9 Microsoft Project Basics Worksheets
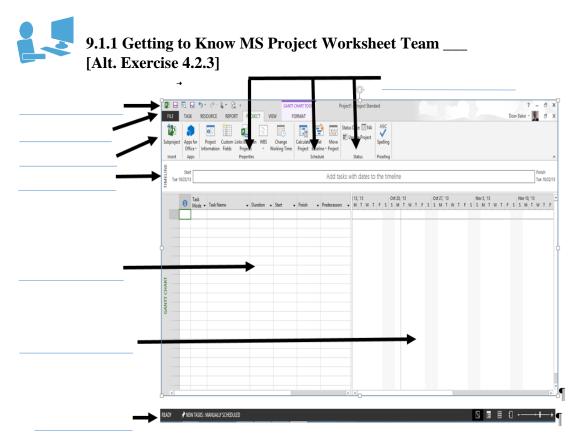
Chapter 7 consists of eight computer exercises

9.1.1 Getting to Know MS Project Worksheet Team ___
[Alt. Exercise 4.2.3]

MSP Ribbons		
Tab Name	**Ribbon Y or N**	**# Groups in Ribbon**
File		
Task		
Resource		
Report		
Project		
View		
Format		

MSP Functions			
Function	**Tab**	**Ribbon Group**	**Name/Icon/Drop Down Menu**
Insert task			
Save as			
Link Tasks			
Indent			
WBS Numbering			
Level Resources			
View Network			
Hide Summary Tasks			
Project Overview Report			
Assign Resources			
Set Baseline			

9.2.1 Work Breakdown Structures in MS Project Worksheets [Alt. Exercise 4.2.4]

Part A Work Breakdown Structure Worksheet Team ___

Part A – Kitchen Replacement Project

Project Phase:		
Work Breakdown Structure		
Task ID	WBS	Task Name

Number of Levels in the Project: _____

Number of Items in Level One: _____

Number of Tasks in the Project Phase: _____

Part B Work Breakdown Structure Worksheet

Part B Commercial Construction Template

Commercial Construction Template WBS Info					
Commercial Construction Template Items from MS Project	**Assigned Team**	**ID**	**WBS**	**Level**	**Task or Summary**
Submit bond and insurance documents	1				
Obtain building permits	2				
Long Lead Procurement	3				
Detail, fabricate and deliver steel	1				
Mobilize on Site	2				
Install temporary power	3				
Set up site office	1				
Clear and grub site	2				
Rough grade site (cut and fill)	3				
Foundations	1				
Excavate elevator pit	2				
Set reinforcing and anchor bolts	3				
Strip wall forms	1				
Steel Erection	2				
Form and Pour Concrete - Floors and Roof	3				
Carpentry Work	1				
Masonry Work	2				
Roofing	3				

In the Commercial Construction Template record the total number of:

Items: _____

Tasks: _____

Summary Tasks: _____

Template Levels: _____

9.3.1 Networks in MS Project Worksheet Team ___
[Alt. Exercise 4.3.4]

Network Worksheet Team ___

Task ID	Task Name	Predecessor Tasks IDs	Duration	
			Network Exercise	WBS Exercise

Project Phase:

Comparison of Network to WBS Exercise Durations

Duration of the project in the Network exercise: _____
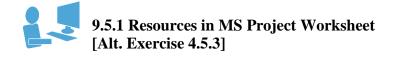
Duration of the project in the WBS exercise: _____

Duration of each task in the Network exercise: _____

Duration of each task in the WBS exercise: _____

9.4.1 Durations in MS Project Worksheet
[Alt. Exercise 4.4.5]

Durations Matrix			
Project Phase	**Days to Complete**	**Start Date**	**Finish Date**
Design/Procure			
Tear Out & Prep			
Install			
Close			
Total Days all Phases			
Total Project Work Days			
Milestone		Date	
Start			
Permits Complete			
Material Delivery Complete			
Paint Prep Complete			
Paint Trim/Touch Up Complete			
Finish			
Total Calendar Days Start to Finish			

9.5.1 Resources in MS Project Worksheet
[Alt. Exercise 4.5.3]

Over-allocated Tasks and Resources					
Design Procure		Tear Out Prep		Install	
Over-allocated Resource	Over-allocated Task ID code	Over-allocated Resource	Over-allocated Task ID code	Over-allocated Resource	Over-allocated Task ID code

Resource Over-allocation Occurrences					
Design Procure		Tear Out Prep		Install	
Resource	Date	Resource	Date	Resource	Date
Total Occur.		Total Occur.		Total Occur.	

9.6.1 Leveling in MS Project Worksheet
[Alt. Exercise 4.5.4]

Project Phase	Exercise Case	Over-allocated Resources	Over-allocated Tasks	Phase Duration	Completion Date
Over-allocation with Leveling					
Design Procure	Original				
	After Leveling				
	After Smoothing				
Tear Out Prep	Original				
	After Leveling				
	After Smoothing				
Install	Original				
	After Leveling				
	After Smoothing				

**9.7.1 Budgets in MS Project Worksheet
[Alt. Exercise 4.6.3]**

Variable Cost Matrix			
Resource	**Design Procure**	**Tear Out Prep**	**Install**
CI			
CP			
DE			
EL			
LO			
PB			
PM			
SP			
TI			
Variable Total			

Fixed Cost Matrix			
Item	**Design Procure**	**Tear Out Prep**	**Install**
CC			
DR			
DW			
EF			
FE			
FT			
MW			
PS			
RE			
RP			
SD			
ST			
TB			
Fixed Total			

Total Project Budget			
Cost Type	**Design Procure**	**Tear Out Prep**	**Install**
Variable			
Fixed			
Total			
Total All Phases			

9.8.1 Critical Path in MS Project Worksheet
[Alt. Exercise 5.2.4]

Team 1 - Design Procure Critical Path Analysis	
Critical Tasks Before Leveling	**Critical Tasks After Leveling**
Total Critical Tasks =	**Total Critical Tasks =**

Team 2 - Tear Out and Prep Critical Path Analysis	
Critical Tasks Before Leveling	**Critical Tasks After Leveling**
Total Critical Tasks =	**Total Critical Tasks =**

Team 3 - Install Procure Critical Path Analysis	
Critical Tasks Before Leveling	**Critical Tasks After Leveling**
Total Critical Tasks =	**Total Critical Tasks =**