

CSIT214 IT Project Management Lab 5

In-class exercise

Explore the following functions :

1. To change the type of task relationship between tasks, select a successor task that you want to change. Click the successor or predecessors tab, in the Type column for the predecessor task, select the relationship type you want between the tasks, and then click close.
2. To add lead or lag time between linked tasks, select a successor task that you want to add lead or lag time. On the Task tab, in the Properties group, click Information. Click the Predecessors tab and then change the value in the Lag field. Lead values are entered as negative lag values.
3. To apply a base calendar to a task, select the name of the task. Click the Advanced tab and select the calendar.
4. To display the plan's critical path, select one of the task bar, Select Bar Styles and select Critical Task.
5. To display slack for noncritical tasks, select one the task bar, select Bar Styles and select Total Slack.

The following tasks will be marked by the end of Lab (2 marks)

Open a Gantt chart

- a) Add lag between 2 tasks, so that second task starts three working days after task first finishes.
- b) Overlap one task with its predecessor task, when predecessor task is at the 25 percent remaining point of its duration.
- c) Change the task relationship between a task and its predecessor task, to start-to-start (SS).
- d) Create a new base calendar named Mon-Wed Task Calendar. Set its weekly work settings so that Monday, Tuesday, and Wednesday are normal workdays, but Thursday and Friday (and weekends) are nonworking days.
- e) Apply the Mon-Wed task Calendar base calendar to a task.
- f) Set a deadline date for one task. What symbol do you see?