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Metodologija: 00ED_00LAB0PREP
Dokument LAB0_PREP

Naziv projekta:	Matematika vježbe Upravljanje softverskim projektima
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Oznaka dokumenta:	00ED_LAB1_PROJECT_MANAGEMENT_Q_REFGUIDE_PREP
Vlasnik dokumenta:	Ratko Mutavdžić
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A **PROJECT** is a complex series of non-routine tasks directed to meet a specific one-time goal. The **PROJECT MANAGER** works to balance project **scope**, the **time** available to carry out the project, and the **budget** available for the project.

The **Initiating** stage of project management includes examining the strategic fit for a proposed project. Before beginning a new project, an organization must determine that the project fits in with its strategic goals. Understanding the organization's goals can help executives identify certain proposed projects focusing on mission-critical activities as high-priority, and other projects peripheral to organization goals as lower priority. During the Initiating stage, an executive sponsor should be identified. A high-level evaluation of the project's business case should be developed, along with project limitations and technical and financial requirements. A project manager should be identified and a placeholder project plan set up in Microsoft Office Project 2003, Microsoft Project 2002, or Microsoft Project 2000 or any other available version.

Initiate a new project

1. **Create a new project file:** On the **File** menu in Project 2003, click **New**. In the Project Guide, click **Blank Project**.
   *(In Microsoft Project 2000, click **New** on the **File** menu, and then in the **General** tab, click **Blank Project**. In the **Project Information** dialog box, enter your project start date in the **Start Date** box.)*
   Create a new project from a template: On the **File** menu, click **New**. In the New Project task pane, click **On my computer** *(or **General Templates** in Microsoft Project 2002)*, and then click the **Project Templates** tab. Click the template that you want.
   *(In Microsoft Project 2000, click **New** on the **File** menu, and then click the **Project Templates** tab. Click the template that you want.)*
2. **Specify the project start date:** On the **Project** menu, click **Project Information**. In the **Start date** box, enter your project start date.
3. **Define the project calendar:** On the **Tools** menu, click **Change Working Time**. Identify working and non-working days and times for your project.
4. **Save the project file:** On the **File** menu, click **Save As**. In the **File name** box, type the project name.

The **Planning** stage devises a workable scheme to accomplish the project's intended goals and outcomes. In the Planning stage, you identify the project's milestones, deliverables, and tasks. This plan can be your work breakdown structure (WBS). You develop and refine the schedule, and identify the resources needed to implement the project.

Create a new plan

1. **Enter tasks:** Make sure the default Gantt Chart with the Entry table is showing. In the **Task Name** field, enter tasks. Tasks can also include summary tasks, milestone tasks, and WBS items.
2. **Outline tasks:** Create your task hierarchy including tasks and milestones under summary tasks, which can represent phases or other work divisions. Click a task (or several tasks), and then click the **Indent** or **Outdent** button on the **Formatting** toolbar.
3. **Enter durations:** Click the **Duration** field for a task and enter a duration, for example, type **4h**. To specify a milestone without a duration, type **0d**. To indicate that a duration is an estimate, add a question mark, for example, type **6d?**.
4. **Specify task dependencies:** Select the tasks that you want to link, and then click the **Link Tasks** button on the **Standard** toolbar. To change the default Finish-To-Start dependency type, double-click the link line of the tasks that you want to change, and then select a task link from the **Type** list.

Define and assign resources

1. **Define the resource pool:** On the **View** menu, click **Resource Sheet**. In the **Resource Name** field, type the names of the resources you will use for this project.
2. **Assign resources to tasks:** On the **View** menu, click **Gantt Chart**. Select a task to which you want to assign a resource. On the **Standard** toolbar, click the **Assign Resources** button. In the **Assign Resources** dialog box, click the resource name(s), and then click **Assign**.
3. **Know your task type:** As soon as you assign resources, the task type determines how the task is scheduled. To set a default task type for the entire project, click **Options** on the **Tools** menu, and then click the **Schedule** tab. In the **Default task type** box, select **Fixed Units** (the default), **Fixed Duration**, or **Fixed Work**.
   To change the task type for an individual task, select the task, and then click the **Task Information** button on the **Standard** toolbar. Click the **Advanced** tab, and then in the **Task type** box, click the task type that you want to create.

Work, duration, and units (% allocation) are determined by the formula: **Work = Duration * Units**

Task Type	When you add or remove a resource, this changes…	When you change duration, this changes...	When you change units, this changes…
Fixed Duration	Units	Work	Work
Fixed Work	Duration	Units	Duration
Fixed Units	Duration	Work	Duration

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Set the project baseline

1. **Save the baseline plan:** After your project plan is optimized for finish date, budget, and scope, you can submit the plan for approval. Once approved, save the baseline plan. On the **Tools** menu, point to **Tracking**, and then click **Save Baseline**.
2. **View baseline data in a Gantt Chart:** On the **View** menu, click **Tracking Gantt**. In the chart area, the baseline information is shown as the lower of the two Gantt bars for each task.
   *(In Microsoft Project 2000, click **More Views** on the **View** menu, and then double-click **Tracking Gantt**.)*
3. **View baseline data in a table:** On the **View** menu, point to **Table**, and then select **Variance**. This table includes fields for baseline and variance start and finish.

The **Executing/Controlling** stage coordinates people and other resources to carry out the plan as defined in the project plan. The deliverables in this stage focus on managing change, entering schedule updates, tracking progress, and communicating project information. Each team member performs defined tasks within the project scope, ensuring their contribution to the project's success.

Update progress

1. **Manage changes:** Modify durations, dates, dependencies, resource assignments, or tasks based on requested changes or new information. Keep the current fields up to date and compare it to the baseline.
2. **Track actual dates and durations:** It's best to decide on a single method for tracking progress. You can enter percentage complete, actual start and finish dates, actual and remaining durations, or actual and remaining work. Select the task for which you want to enter actual progress. On the **Tools** menu, point to **Tracking**, and then click **Update Tasks**. Enter progress data in the **% Comp.**, **Act. Dur.** and **Rem. Dur.**, or the **Act. Start** and **Act. Finish** fields.
3. **Track actual hours and costs:** If you want to enter actual and remaining work hours or costs, use the Tracking table. On the **View** menu, point to **Table**, and then click **Tracking**. Enter progress data in the **Act. Work** or **Act. Cost** fields for the task.
   You can also use the Tracking table to enter percent complete, actual start and finish dates, and actual and remaining duration.

Note Project tracks three sets of dates: current, baseline, and actual. When you first set the baseline, current = baseline. When a task is 100% complete, current = actual. Baseline, current, and actual values exist for start date, finish date, duration, cost, and work.

Communicate project information

1. **Format a view for printing:** On the **Format** menu, click **Text Styles** and **Bar Styles** to set up styles that will apply to multiple tasks. Or, on the **Format** menu, click **Font** and **Bar** to format individual elements for a specific task. Click **Timescale**, **Gridlines**, or **Layout** on the **Format** menu to change those aspects of the current view.

2. **Print a view as a report:** Set up the current view the way that you want it to look when printed. On the **File** menu, click **Print Preview** to check the view layout. When ready, click **Print**.
3. **Generate a report:** On the **View** menu, click **Reports**. Double-click a report category, and then double-click the predefined report. Enter any requested information. A preview of the report appears. To print the report, click **Print**.
4. **Add a field (column) to a table:** Click anywhere in a column to the left of where you want to insert a new column. On the **Insert** menu, click **Column**. In the **Field name** box, click the name of the field that you want to add as a new column.
5. **Customize views:** On the **View** menu, click **More Views**. Click **New** or **Edit**. In the **View Definition** dialog box, specify the table, group, and filter that you want to use to define the view.
6. **Customize tables:** On the **View** menu, point to **Table**, and then click **More Tables**. Click **New** or **Edit**. In the **Table Definition** dialog box, specify the information that you want to include in the table.
7. **Customize groups:** On the **Project** menu, point to **Group by**, and then click **More Groups**. Click **New** or **Edit**. In the **Group Definition** dialog box, specify how you want to group project information.
8. **Customize filters:** On the **Project** menu, point to **Filtered for**, and then click **More Filters**. Click **New** or **Edit**. In the **Filter Definition** dialog box, specify how you want to filter project information.

The **Closing** stage includes final details for completing a project. Resolve any final project details, and obtain customer acceptance of final deliverables. Conduct a Lessons Learned session, recording information about areas for improvement and best practices. Make any final updates to the project plan. Finally, archive the project plan according to your organization’s project data archival guidelines.

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