# MODULE 4: ASSIGNING THE RESOURCE FOR A PROJECT

Capture the Project Information before and after assigning the resource

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## Exercise 1. Entering work resource

* Open the Exercise 1 (Module 3)
* Tab View **=>** Resource Sheet
* Add the resource for this project bellow: Type Work (person)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **STT** | **Name** | **Initials** | **Groups** | **Max. Units** | **Std. Rate** |
| 1. | David | Dav | Consultant | 100% | 8 |
| 2. | Brian | Bri | Staff | 200% | 7 |
| 3. | Mary | Mar | Staff | 100% | 7 |
| 4. | John | Joh | Staff | 100% | 7 |
| 5. | Worker 1: Liam | W1 | Worker | 300% | 6 |
| 6. | Worker 2: Chang | W2 | Worker | 200% | 6 |

* Assign the resource for each task

Tab Task **=>** Gantt Chart **=>** Select the task that you want to assign the resource

|  |  |  |
| --- | --- | --- |
| **ID** | **TASK NAME** | **RESOURCE** |
| 1 | clean machine | Worker 1, David |
| 2 | load raw materials | Worker 2 |
| 3 | prime machine | Mary |
| 4 | Test run | Brian |
| 5 | clean machine | Worker 1 |
| 6 | load raw materials | Worker 2 |
| 7 | prime machine | John |
| 8 | Test run | David |

## Exercise 2. Changing Working Time (Start Date 1/11/2024)\

* Open the Exercise 2 (Module 3)
* Tab View => Resource Sheet
* Add the resource for this project bellow: Type Material

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **STT** | **Name** | **Type** | **Materials** | **Initials** | **Groups** | **Std. Rate** |
| 1. | MDF | Material | Sheet | Md | Material | 20 |
| 2. | Flooring | Material | Pack | Fl | Material | 80 |
| 3. | Purple | Material | Roll | Pu | Material | 30 |
| 4. | Orange | Material | Roll | Or | Material | 120 |

* Assign the resource for each task

Tab Task => Gantt Chart => Select the task that you want to assign the resource

Select Tab Resource => Assign Resource

The information of resource that will assign for the task

|  |  |  |
| --- | --- | --- |
| **ID** | **TASK NAME** | **RESOURCE** |
| 1 | Visit estate agents | MDF [2] |
| 2 | View properties | Flooring [2] |
| 3 | Decide what to buy | Purple Material [1] |
| 4 | Make offer | Flooring [1], Purple Material [1] |
| 5 | Wait for decision | Flooring [1], Orange Material [1] |
| 6 | offer a accepted | Orange Material [2] |

## Exercise 3. Entering work resource

* **Create the project bellowing:**

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **TASK NAME** | **PREDECESSOR** | **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 the resource for this project bellow: Type Work/Material**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **STT** | **Name** | **Type** | **Materials** | **Initials** | **Groups** | **Std. Rate** |
| **1.** | PM | Work | Sponsor | PM | Staff | 10 |
| **2.** | Designer | Work |  | Ds | Staff | 6 |
| **3.** | Developer | Work |  | Dp | Staff | 8 |
| **4.** | Tester | Work |  | Tt | Staff | 6 |
| **5.** | Maintainer | Work |  | M | Staff | 5 |
| **6.** | Operating System | Material | Unit | OS | Material | 120 |
| **7.** | Internet Provider | Material | Unit | ISP | Material | 100 |
| **8.** | Cable | Material | M | Cb | Material | 1 |
| **9.** | Visual Studio | Material | Unit | VS | Material | 20 |

* **Assign the resource for each task**

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **TASK NAME** | **WORK** | **MATERIAL** |
| **1** | Planning | PM |  |
| **2** | Requirement documents | PM, Designer |  |
| **3** | Sign off | PM |  |
| **4** | Development | Developer | Operating System [1], Visual Studio [1] |
| **5** | Testing | Tester |  |
| **6** | Implementation | Maintainer | Operating System, Visual Studio, Cable [100] |
| **7** | Review | PM, Maintainer |  |

## Exercise 4. Entering work resource

* Capture the Project Information before and after assigning the the source.
* Open the Exercise 3 (Module 3)
* Tab View => Resource Sheet => Resource Views
* Establish the resource that type is work (default) for the project below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **STT** | **Name** | **Initials** | **Groups** | **Max. Units** | **Std. Rate** |
| **1.** | Architect | Arc | Consultant | 100% | 9 |
| **2.** | Draftsperson | Dft | Staff | 200% | 7 |
| **3.** | Building Clerk | BC | Staff | 100% | 8 |
| **4.** | Supervisor | Sup | Staff | 100% | 12 |
| **5.** | Rigger | Rig | Wages | 600% | 5 |
| **6.** | Boilermaker | BM | Wages | 600% | 5 |
| **7.** | Welder | Weld | Wages | 500% | 6 |
| **8.** | Carpenter | Car | Wages | 800% | 7 |
| **9.** | Painter | Ptr | Wages | 500% | 6 |
| **10.** | Labourer | Lab | Wages | 1000% | 6 |
| **11.** | Driver | Drv | Wages | 300% | 8 |
| **12.** | No Barrier Fencing | NBF | Contractor | 100% | 3 |
| **13.** | Rock Solid Concrete | RSC | Contractor | 100% | 4 |
| **14.** | Listen Ear Audio | LEA | Contractor | 100% | 5 |
| **15.** | In Focus Video | IFV | Contractor | 100% | 5 |
| **16.** | Pure Grass Turf | PGT | Contractor | 100% | 5 |
| **17.** | Building Inspector | BI | Government | 100% | 5 |
| **18.** | High Jib Crane | HJC | Equipment | 100% | 7 |
| **19.** | Grader | Grd | Equipment | 200% | 6 |
| **20.** | Air Compressor | AC | Equipment | 100% | 7 |
| **21.** | Utility Ute | Ute | Equipment | 200% | 5 |
| **22.** | Electrician | Cap | Staff | 400% | 7 |
| **23.** | Plumber | Plu | Staff | 400% | 5 |

* **Establish the resource that type is material for the project below at the of Resource list above:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **STT** | **Name** | **Type** | **Materials** | **Initials** | **Groups** | **Std. Rate** |
| **24.** | Astro Turf | Material | Square Metre | Grass | Material | 12 |
| **25.** | Paint | Material | Ultre | Ute | Paint | 20 |

* **Assign the resource for each task in the project**

|  |  |  |
| --- | --- | --- |
| **ID** | **TASK NAME** | **RESOURCE** |
| **1** | Planning |  |
| **2** | Creating architectural plans | Architect, Draftsperson (200%), Building Clerk (25%) |
| **3** | Submit plans for approval | Architect |
| **4** | Order materials | Draftsperson, Building Clerk |
| **5** | Planning Completed |  |
| **6** | Site works |  |
| **7** | Erect fencing | No Barrier Fencing |
| **8** | Erect site building | Carpenter (400%), Supervisor, Laborer |
| **9** | Clear and level site | Supervisor, Grader (200%), Driver (200%) |
| **10** | Prepare drainage infrastructure | Supervisor (50%), Plumber (200%) |
| **11** | Prepare cabling infrastructure | Supervisor (50%), Electrician (300%) |
| **12** | Site works Completed |  |
| **13** | Building Construction |  |
| **14** | Pour foundations | Rock Solid Concrete |
| **15** | Erect steelwork | Supervisor (50%), Rigger (600%), Boilermaker (600%), Welder (500%), Laborer (600%), Driver (200%), High Jib Crane, Utility |
| **16** | Erect wall | Supervisor [50%], Carpenter [700%], Laborer [400%], Driver, Grader, Air Compressor, Electrician [75%], Plumber [25%] |
| **17** | Install roofing superstructure | Supervisor [50%], Rigger [500%], Boilermaker [500%], Welder [300%], Laborer [500%], Driver [200%], High Jib Crane, Utility, Air Compressor, Plumber [50%] |
| **18** | Install roofing retracting mechanism | Supervisor [50%], Welder, Boilermaker [200%], Rigger [200%], Electrician [200%], Driver, High Jib Crane |
| **19** | Erect seating tiers | Supervisor [50%], Carpenter [800%], Welder [200%], Boilermaker [200%], Laborer [500%], Driver, Utility, Air Compressor |
| **20** | Building Construction Completed |  |
| **21** | Fit Out |  |
| **22** | Fit all windows and doors | Carpenter [500%], Laborer [200%] |
| **23** | Install electrical cabling | Electrician [300%], Laborer [200%] |
| **24** | Install electrical fittings and fixtures | Electrician [300%] |
| **25** | Install all plumbing | Plumber [200%], Laborer [200%] |
| **26** | Install plumbing fixtures and fittings | Plumber [200%] |
| **27** | Lay astro turf | Pure Grass Turf |
| **28** | Erect handrails and fencing | Welder [400%], Boilermaker [200%] |
| **29** | Paint rooms, fixtures, fittings, etc. | Painter [500%] |
| **30** | Install PA system | Listen Ear Audio |
| **31** | Install video imaging equipment | In Focus Video |
| **32** | Fit out control room | Electrician [200%], Listen Ear Audio, In Focus Video |
| **33** | Fit out Completed |  |
| **34** | Commissioning |  |
| **35** | Test roof mechanism | Supervisor, Electrician [200%], Rigger |
| **36** | Test PA system | Listen Ear Audio |
| **37** | Test video imaging equipment | In Focus Video |
| **38** | Test control room equipment | Supervisor, Listen Ear Audio [20%], In Focus Video [20%], Architect, Electrician [200%] |
| **39** | Obtain official occupancy | Architect, Building Clerk, Supervisor |
| **40** | Obtain safety certification | Supervisor |
| **41** | Official opening | Supervisor [200%] |
| **42** | Commissioning Completed |  |

## Exercise 5

Creating the following tasks (Project Start Date 6/12/2024)

Establish working time: ***MSSV\_Time***

1. Working time: Mon – Fri: 8AM – 11AM, Sat: 11AM-9PM

2. Nonworking time: Sun

3. Exception: Nonworking time: 24/12/2024, 1/1/2022

|  |  |  |  |
| --- | --- | --- | --- |
| **STT** | **Name** | **Duration** | **Dependencies** |
| 1 | The Engagement | 1 day |  |
| 2 | The Venue - Confirm Dates | 4 wks | 1 |
| 3 | The Photographer | 3 wks | 2 |
| 4 | The Cars | 4 wks | 2 |
| 5 | The DJ | 1 wk | 2 |
| 6 | The Dress - Find the Perfect Dress | 3 wks | 2 |
| 7 | The Venue - Confirm Menu | 4 wks | 2 |
| 8 | The Venue - Pay Deposit | 2 hrs | 7 |
| 9 | The Dress - Pay for Dress | 1 hr | 6 |
| 10 | Invitations - Confirm Design | 2 wks | 6 |
| 11 | The Flowers | 2 wks | 6 |
| 12 | Invitations - Confirm Numbers | 1 wk | 10 |
| 13 | Inviations - Invites Produced | 2 mons | 12 |
| 14 | Review progress | 4 wks | 3,4,5,8,9,11,12,13 |
| 15 | Invitations - Send Out | 1 wk | 13 |
| 16 | The Dress - First Fitting | 2 hrs | 9 |
| 17 | Invitations - Review RSVP's | 1 wk | 15 |
| 18 | The Venue - Confirm Numbers | 2 hrs | 17 |
| 19 | The Venue - Confirm Timings | 2 hrs | 18 |
| 20 | The Venue - Pay Balance | 1 hr | 19 |
| 21 | The Dress- Final Fitting | 2hr | 20 |

* Create a milestone task at the end: The Big day (P) (Dependencies: 19,21)
* Creating the summary tasks :
* Before 6 month to go (Task 2,3,4,5,6,7)
* 6 month to go (Task 8,9,10,11)
* 5 month to go (Task 12,13)
* 4 month to go (Task 14)
* 3 month to go (Task 15)
* 2 month to go (Task 16,17)
* 1 month to go (Task 18,19,20,21)
* Establish the resource table:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **STT** | **Name** | **Type** | **Initials** | **Groups** | **Max. Units** | **Std. Rate** |
| 1 | Venue Material | Material | V | None | None | £3,000.00 |
| 2 | Photgraphs | Material | V | None | None | £1,000.00 |
| 3 | Flowers | Material | P | None | None | £900.00 |
| 4 | Cars | Material | F | None | None | £500.00 |
| 5 | DJ | Material | C | None | None | £250.00 |
| 6 | Guest | Work | D | None | 8000% | £25/1hr |

* Assign the resource for each task in the project

|  |  |  |
| --- | --- | --- |
| **STT** | **Name** | **Resource** |
| 1 |  |  |
| 2 | The Engagement |  |
| 3 | The Venue - Confirm Dates | Venue[1] |
| 4 | The Photographer | Photgraphs[1] |
| 5 | The Cars | Cars[1] |
| 6 | The DJ | DJ[1] |
| 7 | The Dress - Find the Perfect Dress |  |
| 8 | The Venue - Confirm Menu |  |
| 9 | The Venue - Pay Deposit |  |
| 10 | The Dress - Pay for Dress |  |
| 11 | Invitations - Confirm Design |  |
| 12 | The Flowers | Flowers[1] |
| 13 | Invitations - Confirm Numbers |  |
| 14 | Inviations - Invites Produced |  |
| 15 | Review progress |  |
| 16 | Invitations - Send Out |  |
| 17 | The Dress - First Fitting |  |
| 18 | Invitations - Review RSVP's |  |
| 19 | The Venue - Confirm Numbers |  |
| 20 | The Venue - Confirm Timings |  |
| 21 | The Venue - Pay Balance | Guests[7,000%] |
| 22 | The Dress- Final Fitting |  |