



**OFFICIAL INDUSTRY
ASSOCIATION
FOR MICROSOFT
OFFICE PROJECT**

MPA NZ Chapter
(Wellington & Auckland)

Fact Sheet No. 3

Topic: Creating Deliverables

Applicable to: Microsoft Project Server
2007/Microsoft Office Project 2007
(Professional)

Adding a deliverable to a Project schedule.

A deliverable is a tangible and measurable result, outcome, or product that must be produced to complete a project or part of a project. Typically, the project team and project stakeholders agree on the project deliverables before the project begins. Clarifying the deliverables before the project work begins can help ensure that the outcome of a project meets all the stakeholders' expectations and that the goals of the project align with the larger business goals.

A deliverable differs from a **cross-project dependency**. A dependency is an item or service that is needed for a project before the project can start or before it can finish, such as receiving goods from a supplier. Keep in mind that projects often contain both dependencies and deliverables.

Creating a deliverable in Project Server 2007

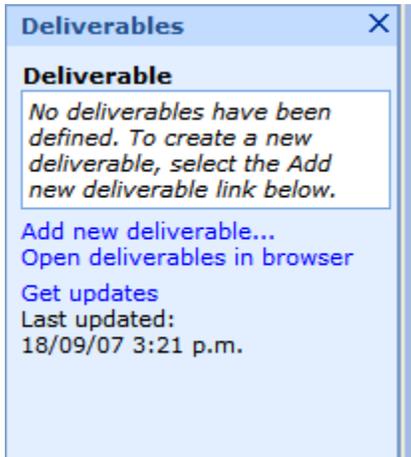
1. On the Quick Launch, click **Project Center**.
2. Select the project for which you want to create a deliverable, and on the **Go To** menu, click **Deliverables**.
3. On the **Deliverables** page, type a title and description of the deliverable.
4. To specify the deliverable's start and finish dates for the **Deliverable Start** and **Deliverable Finish** boxes, click the date picker , and then click the dates on the calendar.
5. Click **OK** to save the deliverable and return to the **Deliverables** page. The deliverable is now associated with the project.

On the **Deliverables** page, you can create additional deliverables or close the window and return to the Project Center.

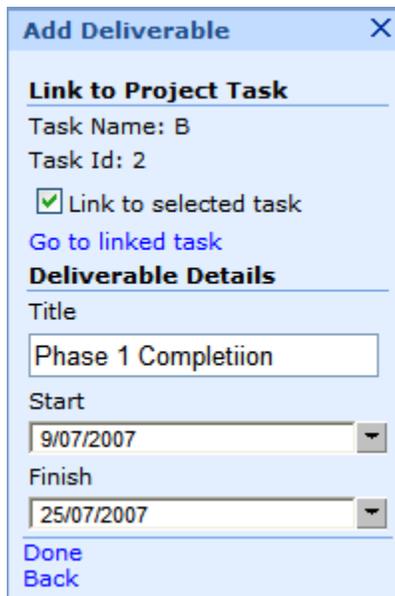
Creating a deliverable in Project Professional 2007

You can also create deliverables from within Microsoft Office Project Professional 2007 when your project is open in Office Project Professional 2007. You have the option of linking deliverables to tasks (which will display them on the Gantt Chart). If you do not link them they will only show up in the Deliverables section of the Project Workspace once the project is published.

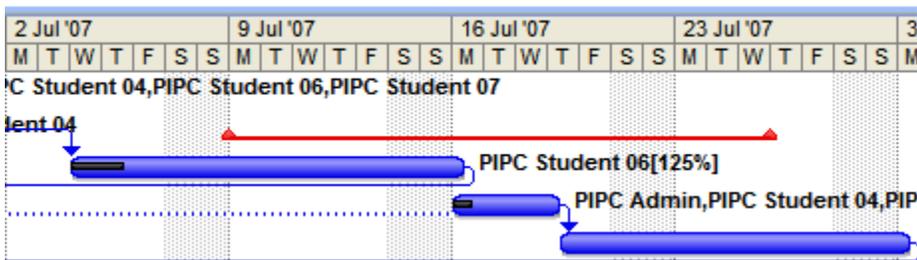
1. On the **Collaborate** menu, click **Manage Deliverables**.
2. From the Deliverables pane select **Add New Deliverable...**



- Fill in the details in the **Add Deliverable** pane.



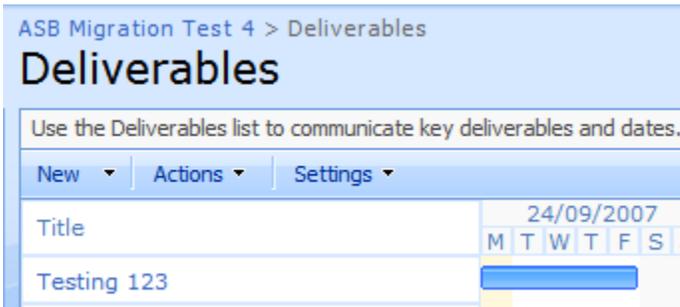
- If you wish to link the deliverable to a task, select the task you wish to associate the deliverable with and click the **Link to Selected task** check box. This will draw the deliverable as a bar on the Gantt Chart.



- 5. The deliverable will be displayed in the Deliverables pane in Project Professional



- 6. and also in the Deliverables section of the Project Workspace when the project is published to Project Server.



After you have initially identified your project deliverables, you may find that you need to change or delete a deliverable.

1. To change a deliverable, in the Deliverables pane, click the deliverable that you are editing, and then click Edit deliverable. Modify the deliverable and then click Done to save your changes.
2. Tip You can also click Edit in browser to edit the deliverable by using Microsoft Office Project Web Access.
3. To delete a deliverable, in the Deliverables pane, click the deliverable that you are deleting, and then click Delete deliverable.

What is the red exclamation point to the left of my deliverable name in the Deliverables pane?

4. When a deliverable in your project plan becomes out-of-sync with the server, a red exclamation point is displayed to the left of the deliverable name in the Deliverables pane.
5. In a variety of circumstances, the deliverables in a local copy of a project plan can become out-of-sync with the server.

6. For example, a deliverable may become out-of-sync when:
 - a. Any of the properties of a deliverable are modified directly on the server.
 - b. A property of the deliverable is modified while the connection to the server is unavailable.
7. To synchronize your local copy of the project plan with the server, do the following:
 - a. On the Collaborate menu, click Manage Deliverables.
 - b. **Tip** If the Deliverables pane is already open, click Get updates to retrieve the most current data from the server.
 - c. In the Deliverables pane, click the deliverable that is out-of-sync with the server, indicated by a red exclamation point.
 - d. Click Accept changes from server.

Set up dependencies on deliverables in other projects

1. On the **Collaborate** menu, click **Manage Dependencies on Deliverables**.
2. In the **Dependency** pane, click **Add new dependency**.
3. In the **Add Dependency** pane, under **Dependent Project**, select a project from the drop-down list.
4. Under **Select Deliverable**, click the deliverable that you want your project to be dependent upon.

Tip With a deliverable selected, click **View** selected deliverable in browser in the **Add Dependency** pane to view the deliverable's properties before you create the dependency.

To indicate that you want a specific task in your project to be dependent on the selected deliverable, click a task in your project, and then select the **Link** to selected task check box, under **Link to Project Task** in the **Add Dependency** pane.

Note When you link a dependency to a specific task, a Gantt bar is displayed that uses the Start and Finish dates for the dependency.

If the dependency is not connected with a specific task, clear the Link to selected task check box.

Click Done.