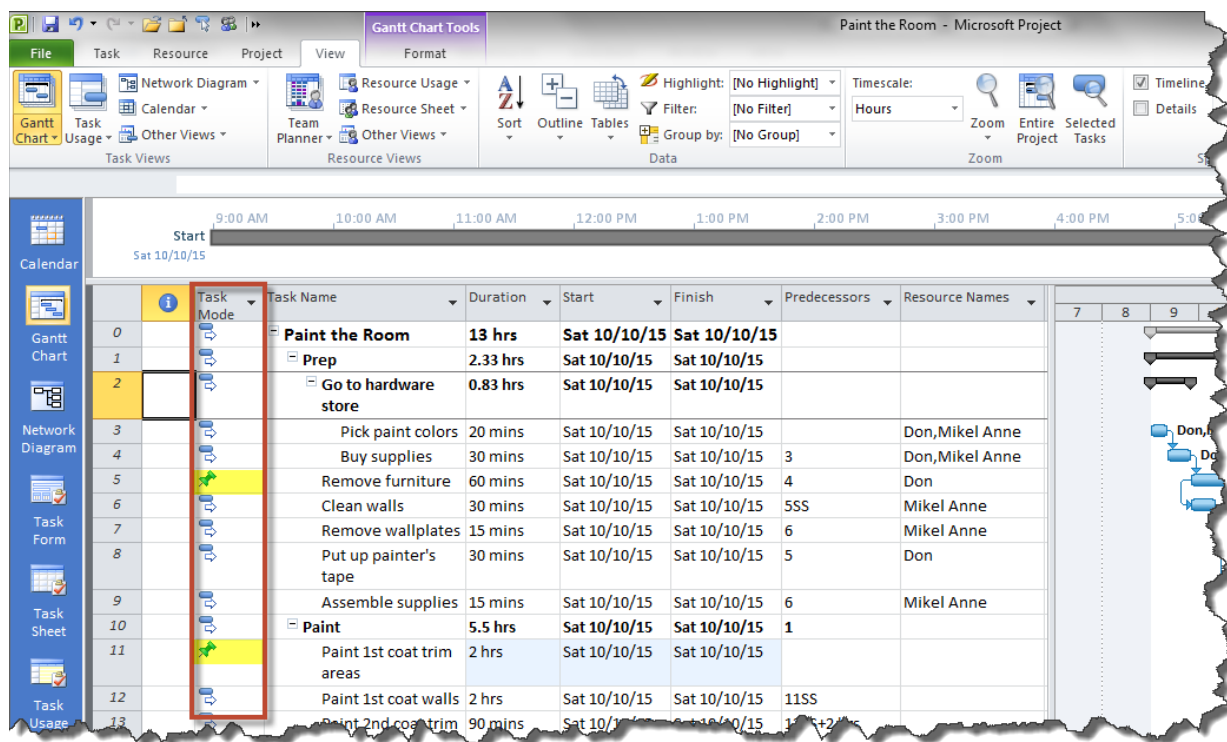


COMMON ISSUES WITH MS PROJECT

Often students find something is “wrong with the dates” in their project. Things aren’t “looking right?” Here are some things to look for:

Manually Scheduled Tasks

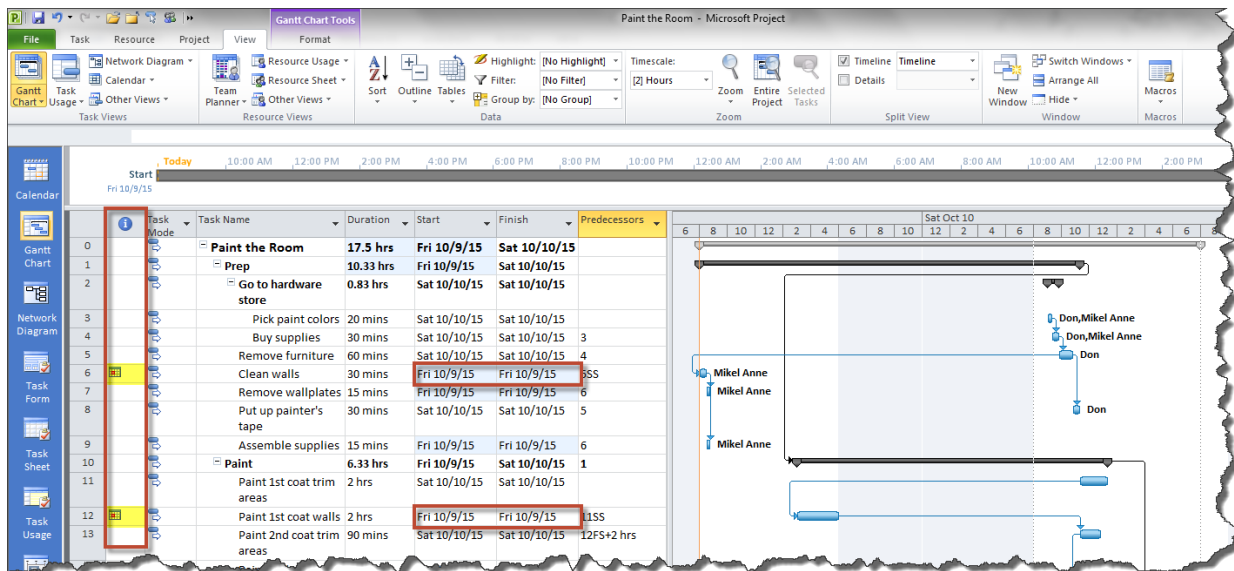
Scan the **Task Mode** column for any manually scheduled tasks (push pins). Change the tasks to automatically scheduled.



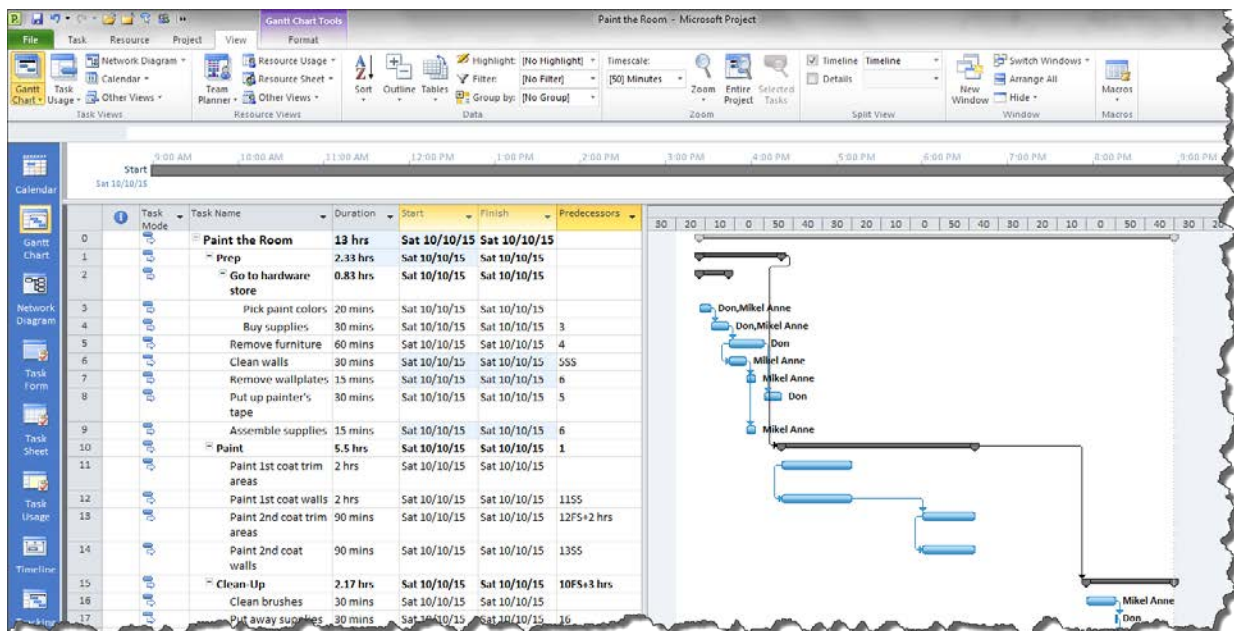
Accidentally Place Hard/Inflexible Constraints

Scan the **Indicator** column for any constraint icons (calendars). If you didn't mean to place the semi-flexible or inflexible constraints, select the **Start** and **Finish** cells for those tasks and press **Delete**.

Before

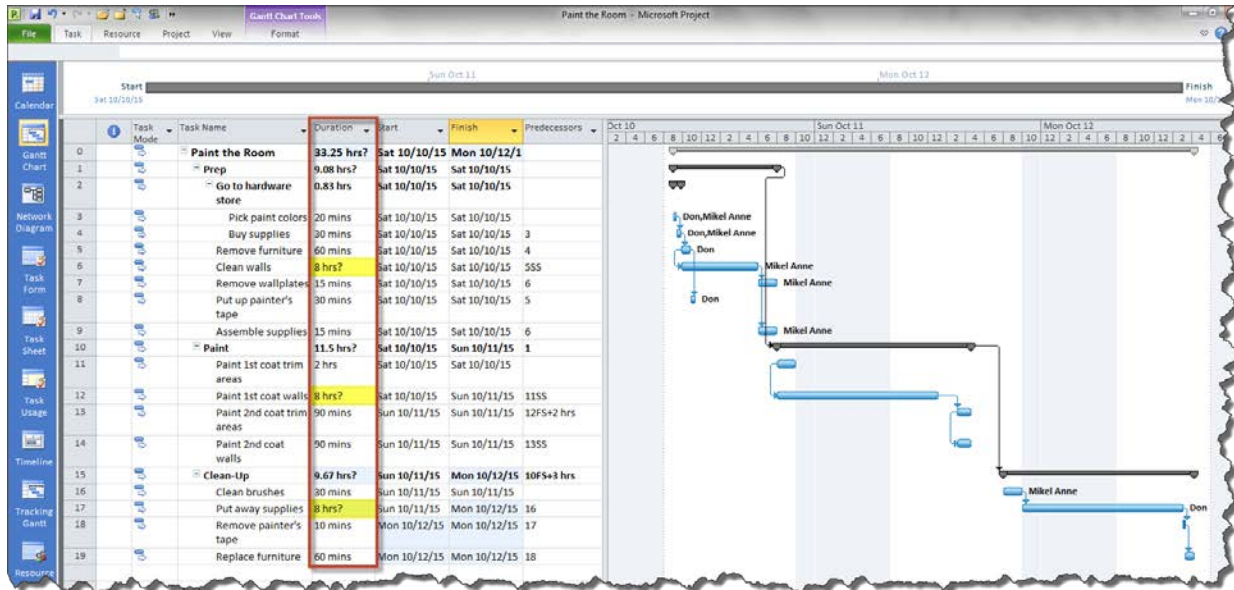


After



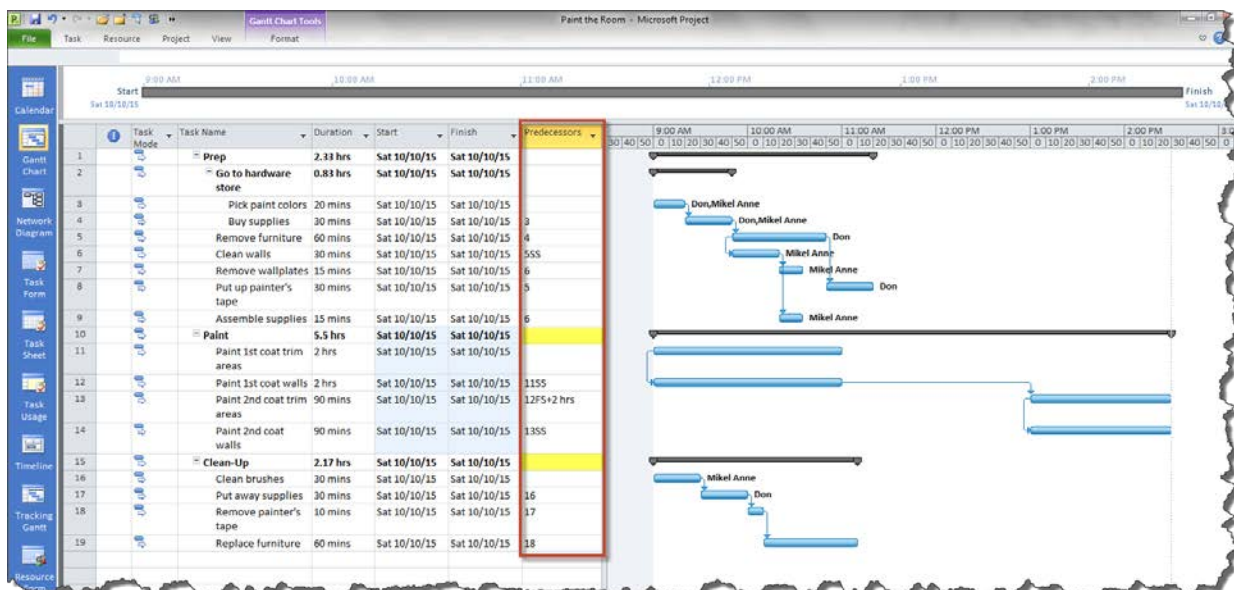
Task Durations Still Set to Default

Scan the **Duration** column for any durations that were not set (i.e. duration will have a ? after it). Enter the durations for those tasks. Ignore the Summary tasks. Their durations will update when you update the sub tasks.



Tasks Not Linked

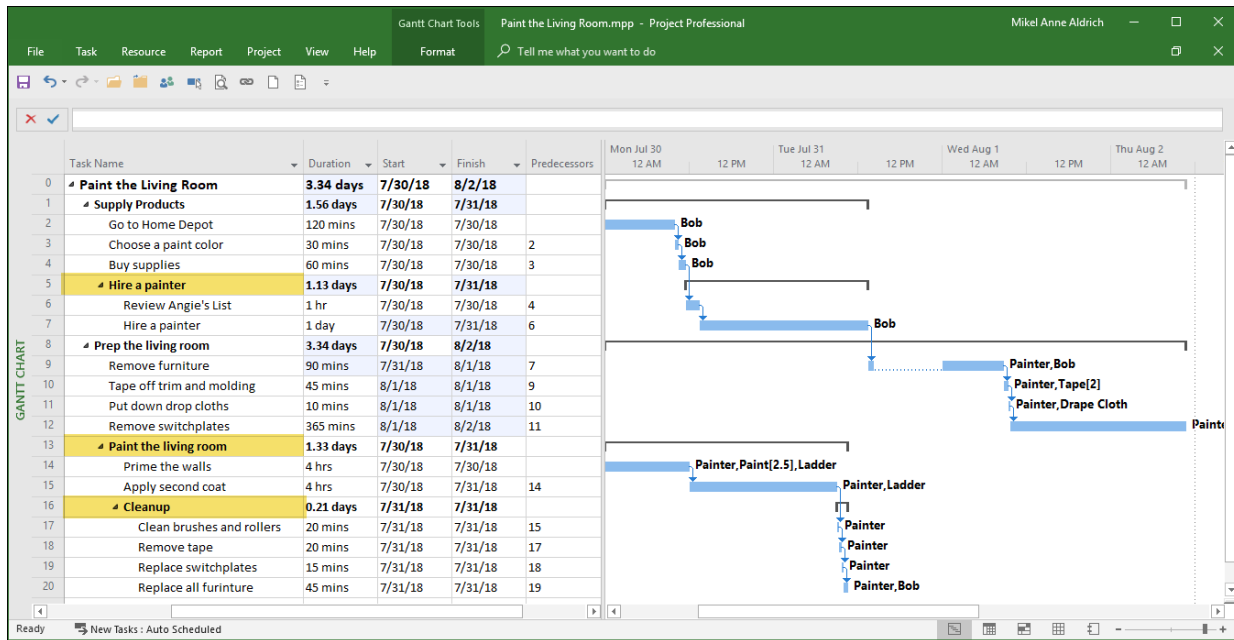
Scan the **Predecessors** column for any missing predecessors. In this example, the user forgot to link the Summary tasks. So, there's all starting at the same time.



Outline Nesting Issues

Make sure that all summary tasks are on the correct level. Sometimes, you may accidentally nest summary tasks under each other.

Before



After

