MS Project Activity

Please prepare your MS Project plan following the hereunder instructions.

FILE NAME

Name your mpp. [...] ple: **MS Project Activity _1_StudentID**

REQUIREMEN[...]

- Take a Li[...] ning Microsoft Project'. Refer to course page (Week 6 folder) to access this course
- Take lessons from playlist link provided below from the **Microsoft Project 2016 Training Tutorial** https://www.youtube.com/playlist?list=PLzj7TwUeMQ3gPqakrFQ8fSNPu00rsOuzu
- Make sure to use the tasks and resources listed in excel file provided to you.

EVALUATION

This mini project is worth 15 marks. Those who volunteer to give presentation/demo will get additional 5 marks.

To get full marks for this assignment, you will need to:

- Follow the instructions listed below
- Manage task duration and dependencies by yourself when no details are given
- Assign resources and the costs associated with the resources to the tasks
- Be careful to keep the Project schedule under control: Start date must be November 21, 2022 and Finish Date must be February 28, 2023

PRACTICE GOALS

For this MS Project activity, you will develop practical skills on creating a project schedule with Tasks and Summary Tasks, Dependencies, Milestones, Constraints, Resources and Cost.

Company Anniversary project activity

Scenario: Your company is going to celebrate its 20th anniversary this year.

You were chosen [...] ger and will need to create a simple plan.

Instructions:

1. Create a n[...] Project)
   o Save y[...] AME above.
2. Set the Pr[...] /11/21
3. Create a new calendar "Company Anniversary" and set non-working days as below
   o Memorial Day: 2022/12/08
   o Office Picnic: 2023/01/05
   o Labor Day: 2023/01/16
   o Independence Day: 2023/02/21

4. Assign newly created calendar "Company Anniversary" to your project

Hint: See here for Project Calendar
https://www.youtube.com/watch?v=HVtUKGk0scI&ab_channel=ClipTraining

5. Make sure to set the "New Tasks are automatically scheduled" option.

6. Enter the Subtasks and Summary Tasks listed in the file "Company Anniversary task breakdown.xlsx"
   o Summary Tasks should be written in **bold** CAPITAL letters.
   o ATTENTION: In this list, tasks are numbered to help understand their hierarchy, but the numbers in the file should not appear in your plan (only keep the task names.)

7. Display the Project Summary task (ID #0) and change its name to: "Company Anniversary"

8. Insert 3 summary tasks (not listed in the txt. file) which will be the project's 3 Phases:
   o INITIATION PHASE which includes the 3 tasks above PREPARATION PHASE8
   o PREPARATION PHASE which includes all Tasks from 2.1 to 2.8.2 in the txt. file.
   o REHEARSAL PHASE which includes the 2 Tasks directly above "Event day"

9. Set the following as Milestones:
   o 1.1.2 Anniversary date set
   o 2.2.2 R̶e̶s̶e̶r̶v̶a̶t̶i̶o̶n̶ ̶validated
   o 2.1.4 ̶ ̶ ̶ ̶ ̶ ̶onfirmed
   o 2.6.4 ̶ ̶ ̶ ̶ ̶
   o 4 Even̶ ̶ ̶

   Note: ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ 'Event day' you need to set the duration to be 1 day.

10. On the Event Day Task row, Place a visual "Deadline" marker for the Company Anniversary (on February 28, 2023). This indicates the latest possible date on which your boss wants the Anniversary event to be held.

11. Apply a constraint to Task "Create Anniversary logo design" since Graphic Designer will be on Maternity leave from January 20, 2023". Make a note to remind about this constraint reason).

12. Link tasks to create dependencies (a link between a predecessor task and a successor task), mostly Finish to Start Dependencies.

13. Add the duration for the tasks by yourself and make sure the project deadline (February 28, 2023) is not crossed.

14. In addition to 12, for the following Tasks consider the dependencies as stated below:

   o Task "Send Out Invitation" can start at the same time as the Task "Make Guest List" but with a lag of 4 days. (Hint: Start to Start Dependencies). Try to be logical here, e.g. put duration for "Send Out Invitation" 5 days and duration for "Make Guest List" 5 days.

   o Task "Finalize guest list" can only finish when all the replies are received in response to the "Send out invitation". Let's say it takes 10 days for all responses to be received after "Send out invitation". (Hint: Finish to Finish Dependencies)

   o Task "Print Anniversary banners" can start at the same time as the Task "Create Anniversary logo design" but with a lag of 4 days. (Hint: Start to Start Dependencies). Try to be logical here, e.g. put duration for "Print Anniversary banners" 7 days and duration for "Create Anniversary logo design" 7 days.

- o Task "Select and book hotel rooms" can start only after Task "Finalize Guest list" (Hint: Finish to Start Dependencies)

- o Task "... to the venue" can start only after Summary Task "PREP... " is finished

- o Task "... 7 days after Task "Have a rehearsal". (Hint: Finish... es). Note: make sure that the project deadline (Febru... crossed

15. After adding task dependencies, you will need to enter the resources in resource sheet and assign the resources to the tasks. The resources list along with the cost are provided in the Company Anniversary task breakdown.xlsx

16. Please be logical when assigning resources to the tasks. For e.g. assign a resource 'Logo Designer' to the task 'Create Anniversary logo design'. Also add multiple resources where necessary. For e.g. assign both resources 'Project Manager' and 'Logistic Manager' to the task 'Agree on budget and event scope'.

17. The costs (standard rate, overtime rate) associated with each resource are provided in the Company Anniversary task breakdown.xlsx.

18. Make sure to enter the following details in the resource sheet.
   - Add initials for each resource. Assign Type for each resource
   - Assign per unit for Material Resources
   - Enter the standard cost, overtime cost. All units are in dollars
   - Enter the accrue fields for the resource to match the information below:
     - o Project Manager, Logistic Manger, IT Manager can be paid after the project is completed
     - o Logo Designer, Disc Jockey, (JP-EN) Interpreter, Gift Designer, PhotoBooth Service, Photography Service can be paid as the task completion is in progress
     - o The cost for Reception Hall, Banner, Audio/Visual Equipment, Gifts, Hotel Room, Catering Service, Transportation Service needs to paid in advance
   - Make sure that for 'work' resource types, Base Calendar is selected as "Company Anniversary"

19. Assign the resources and its cost to each of the tasks as logically as possible. Especially for material resources which depends on per unit usage, for e.g. if a Task "Print Anniversary banners" would require 5 banners, then total cost of this resource would be 1000 USD (per unit price: 200 USD x number of banners: 5)

Note: If you encounter resource overallocation indicated by 'Red Person' icon, you could try using alternative resources or 'resource levelling feature'. However, this is not required for this mini project.