

# Syllabus for Create and Update an Unresourced Project using Elecosoft (Asta) Powerproject Version 15.2

## 1 INTRODUCTION TO POWERPROJECT

Powerproject Products

Powerproject Modes

Powerproject Addon Software

What is new in Powerproject Version 15

What to do when upgrading to Powerproject Version

Powerproject Terminology

Mouse Clicking and Copy and Paste

Undo and Redo

File Locations

File Extensions

Creating Templates

Template Location History

Powerproject Properties Forms

System Date Format

Creating a Project

Opening an existing project

Importing a Microsoft Project, SureTrak or Primavera P6 Project

Changing the Project Start Date

Selecting the currency

Showing the currency in the Library Explorer

Creating a new currency

Setting the default currency

Saving a file

Powerproject File Versions

Saving a file with a new name

Closing a project

Exiting Powerproject

Powerproject Help

Workshop 1 – Creating a Project

## 2 NAVIGATION AND SETTING OPTIONS

Screen Bands

Removing Screen Bands

The Ribbon

Customizing the Toolbars

Moving columns

Scaling the Date Zone

Moving the Date Zone

The Project View

Bar a Task Properties View

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Bar and Task Properties Form

Help

Workshop 2 – Navigation and Setting Your Project Options

## **3 CALENDARS**

Work Pattern

Exceptions

Displaying available Calendars

Creating New Calendars

Creating a new calendar using Library Explorer and the New Calendar Wizard:

Copying an existing calendar

Copying Exceptions between Calendars

Half Day Exception

Viewing Working Hours

Adding Calendar Exceptions

Deleting Calendar Exceptions

Task Default Calendar...

Task Default Calendar

Calendar Settings form

Assigning a Calendar to a Task or Tasks

Assigning a Calendar to a task

Assigning a Calendar to multiple tasks

Assigning a Calendar to the whole Project

Formatting Exceptions Display on the Gantt Chart

Workshop 3 - Maintaining the Calendars

## **4 TASKS AND MILESTONES**

Creating tasks

To Create tasks in the Spreadsheet

To create tasks on the Bar Chart

Sorting and the Task Order

Moving and editing tasks

Using the mouse to adjust durations and dates:

Editing the Object Edit Toolbar

The Object Edit Toolbar:

Moving bars vertically

Inserting bars

Understanding Milestones

Creating a Start Milestone

To change a Start Milestone into a Finish Milestone:

Workshop 4 - Adding Tasks

## **5 SUMMARY TASKS**

Understanding Summary Tasks

Creating a summary task

Rolling up and opening summary tasks

Adding & Removing Tasks from Summary Task

Deleting Summary Tasks

Summary Bar Background Formatting

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Summary bar level formatting...  
Summary bar level formatting  
Navigate your project with the Project View  
Workshop 5 - Entering Summary Tasks

## **6 LINKING TASKS TO CREATE A CRITICAL PATH SCHEDULE**

Understanding Leads and Lags in Powerproject  
Preparing to Link Tasks using the Root Chart  
Preparing to Link Tasks using Zoom Slider  
Link types  
Creating Links  
Drawing a Finish to Start link  
Drawing other links without lag  
Drawing a Mid Link  
Drawing Mid Links with a Predecessor Lag  
Drawing Mid Links with a Successor Lag  
Drawing Mid Links with Predecessor and Successor Lead or Lag  
Drawing Mid Links - Summary  
Displaying the Lead/Lag Popup box  
Drawing links with a FS + Lag  
How Mid Links are Calculated  
Linking tasks from the Gantt Chart Right click menu  
Linking tasks from the Gantt Chart left click menu  
Dragging into a blank area to open the Link From/To form  
Linking  
Link Task Mode  
Editing and Deleting Links  
Moving Successor Links  
Reviewing Logic using Tables  
Percent Lead and Lag  
Navigate the Logic and Editing Links  
Split Windows and Linking  
Reviewing Logic using the Network Viewer  
Reschedule  
Reschedule the Whole Project  
Reschedule Options  
Understanding the File, Options, Reschedule form  
Reschedule Report  
Workshop 6 – Adding the Links and Reschedule

## **7 CONSTRAINTS**

Understanding Constraints  
Setting and Removing Constraints  
Other ways to set Constraints  
Types of Constraint  
Constraint Calculation  
Start on a New Day and Snapping  
Float and Critical Task Display  
Partial Critical Path  
Float Calculation

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Float Calculation  
Workshop 7 - Constraints

## **8 OTHER TASK TYPES**

Task-per-line mode  
Understanding Bars and Tasks  
Adding Task-per-line  
Understand the Difference Between Bars and Task  
Task-per-line "Inherited Links"  
Tasks may overlap  
Tasks May Overlap examples  
Expanded Tasks  
Creating Expanded Tasks  
Creating Sub Tasks under an Expanded Task  
Displaying the Expanded and Project tasks but not the Sub Tasks:  
Displaying Expanded tasks Sub tasks and Project tasks together:  
Hammock Tasks  
Assigning tasks to a Hammock:  
Subheadings  
Buffer Tasks  
How to create a Buffer Task  
Workshop 8 – Other Task Types

## **9 FORMATTING THE DISPLAY**

Introduction to Views  
Formatting the  
Date Zone (Timescale)  
Fit to Window  
Editing Date Zone Rulers  
Grid Lines  
Day, Week and Month Numbering  
Vertical Shading  
Multiple Date Zones  
Displaying and Hiding non-working time  
Hiding non-working time examples  
Formatting the Bar Chart  
Format Bar Chart form, Tasks tab  
Adding Task Notes  
Displaying Task Notes  
Format Bar Chart, Schedule tab  
Link Categories  
Formatting the Spreadsheet using the Table function  
Adding Columns  
Date Format  
Duration Format  
Saving the Table  
Creating and Saving Views  
Editing a View  
Understanding Annotations  
Creating a Text Annotation...

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Creating a Text Annotation  
Creating an Object Annotation  
Picture Annotation  
Project Task ID or (WBN) Number Definition  
Unique Task ID Numbering  
Displaying Task ID or (WBN) or Unique Task IDs  
Workshop 9 - Formatting the Bar Chart

## **10 CODE LIBRARIES**

Understanding Code Libraries  
Creating a New Code Library  
Creating New Codes  
Assigning codes to tasks  
Assigning a Code to a Single Task  
Assigning a Code to a Multiple Tasks  
Selecting which code is displayed on task bars  
Open Code Breakdown Structure Command  
Multiple Display Libraries  
Introduction to filters...  
Introduction to filters  
Workshop 10 – Code Libraries

## **11 FILTERS**

Understanding Filters  
Understanding Filters  
Applying an Existing Filter  
Filtering using the Root Chart  
Creating a New Filter  
Creating a New Filter using the Filter Wizard  
Workshop 11 - Filters

## **12 ORGANISING TASKS USING SORT AND GROUP**

Creating a Sort and Group  
Removing a Group and Sort  
Workshop 12 - Organizing Tasks using Sort and Group

## **13 PRINTING & REPORTS**

Hiding Tasks before Printing  
Understanding Powerdraw and Border Files  
Printing the Project  
Print Options, Output - Understanding Clipboard and Picture File  
Print Options, Details  
Print Options, Scaling  
Print Options, Appearance  
Page Breaks  
Print Preview and Printing  
Reports  
Tabular Reports  
Workshop 13 - Printing

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## **14 BASELINES**

Powerproject Version 15 Baseline functionality changes  
Creating Baselines  
Hiding and Displaying Baseline Bars  
Changing the appearance of baseline tasks  
To change the colour of Baseline Bars  
Revert and Merging a Baseline  
Workshop 14 – Setting the Baseline

## **15 UPDATING AN UNRESOURCED PROJECT**

Updating an Unresourced Project  
Understanding the Concepts  
Understanding Multiple Report Dates and Progress Periods  
Creating Multiple Progress Periods  
Setting the Progress Entry Period Date  
Displaying Progress Periods on the Gantt Chart  
Displaying progress in the bar chart  
Progress Options  
Setting the Progress Date  
Understanding the Percent Complete fields  
Entering Progress  
Overall Percent Complete Weighting  
Task Work  
Task Work Modelling  
Task Work Graphing  
Rescheduling with Progress  
Jagged Line to Straight Line Display  
Displaying and Editing Period Progress  
Workshop 15 - Updating the Schedule and Baseline Comparison

## **16 LIBRARY EXPLORER**

Understanding Library Explorer  
Library Explorer Tree and List View  
Customising Library Explorer  
Workshop 16 – Library Explorer

## **17 USER DEFINABLE FIELDS & WBS**

Creating User Fields for your projects  
Work Breakdown Structure  
Creating a WBS Structure  
Assigning WBS Codes to Tasks  
WBS Codes and Columns  
To Display by WBS  
Course Close  
Review Expectations