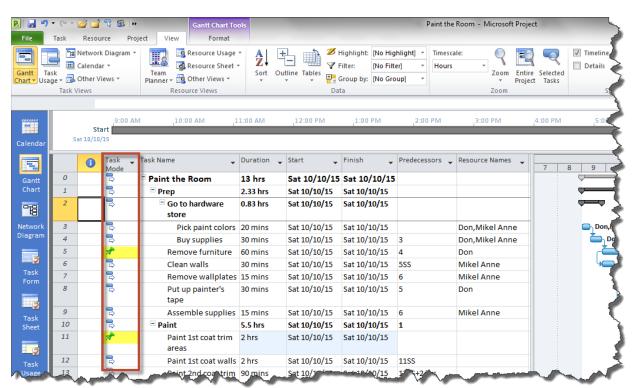
COMMON ISSUES WITH MS PROJECT

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.

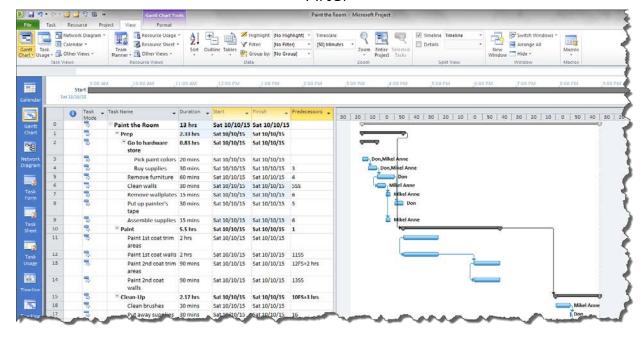


Accidentally Place Hard/Inflexible Constraints

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**.

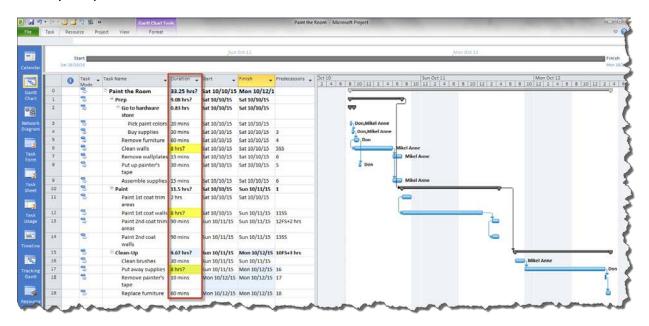
Before File Task Resource Resource Usage * ™ Network Diagram ▼ Ⅲ Calendar ▼ A Highlight: [No Highlight] * Resource Sheet * Filter: Arrange All [No Filter] Details Sort Outline Tables Group by: [No Group] Zoom Entire Selected Project Tasks | Sat Oct 10 | 6 | 8 | 10 | 12 | 2 | 4 | 6 | 8 | 10 | 12 | 2 | 4 | 6 | 8 | 10 | 12 | 2 | 4 | 6 10.33 hrs Fri 10/9/15 Sat 10/10/15 먭 0.83 hrs Sat 10/10/15 store Pick paint colors 20 mins Buy supplies 30 mins Sat 10/10/15 Sat 10/10/15 Don,Mikel Anne 👛 Don Remove furniture 60 mins Sat 10/10/15 Sat 10/10/15 Mikel Anne Remove wallplates 15 mins Fri 10/9/15 Fri 10/9/15 Mikel Anne Put up painter's 30 mins Sat 10/10/15 Sat 10/10/15 tape Assemble supplies 15 mins ☐ Paint 6.33 hrs Fri 10/9/15 Sat 10/10/15 11 Paint 1st coat trim 2 hrs Sat 10/10/15 Sat 10/10/15 areas Paint 1st coat walls 2 hrs 13

After



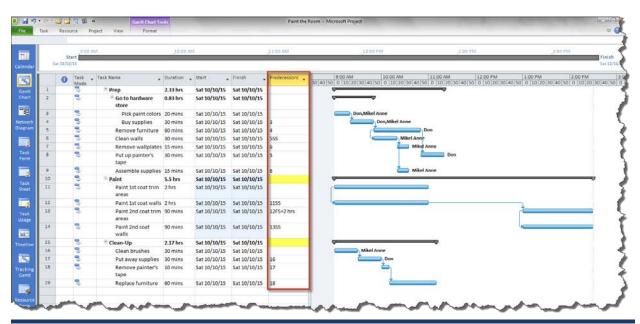
Task Durations Still Set to Default

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

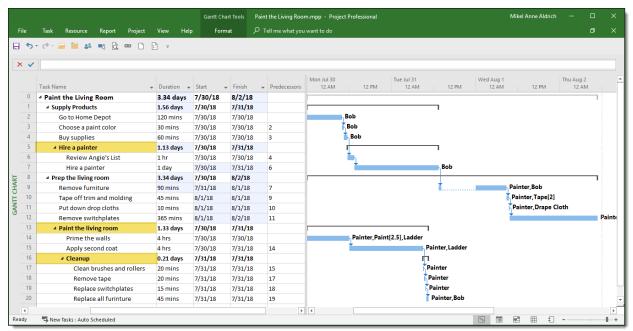
Scan the **Predecessors** column for any missing predecessors. In this example, the user forgot to link the Summary tasks. So, there's all starting at the same time.



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

