

Overview

This Job Aid defines the steps to follow to develop the project schedule in Project for the web.

There are five (5) core actions required to develop the project schedule.

- 1. Create the project schedule in Project for the web
- 2. Identify the work
- 3. Establish dependencies
- 4. Assign resources
- 5. Estimate the work

Create the project schedule in Project for the web

Project Manager

Project for the web

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1. CREATE NEW SCHEDULE FROM MPP FILE (OPTION 1)

a. Open **Project for the web** and click the **dropdown arrow** for **Import** from the ribbon and then select **Import** from MPP.

::: Power Apps	Proje	ect			✓ Search				
=		\leftarrow	🛱 Show Chart 🛛 + New Project	1 Delete \mid \vee	🖔 Refresh 🛛 🖾 Email a Link 🛛 🗠	≫ Flow ∨ 🖷 Excel Templ	ates \vee 🛛 🖪 Export to 🏹	🕑 🖻 Import	∨ 🖪 Create view
命 Home		N	Active Projects ~				-		Excel
Recent	\sim		, ,						Import from Excel
🖈 Pinned	\sim	~	Name † 🗸	Start Date \checkmark	Finish Date 🗸	Earliest Start Date \checkmark	Effort (Hours) 🗸	Effort Completed (Ho	Import from CSV
Projects			Annual employee update meeting	3/10/2022					Import from XML
E Projects			Composite Track Engineering Study	3/10/2022	5/2/2022 1:00 PM	3/10/2022 5:00 AM			Project Desktop
Posourcos			Dubrina Currency Exchange Updates	3/10/2022				🔺	E Import from Mpp

- b. Set the Work hour template.
- c. Define the **Project manager.**
- d. Set the Schedule Mode.
- e. Browse for and select the MPP file.
- f. Click Import.

Import from MPP		63	
F E Import			
B Work hour template	🗟 Default Work Template		
C Project manager	A Steve Caseley		
D A Schedule mode	Fixed duration		
E MPP file	Choose File No file chosen		

- 1. CREATE NEW SCHEDULE FROM AN EXISTING SCHEDULE OR TEMPLATE (OPTION 2)
- a. Open Project for the web, find the existing schedule or template from the list and open it.

	Power Apps	Proj	ect			
=				🛱 Show Chart	+ New Project	📋 Delete 🗸
ଜ	Home		Ν	Av Active Pro	jects ~	
Ŀ	Recent	\sim			,	
\$	Pinned	\sim	~	Name † 🗸		Start Date \checkmark
Proj	ects		_	Annual employee	update meeting	3/10/2022
63	Projects	F		Composite Track	Engineering Study	3/10/2022
				Dubrina Currency	Exchange Updates	3/10/2022

b. Select Copy Project from the ribbon

\leftarrow	E	ď	🔚 Save	(🚰 Save & Close	+ Ne	В	🗋 Copy Project
Pro	ompo oject immar		Track En	gi	neering Stud	y - Saved		
	Gener	al						
	Nam	ie		*	Composite Track	Engineerin	ig Study	
	Cale	ndar te	mplate	*	O Default Work	Template		
	Proj	ect mar	nager	*	ℜ Steve Caseley	/		
	合 Sche	dule N	lode	*	Fixed duration			

- c. Change the project name as appropriate
- d. Review and confirm remaining project settings are appropriate for the new project.

Composite Track Engineering Study - Copy - Saved Project Summary Tasks	
General	Estimates
C Name * Composite Track Engineering Study - Copy	Estimated Start Date 3/16/2022
Calendar template * 🔂 Default Work Template	습 Finish Date 5/9/2022 1:00 PM
Project manager * & Steve Caseley	A Effort (Hours) 0.00
B Schedule Mode * Fixed duration	

- 1. CREATE NEW SCHEDULE FROM SCATCH (OPTION 3)
- Open **Project for the web** and click **New Project** from the ribbon. а.

III Pov	ver Apps Pro	ject	
=		← 🖾 Shot A + New Project	🛍 Delete 🗸
合 Home		My Active Projects ~	
🕒 Recen	t V		
🖈 Pinner	4 V	✓ Name ↑ ∨	Start Date \checkmark
Projects		Annual employee update meeting	3/10/2022
🖽 Projec	ts	Composite Track Engineering Study	3/10/2022
		Dubrina Currency Exchange Updates	3/10/2022

- b. Give the project a name.
- c. Set the Calendar template.
- d. Define the **Project manager.**
- e. Set the Schedule Mode.
- Set the estimated start date. f.



Job Aid |

Creating the project schedule in Project for the web

New Project - Unsaved Summary Tasks		
General	Estimates	
B Name *	Estimated Start Date	Ē
Calendar template * 🔯 Default Work Template	A Finish Date 📾	
Project manager * A Steve Caseley	A Effort (Hours)	
E Schedule Mode * Fixed duration		

g. Click Save from the ribbon.

2. CONFIGURE PROJECT FOR THE WEB

a. Add **custom columns** to capture project specific information by opening the project in **Project for the web** and select the **Tasks** tab.

← 🗄 🖬 Sav	re 📓 Save & Close	+ New Project	Copy Project
Composite Track B Project SA Tasks	Engineering Stuc	ły - Saved	
General			
Name	* Composite Track	Engineering Study	
Calendar template	* 💽 Default Wor	k Template	
Project manager	* A Steve Casele	у	
🛱 Schedule Mode	* Fixed duration		

- b. Ensure you are in the **Grid** view
- c. Select Add Column and then + New Field

Con Projec		ite Track Engineering Study - Save	d					
Sumi	mary	Tasks						
Grid	H B/	B ^{imeline}						
		Name \checkmark	Duration \searrow	Quick look $^{\checkmark}$	Assigned to \checkmark	Depends on \checkmark	Dependen	+ Add column
1	$^{\circ}$	Project Start Milestone	0 days					+ New field
2	$^{\circ}$	✓ Engineering Study	38 days					9 % complete
3	\bigcirc	✓ Evaluation Criteria	6 days					∨ Bucket
4	$^{\circ}$	✓ Track weight requirements	1 day					1 Effort
5	\bigcirc	Document minimum, ave	1 day	□ ⊘ 0/3			б	Effort completed
6	$^{\circ}$	Evaluation criteria comple	0 days			5	8	Effort remaining
7	0	~ Environment conditions	2 days					Finish
8	0	Capture 5 year weekly mi	1 day			6	9 10 11	 Labels Outline number
9	0	Determine testing temper	1 day			8	12	Start
10	0	Capture 5 year weekly mi	1 day			8	12	

- d. Define the type of field.
- e. Give the new column a meaningful name.

	New field
	This field will be available to all tasks in this project.
	Туре
D	Text V
	Field name
E	Name your field
	Create Cancel

3. BUILD THE TEAM

a. Open the project in **Project for the web, select the Tasks view,** and then click **Group Members** from the top right corner.

	Project					÷	۵	?	
≡	Mobilize Sales Team	Grid	Board	Timeline	7 B	R ^R G	roup me	mbers]
ŵ	May 4 - Aug 14	—							1

- b. Based on organizational group policies Create group (recommended) or Add to group.
- c. Search for and select the **team members** and **stakeholders**.

	√ Filters (0) g ^R Group members ···
	Group
	Add members to create a group. Already have one? Choose an existing group.
C	Create group Add to a group
	م Mobilize Sales Team ب
	Connie Campaign
D	Connie Campaign
-	Albert Connell IT Manager

d. Click **Create** to create the team as a Microsoft 365 group.

√ Filters (0) g ^Q Group members · · ·					
Group					
Add members to create a group. Already have one? Choose an existing group.					
Create group Add to a group					
තී <mark>Mobilize Sales Team</mark> ~ Private					
Enter a name to add a member					
Connie Campaign					
E Create					

Identify the work using the Timeline view

着 🛛 Project Manager

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Project for the web

1. CAPTURE PROJECT DELIVERABLES

- a. Open the project schedule in **Project for the web**.
- b. Click **Timeline** from the ribbon.



c. Create **a project start milestone** as the first line in the new schedule. Replace "Add new task' with a project start milestone.

	Project			
=	Mobilize Sales Team	Grid	Board	Timeline
ŵ	Apr 14 - Apr 14			
~	Aug 23		Aug 3	30
C	1 O Project start milesetor	ne		
	O Name			Assign

d. Hover your mouse over the milestone name to activate the **i lcon** and click on it to open the task pane.

	Project				
≡	Mobilize	e Sales Team	Grid	Board	Timeline
ŵ	Apr 14 - Apr 1	4			
~	Aug 2		وسار	20	
	1 ()	Project start mileseto		í	:
	0			Open details (Alt+I) Assign	

e. Set the **Duration to zero** to make it a Milestone.

tal
.g. "16h"

- Define the first phase of the project by typing the phase name in the 'Add new task' area. f.
- Continue to add the first **deliverables** in the same way. g.

	Project	
= ŵ	Mobilize Sales Team Apr 14 - Apr 14	Grid Board Timeline
\checkmark	Aug 23	Aug 30
	1 O Project start mileseto	one
	Project kickoff	
	G + Add new task	

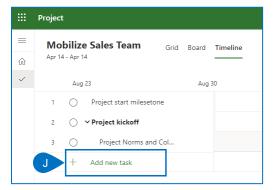
- h. Hover your mouse over the deliverable name to activate the **ellipsis** and click on them to open the **task sub-menu**
- Click **Indent task** to make it a "child" of the Phase. i.

	Project	
= ☆	Mobilize Sales Team Apr 14 - Apr 14	Grid Board Timeline
~	Aug 23	Aug 30
	1 O Project start mileseton	one
	2 O Project kickoff	
	3 O Project Norma and Col	Colla H 🕕 🗄 🗄 Scroll to task
	+ Add new task	① Open details
		I→ Make subtask
		χ Cut task
		Copy task
		🛱 Paste task
		> Insert task above
		Delete task
		Copy link to task
		담 Add dependency
		□ [×] Remove dependencies
		 Complete task

Continue to add Milestones, Phases and Deliverables in the same way. j.

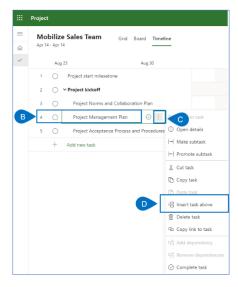
Job Aid

Creating the project schedule in Project for the web



2. CAPTURE PROJECT SUB-DELIVERABLES

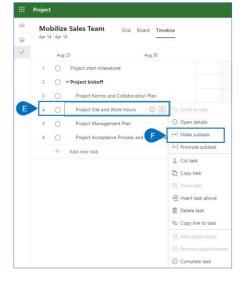
- a. With the Phases, Deliverables and Milestones identified, the high-level Work Breakdown Structure (WBS) is complete. Now we need to decompose the WBS into sub-deliverables (if needed) and tasks (to be discussed in the next section).
- b. Insert a new line between the first two deliverables by selecting the second deliverable.
- c. Hover your mouse over the deliverable name to activate the **ellipsis** and click on it to open the **task sub-menu**.
- d. Click **Insert task above** to add the sub-deliverable.



- e. Hover your mouse over the new sub-deliverable and select the **ellipsis** to open the **task sub-menu**.
- f. Click Make subtask to make it a sub-deliverable.

Job Aid

Creating the project schedule in Project for the web



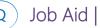
g. Continue to decompose the WBS as required.

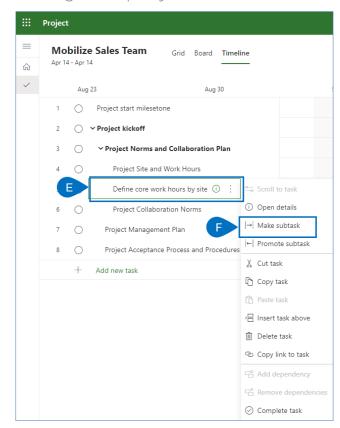
3. CAPTURE PROJECT TASKS

- a. The final level of decomposition is to decompose the sub-deliverables into **detailed tasks**.
- b. Insert a new line between the first two sub-deliverables by selecting the second sub-deliverable.
- c. Hover your mouse over the sub-deliverable name to activate the **ellipsis** and click on it to open the **task sub-menu**.
- d. Click Insert task above to add the first task.

	Project					
= ☆		bilize 4 - Apr 1-	e Sales Team Grid Board Timeline			
~		Aug	23 Aug 30			
	1	\bigcirc	Project start milesetone			
	2 O V Project kickoff		✓ Project kickoff			
	3	0	~ Project Norms and Collaboration Plan			
	4	0	Project Site and Work Hours			
В	5	0	Project Collaboration Norms ① : C to task			
	6	0	Project Management Plan			
	7	0	Project Acceptance Process and Procedures $\left \rightarrow \right $ Make subtask			
		+	Add new task			
			χ Cut task			
			🗅 Copy task			
			🛱 Paste task			
			D > Insert task above			
			间 Delete task			
			Copy link to task			
			답 Add dependency			
			Remove dependencies			
			⊘ Complete task			

- e. Enter the new task and then hover your mouse over the new task and select the ellipsis to open the task sub-menu.
- f. Click **Make subtask** to make it a sub-deliverable.





g. Continue to decompose the WBS as required.

Identify the work using the Board view

着 🛛 Project Manager

1. CONFIGURE THE BOARD

- a. Open project schedule in **Project for the web**.
- b. Click **Board** from the ribbon.

	Project
≡	Mobilize Sales Team
ŵ	Apr 14 - Apr 14

c. Configure the board by creating **buckets** (columns, Kanban processes) as appropriate for the project delivery approach by clicking **Add Bucket** and giving the new bucket an appropriate name.

Mobilize Sales Tear	n Grid Board Timeline	
Apr 14 - Apr 14		
Bucket 1	C Sprint 1	Add bucket
O Enter a task name	+ Add task	
Finish		
Assign to		

d. Continue to add buckets until the board is fully defined.

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Project for the web

2. CAPTURE STORIES

- a. Capture the first story for the project by clicking **Add task** from the appropriate column and capture the story.
- b. Click Add Task.

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-		rid Board Timeline		
ଜ	Apr 14 - Apr 14			
~	Bucket 1	Sprint 1	Sprint 2	
	+ Add task	O Enter a task name	+ Add task	
		Finish		
		Assign to		

c. Continue to add stories to the project in the same way.

3. ORGANIZE THE BOARD

a. Ensure the stories are in the correct column/bucket by dragging and dropping them into the appropriate location.

	Project			
≡	Mobilize Sales Team _G	rid Board T imeline		
仚	Apr 14 - Apr 14			
~	Bucket 1	Sprint 1	Sprint 2	
	+ Add task	+ Add task	+ Add task	
		Capture cu A dar	Validate zip code ····	
		Capture costonee name		

Identify the work using the Grid view

Project Manager

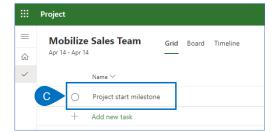
Project for the web

1. CAPTURE PROJECT DELIVERABLES

- a. Open project schedule in **Project for the web.**
- b. Click **Grid** from the ribbon.



c. Create a **project start milestone** as the first line in the new schedule. Replace "Add new task' with a project start milestone.



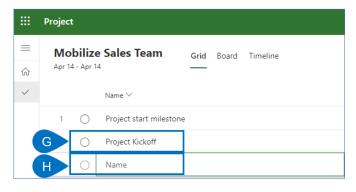
- d. Ensure that the **Duration column** is visible.
- e. Select Add column to add it is necessary.

	Project			
=	Mobilize Sales Team Grid Board Timeline			
ŵ	Apr 14 - Apr 14			
~	Name 🗡	D Duration V Assi	signed to \vee % complete \vee	Start V Finish V E + Add column
	1 O Project start milestone		0%	
	+ Add new task			

f. Set the Duration to zero to make it a Milestone.

Project							
Mobilize Sales	Team	Grid	Board	Timeline			
Apr 14 - Apr 14							
Name 🗸							Duration \smallsetminus
1 O Project	start milestone						0 days
O Name							Duration
	Mobilize Sales Apr 14 - Apr 14 Name ~ 1 O Project	Mobilize Sales Team Apr 14 - Apr 14 Name ~ 1 Project start milestone	Mobilize Sales Team grid Apr 14 - Apr 14 Name ~ Name ~ 1 1 Project start milestone	Mobilize Sales Team Grid Board Apr 14 - Apr 14 Name ~ 1 Name ~ 1 Project start milestone	Mobilize Sales Team Grid Board Timeline Apr 14 - Apr 14 Name ~ 1 Project start milestone	Mobilize Sales Team Grid Board Timeline Apr 14 - Apr 14	Mobilize Sales Team Grid Board Timeline Apr 14 - Apr 14 Name ✓ F 1 O Project start milestone

- g. Define the first **phase** of the project by typing the phase name in the 'Add new task' area.
- h. Continue to add the first **deliverable** in the same way.



- Hover your mouse over the deliverable name to activate the ellipsis and click on it to open the task subi. menu.
- Click **Indent** task to make it a "child" of the Phase. j.



	Project	
= ☆	Mobilize Sales Team Grid Board Timeline	
~	Name \sim	Duration \checkmark Assig
	1 O Y Project start milestone	
	2 O Project Kickoff	_
	3 O Project Norms and Collaboration	 Open details
	+ Add new task	→ Make subtask 🧲
		← Promote subtask
		χ Cut task
		🗅 Copy task
		🛗 Paste task
		> Insert task above
		🗓 Delete task
		Copy link to task
		담 Add dependency
		□ [×] Remove dependencies
		 Complete task

k. Continue to add Milestones, Phases, and Deliverables in the same way.

	Project
=	Mobilize Sales Team Grid Board Timeline
ŵ	Apr 14 - Apr 14
~	Name \checkmark
	1 O Y Project start milestone
	2 O VProject Kickoff
	3 O Project Norms and Collaboration ① 🔅
	K Add new task

2. CAPTURE PROJECT SUB-DELIVERABLES

- a. With the Phases, Deliverables and Milestones identified, the high-level Work Breakdown Structure (WBS) is complete. Now we need to decompose the WBS into sub-deliverables (if needed) and tasks (to be discussed on the next section).
- b. Insert a new line between the first two deliverables by selecting the second deliverable.
- c. Hover your mouse over the deliverable name to activate the **ellipsis** and click on it to open the **task sub-menu**.
- d. Click **Insert t**ask above to add the sub-deliverable.



	Projec	:							
 ∂		biliz 4 - Apr 1	e Sales Team	Grid Board	Timeline				
/			Name 🗸					Duration \checkmark A	ssig
	1	$^{\circ}$	✓ Project start miles	one					
	2	$^{\circ}$	∽ Project Kickoff						
	3	$^{\circ}$	Project Norms	and Collaboration					
в	4	$^{\circ}$	Project Manag	ement Plan		(i)	÷	Cdetails	
	5	\bigcirc	Project Accept	ance Process and F	rocedures			→ Make subtask	
		$^+$	Add new task					← Promote subtask	
								χ Cut task	
								🗅 Copy task	
								💾 Paste task	
						D		> Insert task above	
								🗊 Delete task	
								🐵 Copy link to task	
								담 Add dependency	
								Remove dependencies	5
								⊘ Complete task	

- e. Hover your mouse over the new sub-deliverable and select the ellipsis to open the task sub-menu.
- Click **Make subtask** to make it a sub-deliverable. f.

≡ ∂		biliz 4 - Apr 1	e Sales Team Grid Board Timeline	
1			Name \sim	Duration \checkmark Assi
	1	$^{\circ}$	✓ Project start milestone	
	2	$^{\circ}$	✓ Project Kickoff	
	3	\bigcirc	Project Norms and Collaboration	-
	4	$^{\circ}$	Project Sites and Work Hours	 Open details
	5	0	Project Management Plan	→ Make subtask
	6	$^{\circ}$	Project Acceptance Process and Procedures	← Promote subtask
		$^+$	Add new task	X Cut task
				Copy task
				Paste task
				> Insert task above
				🗓 Delete task
				👁 Copy link to task
				다 Add dependency
				다. Remove dependencies
				Complete task

g. Continue to decompose the WBS as required.

3. CAPTURE PROJECT TASKS

- a. The final level of decomposition is to decompose the sub-deliverables into detailed tasks.
- b. Insert a new line between the first 2 sub-deliverables by selecting the second sub-deliverable
- Hover your mouse over the sub-deliverable name to activate the **ellipsis** and click on it to open the **task sub-menu**. C.
- d. Click Insert task above to add the first task.



	Projec	t						
≡ ŵ		4 - Apr 1		rid Board Tim	eline			
~			Name \checkmark				Duration \vee	Assig
	1	\bigcirc	✓ Project start milestone					
	2	\bigcirc	✓ Project Kickoff					
	3	\bigcirc	✓ Project Norms and	Collaboration				
	4	0	Project Sites and \	Nork Hours		① II ← details		
В	5	0	Project Collaborat	ion Norms	0	÷	C details	
	6	0	Project Management	t Plan			→ Make subtask	
	7	\bigcirc	Project Acceptance F	vrocess and Proced	lures		← Promote subtask	
		+	Add new task				χ Cut task	
							D Copy task	
							Paste task	1
							> Insert task above	
							🗓 Delete task	
							Copy link to task	
							🖻 Add dependency	
							Remove dependent	cies
							 Complete task 	

- e. Identify the first task, and then hover your mouse over the new task and select the ellipsis to open the task sub-menu.
- f. Click **Make subtask** to make it a sub-deliverable.

	Projec	t		
= ଜ		biliz 4 - Apr 1	e Sales Team Grid Board Timeline	
~			Name \checkmark	Duration \checkmark Assig
	1	\bigcirc	∨ Project start milestone	
	2	$^{\circ}$	✓ Project Kickoff	
	3	$^{\circ}$	✓ Project Norms and Collaboration	
	4	\bigcirc	Project Sites and Work Hours	
E	5	$^{\circ}$	Define core work hours for each site ① :	Open details
	6	$^{\circ}$	Project Collaboration Norms	→ Make subtask
	7	$^{\circ}$	Project Management Plan	← Promote subtask
	8	$^{\circ}$	Project Acceptance Process and Procedures	χ Cut task
		$^+$	Add new task	Copy task
				Paste task
				> Insert task above
				Copy link to task
				다. Add dependency
				Remove dependencies
				 Complete task

g. Continue to decompose the WBS as required.

Establish dependencies

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1. CREATNG DEPENDENCIES IN THE TIMELINE VIEW

- h. Ensure you have the appropriate project open in **Project for the web** and the **Timeline view** selected.
- i. Hover your mouse over the end of the Gantt bar for the successor, and then click and drag to the beginning of the successor task



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Creating the project schedule in Project for the web

j. And release the mouse to create the dependency.

	Projec	t								
=	Мо	bilize	e Sales Team Grice Timeline							
ŵ	Apr 1	4 - Apr 21			Apr		5d		Apr	
~		Mar 29	Apr 5	Apr 12	14 15	16	17 1	8 19	20	
	1	$^{\circ}$	✓ Project start milestone				-		-	
	2	\bigcirc	∼ Project Kickoff				-			
	3	$^{\circ}$	Project Norms and Collaboration				-		-	
	4	$^{\circ}$	Project Sites and Work Hours				_			9
	5	\bigcirc	Define core work hours for each site							
	6	$^{\circ}$	Project Collaboration Norms							
	7	\bigcirc	Project Management Plan							

- k. Create additional dependencies in the same way.
- I. A single task can have many predecessors and successors

	Mobiliz Apr 14 - Apr 2	e Sales Team Grid Board Timeline			
~	Mar 29	Apr 5	Apr 12	Apr 19	Apr 26
	1 ()	∽ Project start milestone	_		
	2 ()	✓ Project Kickoff	_		
	з ()	✓ Project Norms and Collaboration	_		_
	4 (Project Sites and Work Hours	۵		
	5 ()	Define core work hours for each site	8		
	6 ()	Project Collaboration Norms	۵		
Project					
		es Team Grid Board Timeline			
Mobi		es Team Grid Board Timeline Apr 5	Apr 12	Apr 19	Apr 26
Mobi Apr 14 - , Ma	Apr 27 ar 29		Apr 12	Apr 19	Apr 26
Mobi Apr 14 - , Ma 1 (Apr 27 ar 29	Apr 5	Apr 12	Apr 19	Apr 26
Mobi Apr 14 - , Ma 1 (2 (Apr 27 ar 29 O V Proj V P i	Apr 5	Apr 12	Apr 19	Apr 26
Mobi Apr 14 Ma 1 (2 (3 (Apr 27 ar 29 O V Proj V P i	Apr 5 ect start milestone Project Kickoff	Apr 12		Apr 26
Apr 14 - , Ma 1 (2 (3 (4 (Apr 27 ar 29 • • Proj • • Pi	Apr 5 ect start milestone roject Kickoff Project Norms and Collaboration Project Sites and Work Hours	Ξ	Apr 19	Apr 26

2. CREATNG DEPENDENCIES IN THE GRID VIEW

- a. Ensure you have the appropriate project open in **Project for the web** and the **Timeline view** selected.
- b. Ensure the **Depends on** and **Dependents** columns are visible
- c. Click in Add column to add one or both as needed,

	Project						
=	Mobilize Sales Te A Grid Board Timeline						
ណ៍	Apr 14 - Apr 27						
~	Name \checkmark	B Depends on	n ∨ Dependents (aft ∨	Effort \smallsetminus	Duration \vee	Assigned to \checkmark Finish	n∨ C + Add column
	1 O YProject start milestone		120 hours	10 days	4/21	7/2020	
	2 O VProject Kickoff			120 hours	10 days	4/21	7/2020

d. Click in the **Depends** on column to add a **predecessor** task or

-	Projec	t		
=	Mo	biliz	e Sales Team Grid Board Timeline	
ŵ	Apr 1	4 - Apr 2	0	
~			Name \checkmark Depends on \checkmark Dependents (aft \checkmark	
	1	$^{\circ}$	× Project start milestone	120
	2	$^{\circ}$	✓ Project Kickoff	120
	3	$^{\circ}$	✓ Project Norms and Collaboration	120
	4	$^{\circ}$	Project Sites and Work Hours	40
	5	$^{\circ}$	Define core work hours for each site	40
	6	$^{\circ}$	Project Collaboration Norms D Suggested tasks	40
	7	$^{\circ}$	Project Management Plan 4 Project Sites and Work Hours	
		0	Desired Assessment Descent and Descent and	

The **Dependents** column to add a **successor** task. e.

	Project										
=	Mobiliz	e Sales Team Grid Board Timeline									
ŵ	Apr 14 - Apr 20										
~		Name 🗡	Depends on \vee	Dependents (aft $$	Effort 🗸						
	1 ()	∨ Project start milestone			120 hours						
	2 (✓ Project Kickoff			120 hours						
	3 ()	~ Project Norms and Collaboration			120 hours						
	4 (Project Sites and Work Hours			40 heurs						
	5 (Define core work hours for each site			40 hours						
	6 (Project Collaboration Norms		Suggested tasks							
	7 ()	Project Management Plan	E	6 Project Collaboratio	on Norms						
	8 ()	Project Acceptance Process and Procedures		7 Project Managemen	nt Plan						
	+	Add new task		8 Project Acceptance	Process and Procedures						

f. Select the appropriate dependency from the **auto-generated list** or **begin typing** a task name or line number to select a different task.

	Project						
=			Sales Team	Grid Board Timeline			
ŵ	Apr 14 - Apr 20						
~			Name 🗸		Depends on \vee	Dependents (aft $$	${\rm Effort} \smallsetminus $
	1	○ ∽	Project start miles	tone			120 hours
	2	0	∽ Project Kickoff				120 hours
	3	$^{\circ}$	∽ Project Norm	s and Collaboration			120 hours
	4	0	Project Sites	and Work Hours			40 hours
	5	0	Define core	work hours for each site		wor	40 hours
	6	6 O Project Collaboration Norms		F	4 Project Sites and W	/ork Hours	
	7	0	Project Manag	ement Plan		1	

3. CREATNG DEPENDENCIES IN THE TASK PANE

- a. Ensure you have the appropriate project open in **Project for the web.**
- b. In any view, hover your mouse over a task to activate the **i icon** and select it to open the task pane.

	Project
= ଜ	Mobilize Sales Team Grid Board Timeline
~	Name \checkmark
	1 O YProject start milestone
	2 O VProject Kickoff
	3 O VProject Norms and Collaboration
	4 O Project Sites and Work Hours B ① :
	r O Defers wards how of a cosh site

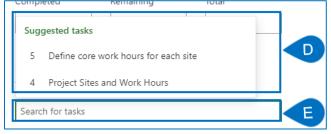
c. Click Add dependency to add a predecessor task(s). You cannot add successor tasks using the task pane.

Job Aid

Creating the project schedule in Project for the web

	2 ···· ×
Project Norms and Collaboration	
O Project Collaboration	ation Norms
🔍 Bob Banker	
Add a note	
Start	Finish
04/14/2020	04/20/2020
Duration	% Complete
5 days	0
Bucket	
Bucket 1 \checkmark	-
✓ Effort	
Completed Remai	ning Total
0 hours + 40 ho	ours = 40 hours
Depends on	
This task doesn't depend on o	other tasks
Add dependency	

- d. Select the appropriate dependency from the auto-generated list or
- e. Begin typing a task name or line number to select a different task.



Assign Resources

着 🛛 Project Manager

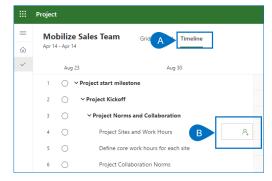
Project for the web

1. ASSIGN RESOURCES IN THE TIMELINE VIEW

- a. Ensure you have the appropriate project open in **Project for the web** and ensure you are in the **Timeline** view.
- b. Hover your mouse to the immediate left of the Gantt bar left hand border to show the **hidden add resource icon** and click it.

Job Aid |

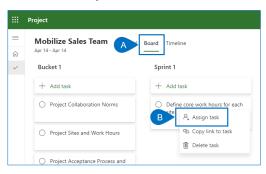
Creating the project schedule in Project for the web



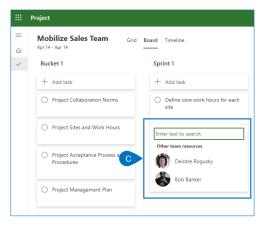
c. Search for and **add the team member(s)** to the task.

2. ASSIGN RESOURCES IN THE BOARD VIEW

- a. Ensure you have the appropriate project open in **Project for the web** and ensure you are in the **Board** view.
- b. Hover your mouse over the card to show the **ellipsis** and click on it and then select **Assign task**.



c. Search for and add the **team member(s)** to the task.



3. ASSIGN RESOURCES GRID VIEW

- a. Ensure you have the appropriate project open in **Project for the web** and ensure you are in the **Grid** view.
- b. Ensure that the Assigned to column is visible
- c. Select Add column to add Assigned to if needed.

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Creating the project schedule in Project for the web

	Project							
=	Apr 14 - Apr 14 Grid Board Timeline							
ŵ								
~	Name \sim	B Assigned to \checkmark	Duration ∽ % con	mplete 🗸	Start \checkmark Finish \checkmark	C + Add column		
	1 O YProject start milestone			0%				
	2 O VProject Kickoff			0%				
	3 O v Project Norms and Collaboration			0%				
	4 O Project Sites and Work Hours			0%				
	5 O Define core work hours for each site			0%				
	6 O Project Collaboration Norms			0%				
	7 O Project Management Plan			0%				
	8 O Project Acceptance Process and Procedures			0%				

- d. Click in the Assigned to column and select the Add Resource icon
- e. Search for and add the **team member(s)** to the task.

	Projec				
= @		biliz 4 - Apr 1	Grid Board Timeline		
~			Name 🗸	Assigned to \checkmark	Du
	1	0	✓ Project start milestone		
	2	0	✓ Project Kickoff		
	з	$^{\circ}$	~ Project Norms and Collaboration		
	4	$^{\circ}$	Project Sites and Work Hours		
	5	$^{\circ}$	Define core work hours for each site	Enter text to search.	1
	6	$^{\circ}$	Project Collaboration Norms	Other team resources	1
	7	0	Project Management Plan	E Deirdre Rogusky	l
	8	0	Project Acceptance Process and Procedures	Bob Banker	l
		+	Add new task	•	I

Estimate the work

Project Manager

Project for the web

1. ESTIMATING THE WORK IN THE GRID VIEW

- a. Ensure you have the appropriate project open in **Project for the web** and the **Grid view** selected.
- b. Ensure that you have the **Effort** and **Duration** columns visible.
- c. Click Add column to add one or both columns as needed.

	Project						
=	Mobilize Sales Te A Grid Board Timeline						
ŵ							
~	Name V	Effort \checkmark Duration \checkmark	% complete \vee	$_{\rm Start} \sim$	Assigned to \checkmark	Finish V C + Add column	
	1 O VProject start milestone		0	%			
	2 O VProject Kickoff		0	%			
	3 O YProject Norms and Collaboration		0	%			
	4 O Project Sites and Work Hours		0	96			
	5 O Define core work hours for each site		0	96			
	C O Desired Collisherentian Manua		0	Q <u>(</u>			

- d. Enter the task estimate in the Effort column based on estimating the amount of work required to complete the task or
- e. In the Duration column based on estimating how long the task will take.

) Job Aid |

Creating the project schedule in Project for the web

	Project			
=	Mobiliz	e Sales Team Grid Board Timeline		
ŵ	Apr 14 - Apr 2	0		
~		Name 🗸	$_{\rm Effort} \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! $	Duration \smallsetminus
	1 ()	✓ Project start milestone	40 hours	5 days
	2 ()	∼ Project Kickoff	40 hours	5 days
	3 ()	 Project Norms and Collaboration 	40 hours	5 days
	4 (Project Sites and Work Hours	D 40 hours	1 day
	5 ()	Define core work hours for each site	E	5 days

2. ESTIMATING THE WORK IN THE TASK PANE

- a. Ensure you have the appropriate project open in Project for the web.
- b. In any view, hover your mouse over a task to activate the i icon and select it to open the task pane.

	Project
=	Mobilize Sales Team Grid Board Timeline
ŵ	Apr 14 - Apr 20
~	Name 🗡
	1 O YProject start milestone
	2 O VProject Kickoff
	3 O Project Norms and Collaboration
	4 O Project Sites and Work Hours B ① :
	5 O Define core work hours for each site

- c. Enter the task estimate in the **Effort remaining box** based on estimating the amount of work required to complete the task or
- d. In the Duration box based on estimating how long the task will take.

	$\ \ \ \ \ \ \ \ \ \ \ \ \ $
Project Norms and Collaboration	
\bigcirc Project Sites and We	ork Hours
A, Assign to	
Add a note	
Start	Finish
04/14/2020	04/14/2020
Duration	mplete
1 day	D
Bucket	
Bucket 1 \lor	
✓ Effort	
Completed Remaining	Total
0 hours 40 hours	= 40 hours