

MS Project *Guide*

A guide to completing the MS Project Guide

Strategic Capital, Infrastructure and Projects

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Overview

The MS Project template is developed with a view to provide a starting point for the Project Managers initiating a project at the University. It covers most of the important aspect of the project management defined in Project Management framework. The tasks provided in the document are baseline only and necessary to be completed during Pre-Stage and Stage one of a project. Additional tasks could be included or existing list can be modified in accordance with the priorities set by the Project Manager.

Once accurately developed, this document can be used for work scheduling, work flow management, cost monitoring, resource and task management of the project or a project stage.

Project Information

Project Information will be supplied by the Strategic Capital, Infrastructure and Projects.

Version Control

First version of the template

Key points

Task Name

Project Name: Put the name of project

Pre stage: This is a before staging the actual project activities. In accordance with the University's Project Management framework, the prime responsibility of the University's Project Manager is to look after the overall governance aspects of the project.

Activity headings - Pre Stage:

- The activity headings are based on standard PMBOK – IPECC logic, as elaborated in the University Project Management Framework i.e. Initiation, Planning, Execution, Controlling/ Monitoring and Closing.*
- While defining activities, Execution & Controlling are integrated to listed together under Executing heading.*
- Each activity heading has list of sub-heading or tasks to be completed in a specific phase of the project. For example, once Project Manager formally assumes control of the project, the first job should be to analysis the business case presented by the business and analyse how business expectations will be met. This can be done by conducting market survey to analyse what solutions are available in the market and this will also help him develop a broader scope of the project. This broader scope should be validated from the business and once approved, should be used to develop the procurement document.*

- Under initiation heading, a Project Manager must consider completing, baseline analysis of the business requirement, further investigation, identification of key stakeholders, identification of Subject Matter Experts (SMEs) for information validation and elaboration.
- All procurement related functions such as, development of RFT/RFQ/EOI development; release and multiple phasis of analysis must be completed in the pre-stage of project. One of the major purposes of Pre-stage is vendor selection along with business requirement analysis, budget preparation & allocation request and setting the direction for later project stages.
- Initial documentation for the project should be completed in planning phase of pre-stage. Later this documentation could be modified and update with version control.
- The University resource analysis must also be completed in pre-stage. Identification of key resource requirement, hiring process and analysing their skill set for further training must be completed in this stage.
- At the end of each stage, there are list of possible deliverables indicated. This is simply to ensure that the objectives set for a stage or sub-stage are met within predefined requirements & scope.
- At the end of each stage of project, review of sign off deliverables and also lessons learnt exercise must be conducted. This information should be later used in Post project review conducted by the Project Manager.

Activity headings – Stage One:

- Upon successful completion of Pre-stage, a vendor is selected and actual project activities are developed in consultation with the vendor.
- This stage is considered to be the first stage of the project in which the University will receive goods or services as result of predefined scope established with mutual agreement between the University & supplier.
- In this stage, the role of University Project Manager is to liaise with contractor Project Manager, identify level of responsibly and manage University resources to facilities the overall work of the project. Precisely University Project Manager is responsible of monitoring and governance of work being completed by the contractor and also managing University staff, project finances, preparing reports for the management and ensuring that project objectives are met within the predefined scope, time, cost and resources.
- The proposed task list under Stage One activities are developed in accordance with PMF guidelines, represented in IPECC logic and should be further developed and completed by the Project Manager in accordance with scope of the project.

Predecessors

Predecessor is a relationship link between different task, such as, Finish to start (FS), Start to Start (SS), Finish to Finish (FF) and Start to Finish (SF). In most common scenarios, Start to Finish type is used, that means, “execute this tasks when its predecessor finishes”.

To maintain generality in the template, no predecessor relationships are defined. Project Manager can reorganised the standard tasks and define the relationships as required.

To provide an additional timeframe before a predecessor task should begin, there is a functionally know as “Lag time” could be used.

Resource Name

In project management terminology, project staff, project funds and time are classified as resources. In MS Project, under resource name we only define human resources, who are allocated to a task with percentage of allocation or specifically defining the number of hours allocated to complete the task. Multiple resources can be allocated to a project task at different percentage of allocation or if allocated full time 100%, then the total time required completing a task could reduce.

Percentage complete

This provides an estimate on how much percentage of the task has been completed. Project manager should keep track of tasks and their completion status under this heading.

Duration

Duration means, how much time is required to complete a task in a given circumstance, and with the resources allocated. Sometimes, due to unavoidable circumstances, a task cannot be completed within a specific timeframe and therefore, duration could be stretched on days with less units of a resource allocated.

Cost allocation & management

MS project provides an excellent feature to manage project resource cost, including human & material. This could be achieved by defining the resources in resource sheet and allocating per unit cost of the resource. When the resources are allocated to tasks, MS project automatically calculates the cost of implementation. MS Project reporting tool could be used to generate reports provides cost & resource management figures.

This is the discretion of a Project Manager to decide which tool to be used to calculate cost of the project and manage budget affairs.