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Microsoft Project 2016 Quick Reference Guide Managing Complexity - Windows Version (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Project 2016 Managing Complexity

Understanding Precedence
If a task is linked to a project plan using the task button, precedence of tasks will follow the order in time sequence. The set of tasks is made of tasks that are performed by one resource. However, the set will not reflect how tasks are actually performed unless the task is linked to a task when a task is on or closed. Open on a task earlier in the schedule. The closed as closed as it is in a future resource available for the project. Project will add a task to the critical path if the task is on the critical path. The critical path is the longest path through the project.

Using the Network Diagram
A good network is one in which task-link dependencies are in the Network Diagram. Open the Network Diagram. Open the Network Diagram. Precedence between tasks is indicated with an arrow. Task-link dependencies are indicated with arrows. For example, task 10 is dependent on task 5. Task 10 is a predecessor of task 5. To determine which task is a predecessor when zoomed out, hover over the task.

Showing Slack
The Gantt Chart shows task-link dependencies to the right of the task bar. Double-click on a task bar to show it as well as critical path.

Hiding Negligible Amounts of Slack
1. Choose FILE > OPTIONS.
2. [Task] > ADVANCED TASK.
3. Set CHECK CRITICAL IF SLACK IS LESS THAN OR EQUAL TO to 0.1 and 0.01.

Filtering Tasks
1. Choose VIEW > Filter > Filter by the FILTER list.
2. If necessary, provide criteria information, e.g., name or resource name.
3. Double-click the filter name or icon to open the FILTER list.
4. To see all the tasks again, choose VIEW > Filter > CLEAR FILTER from the FILTER list.

Adjusting Date Constraints
Open tasks with a constraint will be very flexible, perhaps determined by a resource or the constraint. This is an important constraint in your plan to ensure the task is being worked on in order to be in the critical path. To change a date constraint, double-click the task name or icon to open the TASK INFORMATION dialog box.

Using a Deadline
To set a task DEADLINE, double-click the task name or icon and [DEADLINE] in the Gantt Chart.
= An arrow = apply the deadline to the Gantt Chart.
= If the deadline is not set, the indicator is a square.

Using Lag and Lead Times
Lag time is used to describe the time between tasks. Lead time is used to describe the time between tasks. To set a lag or lead time, double-click the task name or icon to open the TASK INFORMATION dialog box. To set a lag or lead time, use the task-link dependency type, if necessary.

Changing Relationship Type or Lag
Use the task-link dependency type, if necessary.
1. Double-click the task name or icon, and [TASK] > PRECEDENCE.
2. Select the TASK LINK.
3. Type the task-link value or choose the relationship type in the menu.
4. For other methods (lag or lead), if the task is required, enter a lag or lead value in the task-link dependency type, if necessary, and set a percentage and amount type, or [Task] > TASK LINK > LAG or LEAD.

Creating a Recurring Task
Individual events will appear as recurring. A special indicator shows a recurring task. 1. [Task] > RECURRING > RECURRING. 2. Choose TASK > RECURRING > RECURRING. 3. Enter the number of RECURRING days, RECURRING to the week. 4. Set repetition in the RECURRING > RECURRING > RECURRING. 5. Set the Gantt Chart for days or a range of occurrences in the RECURRING > RECURRING > RECURRING.

Splitting a Task
Split a task to show being interrupted (e.g., not done). 1. Go to the Gantt Chart. 2. Double-click the task bar. 3. Drag the task bar to the right to split the task. 4. Drag the task bar to the left to merge the task.

Using the Timeline Pane
Showing or hiding the Timeline Pane. Use the TIMELINE pane for seeing the task bar, or a detailed view of the task bar, or a detailed view of the task bar. 1. Choose VIEW > TIMELINE > TIMELINE. 2. Choose VIEW > TIMELINE > TIMELINE.

Adding a Task to a Timeline Bar
1. Select the predecessor task. 2. [Task] from the menu to the timeline bar.

Adding Another Timeline Bar
1. Choose TIMELINE > TIMELINE. 2. Choose TIMELINE > TIMELINE. 3. Set the task bar and [Task] > TIMELINE.

Changing Color of a Task in the Timeline
1. Select the predecessor task. 2. To highlight the task, double-click the task bar. 3. To change the task color, double-click the task bar.

Moving a Timeline Bar
1. Select the predecessor task. 2. Drag the task bar to the right to move the task.

Splitting a Timeline Bar
1. Choose TIMELINE > TIMELINE. 2. Choose the predecessor task, e.g., FOR PRECEDENCE.



Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2016 at the intermediate level. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Project 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Understanding Precedence, Using the Network Diagram, Creating/Deleting Relationships, Moving a Task in the Network Diagram, Examining the Critical Path, Showing Slack, Hiding Negligible Amounts of Slack. Filtering Tasks, Adjusting Date Constraints, Using a Deadline, Entering or Reading Task Notes. Using a Different Relationship Type, Lag & Lead Time, Changing Relationship Type or Lag, Creating Recurring Tasks, Splitting Tasks. Using the Timeline Pane: Showing or Hiding the Timeline Pane, Adding a Task to a Timeline Bar, Adding Another Timeline Bar, Changing Length of a Timeline Bar, Changing Color of a Task in the Timeline, Moving Milestone Text, Sharing a Timeline. Adding Resources on the Fly, Noting a Resource's Vacation or Special Hours, Noting a Resource's Variant Rate, Getting a Task Done Faster. Changing Calculation of Task Values, Permitting Overtime for a Task, Booking Additional Resources to a Task, Using Effort-Driven Scheduling, Adjusting when a Resource Works, Checking Resource Usage, Determining Resource Load, Leveling Resources Quickly, Viewing Different Field Collections. Showing or Deleting a Progress Line, Monitoring Progress, Accessing a Subproject File, Communicating Plans and Progress. Other related titles are: Project 2016 Creating a Basic Project (ISBN 978-1944684068).

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They are a very good tools in project management

Nice cheat sheets.

Easy to use

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