Workshop – Entering and Organizing tasks on MS-Project – 5 pts weight.
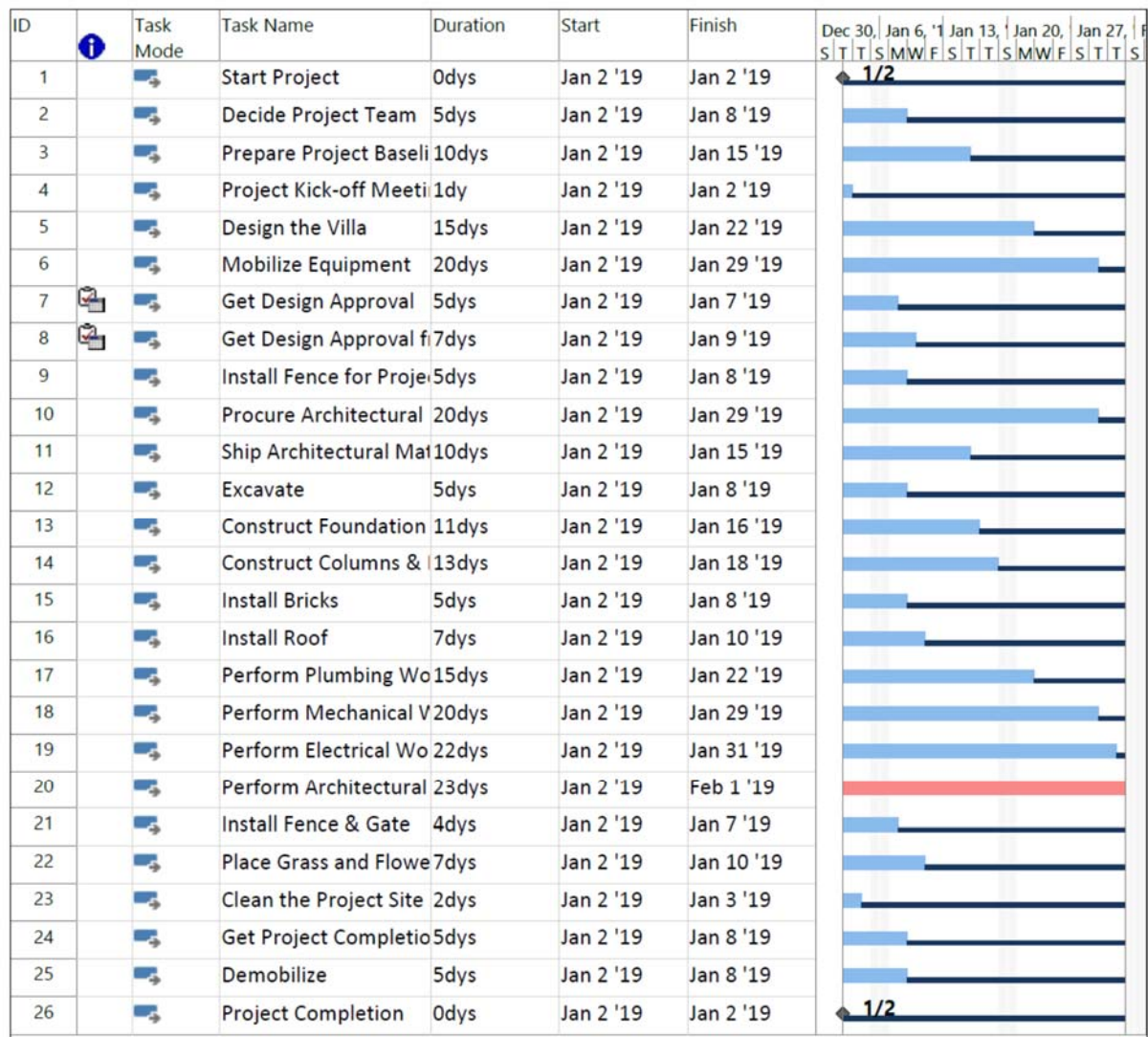
1. This exercise is taken from the book of Paul E. Harris. It covers exercises from Ch1 to 8.
   You will learn how to enter tasks of a project and organize them on MS-project. If you are not a good computer person you may get some help from the book itself or from your project team members.
   You will do the same kind of work for your own project too, starting from next week.

2. Use the columns to enter the Name and Duration of the tasks as below.
   - The Estimate and Schedule will be completed by site personnel who work 6 days/ week.
   - Add new calendar as "6 Day Cal" and edit it for 6 days including Saturdays using "Resource Calendars".
   - Assign the 6-Day Working Week calendar using the Task Information Form Advanced tab to Tasks 8 and Task 9.
   - Double-click on the task to open this form and select the Advanced tab, Calendar drop-down box to assign the Task Calendar.

3. A task will become a milestone when assigned zero duration.

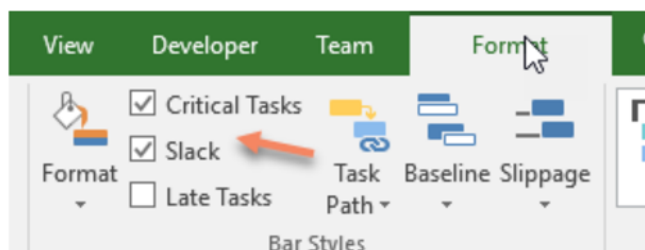Make project start date 02 Jan 2019 from Project -> Project Information

ID	Task Name	Duration	Task Calendar
1	Start Project	0	
2	Decide Project Team	5	
3	Prepare Project Baselines	10	
4	Project Kick-off Meeting	1	
5	Design the Villa	15	
6	Mobilize Equipment	20	
7	Get Design Approval	5	6 day
8	Get Design Approval from Municipality	7	6 day
9	Install Fence for Project Site	5	
10	Procure Architectural Material	20	
11	Ship Architectural Material	10	
12	Excavate	5	
13	Construct Foundation	11	
14	Construct Columns & Beams & Slab	13	
15	Install Bricks	5	
16	Install Roof	7	
17	Perform Plumbing Works	15	
18	Perform Mechanical Works	20	
19	Perform Electrical Works	22	
20	Perform Architectural Work	23	
21	Install Fence & Gate	4	

22	Place Grass and Flowers	7	
23	Clean the Project Site	2	
24	Get Project Completion Approval	5	
25	Demobilize	5	
26	Project Completion	0	

4. Your schedule should look like this with some work:

ID		Task Mode	Task Name	Duration	Start	Finish	Dec 30, Jan 6, '1 Jan 13, Jan 20, Jan 27, S T T S M W F S T T S M W F S T T S
1			Start Project	0dys	Jan 2 '19	Jan 2 '19	1/2
2			Decide Project Team	5dys	Jan 2 '19	Jan 8 '19	
3			Prepare Project Baseli	10dys	Jan 2 '19	Jan 15 '19	
4			Project Kick-off Meeti	1dy	Jan 2 '19	Jan 2 '19	
5			Design the Villa	15dys	Jan 2 '19	Jan 22 '19	
6			Mobilize Equipment	20dys	Jan 2 '19	Jan 29 '19	
7			Get Design Approval	5dys	Jan 2 '19	Jan 7 '19	
8			Get Design Approval fi	7dys	Jan 2 '19	Jan 9 '19	
9			Install Fence for Proje	5dys	Jan 2 '19	Jan 8 '19	
10			Procure Architectural	20dys	Jan 2 '19	Jan 29 '19	
11			Ship Architectural Mat	10dys	Jan 2 '19	Jan 15 '19	
12			Excavate	5dys	Jan 2 '19	Jan 8 '19	
13			Construct Foundation	11dys	Jan 2 '19	Jan 16 '19	
14			Construct Columns & l	13dys	Jan 2 '19	Jan 18 '19	
15			Install Bricks	5dys	Jan 2 '19	Jan 8 '19	
16			Install Roof	7dys	Jan 2 '19	Jan 10 '19	
17			Perform Plumbing Wo	15dys	Jan 2 '19	Jan 22 '19	
18			Perform Mechanical V	20dys	Jan 2 '19	Jan 29 '19	
19			Perform Electrical Wo	22dys	Jan 2 '19	Jan 31 '19	
20			Perform Architectural	23dys	Jan 2 '19	Feb 1 '19	
21			Install Fence & Gate	4dys	Jan 2 '19	Jan 7 '19	
22			Place Grass and Flowe	7dys	Jan 2 '19	Jan 10 '19	
23			Clean the Project Site	2dys	Jan 2 '19	Jan 3 '19	
24			Get Project Completio	5dys	Jan 2 '19	Jan 8 '19	
25			Demobilize	5dys	Jan 2 '19	Jan 8 '19	
26			Project Completion	0dys	Jan 2 '19	Jan 2 '19	1/2

Hint:

NOTES:
- The icon in the Information column on the left-hand side indicates that Tasks 7 and 8 have a non-standard calendar, which is the 6-Day Working Week calendar set in this workshop.

5. All tasks should be assigned the Task Mode of Auto Scheduled. If the task bars are not a solid blue color, except Task 20, which is critical and should be a solid red color, then they are Manually Scheduled and you have not set the options correctly in the Project Options. (Task → Information)

Add Summary Tasks

6. Display the Project Summary Task by checking the Format, Show/ Hide group, Project Summary Task and close the form.
7. Observe how the Project Summary Task is formatted, it will be Bold and have a Task ID of "0".
8. Hide the Project Summary Task by repeating para 6 and unchecking, as we will create an Outline Level for the Project summary task.
9. Create new Summary Tasks (Task -> Summary).
    - Villa Project
        o Pre-Construction
        o Construction
        o Close-out

10. Create an Outline Level 1 for Phase entitled Villa Project and
11. Create an Outline Level 2 for each of the three Products:
12. Try using the various methods for indenting and out-denting tasks.
13. Your work should look like this.

ID	ⓘ	Task Mode	Task Name	Duration	Start	Finish	
1		🖥	**Villa Project**	**23dys**	**Jan 2 '19**	**Feb 1 '19**	
2		🖥	**Pre-construction**	**20dys**	**Jan 2 '19**	**Jan 29 '19**	
3		🖥	Start Project	0dys	Jan 2 '19	Jan 2 '19	◆ 1/2
4		🖥	Decide Project Te	5dys	Jan 2 '19	Jan 8 '19	
5		🖥	Prepare Project E	10dys	Jan 2 '19	Jan 15 '19	
6		🖥	Project Kick-off N	1dy	Jan 2 '19	Jan 2 '19	
7		🖥	Design the Villa	15dys	Jan 2 '19	Jan 22 '19	
8		🖥	Mobilize Equipm	20dys	Jan 2 '19	Jan 29 '19	
9	📋	🖥	Get Design Appro	5dys	Jan 2 '19	Jan 7 '19	
10	📋	🖥	Get Design Appro	7dys	Jan 2 '19	Jan 9 '19	
11		🖥	Install Fence for I	5dys	Jan 2 '19	Jan 8 '19	
12		🖥	Procure Architec	20dys	Jan 2 '19	Jan 29 '19	
13		🖥	Ship Architectura	10dys	Jan 2 '19	Jan 15 '19	
14		🖥	**Construction**	**23dys**	**Jan 2 '19**	**Feb 1 '19**	
15		🖥	Excavate	5dys	Jan 2 '19	Jan 8 '19	
16		🖥	Construct Founda	11dys	Jan 2 '19	Jan 16 '19	
17		🖥	Construct Colum	13dys	Jan 2 '19	Jan 18 '19	
18		🖥	Install Bricks	5dys	Jan 2 '19	Jan 8 '19	
19		🖥	Install Roof	7dys	Jan 2 '19	Jan 10 '19	
20		🖥	Perform Plumbin	15dys	Jan 2 '19	Jan 22 '19	
21		🖥	Perform Mechan	20dys	Jan 2 '19	Jan 29 '19	
22		🖥	Perform Electrica	22dys	Jan 2 '19	Jan 31 '19	
23		🖥	Perform Architec	23dys	Jan 2 '19	Feb 1 '19	
24		🖥	Install Fence & G	4dys	Jan 2 '19	Jan 7 '19	
25		🖥	Place Grass and F	7dys	Jan 2 '19	Jan 10 '19	
26		🖥	**Close-out**	**5dys**	**Jan 2 '19**	**Jan 8 '19**	
27		🖥	Clean the Project	2dys	Jan 2 '19	Jan 3 '19	
28		🖥	Get Project Comp	5dys	Jan 2 '19	Jan 8 '19	
29		🖥	Demobilize	5dys	Jan 2 '19	Jan 8 '19	
30		🖥	Project Completi	0dys	Jan 2 '19	Jan 2 '19	◆ 1/2

Task Dependencies (Relationships)

14. Add Predecessors to the table as below,

15. Try to reshape your project view as below.

ID Project1	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Early Start	Early Finish	Late Start	Late Finish
1		**Villa Project**	**113dys**	**Jan 2 '19**	**Jun 7 '19**		**Jan 2 '19**	**Jun 7 '19**	**Jan 2 '19**	**Jun 7 '19**
2		**Pre-construction**	**63dys**	**Jan 2 '19**	**Mar 29 '19**		**Jan 2 '19**	**Mar 29 '19**	**Jan 2 '19**	**Jun 7 '19**
3		Start Project	0dys	Jan 2 '19	Jan 2 '19		Jan 2 '19	Jan 2 '19	Jan 2 '19	Jan 2 '19
4		Decide Project Team	5dys	Jan 2 '19	Jan 8 '19	3	Jan 2 '19	Jan 8 '19	Jan 2 '19	Jan 8 '19
5		Prepare Project Baselines	10dys	Jan 4 '19	Jan 17 '19	4SS+2dys	Jan 4 '19	Jan 17 '19	Jan 4 '19	Jan 17 '19
6		Project Kick-off Meeting	1dy	Jan 18 '19	Jan 18 '19	5	Jan 18 '19	Jan 18 '19	Jan 18 '19	Jan 18 '19
7		Design the Villa	15dys	Jan 21 '19	Feb 8 '19	6	Jan 21 '19	Feb 8 '19	Jan 21 '19	Feb 8 '19
8		Mobilize Equipment	20dys	Jan 21 '19	Feb 15 '19	6	Jan 21 '19	Feb 15 '19	Jan 21 '19	Feb 15 '19
9		Get Design Approval	5dys	Feb 9 '19	Feb 14 '19	7	Feb 9 '19	Feb 14 '19	Jun 3 '19	Jun 7 '19
10		Get Design Approval from	7dys	Feb 9 '19	Feb 16 '19	7	Feb 9 '19	Feb 16 '19	Feb 9 '19	Feb 16 '19
11		Install Fence for Project S	5dys	Feb 11 '19	Feb 18 '19	6,15SF	Feb 11 '19	Feb 18 '19	Feb 18 '19	Feb 22 '19
12		Procure Architectural Ma	20dys	Feb 18 '19	Mar 15 '19	10	Feb 18 '19	Mar 15 '19	Apr 29 '19	May 24 '19
13		Ship Architectural Materi	10dys	Mar 18 '19	Mar 29 '19	12	Mar 18 '19	Mar 29 '19	May 27 '19	Jun 7 '19
14		**Construction**	**68dys**	**Feb 18 '19**	**May 22 '19**		**Feb 18 '19**	**May 22 '19**	**Feb 18 '19**	**Jun 7 '19**
15		Excavate	5dys	Feb 18 '19	Feb 22 '19	8,10	Feb 18 '19	Feb 22 '19	Feb 18 '19	Feb 22 '19
16		Construct Foundation	11dys	Feb 25 '19	Mar 11 '19	15,11	Feb 25 '19	Mar 11 '19	Feb 25 '19	Mar 11 '19
17		Construct Columns & Bea	13dys	Mar 12 '19	Mar 28 '19	16	Mar 12 '19	Mar 28 '19	Mar 12 '19	Mar 28 '19
18		Install Bricks	5dys	Mar 29 '19	Apr 4 '19	17	Mar 29 '19	Apr 4 '19	Mar 29 '19	Apr 4 '19
19		Install Roof	7dys	Mar 29 '19	Apr 8 '19	17	Mar 29 '19	Apr 8 '19	May 30 '19	Jun 7 '19
20		Perform Plumbing Works	15dys	Apr 5 '19	Apr 25 '19	18	Apr 5 '19	Apr 25 '19	Apr 16 '19	May 6 '19
21		Perform Mechanical Wor	20dys	Apr 5 '19	May 2 '19	18	Apr 5 '19	May 2 '19	Apr 9 '19	May 6 '19
22		Perform Electrical Works	22dys	Apr 5 '19	May 6 '19	18	Apr 5 '19	May 6 '19	Apr 5 '19	May 6 '19
23		Perform Architectural Wo	23dys	Apr 11 '19	May 13 '19	18,20FF+5dys,21FF+5dys,22FF+5dys	Apr 11 '19	May 13 '19	Apr 11 '19	May 13 '19
24		Install Fence & Gate	4dys	May 14 '19	May 17 '19	23	May 14 '19	May 17 '19	May 17 '19	May 22 '19
25		Place Grass and Flowers	7dys	May 14 '19	May 22 '19	23	May 14 '19	May 22 '19	May 14 '19	May 22 '19
26		**Close-out**	**12dys**	**May 23 '19**	**Jun 7 '19**		**May 23 '19**	**Jun 7 '19**	**May 23 '19**	**Jun 7 '19**
27		Clean the Project Site	2dys	May 23 '19	May 24 '19	24,25	May 23 '19	May 24 '19	May 23 '19	May 24 '19
28		Get Project Completion A	5dys	May 27 '19	May 31 '19	27	May 27 '19	May 31 '19	May 27 '19	May 31 '19
29		Demobilize	5dys	Jun 3 '19	Jun 7 '19	28	Jun 3 '19	Jun 7 '19	Jun 3 '19	Jun 7 '19
30		Project Completion	0dys	Jun 7 '19	Jun 7 '19	29	Jun 7 '19	Jun 7 '19	Jun 7 '19	Jun 7 '19

16. Observe and play on task predecessors.

Task Information							✕
General	Predecessors	Resources	Advanced	Notes	Custom Fields		

Name: Install Fence for Project Site   Duration: 5dys ☐ Estimated

Predecessors:

ID	Task Name	Type	Lag
6	Project Kick-off Meeting	Finish-to-Start (FS)	0d
15	Excavate	Start-to-Finish (SF)	0d

Help   OK   Cancel

ID		Task Mode	Task Name	Duration	Start	Finish
1			Villa Project	113dys	Jan 2 '19	Jun 7 '19
2			Pre-construction	63dys	Jan 2 '19	Mar 29 '19
3			Start Project	0dys	Jan 2 '19	Jan 2 '19
4			Decide Project T	5dys	Jan 2 '19	Jan 8 '19
5			Prepare Project E	10dys	Jan 4 '19	Jan 17 '19
6			Project Kick-off N	1dy	Jan 18 '19	Jan 18 '19
7			Design the Villa	15dys	Jan 21 '19	Feb 8 '19
8			Mobilize Equipm	20dys	Jan 21 '19	Feb 15 '19
9			Get Design Appro	5dys	Feb 9 '19	Feb 14 '19
10			Get Design Appro	7dys	Feb 9 '19	Feb 16 '19
11			Install Fence for	5dys	Feb 11 '19	Feb 18 '19
12			Procure Architec	20dys	Feb 18 '19	Mar 15 '19
13			Ship Architectura	10dys	Mar 18 '19	Mar 29 '19
14			Construction	68dys	Feb 18 '19	May 22 '19
15			Excavate	5dys	Feb 18 '19	Feb 22 '19
16			Construct Found	11dys	Feb 25 '19	Mar 11 '19
17			Construct Colum	13dys	Mar 12 '19	Mar 28 '19
18			Install Bricks	5dys	Mar 29 '19	Apr 4 '19
19			Install Roof	7dys	Mar 29 '19	Apr 8 '19
20			Perform Plumbin	15dys	Apr 5 '19	Apr 25 '19
21			Perform Mechan	20dys	Apr 5 '19	May 2 '19
22			Perform Electrica	22dys	Apr 5 '19	May 6 '19
23			Perform Architectural	23dys	Apr 11 '19	May 13 '19
24			Install Fence & G	4dys	May 14 '19	May 17 '19
25			Place Grass and F	7dys	May 14 '19	May 22 '19
26			Close-out	12dys	May 23 '19	Jun 7 '19
27			Clean the Project	2dys	May 23 '19	May 24 '19
28			Get Project Com	5dys	May 27 '19	May 31 '19
29			Demobilize	5dys	Jun 3 '19	Jun 7 '19
30			Project Completi	0dys	Jun 7 '19	Jun 7 '19