**Task**: Business Move - Office Relocation to Downtown Kitchener

**Overview**

This project focuses on the detailed planning and execution of moving the business to a new location in downtown Kitchener, Ontario. The primary goal is to ensure a smooth transition from the current office space to the new building, utilizing effective resource allocation, task scheduling, and time management. The project also involves creating a Work Breakdown Structure (WBS), resource assignment, and task tracking in Microsoft Project, ensuring no steps are missed along the way.

**Key Components:**

**1. Project Planning:**

* **Initial Setup**:
  + Start date for the project is set to **July 1, 2024**, with project tasks set to **Auto Schedule**.
  + The working hours for the project are defined as **1:00 PM to 4:00 PM, Monday to Friday**.
* **Key Exceptions**:
  + A calendar exception is added for **July 4–5, 2024**, named **Independence Day**, marking non-working days.

**2. Work Breakdown Structure (WBS):**

* **Indented Tasks**:
  + Tasks are structured using indentation to create subtasks under each main task, forming a clear hierarchical structure.
  + Tasks such as **Preparation**, **Packing**, **Moving**, and **Settling in** are broken down into smaller, manageable subtasks.
* **Task Dependencies**:
  + Dependencies are set to ensure tasks follow the correct order, such as starting **packing on September 4, 2024** and setting the move-in day for **September 9, 2024** with "Must Start On" constraints.

**3. Resource Allocation:**

* **Resources Assigned**:
  + Various resources like **Suzane Smith**, **Joseph Schalow**, **Moving Company**, and yourself (Vaishnavi Wadhwa) are assigned to specific tasks.
  + Resource assignments are balanced to avoid over-allocation, and adjustments are made to the task predecessors to ensure smooth workflow without overload.
* **Task-Specific Allocations**:
  + Example: **Suzane Smith** is assigned to tasks related to preparation, and the **Moving Company** is responsible for the physical relocation tasks.

**4. Timeline and Constraints:**

* **Move-In Day**:
  + A hard constraint is set on the **Move-In** task (Task 34), with a scheduled date of **September 9, 2024**, ensuring the move occurs on that specific day.
* **Timeline Overview**:
  + All summary tasks are displayed in the project timeline to provide a clear visual of key milestones and progress.

**5. Project Documentation:**

* **Exporting and Reporting**:
  + The project is exported as an Excel file and a Word document, ensuring the task list and WBS structure are available in multiple formats for easy reference and reporting.
* **Spell Check and Formatting**:
  + The entire project undergoes spell checking to ensure clarity and professionalism in the final deliverables.

**Skills Utilized:**

* **Microsoft Project**: Leveraged to create and manage the WBS, assign resources, track tasks, and schedule timelines.
* **Task Scheduling and Resource Management**: Ensured tasks were auto scheduled with proper resource assignment, avoiding over-allocation and maintaining smooth task flow.
* **Project Exporting**: The project plan was exported to Excel and Word for effective documentation and sharing.
* **Timeline and Constraint Management**: Key tasks like the move-in date were set with specific constraints to avoid delays and ensure timely completion.