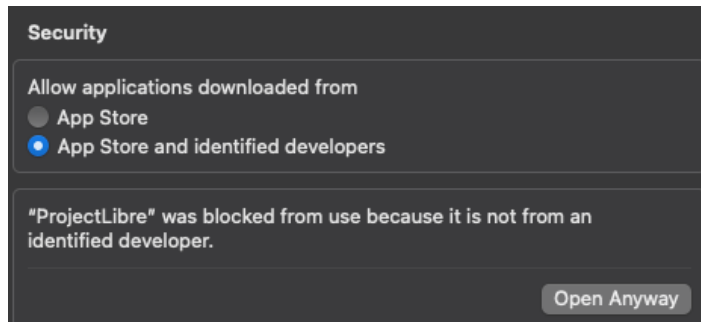# CSIT214 IT Project Management Lab 1

Pre-class preparation

1. Before the first tutorial, install ProjectLibre from the following link. It is optional to create an online account. ProjectLibre works on Windows and Mac platforms. The local account is free but the cloud version is chargeable.

https://www.projectlibre.com

If you are unable to install on your Mac, please check your System Settings->Security-> Enable ProjectLibre

2. You may be interested to watch this video to give yourself a head-start on using ProjectLibre.

https://www.youtube.com/watch?v=9xwR4JCBaIU

In-class exercise

You could use the following tasks for a project to try out ProjectLibre -

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	Requirements Completed	0 days	5
7	Gather bids	35 days	
8	Choose vendor	5 days	6
9	Install hardware	2 days	8
10	Install software	2 days	9
11	Project Completed	0 days	10

1. Enter the above tasks, duration and predecessor tasks. Please save this project plan for future labs.

2. Use the predecessors to link the tasks together.

3. Create a few summary task by identing Tasks 2-4 as subtask of Task 1, Task 8-10 as sub-task of task 7.

4. Create a project summary task as the first task to provide an overview of the entire project.

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

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

Your project plan must show evidence of the following:

a) Gantt chart with task and duration

b) Project Summary Task and appropriate summary tasks.

c) Appropriate milestones.

d) Ensure that the working hours are Monday to Friday 8.30am-12.00pm and 1.00pm -6.00pm and appropriate public holidays are included in your project plan (your tutor will ask you to show evidence of this task on your computer).

<u>Marking criteria</u>

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

Successful completion of requirements a) to d) (1 mark)

Evidence of requirement 4 (0.5 mark)