



CONESTOGA
Connect Life and Learning

**COURSE CODE: 1372
COURSE NAME: Project Management
PROGRAM CODE- MGMT8666**

PROFESSOR NAME: Mario Osegueda

SECTION – 10

PRACTICAL LAB 1

**STUDENT NAME: VAISHNAVI GOPAL
WADHWA (8939083)**

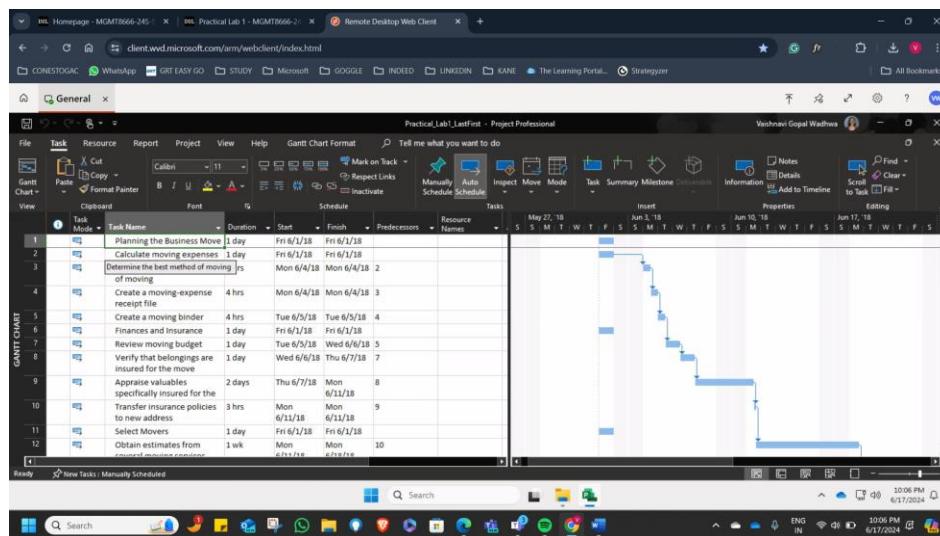
**ASSIGNED DATE: 04 JUN 2024
DUE DATE: 20 JUN 2024**

[Link of recording](#)

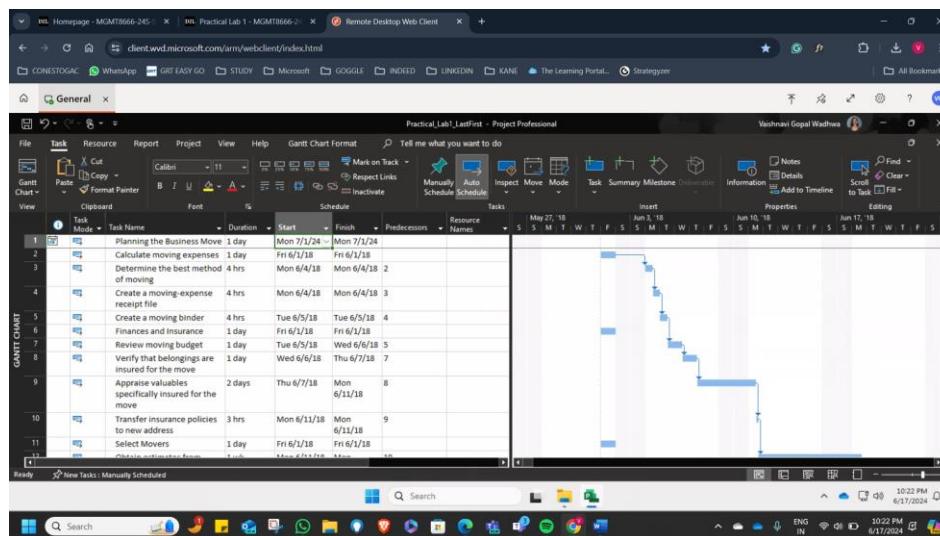
Business Move

Your business has outgrown its current location, so you have sold your current space and have leased a larger building at a new location in downtown Kitchener, Ontario. Since your daily work activities leave you little time to prepare for the move, you have decided to create a moving plan in Project to ensure steps don't get missed along the way. Your assistant has created the initial task list for you in Project. You now need to develop a more detailed project plan by creating a Work Breakdown Structure and assigning resources to individual tasks. You will also export your project to Excel and copy the project's tasks to a Word document.

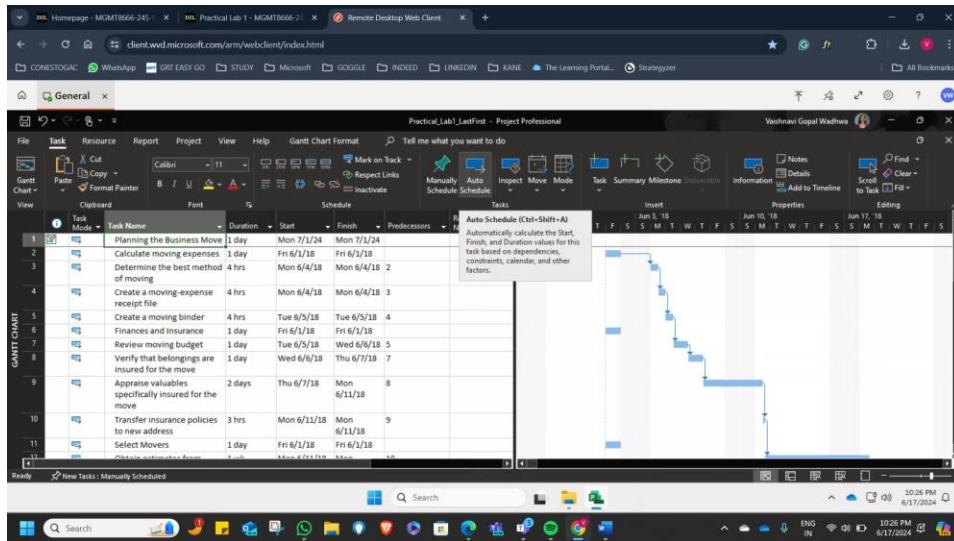
- Browse to the location where you are storing your files and open **Lab1.mpp**. Save the file as **Practical_Lab1_LastFirst.mpp**.



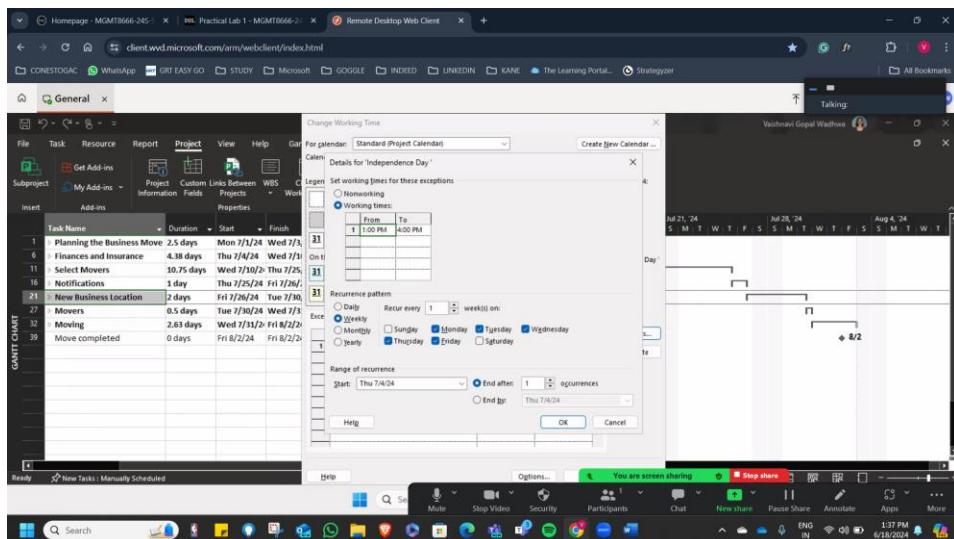
- Set the start date of your project to **7/1/24**



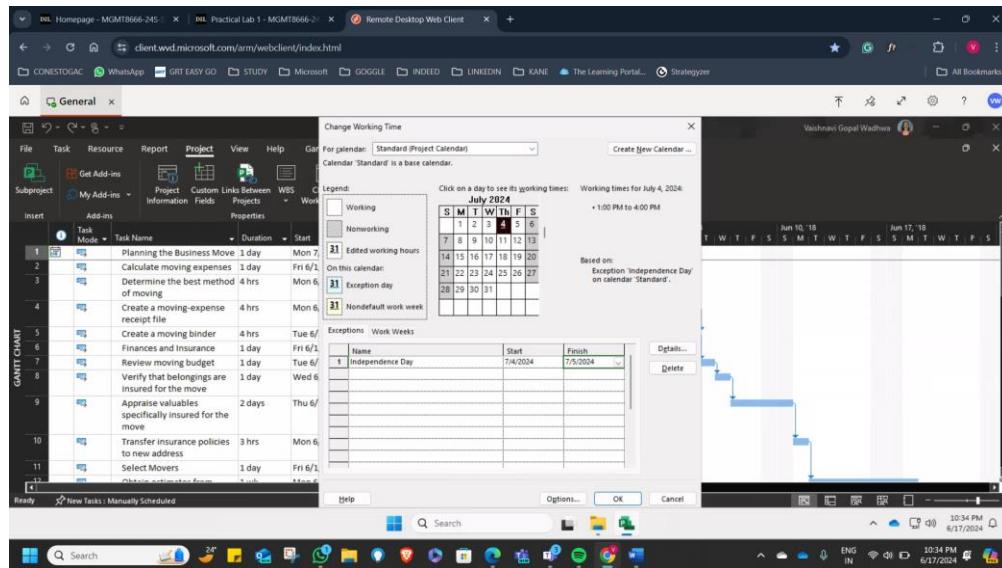
- Set new project tasks to Auto Schedule



- d. Change the project's calendar to the work times of **1:00 PM to 4:00 PM** Monday-Friday.

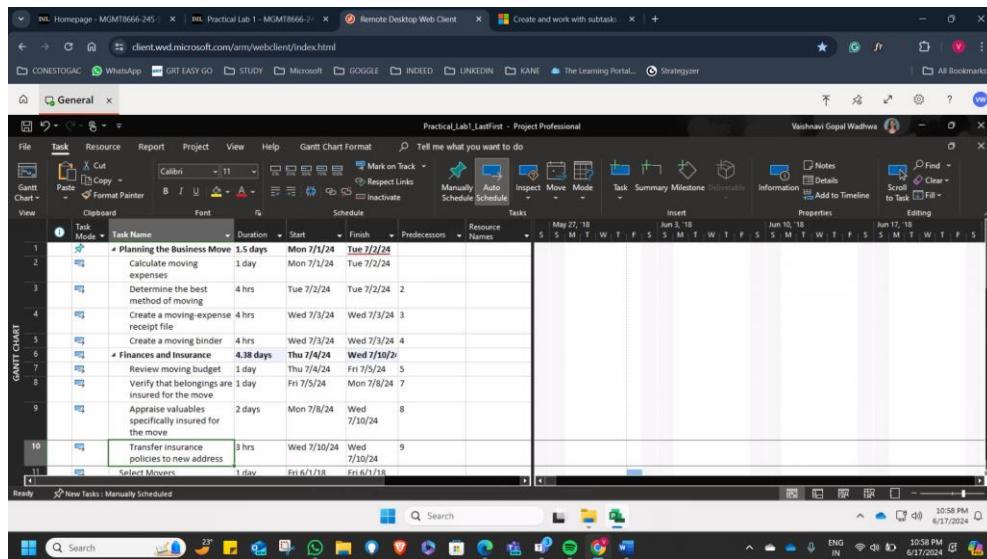


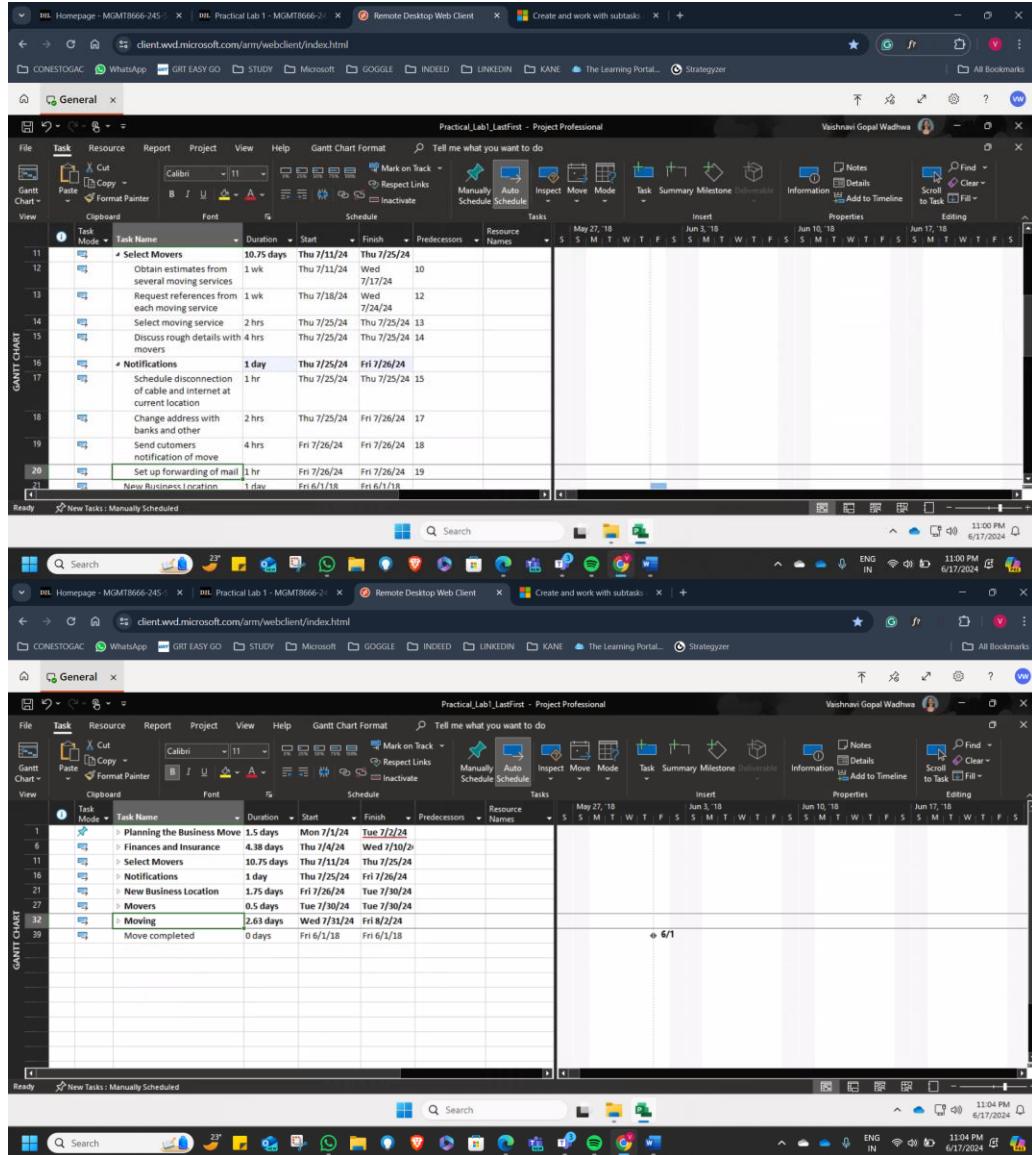
- e. Add a calendar exception for **July 4–5, 2024**. Name the exception **Independence Day**.



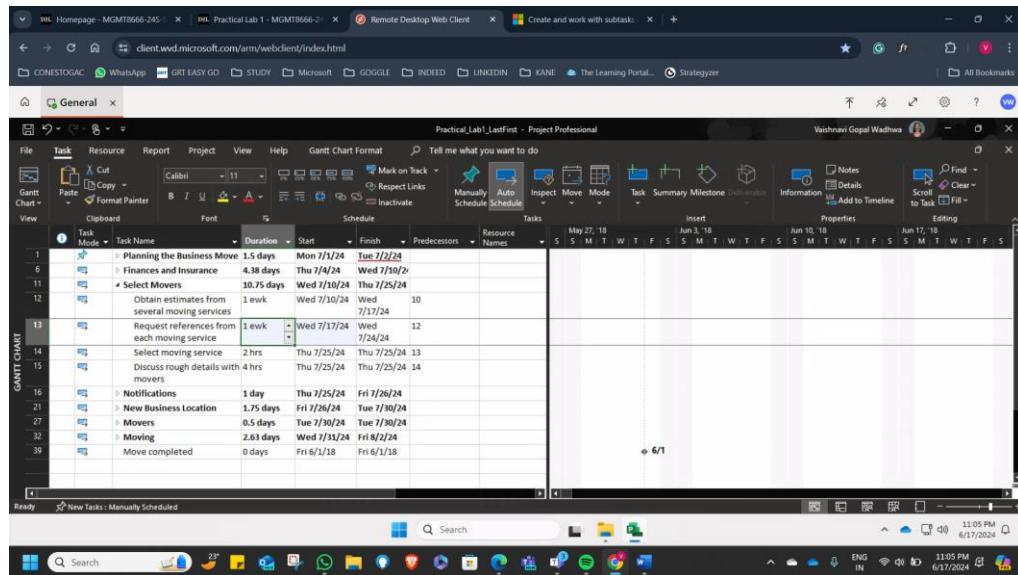
f. Create a Work Breakdown Structure by doing the following:

- Indent Tasks 2–5 to make them subtasks of Task 1.
- Indent Tasks 7–10 to make them subtasks of Task 6.
- Indent Tasks 12–15 to make them subtasks of Task 11.
- Indent Tasks 17–20 to make them subtasks of Task 16.
- Indent Tasks 22–26 to make them subtasks of Task 21.
- Indent Tasks 28–31 to make them subtasks of Task 27.
- Indent Tasks 33–38 to make them subtasks of Task 32.





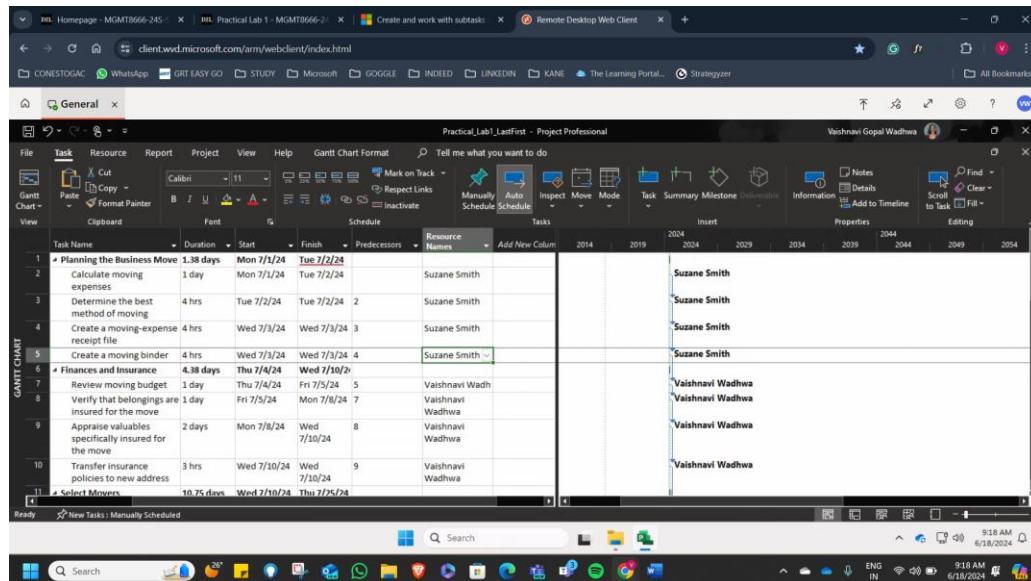
g. Change the duration of Tasks 12–13 to **1e**

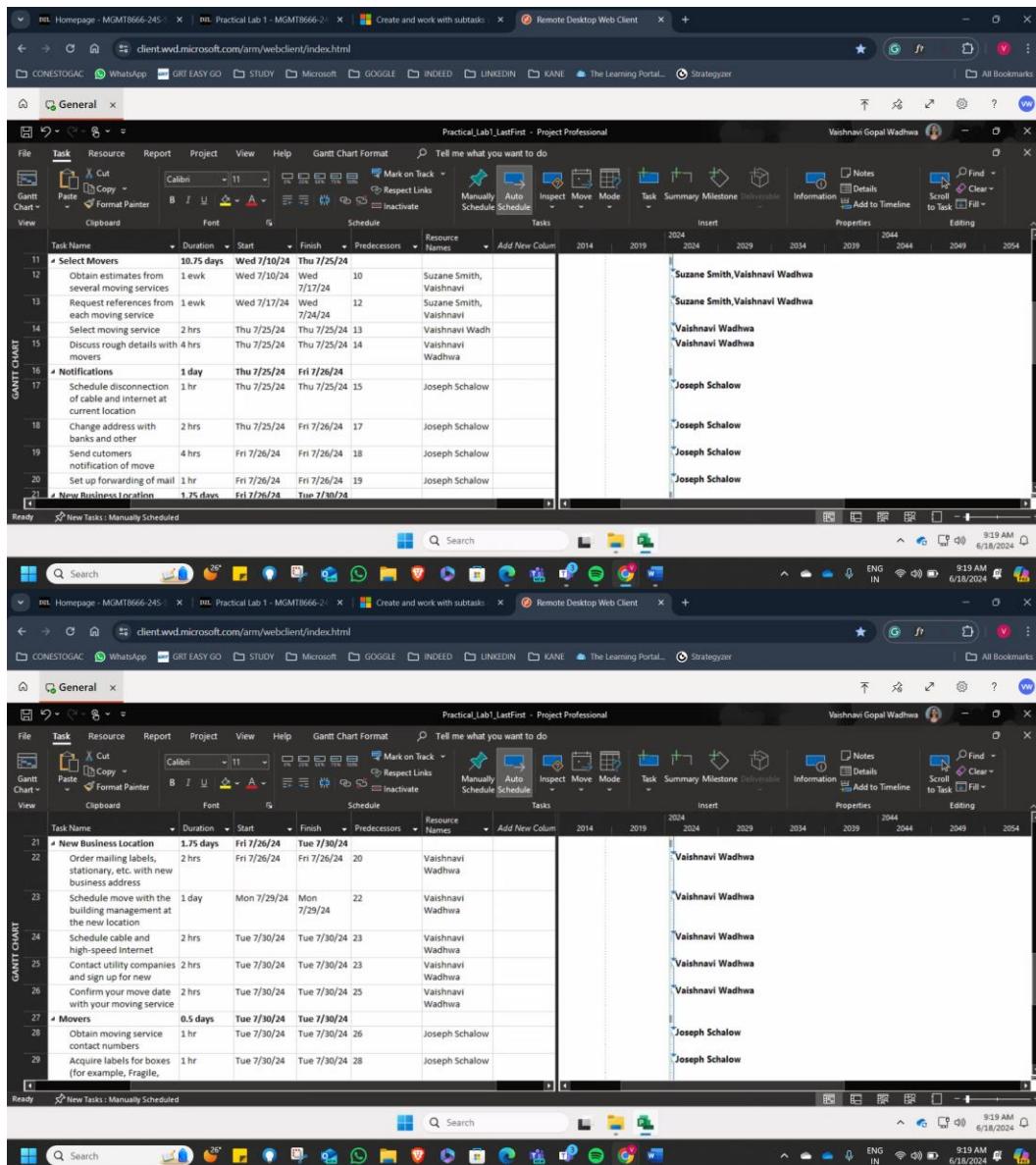


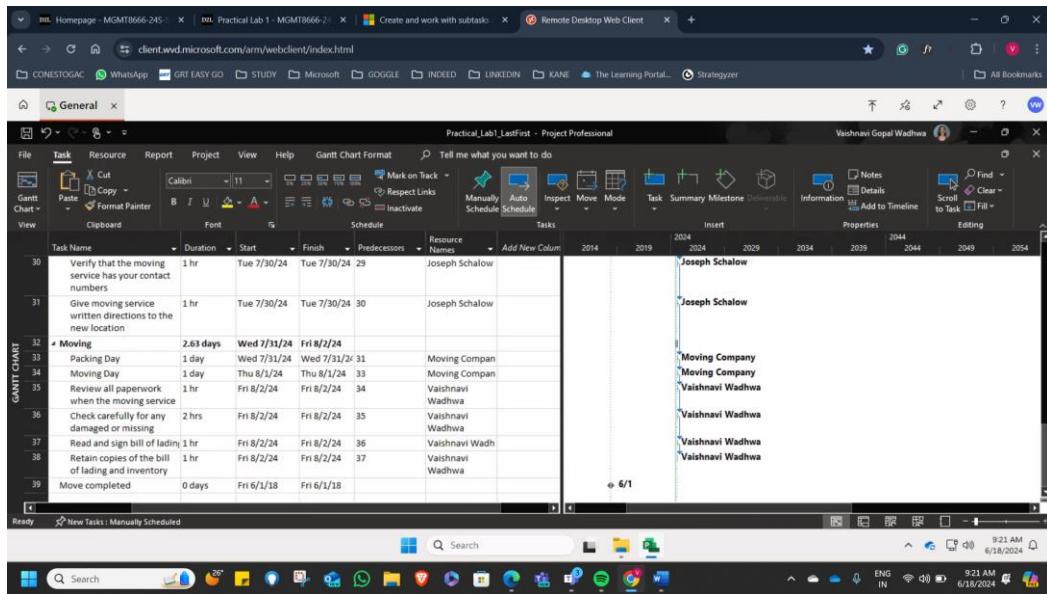
h. On the Resource Sheet, add the following resources:

i. Assign resources to the tasks as follows:

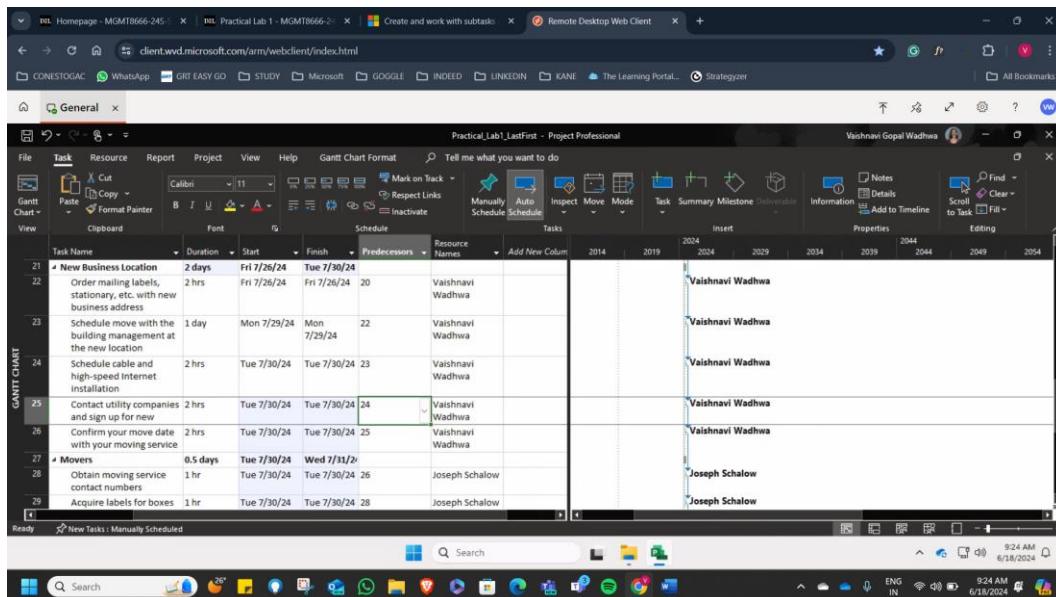
- Assign **Suzane Smith** to Tasks 2–5.
- Assign **Suzane Smith** and **Your Name** to Tasks 12–13.
- Assign **Joseph Schalow** to Tasks 17–20 and Tasks 28–31.
- Assign **Your Name** to Tasks 7–10, Tasks 14–15, Tasks 22–26, and Tasks 35–38.
- Assign **Moving Company** to Tasks 33–34.

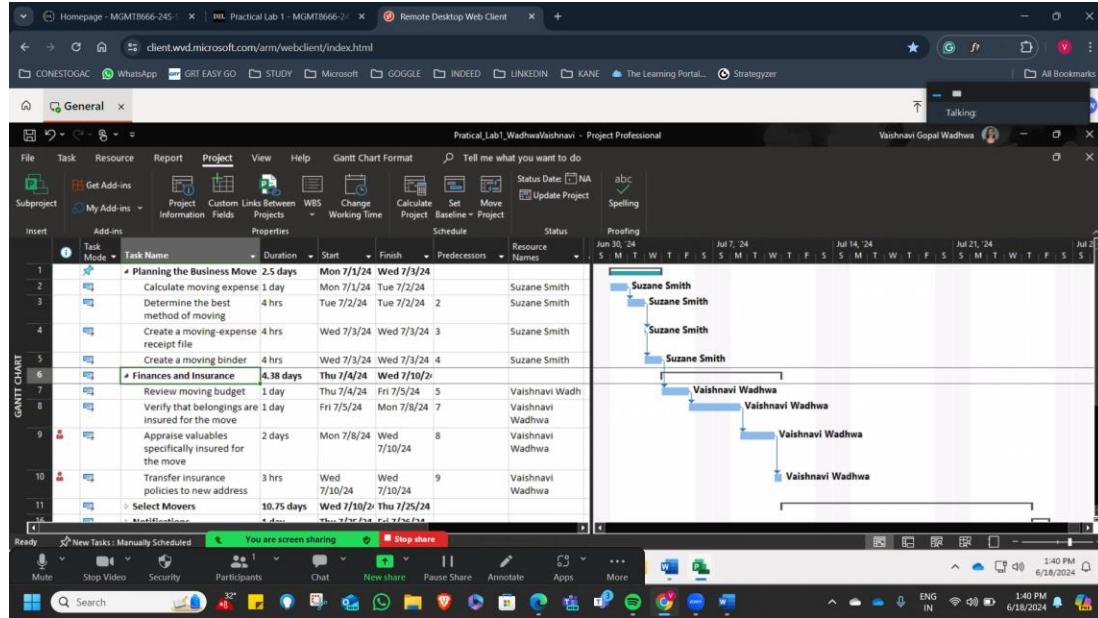




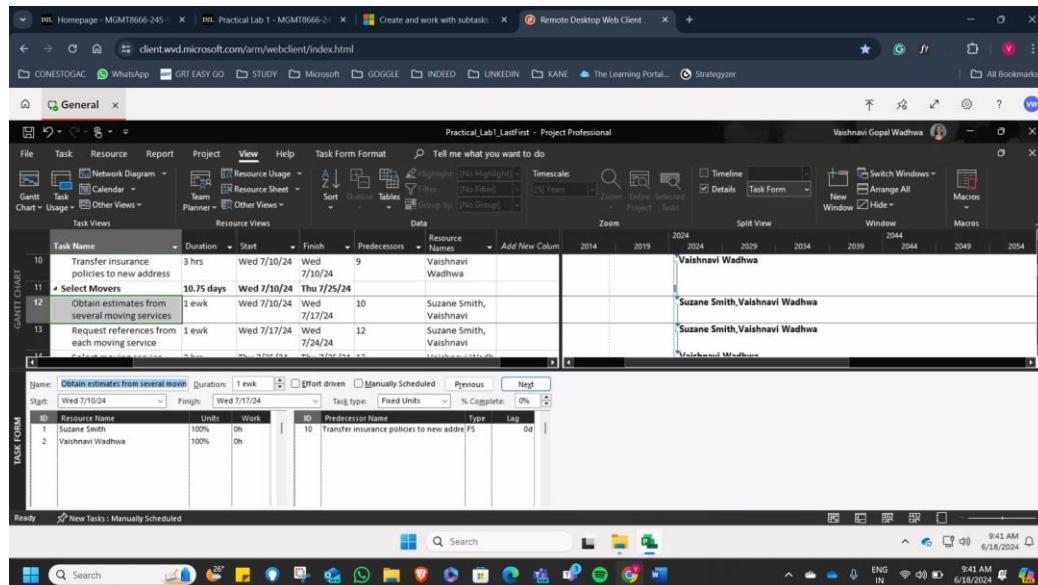


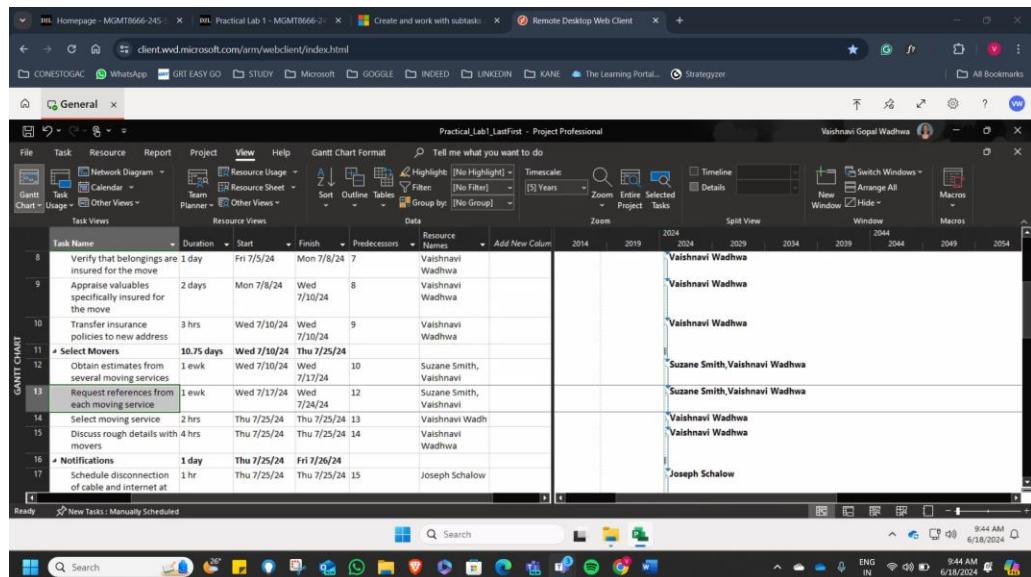
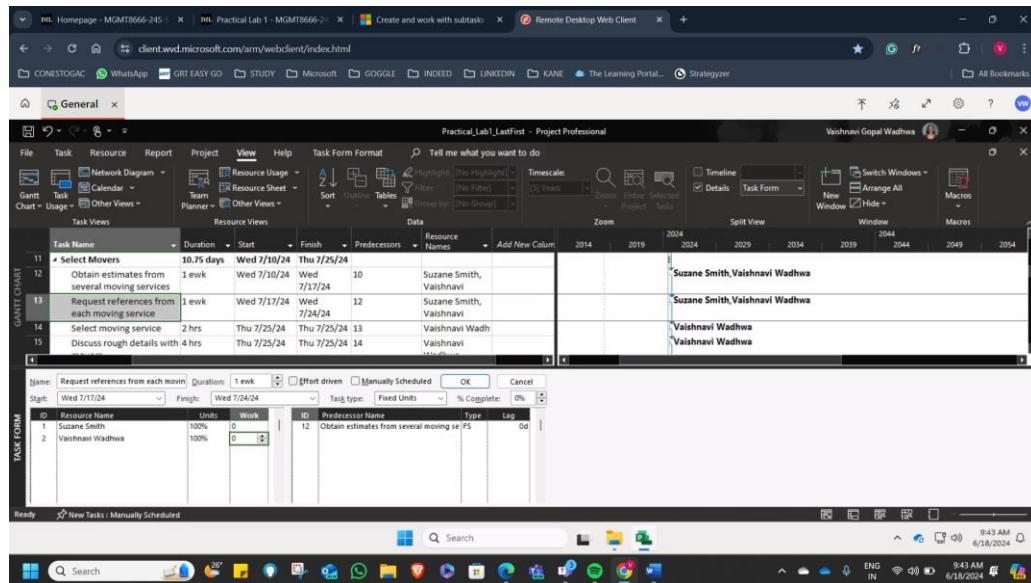
- j. To remove Your Name overallocations on Tasks 23–25, change the Predecessor of Task 25 to **24**



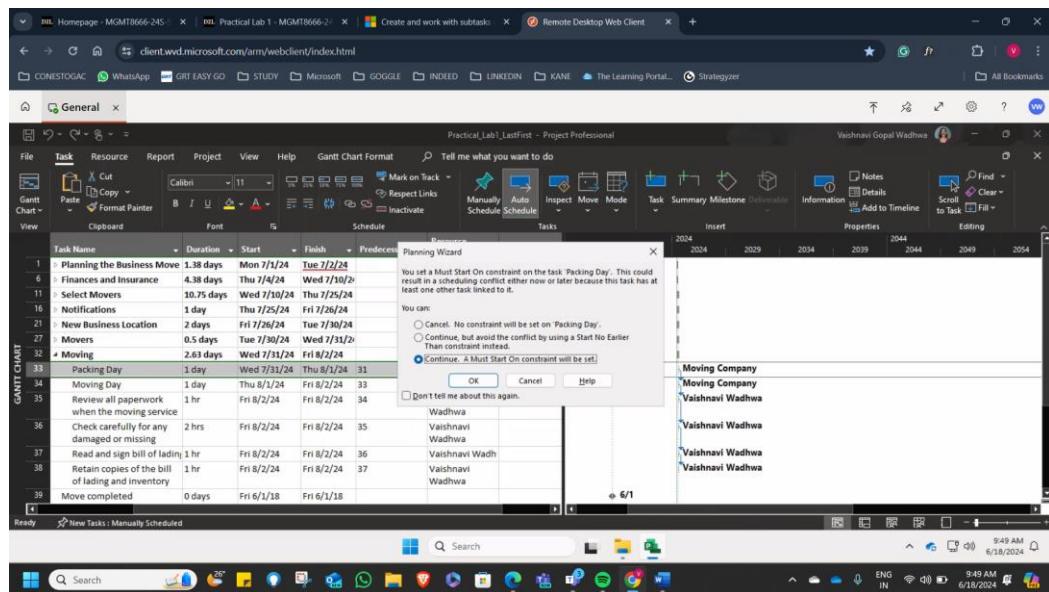
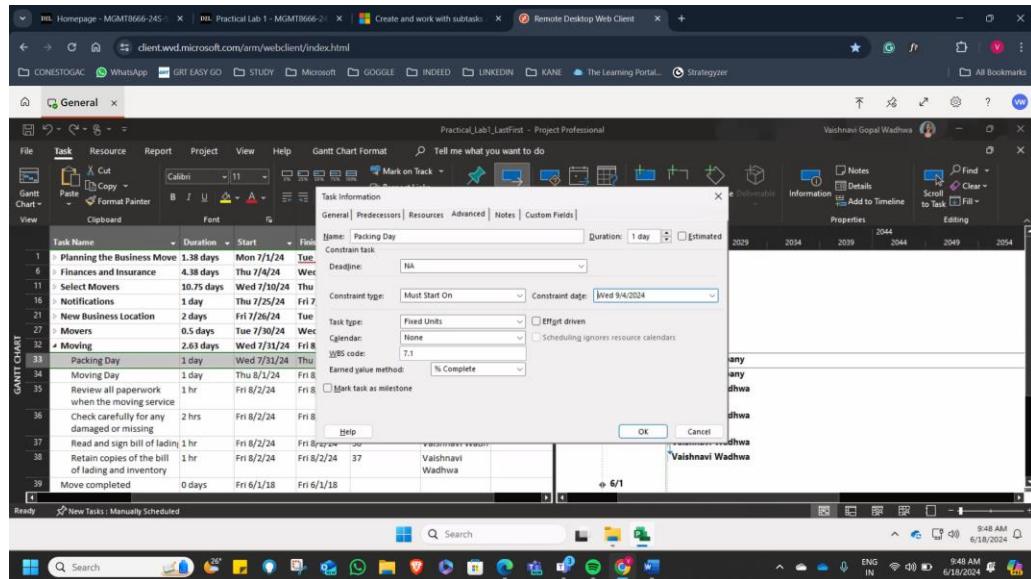


- k. Select Task 12. Open the Split View and select the Work view. Change the hours assigned to Your Name and Suzane Smith on Task 12 to 0. Select Task 13. In the Split View, change the hours assigned to Your Name and Suzane Smith on Task 13 to 0. Remove the Split View.

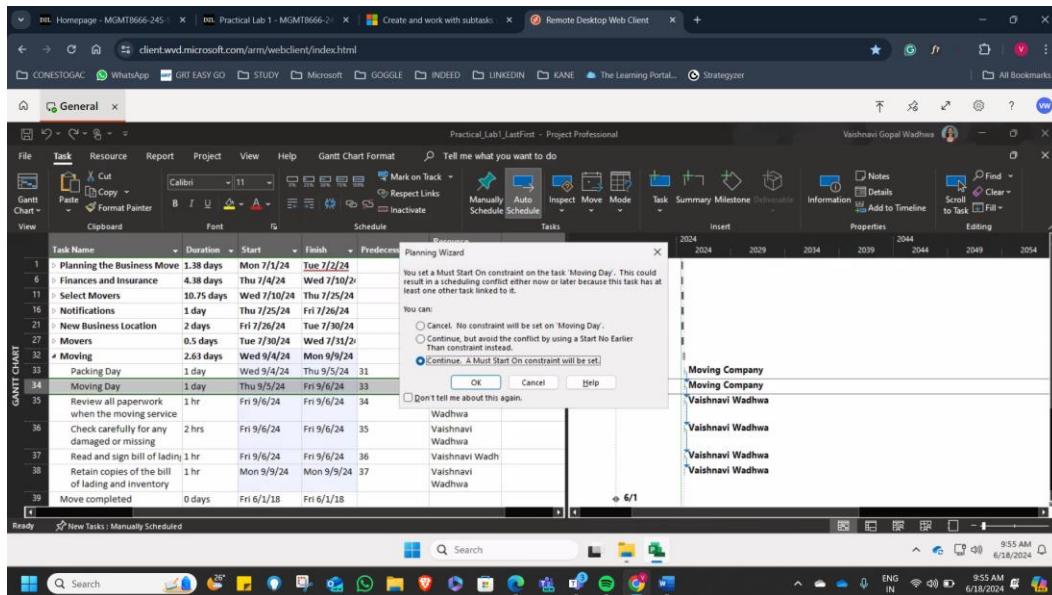
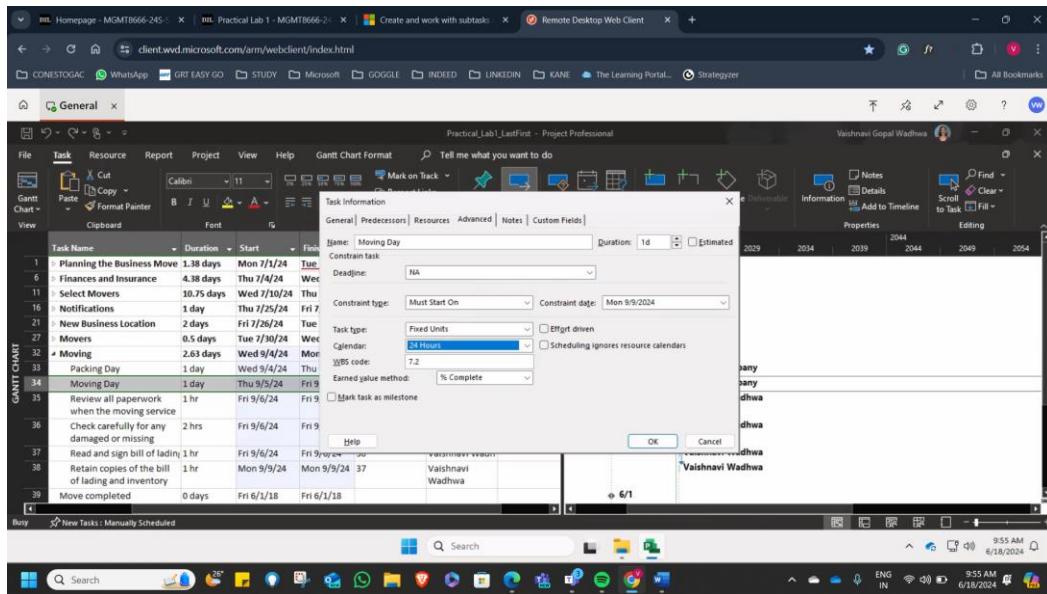




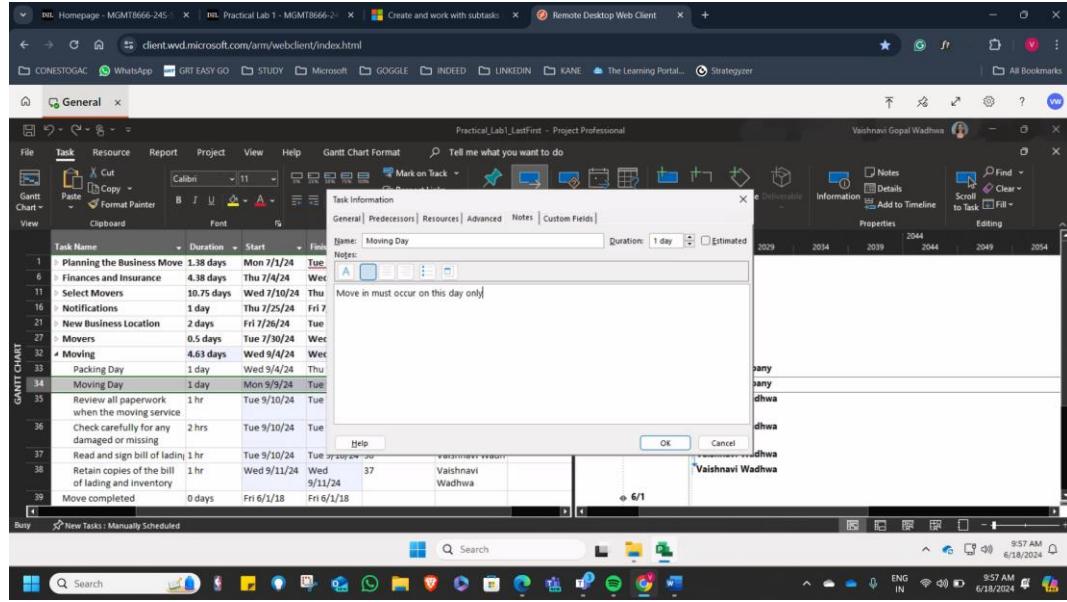
- l. The move-in day is scheduled for September 9, 2024. Therefore, you must start packing on September 4, 2024. On Task 33, set a **Must Start On** constraint. Set the Constraint date to **9/4/2024**. When the Planning Wizard dialog box appears, select **Continue. A Must Start On constraint will be set.**



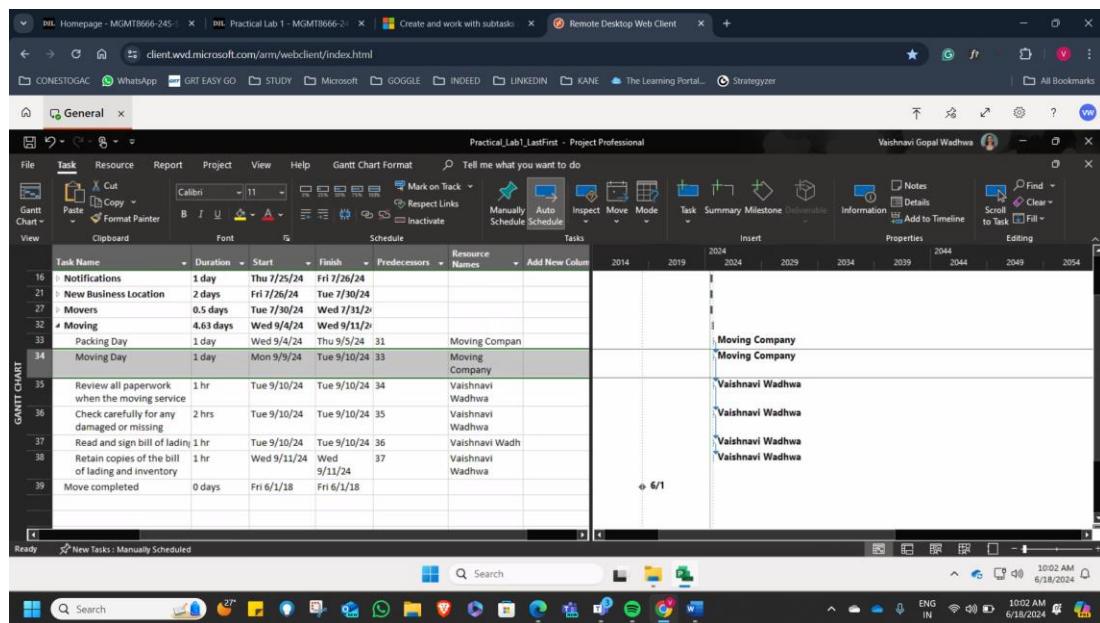
- m. On Task 34, set a **Must Start On** constraint. Set a Constraint date of **9/9/24**. Change the Calendar on this task only to the 24 hours calendar. When the Planning Wizard dialog box appears, select **Continue**. **A Must Start On constraint will be set.**



- n. Add the Task Note **Move in must occur on this day only.** to Task 34.



- o. Increase the height of Row 34 so all the indicators are shown.



- p. Hide the Task Mode column.

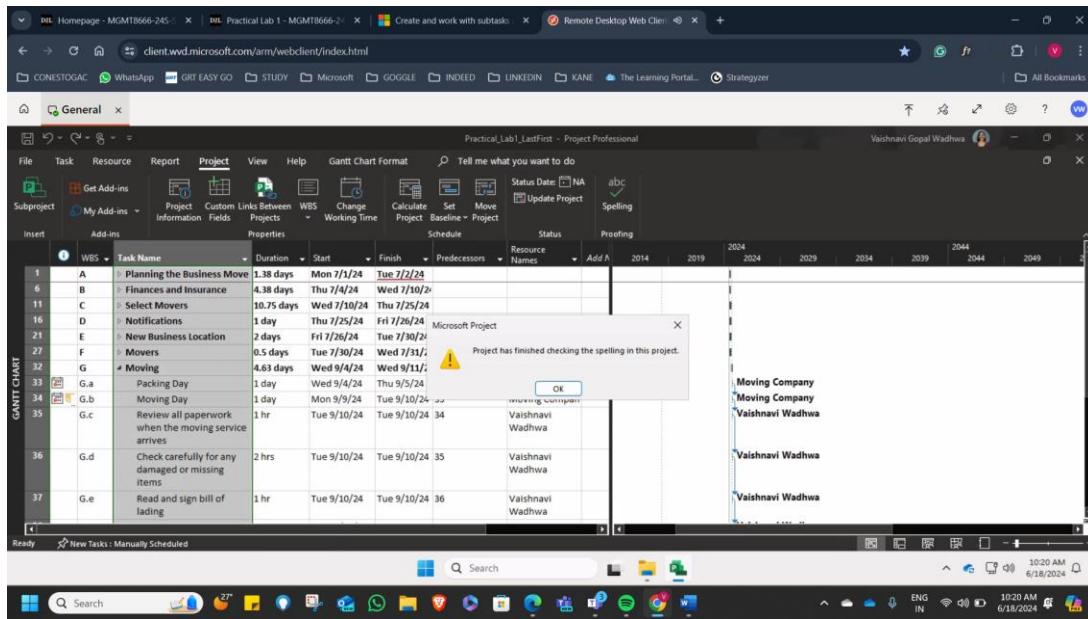
Task Name	Duration	Start	Finish	Predecessors	Resource Names
Planning the Business Move	1.38 days	Mon 7/1/24	Tue 7/2/24		
Finances and Insurance	4.38 days	Thu 7/4/24	Wed 7/10/24		
Select Movers	10.75 days	Wed 7/10/24	Thu 7/25/24		
Notifications	1 day	Thu 7/25/24	Fri 7/26/24		
New Business Location	2 days	Fri 7/26/24	Tue 7/30/24		
Movers	0.5 days	Tue 7/30/24	Wed 7/31/24		
Moving	4.63 days	Wed 8/4/24	Wed 8/11/24		
Packing Day	1 day	Wed 8/4/24	Thu 8/5/24	31	Moving Company
Moving Day	1 day	Mon 8/5/24	Tue 8/10/24	33	Moving Company
Review all paperwork when the moving service	1 hr	Tue 8/10/24	Tue 8/10/24	34	Vaishnavi Wadhwa
Check carefully for any damaged or missing	2 hrs	Tue 8/10/24	Tue 8/10/24	35	Vaishnavi Wadhwa
Read and sign bill of lading	1 hr	Tue 8/10/24	Tue 8/10/24	36	Vaishnavi Wadhwa
Retain copies of the bill of lading and inventory	1 hr	Wed 8/11/24	Wed 8/11/24	37	Vaishnavi Wadhwa

- q. Insert a column to the left of Task Name titled **WBS**. Set the **WBS-Define Code to Uppercase Letters, Lowercase Letters, and then Numbers** (Level 1, Level 2, and Level 3, respectively). Adjust the column width as needed.

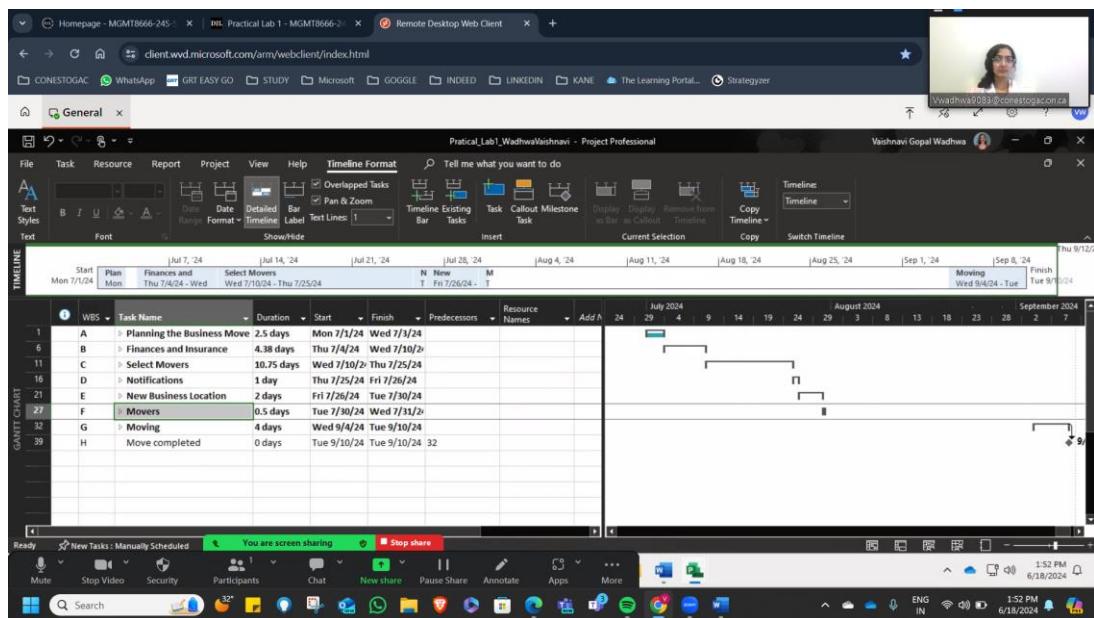
WBS	Task Name	Duration	Start	Finish	Predecessors
1	Planning the Business Move	1.38 days	Mon		
2	Finances and Insurance	4.38 days	Thu		
3	Select Movers	10.75 days	Wed		
4	Notifications	1 day	Thu		
5	New Business Location	2 days	Fri		
6	Movers	0.5 days	Tue		
7.1	Moving	4.63 days	Wed		
7.2	Packing Day	1 day	Mon		
7.3	Moving Day	1 day	Mon		
7.4	Review all paperwork when the moving service	1 hr	Tue		
7.5	Check carefully for any damaged or missing	2 hrs	Tue		
7.6	Read and sign bill of lading	1 hr	Tue		
7.7	Retain copies of the bill of lading and inventory	1 hr	Wed		

- r. Wrap the text of the task names in the Task Name column if necessary to show the entire task names.

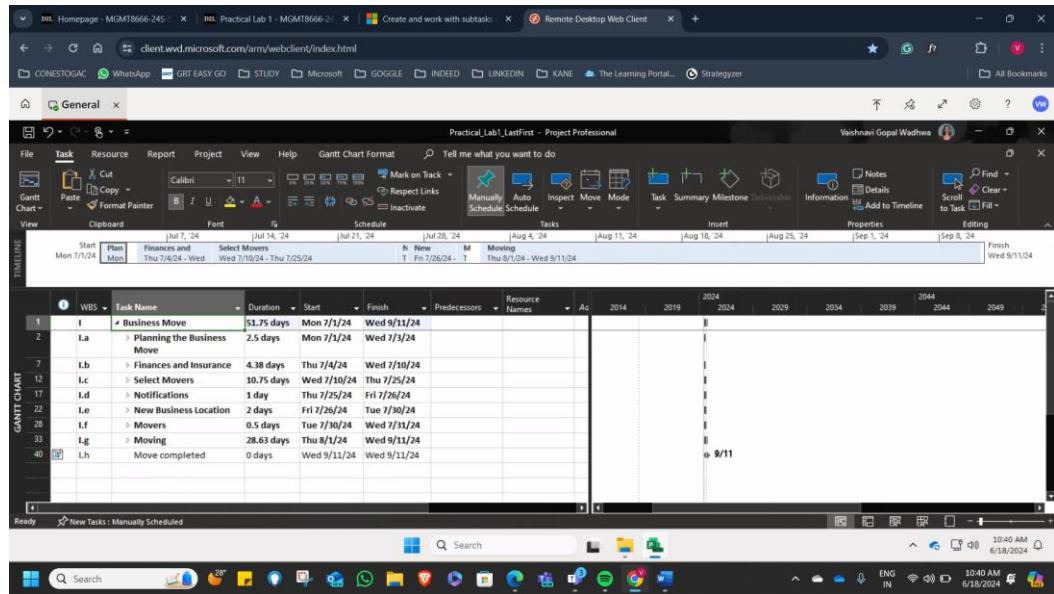
s. Spell check the entire project.



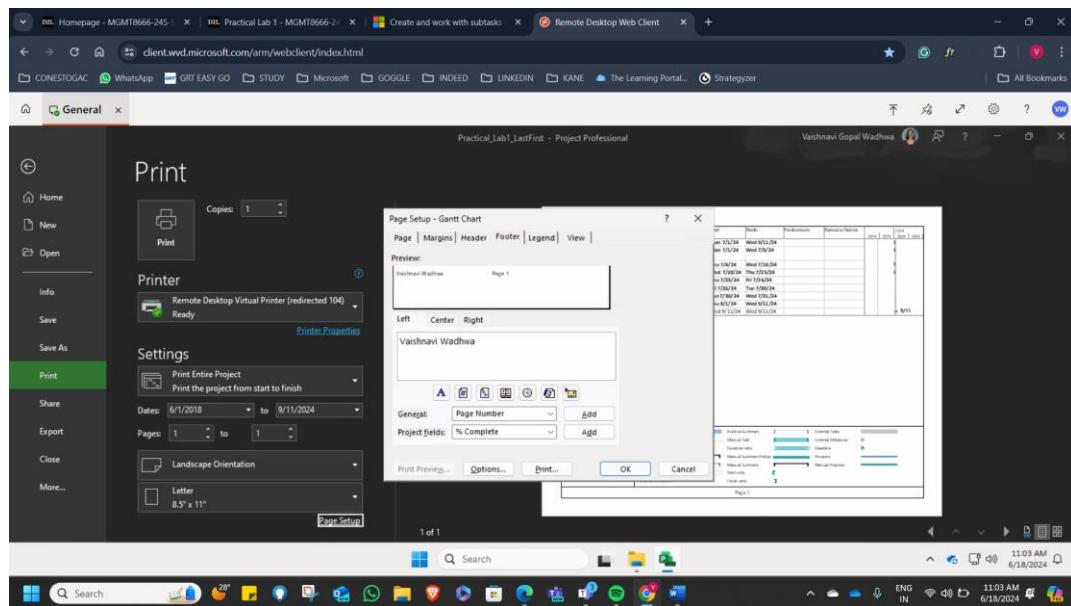
t. Display the Timeline. Add all Summary Tasks to the Timeline.

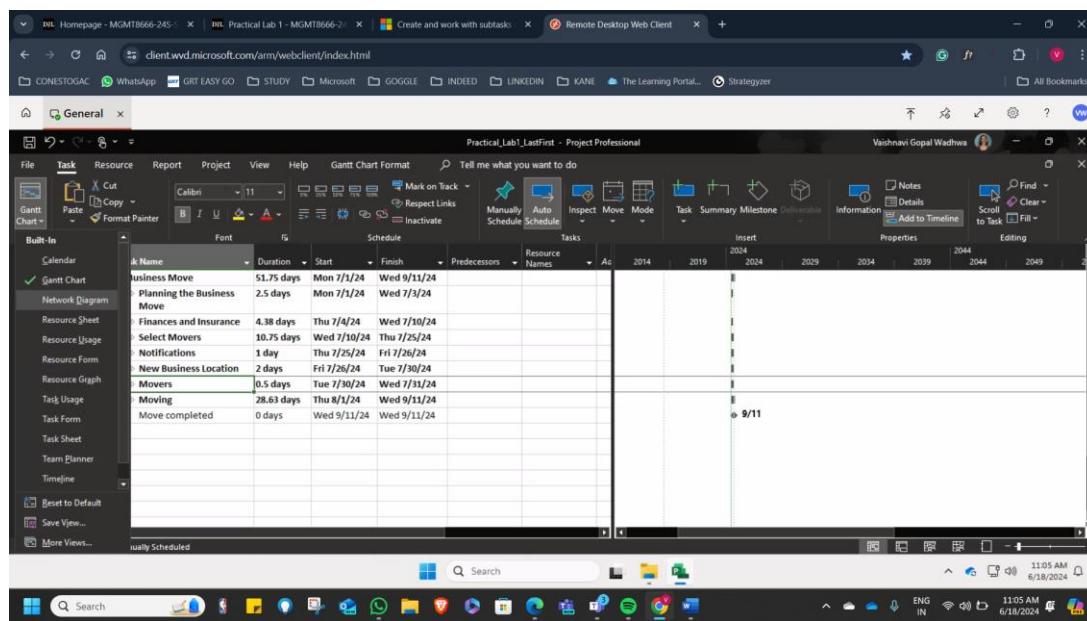
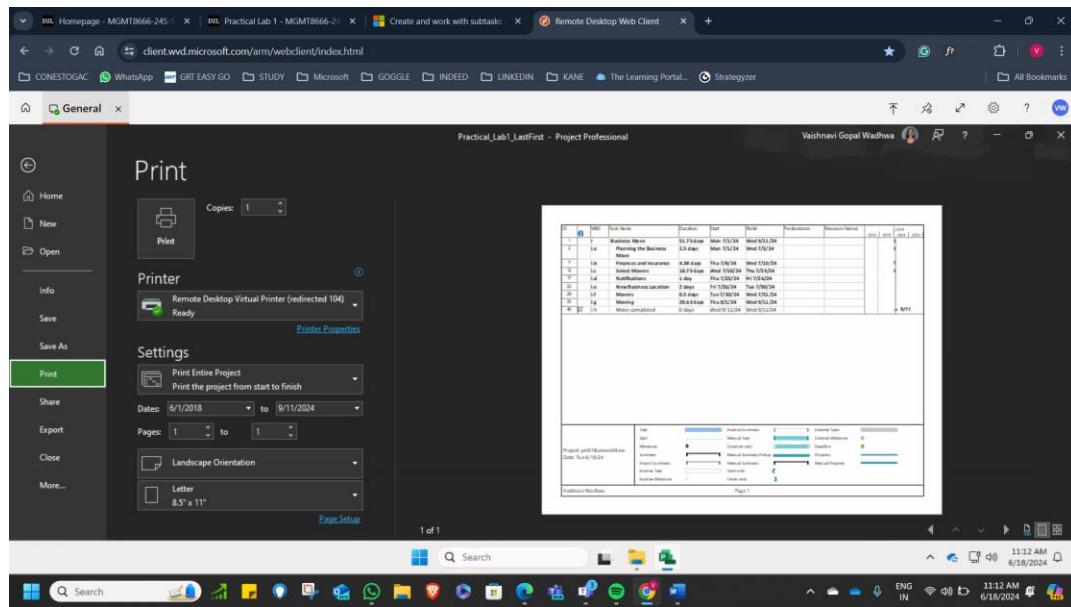


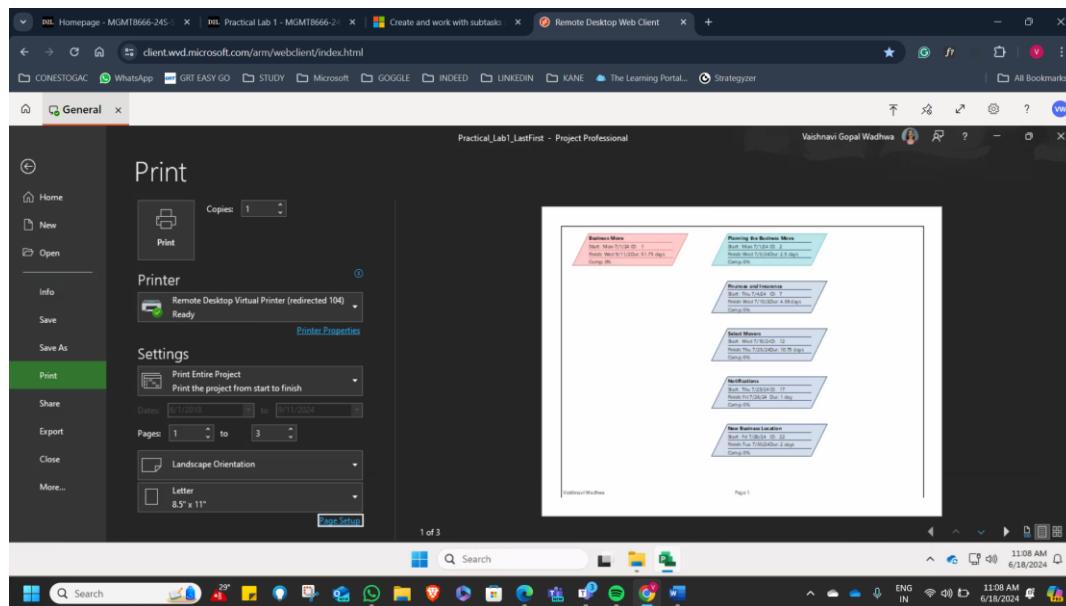
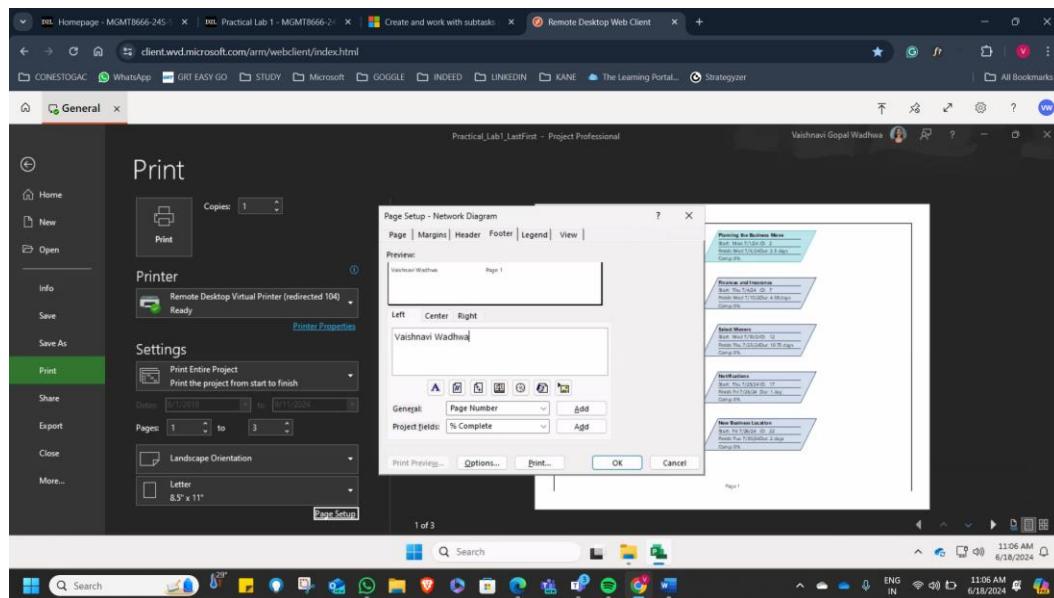
u. Add a Project Summary Task. Name the task **Business Move**.



- v. Add your name as a left footer in the Gantt Chart view and Network Diagram view.







- w. Export the project as an Excel Project Template to a location where you store your files. Save the workbook as **Lab1_Solution1_LastFirst**.

The screenshot shows a Microsoft Project Professional window with a Gantt chart titled "Practical Lab1 - MGMT8666-245". The chart displays tasks from June 11, 2024, to June 18, 2024. A task named "Business Move" is currently selected. In the foreground, a "Save As" dialog box is open, prompting the user to save the file as "Lab1_Solution1_LastFirst.xlsx" to OneDrive - Conestoga College. The dialog also shows options to "Save as type: Excel Workbook".

The screenshot shows the Microsoft Project Professional window again, but now the "Export Wizard" dialog is open over the Gantt chart. The wizard is titled "Welcome to the Project Export Wizard" and provides instructions: "This wizard automatically maps fields in Project to the appropriate export format, and then allows you to verify or edit the results." It includes a "Next >" button and a "Cancel" button.

The screenshot shows a Microsoft Project 2021 window with a Gantt chart titled 'Lab1_Solution1_LastFirst'. The chart lists 27 tasks. Task Mode is indicated in column B. The table includes columns for Task Mode, Name, Duration, Start, Finish, Predecessors, Outline Level, and Notes. The 'Task Table' tab is active at the bottom.

- x. Copy the Entry table into a blank Word document, save the document as **Lab1_Solution2_LastFirst** and then close Word.

The screenshot shows a Microsoft Word 2021 window with a table titled 'Lab1_Solution2_Wadhwavaishnavi'. The table contains the same data as the Project 2021 table, organized into rows and columns. The table is styled with different colors and fonts. The 'Word' ribbon is visible at the top, and the table is the active element in the document.

- y. Exit Project 2019/2021, and then submit your files to eConestoga Submission folder.