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Tasks configuration in Microsoft Project

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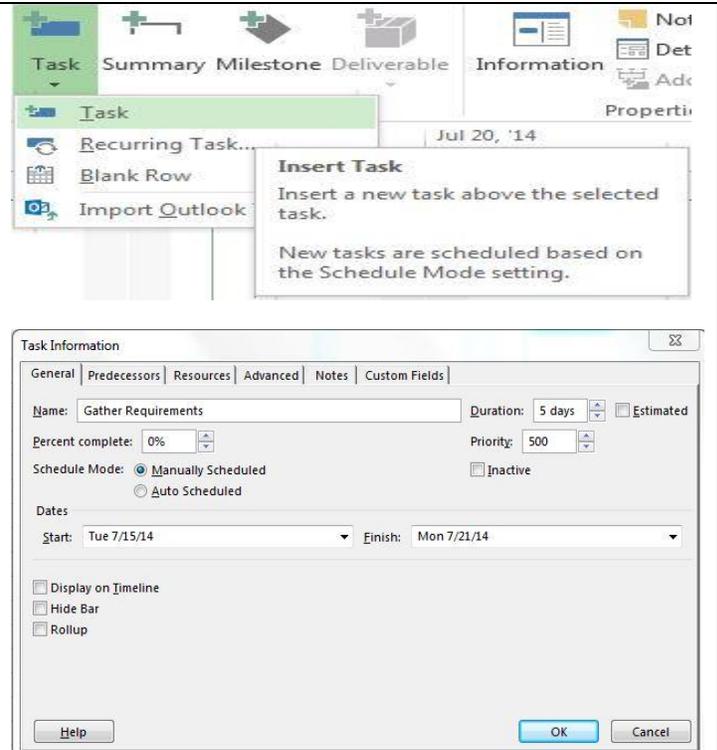
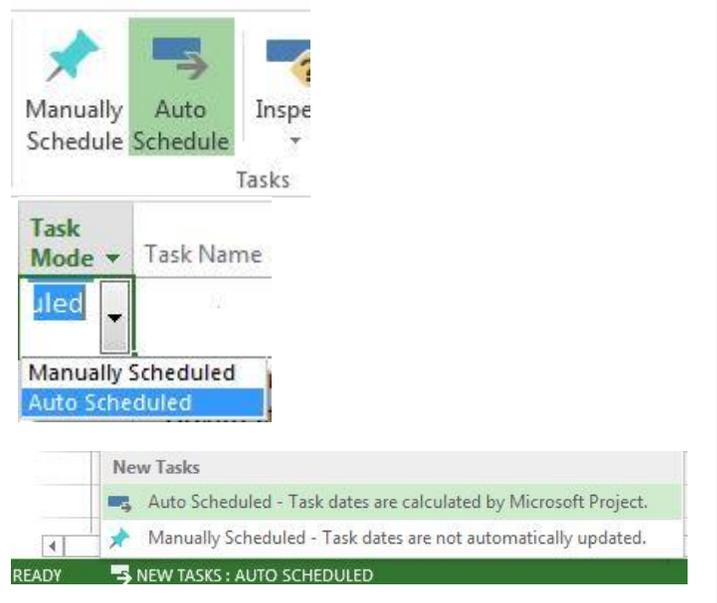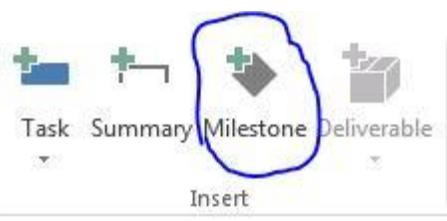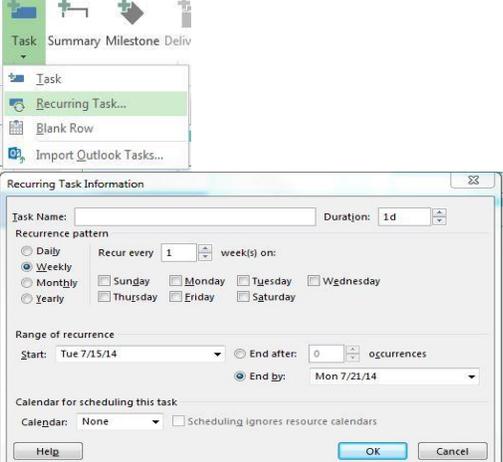|	
Task Creation and Task parameters A new task in MS Project can be created by • Typing the task name in the 'Task Name' column. • Using 'Task' icon in 'Insert' ribbon – This inserts a new task above the current task. • Right click on a task and choose 'Insert Task' from the menu – This inserts a new task above the current task. The various task parameters can be set as follows: • Task duration and dependency can be set using 'Duration' and 'Predecessors' columns. The default duration is 'Days'. • Notes can be added to a task using 'Notes' icon in 'Properties' ribbon. This can also be done by right-clicking on the task and choosing 'Notes' from the menu. • All the above task configurations can be done using the 'Information' icon in the 'Properties' ribbon or by right-clicking the task an choosing 'Information' from the menu or by just double-clicking on the task.	
Task Scheduling There are 2 types of task scheduling • Manual (Default) • Automatic Automatic scheduling assigns and adjusts the task start and end dates automatically based on dependency if set. Automatic scheduling of task can be done • By clicking 'Auto Schedule' from the 'Tasks' ribbon. • By choosing 'Auto Schedule' as schedule mode in Task Information dialog box. • By right clicking on task and choosing 'Auto Schedule'. • By selecting 'Auto Schedule' for the task in 'Task Mode' column. The scheduling mode for all the new tasks to be added can be set as manual/automatic by choosing 'New Tasks' option in the status bar.	

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Task Summarization Summary task can be added • By selecting 'Summary' from the 'Insert' ribbon, after choosing the tasks above which summary needs to be added. • By selecting the set of tasks to summarize and click on the right indentation in the 'Schedule' ribbon.	
Milestones Tasks that denote accomplishment or important event or a landmark are known as 'Milestones'. Tasks can be made as milestones • By setting the duration as zero. • By clicking 'Milestone' in 'Insert' ribbon to insert a new milestone task.	
Recurring Tasks Tasks that occur repeatedly over a period of time are repetitive or recurring tasks. Recurring tasks can be configured in MS Project using the 'Recurring Task' option in the 'Task' icon of the 'Insert' ribbon. The recurrence pattern can be set as required using the options available in the 'Recurring task information' dialog box. Recurring tasks are indicated by a recurrence icon in the task indicator column, which displays recurrence information on moving the mouse over the icon.	
Duration and Work units customization The task duration is 'Days' and work units is 'hours' by default in MS Project. To customize the duration and work units, click 'File' tab, click 'Options' and then click 'Schedule'. The duration and work units can be changed in the 'Project Options' dialog box under the 'Scheduling options for this project' title. Also the options of hours per day, hours per week, days per month can be changed in the 'Project Options' dialog box under the 'Calendar options for this project' title.	

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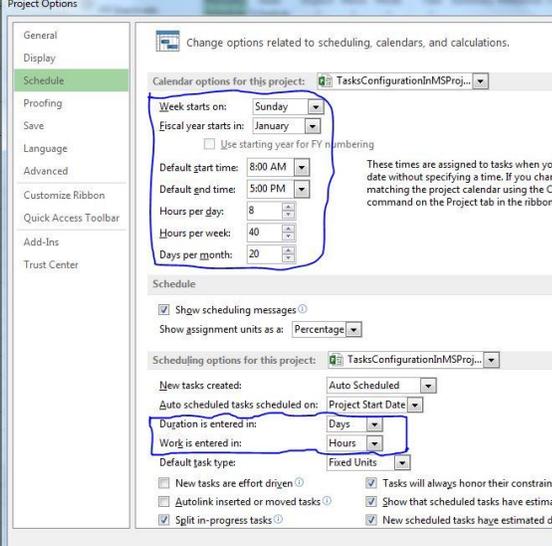
Task Calendar

Tasks are scheduled based on project calendar by default.

A task calendar can be created to define unique or specific exceptions for a task. This overrides the project calendar.

Task calendar can be created by clicking the 'Project' tab, and click 'Change Working Time'. Click 'Create New Calendar' and set the exceptions and workweeks as required. This creates a new base calendar.

The newly created calendar can be assigned to the task by selecting the calendar in the list of calendars in 'Advanced' tab of task information dialog box.
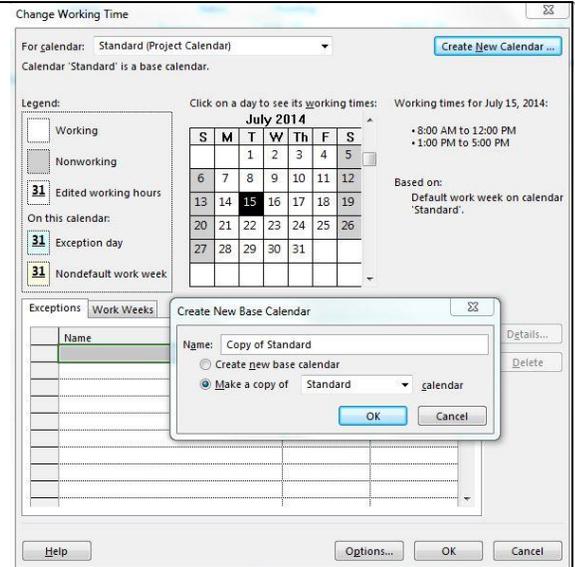
Deadline

There may be tasks in project which has a specific target date by when they need to be completed.

The target date for a task is called as 'Deadline'.

The 'Deadline' for a task can be set in the 'Advanced' tab of the 'Task Information' dialog box.

If the task finishes pasts the set deadline, an indication that the deadline is missed appears in the MS Project 2013 plan as a colored indication.

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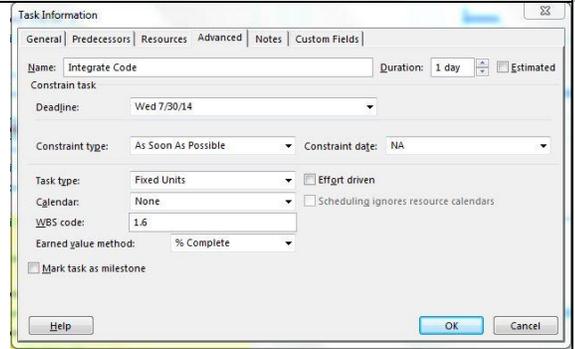
Lab Activity

1) Create new tasks as given below

Task ID	Task Name	Notes	Duration	Predecessors
1	Analyze the defect	Excludes defect clarification	2 days	
2	Perform impact analysis	Excludes defect clarification	2 days	1
3	Perform defect fix		5 days	1,2
4	Unit test defect fix		2 days	3
5	Defect fix complete			4

2) Summarize the tasks with the title 'Defect Fix'.
3) Set the project start date as '1st August 2014'.
4) Make all the tasks as Auto scheduled.
5) Make the task 'Defect fix complete' as milestone.
6) Create the following recurring tasks with summary 'Recurring Project tasks'.

Task ID	Task Name	Duration	Remarks
6	Weekly RCA meeting	3 days	Occurs every Tuesday and Thursday starting 1-Aug-2014
7	Daily Defect clarification meeting	5 days	5 meetings occurrences

7) Change the duration entered and work entered to minutes.
8) Create a new base calendar which has every Wednesday as holiday and every Saturday as working day starting 1st August 2014 for 4 weeks.
9) Assign the newly created base calendar to tasks 'Perform defect fix' and 'Unit test defect fix'.
10) Create a target date of '10th August 2014' for the task 'Unit test defect fix' and note the indication change.