LIST OF THE EXPERIMENT

1. Introduction of project planning and scheduling.

2. Setting out non-working days in the project calendar.

3. Assigning job and plan’s title and other properties.

4. To prepare a task list of a project entering task names.

5. Building a task list; Enter task durations and start and finish values.

6. Building a task list; entering a milestone task.

7. Building a task list; creating summary tasks to outline the plan.

8. Building a task list; creating task dependencies with links.

9. Customizing a Gantt chart view.

10. Customizing reports.

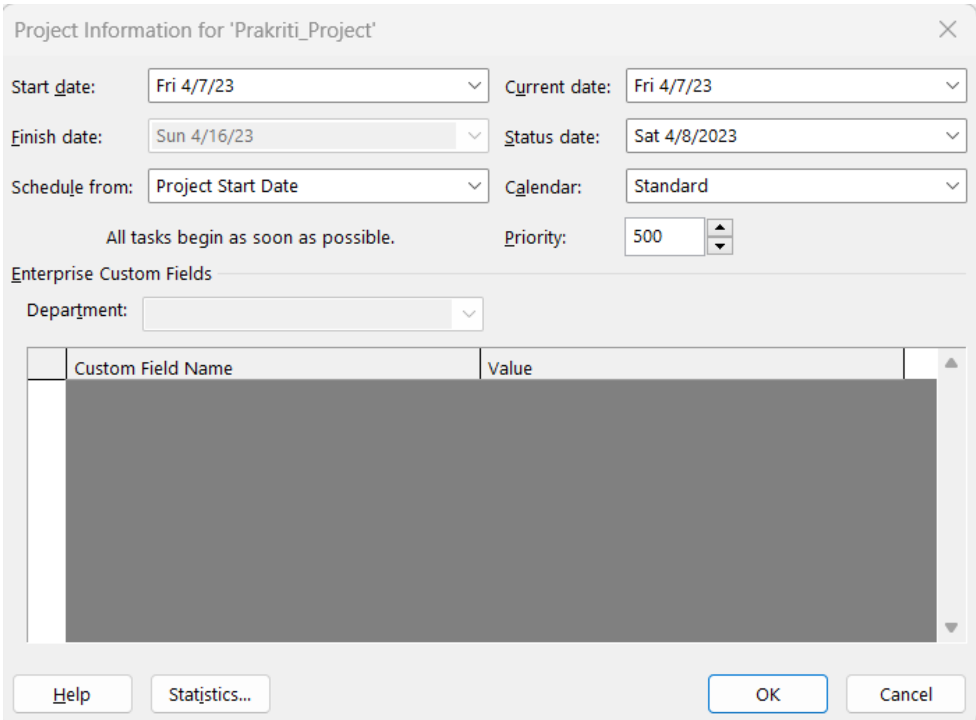
Experiment -1

AIM: Starting a new plan.

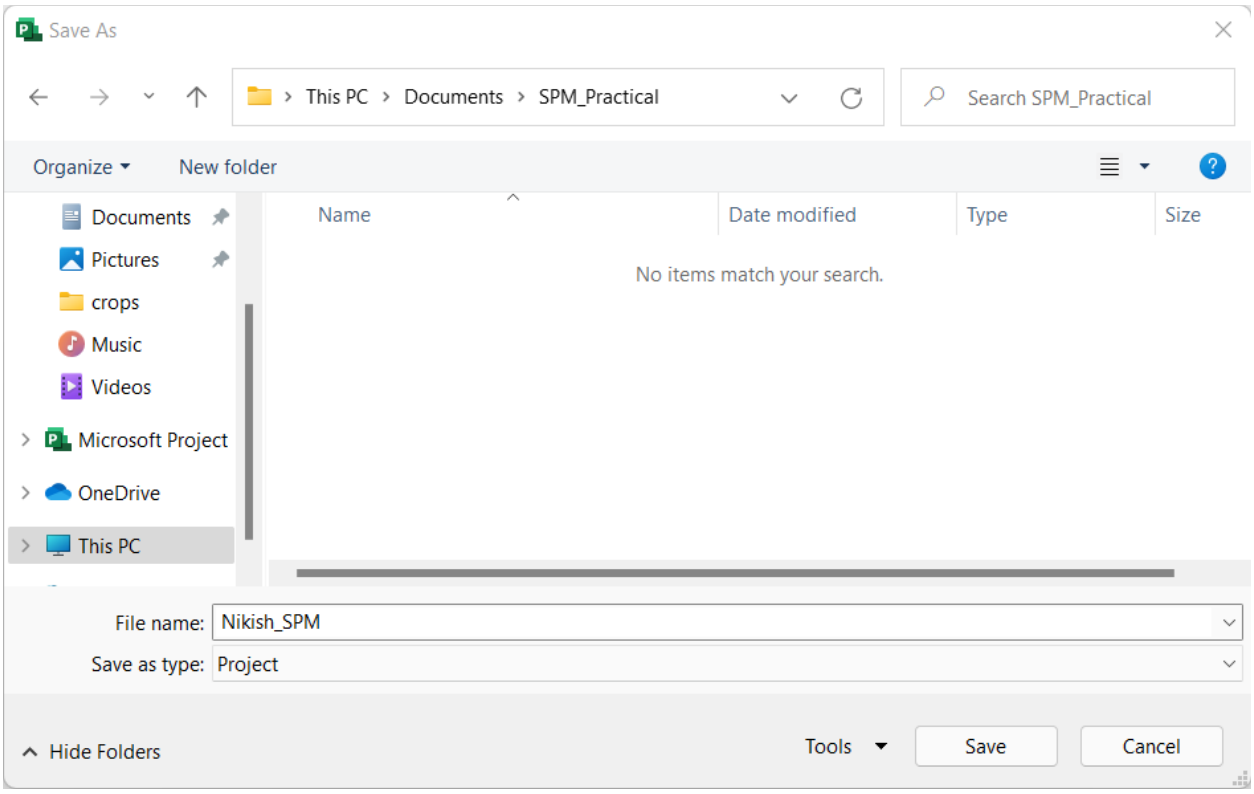
a. Introduction of project planning and scheduling.

Procedure: -

1. In Project, if you see the File tab, click it, and then click New.
2. In the list of available of templates, click Blank Project.
    - Project creates a new plan. You might see a status bar message at the bottom of the Window reminding you that new tasks are created in the manually scheduled mode. This information remains visible on the status bar.
    - Notice the thin green vertical line in the chart portion of the Gantt chart view. This indicated the current date. When you create a new plan, Project sets the plan's start date to the current date. Next, you'll change the plan's start date.
3. On the Project tab, in the Properties group, click Project Information. The Project Information dialog box appears.
4. In the Start Date box, type 4/7/2023, or click down arrow to display the calendar and select date.



5. Click OK to accept this start date and close the Project Information dialog box. Project scrolls the chart portion of the Gantt chart view to show the project start date. The start date is shown as a thin dashed vertical line.
6. On the File tab, click Save. Because this plan has not been previously saved, the Save As screen appears.
7. Under Save and Sync, click Computer, and then click Browse.
8. Click Save to save the plan and close the Save As dialog box.



9. Click Save to save the plan and close the Save As dialog box.

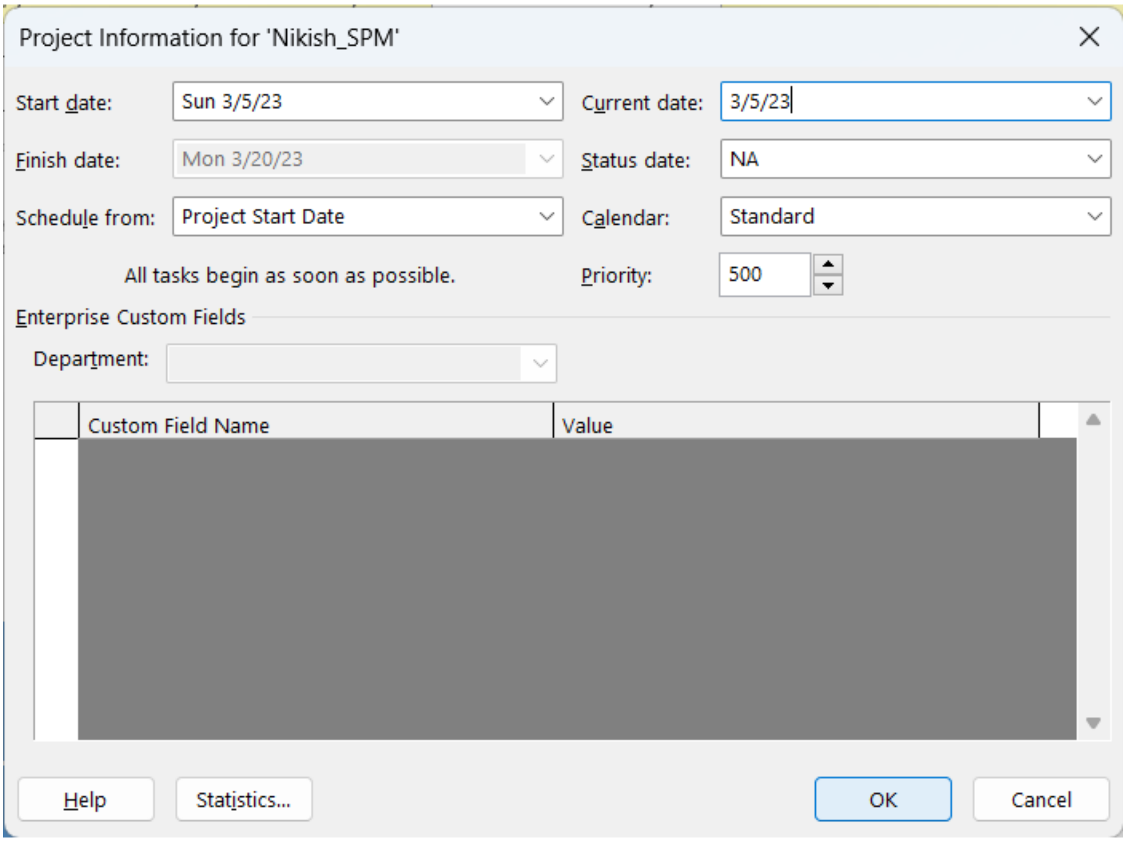
Experiment -2

AIM: Starting a new plan.

b. Setting out non-working days in the project calendar.

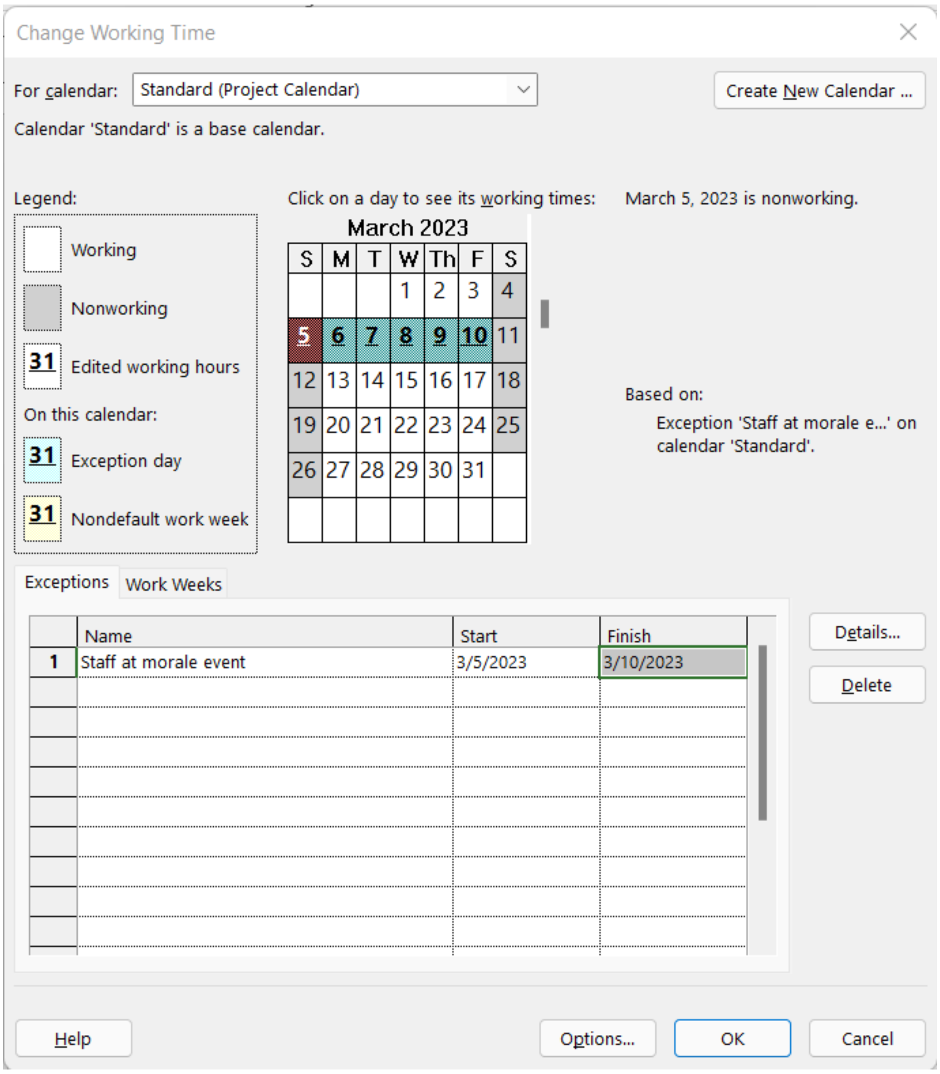
Procedure: -

1. On the Project tab, in the Properties group, click Project Information. The Project Information dialog box appears.



2. In the Calendar box, click the down arrow. The list that appears contains the three basic calendars included with Project.
   - 24 Hours Has no working time
   - Night Shift Covers a "graveyard" shift schedule of Monday night through Saturday morning, 11 P.M.to 8 A.M., with a one-hour break each day.
   - Standard The traditional working day and week, Monday through Friday from 8 A.M.to 5 P.M., with a one-hour break each day. Only one of the base calendars serves.
   - As the project calendar. For this project, you'll use the Standard base calendar as the project calendar, so leave it selected.

3. Click Cancel to close the Project Information dialog box without making any changes. You know the entire New Summit College staff will be at a morale event on April 7; therefore, no work should be scheduled that day. You will record this as a calendar exception.
4. On the Project tab, in the Properties group, click Change Working Time. The Change Working Time dialog appears.
5. In the Name field on the Exception tab in the lower portion of the dialog box, type Staff at morale event, and then click in the Start field.
6. In the Start field, type 3/10/2023, and then click the Finish field or press the Right Arrow key.



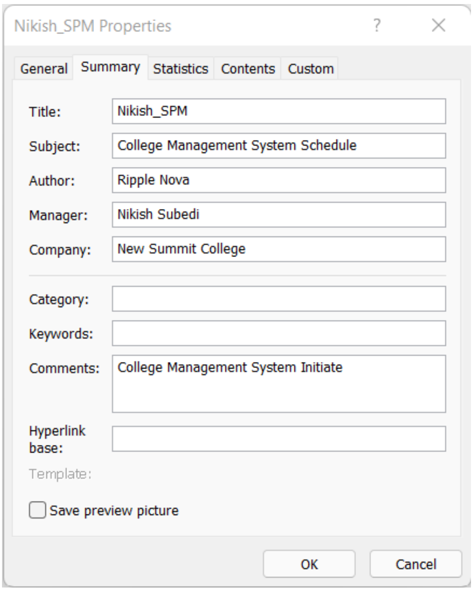
Experiment -3

AIM: Starting a new plan.

c. Assigning job and plan's title and other properties.

Procedure: -

1. Click the File tab.
   The Backstage view appears. The Info tab should be selected by default. On the right side of the screen, under Product Information, note the key statistics, such as the start date on the right side of the backstage view. Notice that many of the fields you see here are the same fields you see in the Project Information dialog box. You can edit these fields in either place.
2. Click Project Information. In the menu that appears, click Advanced Properties. The Properties dialog box appears with the Summary tab visible.
3. In the Subject box, type College Management System Schedule.
4. In the Manager box, type Nikish Subedi.
5. In the Company box, type New Summit College.
6. In the Comments box, type College Management System Project Initiate.



7. Click OK to close the dialog box.
8. On the File tab click Save.

Experiment -4

AIM: Starring a new plan.

a. Assigning job and plan’s title and other properties.

Procedure: -

1. Click the cell directly below the Task Name column heading.
2. Type Planning, and then press the Enter key.
    - The task entered is given an ID number. Each task has a unique ID number, but it does not necessarily represent the order in which task occurs.
3. Enter the following task names, pressing Enter after each task name:
    - Initiate Project Plan
    - Feasibility Study
    - Requirement Analysis
    - System Design
    - Implementation

	Task Mode	Task Name	Duration	Start
		Planning		
		Initiate Project Plan		
		Feasibility Study		
		Requirement Analysis		
		System Design		
		Implementation		

4. On the Task tab, in the Insert group, click Task. Project will insert as row for a new task and renumbers the subsequent tasks. Project names the new task.
5. With selected type Implementation, and then press Enter. The new task is added to the plan.

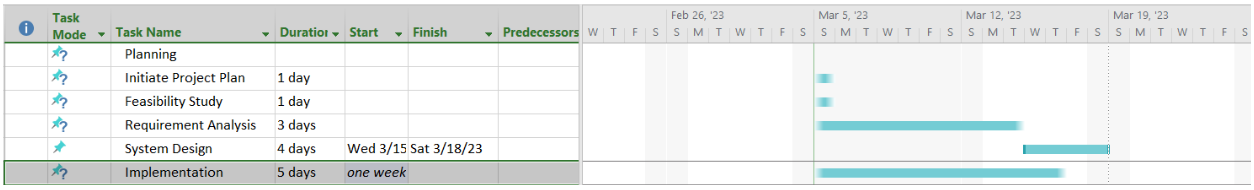
Experiment -5

AIM: Building a task list.

a. Enter task durations and start and finish values.

Procedure: -

1. Click the cell below the Duration column heading for task 1. Assign initiate project plan a duration of 1 day.



Task Mode	Task Name	Duration	Start	Finish	Predecessors
	Planning				
	Initiate Project Plan	1 day			
	Feasibility Study	1 day			
	Requirement Analysis	3 days			
	System Design	4 days	Wed 3/15	Sat 3/18/23	
	Implementation	5 days	*one week*		

2. After entering the duration for each of the plans.
3. You can now see the progress bar in the right side.

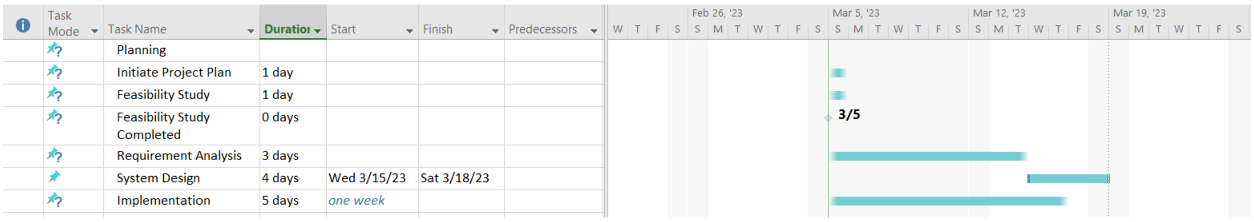
Experiment -6

AIM: Building a task list;

b. Entering a milestone task.

Procedure: -

1. Click the name of task 3, Feasibility Study.
2. On the Task tab, in the Insert group, click Milestone. Project inserts a row for a new task and renumbers the subsequent tasks. Project names the new task and gives it zero-day duration. As with other new tasks, the milestone is initially scheduled at the project start date of April 16.
3. With selected, type feasibility study completed, and the press Enter. The milestone task is added to our plan.



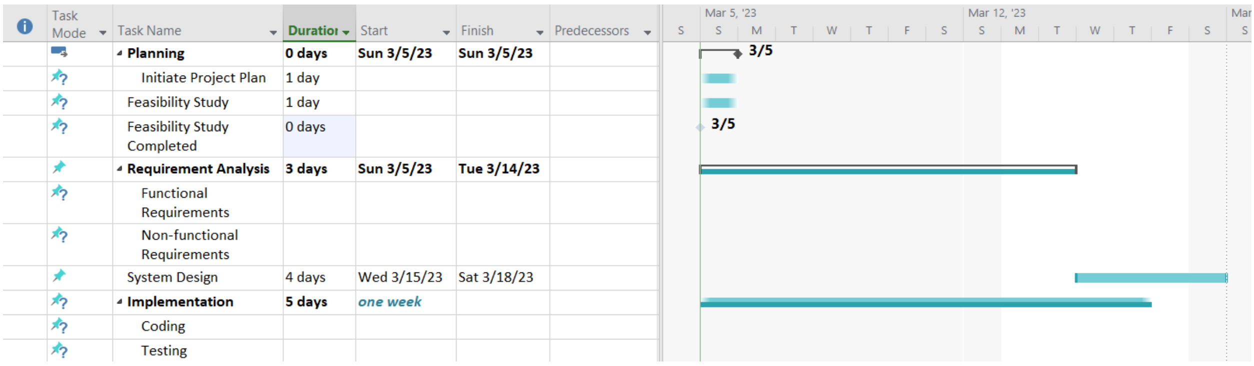
Experiment -7

AIM: Building a task list;

c. Creating summary tasks to outline the plan.

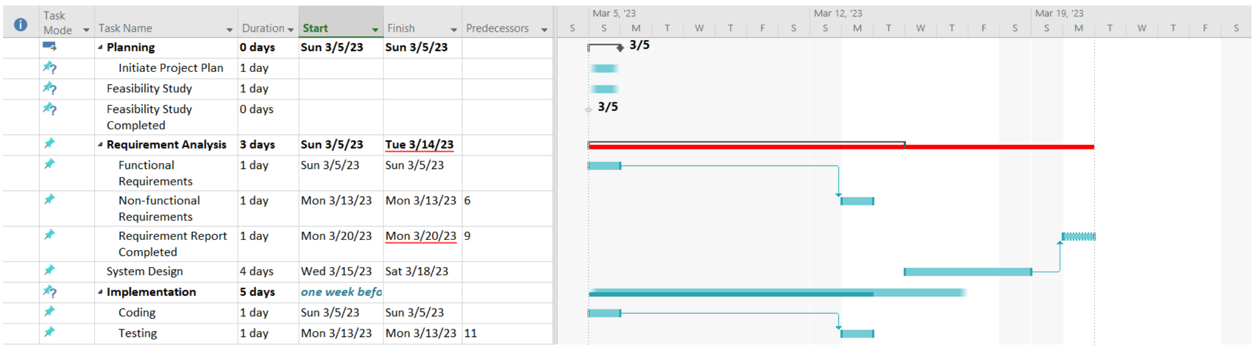
Procedure: -

1. Select the names of tasks through tasks 5 through 7. These are the tasks you want to make sub tasks of the requirement analysis phase.
2. On the Task tab, in the Schedule group, click Indent Task.



Task Mode	Task Name	Duration	Start	Finish	Predecessors
	Planning	0 days	Sun 3/5/23	Sun 3/5/23	
	Initiate Project Plan	1 day			
	Feasibility Study	1 day			
	Feasibility Study Completed	0 days			
	Requirement Analysis	3 days	Sun 3/5/23	Tue 3/14/23	
	Functional Requirements				
	Non-functional Requirements				
	System Design	4 days	Wed 3/15/23	Sat 3/18/23	
	Implementation	5 days	one week		
	Coding				
	Testing				

3. Select the task 2.
4. On the Task tab, in the Insert group, click Summary. Project inserts arrow for a new task, indents the task directly below it, and renumbers the sub sequent tasks. Project names the new task <New Summary Task>.
5. With <New Summary Task>. Selected, type planning phase and press Enter. Now the plan is organized into one phase of work.



Task Mode	Task Name	Duration	Start	Finish	Predecessors
	Planning	0 days	Sun 3/5/23	Sun 3/5/23	
	Initiate Project Plan	1 day			
	Feasibility Study	1 day			
	Feasibility Study Completed	0 days			
	Requirement Analysis	3 days	Sun 3/5/23	Tue 3/14/23	
	Functional Requirements	1 day	Sun 3/5/23	Sun 3/5/23	
	Non-functional Requirements	1 day	Mon 3/13/23	Mon 3/13/23	6
	Requirement Report Completed	1 day	Mon 3/20/23	Mon 3/20/23	9
	System Design	4 days	Wed 3/15/23	Sat 3/18/23	
	Implementation	5 days	one week befo		
	Coding	1 day	Sun 3/5/23	Sun 3/5/23	
	Testing	1 day	Mon 3/13/23	Mon 3/13/23	11

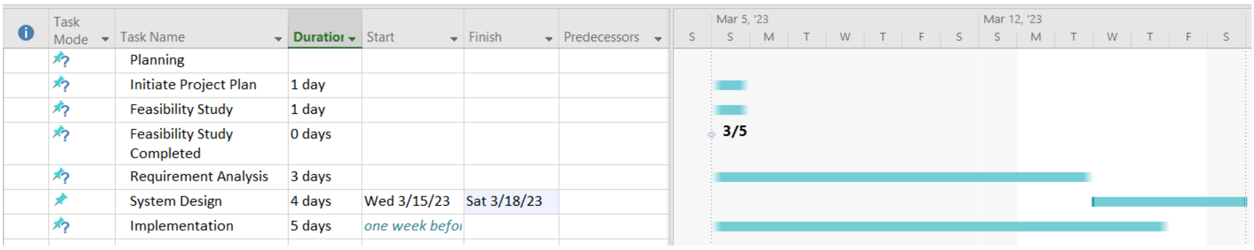
Experiment -8

AIM: Building a task list;

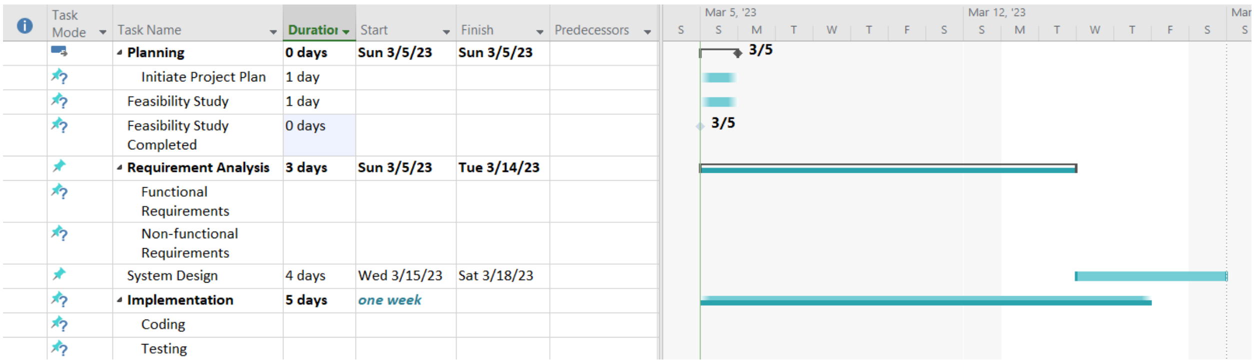
d. Creating task dependencies with links

Procedure: -

1. Select the names of tasks 2, 3 and 4.
2. On the Task tab, in the Schedule group, click Link the Selected Tasks.



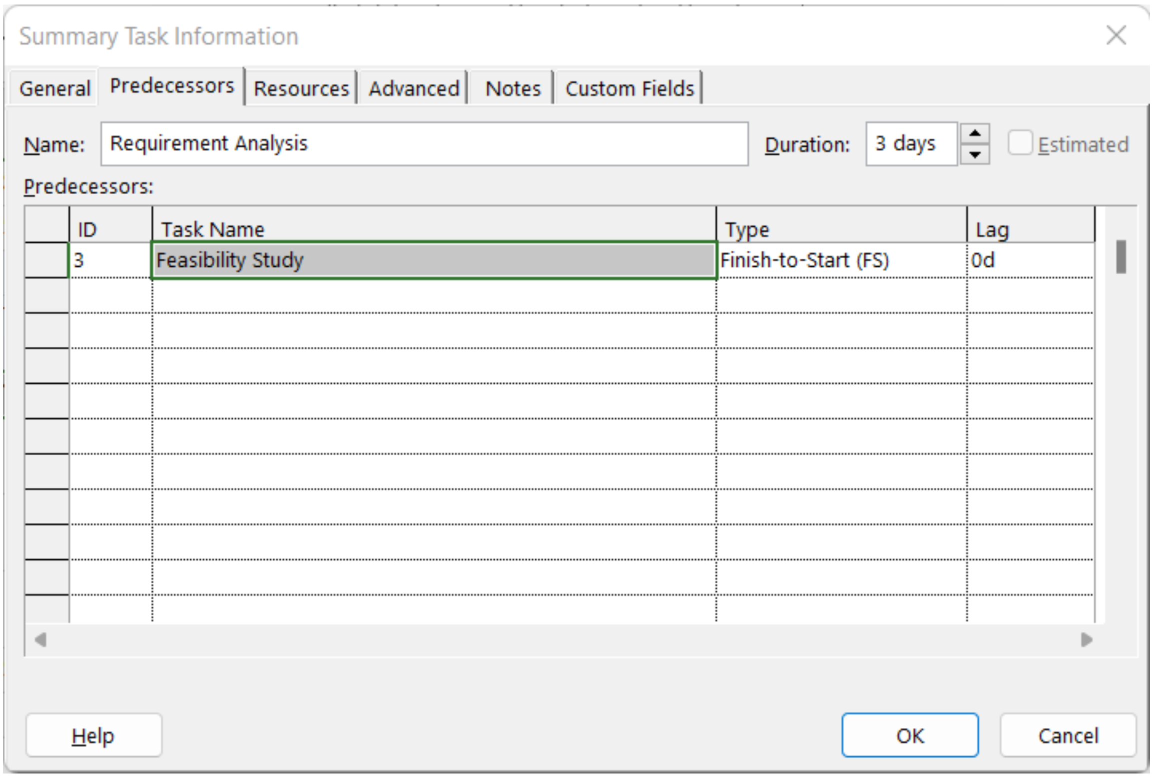
Task Mode	Task Name	Duratio	Start	Finish	Predecessors
	Planning				
	Initiate Project Plan	1 day			
	Feasibility Study	1 day			
	Feasibility Study Completed	0 days			
	Requirement Analysis	3 days			
	System Design	4 days	Wed 3/15/23	Sat 3/18/23	
	Implementation	5 days	one week befo		



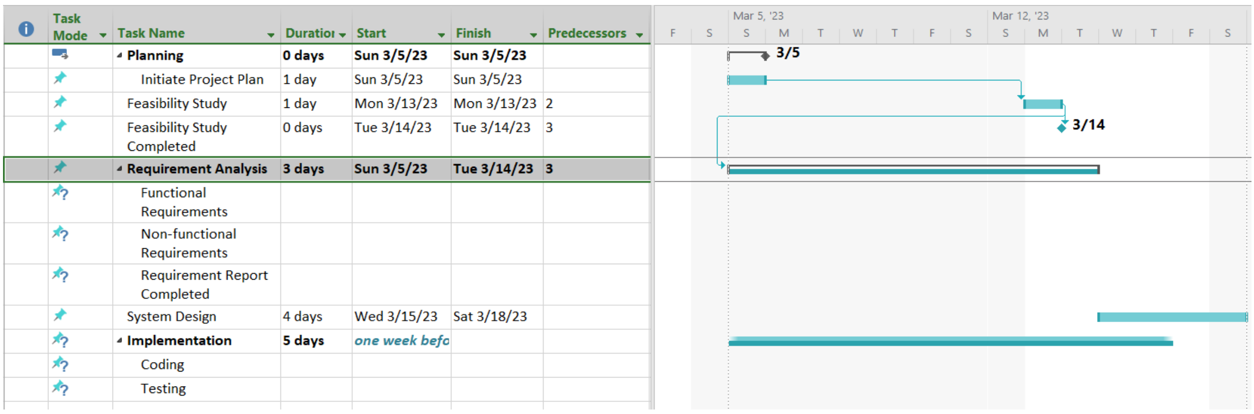
Task Mode	Task Name	Duratio	Start	Finish	Predecessors
	Planning	**0 days**	**Sun 3/5/23**	**Sun 3/5/23**	
	Initiate Project Plan	1 day			
	Feasibility Study	1 day			
	Feasibility Study Completed	0 days			
	Requirement Analysis	**3 days**	**Sun 3/5/23**	**Tue 3/14/23**	
	Functional Requirements				
	Non-functional Requirements				
	System Design	4 days	Wed 3/15/23	Sat 3/18/23	
	Implementation	**5 days**	***one week***		
	Coding				
	Testing				

Tasks 2, 3 and 4 are linked with a finish-to-start relationship.

3. Select the name of task 5, Requirement Analysis.
4. On the Task tab, in the Properties group, click Information. The Task Information dialog box appears.
5. Click the Predecessors tab.
6. Click the empty cell below the Task Name column heading, and then click the down arrow that appears.
7. In the Task Name list, click feasibility study.



8. Click OK to close the Task Information dialog box.



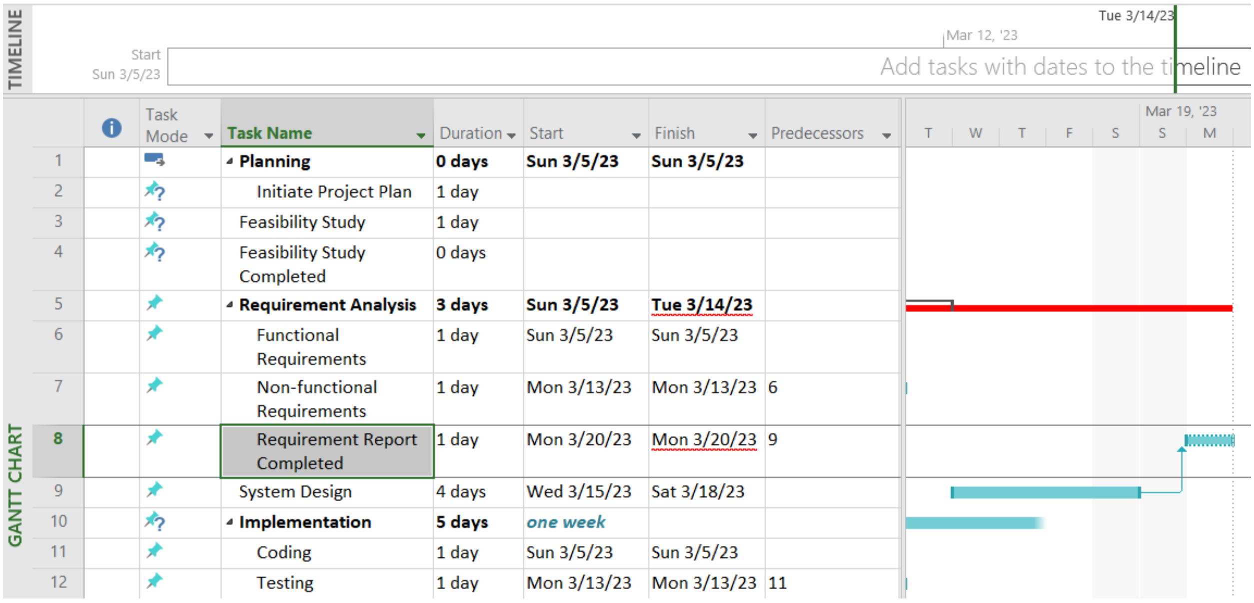
Experiment -9

AIM: Formatting and sharing your plan;

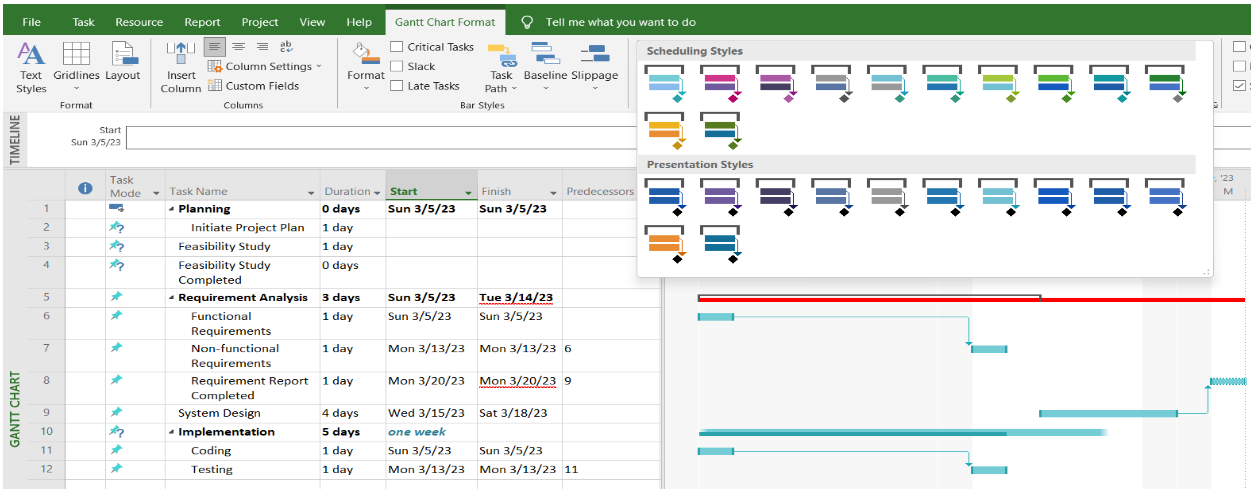
a. Customizing a Gantt chart view.

Procedure: -

1. In the Task Name, click the name of task 7, Functional Requirement.
2. On the Task tab, in the Editing group, click Scroll to Task.



3. On the Format tab, in the Gantt Chart Style group, click more to display the predefined color styles.



Experiment -10

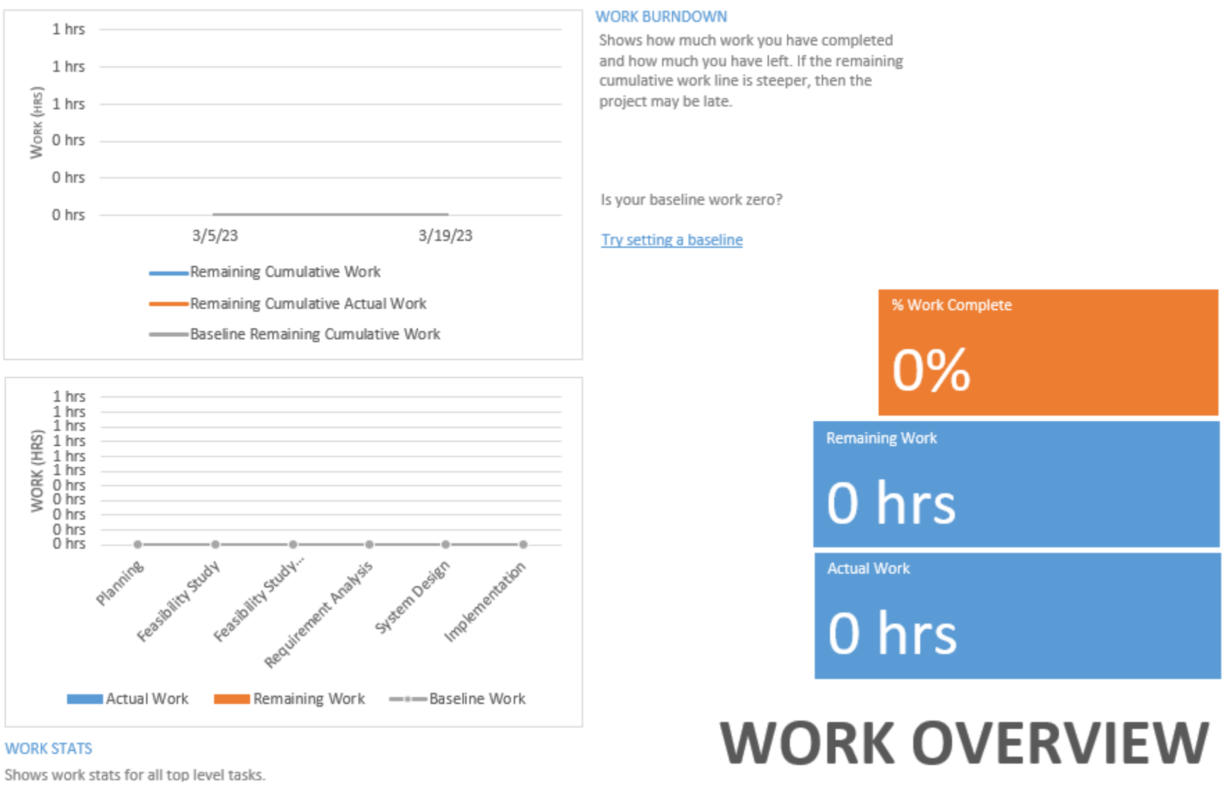
AIM: Formatting and sharing your plan;

a. Customizing reports

Procedure: -

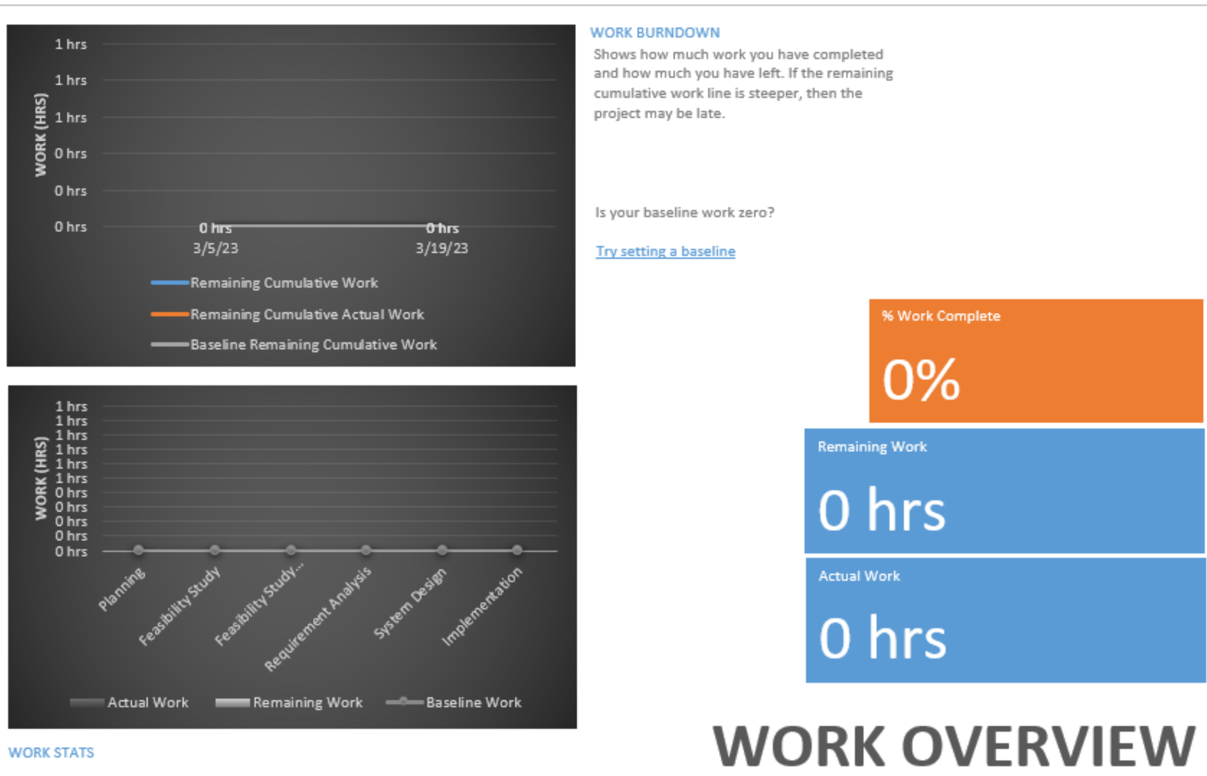
1. On the Report tab, in the View Reports group, click Dashboards and then click Work Overview.

   The Work Overview report appears.



2. Click anywhere in the Work Stats column chart.
   - As soon as you click the chart, the Field List pane appears on the right side of the screen. You will use Field List to customize the data that is included in reports. For now, though, your focus is on changing the formatting of the current report.
3. Under Chart Tools, click the Design tab. Then in the Chart Styles group, click the chart style with the black background.

   Project applies the chart style to the Work Stats chart.



4. On the view tab, in the Task Views group, click Gantt chart. The Gantt chart view replaces the Work Overview report.