Lab report – Project Management

**LAB REPORT**

**Software Project Management**

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**Class: DHKHMT18A**

**Course: Quản lý dự án CNTT(420300405604)**

# MODULE 1: MANAGEMENT STUDIO

## Exercise 1. Creating a link

Task:

* Default: start, duration, predescessor
* Summary: gom nhóm các task
* Task lặp đi lặp lại: Chu kỳ,
* Milstone: cột mốc

Creating the following tasks

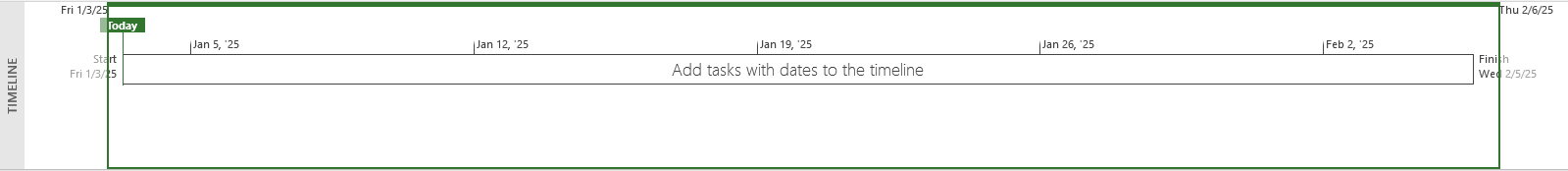
|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **TASK NAME** | **PREDESCESSOR** | **DURATION** |
| **1** | Research destinations | - | 2 days |
| **2** | Book flights | 1 | 1 day |
| **3** | Prepare and pack | 2 | 5 days |
| **4** | Fly out | 3 | 1 day |
| **5** | Relax in the sun | 4 | 7 days |
| **6** | Fly home | 5 | 1 day |
| **7** | Peel | 6 | 7 days |

* Display the Project Information

A screenshot of a computer

Description automatically generated

* View Project Timeline, Gant Chart, Network Diagram and capture the result them.



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## Exercise 2. Setting duration

Creating the following tasks

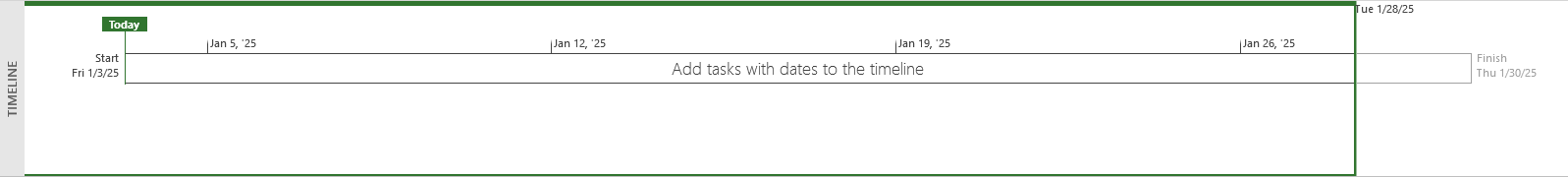
|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **TASK NAME** | **PREDESCESSOR** | **DURATION** |
| **1** | Quarry stone | - | 2 days |
| **2** | Transport stone | 1 | 1 days |
| **3** | Prepare stone | 2 | 5 days |
| **4** | Fill foundations | 1,3 | 1 day |
| **5** | Level ground | 2,3 | 1 day |
| **6** | Measure site | 1 | 7 days |
| **7** | Mark out site | 5 | 5 days |
| **8** | Acquire stone | 2,4 | 3 days |
| **9** | Prepare site | 5,3 | 9 days |
| **10** | Build | 8,9 | 2 days |

* Display the Project Information

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## Exercise 3. Creating phases

Creating the following tasks

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **TASK NAME** | **PREDESCESSOR** | **DURATION** |
| **1** | Pre-heat oven | - | 5 mins |
| **2** | Prepare meat | 1 | 5 mins |
| **3** | Prepare veg | 2 | 5 mins |
| **4** | Heat pan | 3 | 5 mins |
| **5** | Fry veg | 4 | 5 mins |
| **6** | Brown meat | 5 | 5 mins |
| **7** | Add stock and bring to a simmer | 6 | 5 mins |
| **8** | Cook in oven | 7 | 45 mins |

* Group the eight tasks so that the first task becomes a summary task (Make a casserole 1 day?)
* Display the Project Information

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* View Project Timeline, Gant Chart, Network Diagram and capture the result of them.

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## Exercise 4. Noah - Linking

Create the following links

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **TASK NAME** | **PREDESCESSOR** | **DURATION** |
| **1** | Build boat | - | 7 days |
| **2** | Load supplies | 1 | 3 days |
| **3** | Load family | 1 | 6 days |
| **4** | Load animals | 1 | 7 days |
| **5** | Collect animals A-M | 1,4 | 12 days |
| **6** | Collect animals N-Z | 2,4 | 10 days |
| **7** | Float around | 5,6 | 7 days |

* Display the Project Information

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* View Project Timeline, Gant Chart, Network Diagram and capture the result of them.

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## Exercise 5. Pyramid - Multi level grouping

Create the following links

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **TASK NAME** | **PREDESCESSOR** | **DURATION** |
| **1** | *Build a pyramid* | *-* | *1 day?* |
| **2** | *Acquire stone* | 1 | *1 day?* |
| **3** | Quarry stone | 2 | 3 wks |
| **4** | Transport stone | 3 | 5 days |
| **5** | Prepare stone | 4 | 3 wks |
| **6** | *Prepare site* | 5 | *1 day?* |
| **7** | Dig foundations | 6 | 3 wks |
| **8** | Fill foundations | 7 | 2wks |
| **9** | Level ground | 8 | 1wk |
| **10** | Measure site | 9 | 7 days |
| **11** | Mark out site | 10 | 7 days |
| **12** | Build | 11 | 6 mons |

* Group the tasks as indicated above with 3 levels:
* Level 1 at task 1 includes task 2,6,12
* Level 2 at task 2 includes task 3,4,5, task 6 includes task 7,8,9,10,11
* Display the Project Information

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* View Project Timeline, Gant Chart, Network Diagram and capture the result of them.

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## Exercise 6. Creating a plan for Staff Training

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **TASK NAME** | **PREDESCESSOR** | **DURATION** |
| **1** | Start with a skills gap analysis. | - | 7 days |
| **2** | Identify employees for career | 1 | 3 days |
| **3** | Align with employee and company goals. | 2 | 6 days |
| **4** | Help them grow with you | 3 | 7 days |
| **5** | *Use employee development plan* | *4* | *1 days?* |
| **6** | Consider an individual employee | 5 | 2 wks |
| **7** | A succession planning template | 6 | 1wks |
| **8** | *Fit the learning opportunity to the training* | *7* | *1 days?* |
| **9** | Microlearning | 8 | 2 wks |
| **10** | On-the-job training | 9 | 5wks |
| **11** | Augmented reality | 10 | 1wks |
| **12** | Track results to inform your decisions | 11 | 7 days |

* Group the tasks as indicated above with 3 levels:
* Level 1 at task 1,2,3,4,5,8,12.
* Level 2 at task 5 includes task 6,7 and task 8 includes task 9,10,11
* Display the Project Information

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## Exercise 7. Recurring tasks

Create plan for a software project

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **TASK NAME** | **PREDESCESOR** | **DURATION** |
| **1** | Planning | - | 1 wk |
| **2** | Requirement documents | 1 | 2 wks |
| **3** | Sign off | 2 | 1 day |
| **4** | Development | 3 | 10 wks |
| **5** | Testing | 4 | 4 wks |
| **6** | Implementation | 5 | 2 wks |
| **7** | Review | 6 | 1 wk |

* Add in a weekly meeting to run throughout the project with the following settings
* Name: Breakfast Meeting
* Duration: 1 hour
* Recurrence: Weekly
* Day: Monday
* Range: 08/01/2025 at 08:00 to end of the project.
* Calendar: Standard
* Display the Project Information

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* View Project Timeline, Gantt Chart, Network Diagram and capture the result of them.

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## Exercise 8. Travelling – task calendar

You intend to travel from HCM to Kuala Lumpur, Bangkok and then, come back to HCM. Creating a plan for your trip.

# MODULE 2: CALENDARS AND SCHEDULING

## Exercise 1. Changing Working Time

Open project file Ex5 (Module 1), Use the Project Information dialog box to:

* Schedule the project from a Project Start Date of 1 July 2024;
* Choose an overall project calendar of Standard
* The office will shut down for 2 weeks in the summer. Use the Change Working Time dialog box to create an Exception called "Summer Shutdown" and make the first 14 days of August nonworking time
* Display the Project Information

## Exercise 2. Changing Working Time

Open project file Ex4 (Module 1) Use the Project Information dialog box to:

* Schedule it to start on 1 Dec 2024. The project will be based upon the Standard calendar.
* Go to the Change Working Time dialog box and create an Exception to the Standard calendar called "Xmas Bank Holidays". This needs to make 25 and 26 December 2024 into nonworking time.
* Use the Work Weeks tab to change the Standard calendar's default working week. This project's standard working time is:
* 08:30 to 17:30 Monday to Thursday (no lunch break)
* 08:30 to 16:00 on Fridays (no lunch break)
* Add a new Work Week to the Standard calendar named "Xmas Slowdown". Use this to model a 12:30 finish on every weekday from 15 to 31 December 2024.
* Display the Project Information.

## Exercise 3. Part Time - creating new calendar

Open project file Ex2 (Module 1), Use the Project Information dialog box to:

* Schedule it to start on 11 May 2024. This project should be based upon the Standard calendar.
* A part-time worker will be used on this project. Go to the Change Working Time dialog box and create a new copy of the Standard calendar, calling it "Part Timer".
* Update the working time of your new calendar so that:
* Mondays to Fridays are nonworking time
* The remaining 2 weekdays have working time of 10:00 to 15:00 (with no breaks)
* The part timer has also booked a holiday to US from 2 to 11 September. Create an Exception to their calendar with a sensible name and model these days as nonworking
* Although the overall project will be based upon the Standard calendar (as per the Project Information dialog box), feel free to format the Gantt Chart to show the nonworking time for your new Part Timer calendar.
* Display the Project Information.

## Exercise 4. Changing Working Time

* Open project file Ex6 (Module 1), Use the Project Information dialog box to schedule it to start on Nov 1st of next year.
* Modify the Standard calendar and change the [Default] work week to use the hours shown below:



* Add an exception in the **Standard** calendar called **Recovery**. This exception should make **December 26th** to **31st** non-working days.



* Display the Project Information.

## Exercise 5. Create the private Time for a project

Open project file Ex7 (Module 1), Use the **Project Information** dialog box to:

* Schedule this project to begin on **January 1st** of next year.
* Create the new Time Work for your project. [NameTimeProject]

*{Name: Your Name -* ***Ex: MinhTimeProject****}*



NameTimeProject have **Work Time** form Monday to Saturday as the following:

* Monday to Friday: 7:30-11:30, 13:30-16:30
* Saturday: 7:30-11:30

NameTimeProject have two important religious holidays when they **don't work (Exception)**

* Calendar 1 - on the last Monday (off 13:00-16:00) of every month. \*\*\*\*
* Holiday Day - on April 30th, and May 1st in this year.
* Assign the NameTimeProject to your Project and display the Project Information.

## Exercise 6. Your project

* Create your plan from Monday to Sunday. It will list all of your activities, your time you spend and resources joining in each task.
* Create a new calendar called **Student** based on the **Standard** calendar.
* Change the **[Default]** work week so that the hours match to your calendar everyday
* Using Note function in MP 2010 to take note for important tasks in your plan.