

Project Development Process (The Road Map)

1. Initial setup
 - Properties (File tab→Info→Project Information→Advanced Properties)
 - Start Date (Project tab→Project Information→Start Date)
 - Standard Calendar (Project tab→Change Working Time)
2. Task and Duration
 - Gantt Chart view**
 - Setup outlines and prioritize tasks
3. Link Relationships
 - Select all tasks and Link them
 - Adjust Links as necessary
 - Set Lead and Lag times
 - Set Constraints
 - Set Start or Finish Deadline Dates
4. Resources
 - Resource Sheet View**
 - Set work or material resources
 - Utilization of resource
 - Cost of resource
 - Individual Resource Calendar
 - Base or Project Calendar
5. Resource Assignment
 - Gantt Chart view**
 - Assign Resources to the Tasks
 - Specify the percentage of assigned resources
 - Resource Usage view** (Format tab→Add Details→Over Allocation)
6. Allocate Resources (Adjust Resource Assignments)
 - Resource Allocation View (Resource Usage/Leveling Gantt)**
 - Over allocations in red
 - Add resources, change relationships, etc.
 - Leveling
 - Split (Gantt Chart/Task Form) – Right-Click on chart →Split**
 - Select Predecessor→Format→Details→Resource Work????
 - View Overtime
 - Windows→New Window
7. Critical Path
 - Build in slack
 - Look critical tasks that might impact the overall schedule
8. Save Baseline
 - Tools→Tracking→Save Baseline
 - Start of Project or Completed Schedule
 - View table variance
 - Tracking Gantt**
9. Tracking Progress
 - Enter Percent Task Complete
10. Reports
 - Screen Capture
 - Reports
 - Print Layout