

MODULE 2: CALENDARS AND SCHEDULING

Exercise 1. Part Time - creating new calendar

Open project file Ex2 (Module 1), Use the **Project Information** dialog box to:

- A part-time worker will be used on this project. Go to the **Change Working Time** dialog box and create a new copy of the **Standard** calendar, calling it "Part Time".
- Update the working time of your new calendar so that:
 - Mondays to Fridays are nonworking time
 - The remaining 2 weekdays have working time of 10:00 to 16:00 (no breaks)
- The Part time has also booked a holiday from 1 to 5 Jan. Create an **Exception** to their calendar with a Holiday name and these days as nonworking
- Display the Project Information.

Exercise 2. Changing Working Time

Open project file Ex4 (Module 1) Use the **Project Information** dialog box to:

- Go to the **Change Working Time** dialog box and create an **Exception** called "**Tet Holidays**" during from 25 Dec 2024 to 3 Jan 2025 into nonworking time.
- Change **Work Weeks time** of **Standard** calendar's default working week. This project's standard working time are:
 - 08:30 to 17:30 Monday to Thursday (no lunch break)
 - 08:30 to 16:00 on Fridays (no lunch break)
 - Add a new Work Week to the **Standard** calendar named "**Xmas Slowdown**". Use this to model a 12:30 finish on every weekday from 23 Dec 2024 to 5 Jan 2025.
 - Capture the Work weeks time

Exercise 3. Changing Working Time

Open project file Ex5 (Module 1), Use the **Project Information** dialog box to:

- The office will shut down for 2 weeks in the summer. Use the **Change Working Time** dialog box to create an **Exception** called "**Summer Shutdown**" and make the first 14 workdays of **August** nonworking time
- Create an Exception called "Independence Days" is 2 Sep nonworking time.
- Create an Exception called "International Labor days" is 30 Apr and 1 May nonworking time
- Display the Project Information

Exercise 4. Changing Working Time

Open project file Ex6 (Module 1), Use the **Project Information** dialog box to:

- Modify the **Standard** calendar and change the **[Default]** work week to use the hours shown below:

Details for '[Default]'

Set working time for this work week

Select day(s):

- ☐ Use Project default times for these days.
- ☐ Set days to nonworking time.
- ☒ Set day(s) to these specific working times:

	From	To
1	8:00 SA	12:00 CH
2	1:00 CH	5:00 CH

Buttons: Help, OK, Cancel

- Add an exception in the **Standard** calendar called **Recovery** with in 7 lates workdays of March is non-working days.
- Display the Project Information.

Exercise 5. Create the private Time for a project

Open project file Ex7 (Module 1), Use the **Project Information** dialog box to:

- Create the new Time Work for your project. [NameTimeProject]
{Name: Your Name - Ex: MinhTimeProject}
- Change **Work Weeks time** of **Standard** calendar's default working week. This project's standard working time are:
 - 08:00 to 12:00 on Mon, Wed, Fri
 - 13:00 to 16:00 on Tue, Thu, Sat
 - Create an Exception called "International Labor days" is 30 Apr and 1 May nonworking time
 - Capture the Work weeks time
- Display the Project Information.

Exercise 6. Your project

- Create your plan from Monday to Sunday. It will list all of your activities, your time you spend and resources joining in each task.
- Create a new calendar called **Student** based on the **Standard** calendar.
- Change the **[Default]** work week so that the hours match to your calendar everyday
- Using Note function in MP 2010 to take note for important tasks in your plan.