

# Micro Planner X- Pert Quick Start Guide

Essential steps to begin using  
Micro Planner X-Pert



# Micro Planner X-Pert Quick Start Guide



# Intro

## Overview of Project Tools

The guide introduces essential project planning tools such as network diagrams, Gantt charts, and resource analysis for effective management.

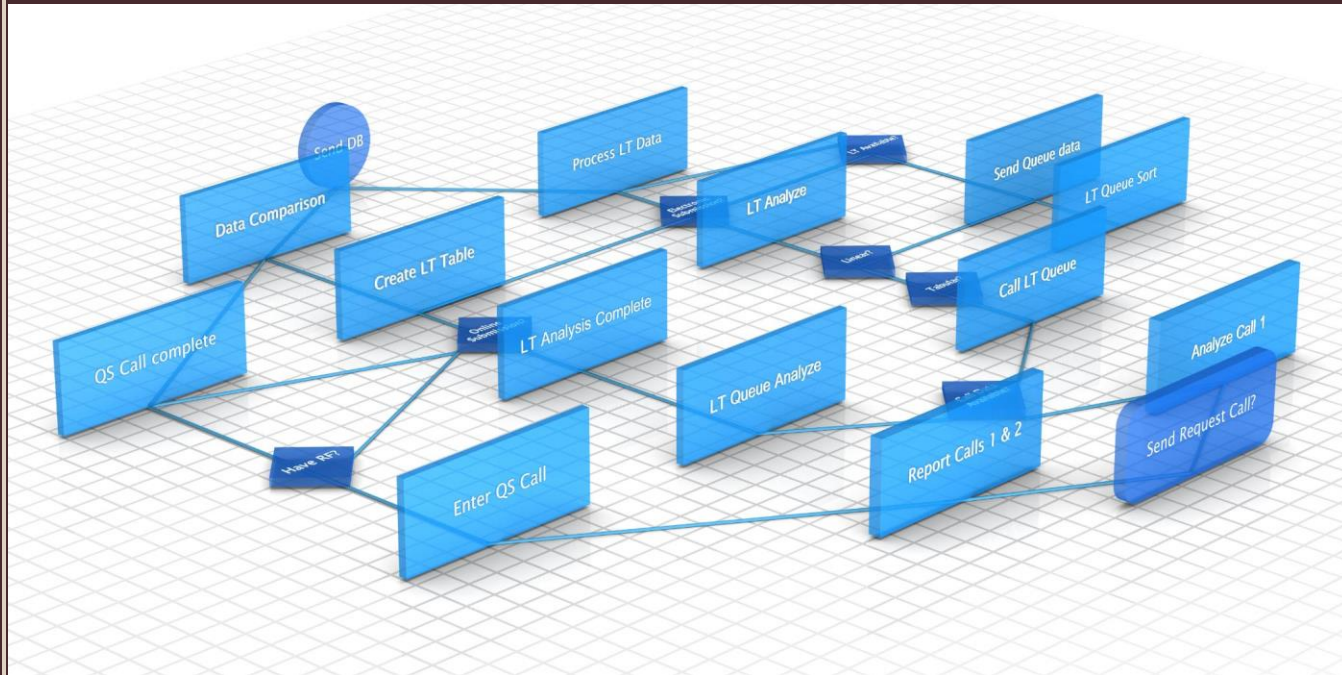
## Designed for Beginners

This tutorial targets new users, providing a clear and simple introduction to mastering the software quickly and efficiently.

## Core Features Navigation

Viewers learn to navigate core features of the software, enabling effective project management from the start.

# Getting Started



## Launching the Application

Start by opening Micro Planner X-Pert and creating a new project to initiate your planning process.

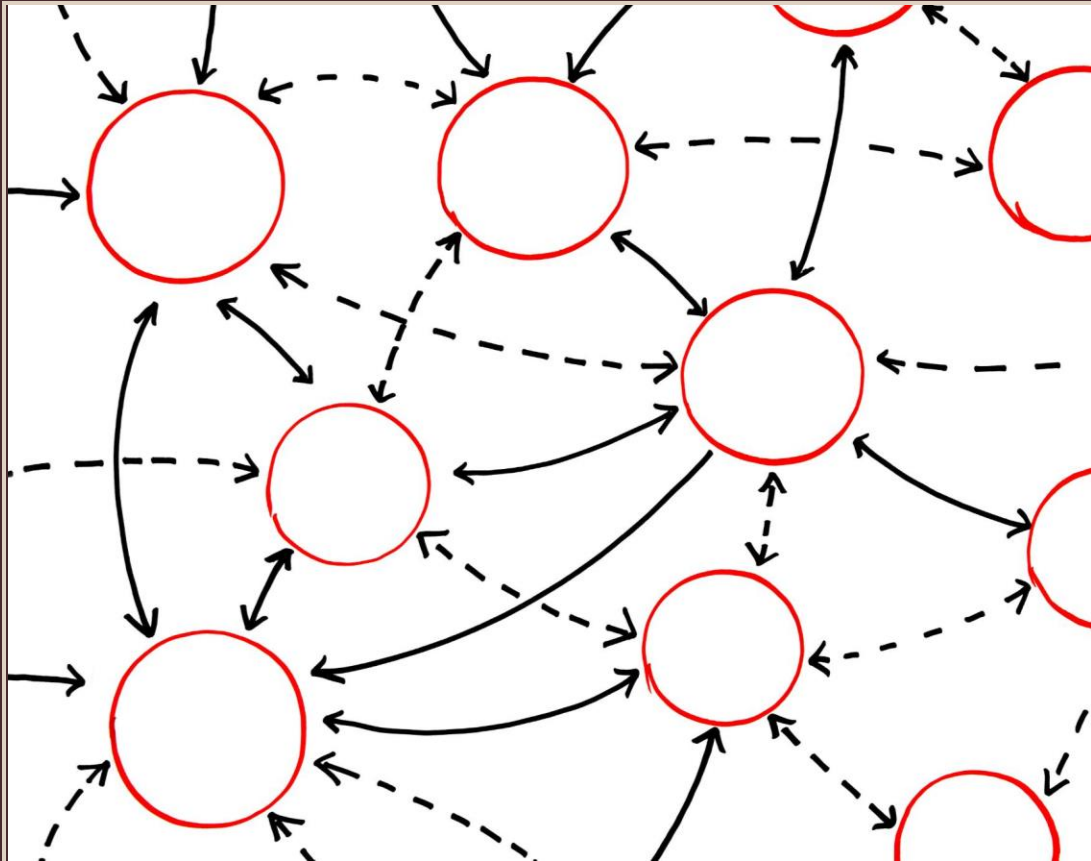
## Opening Default Workspace

Access Subproject 1 as the default workspace to begin building your network diagram efficiently.

## Using Precedence Method

Select the Precedence method to represent tasks as boxes linked by arrows outlining task sequences.

# Building Network Diagram



## Project Start Milestone

Add a milestone to signify the project start and anchor the network diagram.

## Task Creation and Linking

Create tasks and connect them with directional arrows to show dependencies.

## Task Duration and Types

Assign durations to tasks and modify task types to reflect their project roles.

## Hammock Tasks Overview

Use hammock tasks to summarize multiple tasks within phases for high-level progress.



# Time Analysis

## Calculation of Task Dates

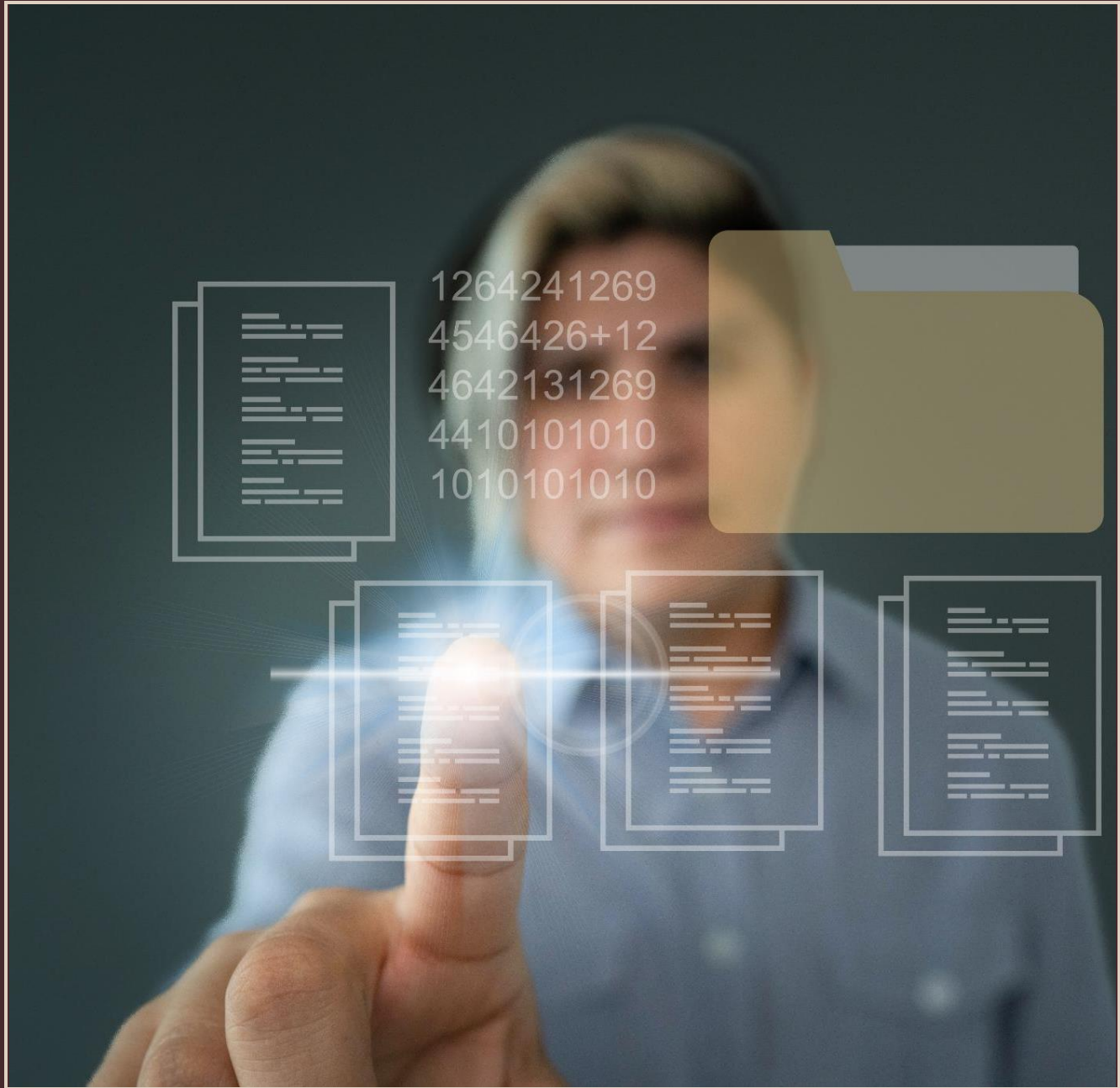
Time Analysis calculates task start and finish dates considering their durations and dependencies.

## Early and Late Dates Display

Displays Early and Late Dates on network diagrams helping understand scheduling flexibility.

## Gantt Chart Visualization

Gantt Chart shows task timelines, critical paths, and float periods for effective time management.



# Resource Analysis

## Efficient Resource Management

Resource Analysis helps users manage and allocate resources like labor efficiently to relevant tasks.

## Analysis Modes

Supports Deadline Critical and Resource Critical modes to identify overloads and optimize usage.

## Resource Histogram Visualization

Resource Histogram visually displays demand over time for informed scheduling and allocation decisions.

# Saving & Archiving



## **Importance of Regular Saving**

Saving your project regularly prevents loss of progress and supports effective version control practices.

## **Archiving Project Versions**

Archiving interim and master versions allows detailed tracking of changes and comparisons over time.

## **Monitoring Project Performance**

Archiving helps monitor current forecasts against original plans, enhancing project performance analysis.

# Advanced Features



## **Linking Multiple Subprojects**

Users can connect various subprojects for comprehensive management of complex plans.

## **Customizable Calendars**

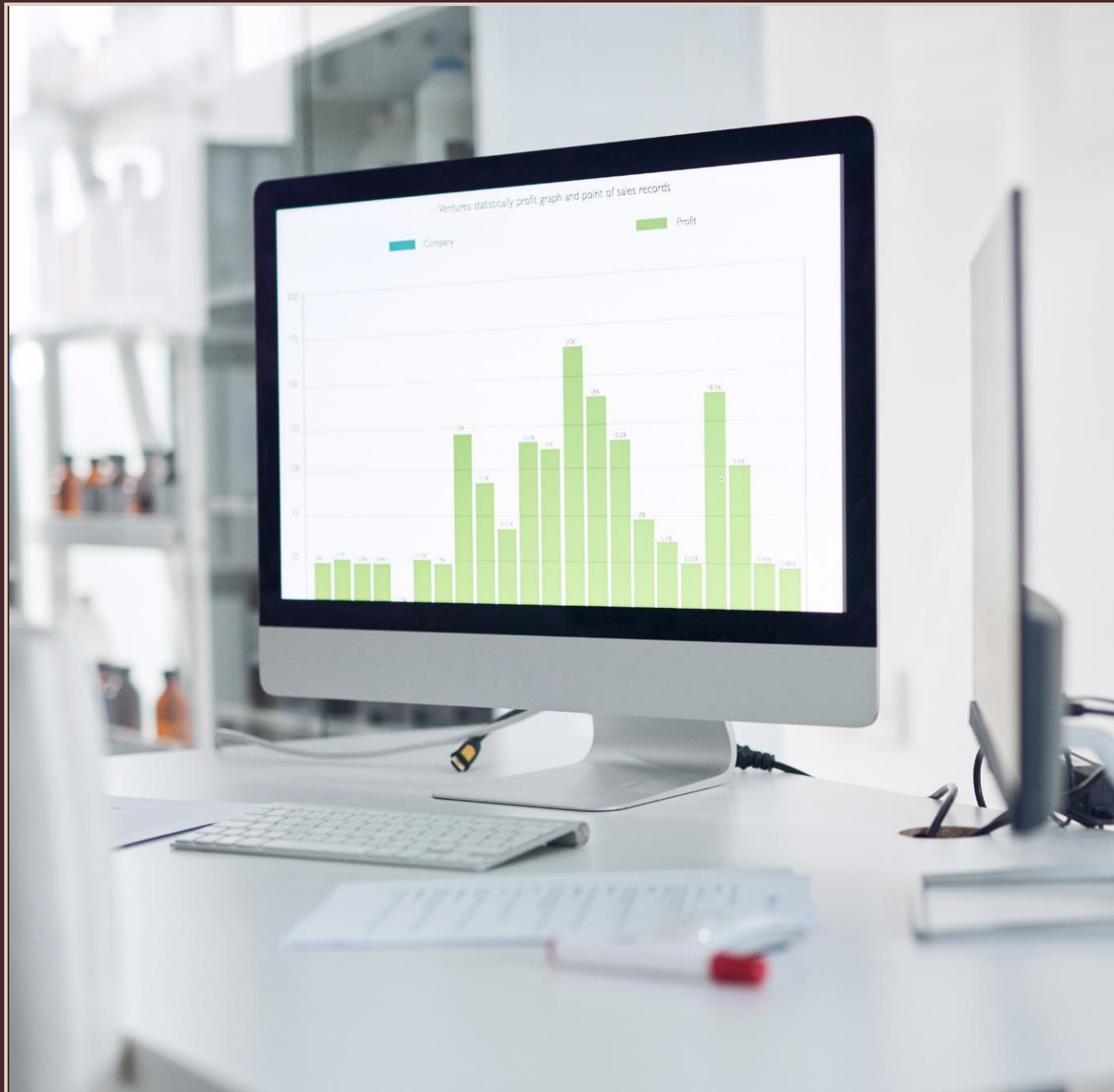
Calendars can be tailored to include holidays and specific work schedules for accurate planning.

## **Labels for Sorting and Selection**

Labels help organize tasks, allowing efficient sorting and selection within projects.

## **Tailored Report Generation**

Detailed reports can be generated and customized to meet specific project requirements.



# Outro

## Guide Completion

This tutorial completes the quick start guide for Micro Planner X-Pert, helping users get started effectively.

## Effective Project Planning

Users can efficiently plan and manage projects by following the outlined steps in the software guide.

## Call to Action

Viewers are encouraged to like and subscribe for more tutorials and updates on the software.