Outcome of this session
By the end of this studio session, students will be able to:

- Access MS Project 2003 and become familiar with the various menus and screens
- Understand MS project terminology
- Create a simple project in MS Project using search and help functions

Preparation required
Nil

Activity 1: Defining a project [35 minutes]

Group size: 3-4 students

1. Open MS Project 2003 through Windows start up and click on programs – Project 1 screen opens immediately with a blank Gantt Chart – to check click on View in the pull down menu, Gantt Chart should be ticked
2. In the search dialogue box to the left of the screen type in MS Project student tutorial – wait for MS Project to search for this
3. A search menu with the search results will be shown on the left hand side of your project screen
4. Scroll down until you see “A short course in Project Management-Book Excerpt” click on this and wait for MS Project to load this from the internet - You should be taken to: http://office.microsoft.com/en-us/assistance/HA011124261033.aspx
5. In your groups answer the following questions – please ensure you take notes ready for the discussion.
   a. How would you describe a successful project?
      i. As a project manager what would be your role (if any) in accomplishing a successful project?
   b. What characteristics define a “project”?
   c. Explain the importance of this statement: “Every MS Project 2003 Plan is a Triangle”: (Tip: Use your mouse and click on this statement to find out.)
   d. Describe a schedule (for a project) and discuss what you would consider would be the basic requirements for good scheduling
   e. Explain the term “project map”.
6. Close this screen and return to MS Project 2003 - Project 1 screen
7. Discuss your findings with the rest of the studio class.
Activity 2: Working with MS Project [55 minutes]

Part A: Defining MS Project terminology [15 minutes]
Group size: 3-4 students

With MS Project 1 screen open, locate and explain the following terms – Hint: you may need to access search function. When you have completed a search, use the back arrow to return to the original search screen.

- Project Views
- Project worksheet
- Resources
- Tasks
- Constraints – flexible and inflexible

Part B: MS Project demonstration on line [TBA]
Group size: 2 students

This activity is dependent on whether you can access this demonstration through the following URL http://office.microsoft.com/en-us/assistance/CH011544731033.aspx
If you are successful, click on Demo: Develop and Present project plans, scope and timelines
Work through the demonstration

Part C: Identifying parts of a project screen [10 minutes]
Group Task: As for Part B

Refer to the following screen to answer these questions:
1. What does the heading Vision/scope refer to?
2. How many tasks are allocated in Vision/scope?
3. What is the duration of Vision/Scope?
4. What are the horizontal bars on the far right of the template preview?
5. How many days are allocated to Planning?
ACTIVITY 3: Create a project in MS Project [2 hours]
Group size: Assignment groups

Part A: Discuss Assignment 2 [20 minutes]
Assignment 2 will be handed out and discussed.
Assignment 2 groups will be formed.
Additional resources for this assignment include, MS Project Notes and Gantt chart information, which can be downloaded from the IMS1501 unit website.

Part B: Create a project in MS Project [100 minutes]
Group size: Assignment groups

Using MS Project notes, help and search function create a project plan in MS project default screen for Assignment 2. This will require you to treat your assignment as if it were a project, with a definite beginning and end date.

Before you start you will need to answer the following questions:
- What tasks will be required?
- What are the deliverables for each task?
- What is the expected duration for each task and each subtask (if any)? This must be completed in a suitable time frame overall to complete the assignment on time. (TIP: need to consider how many months, days, holidays in between, other commitments, etc.).
- How will these tasks be assigned – will there be more than one member assigned to a task?
- What resources will be required for each task?
- How will these tasks be monitored?
- Who will be responsible for organizing the project?
- What other resources are needed to complete this quality project on time – refer to your assignment.

If time permits discuss your findings with the rest of the class.