

Chapter 1 : Shamraiza Khan Total Project Management Solution Planning Engineer Islamabad

Joy's book on Total Project Management is a considerable achievement" The World Bank (Operational Policy Department) HANDBOOK OF CONSTRUCTION MANAGEMENT A Macmillan Publication.

To change a task type, double click the task name in the Gantt chart, then click the Advanced tab. You set the task up with a day duration and 80 hours of work. The task now has two units assigned, with a 5-day duration and 80 hours of work. The task now has an 8-day duration, with 64 hours of work and 1 resource unit. The task now has hours of work, with a duration of This means that the task can take only the amount of work that you specify: In this example, the task has 1 full-time resource available for 8 hours each day, and it has a day duration with 80 hours of work. The task now has 2 units assigned, with a 5-day duration and 80 hours of work. In order to get the task done in 80 hours over 8 days, 1. This means that the task must be completed in the duration that you specify. Again, in this example, the task has 1 full-time resource available for 8 hours each day, and it has a day duration with 80 hours of work. If you find out that another resource can assist on the task, Project recalculates the work assigned to each resource. When just 1 resource was assigned to the task, that resource had 80 hours of work to complete. When you assign another resource to the task, each resource has 40 hours of work to complete over the same day duration, for a total of 80 hours of work. The task now has hours of work, with a duration of 10 days and 1. Dates also are never recalculated for a cost resource assignment, because you cannot modify the work or units. Tips and Gotchas Explanation Look out for effort-driven tasks If you click Fixed Work in the Task type list, you cannot change the Effort driven setting for the task. Fixed work tasks do not have flexible work values and are therefore always effort-driven. See more about effort-driven tasks later in this article. Add a column to help you change task type You can view and change the task type for each task directly in your view by inserting the Type field. Click the column to the right of where you want to insert the new column, click the Insert menu, and then click Column. In the Field name list, click Type. Use indenting to outline, not task types If you want to change the hierarchical structure of a task or subtask as part of an outline structure for your project, you need to indent or outdent the task rather than change the task type or add a deadline date. Top of Page How does effort-driven scheduling affect the schedule? For all tasks, after you assign a resource, the task is scheduled according to this formula assuming tasks are the default fixed-units task type: When you assign or remove people from a task, Project lengthens or shortens the duration of the task based on the number of resources that are assigned to it, but Project does not change the total work for the task. This is called effort-driven scheduling. This setting is usually turned off. To turn it on, click File, click Options, click Schedule, then select the New tasks are effort-driven check box. Although effort-driven scheduling can work in most scenarios, you may want to change this behavior to more accurately reflect what happens on a particular task when resources are added or removed. For example, you may want to see the total work increase as you add more people to a particular task. Right-click a task, click Task Information , and then click the Advanced tab. Uncheck the Effort driven check box. You cannot remove effort-driven scheduling from fixed work tasks. Fixed work tasks do not have flexible work values, and are therefore always effort-driven. When you work with effort-driven scheduling, keep the following in mind: Tips and Gotchas Explanation Effort-driven does not apply to the first resource assigned The effort-driven calculations apply only after the first resources are initially assigned to the task. Be aware of Fixed-unit tasks If the assigned task type is Fixed Units, assigning additional resources shortens the duration of the task. Be aware of Fixed-duration tasks If the assigned task type is Fixed Duration, assigning additional resources decreases the individual unit values for resources. Be aware of Fixed-unit tasks If the assigned task type is Fixed Work, assigning additional resources shortens the duration of the task. Some tasks can be set to effort-driven Summary tasks and inserted projects cannot be set to Effort driven. Top of Page How do manual and automatic scheduling affect the schedule? Knowing the differences between manually scheduled tasks and automatically scheduled tasks is key to understanding how Project schedules your project. Generally, manually scheduled tasks put you in control of the schedule. When you add a task to your schedule, it stays put. Take a look at the picture below. It shows the two different types of tasks, the first two manually

scheduled, and the last two automatic. Note that for the manually scheduled tasks, the duration is a text value as well as a number. By definition, automatically-scheduled tasks with valid durations, start dates, and finish dates are automatically drawn by Project. Now, it gets a little tricky sometimes with the information you provide for manually scheduled tasks. All that is needed for Project to draw bars on a manually scheduled task are three time values: If you set two of these values for a manually scheduled task, the third value will be calculated by Project automatically, and the task will remain manually-scheduled. Tasks are manually scheduled by default. Project managers who are accustomed to automatic scheduling with past versions of Project can turn the manual scheduling feature off for specific tasks or for the entire project. To change all tasks to be automatically scheduled, click New Tasks: Automatically Schedule at the bottom of the Project application window. This new feature gives you greater flexibility and control over planning and managing the schedule. Why would you care? Well, at times project schedules are often very informal. They begin as simple lists of dates from e-mails, meeting with stakeholders, or a hallway conversation. Project managers very often do not have complete information on work items. For example, they may only be aware of when a task needs to be started, but not its duration until they have an estimate from their team members. Also, they may know how long a task will take, but they do not know it can be started until they have approval from the resource manager. Here are some things to keep in mind with manually scheduled tasks. Manually scheduled tasks have their own indicators and task bars to help you distinguish them from the "classic" automatically scheduled tasks. When a task is in manually scheduled mode, the Start, Finish, and Duration columns can be blank or include text values in addition to recognizable dates. Switching scheduling modes You can change a task back and forth from manually scheduled to automatically scheduled. When you change a task from manually scheduled to automatically scheduled, Project is going to have to make some decisions. Control slippage If a manually scheduled task has to be delayed due to a slippage, its successor tasks will not be automatically pushed out. Project managers can decide to keep the original dates if their resources are able to proceed as planned, or delay the successor tasks if there are hard dependencies. The duration of a manually scheduled task will not change as more resources are assigned to it, or removed from it. Learn more about later in this article. The following table shows how Project attributes are defined and used for scheduling manually and automatically scheduled tasks. Not used by Project to help schedule the project if value is not in a recognizable format for duration. Only numbers representing time length and units can be used, such as "14d" or "2 months". Work Only numbers representing time length and units can be used, such as "14d" or "2 months". Resources Can be assigned to tasks. Can be assigned to tasks. Used by Project to Help determine best schedule. Will change the duration of tasks if tasks are set to effort-driven, unlike manually scheduled tasks.

Chapter 2 : TOTAL PROJECT MANAGEMENT (First published in , 12th reprint in edition) | Open Library

TOTAL PROJECT MANAGEMENT The Indian Context by P. K. Joy, First published in , 12th reprint in , Macmillan Publishers India Limited, 2/10 Ansari Road, Daryaganj, New Delhi - edition.

Chapter 3 : Books by P. K. Joy - P. K. Joy

A total book on all aspects of formulating, evaluating, planning, procurement and total implementation of all kinds of projects. The Business Standard has described it as "A mine of experience to explore".

Chapter 4 : NPTEL Phase II :: Management - Project Management

Handbook of Construction Management Second Edition P. K. Joy.

Chapter 5 : Project Portfolio Management | PPM Software | SAP

P. K. Joy, Total Project Management: The Indian Context, Macmillan India Ltd. ADDITIONAL READINGS John M Nicholas, Project Management for Business and Technology: Principles and Practice, Prentice Hall of India,

Chapter 6 : It's all about Project Management | Restoring the "joy" of Management!

JOY is the author of Macmillan Publishing Company's bestselling books 'TOTAL PROJECT MANAGEMENT -- THE INDIAN CONTEXT' and 'HANDBOOK OF CONSTRUCTION MANAGEMENT', which are professional guidebooks and higher education textbooks/Reference books in engineering, architecture, and business management, throughout the country and abroad, as can.

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Human resource management in the construction of a sustainable development project: towards successful completion I. Othman, A. Idrus & M. Napiah.

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Chap2_Total Quality Management Total Quality Management â€¢ The way of managing organization to achieve excellence â€¢ Total - everything â€¢ Quality - degree of excellence.