CSCI814 IT Project Management
Week 4

In-class exercise

This week's lab is about setting up resources and assigning resources to tasks. You will continue to work on the project that was created in the first lab in Week 2.

1. Visit the following Web sites for a quick tutorial on setting up resources and assigning resources to task.
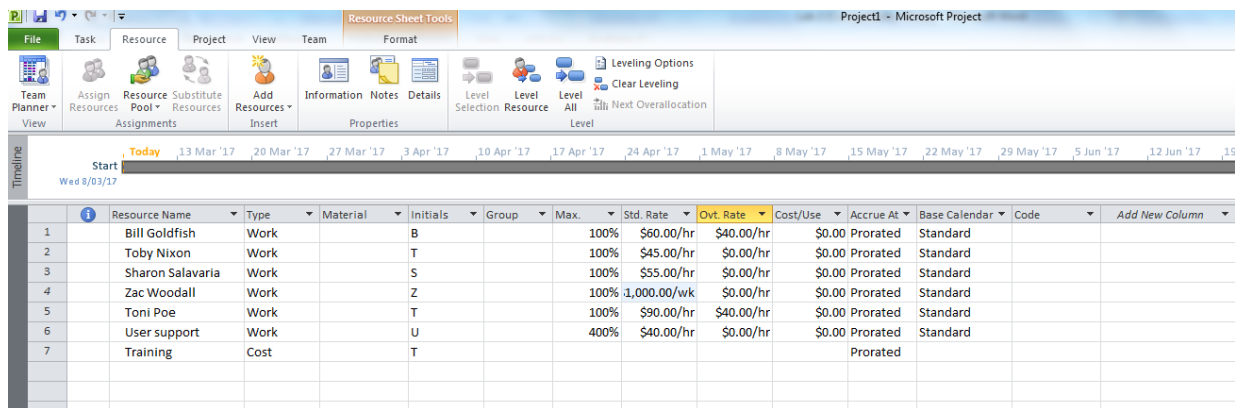
    Set up resources:
    https://www.tutorialspoint.com/ms_project/ms_project_set_up_resources.htm

    Resources to tasks:

    https://www.tutorialspoint.com/ms_project/ms_project_assign_resources_to_task.htm

2. If you have the access to the reference book MS Project 2016 Step by Step, refer to Chapters 5 and 6 for details.

3. Enter the following resources to the project.

4. Assign the following resources to tasks.

Task ID	Description	Resources
1	Document hardware	Toby Nixon
2	Document software	Sharon Salavaria
3	Interview users	User support
4	Document current environment	Zac Woodall
5	Conduct needs analysis	Bill Goldfish
6	Build request for proposal	Bill Goldfish
7	Gather bids	Bill Goldfish
8	Choose vendor	Toni Poe
9	Install hardware	Toby Nixon
10	Install software	Sharon Salavaria
11	Conduct training	User support, Training

5. Answer the following questions:

-   What are the plan's costs per task?

(On the **View** tab, in the **Task Views** group, click **Other Views**, and then click **Task Sheet**. On the **View** tab, in the **Data** group, click **Tables**, and then click **Cost**. The Cost table appears, replacing the Entry table.)

- What are the plan's costs per resource?

  (On the **View** tab, in the **Resource Views** group, click **Resource Sheet**. On the **View** tab, in the **Data** group, click **Tables**, and then click **Cost**. The Cost table appears, replacing the Entry table.)

- See resource assignment and other details grouped by task.

  (On the **View** tab, in the **Task Views** group, click **Task Usage**. On the **View** tab, in the **Data** group, click **Tables**, and then click **Summary**. The Summary table appears, replacing the Entry table.)

- See task assignment and other details grouped by resource.

  (On the **View** tab, in the **Resource Views** group, click **Resource Usage**. On the **View** tab, in the **Data** group, click **Tables**, and then click **Summary**. The Summary table appears, replacing the Entry table.)

- What is the total cost of the project?

- Toby Nixon decides to work part-time. Thus, his max capacity becomes 50%. What would be the impact on the project duration and project cost?

- Bill Goldfish is taking parental leave every Tuesday. What would be the impact on the project duration and project cost?

- The project manager decides to add an extra resource (Toni Poe) to Task "Document current environment". If the task requires the same amount of work, what would be the impact on the project duration and project cost? If the task duration remains constant, what would be the impact on the project duration and project cost?

Lab2: (2 marks)

Lab exercise due for marking in Week 5

Create at least 5 resources and assign them to the tasks of your project (lab1, the project that you got marked in Week 3).

Your project plan must show evidence of the following:

1. Resource sheet that contains resources and their rates/costs. (0.5 mark)

2. Task sheet that shows resource assignment. (0.5 mark)

3. Your ability to change the resource details (e.g., resource calendar and working hours) and resource assignment. (0.5 mark)

4. Your ability to check the plan after assigning resources. (0.5 mark)