Step 1 – Create the Phases (Summary Tasks)

1. Open **Microsoft Project**.
2. In the **Task Name** column, type the four phases as **summary tasks**:
   a. Initiating Phase
   b. Planning Phase
   c. Performing Phase
   d. Closing Phase
3. To make them summary tasks, leave them at the top level (do not indent yet).

Step 2 – Add Example Tasks Under Each Phase

Initiating Phase

Task	Duration	Notes
Identify project need	2 days	Indent under Initiating Phase
Select project	2 days	Indent under Initiating Phase
Approve project charter	0 days	Milestone (indent under Initiating Phase)

Planning Phase

Task	Duration	Notes
Define project scope	3 days	Indent under Planning Phase
Identify resources	2 days	Indent under Planning Phase
Develop schedule	3 days	Indent under Planning Phase
Develop budget	3 days	Indent under Planning Phase
Identify risks	2 days	Indent under Planning Phase

Performing Phase

Task	Duration	Notes

Task	Duration	Notes
Execute tasks	Varies	Indent under Performing Phase
Monitor progress	Varies	Indent under Performing Phase
Control changes	Varies	Indent under Performing Phase

Closing Phase

Task	Duration	Notes
Final deliverables approved	0 days	Milestone
Conduct project evaluation	2 days	Indent under Closing Phase
Document lessons learned	2 days	Indent under Closing Phase
Archive documents	1 day	Indent under Closing Phase

Tip: Use **Indent Task** button in MS Project to make tasks part of a summary task.

Step 3 – Assign Durations

- Enter the **durations** for each task in the **Duration** column.
- Milestones: enter **0 days**.

Step 4 – Add Dependencies

1. Use the **Predecessors** column to link tasks:
   a. Each task depends on the previous task in the same phase.
      For example, `Select project` → predecessor = `Identify project need`.
   b. Each phase depends on the **last task of the previous phase**.
      For example, `Define project scope` (Planning) → predecessor = `Approve project charter` (Initiating).

Tip: MS Project will show arrows in the Gantt chart once dependencies are set.

Step 5 – Add Milestones

- Ensure milestone tasks have **0 days duration**.
- They will automatically display as **diamond symbols** in the Gantt chart.

Step 6 – View Gantt Chart

- Switch to **Gantt Chart View** in MS Project.
- Check that:
    - Phases are **summary tasks**.
    - Tasks are **indented** under the correct phase.
    - Milestones are shown with **diamond symbols**.
    - Dependencies are displayed as **arrows**.

Deliverable

- Save your project as **ProjectLifeCycle.mpp**.
- Ensure all **phases, tasks, milestones, durations, dependencies, and Gantt chart view** are correct.
- Submit the **.mpp file** for assessment.