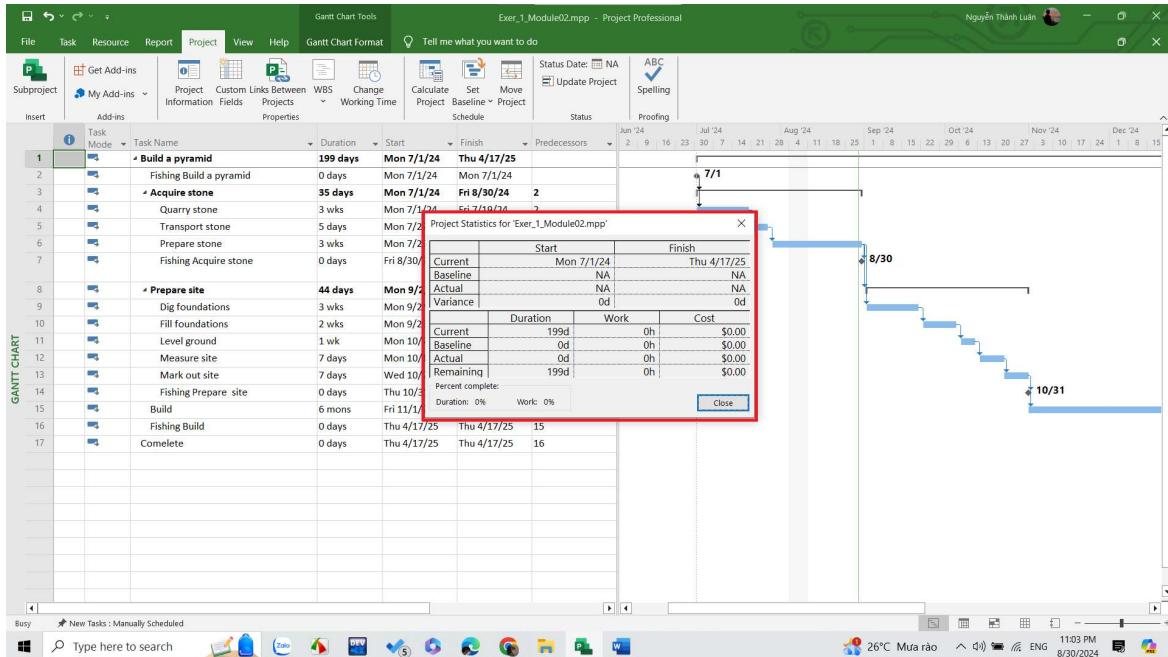


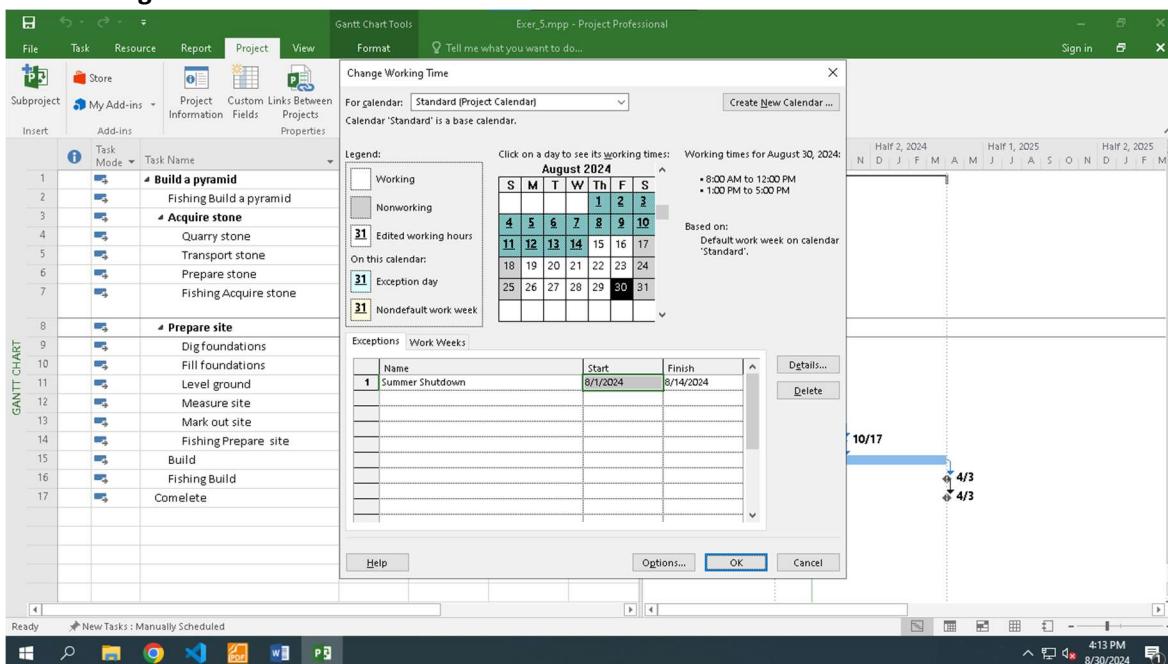
MODULE 2: CALENDARS AND SCHEDULING

Exercise 1. Changing Working Time

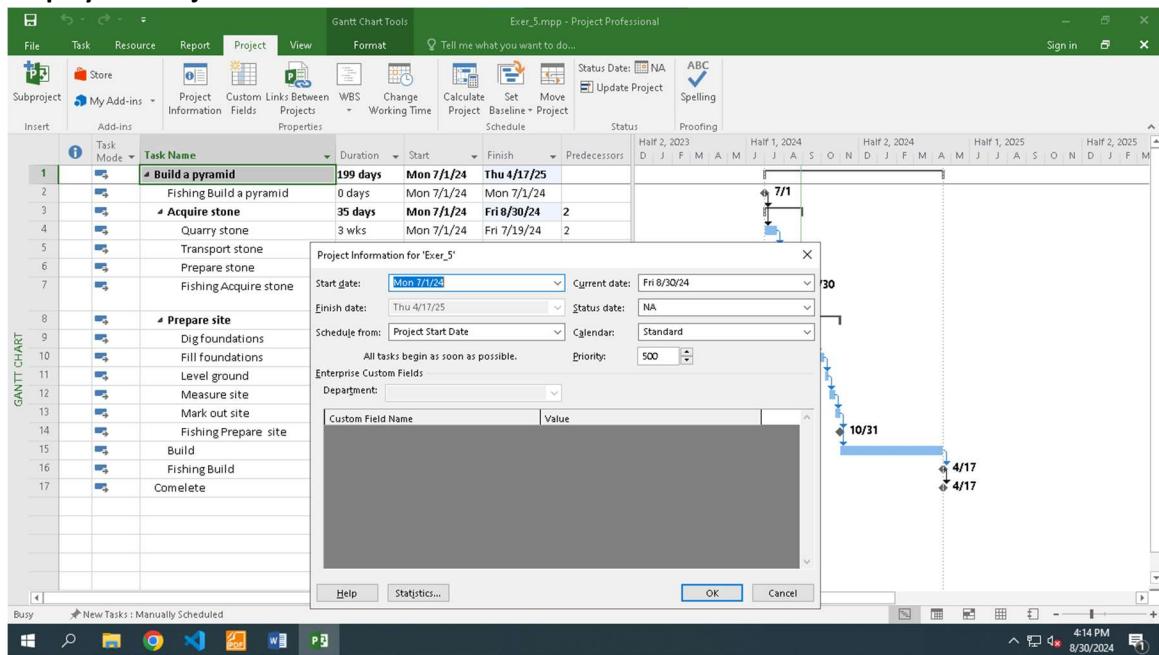
- Schedule the project from a Project Start Date of 1 July 2024
- Choose an overall project calendar of Standard



- The office will shut down for 2 weeks in the summer. Use the Change Working Time dialog box to create an Exception called "Summer Shutdown" and make the first 14 days of August nonworking time

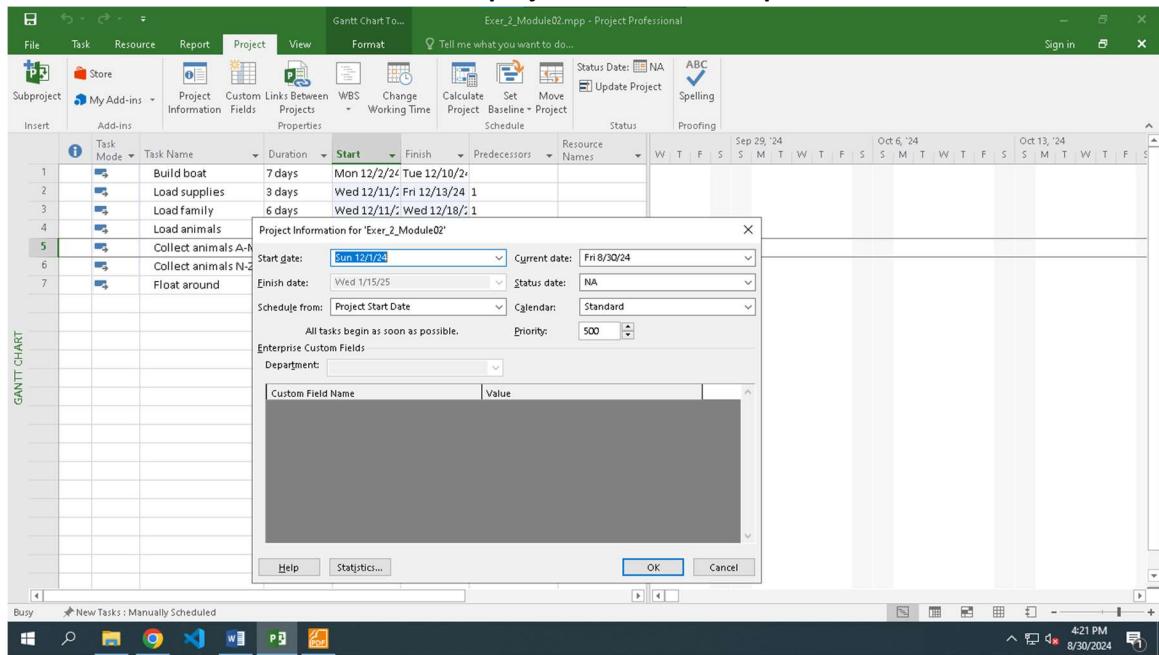


- **Display the Project Information**

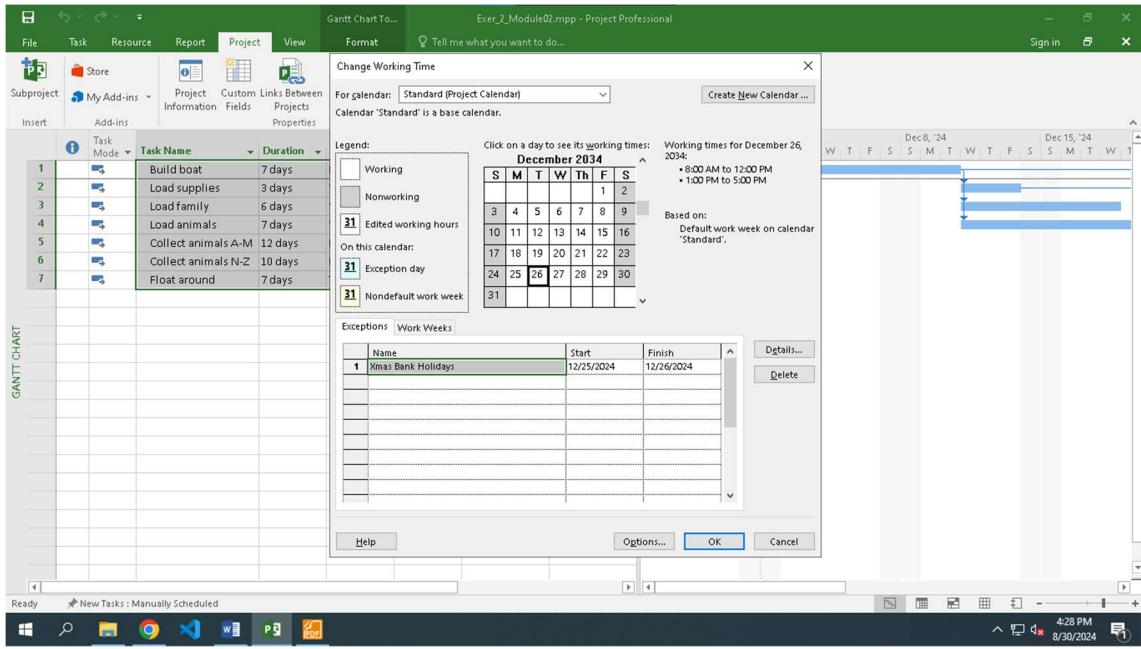


Exercise 2. Changing Working Time

- **Schedule it to start on 1 Dec 2024. The project will be based upon the Standard calendar**

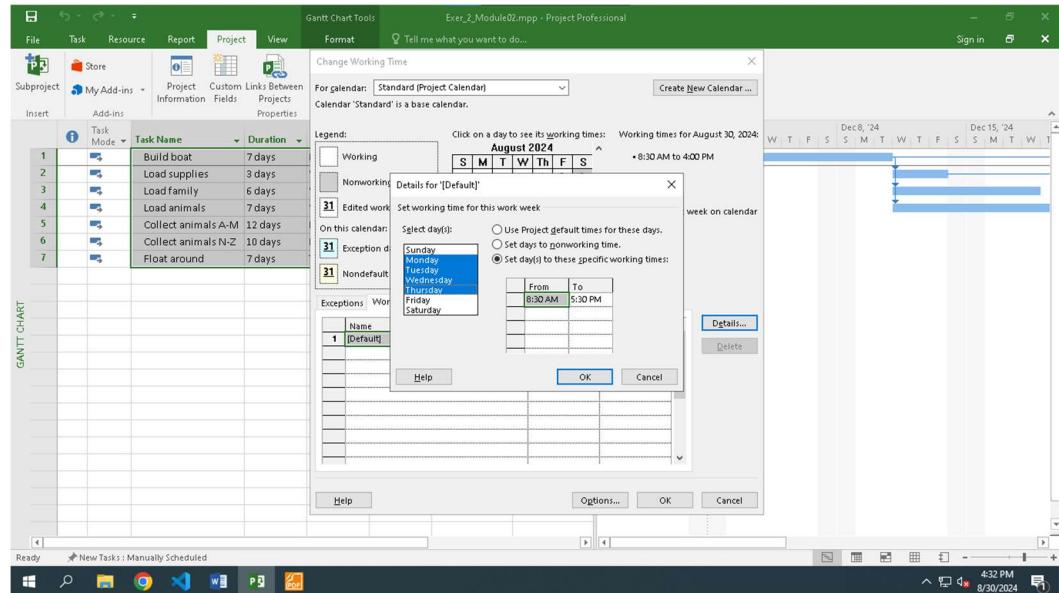


- **Go to the Change Working Time dialog box and create an Exception to the Standard calendar called "Xmas Bank Holidays". This needs to make 25 and 26 December 2024 into nonworking time.**

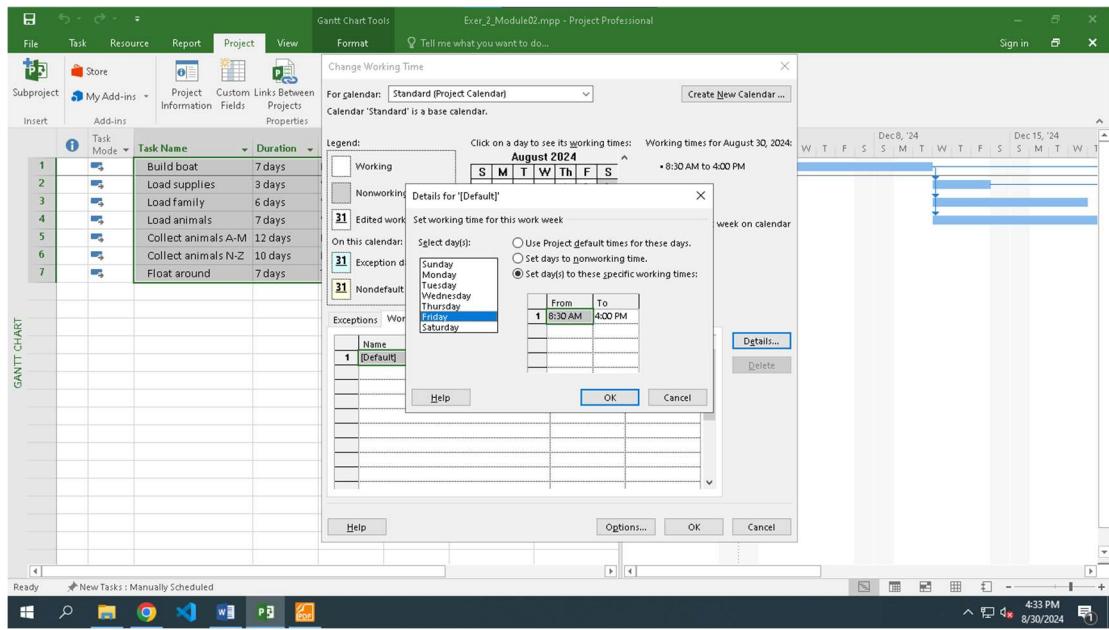


- Use the Work Weeks tab to change the Standard calendar's default working week. This project's standard working time is:

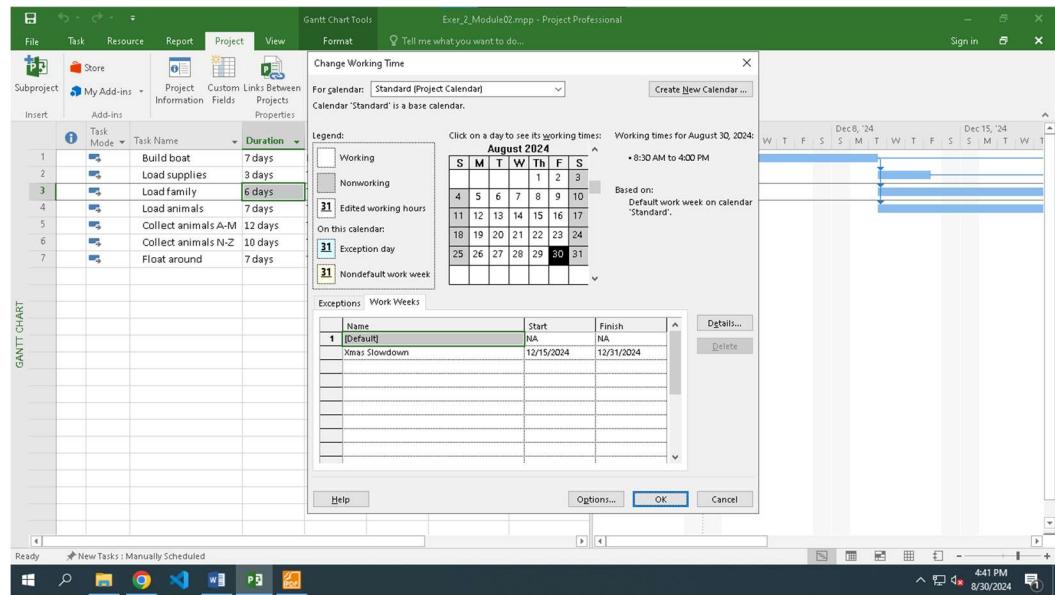
- 08:30 to 17:30 Monday to Thursday (no lunch break)

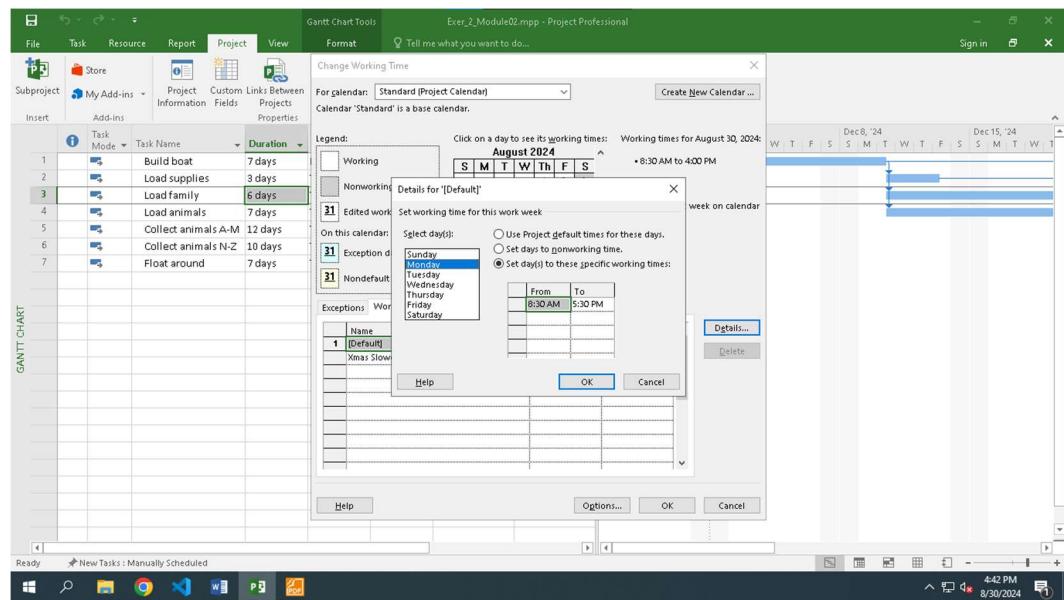


- 08:30 to 16:00 on Fridays (no lunch break)

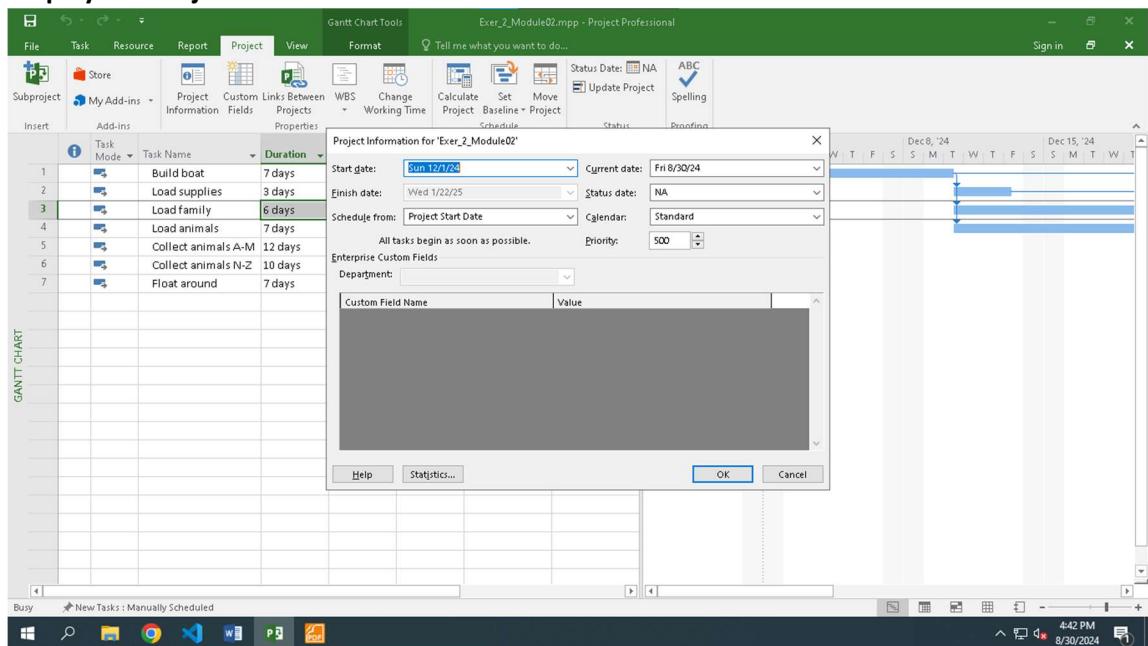


- Add a new Work Week to the Standard calendar named "Xmas Slowdown". Use this to model a 12:30 finish on every weekday from 15 to 31 December 2024.



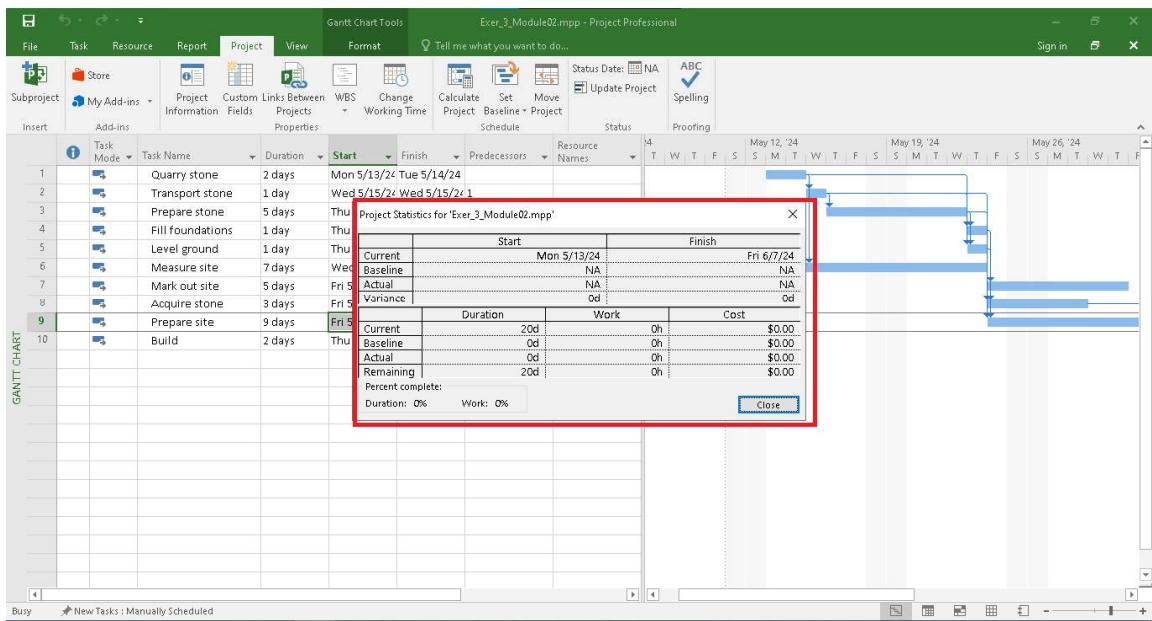


- Display the Project Information.



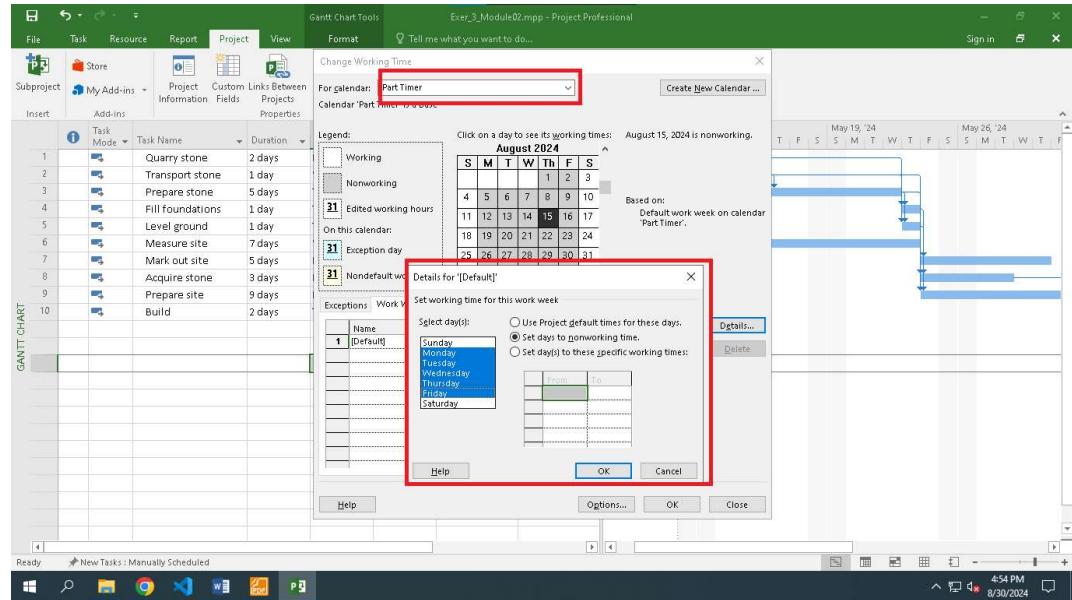
Exercise 3. Part Time - creating new calendar

- Schedule it to start on 11 May 2024. This project should be based upon the Standard calendar.

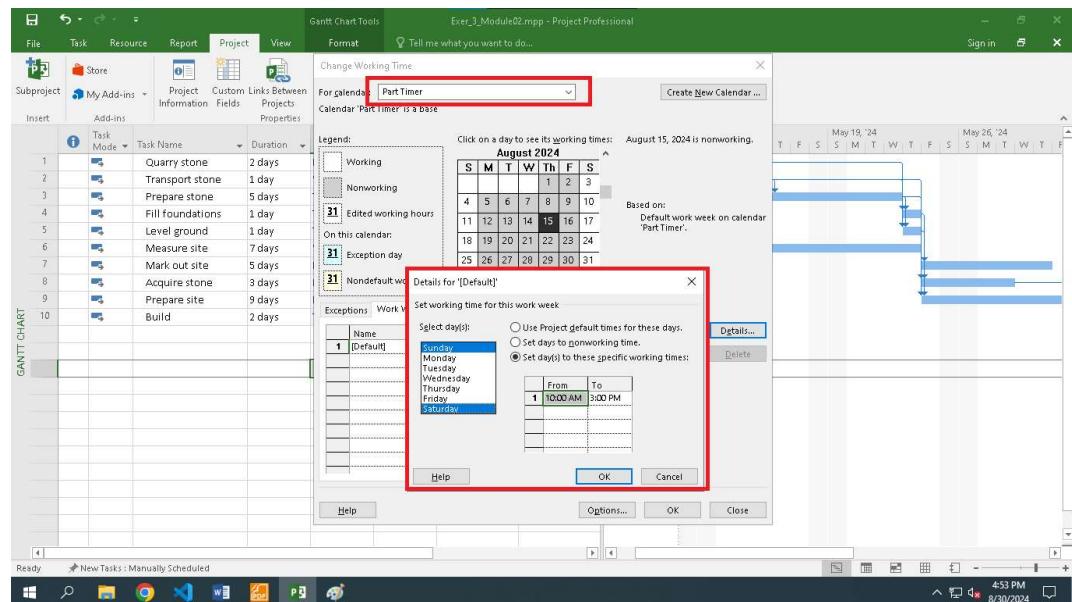


- A part-time worker will be used on this project. Go to the Change Working Time dialog box and create a new copy of the Standard calendar, calling it "Part Timer".
- Update the working time of your new calendar so that:

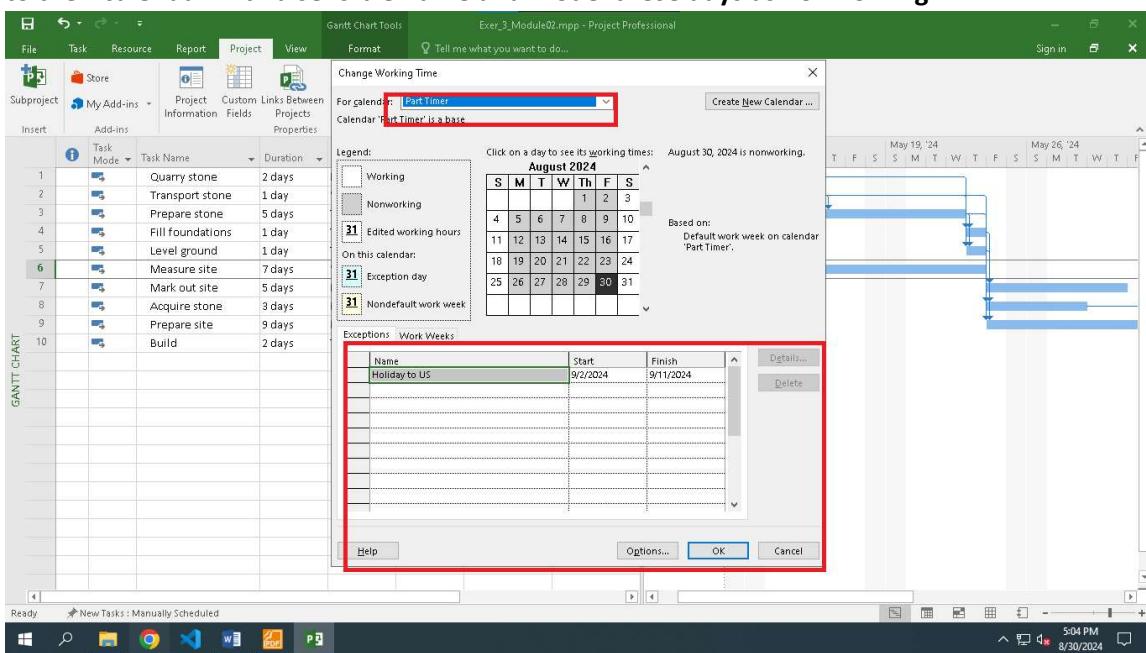
- Mondays to Fridays are nonworking time



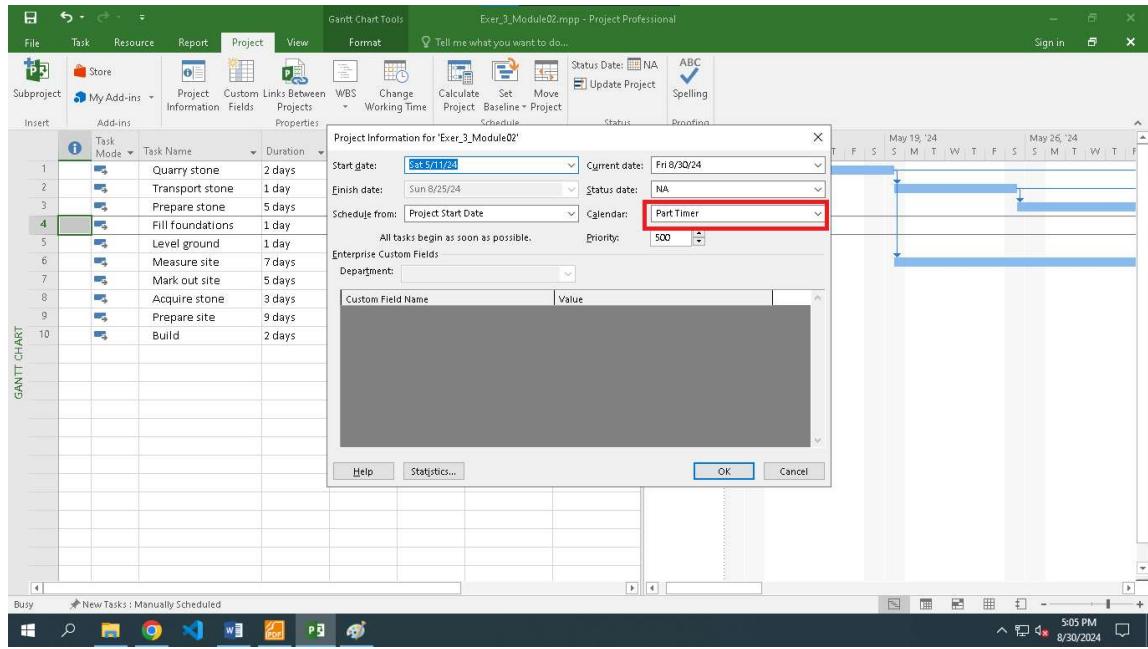
- The remaining 2 weekdays have working time of 10:00 to 15:00 (with no breaks)



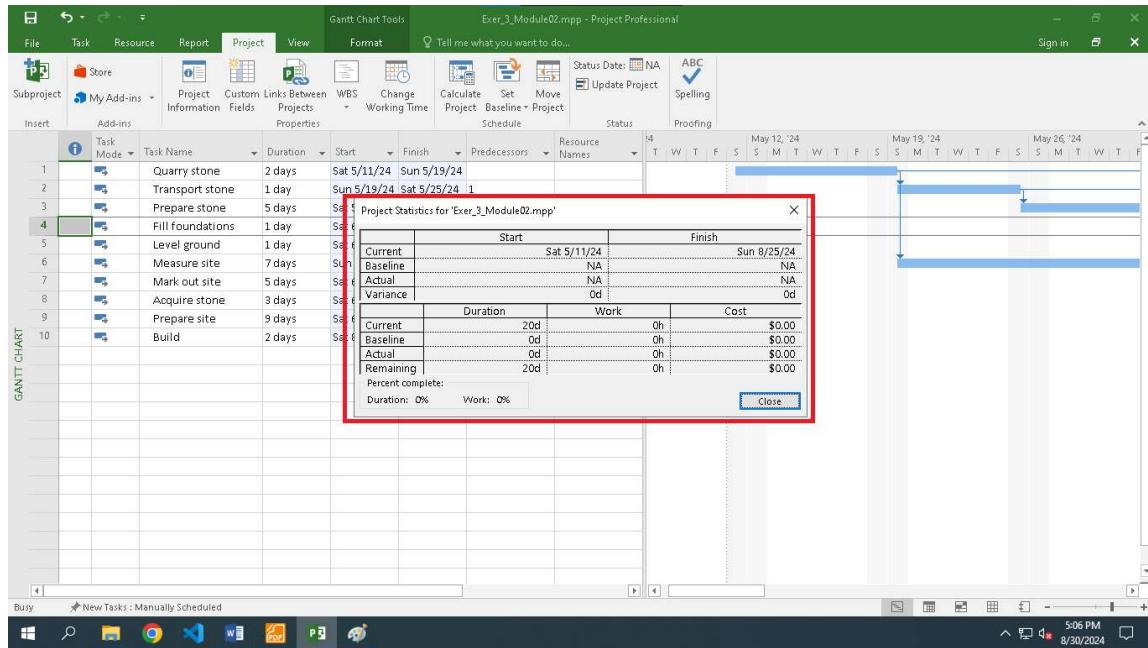
- The part timer has also booked a holiday to US from 2 to 11 September. Create an Exception to their calendar with a sensible name and model these days as nonworking



- Although the overall project will be based upon the Standard calendar (as per the Project Information dialog box), feel free to format the Gantt Chart to show the nonworking time for new Part Timer calendar.

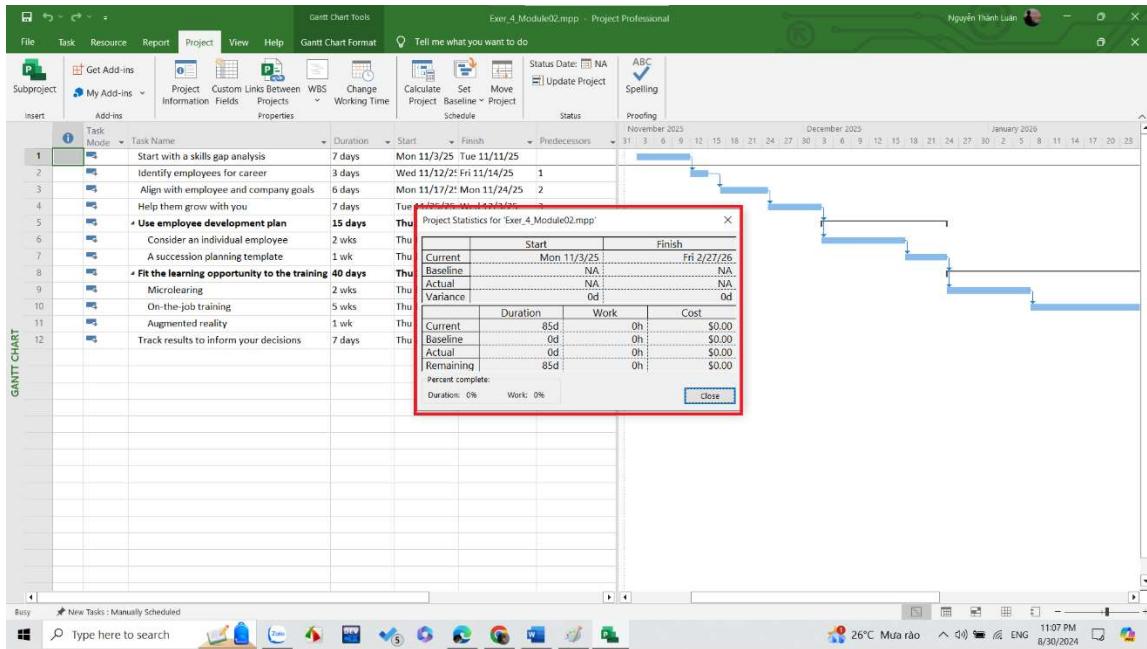


Display the Project Information.

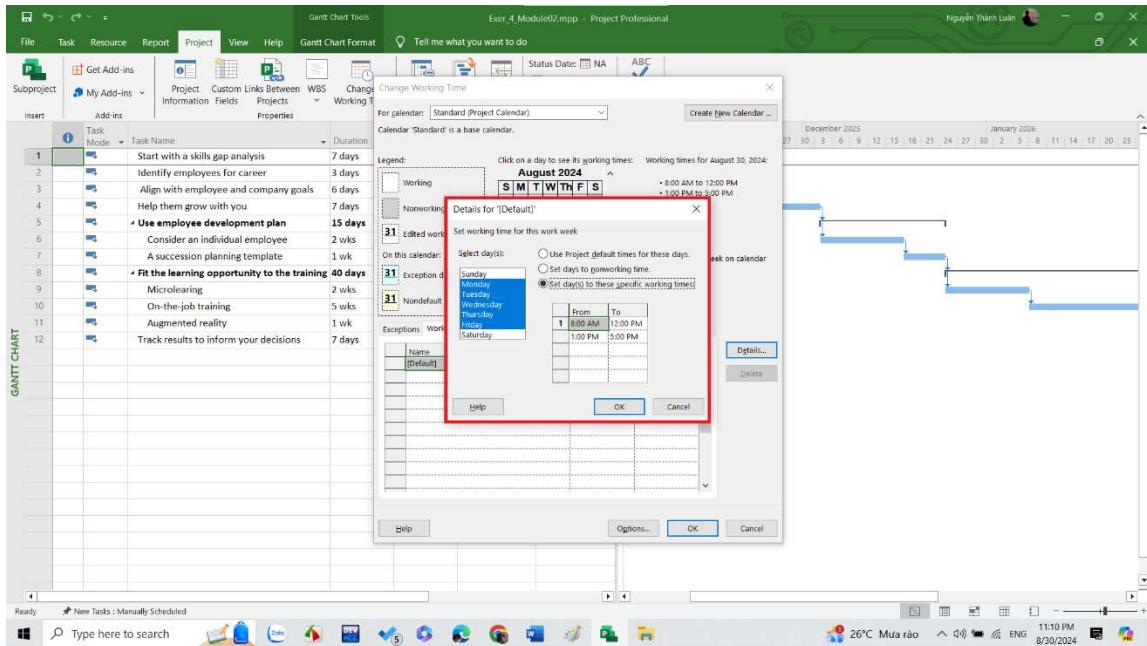


Exercise 4. Changing Working Time

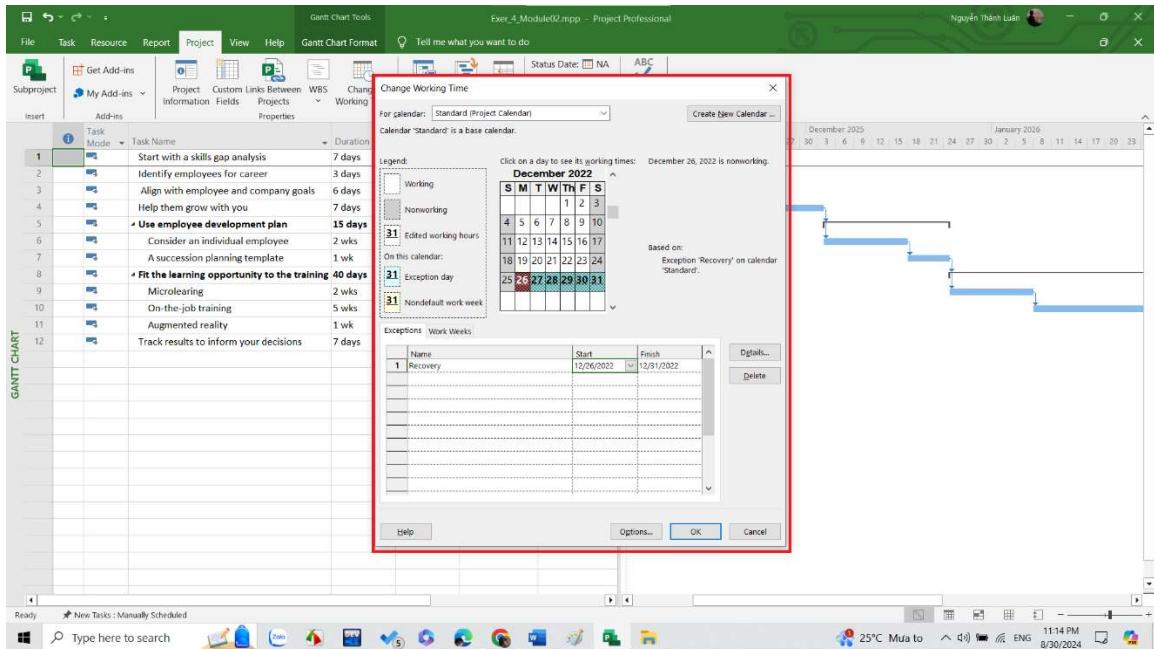
- Open project file Ex6 (Module 1), Use the Project Information dialog box to schedule it to start on Nov 1st of next year.



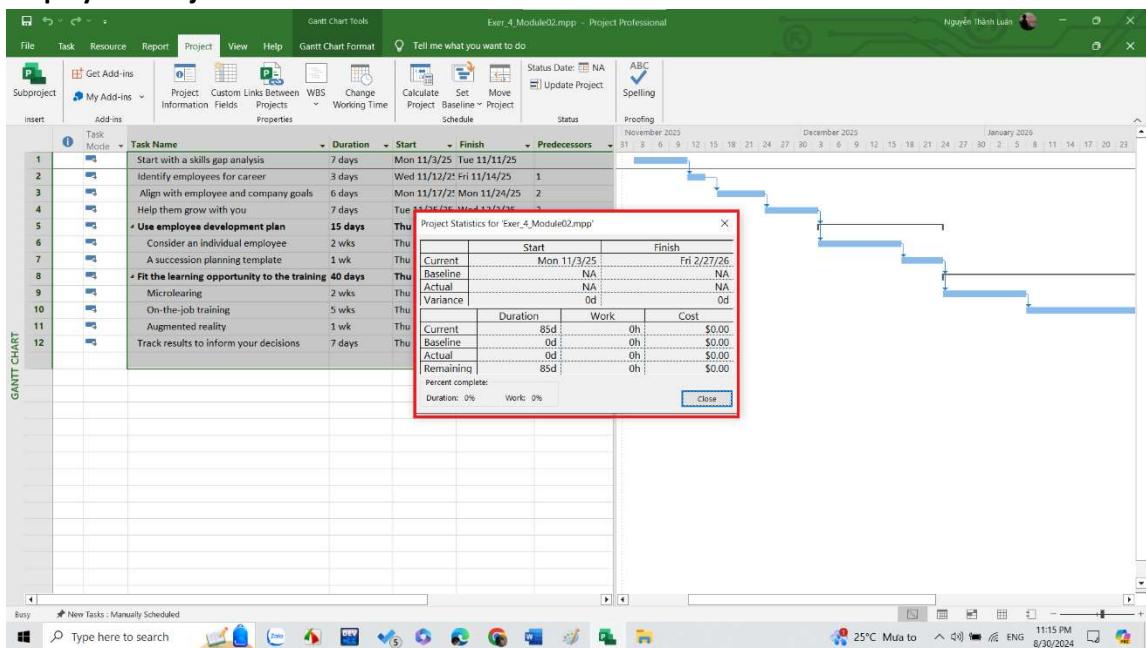
- **Modify the Standard calendar and change the [Default] work week to use the hours shown below:**



- **Add an exception in the Standard calendar called Recovery. This exception should make December 26th to 31st non-working days.**

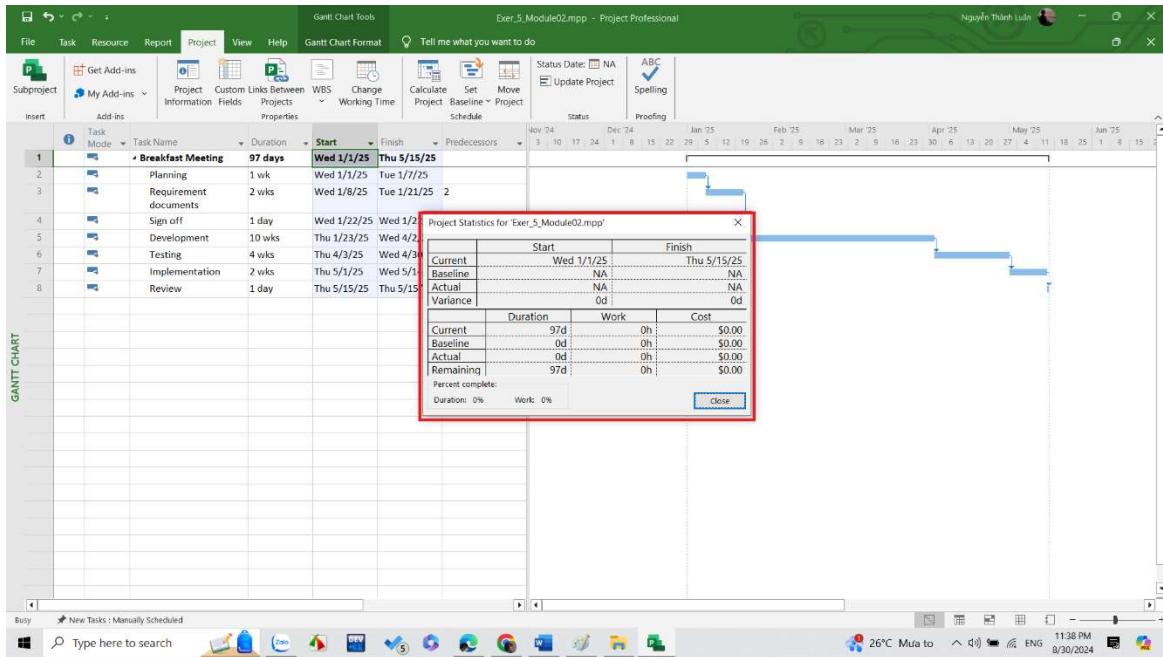


- Display the Project Information.

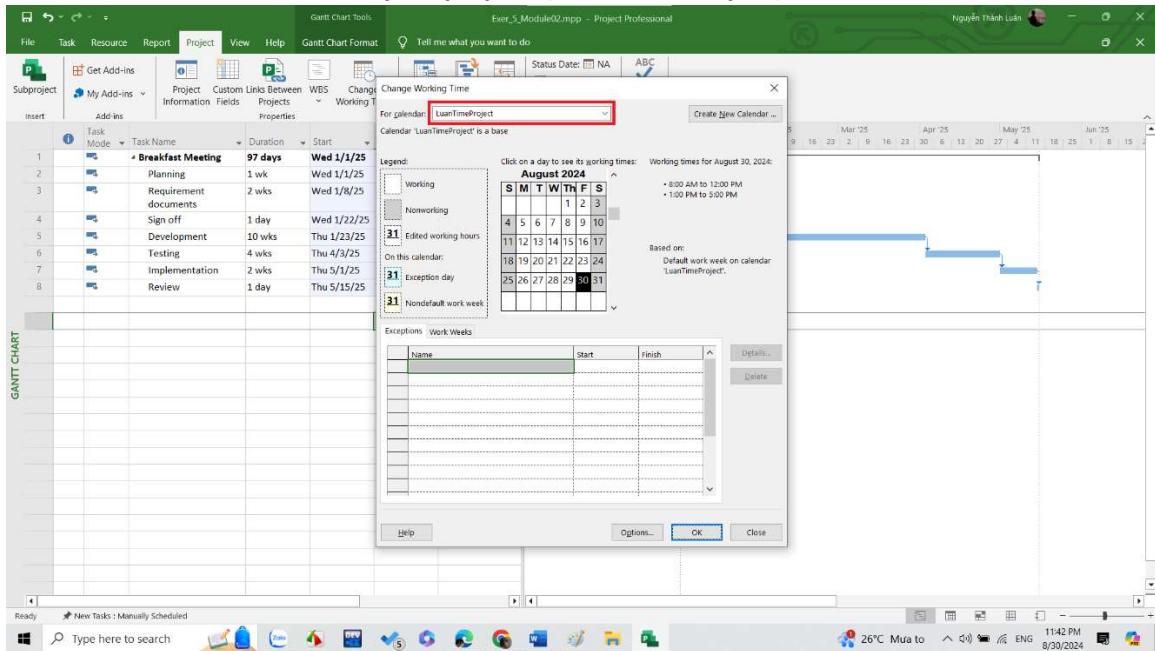


Exercise 5. Create the private Time for a project

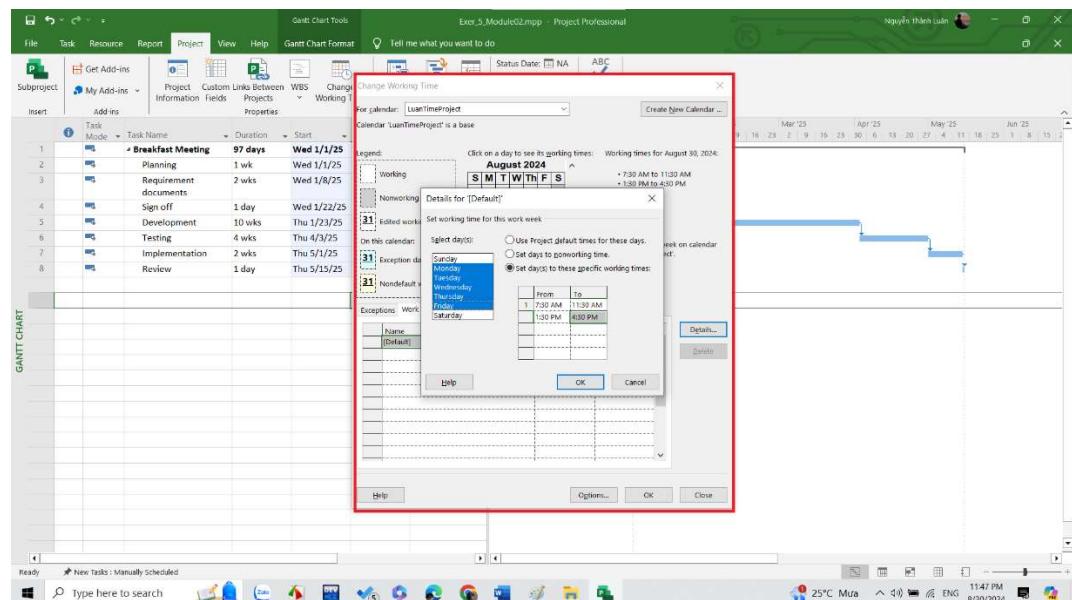
- Schedule this project to begin on January 1st of next year.



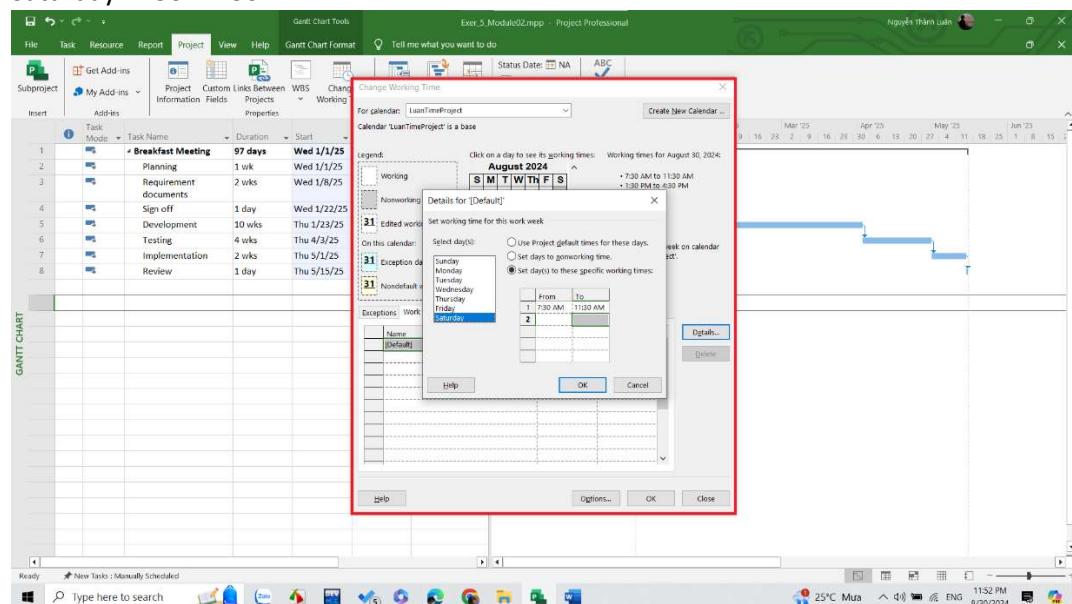
- Create the new Time Work for your project. [NameTimeProject]



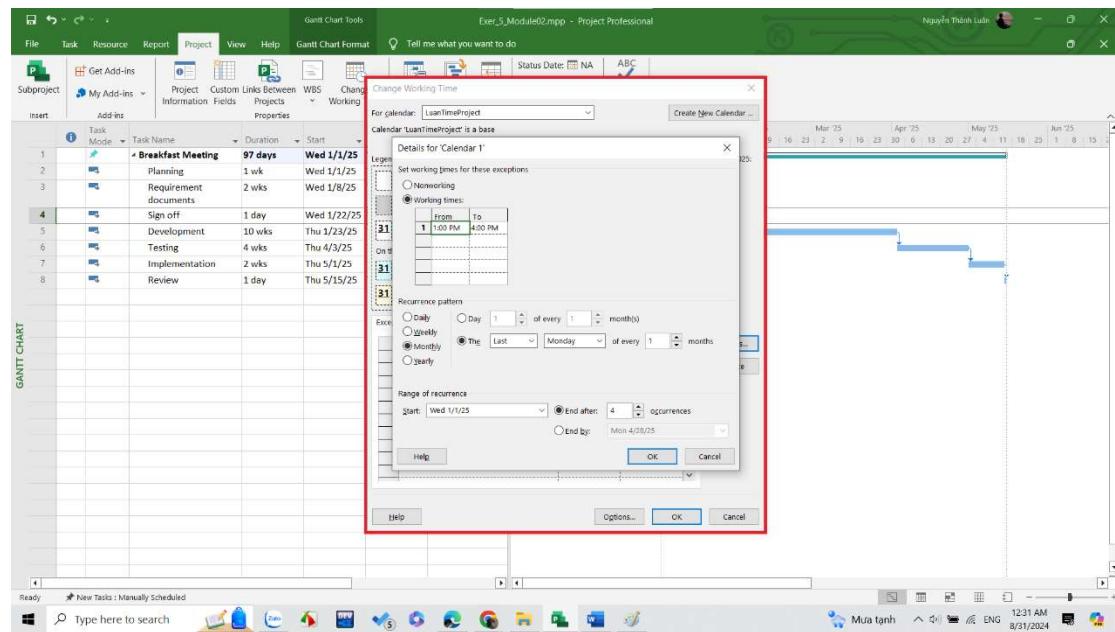
- Monday to Friday: 7:30-11:30, 13:30-16:30



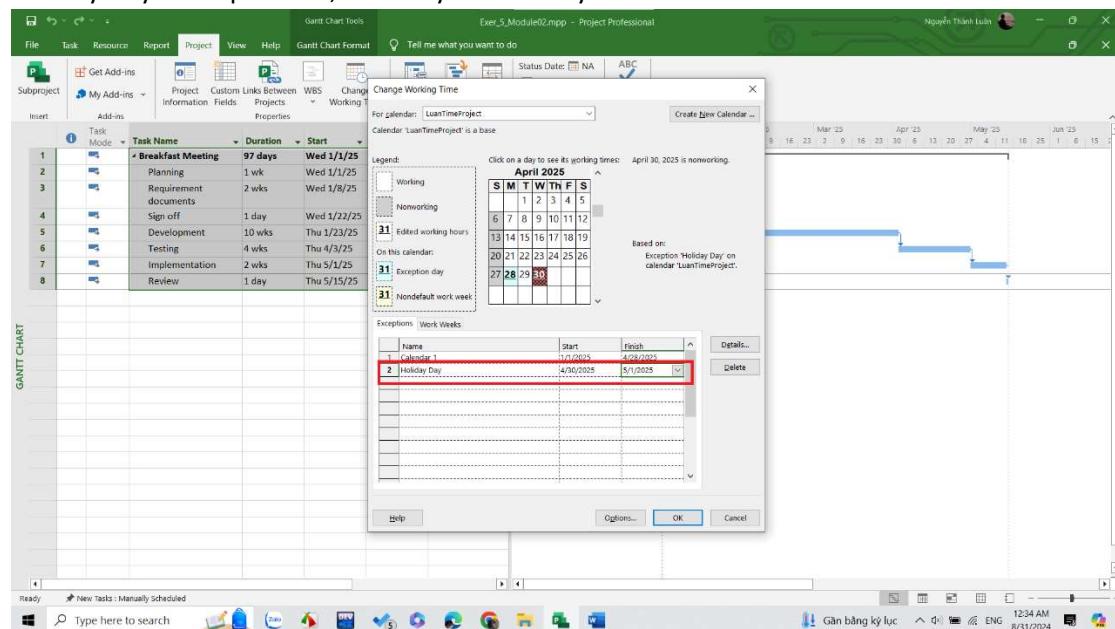
- Saturday: 7:30-11:30



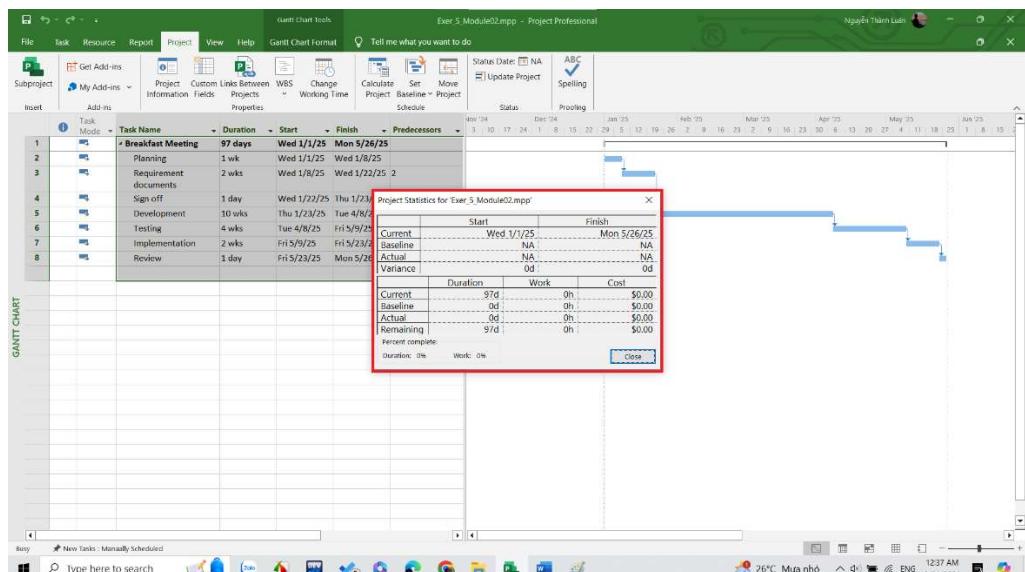
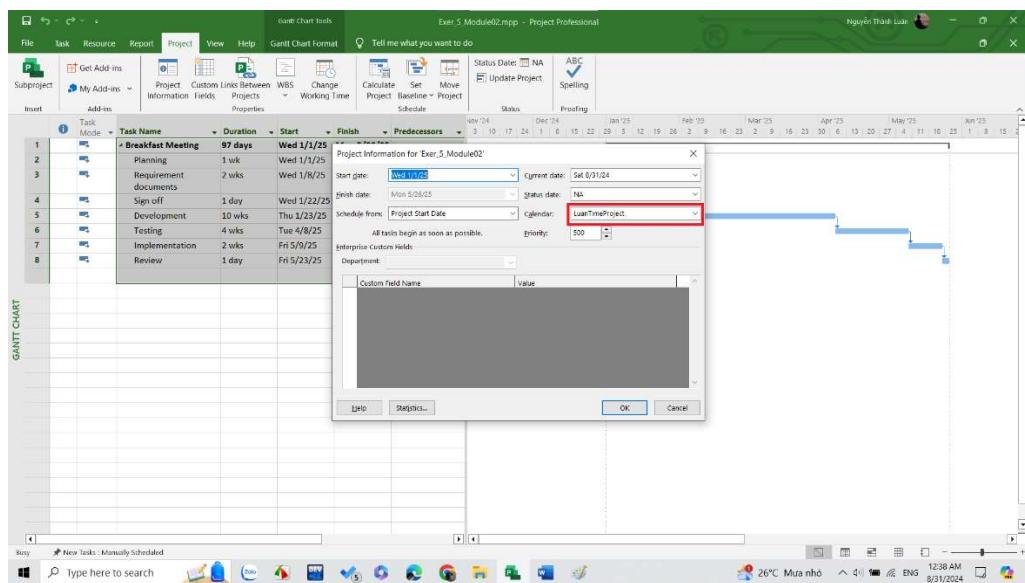
- **NameTimeProject have two important religious holidays when they don't work (Exception)**
 - Calendar 1 - on the last Monday (off 13:00-16:00) of every month. *****



- Holiday Day - on April 30th, and May 1st in this year.

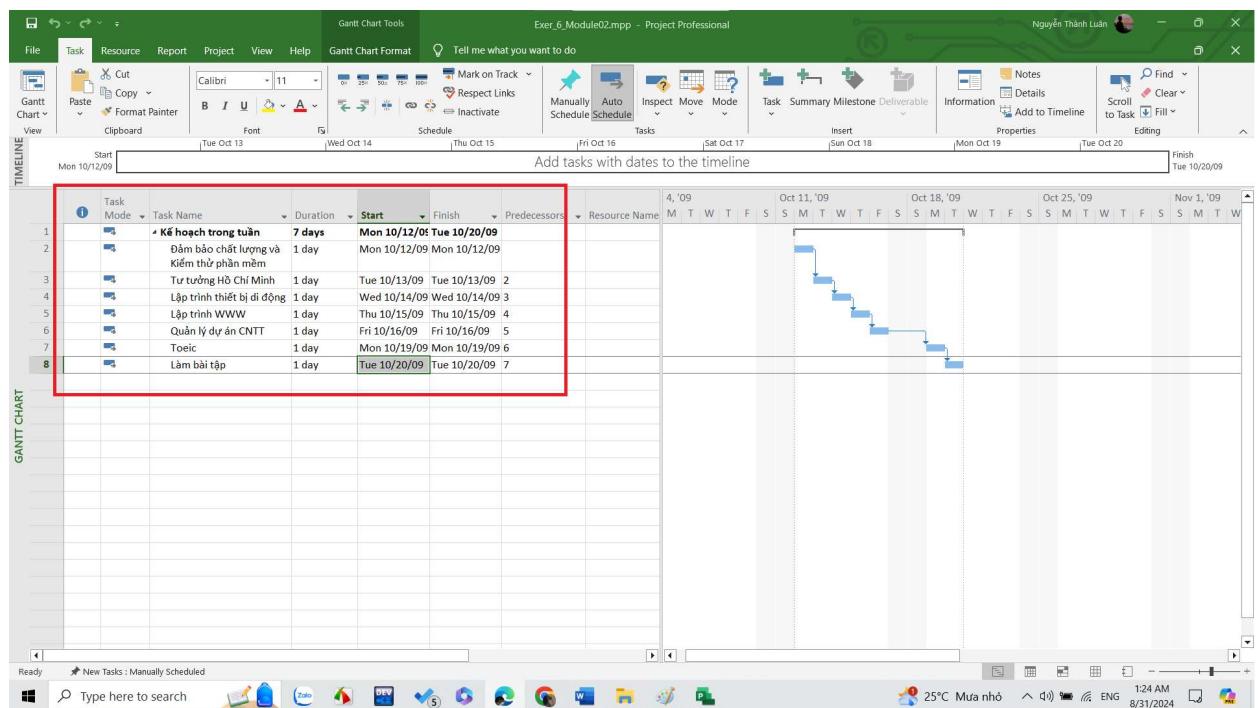


- Assign the NameTimeProject to your Project and display the Project Information.

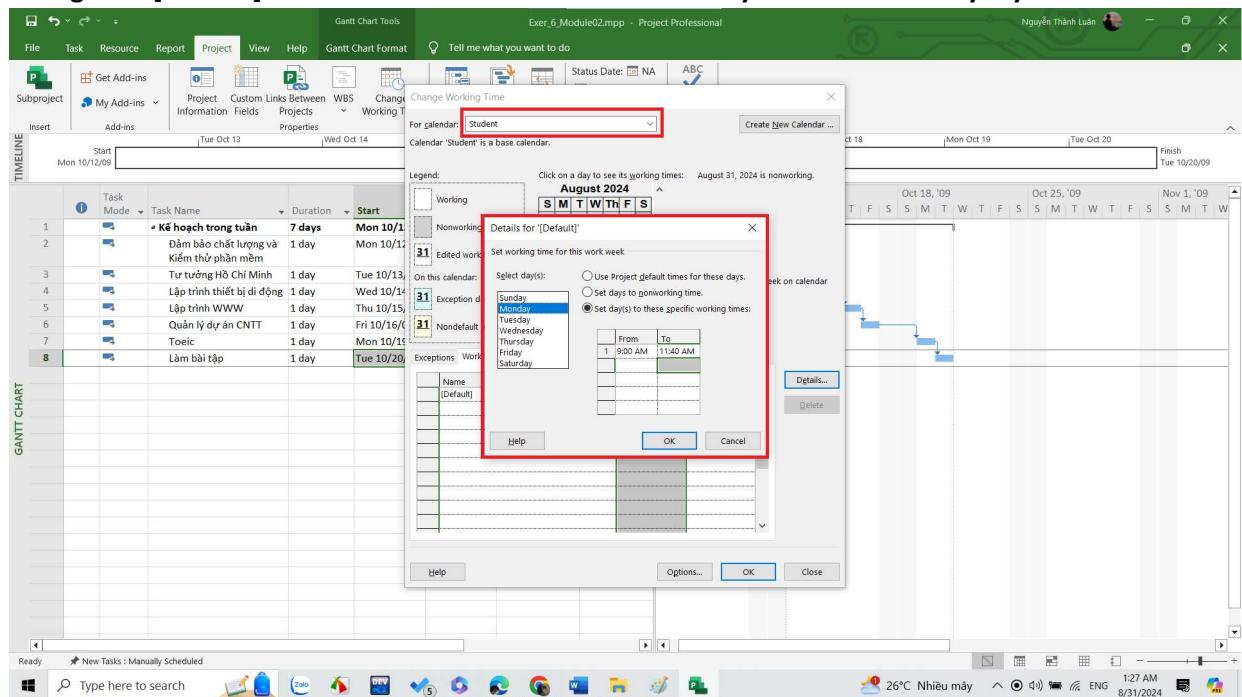


Exercise 6. Your project

- Create your plan from Monday to Sunday. It will list all of your activities, your time you spend and resources joining in each task.



- Create a new calendar called Student based on the Standard calendar.
- Change the [Default] work week so that the hours match to your calendar everyday



- Using Note function in MP 2010 to take note for important tasks in your plan.

