Microsoft®

Project 2007
## Quick Reference Tutorial

RARE IT

Recording a Macro

1. Plan out your macro. Know what you want to do and practice the commands so you will not make mistakes when you are recording.

2. Use the Tools – Macro – Record New Macro option or the Record button on the Visual Basic toolbar to display the Record Macro dialogue.

3. Set up your macro name, absolute or relative references, and other options in the dialogue. Click the OK button to start recording.

4. Perform the sequence of actions or commands that you want to record as a macro.

5. Stop the recording by using the menu options or the Stop button on the Visual Basic toolbar.
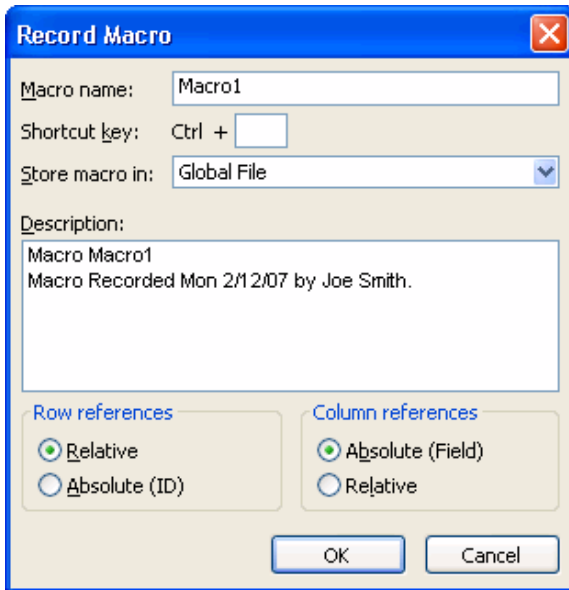

Useful Visual Basic Code Snippets

Declare a variable	Dim variable name As variable type
Create an alert box	MsgBox "Your text here"
Add an OK button to an alert box	vbOKonly
Basic If Then statement	If condition evaluates to true Then statement
Comments	'your text here REM your text here
Begin the macro code	Sub
End the macro code	End sub
Call another macro	Call MacroName

Using the PERT Analysis Toolbar

|	
	Shows the best possible outcome for your project.
	Shows the expected outcome for your project.
	Shows the worst possible outcome for your project.
	Recalculates the duration based on PERT fields.
	Enter PERT values for the current task.
	Enter PERT weights for the current task.
	Switch to PERT Entry Sheet view.

About Macro Security

Low	Can run any macros.
Medium	Prompted to run a macro.
Medium-High	Macros must be signed by trusted publisher or in a trusted location to run.
High	Only allowed to run macros that are stored in a trusted location. By default, the trusted location for Project 2007 is the Global template file (Global.mpt).
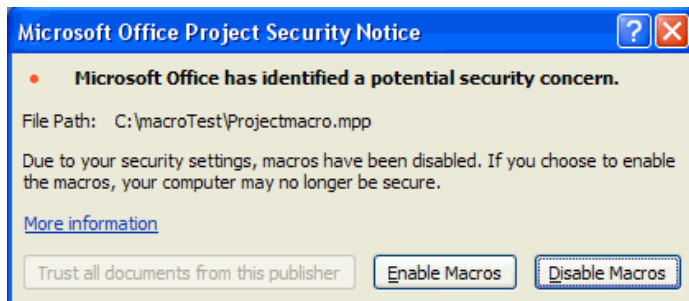
PERT Scenario Types

Optimistic	This scenario will reveal the best possible outcome for your project.
Expected	This scenario will reveal the most probable outcome of your project.
Pessimistic	This is a worst case scenario, which will reveal the worst possible outcome for your project.
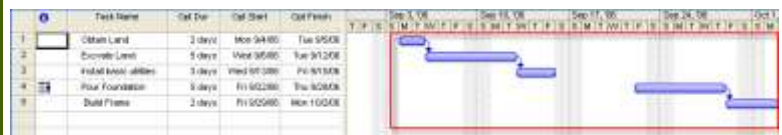
	Task Name	Duration	Optimistic Dur.	Expected Dur.	Pessimistic Dur.
1	Obtain Land	2.5 days?	2 days	3 days	5 days
2	Excvate Land	10 days?	5 days	10 days	15 days
3	Install basic utilities	6 days?	3 days	5 days	10 days

Earned Value Analysis Fields

Abbreviation	What it stands for	What it shows	Formula
BCWS	Budgeted Cost of Work Scheduled	What should be spent on a task up to the status date.	N/A
BCWP	Budgeted Cost of Work Performed	The cost of work completed on the task, according to the original budget.	N/A
ACWP	Budgeted Cost of Work Performed	The sum of all costs for work performed on a task to date.	N/A
CV	Cost Variance	The difference between how much was budgeted for the task's work and how much the task actually cost.	$\dfrac{\text{ACWP} - \text{BCWP}}{\text{CV}}$
SV	Schedule Variance	The difference between how much was budgeted for the task's work and how much the task actually cost.	$\dfrac{\text{BCWP} - \text{BCWS}}{\text{SV}}$
CPI	Cost Performance Index	Ratio of budgeted cost to actual cost.	$\dfrac{\text{BCWP}}{\text{ACWP}}$
EAC	Estimate at Completion (also known as Forecast at Completion)	Project's estimate of how much the task will cost when it is done.	$\dfrac{\text{ACWP}+(\text{BAC}-\text{BCWP})}{\text{CPI}}$
BAC	Budgeted at Completion	The budgeted amount that the task will cost when it is done.	Derived from Baseline Cost field
VAC	Variance at completion	Difference between actual and baseline costs at completion (BAC-EAC).	$\dfrac{\text{BAC} - \text{EAC}}{\text{VAC}}$
SPI	Schedule Performance Index	Ratio of budgeted schedule to actual schedule. More than one means you're ahead of schedule; less than 1 means you're behind schedule.	$\dfrac{\text{BCWP}}{\text{BCWS}}$
CV%	Cost Variance Percent	The difference between budgeted task cost and actual cost to date.	[(BCWP-ACWP)/BCWP] x 100
SV%	Schedule Variance Percent	Percentage that you are ahead of, or behind, schedule.	[SV/BCWM] x 100
TCPI	To Complete Performance Index	Ratio of work to be completed to money still budgeted.	$\dfrac{(\text{BAC}-\text{BCWP})}{(\text{BAC}-\text{ACWP})}$
PPC	Physical Percent Complete	A value you can enter that will override % Complete.	N/A

Importing Outlook Tasks

1. Click the Tools menu.
2. Click Import Outlook Tasks.
3. Check tasks that you want to import.
4. Click OK.
5. Work with tasks as normal.

Creating a Custom Form

1. Click the Forms button on the Custom Forms toolbar..
2. In the Customize Forms dialogue, click New.
3. Name your form. Click OK.
4. Click the Edit menu and click Information.
5. Specify the size and position of your form.
6. Use the Item menu to add controls.
7. Save your form and exit the Custom Form Editor.
8. Use your form via the Customize Forms dialogue.