### ­gmitlogo

#### MS Project Assignment / March 2015

MODULE TITLE: Project Mgt & Collab Communication

Assessment : (40%) MSoft Project

Submission: **One directory** containing : 3 files VIA Moodle submission process ( Must be same ver as lab v 10)& 5 reports

**Company Name: “Galway Gadgets Ltd”**

Rob Cole, manager of the company “Galway Gadgets Ltd” has derived an initial project plan for producing a promotional video and associated website. However he has asked you to project manage this and derive a more accurate plan.

He is planning to get his website & associated website created ASAP, but also wants a high quality product, that he is willing to pay a project manager to ensure that this project comes in on budget & is of the desired quality

He has also provided you, the project manager with some time & cost constraints that you will be required to build into the project plan

**Tasks**

**Phase 1 Project Setup**

* Set up the Initial Project Plan – details outlined in Appendix 1 – Add an additional section to the project plan:
* Training ( main task) plus 3 subtasks : Develop training material ( 2 days), training ( 3 days), final handover ( 1 day)

PLUS

* add any additional info that you may feel is appropriate

**Phase 2 Resources**

1. Set up Resources as per Appendix 1
2. Assign appropriate resources to tasks using your own professional experience – at least 2 resources work on all tasks at all times
3. Set up additional costs & allocate as follows:

Hiring of licensed software testing tools X 50 euro per day ( for testing task)

Buying of Images/Sware for editing = 250 euro ( for photos)

**Phase 3: Budgeting**

As with all projects, this project has budget constraints. You have been asked to produce a budgeted cost versus scheduled cost view report.  (See Report section below)

You are required to set up 2 budget resources, namely a Staff Budget and a Miscellaneous Budget in order to fulfill this requirement. You will be expected to figure out the budget figures based on your initial project plan document. "

Take a baseline & Save File as ProjectPlanv1

**Phase 4 : Managing Project Detail**

**4.1Altering Task Details of Project**

Rob Cole has provided some constraints that you must meet to get the music video project . They are as follows:

* 1. There is a 3 day lead time between “Select locations” and its predecessor “scout locations”
  2. Change duration of the task “Filmng” to 15 days, and relationship to start to start with “take photos”
  3. Change the task relationship between “ Reserve camera equipment” and “reserve sound equipment” to *Finish to Finish*
  4. **Improving Resource Usage**

The second constraint that Cole has given you is that the human resource element of the project is as accurate as possible.

As a good project manager, you also want to ensure that none of your resources are assigned to more work than they can handle

-Locate and identify resources that are over allocated

- Insert a note to indicate reasons that a person /resource may be overallocated

Save this as ProjPlanv2

**Phase 5: Record Progress of Actual Project**

Work on the music video has commenced ! You’ve been given actuals by the project team – Cole wants a status report. You also need to check projects cost and schedule constraints and if necessary take corrective action.

Some tasks got off to bad start and took longer than expected:

1. Record “Develop script breakdown” started as scheduled with a 3week duration
2. Record “ Apply for film permits ” took 2 days longer than planned
3. To make up for 2 day delay extra resources had to be put on the next task to keep project on schedule – add a note indicating which task you altered.
4. Prog of website” started 4 working days later than scheduled , had additional 4 day duration and is now 100% complete

**Phase 5 : Working with MSProject Files , Views & Reports**

* Cole also requires you to print out the critical path of the project in PDF format – report1
* Cole has asked you for a graphic image of the Gantt Chart compared to baseline so that he may communicate it to his employees – Produce a snapshot of this Gantt Chart to send to him report2
* You have been asked to produce a budgeted cost versus scheduled cost view report. report3
* Cole requires a Print out a bar chart indicating costs per tasks to date ; report 4
* Cole has asked for you to design a custom report with the following information: Task Info & all overallocated resources & tasks over budget

Save as report5

* Create a View highlighting all completed tasks Save as Cole1
* Create a View with ONLY critical tasks showing Cole2

**Phase 6 : Identify & Troubleshoot Variance**

The Schedule so far is acceptable to the project sponsors but you are concerned about the high cost variance. You have developed a prioritized list of scope cuts to reduce final project cost

1. Put a note in the information bar documenting in text the projects current total cost
2. Record that the full pre production tasks are 100% complete.
3. Reduce duration of Task “Set up Film set” by 4 days
4. There will be 1 week lag time between “useability & design” and “Website launch”
5. Reduce work of director on all tasks to nothing, as he was out sick
6. Reduce taking photos by 8 hours , as this will reduce costs ( indicate savings in note on info bar)
7. Highlight all outstanding tasks in light red, using view “Filter”
8. Verify project will meet deadline – put text note on info bar for team to see

Save as ProjPlanv3

**Phase 7 : Project Planning Software**

Prepare **a 3 page report** indicating the advantage of using project planning software in the software industry, indicating the **project methodology** that you would apply in the above project & reasons why. Save as report6

**Appendix 1.1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year 2 -** | **Assignment 1 - list of tasks to enter** |  | Predec |
|  |  |  |  |
| *Pre-Production* |  |  |  |
|  | Review script | 4 days |  |
|  | Develop script breakdown and schedule | 3 days | 2 |
|  | Develop production boards | 1 week | 3 |
|  | subtasks of prod boards |  |  |
|  |  |  |  |
|  | Scout locations | 1 week | 4 |
|  | Select locations | 2 days | 5 |
|  | Apply for filming permits | 1 day | 6 |
|  | Reserve camera equipment | 1 day | 7 |
|  | Reserve sound equipment | 1 day | 8 |
|  | Pre-Production complete! | milestone | 9 |
| Production |  |  |  |
|  | Set up Film Set | 3 days |  |
|  | Filming – break tasks into subtasks | 4 weeks |  |
|  | Subtask : Shooting (3 tasks)/ editing video (3 tasks) |  |  |
|  | Production & Filming complete | milestone |  |
| Web site Design |  |  |  |
|  | Take Photos – break into 2 subtasks | 4 days |  |
|  |  |  |  |
|  | Programming of website | 3 weeks |  |
|  |  |  |  |
|  | Subtasks to be entered here |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | useability & design - | 1 week |  |
|  | website launch | milestone |  |
| testing |  |  |  |
|  | tasks to be entered here |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Final project hand-off | milestone |  |
| Presentation | Final presentation to company 4 days later |  |  |

**Appendix 1.2 List of Resources to enter**

Camera Operator Work C 200% @ 30 euro per hour

Film editor Work C 100% @ 400 euro per week

Director Work D 100% @600 euro per week ( only works 50% on this project)

Editor Work E 100% @250 per day

Programmer Work P 3.5 programmers @240 per day

Production Staff Work P 200% @35 per hour

Sound Engineer Work S 100% @ 55 per hour

Project Manager costs 80 euro per day

Video Equipment – hired at 65 euro per day ( used only while filming)

Hire of Servers – 500 per week ( only used while programming)

Please assign names to the above resources

One of the programmers works mornings only – represents 50% above – 3 fulltime programmers and 1 part time

***“ Project Planning software is only as accurate and reliable as the information inputed by the project team”***

***“ All projects will be assessed via TURNITIN plagiarism software PLEASE ENSURE YOUR WORK IS YOUR OWN”***

**No Project will be accepted AFTER submission date**

**AC/GOC**