

About the Sample Projects

Look at the sample projects included in this directory to get ideas about creating and organizing your project. These projects are from a variety of industries. In several of the projects, the original schedule was saved as a baseline in the planned fields and actual values have been entered to show progress on some tasks; when using these with the sample views, you can add these values as well to show progress and slippage for tasks.

To move to the beginning of a project, drag the horizontal scroll bar to the far left or press CTRL+HOME. You may want to change the timescale to see more of the project on the screen. Click the timescale buttons on the tool bar or choose the Timescale command from the Format menu (you can also double-click the timescale to choose this command), and change the Major Scale Units to Quarters or Years and the Minor Scale Units to Months or Quarters.

There are six sample project files:

- AERO.MPP is for an aerospace development project. It has a baseline plan as well as a scheduled plan, with percent complete noted for the first few tasks.
- BUILD.MPP includes the beginning tasks for starting a building, from getting the building plans to preparing the foundation. Again, a baseline plan was saved and the first task has progress indicated.
- DATABASE.MPP is about moving to a new database system and the steps needed for training and planning to get the system in place.
- PRODUCT.MPP is a plan for creating a new product. The phases included are design, finance, production, marketing and sales, distribution, and promotions.
- PUBLISH.MPP outlines the typical steps involved in publishing a magazine. This plan has both a baseline plan and a scheduled plan, which can be updated.
- TRAINING.MPP includes sample tasks for setting up training on new software or hardware.