



# The Project Management Game – how brilliant are you?

## Project Management experiences beyond the brilliantCRM How to download MS Project®

For further experience in project management, we advise you to download and edit the project chart, provided in the game.

To view and manipulate the data in the charts it is necessary for you to install the latest version of Microsoft Project®. As a student of the Baden-Wuerttemberg Cooperative State University Mannheim, you are entitled to receive a free copy of this software, provided via Microsoft's platform [DreamSpark](#). You can register an account for the web store of Baden-Wuerttemberg Cooperative State University Mannheim on DreamSpark with your student-email address (sxxxxx@student.dhbw-mannheim.de). Once logged in, you can get a free license for MS Project and follow the instruction, provided on the web store, to download the software via the provided "secure download manager" and install it afterwards.



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## Creating a Project Overview

In order to bring a project to a successful end, it is of high importance to plan from the beginning thoroughly. This includes every single step within the project's scope.

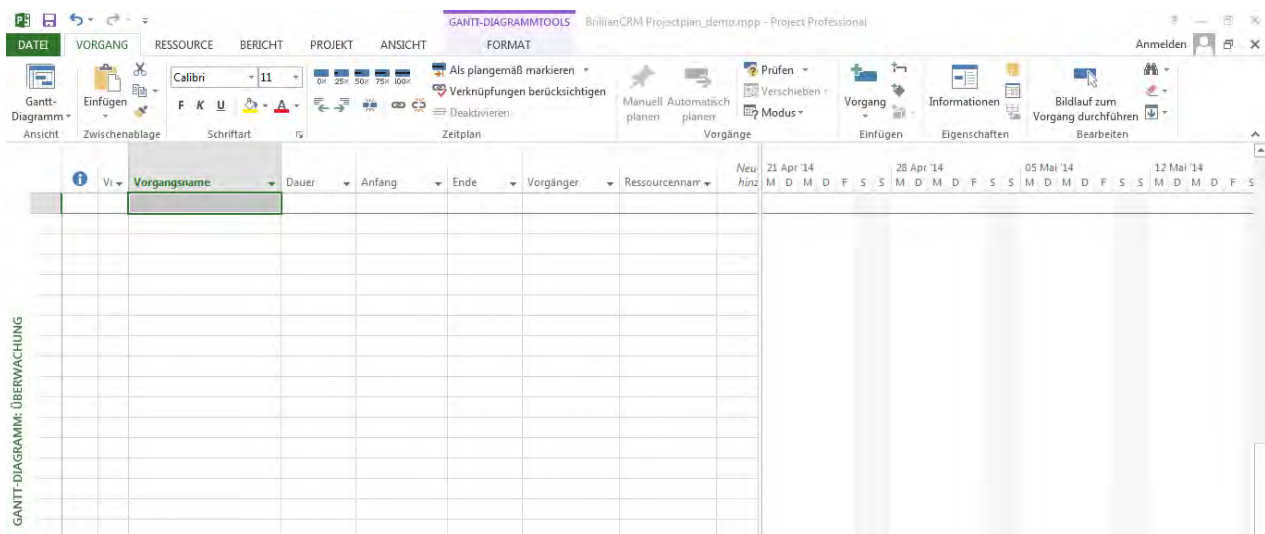
The Gantt chart represents an ideal option to display and track project steps subject to the parameter time. A Gantt chart is a bar chart illustrating a project's schedule. It shows the start and finish day of the project's terminal elements. The terminal elements are equivalent to the work breakdown structure (*ger. Projektstrukturplan [PSP]*). Therefore all elements you need to know of, in order to create a Gantt chart can be extracted from document previously introduced.

Concrete Machinery Inc. demands high level performance from our project team. If we want to fulfill Jessica Oaks' and Billy-Ray Stylus' expectations, as well as take the wind out of skeptical Gundula Eberle's sails, a Gantt chart will be necessary.

Let's get started!

## The Gantt Chart

Fire up your current version of Microsoft's Project®.



In this Tutorial, we use MS Project 2013. The screenshot above shows you the starting cockpit. It provides you with a general overview of the project agenda, its terminal elements, time span of tasks as well as responsible resources. In the right half, all of these elements are displayed according to the calendar dates, giving you a precise overview of when and for how long something is going to be done.

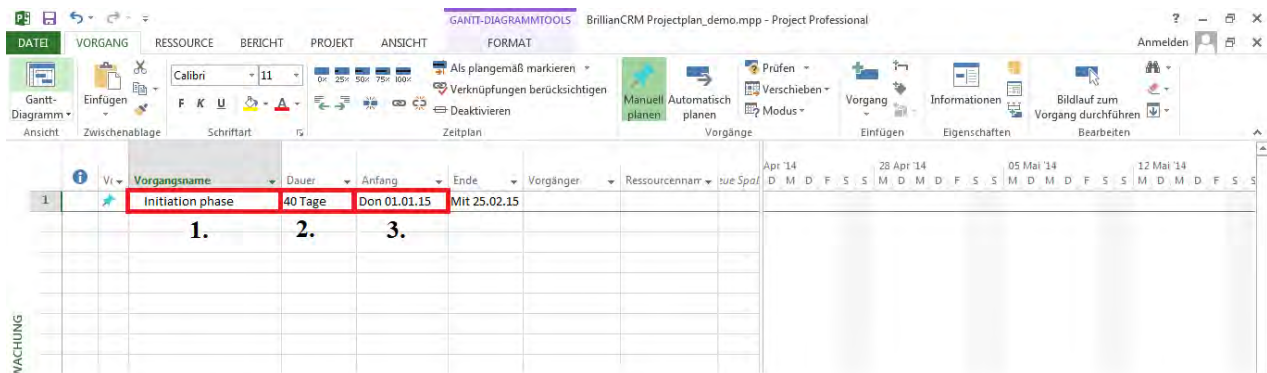


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## BrilliantCRM Work Brakedown Structure

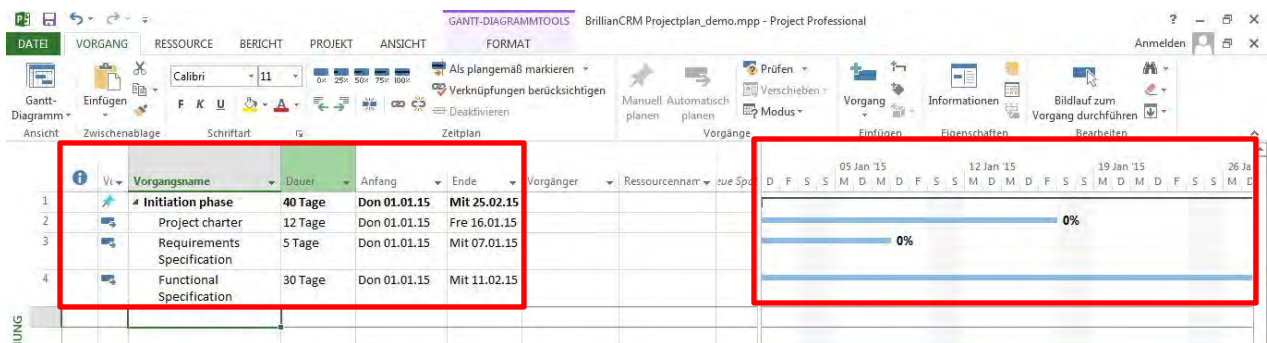
As you already know, the brilliantCRM project is organized in four phases. First, the initiation phase where preliminary actions are taken to pave the way for further project objectives. The initiation phase is followed by the planning phase, including the kick-off meeting as well as detailed examination of all relevant factors having a possible and expected impact on the project. The third phase is devoted to the execution i.e. the development, implementation, data migration, testing and many more hands-on deliverables. After all the project has to be closed properly. In the closing phase brilliantCRM is wrapped up and finalized.

To get a broad overview, let's insert the four phases into MS Project.



1. Insert the phase's description
2. Determine the summary elements' length
3. Give a starting day, according to your project dates

Now that we have created the first phase from the work breakdown structure we need to fill in the subordinate tasks.

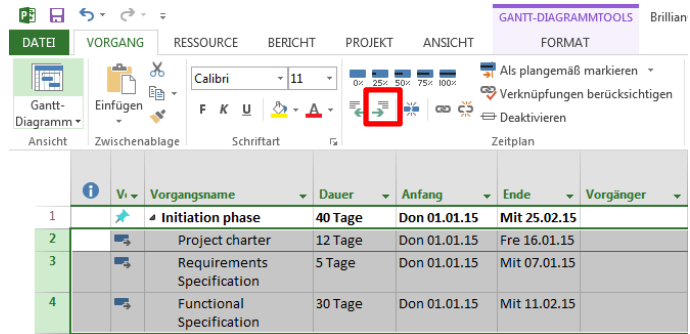


You can add every subordinate task to the summary element. Your project plan also receives a graphical illustration. MS Project develops the bar chart automatically. Your responsibility is the correct specification of the element's parameters.



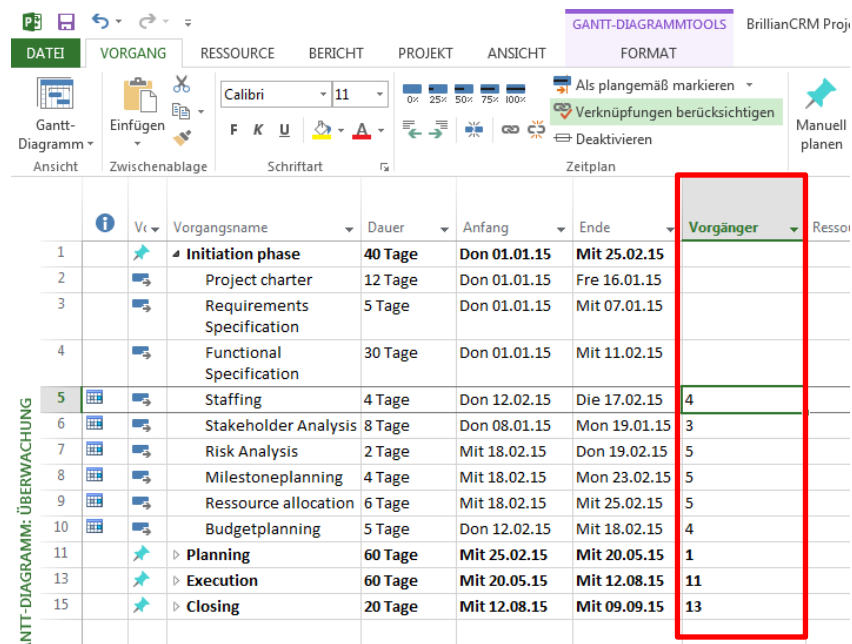
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The summary element “Initiation phase” and subordinate terminal elements can be distinguished through the reduction of their level by clicking on the red marked button.



	Vi	Vorgangsname	Dauer	Anfang	Ende	Vorgänger
1		Initiation phase	40 Tage	Don 01.01.15	Mit 25.02.15	
2		Project charter	12 Tage	Don 01.01.15	Fre 16.01.15	
3		Requirements Specification	5 Tage	Don 01.01.15	Mit 07.01.15	
4		Functional Specification	30 Tage	Don 01.01.15	Mit 11.02.15	

Modern Gantt charts also display the dependencies between the single tasks. As more and more elements are added, it can be hard to say which task has to be completed in order to start another one. Not all tasks within a summary element can be completed step by step. Even a project such as brilliantCRM creates a higher complexity.



	Vi	Vorgangsname	Dauer	Anfang	Ende	Vorgänger	Ressoi
1		Initiation phase	40 Tage	Don 01.01.15	Mit 25.02.15		
2		Project charter	12 Tage	Don 01.01.15	Fre 16.01.15		
3		Requirements Specification	5 Tage	Don 01.01.15	Mit 07.01.15		
4		Functional Specification	30 Tage	Don 01.01.15	Mit 11.02.15		
5		Staffing	4 Tage	Don 12.02.15	Die 17.02.15	4	
6		Stakeholder Analysis	8 Tage	Don 08.01.15	Mon 19.01.15	3	
7		Risk Analysis	2 Tage	Mit 18.02.15	Don 19.02.15	5	
8		Milestoneplanning	4 Tage	Mit 18.02.15	Mon 23.02.15	5	
9		Ressource allocation	6 Tage	Mit 18.02.15	Mit 25.02.15	5	
10		Budgetplanning	5 Tage	Don 12.02.15	Mit 18.02.15	4	
11		Planning	60 Tage	Mit 25.02.15	Mit 20.05.15	1	
13		Execution	60 Tage	Mit 20.05.15	Mit 12.08.15	11	
15		Closing	20 Tage	Mit 12.08.15	Mit 09.09.15	13	

As you can see, interdependencies are developing. The project's staffing with personnel is dependent on the functional specification. Furthermore, risk analysis, milestone planning and resource allocation depend on the project's staffing.

Such dependencies are added through a reference to the preliminary element in the red marked column.

The dependencies are also displayed in the Gantt chart.

As the last introductory task, we will add resources to a specific task. This process includes the creation of a project member, with job name, salary and availability.



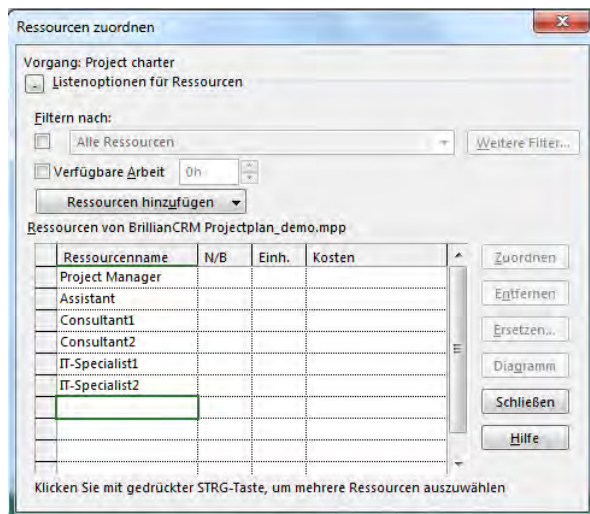
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Resources in an IT project environment describe involved personnel.

At first, we have to define who is going to be part of the usable staff. Click on the resource allocation button, which will open a small window with a list of available personnel. Here we can insert our workforce pool, which can be linked to the elements afterwards.

The screenshot shows the BrilliantCRM software interface. The 'RESSOURCE' tab is selected, and the 'Ressourcen zuweisen' button is highlighted with a red box. Below the tabs, there is a Gantt chart with a table of project tasks. The table has columns for 'Vorgangsname', 'Dauer', 'Anfang', 'Ende', 'Vorgänger', and 'Ressourcenname'. The tasks listed are: Initiation phase (40 Tage, Don 01.01.15 to Mit 25.02.15), Project charter (12 Tage, Don 01.01.15 to Fre 16.01.15), Requirements Specif (5 Tage, Don 01.01.15 to Mit 07.01.15), Functional Specificat (30 Tage, Don 01.01.15 to Mit 11.02.15), Staffing (4 Tage, Don 12.02.15 to Die 17.02.15), Stakeholder Analysis (8 Tage, Don 08.01.15 to Mon 19.01.15), Risk Analysis (2 Tage, Mit 18.02.15 to Don 19.02.15), Milestoneplanning (4 Tage, Mit 18.02.15 to Mon 23.02.15), Ressource allocation (6 Tage, Mit 18.02.15 to Mit 25.02.15), Budgetplanning (5 Tage, Don 12.02.15 to Mit 18.02.15), Planning (60 Tage, Mit 25.02.15 to Mit 20.05.15), Execution (60 Tage, Mit 20.05.15 to Mit 12.08.15), and Closing (20 Tage, Mit 12.08.15 to Mit 09.09.15).

Vorgangsname	Dauer	Anfang	Ende	Vorgänger	Ressourcenname
Initiation phase	40 Tage	Don 01.01.15	Mit 25.02.15		
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Planning	60 Tage	Mit 25.02.15	Mit 20.05.15	1	
Execution	60 Tage	Mit 20.05.15	Mit 12.08.15	11	
Closing	20 Tage	Mit 12.08.15	Mit 09.09.15	13	



Besides the resource description you have to determine the staff's availability time frame, the hourly costs and the capacity of daily work load the staff can be booked for.

Once you have allocated all resources, your Gantt chart will expand.

You have created a fundamental project plan which is the basis for thorough planning with today's companies. For your succession in brilliantCRM, it is important for you to know what happens when, who is involved, and how crucial individual costs are dependent of the project budget.

Further information can be extracted from the report options offered by MS Project.

