SCIT CSIT214 IT Project Management Lab 4

In-class exercise

Explore the following functions :

1. To save a baseline, click set baseline. What is the change in the Gantt chart view?

2. Clear the baseline. You should be able to see the difference in the Gantt Chart view.

3. Create new columns to see the Baseline Cost and Actual Cost. What is the difference?

4. To record a task's complete percentage, select the task for which you want to record a percent complete value, example - 25%, 50%, 75% OR 100%.

5. To record actual work, display the Task Usage view. Enter the value to the Actual column for the task or the Actual column for the assigned resource. What do you see?

6. Click File tab, select Update. Update project to be 100% completed as of current date.

The following exercises will be marked at the end of lab (2 marks)

a) Insert columns for baseline cost, cost and actual cost.

b) Create a baseline for the project. What is the difference between the baseline cost, cost and actual cost?

c) Set 2 tasks to be 100% completed. Set 3 tasks to be 50% completed. What is the difference between the baseline cost, cost and actual cost for these tasks?

d) Record work done in the task usage view for 2 tasks. What is the difference between the baseline cost, cost and actual cost for these tasks?

e) Update the project for all task according to the current date.

f) Reschedule all remaining task to start 1 month from current date.