

## George Brown Project Management Script: Microsoft Project

FADE IN:

**EMMA**

Welcome back! For those new here, I'm Emma from MS Pro, the channel where you can get all your Microsoft questions answered. No question is too small, too complicated or too silly.

*(Visual: a bunch of comments appear on the screen asking questions about Microsoft Project while EMMA talks.)*

Lately, we have been getting a lot of questions about Microsoft Project from up and coming Project Managers. So, today will be all about MS Project.

For those who don't know, MS Project is an application used to schedule and manage large projects, such as implementing a new IT initiative, building a house or putting on a fundraising event. Most of you may not be familiar or even need MS Project, so feel free to click away. For those with the burning questions, let's get started!

And don't forget, if you like the answers we give you feel free to subscribe and click the bell icon if you want to get notified whenever we post a new video.

*(Visual: a small screen pops up in the left corner of the video of someone talking to the camera, such as a question sent through Snapchat or Instagram)*

**TYLER**

Hi MS Pro! I'm learning MS Project in class right now and I keep getting stuck on creating dependencies. They never seem to work out the way the teacher describes. Can you help?!

*(Video of TYLER disappears)*

**EMMA**

What a great question! Of course, I can help! Let's get started.

*(Visual: A screenshot or video starts of someone clicking on MS Project, fulfilling the requirement for Exercise 11 – Creating Dependencies; Voice over: Emma providing a step by step process of Exercise 11 – Creating Dependencies)*

Since, we are dealing with Dependencies, why don't we quickly tackle adding Lead and Lag to them?

*(Visual: A screenshot or video starts of someone clicking on MS Project, fulfilling the requirement for Exercise 12 – Adding Lead and Lag to Dependencies; Voice over: Emma providing a step by step process of Exercise 12 – Adding Lead and Lag to Dependencies)*

Don't forget that you can view the project as a Network Diagram.

*(Visual: A screenshot or video starts of someone clicking on MS Project, fulfilling the requirement for Exercise 13 – Viewing the Project as a Network Diagram; Voice over: Emma providing a step by step process of Exercise 13 – Viewing the Project as a Network Diagram)*

That was fun, what's next?

*(Visual: a small screen pops up in the left corner of the video of someone talking to the camera, such as a question sent through Snapchat or Instagram)*

**JULIE**

Please help! I have resources I need to add to my project, but I can't seem to figure out where to do that. HELP!

*(Video of STEPH disappears)*

**EMMA**

Oh, boy! That's a really important one. Let's get to it.

*(Visual: A screenshot or video starts of someone clicking on MS Project, fulfilling the requirement for Exercise 14 – Setting Up Resources; Voice over: Emma providing a step by step process of Exercise 14 – Setting Up Resources)*

So, now that you have added all your resources, why don't we go ahead and assign these resources to tasks.

*(Visual: A screenshot or video starts of someone clicking on MS Project, fulfilling the requirement for Exercise 15 - Assigning Resources; Voice over: Emma providing a step by step process of Exercise 15 - Assigning Resources)*

One really important thing that often gets overlooked by MS Project learners, is the importance of calendars and their relationship to the resources.

Just because you have 5 people, doesn't mean that all 5 people will be available at the same time. So, adding the calendar and the corresponding exceptions will ensure that your project runs smoothly.

Let me explain. First, let's start with creating a calendar.

*(Visual: A screenshot or video starts of someone clicking on MS Project, fulfilling the requirement for Exercise 16 – Creating Calendars; Voice over: Emma providing a step by step process of Exercise 16 – Creating Calendars)*

Once we have a calendar created, let's apply the calendar to a resource.

*(Visual: A screenshot or video starts of someone clicking on MS Project, fulfilling the requirement for Exercise 17 – Applying a Calendar to Resources; Voice over: Emma providing a step by step process of Exercise 17 – Applying a Calendar to Resources).*

Alright, I think that is all we have time for. Thanks for stopping by! See you next time!

FADE OUT:

THE END