CEE538 Computer-Aided Project Management

How do I download the example Microsoft Project Pro Template?

The example template for Microsoft Project Pro is available on the course website on Canvas. The example template provides most of the required formatting for Lab1 and is named:

CEE538_Std_Template.mpt

Notice that the file extension for a "template" is "mpt" and not "mpp".

Where should I store the example Microsoft Project Pro Template?

Store the example template for Microsoft Project Pro in the following folder:

- C:\Users\YourName\Documents\CEE538\ProjectPro_Templates

How do I instruct Microsoft Project Pro where to find the provided template?

Run Microsoft Project Pro and create a new empty project. Then select:

- File > Options > Save

In the dialog that appears enter following paths:

- "Default File Location" = "C:\Users\YourName\Documents\CEE538"
- "Default Personal Templates Location" = "C:\Users\YourName\Documents\CEE538\ProjectPro_Templates"

The path in the "Default Personal Templates Location" instructs Microsoft Project Pro where to find your own templates.

How do I create a new project using the provided template for Microsoft Project Pro?

After you perform the step above, exit Microsoft Project Pro and then run Microsoft Project Pro again. You will be presented with the standard list of "Featured" or "Office" Project templates and you will be asked to choose one of these templates.

Towards the top of the list, you will see the word "Featured" or "Office" and to its right you will also see the word "Personal". Click on "Personal" to see your personal templates, which are stored in your "Default Personal Templates Location" that you defined earlier.

Click on "CEE538_Std_Template.mpt". This will create a new project in Project Pro that will have the formatting needed for Lab1. Use "Save As" to save the new project as a "regular Project" file with file extension "mpp" (i.e., do not save your work as a template with extension "mpt").

In Lab1, for example, you will create a new project as described above and then enter the activity list for the Chemical Lab project shown in Table 4.1 of your textbook.