

# **Microsoft Project Management**

## **Advanced Scheduling**

# Interrupting Work on a Task

The following are some reasons why you might want to split a task:

- You anticipate an interruption in a task. For example, a resource might be assigned to a weeklong task, but she needs to attend an event on Wednesday that is unrelated to the task.
- A task is unexpectedly interrupted. After a task is under way, a resource might have to stop work on the task because another task has taken priority. After the second task is completed, the resource can resume work on the first task.

# Interrupting Work on a Task

1. Select the name of task you want to split.
2. On the **Task** tab, in the **Editing** group, click **Scroll to Task**.  
You have been informed that work on this task will be interrupted.
3. On the **Task** tab, in the **Schedule** group, click **Split Task**. A ScreenTip appears, and the mouse pointer changes.
4. Move the mouse pointer over the Gantt bar of the task chosen.  
This ScreenTip is essential for accurately splitting a task because it contains the date at which you would start the second segment of the task .
5. Move (but don't click) the mouse pointer over the Gantt bar of chosen task until the start date you want to split from it, appears in the ScreenTip.

# Interrupting Work on a Task

Calibri

11

0%

25%

50%

75%

100%

Mark on Track

Respect Links

Inactivate

Font

Schedule

Manually Schedule

Auto Schedule

Inspect

Move

Mode

Tasks

Task

Milestone

Deliverable

Insert

Information

Notes

Details

Add to Timeline

Properties

Find

Clear

Fill

Editing

Task Name	Duration	Start	Finish	Predecessors
Paint interior (5 days) طلاء اودهن داخلي	7 days	Wed 3/16/22	Thu 3/24/22	
Paint drying phase (2 days) مرحلة تجفيف الصبغ	4 days			
paint exterior (4 days) طلاء خارجي	6 days			

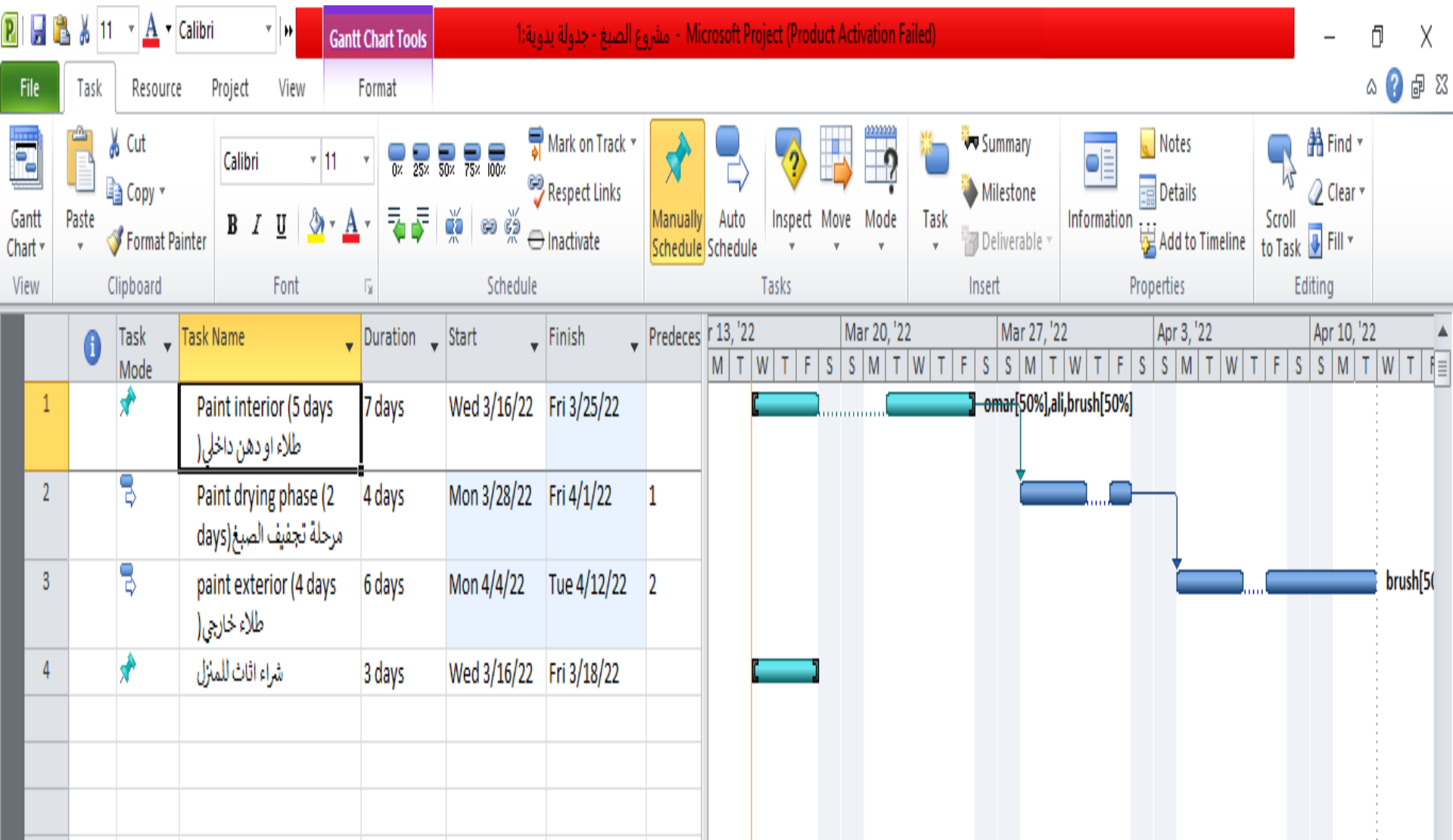
Split Task:

Scheduled Start:

Sat 3/19/22

Click to insert a split on the task.

# Interrupting Work on a Task



# Setting Up a Recurring Task

- Many projects require repetitive tasks, such as attending project status meetings, creating and publishing status reports, or running quality-control inspections.

Although it is easy to overlook the scheduling of such events, you should account for them in your project plan.

- A recurring task is repeated at a specified frequency such as daily, weekly, monthly, or yearly.

# Setting Up a Recurring Task

On the **Task** tab, in the **Insert** group, click the down arrow below the **Task** button and then click **Recurring Task**.

The Recurring Task Information dialog box appears.

1. In the **Task Name** box, type **Editorial staff meeting**.
2. In the **Duration** box, type **1h**.
3. Under **Recurrence pattern**, make sure **Weekly** is selected, and then select the **Monday** check box.

Next, you will specify the date of its first occurrence. By default, it is the project start date. However, you want the weekly status meetings to begin one week later.

4. Next, you will specify the end date. In the **End by** box, type or select the date you want.
5. Then click **ok**

# Setting Up a Recurring Task

Microsoft Project (Product Activation Failed) - مشروع الصبغ - جدولية يدوية

**Gantt Chart Tools**

**File** **Task** **Resource** **Project** **View** **Format**

**Clipboard** Cut Copy Paste Format Painter

**Font** Calibri 11 Bold Italic Underline Color Font Face

**Schedule** Mark on Track Respect Links Inactivate

**Tasks** Manually Schedule Auto Schedule Inspect Move Mode

**Task** Summary Milestone Deliverable

**Properties** Information Notes Details Add to Timeline

**Editing** Find Clear Scroll to Task Fill

Task Mode	Task Name	Duration	Start	Finish	Predecessors
1	Paint interior (5 days) طلاء اودهن داخلي	7 days	Wed 3/16/22	Fri 3/25/22	
2	Paint drying phase (2 days) مرحلة تجفيف الصبغ	4 days	Mon 3/28/22	Fri 4/1/22	1
3	paint exterior (4 days) طلاء خارجي	6 days	Mon 4/4/22	Tue 4/12/22	2
4	شراء اثاث للمزمل	3 days	Wed 3/16/22	Fri 3/18/22	

**Task** Recurring Task... Blank Row Import Outlook Tasks...

**Timeline** Apr 3, '22 Apr 10, '22

**Task Bar** 50% brush[50]

# Setting Up a Recurring Task

Recurring Task Information

✕

Task Name:

Editorial staff meeting

Duration:

1h

↑  
↓

Recurrence pattern

☐ Daily
 ☒ Weekly
 ☐ Monthly
 ☐ Yearly

Recur every

1

↑  
↓

week(s) on:

☐ Sunday
 ☒ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☐ Friday
 ☐ Saturday

Range of recurrence

Start:

Wed 3/16/22

▼

☐ End after:
 

4

↑  
↓

occurrences

☒ End by:
 

Tue 4/12/22

▼

Calendar for scheduling this task

Calendar:

None

▼

☐ Scheduling ignores resource calendars

Help

OK

Cancel

# Setting Up a Recurring Task

Microsoft Project (Product Activation Failed) - مشروع الصبغ - جدولة يدوية

File Task Resource Project View Format

Calibri 11

0% 25% 50% 75% 100%

Mark on Track

Respect Links

Inactivate

Manually Schedule

Auto Schedule

Inspect

Move

Mode

Task

Summary

Milestone

Deliverable

Information

Notes

Details

Add to Timeline

Find

Clear

Scroll to Task

Fill

Task Mode	Task Name	Duration	Start	Finish	Predecessors
1	Paint interior (5 days) طلاء اودهن داخلي	7 days	Wed 3/16/22	Fri 3/25/22	
2	Paint drying phase (2 days) مرحلة تجفيف الصبغ	4 days	Mon 3/28/22	Fri 4/1/22	1
3	paint exterior (4 days) طلاء خارجي	6 days	Mon 4/4/22	Tue 4/12/22	2
4	شراء اثاث للمأول	3 days	Wed 3/16/22	Fri 3/18/22	
5	Editorial staff meeting	15.13 days	Mon 3/21/22	Mon 4/11/22	

Task Name: Paint interior (5 days) (طلاء اودهن داخلي)

Duration: 7 days

Start: Wed 3/16/22

Finish: Fri 3/25/22

Task Name: Paint drying phase (2 days) (مرحلة تجفيف الصبغ)

Duration: 4 days

Start: Mon 3/28/22

Finish: Fri 4/1/22

Task Name: paint exterior (4 days) (طلاء خارجي)

Duration: 6 days

Start: Mon 4/4/22

Finish: Tue 4/12/22

Task Name: شراء اثاث للمأول

Duration: 3 days

Start: Wed 3/16/22

Finish: Fri 3/18/22

Task Name: Editorial staff meeting

Duration: 15.13 days

Start: Mon 3/21/22

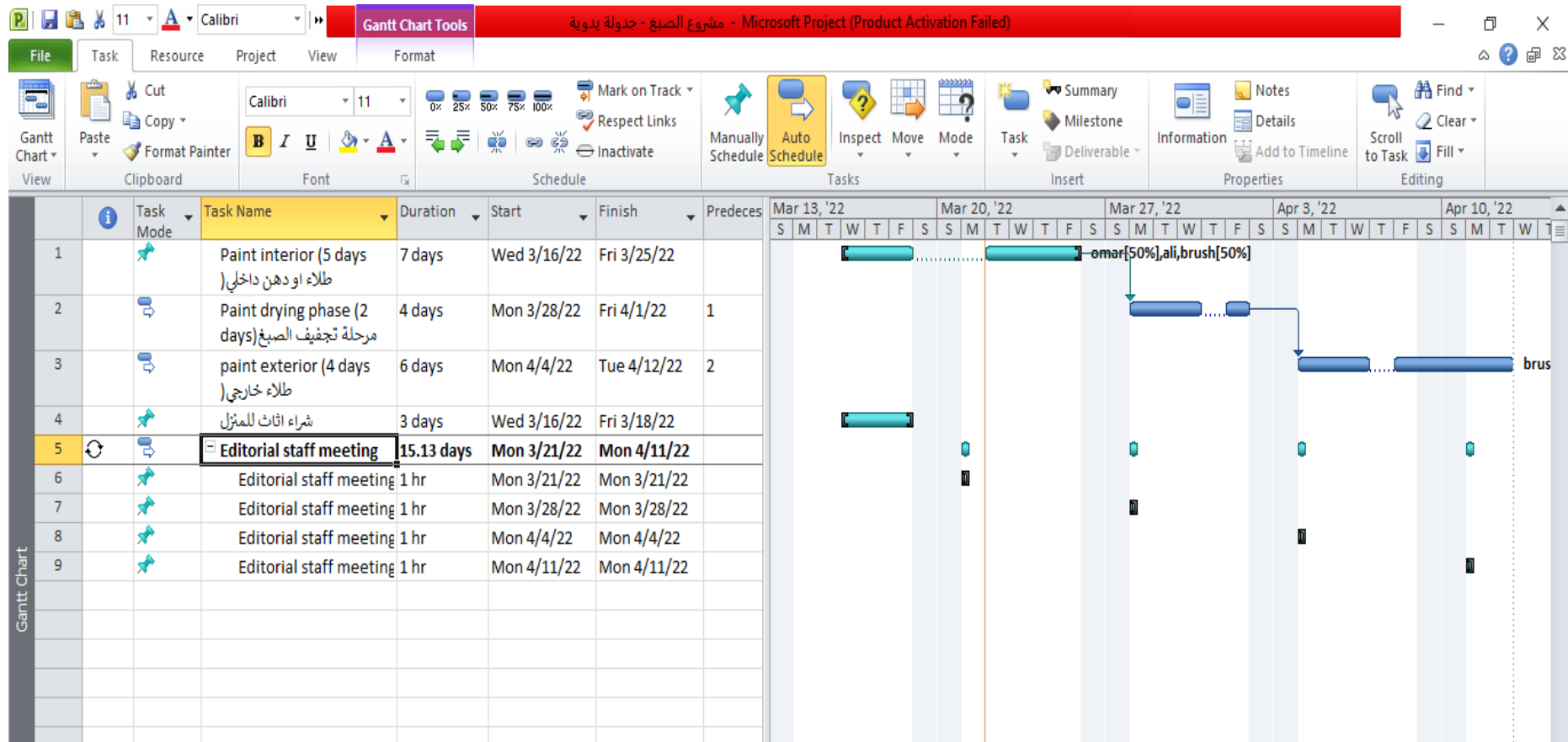
Finish: Mon 4/11/22

Task Name: Omar [50%], ali, brush [50%]

Task Name: brush [50%]

# Setting Up a Recurring Task

Click the plus sign next to the recurring task's title, *Editorial staff meeting*



# Add resource to Recurring Task

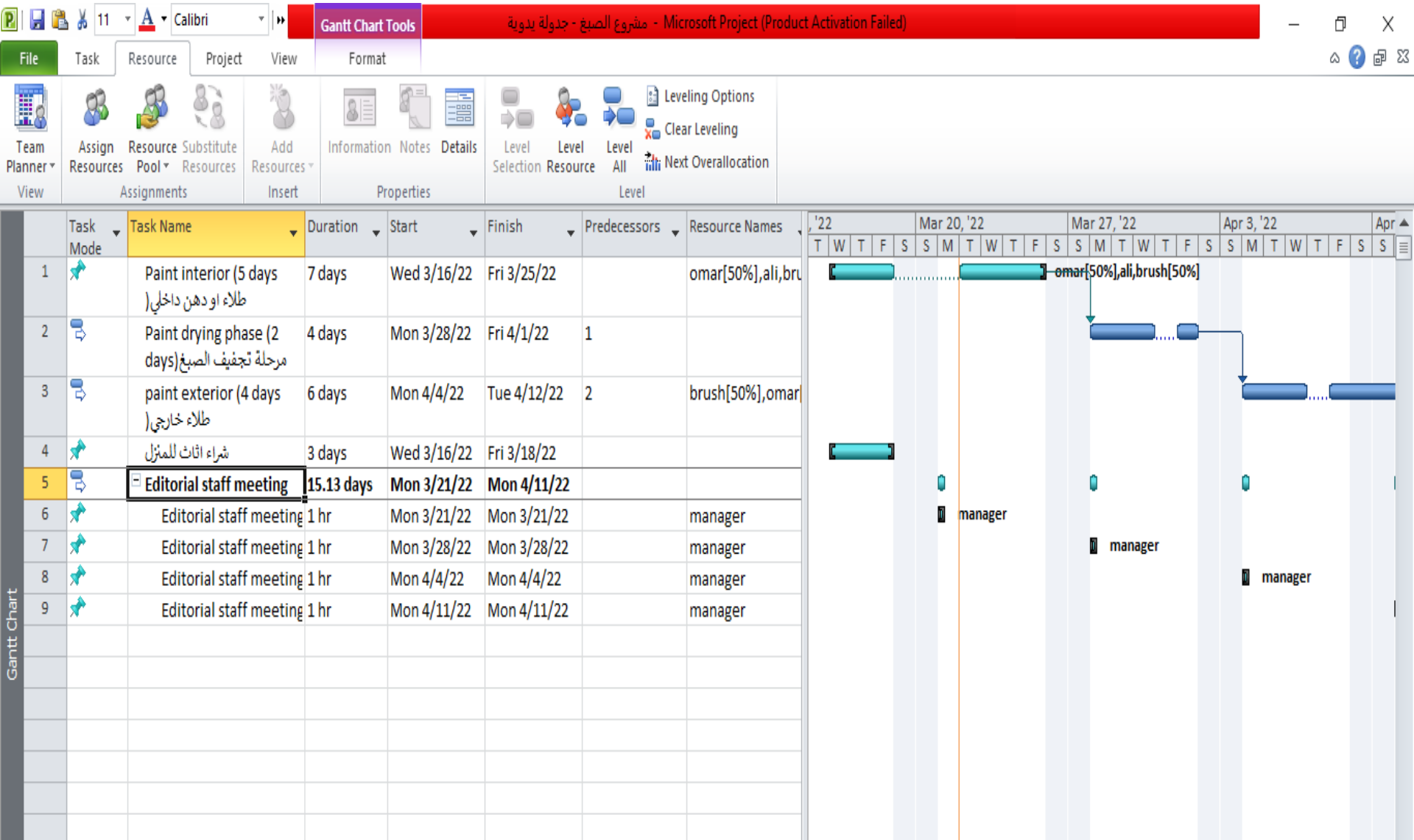
1- Select *Editorial staff meeting*, and then, on the **Resource** tab, in the **Assignments** group, click **Assign Resources**.

2- In the **Assign Resources** dialog box, click **manager**.

**13.** Click **Assign**, and then click **Close**.

The Assign Resources dialog box closes, and Project assigns the selected resources to the recurring task. Next, you will view the individual occurrences of the recurring task.

# Add resource to Recurring Task



# Viewing the Project's Critical Path

A critical path is the series of tasks that will push out the project's end date if the tasks are delayed.

The word *critical* in this context has nothing to do with how important these tasks are to the overall project.

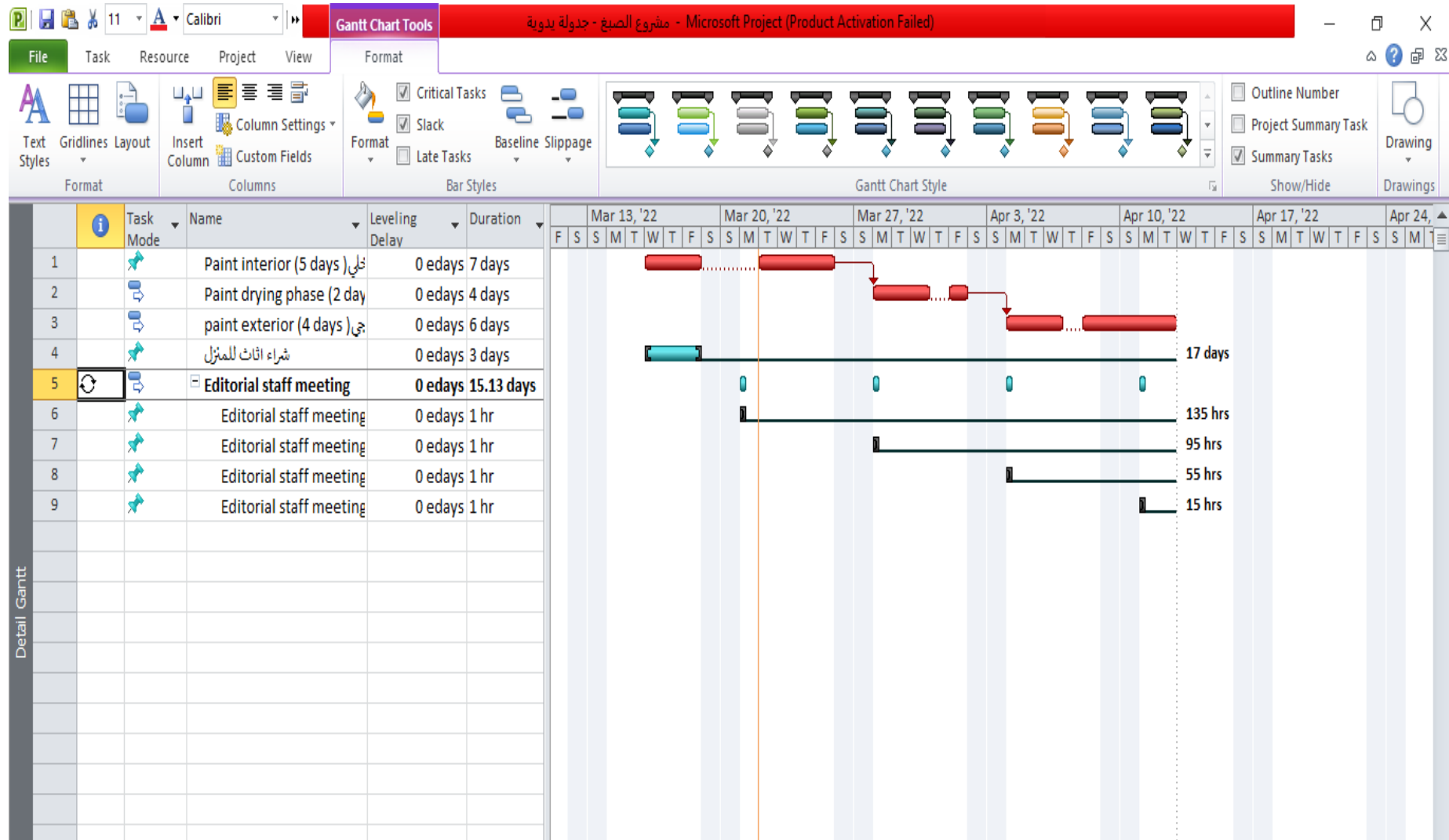
It refers only to how their scheduling will affect the project's finish date.

# Viewing the Project's Critical Path

In this exercise, you view the project's critical path:

1. On the **View** tab, in the **Task Views** group, click the down arrow below the **Gantt Chart** button and then click **More Views**.
2. In the **More Views** dialog box, select **Detail Gantt**, and then click **Apply**.  
The project appears in the Detail Gantt view.
3. On the **View** tab, in the **Zoom** group, click **Entire Project**

# Viewing the Project's Critical Path



# Inactivating Tasks

- You can include tasks in a project plan that you might later decide you don't want to have completed, but you also don't want to lose the details about those tasks by deleting them.
- In Project, you can inactivate a single task or multiple tasks. Inactivating tasks may be preferable to deleting tasks, in that it keeps the task information in the project plan but removes the scheduling effect of those tasks.

# Inactivating Tasks

- A task that drives the start of a successor task, for example, remains visible when inactivated, but it has strikethrough formatting applied in the Gantt Chart and other views, and its link relationship is broken and its successor is rescheduled.
- Should you later wish to reactivate inactivated tasks, you can easily do so, and Project restores them as active tasks with the same scheduling impact as they previously had.

# Inactivating Tasks

In this exercise, you inactivate a task:

1. Select the name of task you want to inactivate.
2. On the **Task** tab, in the **Schedule** group, click **Inactivate**.

The screenshot shows the Microsoft Project interface. The 'Task' tab is active, and the 'Schedule' group contains the 'Inactivate' button. The task list on the left shows the following tasks:

Task ID	Task Name	Duration	Start	Finish	Predecessors	Resource
1	Paint interior (5 days) طلاء اودهن داخلي	7 days	Wed 3/16/22	Fri 3/25/22		omar[50%]
2	Paint drying phase (2 days) مرحلة تجفيف الصيغ	4 days	Wed 3/30/22	Tue 4/5/22	1FS+2 days	
3	paint exterior (4 days) طلاء خارجي	6 days	Mon 3/28/22	Tue 4/5/22	2	brush[50%]
4	شراء اثاث للمنزل	3 days	Wed 3/16/22	Fri 3/18/22		
5	Editorial staff meeting	15.13 days	Mon 3/21/22	Mon 4/11/22		
6	Editorial staff meeting	1 hr	Mon 3/21/22	Mon 3/21/22		manager
7	Editorial staff meeting	1 hr	Mon 3/28/22	Mon 3/28/22		manager
8	Editorial staff meeting	1 hr	Mon 4/4/22	Mon 4/4/22		manager
9	Editorial staff meeting	1 hr	Mon 4/11/22	Mon 4/11/22		manager

The Gantt chart on the right shows the task bars for the selected task and its predecessors. The task 'Paint drying phase' is highlighted in yellow.

# Network Diagram View

**Network Diagram** is a standard way of representing project activities and their relationships. Tasks are represented as boxes, or nodes, and the relationships between tasks are drawn as lines connecting the nodes.

Unlike a Gantt chart, which is a timescales view, a Network Diagram enables you to view project activities in a manner more closely resembling a flowchart format.

This is useful if you'd like to place more focus on the relationships between activities rather than on their durations.

# Network Diagram View

In this exercise, you format items in the Network Diagram view.

**1.** On the **View** tab, in the **Task Views** group, click **Network Diagram**.

The Network Diagram view appears. In this view, each task is represented by a box or node, and each node contains several pieces of information (or fields) about the task.

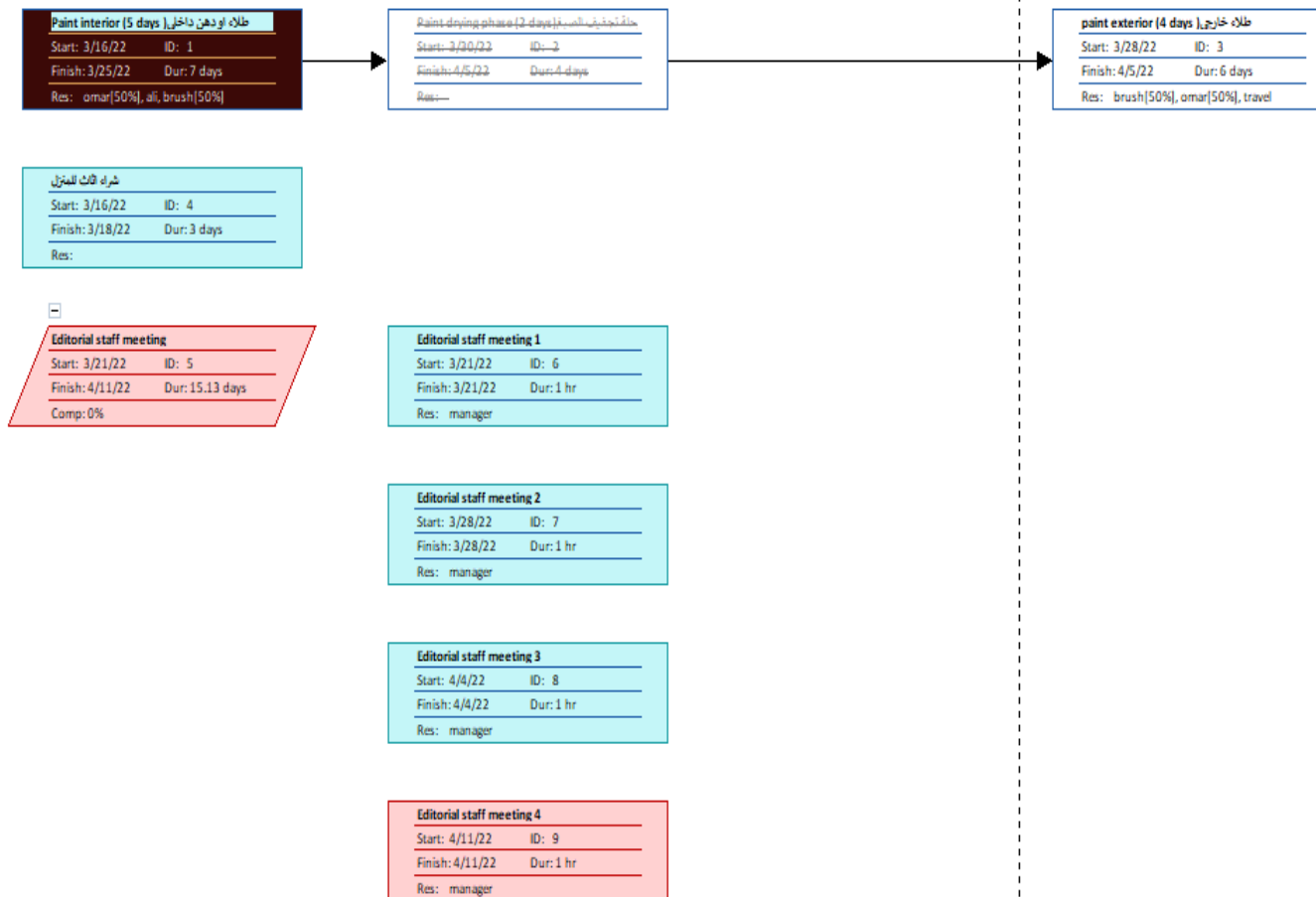
# Network Diagram View

Microsoft Project (Product Activation Failed) - مشروع الصيغ - جدولة يدوية

File Task Resource Project View Format

Clipboard Font Schedule Tasks Insert Properties Editing

Mark on Track  
Respect Links  
Inactivate  
Manually Schedule  
Auto Schedule  
Inspect  
Move  
Mode  
Task  
Milestone  
Deliverable  
Information  
Details  
Add to Timeline  
Find  
Clear  
Scroll to Task  
Fill



# Network Diagram View

Nodes with an X drawn through them represent completed tasks. Nodes with parallelogram shapes represent summary

