# *Systems III (420-E31-HR)*

# *Lab 3 – Project Management – Intro to MS Project*

Date assigned: Tuesday, September 13, 2016

Date due: **Tuesday, September 13, 2016, 12:00 p.m.**

**Learning Objectives**

Upon successful completion of this lab exercise, the student will be able to:

* Create a project plan using Microsoft Project

To do:

Save this document as a Word document named **YourUserName\_E31\_L03\_Project\_Management.docx** in your 420-E31 folderin your home drive. The document will hold your answers for your lab.

**Part A – Microsoft Project**

1. Start Microsoft Project 2016. Make sure that **Blank Project** is selected. Save the project as **YourUserName\_E31\_L03\_Project\_Management.mpp** in the folder for the lab. Use On-line Help as required to complete the steps in the lab.
2. On the **Project** tab, in the **Properties** group, click **Project Information** and enter the following in the Project Information dialog box:
   1. Project Start Date: **Wednesday, September 13, 2017**
   2. Schedule from: **Project Start Date**
3. Define file properties for the project. Click the **File** tab, and then click **Info**. On the right pane, click **Project Information** and then click **Advanced Properties**. On the **Summary** tab, type the following project information in the boxes:
   1. Title: **YourUserName\_E31\_L03**
   2. Subject: **Systems III**
   3. Author: **Your Full Name, e.g. John Smith**
   4. Company: **Heritage College**
4. Create a new calendar. Click the **Project** tab, click **Change Working Time** and click **Create New** Calendar. Make a copy of the Standard calendar and name it **Systems III**.
5. Set the working times, vacation and holidays for the **Systems III** calendar. In the **Change Working Time** dialog box, select the **Work Weeks** tab, select the first row and select **Details**. Set the following specific working times: 8:00-12:00 and 12:30-5:30 on Monday-Thursday, and 8:00-12:00 on Friday. Select the **Exceptions** tab. Enter an appropriate name and indicate that December 25 and 26, and January 1 are non-working days for Christmas, Boxing Day and New Year’s Day respectively. Do the same for Thanksgiving Monday, October 9. Make sure your project uses this updated calendar.
6. Copy the descriptions and durations from the following table and paste them into the task name and duration columns in the project plan. You do not need to add the Task numbers from the list.

|  |  |  |
| --- | --- | --- |
| **Task** | **Description** | **Duration (days)** |
| 1 | Meet with user | 2 |
| 2 | Review existing forms | 1 |
| 3 | Identify and specify fields | 3 |
| 4 | Build initial prototype | 5 |
| 5 | Develop error test data | 3 |
| 6 | Develop test data (valid data) | 4 |
| 7 | Test prototype | 3 |
| 8 | Make final recommendations | 3 |

1. Enter the following tasks into the project plan:
   1. Task after *Identify and specify fields*: **Build database**, Duration: **2 days**
   2. Add a recurring task: Select the last row. On the Task tab, in the Insert group, click the bottom part of the Task button and then click **Recurring Task** and enter a task as follows: **Status Meeting for an hour (1h) each week on Tuesday for 4 weeks**. Starting Tuesday Sept 13. If you are prompted after selecting OK, select **Yes** to Reschedule the task that occurs during nonworking times.

**Note** that the **Duration** of the **Recurring Task's** summary task measures from the start of the first meeting to the end of the last meeting, and thus has little relevance. Beware of assigning resources to **Recurring Tasks** as it may cause overallocations that become difficult to resolve and could well extend the end date of the project.

1. Insert the following new tasks:
   1. **Analysis** before the first task
   2. **Design** *before Build database* (up to *Make final recommendations)*
2. Make tasks 1-3 subtasks (Meet, Review, Identify) of Analysis: On the **Task** tab, in the **Schedule** group, click **Indent** to indent the task, making it a subtask. Make the tasks after Design (Build(s), Develop, Test, Make recommendations) as subtasks of Design.
3. Enter the following milestones, by entering the name and 0 for the duration:
   1. **Start**, as the first task before the Analysis phase (at the same level as the Analysis Phase). Set start date to Wednesday, Sept 7th.
   2. **User signoff on recommendations**, at the end, after the Design phase (at the same level as the Design Phase)
4. Add supporting information about a task:Right click in the “i” column in Project and select **Note**.Add the following note to the *Review existing forms* task**: Include both manual and mechanized forms**.
5. Move the *Develop error test data* task after the *Develop test data (valid data)* task. Select the task by clicking on the task number. Move your mouse until they form a crosshairs (plus sign) and drag the task to the new position.
6. Change the view of phases and subtasks**:** Hide the subtasks in the *Analysis* summary task.
7. Use work breakdown structure codes**:** Add a WBS field as the second column in the Gantt chart.
8. Sequence the tasks. If they are not visible, show the sub-tasks in all the summary tasks. Create the dependencies in the tasks in the following table as follows: On the **View** tab, in the **Task Views** group, click **Gantt Chart**. In the **Task Name** field, select two or more tasks you want to link, in the order you want to link them. On the **Task** tab, in the **Schedule** group, click the **Link Tasks** button.

**Note: The predecessor task numbers do NOT match the task numbers in the project file you have created.**

| **Task** | **Description** | **Predecessors  (as per this table)** |
| --- | --- | --- |
| 1 | Start | - |
| 2 | Meet with user | 1 |
| 3 | Review existing forms | 1 |
| 4 | Identify and specify fields | 2,3 |
| 5 | Build database | The whole analysis phase is complete |
| 6 | Build initial prototype | 5 |
| 7 | Develop test data (valid data) | 5 |
| 8 | Develop error test data | 7 |
| 9 | Test prototype | 6,8 |
| 10 | Make final recommendations | 9 |
| 11 | User signoff on recommendations | Build phase complete |

1. Add resources to the project. Click the **View** tab and click **Resource Sheet** in the **Resource Views** group, or right click on the bar on the left side. Add the following resource to the project: Your name, as 100% available, with an hourly rate of $15. Overtime of $25/hr
2. In the Gantt chart, assign yourself as a resource to all the detail tasks (not the milestones and not the summary tasks).
3. View->Resource Usage. We can’t have a project plan that requires more than 9 hours a day. How many hours are you scheduled to work on the first day of the project:

Answer: \_\_\_8 hours\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In the Resource Usage view there is a warning in the Information Column for you. What is the warning?

Answer: \_\_This resource is over allocated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Let’s fix this over allocation. Go to the resource tab and find the “Level Resource” tool to level your hours out. Now what is the max hours per day for you?

Answer: \_8 hours\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Suddenly, a family member needs your support every Wednesday and you can’t work Wednesday on the project. Fortunately, your company will accommodate this. Figure out how to adjust the plan with see what this means for the delivery dates. Save the project as **YourUserName\_E31\_L03\_Project\_Management.mpp.**  Explain below, how did you update the plan to indicate that you weren’t available to work on Wednesday?

Answer: \_\_I set exceptions to Wednesday and then continues to just level my resources.

1. Fill in the following table for your manager:

| **Milestone** | **Description** | **Completion Date** |
| --- | --- | --- |
| 1 | Analysis phase complete | September 26th |
| 2 | Build phase complete | November 23rd |
| 3 | User Signoff start | November 24th |

1. You are finished all the tasks up to (and including) “Build Database”. Mark these tasks as complete.
2. Project analysis. Figure out how to find this information under the Project->Project Information tab. Answer below:

| **Description** | **Answer** |
| --- | --- |
| Total number of hours of Work effort | 204.5 |
| Total number of hours remaining | 149 |
| Percent complete duration | 25 |
| Percent complete work | 27 |

**Marking Scheme**

|  |  |
| --- | --- |
|  | Marks |
| Part A – MS Project Plan | 20 |
| Organization/English | 4 |
| Total | 24 |

**To submit**

When you have completed the assignment, compare your results with a classmate and ensure there is a match (If not, then debug the problem). Upload the following documents to Moodle.

* ***YourUserName*\_E31\_L03\_Project\_Management.mpp**
* The updated version of this document: ***YourUserName*\_E31\_L03\_Project\_Management.doc**