REVISED PLAN

Step by Step Instructions

In the baseline plan we set the baseline to the project start date. Our project start date is 9/2/2021.

We copied the Baseline plan file and saved it to a new file called as Revised plan.

Steps:

To add a resource to the file:

Click the Resource tab on the project ribbon

Click the assign resources icon

A new dialog box for the assign resources opens

Click on the empty cell under the resource name

Enter the resource name as" IT Security Consultant". Press Enter

Double clicking on the resource name will open the Resource information dialog box

Enter the cost of the IT security consultant in the costs tab under standard hour column.

Click OK.

To incorporate the security consultant as requested by the stakeholder we have created and assign the tasks to him in the project planning and Execution phases.

Creating a task:

Click on the task where a new task needs to be inserted in the phases

Right click on it

Select the Insert task option. A new task is created.

Type the name of the task (such as 'Security Planning' in the project planning phase)

Select the duration of the task

Select the start date and Select the finish date of the task

Enter the predecessors

Assign the resources needed to complete the newly created task.

Assigning the Resource to the Task:

Click the Resource Names column of the newly created task

Select the cell, click on drop-down arrow

A drop-down menu of all the resources allocated for this project appears

Check the resource (It Security Consultant) that is needed to complete the task.

Click Enter

The resources names are displayed in the Gantt chart next to the task where they are allotted

The total cost for the task is automatically calculated.

The same process is repeated for all the new tasks to be created and assigned to the Security consultant.

To check the Gantt chart:

Click the Task tab on the menu ribbon

Click the Gantt Chart icon

The Gantt chart is available to the right side of the Gantt table

Resize the width to check the complete Gantt chart.

To check the critical path:

select the Task tab -> Click on Gantt chart -> Select the Network Diagram.

To generate the project summary report:

select Project menu-> select Project Information.

 On the dialog box that opens, click on Statistics.

The project statistics which is equivalent to the summary is displayed for the current project plan.

Earned Value Report:

We first set the project status date as the date when the IT Security Consultant first started on the Analysis Phase i.e. 10/12/21.

Make sure the Task tab is selected and the Gantt chart/table name is displayed.

Click on the View tab. Select Tables icon, from the drop-down menu select more tables, which results in opening a new dialog box.

From the dialog box select Earned value option and click Apply. The Earned value table is generated.

A EVR table is displayed in the file with the PV, EV, AC, SV, CV, EAC, BAC, VAC, CPI, SPI, TCPI with the values/metrics calculated.

To go back to the Gantt chart/table. Select the Tables option in the view tab, from the drop-down menu select the Entry option, it will take back to the Gantt table and Gantt chart.