**CSE 5325 – Software Project Management**

**Project Plan**

**Spring 2024 - Assignment #2**

For your first assignment, you were asked to complete a “Project Scope and Feasibility” document based on the assigned project, i.e. “Personal Tutoring Service - PTS”. This assignment will focus on redoing section 6 of your “Project Scope and Feasibility” document using the latest version of Microsoft Project Plan:

* You can register for a free trial version of “Microsoft Project Professional 2016” and use this product to keep track of project tasks (<https://microsoft-project-professional-2016.en.softonic.com/>). There is also “Microsoft Project Professional 2019” that you might be able to use on a trial basis (Google it). For our class 2016 version is sufficient.
* This is a great product and hopefully you will continue using it at your company (all rights reserved for Microsoft) or when you become a manager. If you already have a copy that you can use, no need for the free trial. A quick overview of this product is available at many sites (i.e. search for a tutorial video on YouTube, there are many), an example would be at: <https://www.youtube.com/watch?v=iUqbhkJWt_4>
* Please resubmit the “Project Scope and Feasibility” document with the following two changes:

1. Redo section 6, this time using “Microsoft Project Professional 2016”
2. Fix any changes that we suggested to other sections after getting back your graded assignment 1

**Instructions:**

* If mentioned in your grading feedback for *Assignment 1*, fix Section 6 to be more detailed (need a long list of tasks and subtasks)
* Carefully review the *posted video* on Canvas in Assignment 2 for detailed instructions:
  + Make sure to include all of the columns shown in the video in your .mpp file
  + In addition, MAKE SURE to include a ***cost column*** in your task sheet next to the ***hours worked*** per task column (this is not included in the video)
    - This way you will be able to quickly calculate and display the cost for each subtask based on the resources you assigned to the subtasks
* ***Important:*** 
  + If you have not used your UTA email to register for MPP, you can download the software and do everything needed for the assignment with the ***Downloadable Version*** (you can ignore the following instructions for Web Version users)
  + Alternatively, students that have already used their UTA email will not be able to register for the trial again, and will have to use the ***Web Version*** (follow these special instructions):
    - Register with a personal non-UTA email
    - The web version does not allow you to save as a *.mpp* as is required, so instead you will be exporting your file as an Excel file for the final submission
      * Take screenshots of your .mpp web version’s ***Task Sheet*** (submit these along with your completed assignment)
        + Take as many screenshots as needed to make sure the whole view is covered
    - NOTE that the web version will not allow you to add resources to your project
      * To work around this, export your completed .mpp file up until you need to add resources as an Excel file
      * Then add a list of all your resources in a separate book within that exported spreadsheet with all their costs and other required columns (refer to video for this)
    - Again, make sure to manually include all of the columns mentioned in the video including the additional ***cost column*** and ***hours worked column*** in your task sheet also
      * These need to be manually calculated by you!
    - *Note the Gantt chart will not be automatically updated (and I will thus not be deducting points for it from any student - web or app), but at least you will learn how to use MPP when you have access to it in the future and the Gantt chart will update for you automatically.*

***What to submit:***

**Downloadable version users:**

1. Just submit the .mpp file

**Web version users:**

1. Screenshots of your Web version .mpp file (so that I know you worked on the required parts in .mpp before exporting to Excel)
2. The final Excel file for me to grade

Once again, please note that you will NOT be involved in coding in this class since the focus is Software Project Management.