

MODULE 3: Working with Tasks

Exercise 1. Changing Working Time (Start Date 1/11/2024)

- Display the Project Information.

Project Statistics for '21123021_Exer01_Module03.mpp'

	Start	Finish
Current	Fri 11/1/24	Wed 12/4/24
Baseline	NA	NA
Actual	NA	NA
Variance	0d	0d

	Duration	Work	Cost
Current	24d	0h	\$0.00
Baseline	0d	0h	\$0.00
Actual	0d	0h	\$0.00
Remaining	24d	0h	\$0.00

Percent complete: 0%
Duration: 0% Work: 0%

- View Project Timeline

Timeline

Start Fri 11/1/24

Nov 3, '24

Nov 10, '24

Nov 17, '24

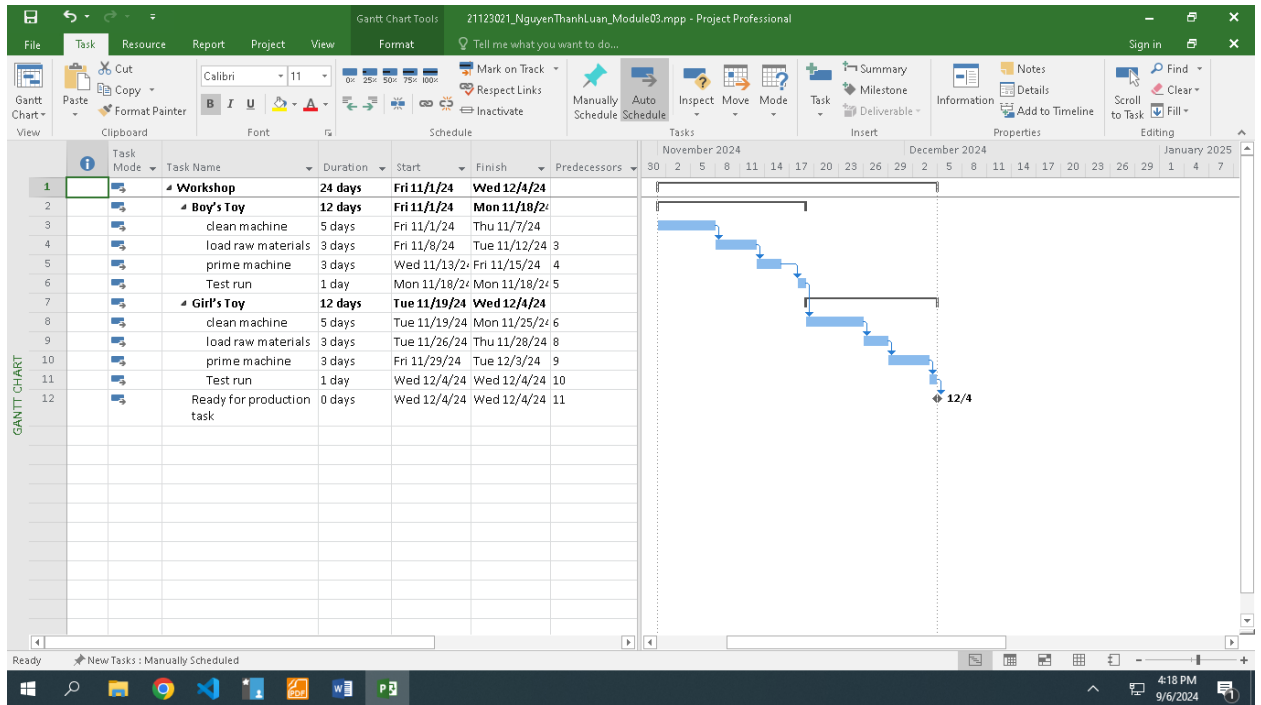
Nov 24, '24

Dec 1, '24

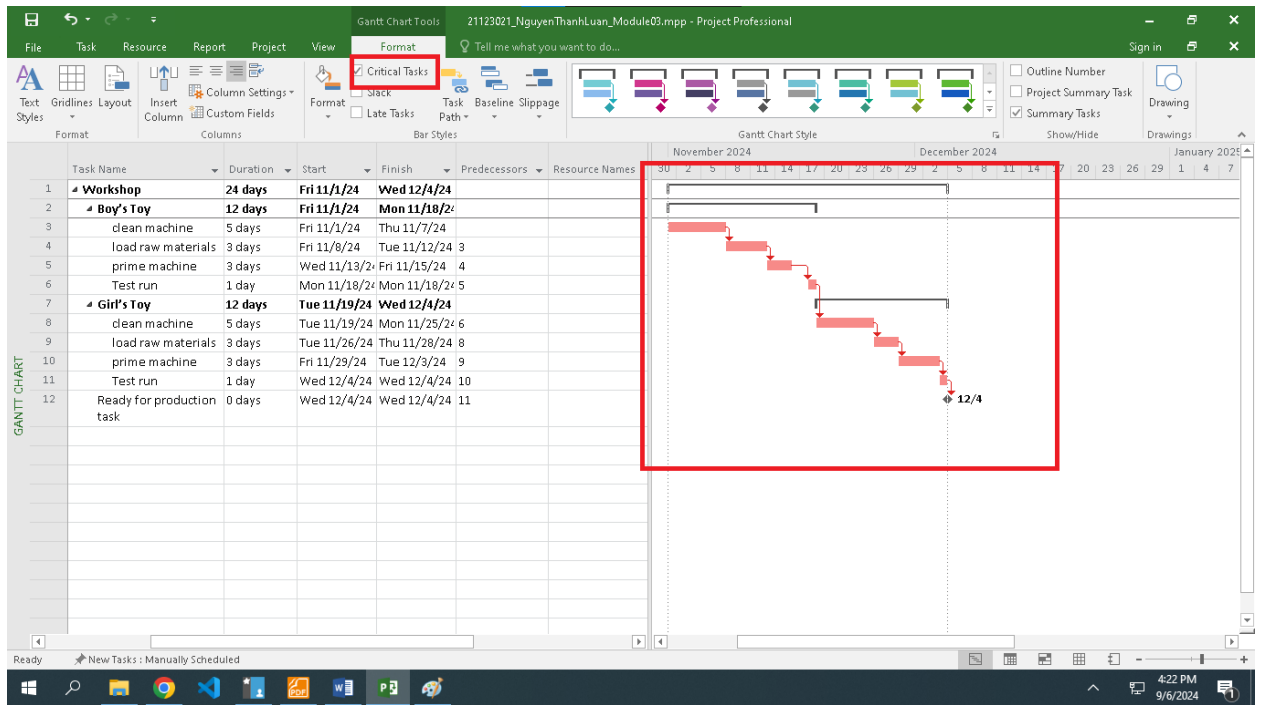
Finish Wed 12/4/24

Add tasks with dates to the timeline

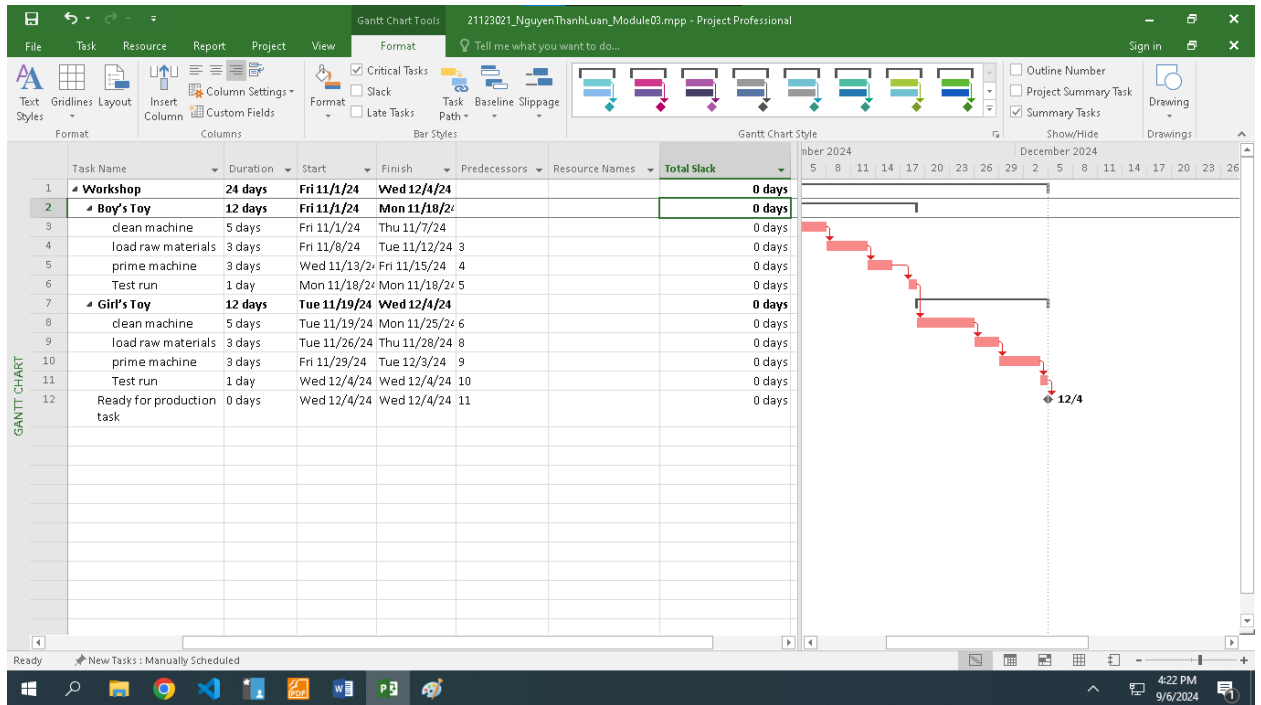
- Gantt Chart



- view CP

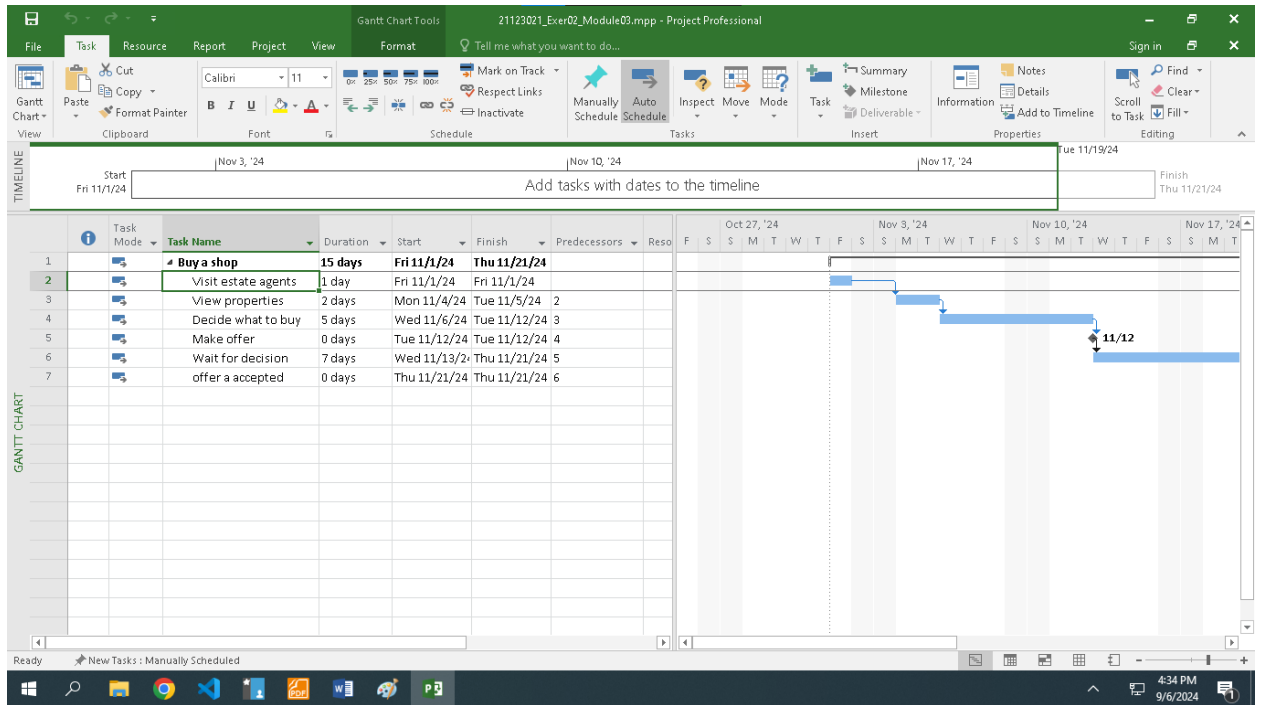


- Total Slack

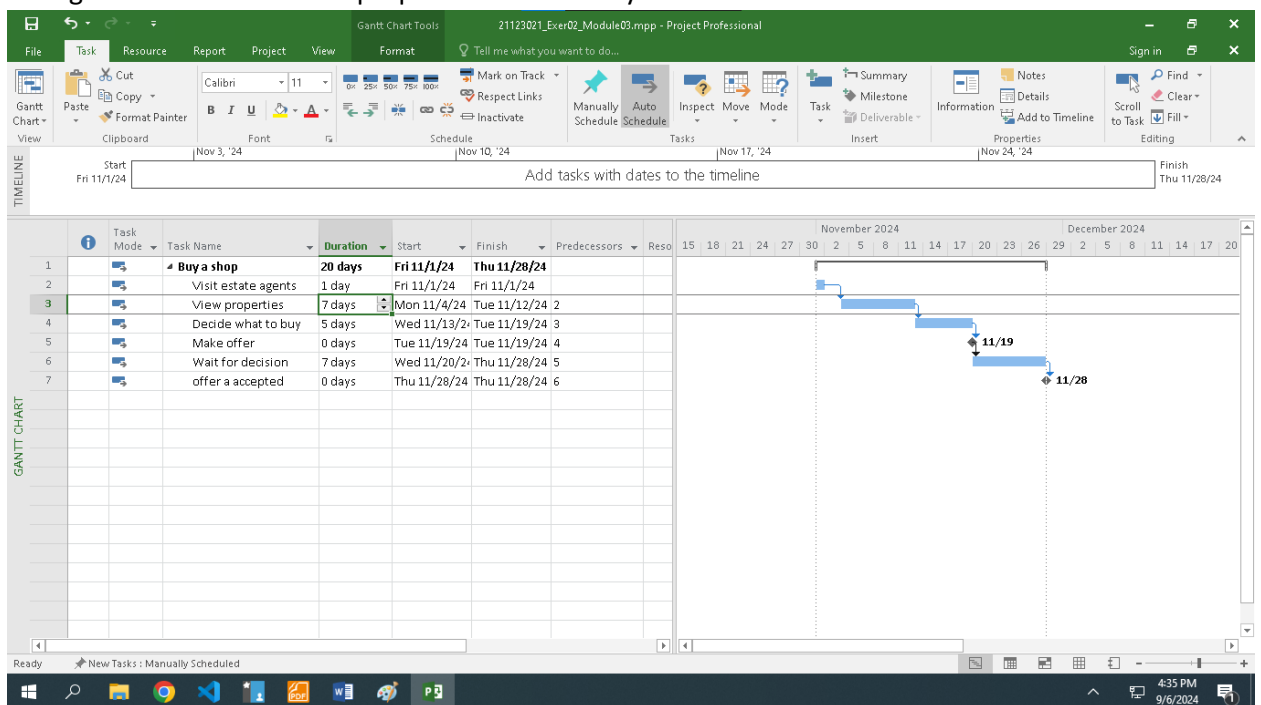


Exercise 2. Changing Working Time (Start Date 1/11/2024)

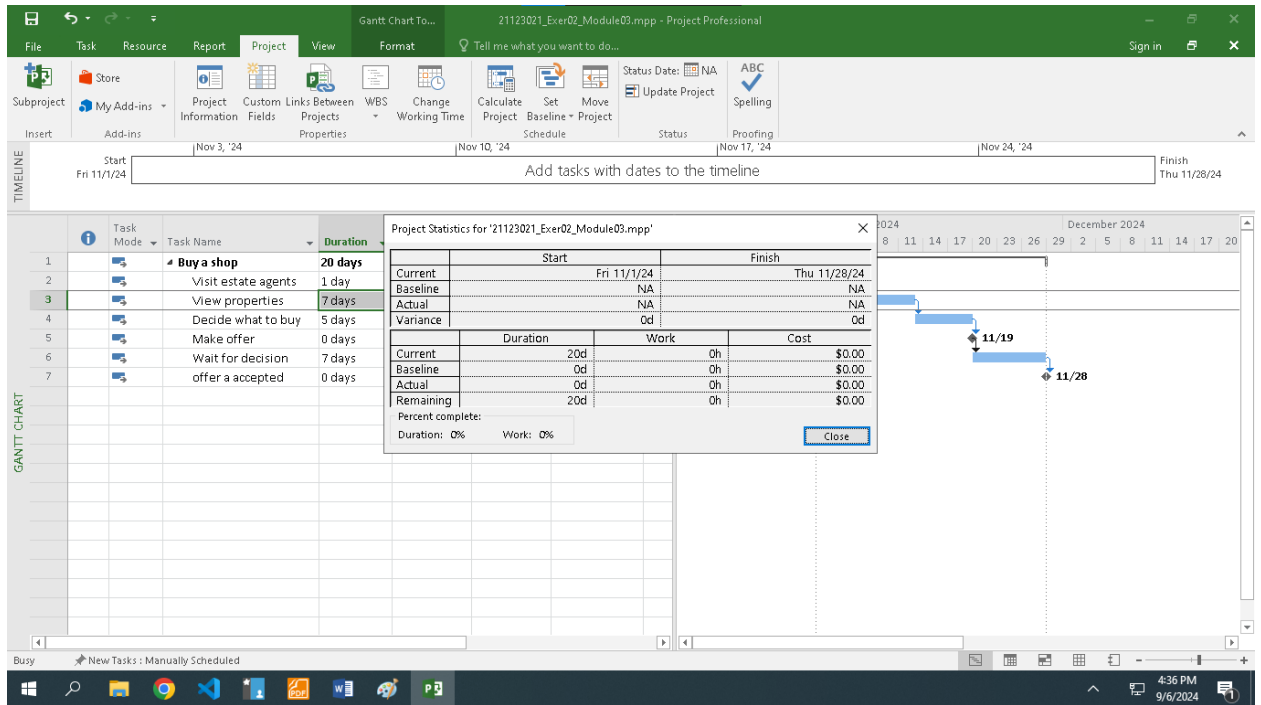
- Create the summary task is Buy a shop that contains all tasks in the project
- Establish the duration of Wait for a decision task is 7 days.



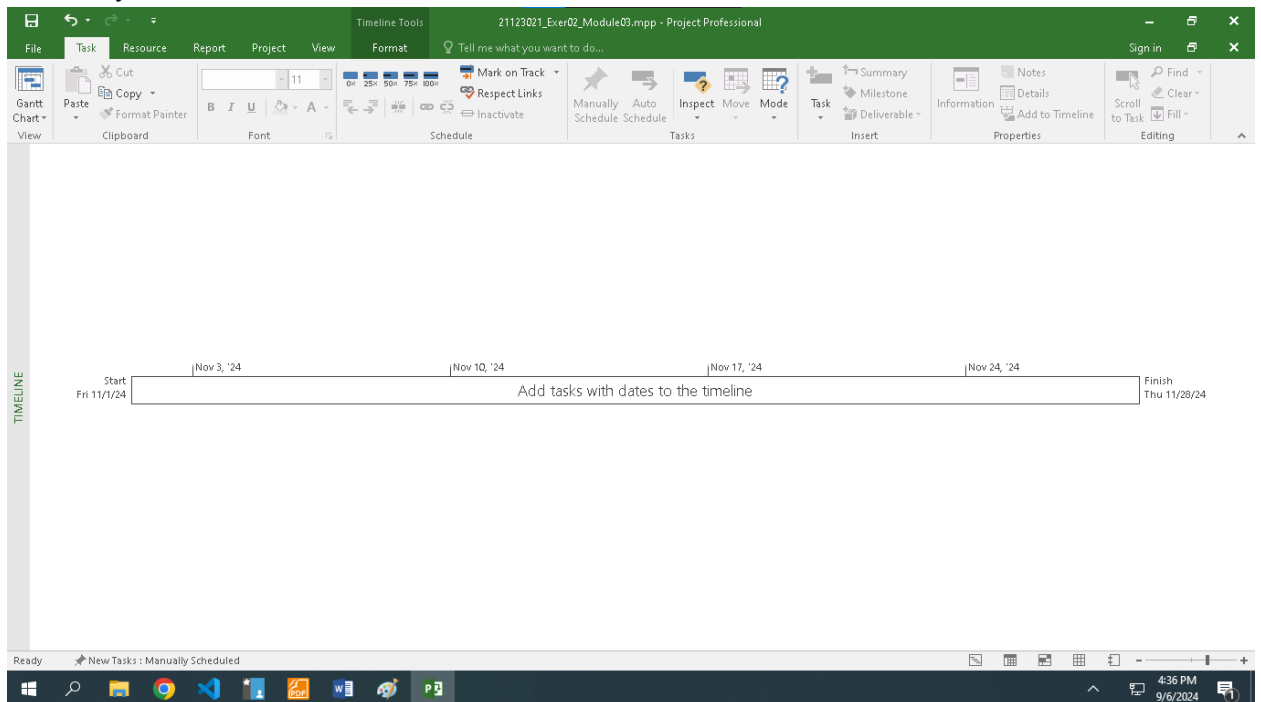
- Change the duration of View properties task to 7 days.



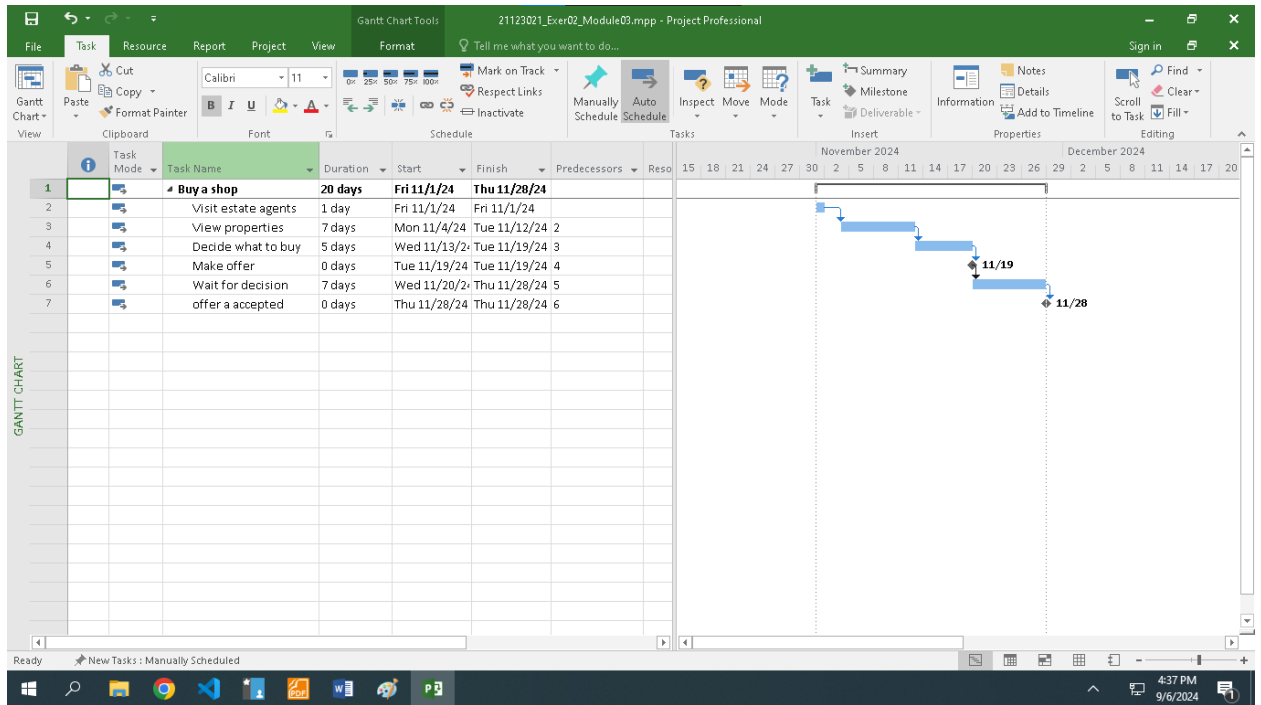
- Display the Project Information.



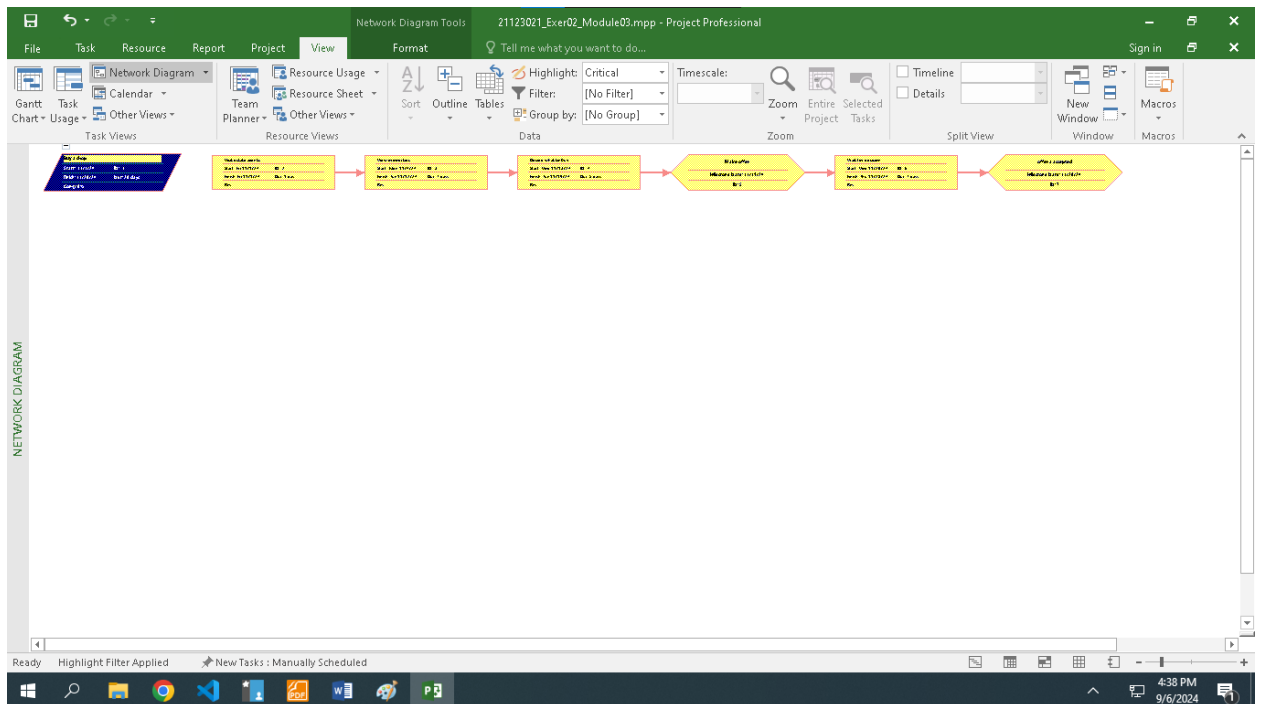
- View Project Timeline



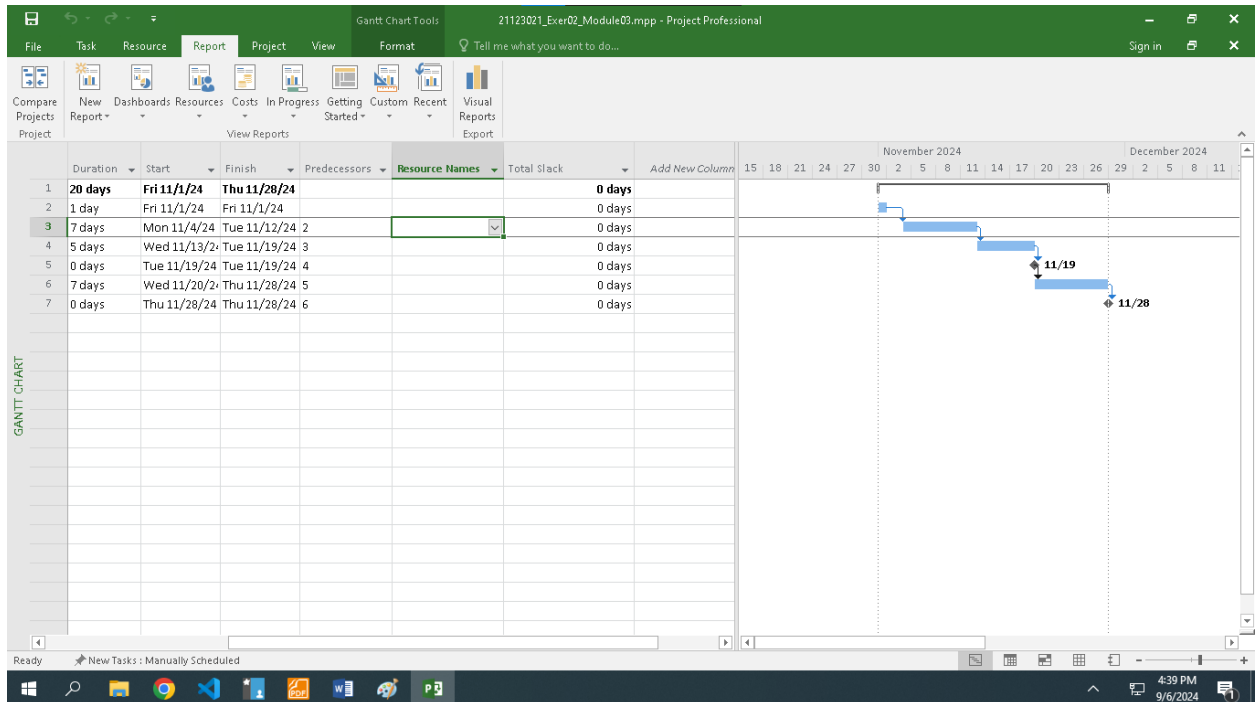
- Gantt Chart



- view CP

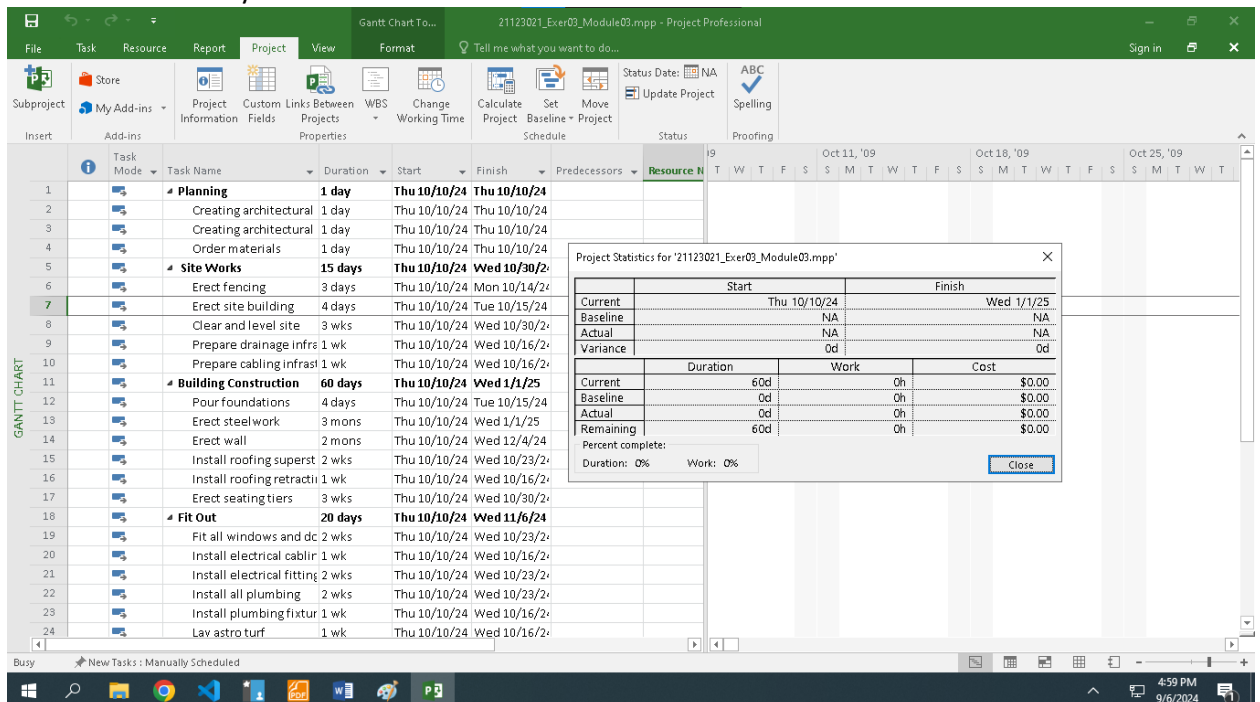


- Total Slack

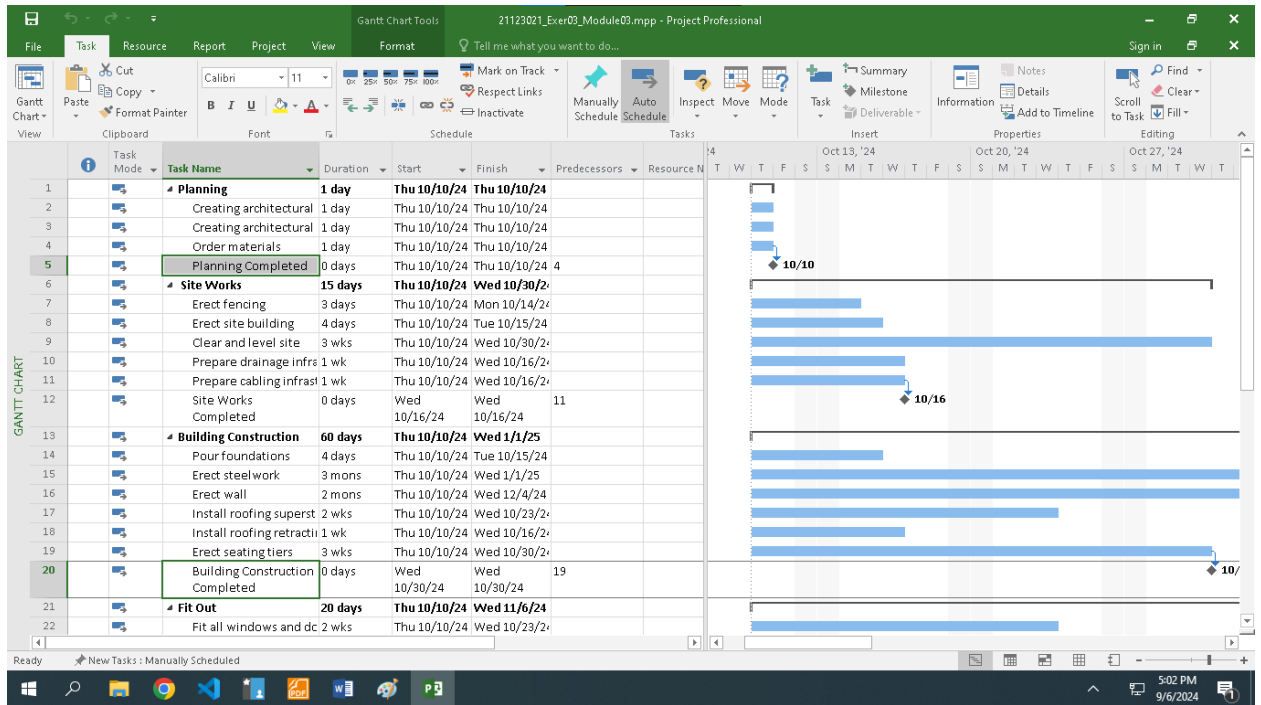


Exercise 3. Scheduling– Task dependencies

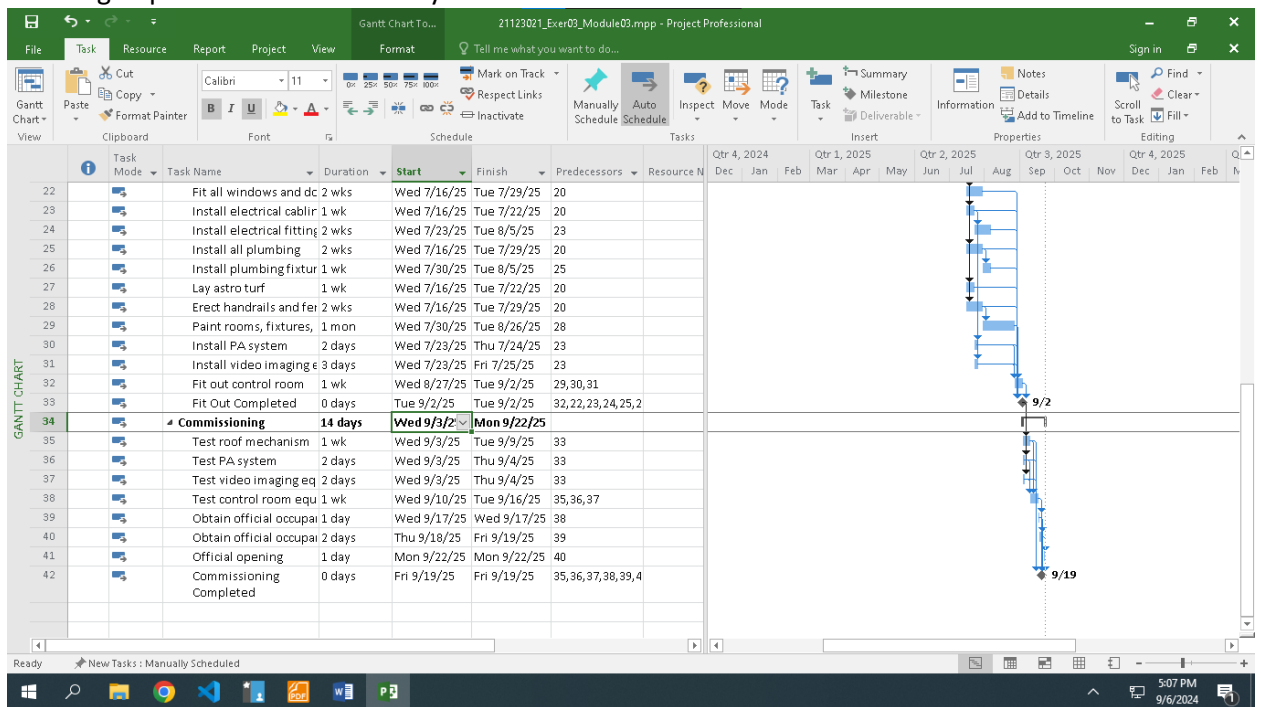
- Create the list of tasks to model this processing (Start date: 10/10/2024)
- Create the summary tasks for series tasks below



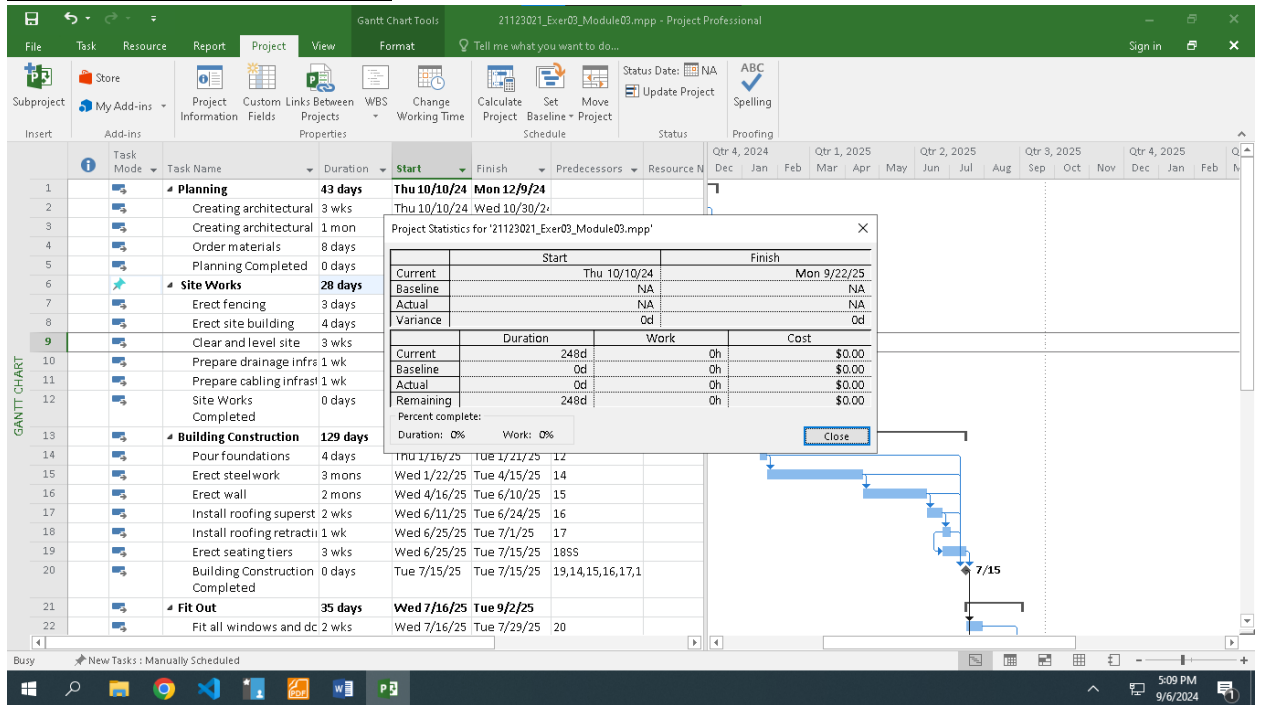
- Create the milestones for this project below:



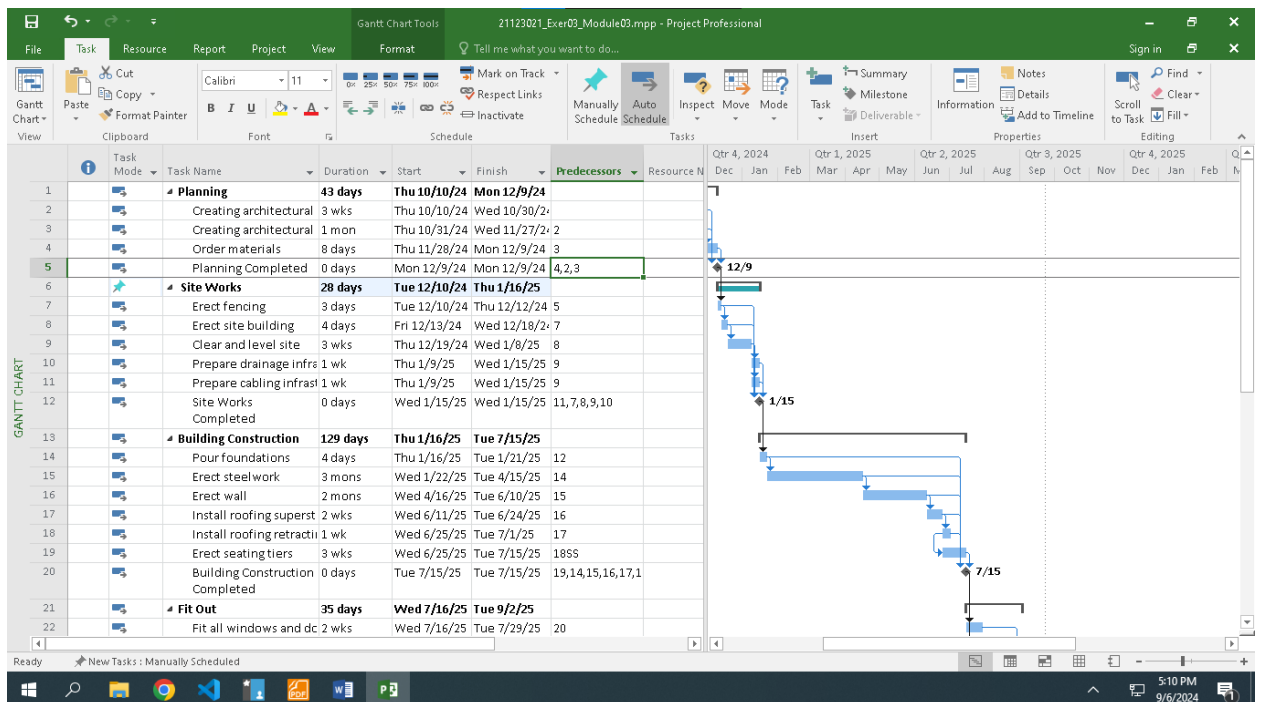
- Creating Dependencies in Task Entry

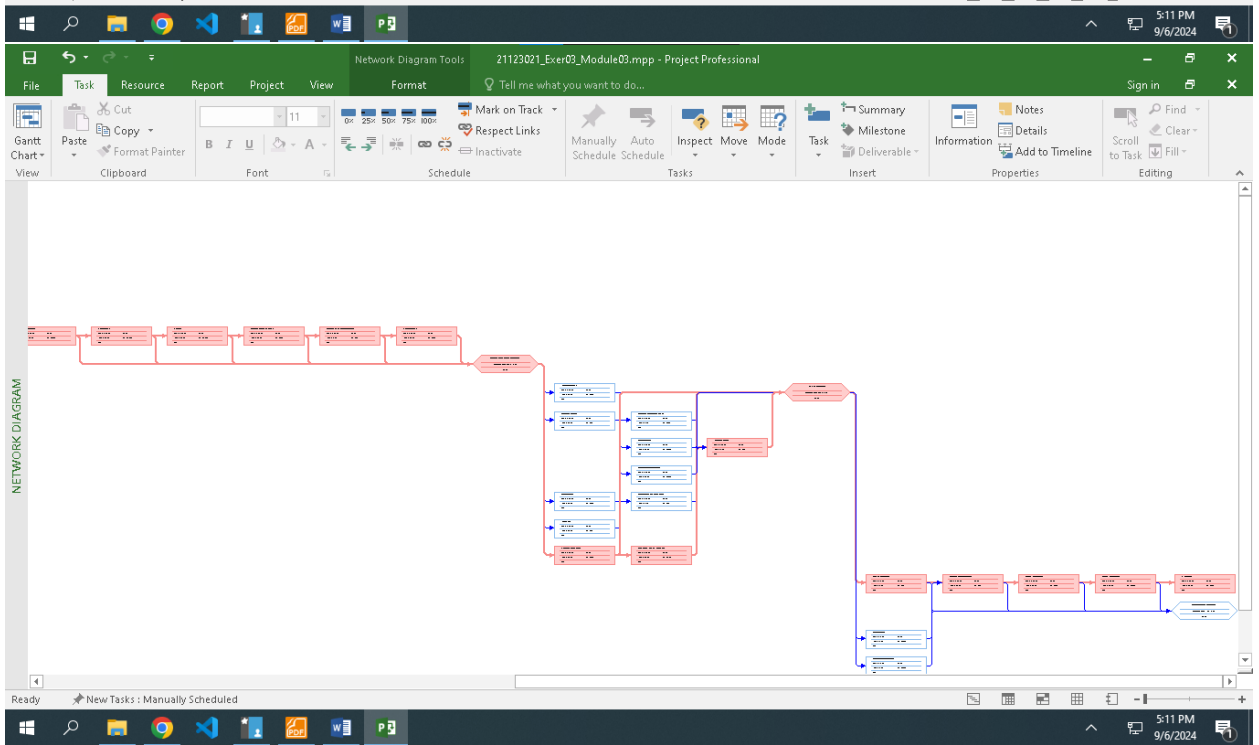
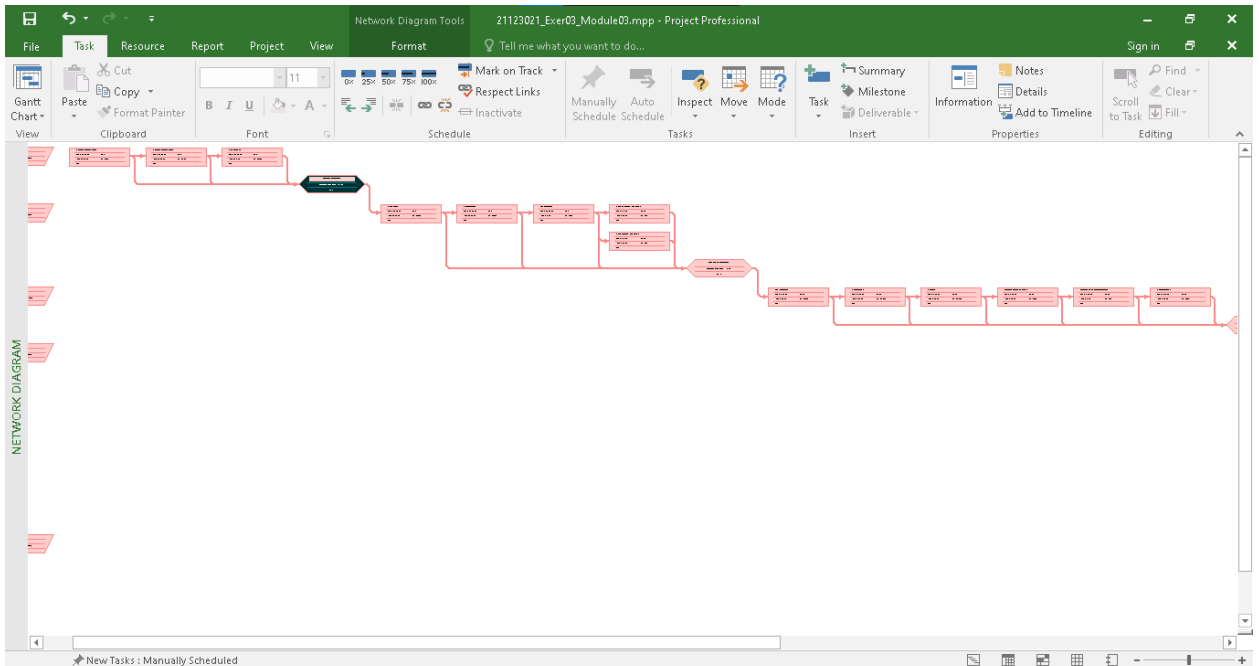


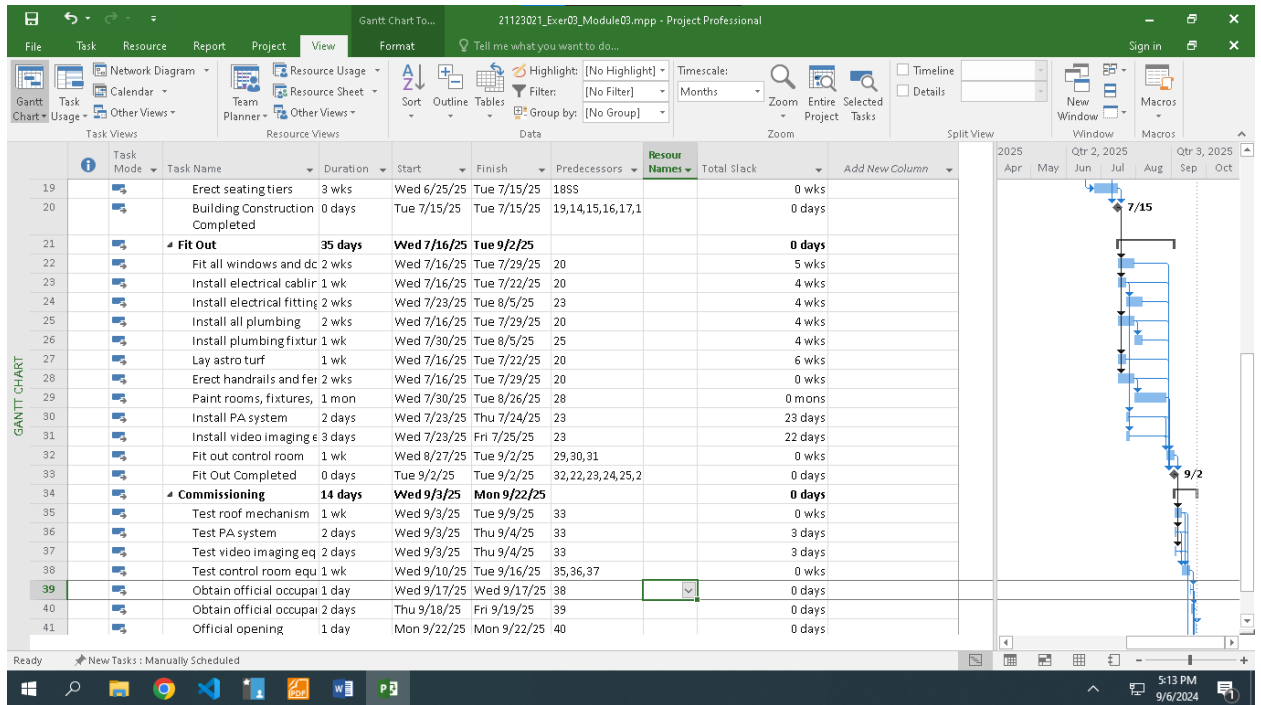
- **Display the Project Information**



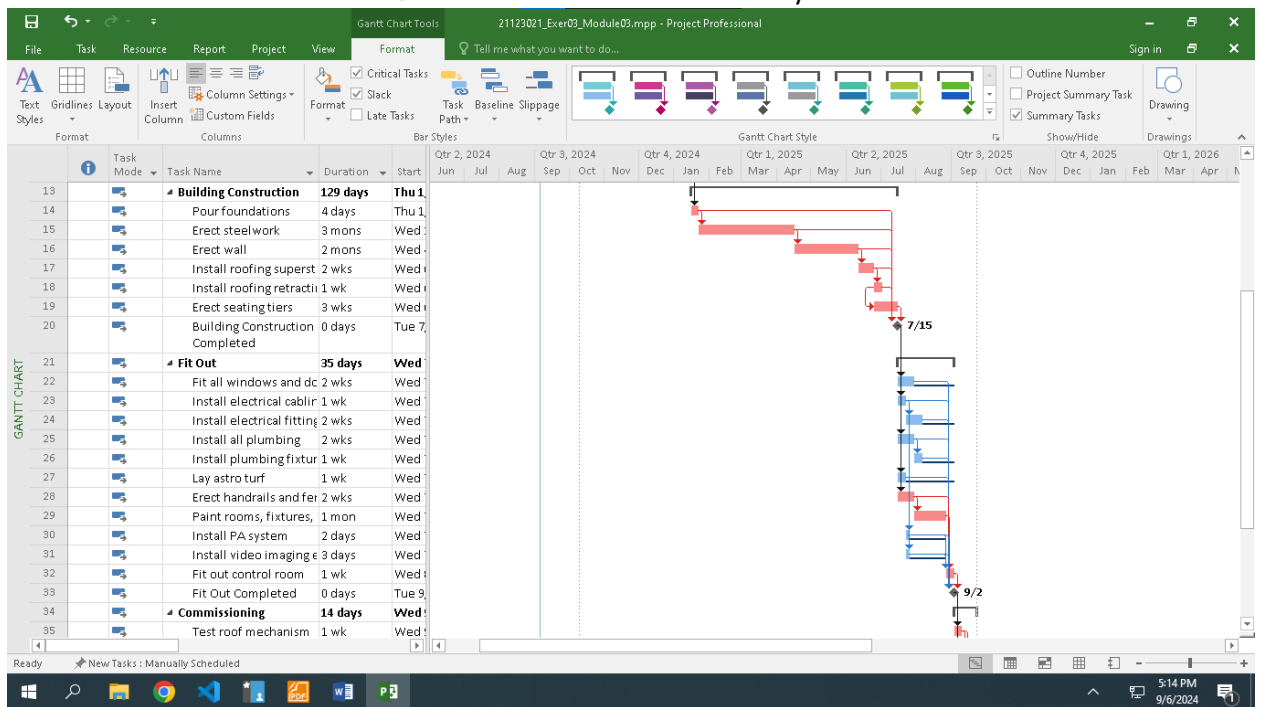
- **View the project in Gantt Chart and define CP and Project Slack**







- Choose Gantt Chart Format tab → check on Critical Tasks in Bar Styles.



- On the table data Add column Late Start, Late Finish, Total Slack

