Task 6

You are a member of a project team assigned to develop the new scooter, code named "Urban Sailor." The team has compiled the information for the network diagram. You have been asked to prepare a Gantt chart in MS Project. Table 1 contains the information necessary to create a project schedule. For the purpose of this project, assume the following:

The project begins August 7, 2020. The following holidays are observed:

- New Year's Day: Wednesday, January 1, 2020
- Family Day: Monday February 17, 2020
- Good Friday: Friday, April 10, 2020
- Victoria Day: Monday, May 18, 2020
- Canada Day: Wednesday, July 1, 2020
- Labour Day: Monday, September 7, 2020
- Thanksgiving Day: Monday, October 12, 2020
- Christmas: Friday, December 25, 2020
- Boxing Day: Saturday, December 26, 2020

If a holiday falls upon a weekend then the first available day will be given as a holiday. The team works eight-hour days, Monday through Friday.

Use MS Project to prepare a Gantt chart for this project. Use MS Project to perform the following tasks:

1. Save your file using the name Task6_Firstname_Lastname.
2. Create a custom Calendar called "Scooter Calendar" and input the holidays above as non-working days.
3. Use page set up to add a title for your project in the project header. Display your name and the project name in the center. Display the class number, semester, and the professor's name on the left.
4. Remove the Legend from the print view.
5. Insert a Project Summary task, also known as "line zero".
6. Set up the project in MS Project. Enter the activities, their dependencies, durations, milestones and etc. presented Table 1 below.
7. Set up MS Project to calculate and present the duration of the project on the Gantt chart.
8. Use MS Project to present the critical path. Change the critical path formatting of the text in your activities list to bold 14pt font and change the colour and fill of the bars in the Gantt chart to red.

9. Add the following milestones to the project:
    a) **Product design selected**, set to correspond with the end of activity 5, Product design selection.
    b) **Finalized design**, set to correspond with the end of activity 10, Finalized product design.
    c) **Project completed**, set to correspond with the end of activity 14, Celebrate.
    d) Format the milestones to be purple text.
10. View the network.
11. View your Gantt chart and Gantt table. Be sure to show the *Start*, *Finish*, *Duration* and *Predecessors* columns on the Gantt table.
12. Save your work.
13. Submit the MS Project file to the Task 6 assignment folder.
14. Answer the following question in the comments section of the assignment folder. When is the project estimated to be completed?

Table 1: Activities List

ID	Task Name	Duration	Predecessor
1	Urban Sailor product development		
2	Market analysis	15 days	
3	Product design	30 days	2
4	Manufacturing study	10 days	2
5	Product design selection	10 days	3,4
6	Detailed marketing plan	15 days	5
7	Manufacturing process	30 days	5
8	Detailed product design	30 days	5
9	Test Prototype	5 days	8
10	Finalize product design	15 days	7, 9
11	Order components	5 days	10
12	Order production equipment	10 days	10
13	Install production equipment	15 days	11 + 20 days lag 12 + 40 days lag
14	Celebrate	1 day	6, 13

Note: The "+20 days" indicates that there is a 20 day lag after the end of the preceding activity before the activity can start. This is a Finish to Start relationship.