Solutions to 5 Scenario Based Questions on MS Project

Scenario 1

The PMO in your organisation has developed the yearly project calendar of working and non working days/hours and the yearly bank holidays. You would like to use this calendar in your new project.

Explain the steps involved in sharing the calendar object from one project to another.

After you have copied the calendar object to your schedule, display and review the working and non working days and time of the project to ensure it is applicable to your project also.

SOLUTION to Scenario 1

Using Organizer, you can copy objects to/from your project schedule and/or the GLOBAL.MPT. Views, reports, tables, fields and filters are few examples of objects.

1. Choose **Tools**, **Organizer**; the **Organizer** dialog appears:
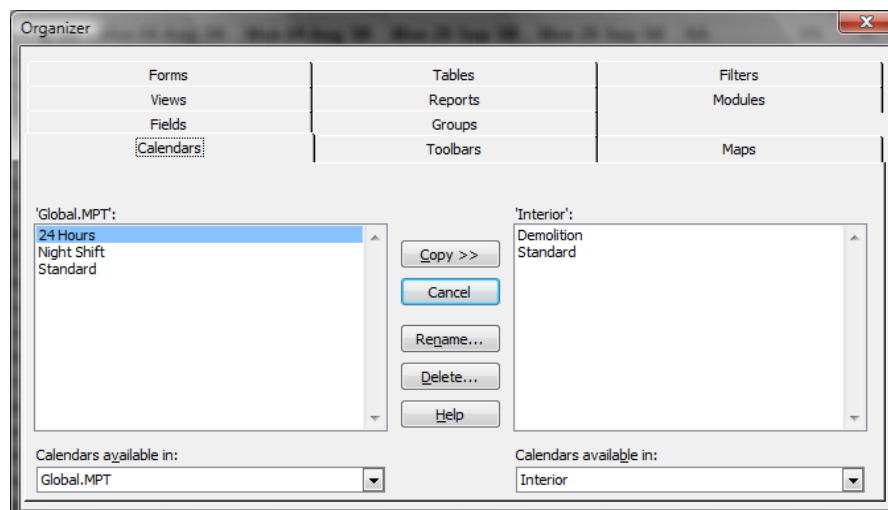
   a. Click on the **Calendars** tab
   b. Select from the list at the bottom of the dialog the schedule from which to copy the object and in the other list the schedule to copy to
   c. Select the object and click **Copy >>** to copy from left to right or **<< Copy** to copy from right to left
2. Click **Close** or **Cancel** when done

3. You can view the new Calendar using **Tools**, **Change Working Time** OR **Report**, **Reports…**, **Overview**, **Working Days**. We recommend the latter. The picture uses the working days report.
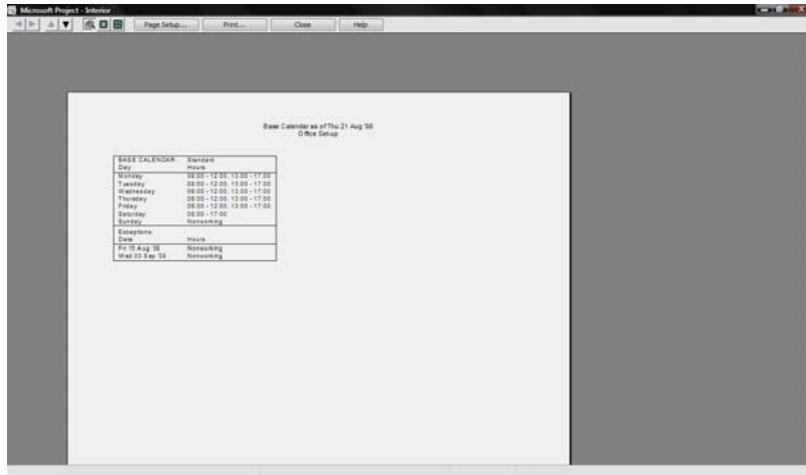
Scenario 2

The Project Summary Task is task number 0 and summarizes the entire project in its fields.

Display the project summary task with following details:-

      a.   The summary task should describe the title of the project

      b.   The project summary task should display the summarized fields for duration, work, cost, start and finish

SOLUTION to Scenario 2

1. Choose **Tools**, **Options**; the Options dialog appears
2. Click the **View** tab; the dialog now looks like:-
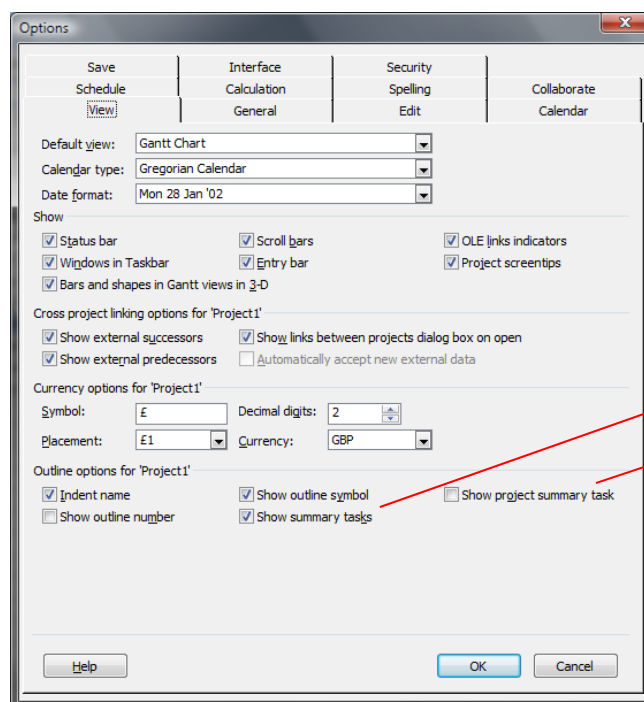
3. Under **Outline Options** for "Your Project Name" check both and click OK

      ☐ **Show Summary Tasks**

      ☐ **Show Project Summary Task**

4. Verify you have described the Project Title (Short description) in the **File**, **Properties**, **Title**. The Title is used to describe the Project Summary Task

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5. On the Gantt Chart, select Start column. Right click and select Insert Column

6. In the Column Definition dialog; select Work in the drop down list for Field Name and press OK

7. Follow step 5 and 6 to insert Cost field

8. The Project Summary Task now shows the Duration, Work, Cost, Start and Finish as shown

| ID		Task Name	Duration	Work	Cost	Start	Finish	Predecessors	Resource Names
0		**Displaying the Project Summary Task**	**13 days**	**144 hrs**	**£2,700.00**	**Thu 21 Aug '08**	**Mon 08 Sep '08**		
1		**Summary 1**	**6 days**	**48 hrs**	**£600.00**	**Thu 21 Aug '08**	**Thu 28 Aug '08**		
2		A	1 day	8 hrs	£100.00	Thu 21 Aug '08	Thu 21 Aug '08		KK
3		B	2 days	16 hrs	£200.00	Fri 22 Aug '08	Mon 25 Aug '08	2	KK
4		C	3 days	24 hrs	£300.00	Tue 26 Aug '08	Thu 28 Aug '08	3	KK
5		**Summary 2**	**7 days**	**56 hrs**	**£1,400.00**	**Fri 22 Aug '08**	**Mon 01 Sep '08**		
6		D	4 days	32 hrs	£800.00	Fri 22 Aug '08	Wed 27 Aug '08	2	AD
7		E	1 day	8 hrs	£200.00	Thu 28 Aug '08	Thu 28 Aug '08	6	AD
8		F	2 days	16 hrs	£400.00	Fri 29 Aug '08	Mon 01 Sep '08	7	AD
9		**Summary 3**	**5 days**	**40 hrs**	**£700.00**	**Tue 02 Sep '08**	**Mon 08 Sep '08**		
10		G	3 days	24 hrs	£300.00	Tue 02 Sep '08	Thu 04 Sep '08	4,8	KK
11		H	2 days	16 hrs	£400.00	Fri 05 Sep '08	Mon 08 Sep '08	10	AD
12		I	0 days	0 hrs	£0.00	Mon 08 Sep '08	Mon 08 Sep '08	11	

Scenario 3

Enter the following resources on you project. You are on your annual holidays for two weeks between 18-Aug-2008 and 29-Aug-2008:-

Resource Name	Type	Role	Group	Max. Units	Std. Rate	Ovt. Rate
You	Work	Project Manager	Management	100%	Rs.5000/d	Rs.750/h

SOLUTION to Scenario 3

1. Choose **View**, **Resource Sheet** OR Select the **Resource Sheet** icon on the **View Bar**; the **Resource Sheet** appears

2. Prepare the **Resource Sheet** for data entry by inserting a new Custom **Text** Field before **Group** field. Rename the **Text***n* field to **Role**

3. Enter the details of Project Manager in the corresponding fields

4. Double click on the **Resource Name** field of Project Manager; the **Resource Information Dialog** appears
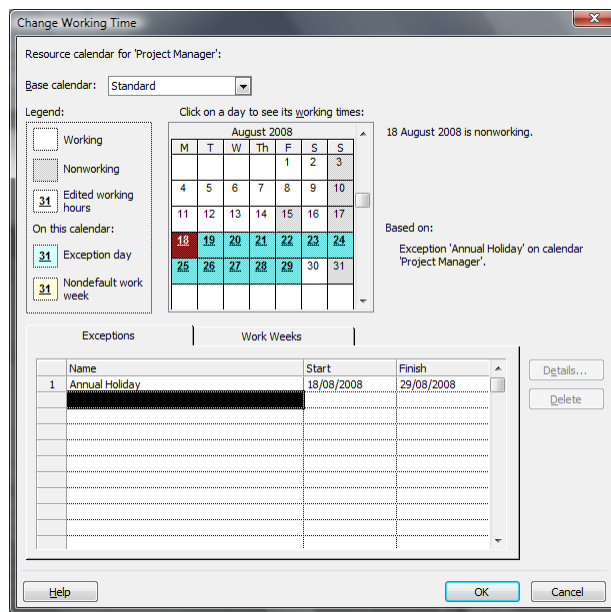
5. In the Resource Information Dialog, General, click on Change Working Time

6. Notice the top left corner of the Change Working Time says Resource Calendar for *Project Manager Name*

7. In the Exceptions tab, enter Name => Annual Holiday; Start => 18-Aug-2008; Finish => 29-Aug-2008

8. Notice the holiday period is marked as an Exception

PROJECTING it

Scenario 4

Critical Path is the series of tasks on your project which determines the duration of your project. If tasks on the critical path are delayed than the project may be delayed. Gantt Chart is the most commonly used view; however, it does not display the critical path by default.

Format the Gantt Chart to display the following information:-

a. Critical path

b. Task names, start date of critical tasks, non-critical tasks, summary tasks and milestones tasks

c. Names of resources assigned to critical and non-critical tasks

d. Finish date for summary and milestone tasks

SOLUTION to Scenario 4

1. Choose **View**, **Gantt Chart**

2. Click **Format**, **Gantt Chart Wizard**…; **Gantt Chart Wizard** appears

3. Follow the instructions and select **Critical Path** and click **Next** until you Exit the **Wizard**
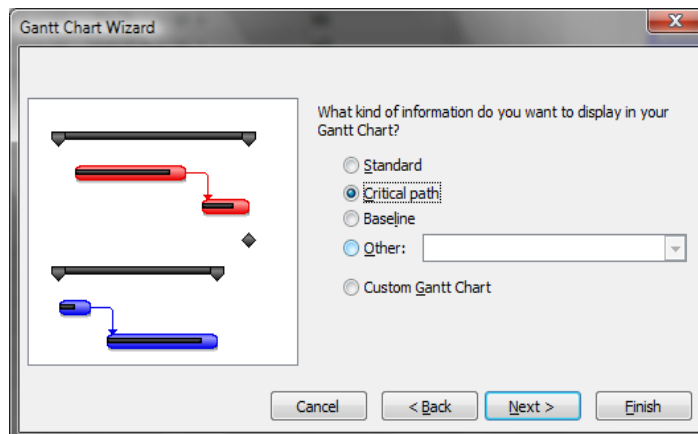
4. The **Critical Path** is now displayed as below on the **Gantt Chart**:-

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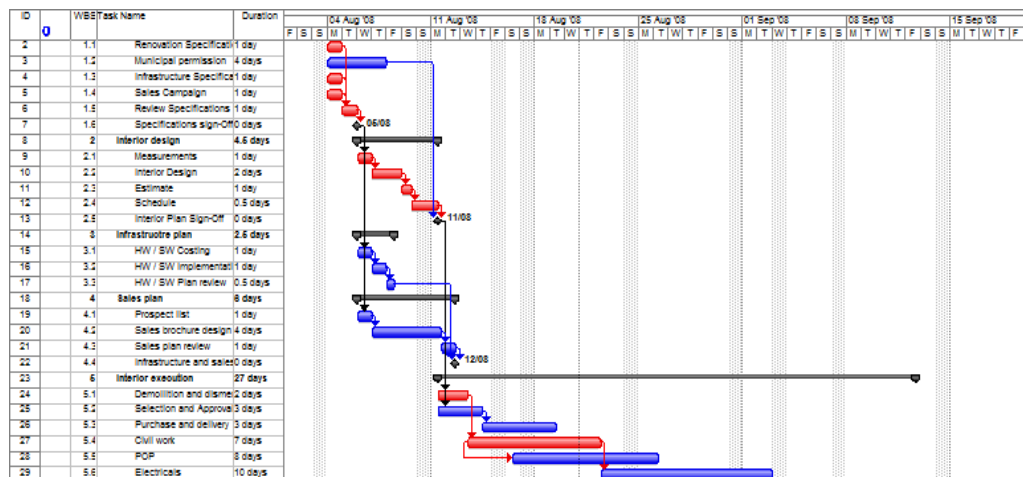
5. Choose **Format**, **Bar Styles**…; the **Bar Style** Dialog appears

6. Select **Name => Critical Task**

7. On the **Text** tab below, **Left => Name**; **Right => Resource Names** as shown below:-
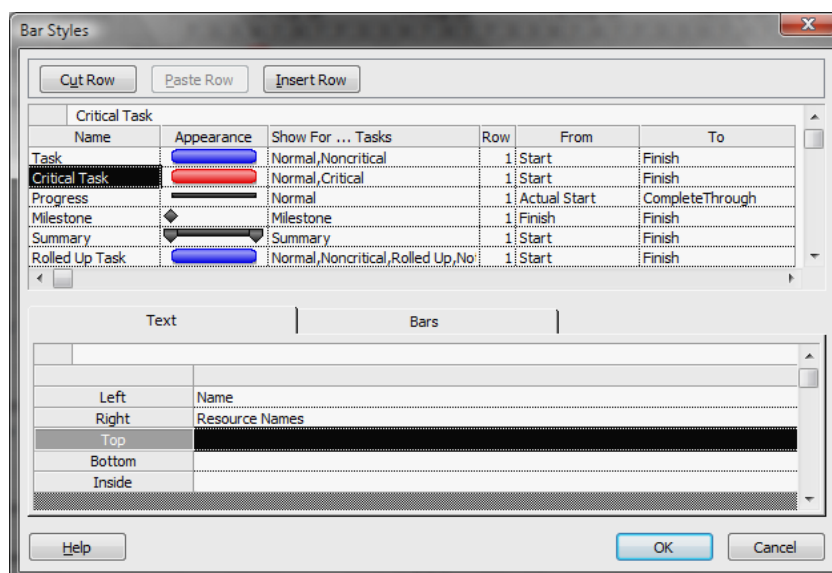
8. Follow step 6 and 7 for **Task**

9. For **Milestone** and **Summary**, enter **Left => Name**; **Right => Finish** [Finish Date will be displayed on the right side of the Task Bar as resources are not assigned]

10. The **Gantt Chart** now appears as below:-

ID	Task Name	Duration	Start
0	Office Set-up	38.5 days	Mon 04 Aug '08
1	Analysis	4 days	Mon 04 Aug '08
2	Renovation Specifica	1 day	Mon 04 Aug '08
3	Municipal permission	4 days	Mon 04 Aug '08
4	Infrastructure Specific	1 day	Mon 04 Aug '08
5	Sales Campaign	1 day	Mon 04 Aug '08
6	Review Specification	1 day	Tue 05 Aug '08
7	Specifications sign-C	0 days	Tue 05 Aug '08
8	Interior design	4.5 days	Wed 06 Aug '08
9	Measurements	1 day	Wed 06 Aug '08
10	Interior Design	2 days	Thu 07 Aug '08
11	Estimate	1 day	Sat 09 Aug '08
12	Schedule	0.5 days	Sat 09 Aug '08
13	Interior Plan Sign-Off	0 days	Mon 11 Aug '08
14	Infrastructre plan	2.5 days	Wed 06 Aug '08
15	HW / SW Costing	1 day	Wed 06 Aug '08
16	HW / SW Implementa	1 day	Thu 07 Aug '08
17	HW / SW Plan review	0.5 days	Fri 08 Aug '08
18	Sales plan	6 days	Wed 06 Aug '08
19	Prospect list	1 day	Wed 06 Aug '08
20	Sales brochure design	4 days	Thu 07 Aug '08
21	Sales plan review	1 day	Mon 11 Aug '08
22	Infrastructure and sa	0 days	Tue 12 Aug '08
23	Interior execution	27 days	Mon 11 Aug '08
24	Demolition and dism	2 days	Mon 11 Aug '08
25	Selection and Approv	3 days	Mon 11 Aug '08
26	Purchase and deliver	3 days	Thu 14 Aug '08
27	Civil work	7 days	Wed 13 Aug '08

Scenario 5

You have finished assigning resources to your project tasks. It is time to determine if any resource is over-allocated. If there are over-allocations, the workloads need to be levelled. Therefore, the next step is to determine if there are over-allocations and which resources are over-allocated.

Discuss the steps to determine over-allocated resources.

SOLUTION to Scenario 5

Over allocations generally occur if you assign more units than available for that resource or you assign the resource to multiple tasks that are scheduled during the same period.

Project alerts you when resources are over allocated by highlighting them in views that displays resources, for example, Resource Sheet, Resource Usage and Resource Allocation views highlight over-allocated resources names by using red text. Or simply run the Report, Reports, Assignments, Overallocated Reports.

Resource Sheet only indicates the Overallocated Resources. It is a quick way to determine overallocation. However to determine the timephased overallocation, you will have to use the Resource Usage or Resource Allocation View.

1. Choose View, Resource Sheet
2. Click Project, Sort, Sort By…; Sort Dialog appears
3. Select Sort By => Overallocated and Descending [This will sort the resource list and display the Overallocated resources first]
4. You can also insert the column Peak to determine resource Peak Units
5. Alternatively, you can set Filter => Overallocated Resources
6. The Resource Sheet View appears like below:-

ID	ℹ	Resource Name	Type	Material Label	Max. Units	Peak	Std. Rate	Ovt. Rate	Cost/Use	Accrue At	Base Calendar
1	⬇	Project Manager	Work		100%	300%	$500.00/day	$0.00/hr	$0.00	Prorated	Standard
6	⬇	Mesan	Work		100%	500%	$200.00/day	$0.00/hr	$0.00	Prorated	Standard
7	⬇	POP	Work		100%	300%	$100.00/day	$0.00/hr	$0.00	Prorated	Standard
9	⬇	Electrician	Work		100%	200%	$150.00/day	$0.00/hr	$0.00	Prorated	Standard
10	⬇	Carpentar	Work		100%	500%	$100.00/day	$0.00/hr	$0.00	Prorated	Standard
11	⬇	Painter	Work		100%	400%	$200.00/day	$0.00/hr	$0.00	Prorated	Standard
2		Sales Manager	Work		100%	100%	$300.00/day	$0.00/hr	$0.00	Prorated	Standard
3		Architect	Work		100%	100%	$500.00/day	$0.00/hr	$0.00	Prorated	Standard
4		HW Technician	Work		100%	100%	$300.00/day	$0.00/hr	$0.00	Prorated	Standard
5		SW Technician	Work		100%	100%	$300.00/day	$0.00/hr	$0.00	Prorated	Standard
8		POP Material	Material	KG		0 KG/day	$50.00		$0.00	Prorated	
12		Sales Executive	Work		100%	100%	$250.00/day	$0.00/hr	$0.00	Prorated	Standard

7. The **Overallocated** resources are displayed in **Red**.

8. The **Yellow indicator** informs if the resource should be levelled on a **Day by Day** or **Week by Week** basis

9. To view timephased overallocation, choose **View**, **Resource Usage**

10. You can use **Go To Next Overallocation** or **Overallocated Resources Filter** on **Resource Usage** view

11. The **Resource Usage** appears like the following picture:-

ID	ℹ	Resource Name	Work	Details																				
					18 Aug '08							25 Aug '08							01 Sep '08					
					S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T		
1	⬇	Project Manager	124 hrs	Work																			
6	⬇	Mesan	360 hrs	Work		40 hrs	40 hrs	40 hrs	40 hrs	10 hrs			24 hrs	3 hrs									
7	⬇	POP	192 hrs	Work		24 hrs	24 hrs	24 hrs	24 hrs	24 hrs	27 hrs		24 hrs	3 hrs									
9	⬇	Electrician	160 hrs	Work						12 hrs	18 hrs		16 hrs	16 hrs	16 hrs	16 hrs	16 hrs	18 hrs		16 hrs	16 hrs		
10	⬇	Carpentar	840 hrs	Work			30 hrs	40 hrs	40 hrs	40 hrs	45 hrs		40 hrs	40 hrs	40 hrs	40 hrs	40 hrs	45 hrs		40 hrs	40 hrs		
11	⬇	Painter	320 hrs	Work																	32 hrs	32 hrs		