**West Lothian College – Skills Centre (Computing)**

**Introduction To Project Management (H17D 34) – HNC Computing**

**PART B.1**

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**Instructions:**

* You are provided with the synopsis of a project given below, read and understand the background to the project schedule to be developed, and then complete the task activities.
* Once you have implemented the all the tasks specified in **PartB.1** in Microsoft Project, you will be required to produce simple project report to address the request from the project sponsors in **PartB.2**.

**Note**: Your report must include some charts, report, etc. from the Microsoft project you have setup.

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**Project Synopsis**

New World Training (NWT) is a nationwide training company offering short courses in computer applications training and professional courses (CISCO, MCSE, etc) for staff in a wide range of installations. They are about to open a new training centre in the Western Business Park in Glasgow and require a networked computer system set up in order to operate and maintain their centre.

You have been hired as an IT Consultant and Project Manager to supervise the design and implementation of a networked system to enable NWT to manage the training centre operations as well as provide three training suites for the trainees.

The company employs a Training Centre Manager, a Training Manager and training staff, as well as an Administration Manager and administration staff.

The Training Suite will consist of three small training suites, each supporting 10 workstations.

Each member of the staff will have their own networked PC.

Your remit is to set up a project schedule using project management software to manage the design, development and the installation of the network solution for the Training Centre. The project tasks should be grouped into four distinct stages as follows:

Stage 1 — The Planning stage

Stage 2 — The Development/Implementation stage

Stage 3 — Testing stage

Stage 4 — The Evaluation stage

**Project Summary Information**

The project title can be — New World Training (or other name if you have an alternative scenario or real life project).

Company — Your own name.

The project start date will be provided by your lecturer.

**Note** — After completing each of the following activities you **must** keep either a digital or printed copy for evidence that will be required for your submission at a later stage.

**Answer The Following Questions**

**Step 1(a) — Produce a work breakdown structure (WBS)**

This should include a complete list of all the tasks you think will need to be carried out to complete the project. The list should also include a suggested duration. Identify at least five tasks in each of the four project stages.

**Note:** Save your evidence now

**Step 1(b) — Identify resources**

This should include a list of the necessary job titles (minimum of five) and a relevant hourly rate required to complete the project.

**Note:** Save your evidence now

**Step 2 — Produce a Gantt chart**

This should reflect the detail from the WBS, ensuring that the tasks are organised into their relevant stage (planning, development, etc.). Each stage should have a completion milestone.

Add in dependencies between tasks and add resource(s) to each task, where applicable.

*Evidence:*

* *Project summary report and mark it as* ***ProjectStage0****.*
* *Image of the Gantt chart or save your project file as* ***Project1.***

**Step 3(a) — Add tasks**

If not already included you should include a task identifying regular project meetings to help manage your project. The meetings should be monthly and happen on the 5th of each month or the nearest day to the 5th if the 5th lands on a weekend. These meetings should run from the start of the project to the end of the project. All members of the project team should attend these meetings.

*Evidence:*

* *Project summary report and mark it as ProjectStage1.*
* *Image of the Gantt chart or save your project file as* ***Project1-MeetingInc.***

**Step 3(b) — Add a cost**

You have noticed that the costs of the project office rental hasn’t been included in the project, add in a task and associated fixed cost of £5000 to cover rental costs into the planning section of your project.

*Evidence:*

* *Project summary report and mark it as ProjectStage2.*
* *Image of the Gantt chart or save your project file as* ***Project1-FixedCost.***

**Step 4 — Identify the critical path for your project**

*Evidence:*

* *Image of the Gantt chart or save your project file as* ***Project1-CriticalPath.***

**Part B.1 Check Lists**

Your **Part B.1** tasks submission files should include each of the following:

* Step 1(a) — WBS list (with task durations)
* Step 1(b) — Resource list (with hourly rates)
* Three project summary reports
* Step 2 — ProjectStage0
* Step 3(a) — ProjectStage1
* Step 3(b) — ProjectStage2
* Four Gantt charts
* Step 2 — Project1
* Step 3(a) — Project1-MeetingInc
* Step 3(b) — Project1-FixedCost
* Step 4 — Project1-CriticalPath

**Part B.2**

**Read the following request.**

Assume you have just returned from a meeting with your project sponsors (clients). They have now indicated that they need you to do some analysis of the project schedules to see how you could shorten the timescales of the project.

Carry out some analysis and produce a simple and clear report that will communicate your findings to the project sponsors.

* You need to identify how you could reduce the project timescale and once you identify **at least two suitable actions** you need to analyse the individual impact of each of these actions.
* Your analysis should utilise suitable reports (from your project management software tool, e.g. Gantt, project summary or any other suitable reports) that you decide would best show the project sponsors the effects of your suggested project changes.

**Outline for Report:**

* Report cover page with the name of the project, company name/your name…
* Your suggestions for shortening the project duration
* Suggestion 1 – discuss the impact and attach charts/reports from MS project to support your point.
* Suggestion 2 – discuss the impact and attach charts/reports from MS project to support your point.
* Your proposal/Recommendation

**The report should cover each of the above areas and highlight your conclusions on the effects of the changes, with a proposal as to which of the two actions should be implemented.**

**Company Name: Xxxx**

**Project Name: Xxxxxxx**

**Project manager: <YourName>**