**Assignment 1- Create a Gantt Chart for a Loan Approval Project**

**Objective:**

The goal of this assignment is to learn how to create a detailed Gantt chart in Microsoft Project 2021 that represents the loan approval process for the RMG (Ready-Made Garments) factories in Bangladesh, managed by the Central Bank of Bangladesh. This will help visualize and manage the project timeline, tasks, milestones, and dependencies.

**Scenario:**

The Central Bank of Bangladesh is responsible for managing the loan approval process for the garment factories in Bangladesh. The project involves several key phases, including setting up guidelines, reviewing applications, evaluating factories, disbursing loans, and monitoring loan usage.

**Instructions:**

1. **Project Phases**: Break the project into major phases. The phases for this loan approval project may include:
   * **Project Initialization**
   * **Application Collection**
   * **Eligibility Review**
   * **Factory Evaluation**
   * **Loan Approval and Disbursement**
   * **Monitoring and Reporting**
   * **Project Closure**
2. **Tasks for Each Phase**: Add tasks under each phase with estimated durations, start and end dates, and resource assignments. Example:
   * **Project Initialization**:
     + Define project goals and objectives (2 days)
     + Set up loan approval guidelines (3 days)
     + Meeting with stakeholders (1 day)
   * **Application Collection**:
     + Publish application notice (1 day)
     + Collect applications (10 days)
   * **Eligibility Review**:
     + Review loan applications (5 days)
     + Verify supporting documents (3 days)
     + Shortlist eligible factories (2 days)
   * **Factory Evaluation**:
     + Conduct financial analysis (5 days)
     + Site inspections (4 days)
     + Final approval meeting (2 days)
   * **Loan Approval and Disbursement**:
     + Issue loan approval letters (1 day)
     + Disburse loan (3 days)
   * **Monitoring and Reporting**:
     + Monitor loan usage (Ongoing for 60 days)
     + Prepare monthly reports (Every 30 days)
   * **Project Closure**:
     + Prepare final audit report (3 days)
     + Close project (1 day)
3. **Set Task Durations**:
   * Estimate the duration for each task.
   * Consider dependencies between tasks (e.g., you can’t start factory evaluation before completing eligibility review).
4. **Set Start and End Dates**:
   * Set a start date for the project (e.g., October 15, 2024).
   * The end date will automatically adjust based on the task durations and dependencies.
5. **Define Task Dependencies**:
   * Set dependencies between tasks. Use the following relationship types:
     + **Finish-to-Start (FS)**: Task B cannot start until Task A finishes (most common).
     + **Start-to-Start (SS)**: Task B can start when Task A starts.
     + **Finish-to-Finish (FF)**: Task B finishes when Task A finishes.
     + **Start-to-Finish (SF)**: Task B finishes when Task A starts (rarely used).

Example:

* + Collecting applications (10 days) must finish before reviewing applications can start.

1. **Assign Resources**:
   * Assign resources (people or teams) to each task.
   * Example resources could include:
     + Central Bank Loan Committee
     + Financial Analysts
     + Inspectors
     + Project Manager
2. **Adjust Project Timeline**:
   * After entering the tasks and durations, the project timeline (Gantt chart) will automatically be generated. Adjust start and end dates if needed.
3. **Format the Gantt Chart**:
   * Ensure the Gantt chart is visually clear:
     + Tasks are color-coded by phases.
     + Milestones are clearly visible.
     + Dependencies between tasks are shown as arrows.

**Steps to Create the Gantt Chart in Microsoft Project 2021:**

1. **Launch Microsoft Project**: Open Microsoft Project 2021 and create a new blank project.
2. **Enter Project Start Date**:
   * Click **Project** → **Project Information** → Enter the project’s start date (e.g., October 15, 2024).
3. **Add Phases and Tasks**:
   * Enter the phases and tasks from the scenario above.
   * For each task, provide a start date, duration, and resource name.
4. **Set Dependencies**:
   * Click on the task you want to link → Click the **Task** tab → Click **Link Tasks** (chain icon).
   * Set the correct dependency type (Finish-to-Start is the default).
5. **Create Milestones**:
   * For each milestone, set the duration to "0" days, making it a milestone event.
   * Assign appropriate dates and dependencies to milestones.
6. **Assign Resources**:
   * Click on **View** → **Resource Sheet**.
   * Enter the names of resources (e.g., “Loan Committee”, “Inspector”, etc.).
   * Assign resources to tasks.
7. **Format the Gantt Chart**:
   * Customize the look of the Gantt chart using **Format** options.
   * Add color for different phases, make milestones stand out, and ensure task dependencies are clearly displayed.
8. **Save and Export**:
   * Save the project file.
   * You can also export the Gantt chart as a PDF for sharing (File → Export → PDF).

**Deliverables:**

1. **MS Project File** (.mpp) containing the complete Gantt chart.
2. **PDF Export** of the Gantt chart showing the project timeline, phases, tasks, milestones, and dependencies.
3. A brief explanation (1-2 paragraphs) of the project timeline, key milestones, and resource allocations.