| **Assignment Information** |
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| **Team Number**: 2 |
| **Project Management – OPIM 5270** |
| **Team Paper – Gantt Chart** |
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| **Topic / Question:**  When developing a Gantt Chart for a project, building a Work Breakdown Structure (WBS) is essential. You were lucky to have the WBS provided by Mark, as an aggregated solution by all the teams between the two sections. Now you need to build the Gantt Chart for your Team Project. Use the following page to describe the process you used to build your Gantt Chart, emphasizing what the team learned from building it. Attach your MS Project file separately in HuskyCT for your Gantt Chart. Be sure to have the MS Project baselined. You will see variances to plan as the project unfolds. |
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| **Limit your paper to one page, beginning on the next page.**  **Format: Arial – 11 pt. 1 ½ line spacing**. |
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In order to build our Gantt Chart, we used the Work Breakdown Structure provided by Mark and entered the details into Microsoft Project. By default, weekends are set as non-working days. Using the change working time functionality of MS Project, we have added holidays for Independence Day, Labor Day, Martin Luther King Jr.'s birthday, and one week for Christmas and New Year's Eve. After that, we entered each task and their subtasks into the Task Name column and entered the corresponding duration provided for each task from the WBS into the Duration column. Following this, we used the indent task feature to indent the level 2 tasks once and the level 3 tasks twice in order to get the most accurate structure for what needs to be completed for each deliverable to be marked as complete for the project. We then changed the method of scheduling for each task to auto-schedule as this would make it much easier to manage dependencies and predecessors. The first task, a level 3 deliverable titled "Team members sign and submit," was set for a start date of April 1, 2022, as this was the kickoff date for the project. Predecessors were added to each deliverable that corresponded to the order in which tasks needed to be completed. Many tasks were determined to have Finish-to-Start dependencies and were signified as such in the project, but some were determined to happen concurrently and were given a Start-to-Start dependency instead. The auto-scheduler helped create a timeline for our project and a project completion date of February 14, 2023. Using the "set the baseline" functionality, we were able to use this Gantt Chart as the baseline for our project plan and schedule.

By building this Gantt Chart, our team learned the use and benefits of this tool, which is useful for scheduling and planning the project. It gives a clear visual representation of time frames. We were successful in identifying the tasks that were taking longer time to complete and this helped us with time management for our project. Once we set the duration, predecessors, and dependencies, it was easy to determine which task could start in parallel with other tasks in order to achieve the project deadline. Not only that, the MS Project has functionality to display the critical path that must be completed to complete a project. The most important feature is that the Gantt will help us track our progress and let us know if we are moving ahead as planned or not.