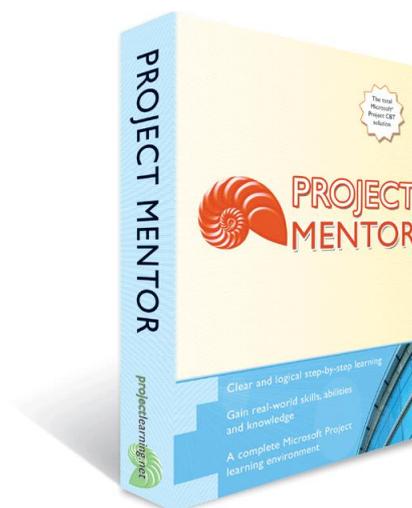


Project Mentor serious learning for Microsoft Project professionals

Have authoritative references available at your fingertips

"I can use it as a reference when needed, which is a lot better than taking a class" - Will Nickerson, San Jose, CA, USA

Project Mentor isn't just about teaching you new skills and being tested on what you've learnt, it provides authoritative reference information as well. With several hundred interlinked topics, everything you need to know about Microsoft Project, Project Server and Project Web App is available as and when need it.



Supports Microsoft Project 2016, 2013, 2010, Standard & Professional, Project Online Professional.

Managing projects is a serious business. Time to invest in some serious learning.

Get the project planning background

Have you ever needed to relate Microsoft Project functionality to background project planning theory? Now you can. You'll find detailed explanations about best-practice planning techniques in subjects ranging from task outline creation to creating programmes of work with shared resource pools. Naturally, Project Mentor will also explain all the necessary theory in between.

Reference D2.1 Understanding resource aggregation

Assignments don't just happen, they are scheduled by Microsoft Project according to rules within a scheduling formula. This scheduling formula considers the task's type and if the task is effort driven or not and then schedules this work against time.

The topics below illustrate how this work is aggregated and how it can be affected by resource calendars and assignment delays and how too much work at once can give rise to resource conflicts.

D2.1.1 Simple resource aggregation

Audience: PM and EPM

When a resource is assigned to a task, the assigned work is scheduled against the task's duration. The sum of the work per-day or per-week for resource assignments is known as aggregation.

As the scheduled start for the task is on day 1 and its scheduled finish is on day 10, the assignment is scheduled as per the task; from day 1 through to day 10.

Unless entered otherwise, the assigned units are 100% of a resource's time unless a max units value for the resource is less than 100%.

By default, assignments follow a flat profile (as opposed to contoured assignment).

Related Reference: D1.1.3 How work is calculated

The image above shows a Planning Primer reference topic that relates to Module D of Project Mentor. These primer references have been carefully designed to complement the lessons and references within the current module; thus relating theory to practice.

Use references to gain a deeper technical understanding

To help you really understand how Microsoft Project works, concise references provide detailed explanations; with as much information as you should ever require. You can access references directly, or use them to add extra emphasis and explanation as you learn.

Reference D2.4 Detailed assignment editing

When assignments are created and scheduled, Microsoft Project calculates an optimal schedule using a consistent scheduling formula. Sometimes this formula may need to be overridden, with assignment detail entered in manually.

The topics below illustrate the effect of making discrete changes to assignments, together with the implications of defining total work values for tasks.

D2.4.1 Defining the total work for a task

Audience: PM and EPM

Instead of just defining a task's duration, its total work can be defined instead. As the work field for the task isn't displayed within the Task Information dialog or within the Task Form view, it needs to be displayed using a table. To achieve this:

- On the View tab, in the Data group, click Work from the Tables drop-down.
- Edit a work value.

Task Name	Work
6 Exercises	240 hrs
7 2.1 Create exercises	160 hrs
8 2.2 Test exercises	40 hrs
9 2.3 Create contents and index	60 hrs
10 2.4 Manual completed	0 hrs

The image above shows Reference D2.4. The reference topics on the page provide detailed explanations about how assignments of work can be edited.

Keyword definitions are only one click away

Clicking a keyword hyperlink within a reference or lesson page displays a concise definition of your selected keyword, together with links to 700+ related keywords so you can immediately find out just what you need to know.

Reference D2.4 Detailed assignment editing

Task Form View: The task form view provides detailed tracking and scheduling information about a project's tasks, one task at a time. This form can be used in isolation, but it is most useful when displayed in a details pane, displaying additional information about the task selected within the primary view.

Task Inspector: Displayed within a side pane the task inspector shows dependency links, calendars, resources and constraints that drive the start date of the selected task. By clicking on links to these drivers you can trace your way through a project's schedule. If a task is manually-scheduled, the task inspector can also help to remove warnings by changing the schedule of the task or by respecting links. The task inspector will also advise of any resource conflicts against the task it will provide tools for rescheduling the task to overcome any of these conflicts. See also: task path highlighting.

Task Mode: A choice in how tasks in Microsoft Project are scheduled; either manually or automatically. The task mode column displays icons, dependent upon mode:

Automatically-scheduled	Manually-scheduled	A manually-scheduled placeholder

When working in compatibility mode or when using a version of Microsoft Project earlier than 2010, tasks will be automatically scheduled.

Task Notes: Additional words that can convey more detail or instructions about a task. They could contain:

- Deliverable lists.
- Quality criteria.
- To-do Lists.

Task Pane: Situated to the left or right of the window, a task pane provides a number of shortcut options, for example in opening project documents from disk or providing options to edit tables and charts within reports. See also side pane.

Task Path Highlighting: Task path highlighting (Project 2013 and later) highlights task bars:

- That are predecessors of the currently-selected task or are predecessors that drive the scheduled start of the current task.
- That are successors of the currently-selected task or are successors that are driven by the scheduled finish

See also: Task Inspector.

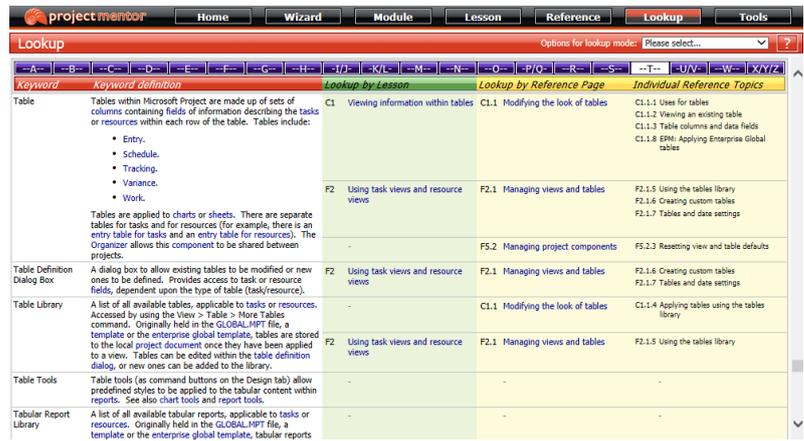
Task Sheet View: Displays information about each task in a number of tables. Useful in creating a project's task list when using the entry table, as its fields are most appropriate to task definition. Can also be used as the basis for printed date information, especially when task bars are not required. Sheet view are best printed in a portrait notation.

Task Tab: The Task tab of the ribbon provides buttons for managing tasks. Commands within the ribbon are displayed in related groups. Default examples include: View menu commands will apply a particular view. Clipboard menu commands will refresh/reset task values. Schedule

The image above shows a definition for the 'Task Form View' keyword. Clicking a hyperlink will display the definition for a related keyword.

Use Lookup mode as an invaluable reference

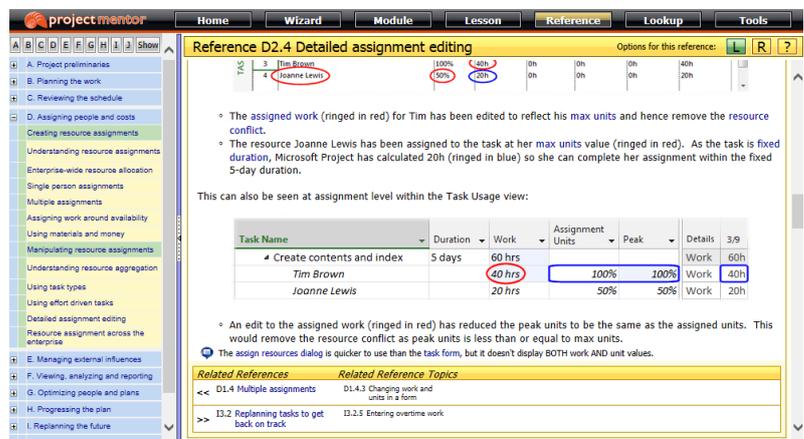
Whenever you need to know how to do something or you can't remember exactly how a particular Microsoft Project function or process works, just use Lookup mode. Just choose a particular keyword, then follow links to related lesson and reference pages.



The image above shows the Lookup mode page. Clicking a hyperlink displays a lesson or reference page that teaches skills or provides background knowledge related to the chosen keyword.

Follow links to related reference topics whenever you need them

Need more information? At the base of a reference topic you'll find carefully-selected links to complementary topics to put things in context or provide additional detail. What's more relevant, hints and tips can be found after reference topics too.



The image above shows a reference topic's hints and tips, together with related reference links. Following this guidance, you'll find out all you need to know.