

Ten Best Practices to Customize Project: Lab Activity

Create a project plan with the following attributes

1. Project starts today.
2. Working time: 8 am – 1 pm, 2 pm – 7 pm, and the default hours per day is 10
3. Create a task structure as mentioned below

▲ Training
Develop training materials
Conduct training usability study
Finalize training materials
▲ Pilot
Identify test group
Develop software delivery mechanism
Install/deploy software
Obtain user feedback
Evaluate testing information

4. Discuss with your team and set the duration and dependencies for the above tasks
5. Let Project calculate the dates based on predecessors, and calendar information
6. Now, insert the relevant custom fields and customize the fields as per the below requirement
 - a. Display the number of days between current date and task start date, and the maximum should be displayed at summary tasks
 - b. Display the duration in hours
7. Create a custom table by the name “My Custom Table” with the following details
 - a. Name (this should be row heading)
 - b. Duration, Start, Finish
 - c. Custom fields included in question (7)
 - d. This table should not have “Add New column”
 - e. Date should be formatted as January 28, 2009
8. Apply the new table on the view
9. Sort the details by Start and then by Duration. The task ids should be reordered based on the sort result
10. Create a filter to list tasks whose duration is between 10 hours and 40 hours.
11. Create a new ribbon by the name “My custom ribbon” with the following details
 - a. My custom ribbon (tab)
 - i. Task (group)
 1. Gantt Chart view (command)
 2. Insert Tasks (command)
 3. Link Tasks(command)
 4. Indent Tasks (command)
 5. Outdent Tasks (command)
 - ii. Custom (group)
 1. Sort (command)
 2. Filter (command)
 - b. Export this customized ribbon and import the customized ribbon in new project
 - c. Reset the customized ribbon in the active project