

# CSIT214 IT Project Management Lab 1

## In-class exercise

You are given the following tasks for a project.

Task ID	Description	Duration (days)	Predecessor task
1	Document hardware	1 day	
2	Document software	3 days	1
3	Interview users	21 days	2
4	Document current environment	10 days	2
5	Conduct needs analysis	30 days	4,3
6	Build request for proposal	5 days	5
7	Gather bids	35 days	6
8	Choose vendor	5 days	7
9	Install hardware	2 days	8
10	Install software	2 days	9
11	Conduct training	3 days	10

Enter the above tasks, duration and predecessor task to Microsoft Project. Ensure all tasks are auto-scheduled. Please save this project plan for future labs.

Answer the following questions:

1. Explore the Network Diagram and Calendar views.
2. List the tasks that are in the critical path. What does the critical path tell you?
3. When will this project complete?
4. Based on your project plan, when will you begin to conduct training?
5. If the duration for task “document current environment” were to change to 20 days, how would it affect your project completion date?
6. It has taken 10 days to choose vendor, will it affect the start date for the task “Conduct training”? Explain your answer.
7. You have identified three phases for this project: Analysis (tasks 1 to 5), Request for proposal (tasks 6 to 8) and implementation (tasks 9 to 11). Add these phases as summary task to your project plan.
8. Include three milestones to your project plan at the end of each phase.
9. Include a Project Summary Task to your project plan.
10. Format the Gantt chart so that task name appears on the top of the task bar.
11. You have just realised that you have not considered the public holidays in your project plan, revise your project plan to take the public holidays in the consideration, what is your new project completion date?
12. The company decides to change the working hours to 35 hours per week (i.e. the working hours are 8.30am-12.00pm and 1.00pm -5.00pm), revise your project plan to include these changes. What is the new project completion date?

13. You have scheduled the project using the “Project Start Date”, when should the project start if you were to schedule the project using “Project Finish Date” and the project must complete on 15/8/2017.

### **Lab exercise due for marking by the end of the lab (2 marks)**

Create a project consisting of 10 tasks (your project must be meaningful, i.e. the task description and duration must also be meaningful).

Your project plan must show evidence of the following:

1. Gantt chart with task name appears on the top of task bar.
2. Project Summary Task and appropriate summary tasks.
3. Appropriate milestones.
4. Ensure that the working hours are Monday to Friday 8.30am-12.00pm and 1.00pm - 5.00pm and appropriate public holidays are included in your project plan (your tutor will ask you to show evidence of this task on your computer).

### Marking criteria

Create Microsoft Project plan with meaningful project and tasks. (0.5 mark)

Successful completion of requirements 1 to 3 (1 mark)

Evidence of requirement 4 (0.5 mark)