

# LAB REPORT

## Software Project Management



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**ID:** 22003405

**Class:** DHKTPM18

**Course:** 2025-2026

# Lab report – Project Management

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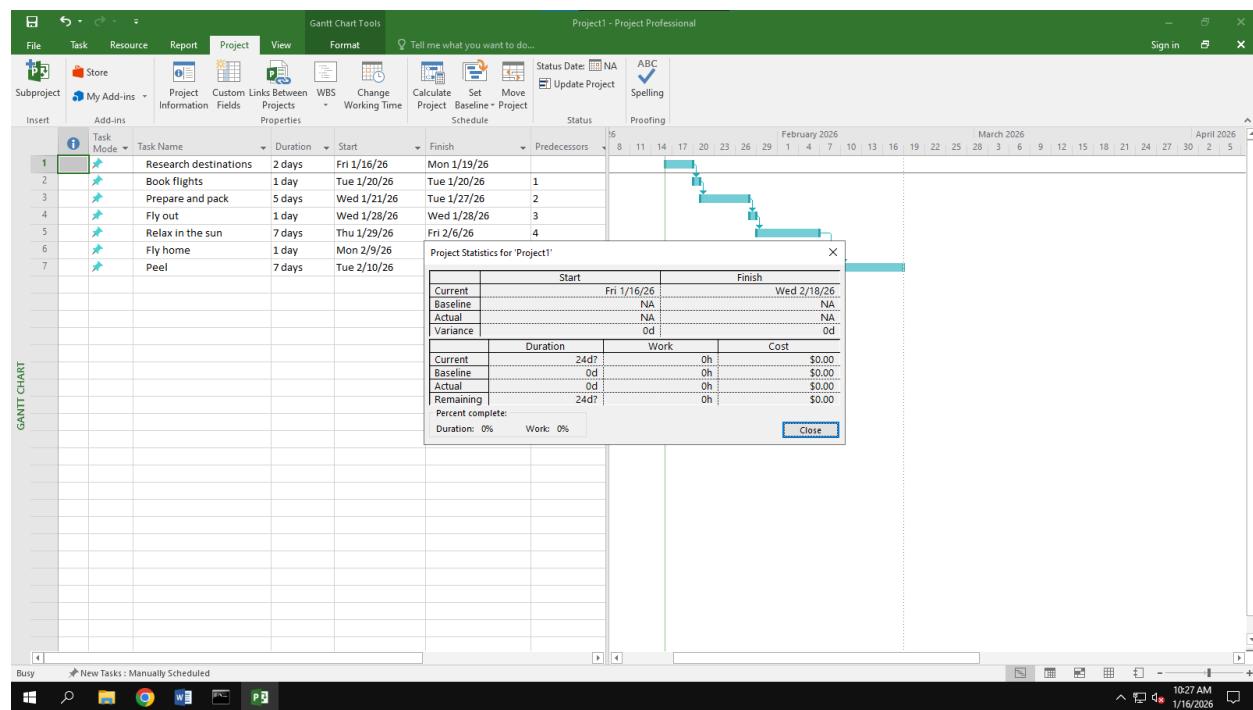
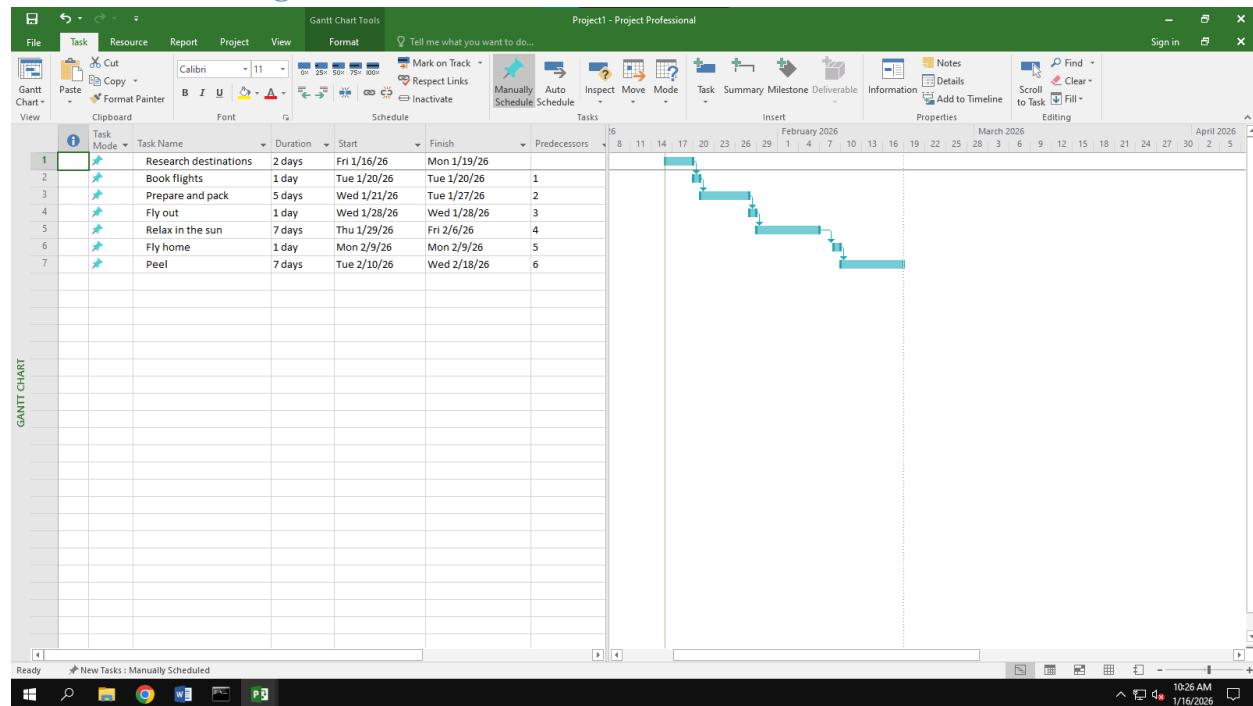
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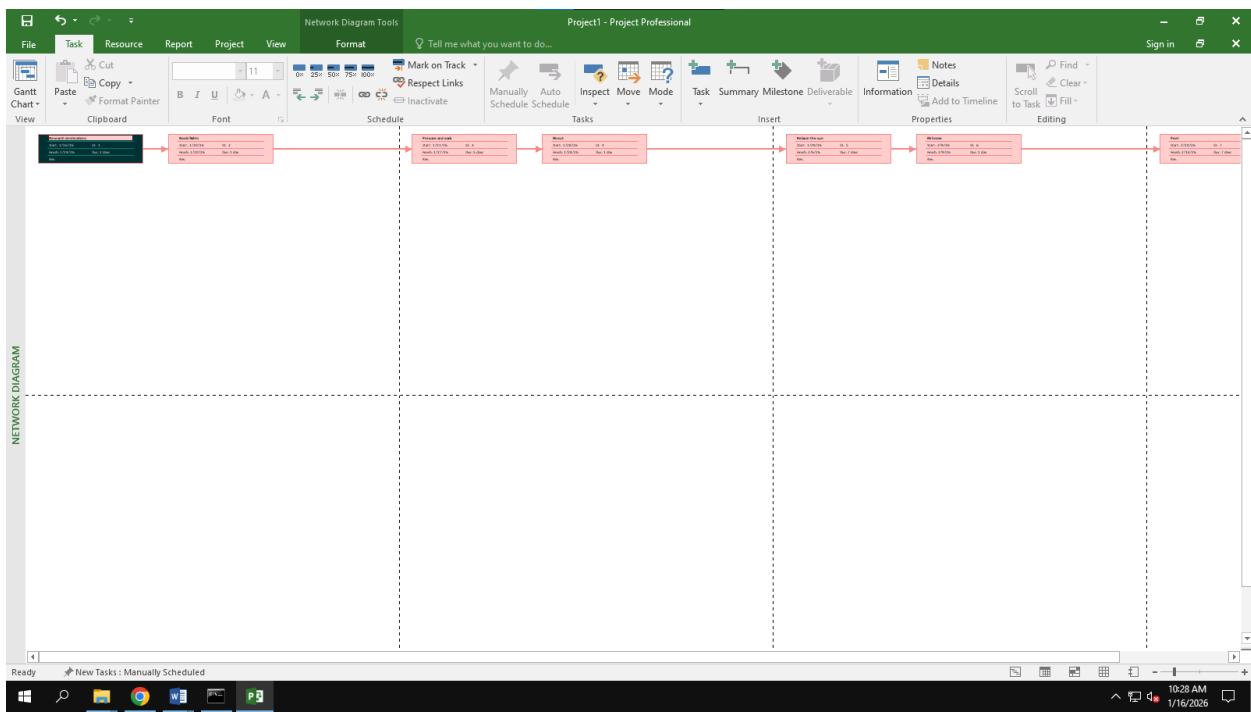
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## Module 1:

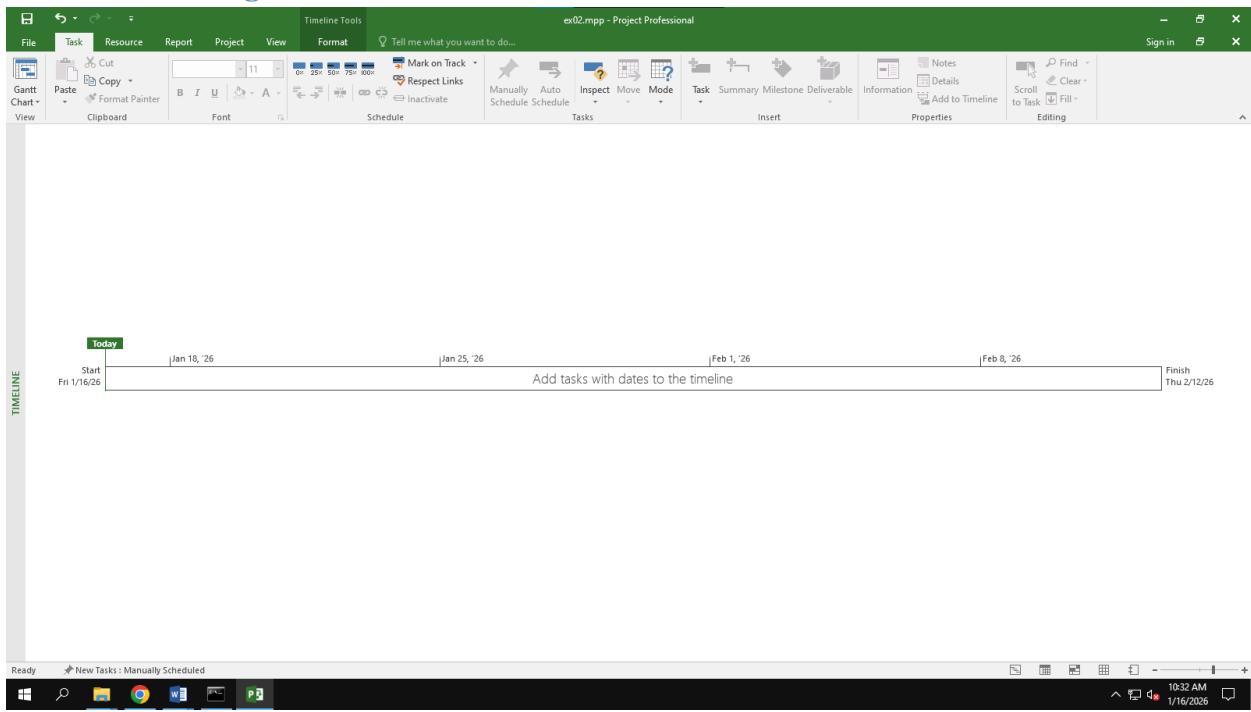
### Exercise 1: Creating a link



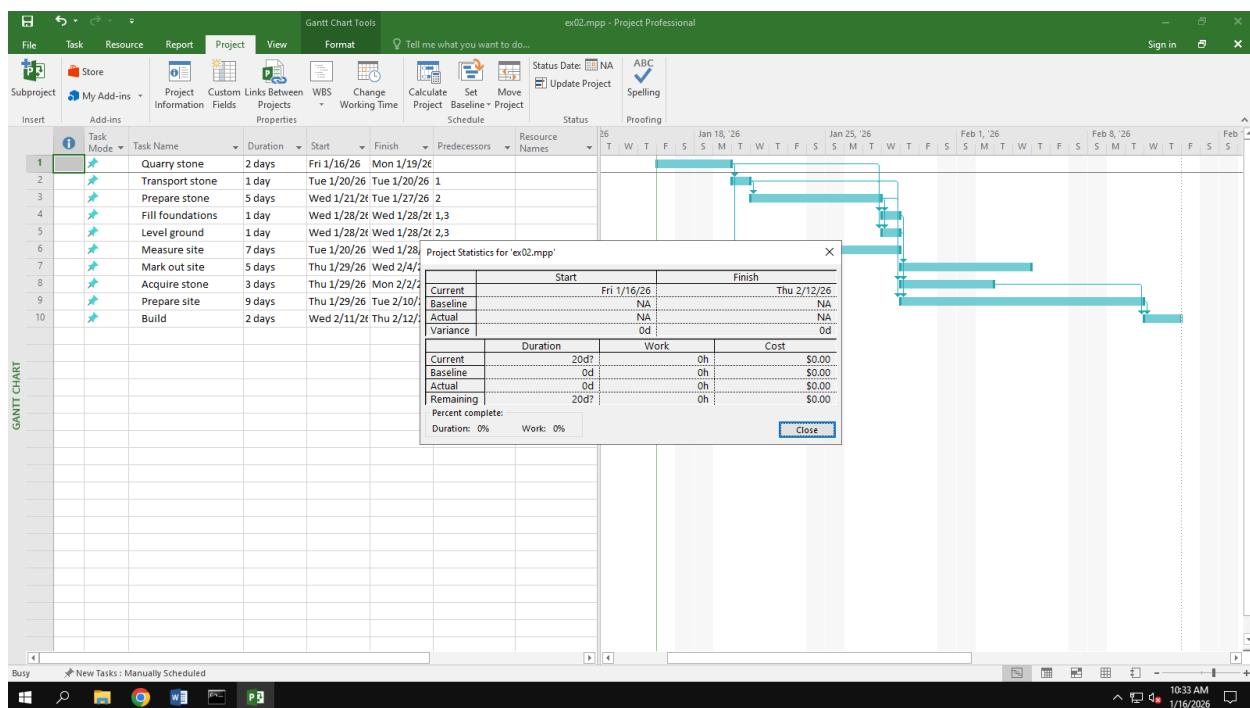
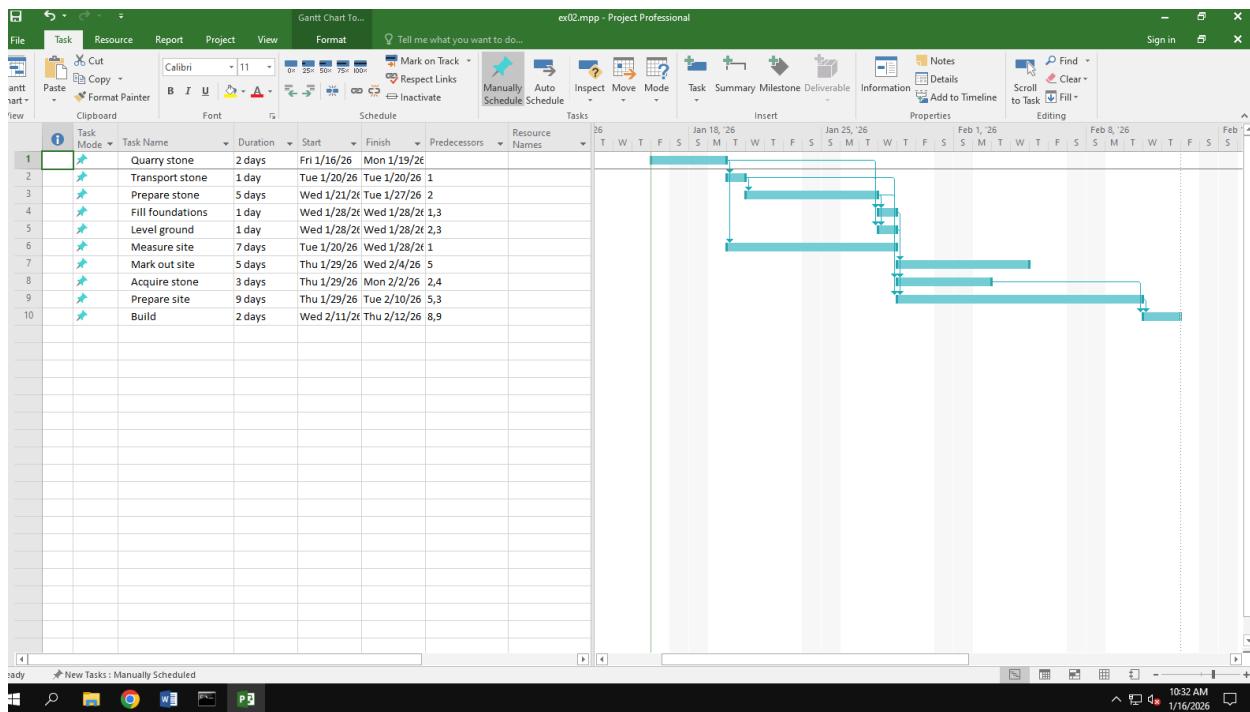
# Lab report – Project Management



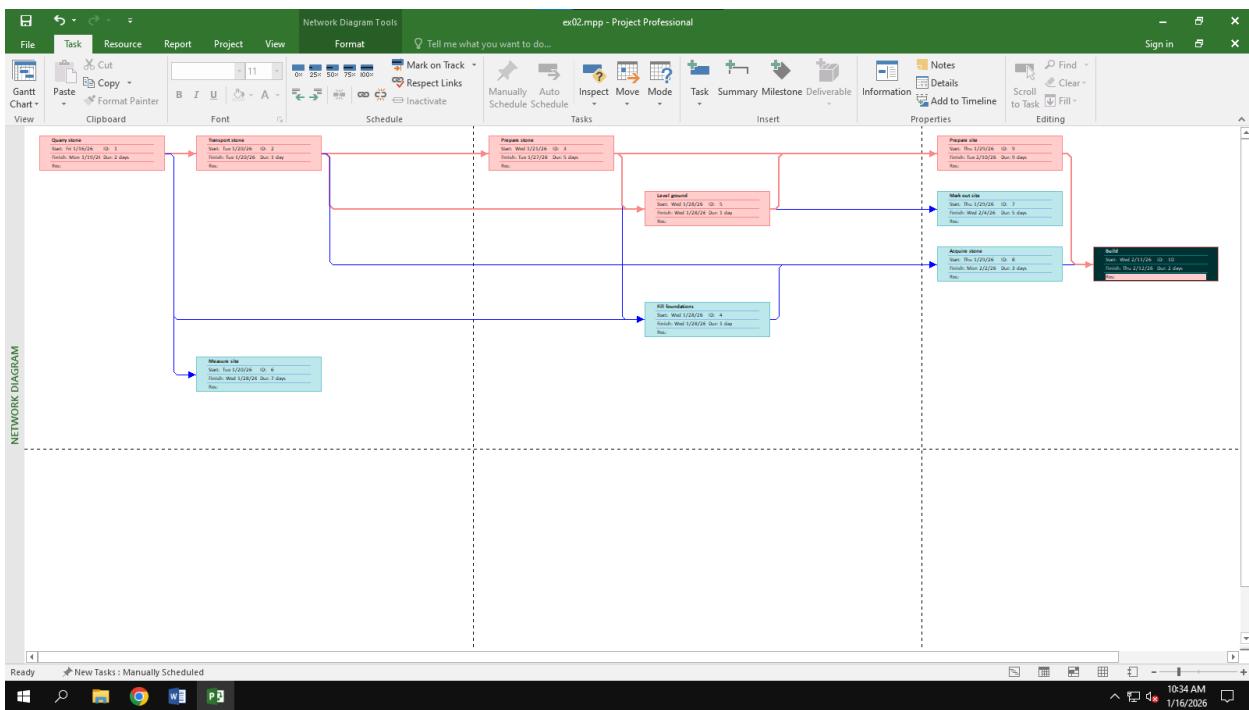
## Exercise 2: Setting duration



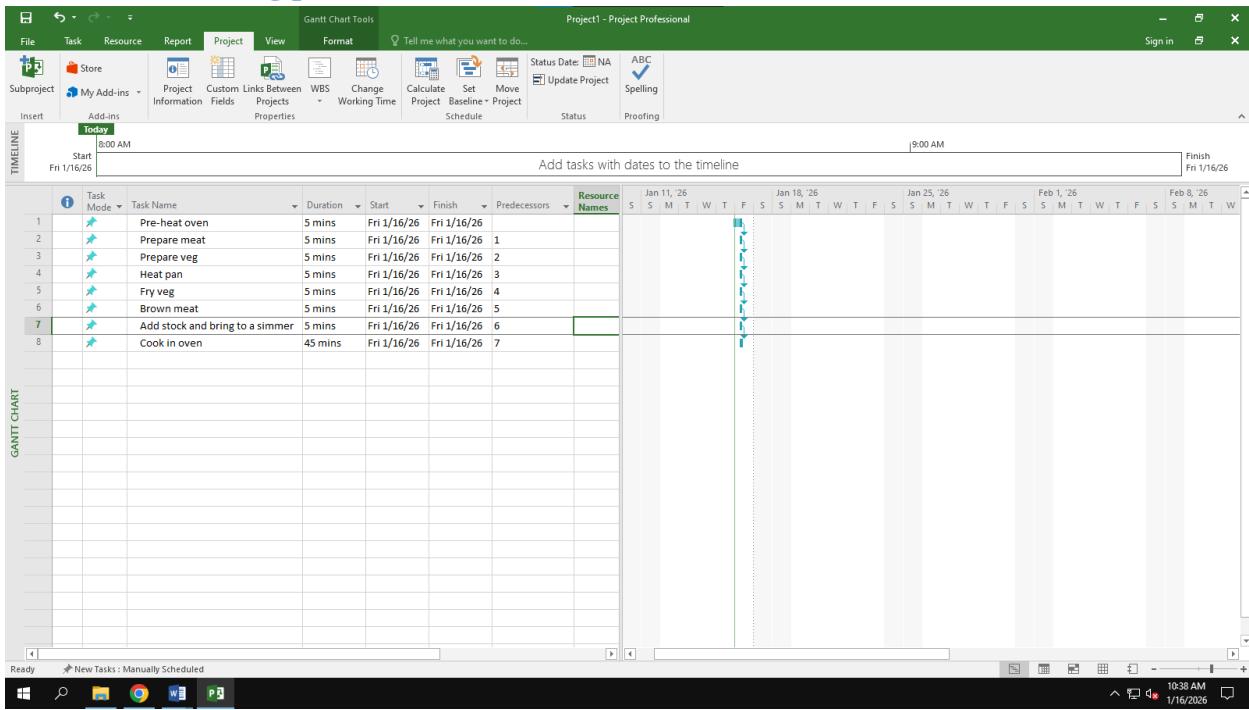
# Lab report – Project Management



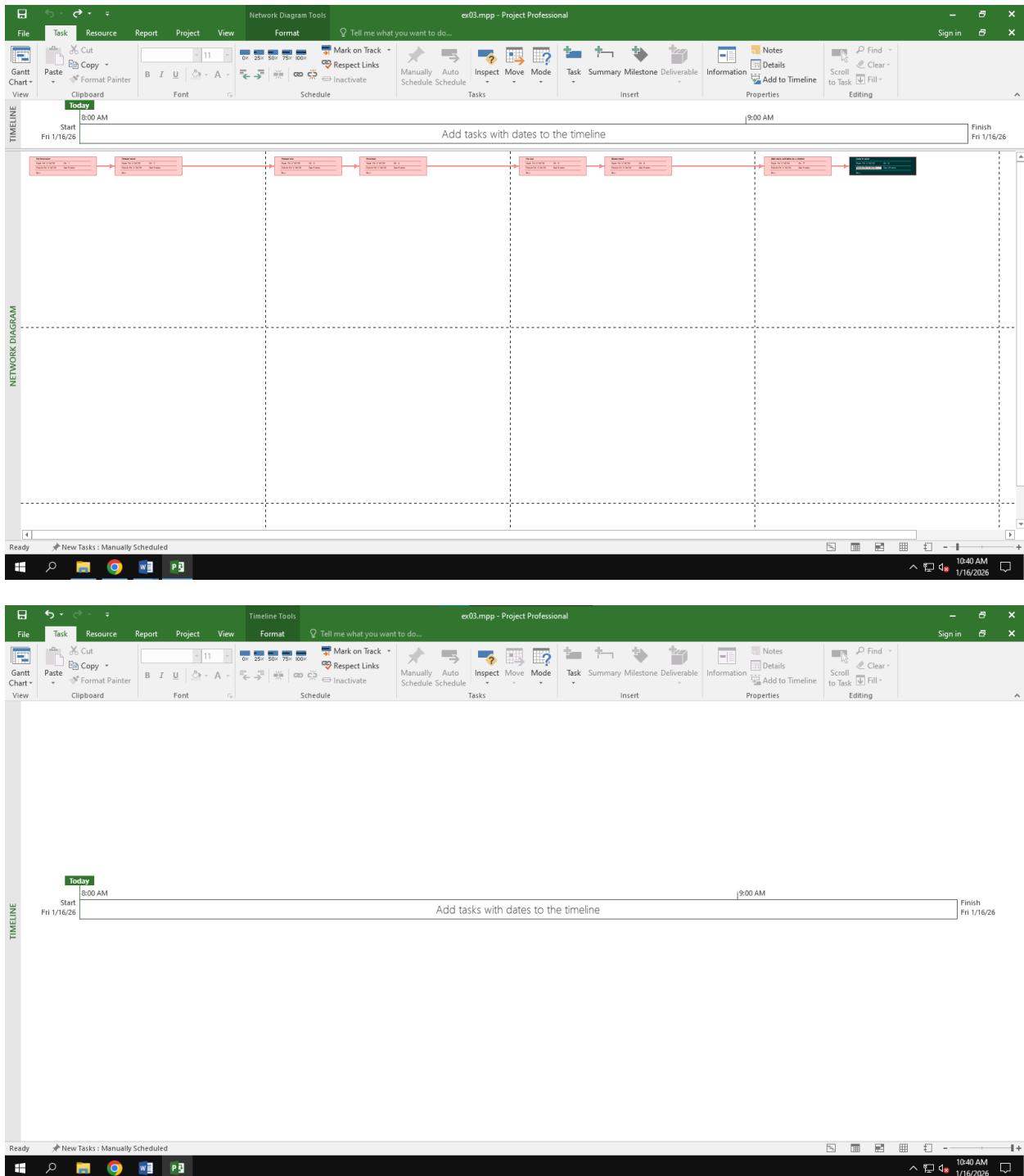
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## Exercise 3: Creating phases



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# Lab report – Project Management

The screenshot shows the Microsoft Project Professional interface. A dialog box titled 'Project Statistics for 'ex03.mpp'' is open, displaying current project details:

	Start	Finish
Current	Fri 1/16/26	Fri 1/16/26
Baseline	NA	NA
Actual	NA	NA
Variance	0d	0d

	Duration	Work	Cost
Current	0.17d	0h	\$0.00
Baseline	0d	0h	\$0.00
Actual	0d	0h	\$0.00
Remaining	0.17d	0h	\$0.00

Percent complete: Duration: 0% Work: 0%

The timeline below shows tasks from Fri 1/16/26 to Fri 1/16/26, with a duration of 0.17d and work of 0h.

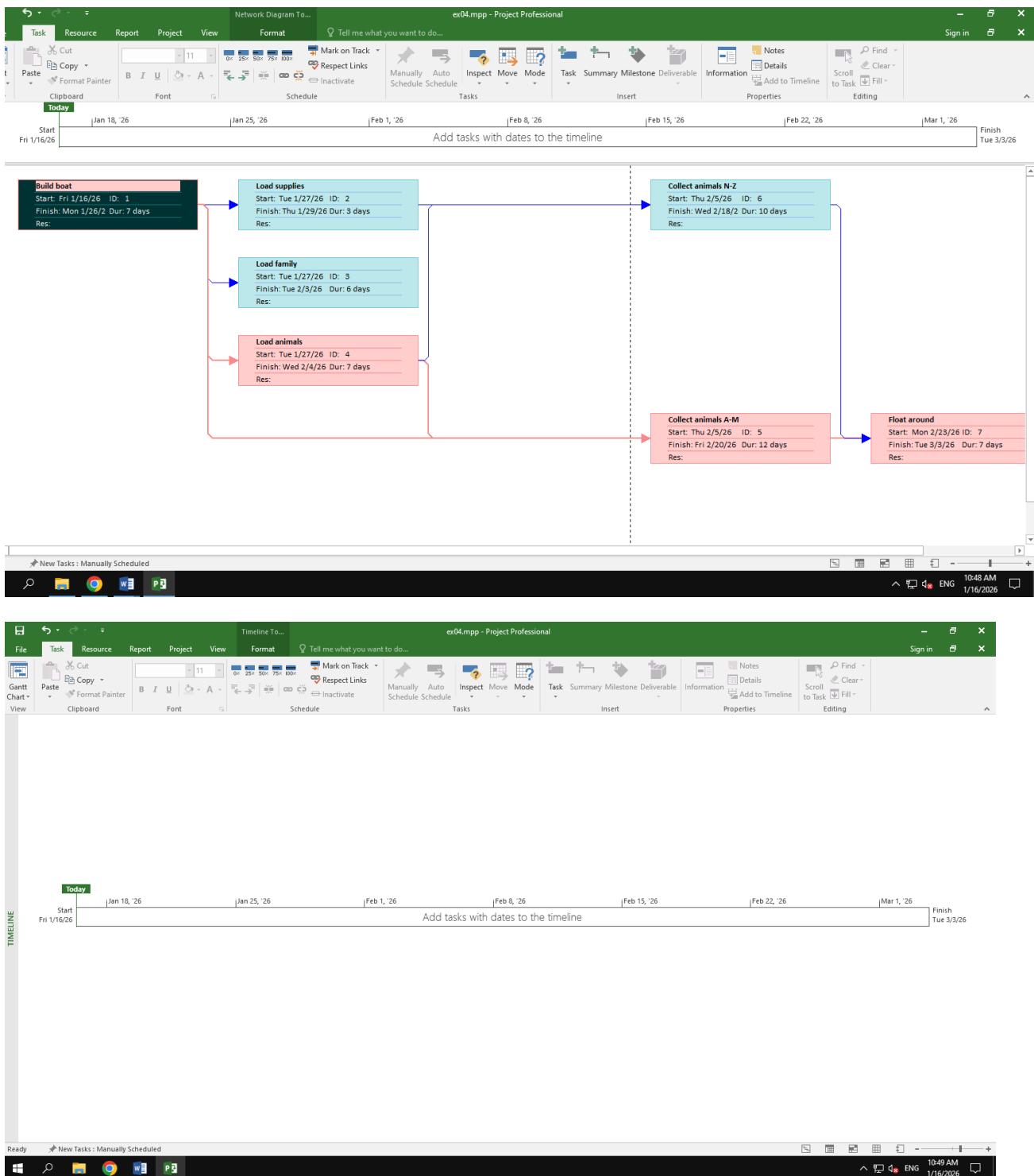
## Exercise 4: Noah - Linking

The screenshot shows the Microsoft Project Professional interface with a Gantt chart view. The tasks listed in the table are:

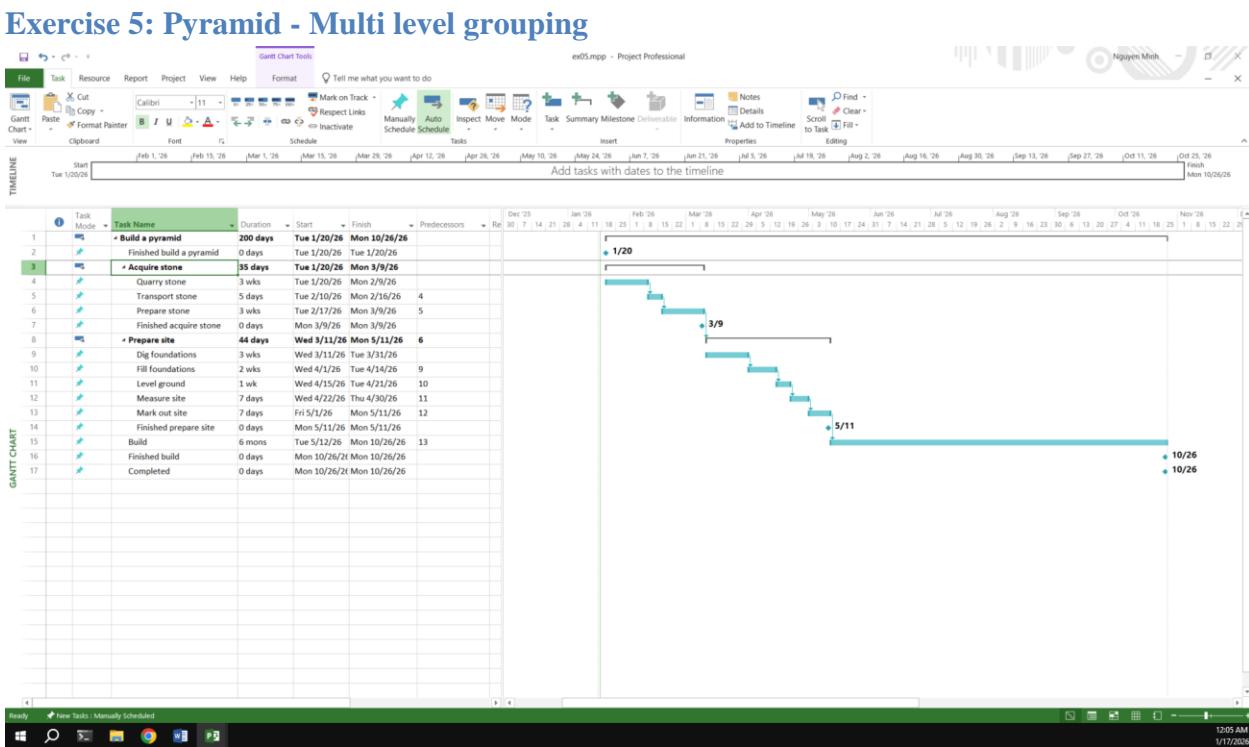
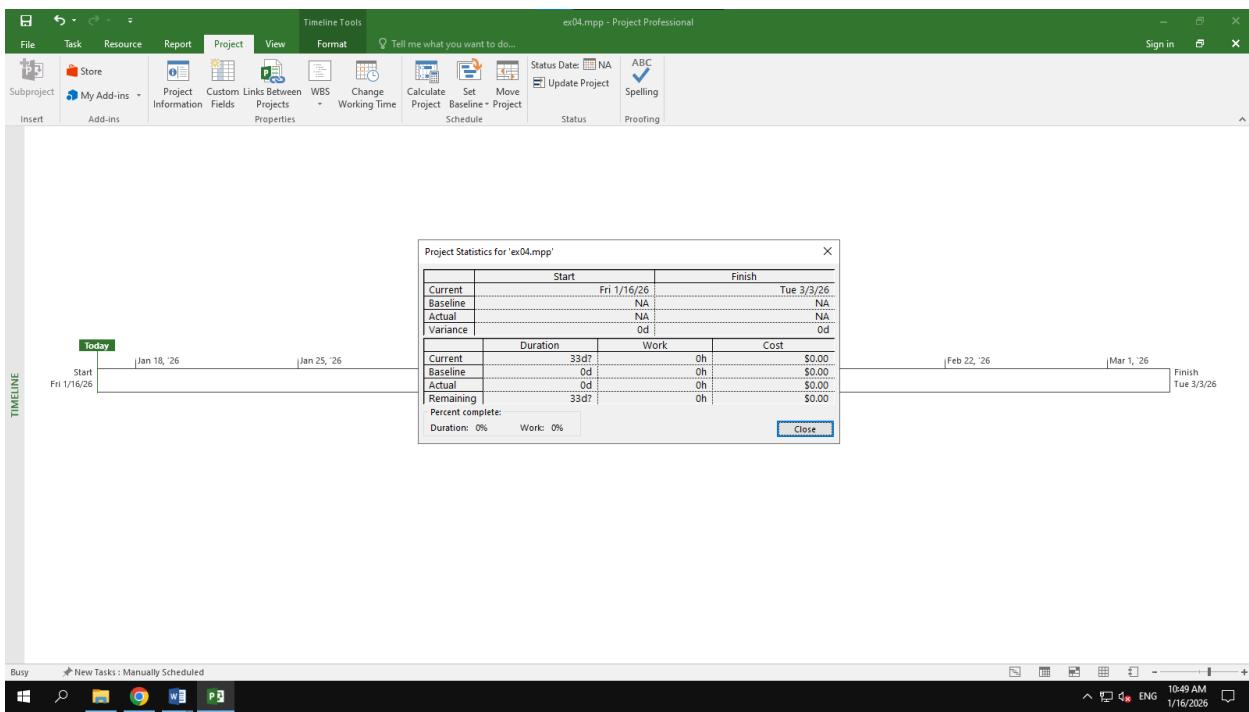
Task	Mode	Task Name	Duration	Start	Finish	Predecessor	Resource Names
1	Normal	Build boat	7 days	Fri 1/16/26	Mon 1/23/26		
2	Normal	Load supplies	3 days	Tue 1/27/26	Thu 1/29/26	1	
3	Normal	Load family	6 days	Tue 1/27/26	Tue 2/3/26	1	
4	Normal	Load animals	7 days	Tue 1/27/26	Wed 2/4/26	1	
5	Normal	Collect animals A-M	12 days	Thu 2/5/26	Fri 2/20/26	1,4	
6	Normal	Collect animals N-Z	10 days	Thu 2/5/26	Wed 2/18/26	2,4	
7	Normal	Float around	7 days	Mon 2/23/26	Tue 3/3/26	5,6	

The Gantt chart visualizes the tasks and their dependencies over time from January 2026 to March 2026. Task 1 starts on Jan 16/26 and ends on Jan 23/26. Task 2 follows Task 1. Task 3 follows Task 1. Task 4 follows Task 1. Task 5 follows Task 1. Task 6 follows Task 5. Task 7 follows Task 5.

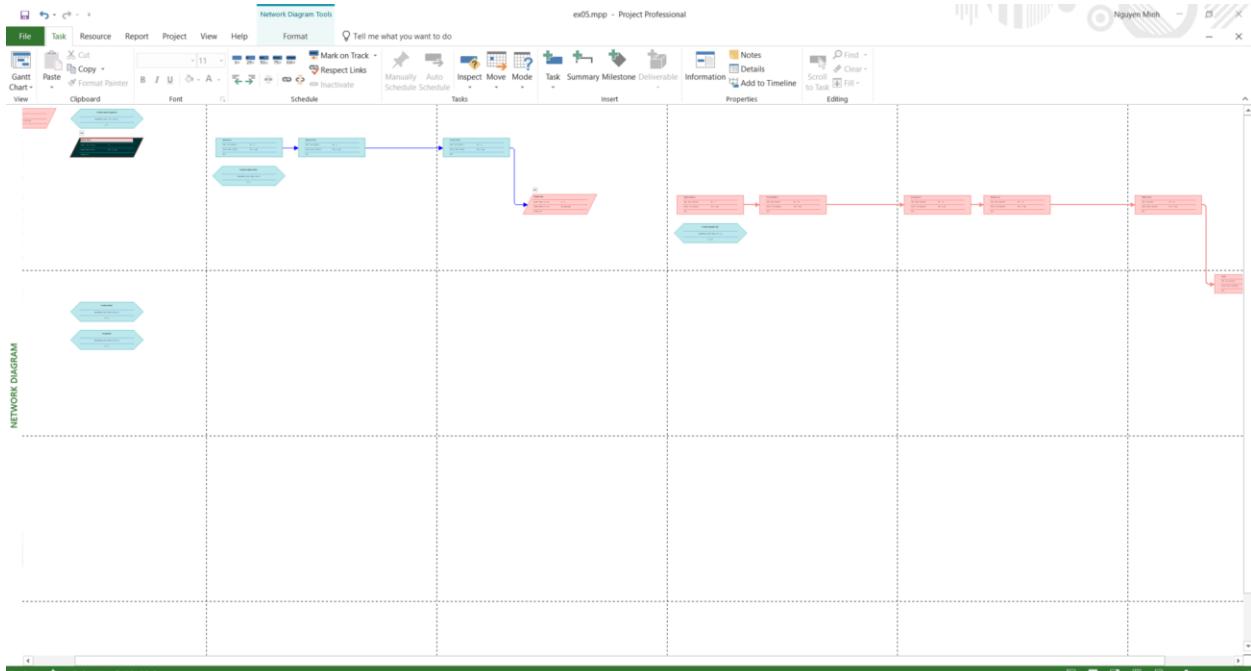
# Lab report – Project Management



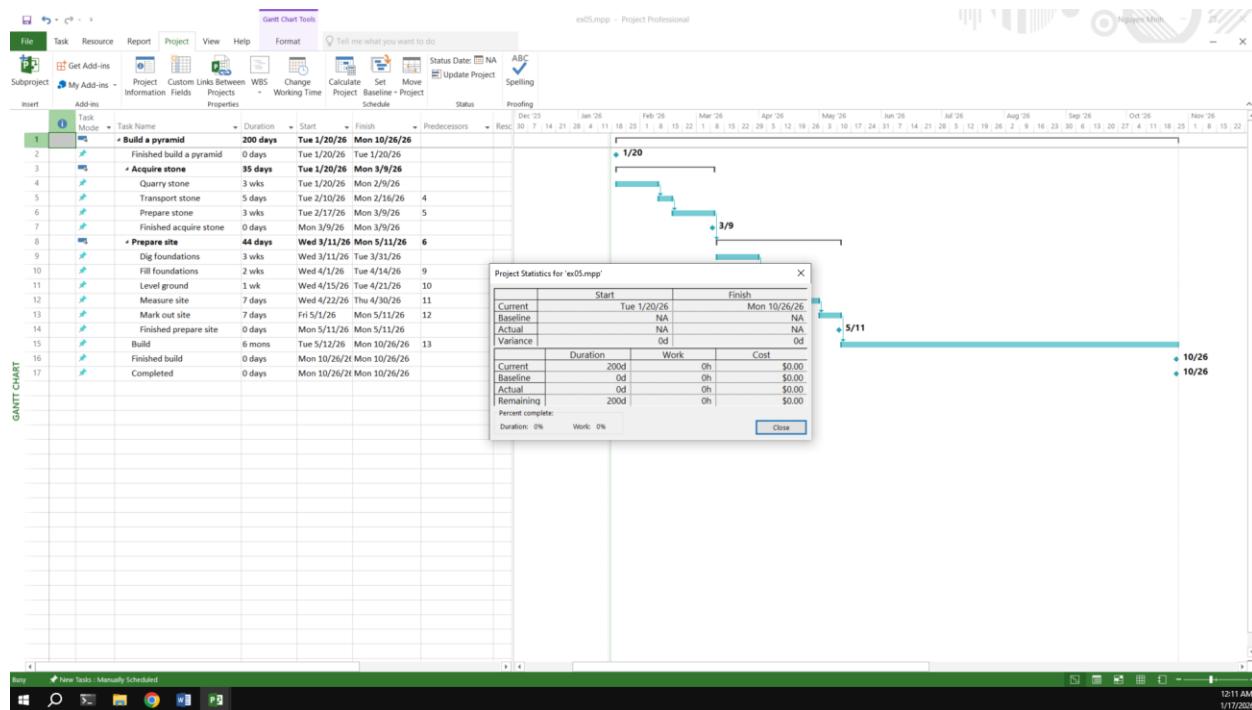
# Lab report – Project Management



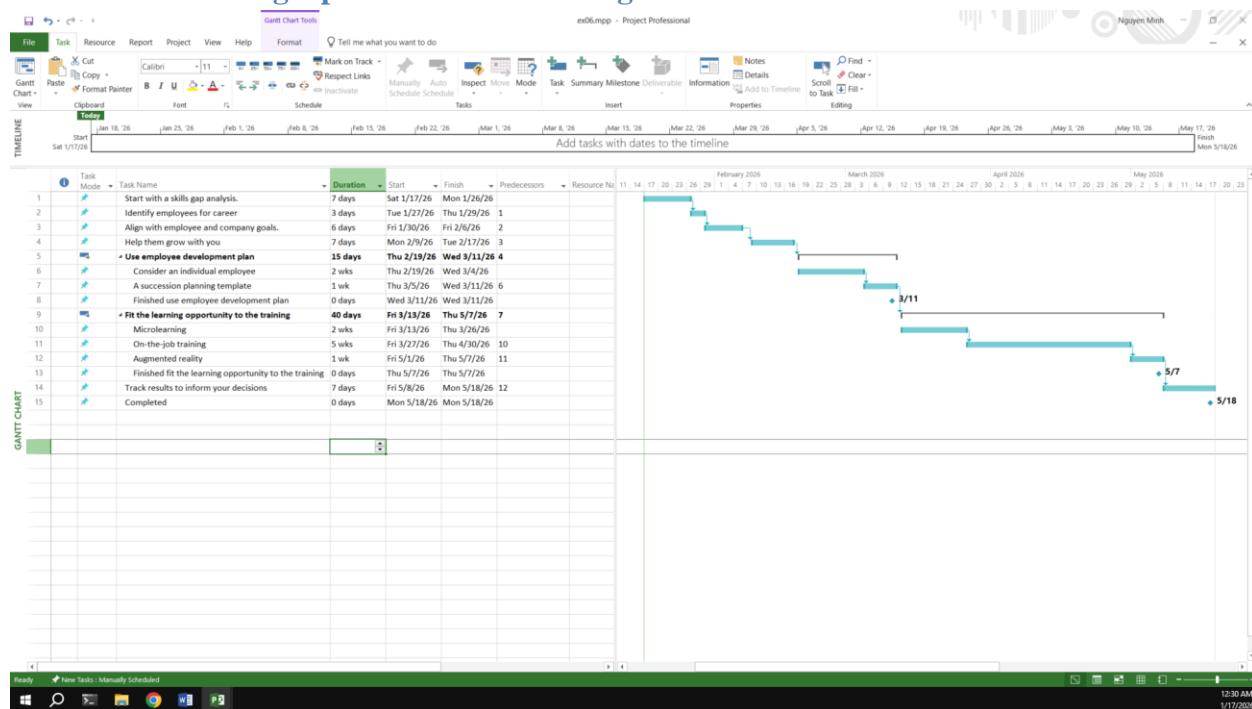
# Lab report – Project Management



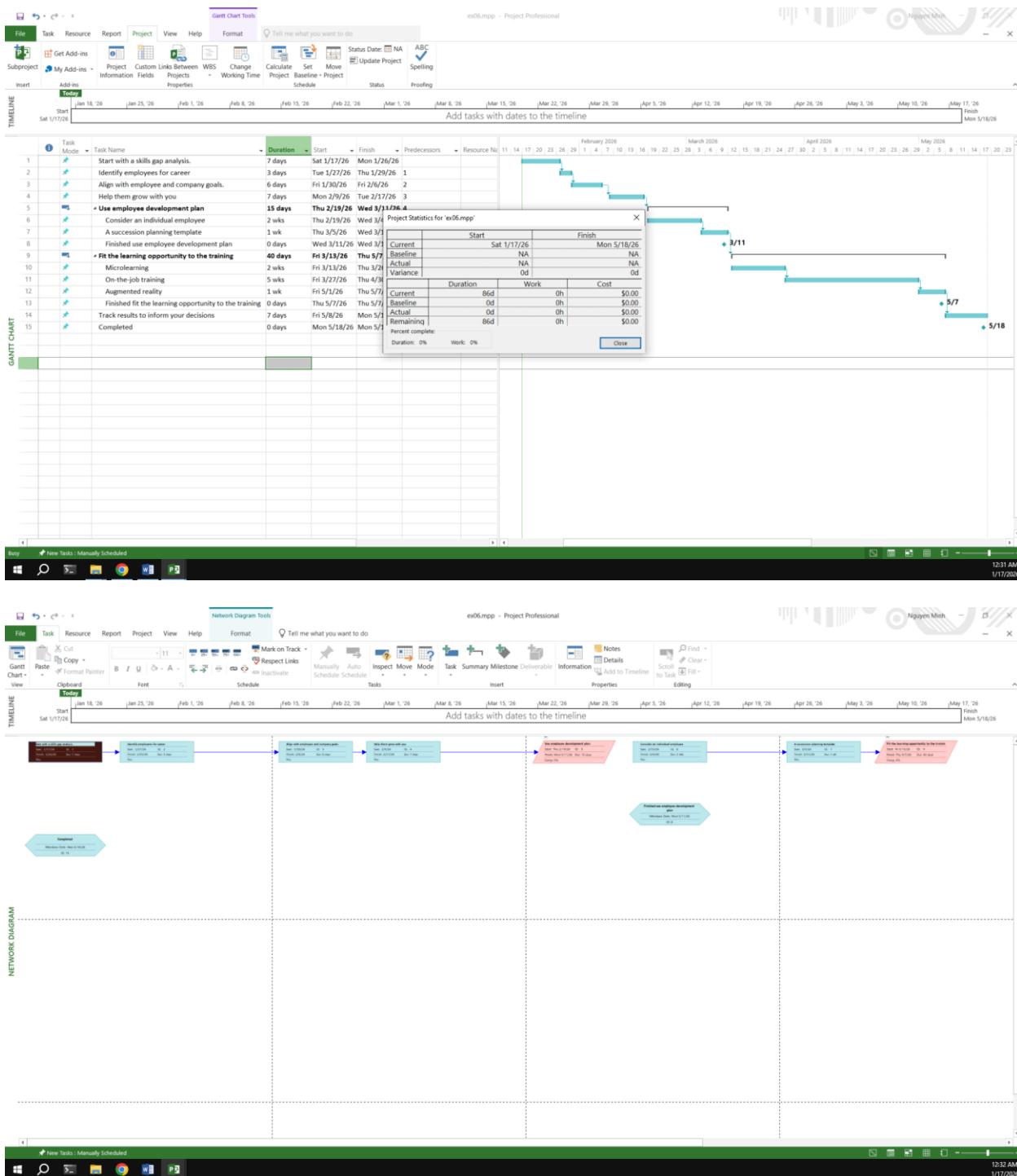
# Lab report – Project Management



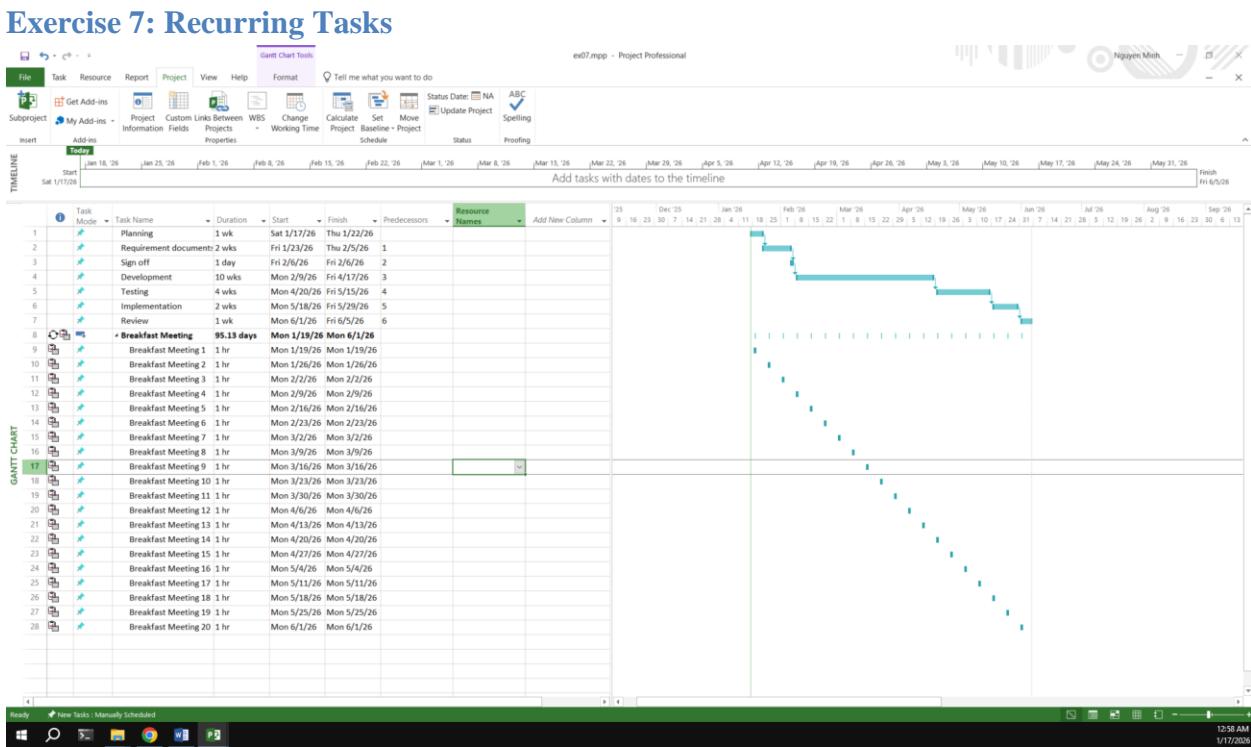
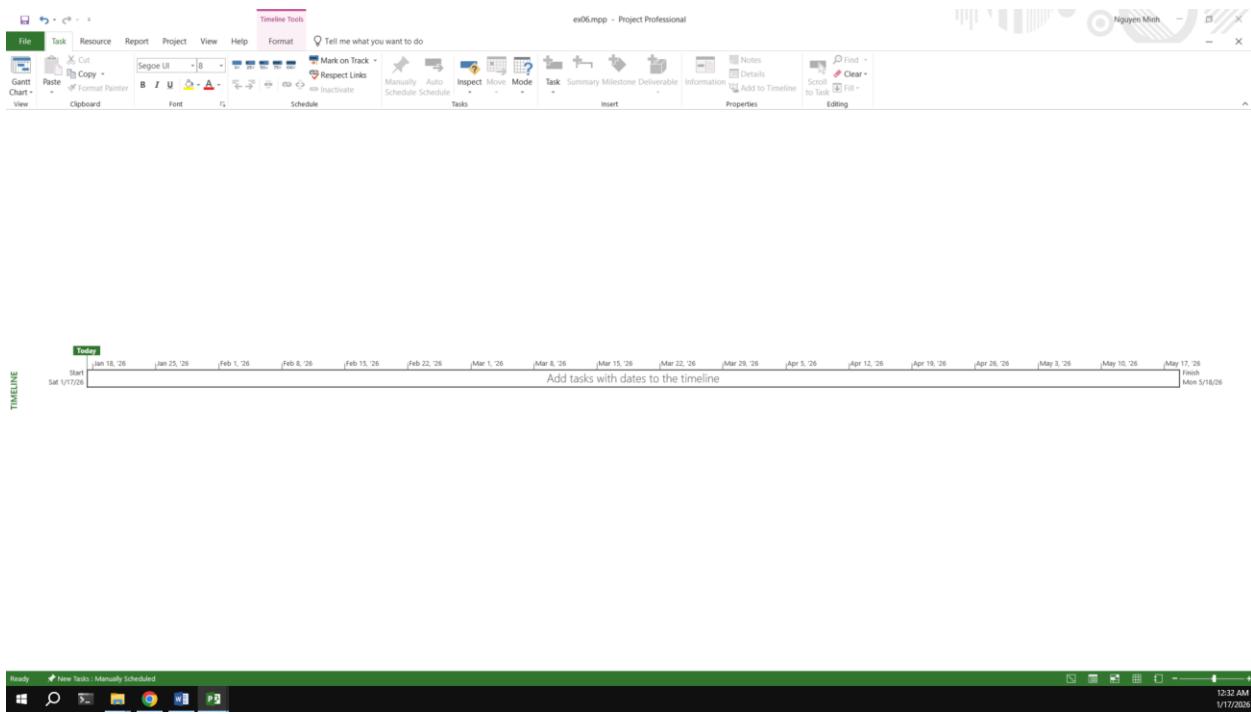
## Exercise 6: Creating a plan for Staff Training



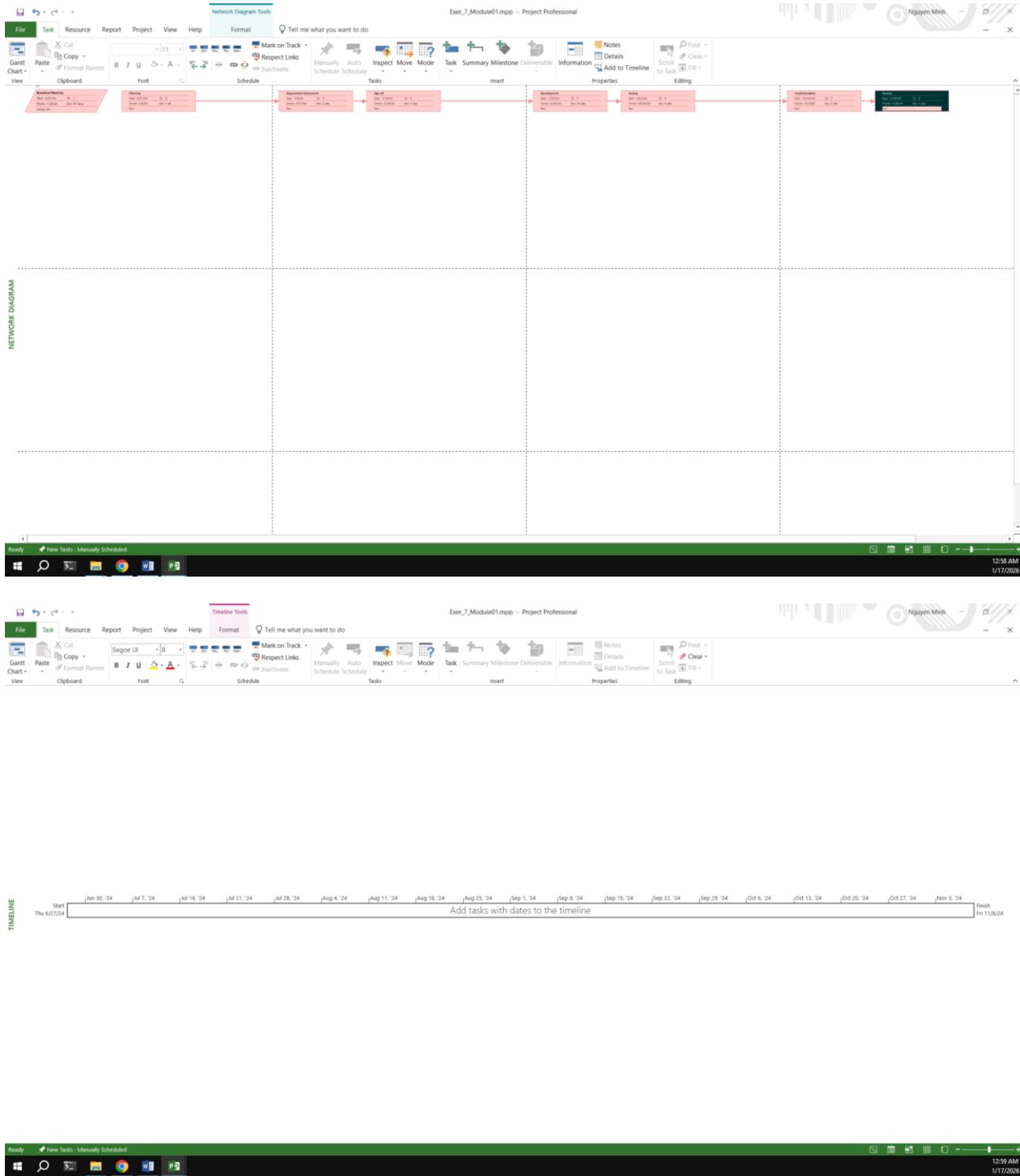
# Lab report – Project Management



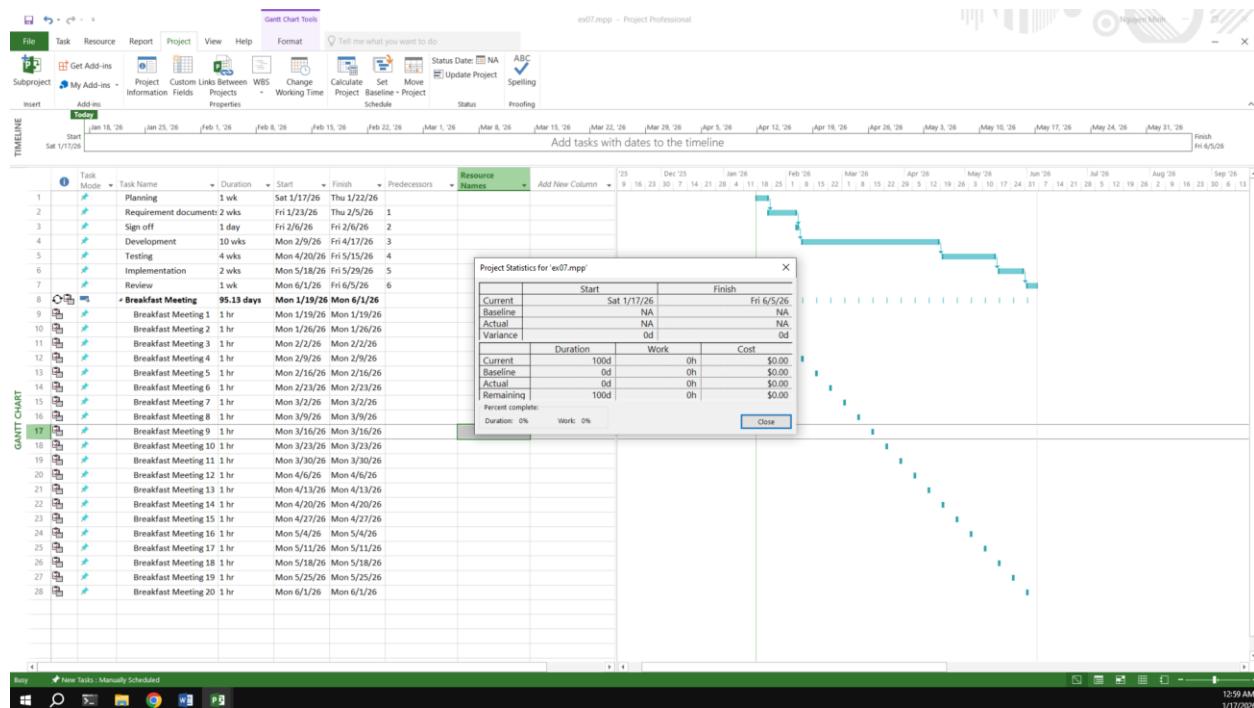
# Lab report – Project Management



# Lab report – Project Management

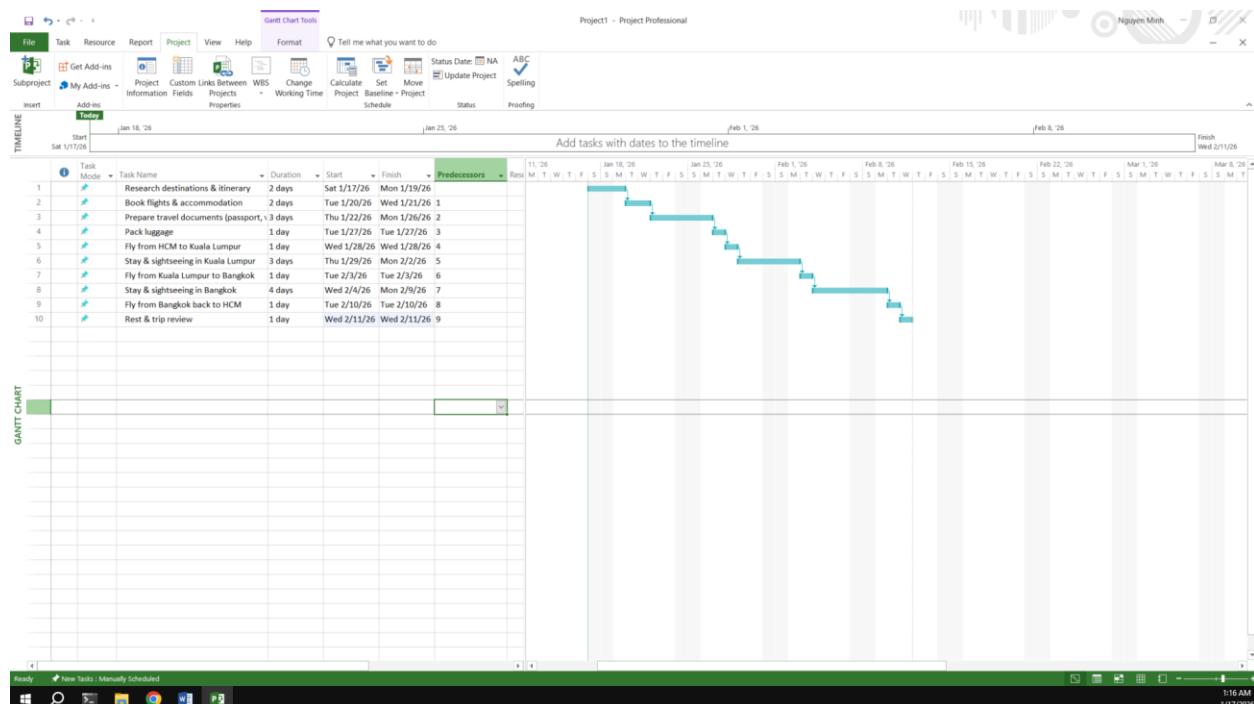


# Lab report – Project Management

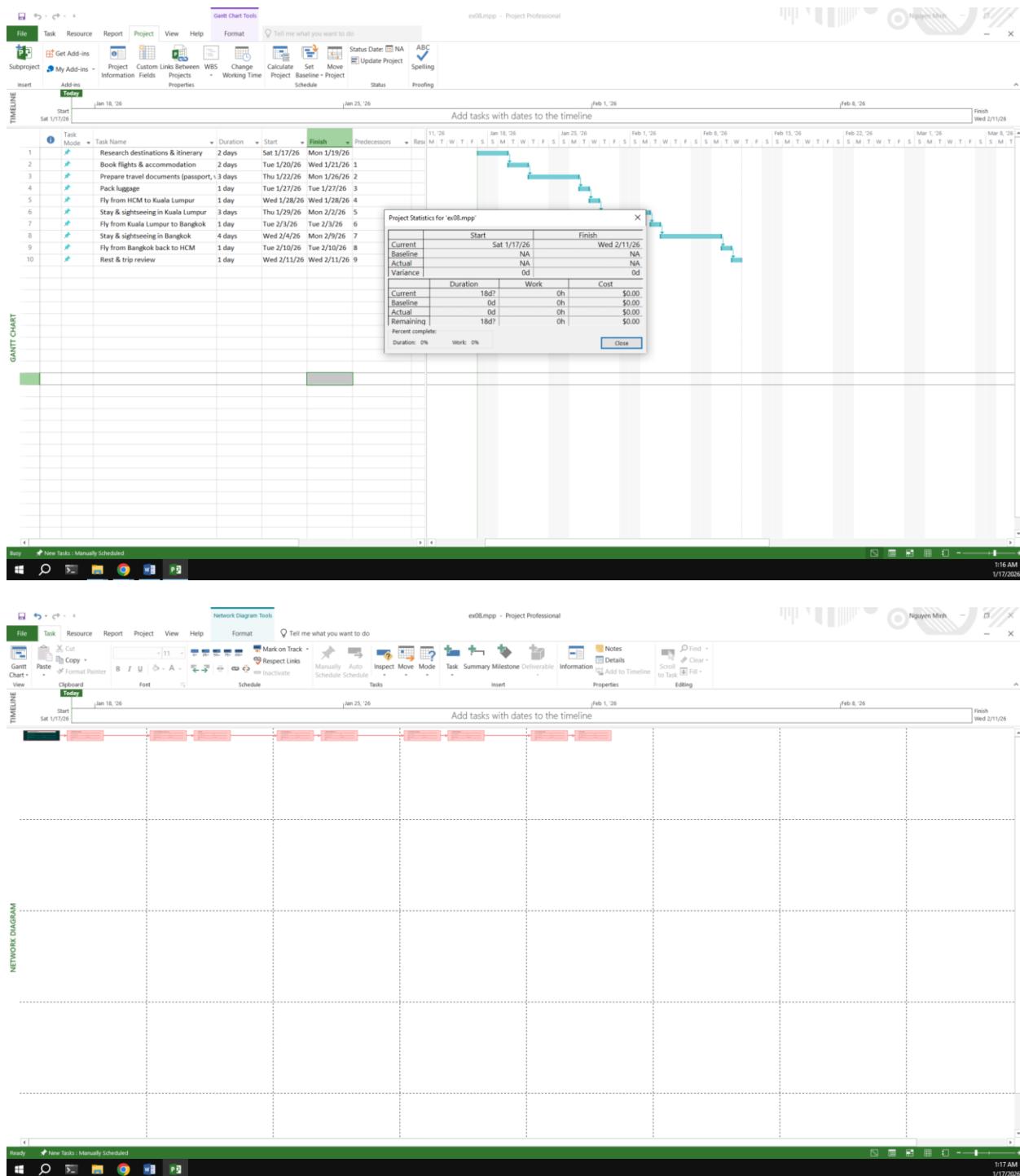


## Exercise 8: Travelling – tasks calendar

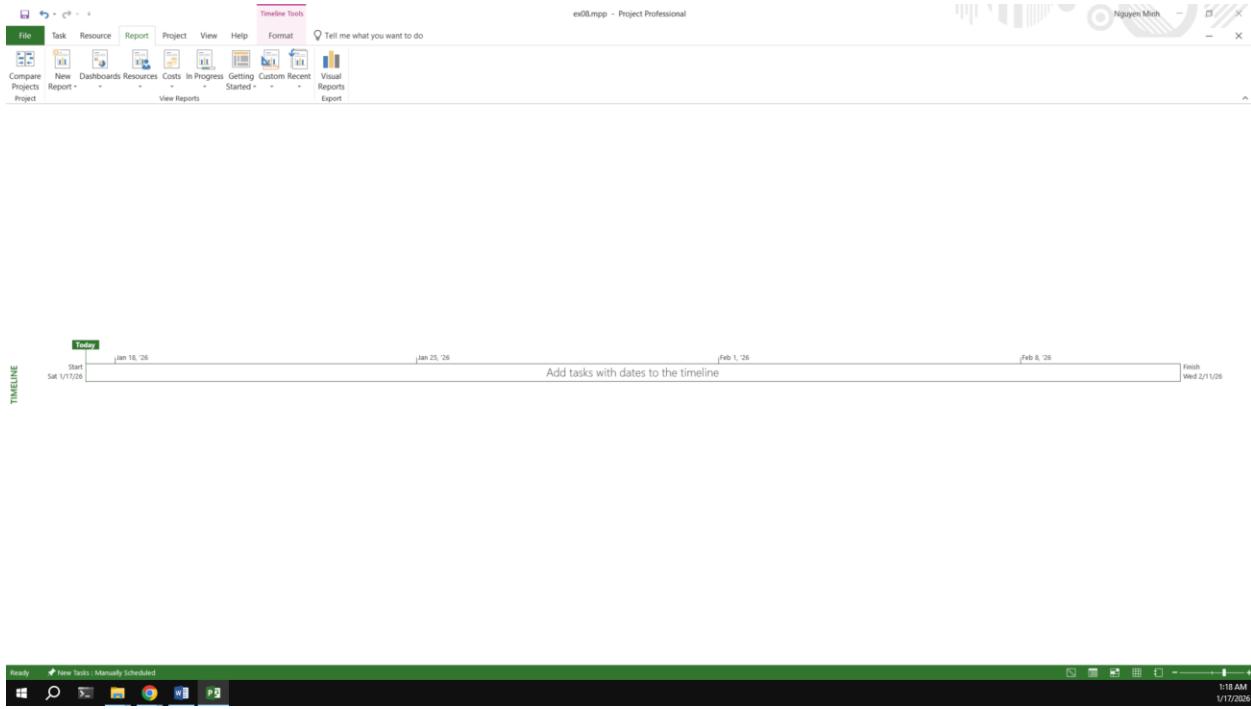
Travelling – task calendar You intend to travel from HCM to Kuala Lumpur, Bangkok and then, come back to HCM. Creating a plan for your trip.



# Lab report – Project Management



# Lab report – Project Management



- End Module 01 -

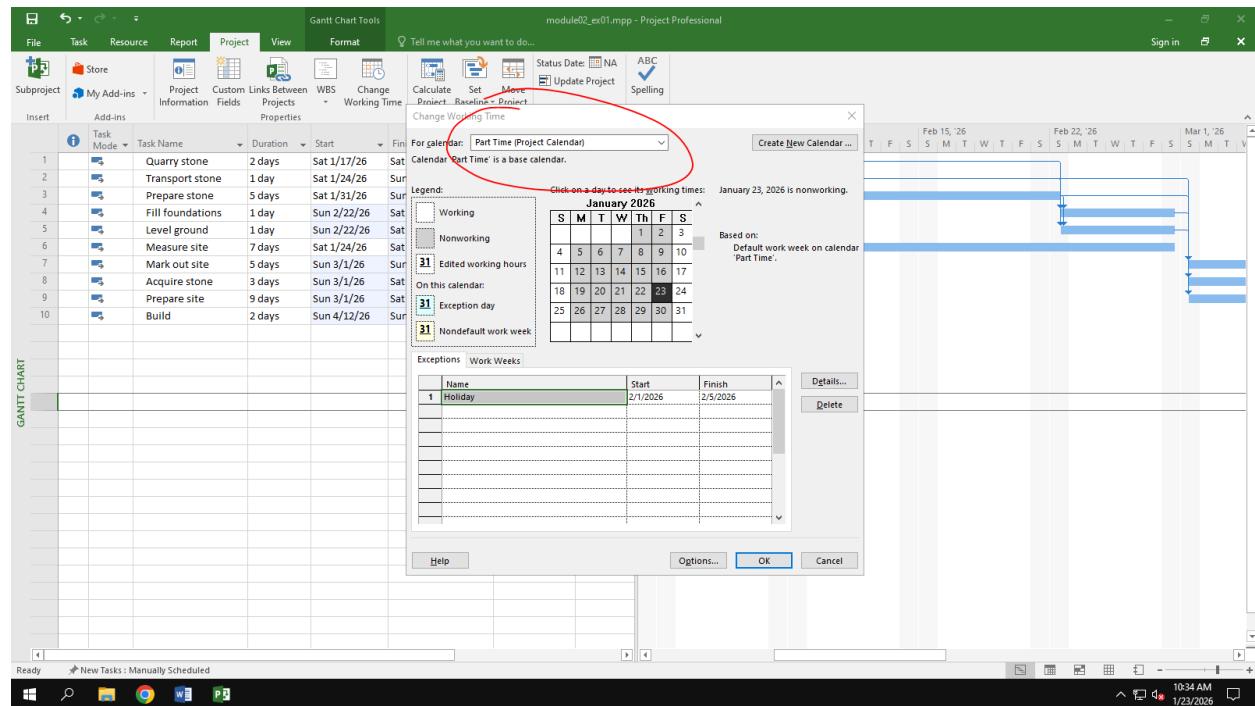
## Module 2: CALENDARS AND SCHEDULING

### Exercise 1: Part Time - creating new calendar

#### Part Time - creating new calendar

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

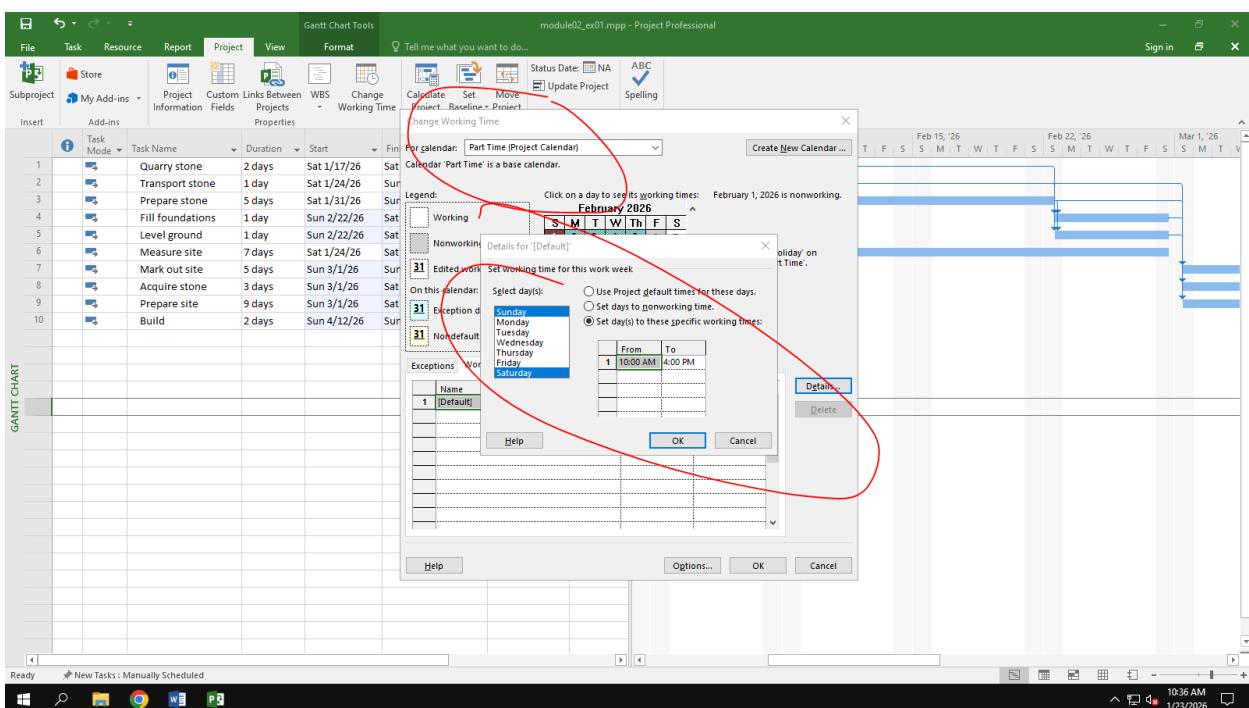
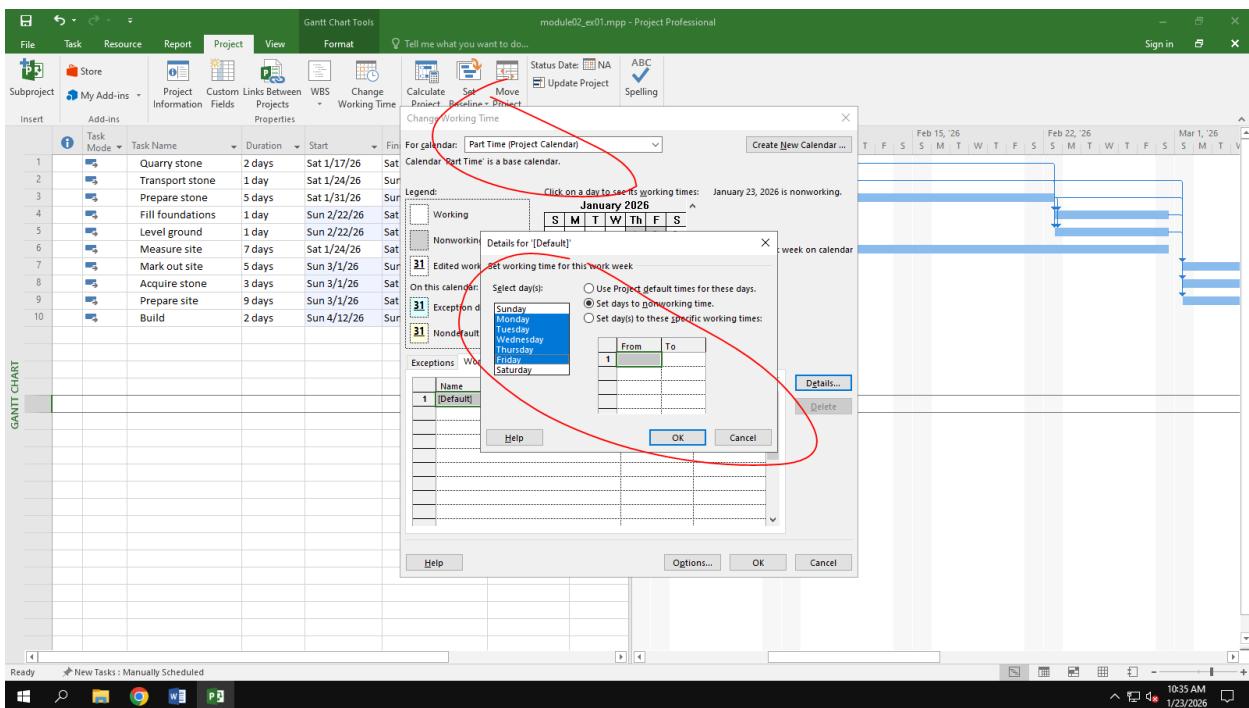
A part-time worker will be used on this project. Go to the Change Working Time dialog box and create a new copy of the Standard calendar, calling it "Part Time".



Update the working time of your new calendar so that:

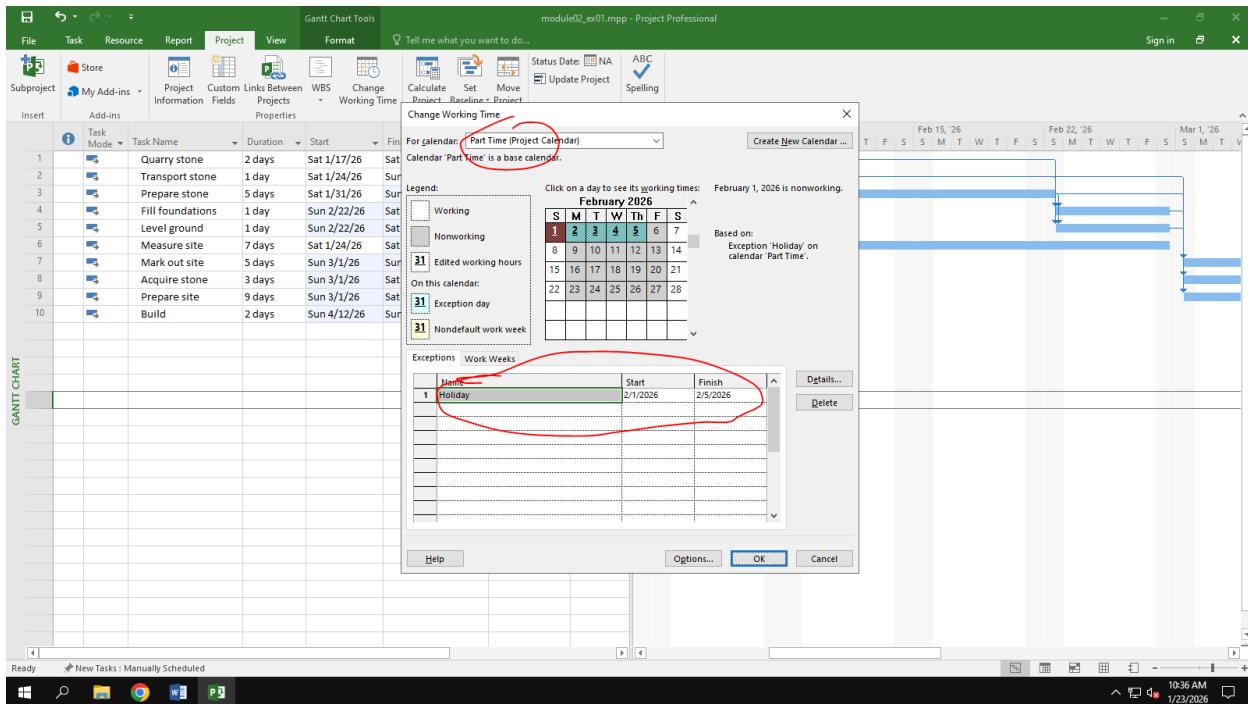
- Mondays to Fridays are nonworking time
- The remaining 2 weekdays have working time of 10:00 to 16:00 ( no breaks)

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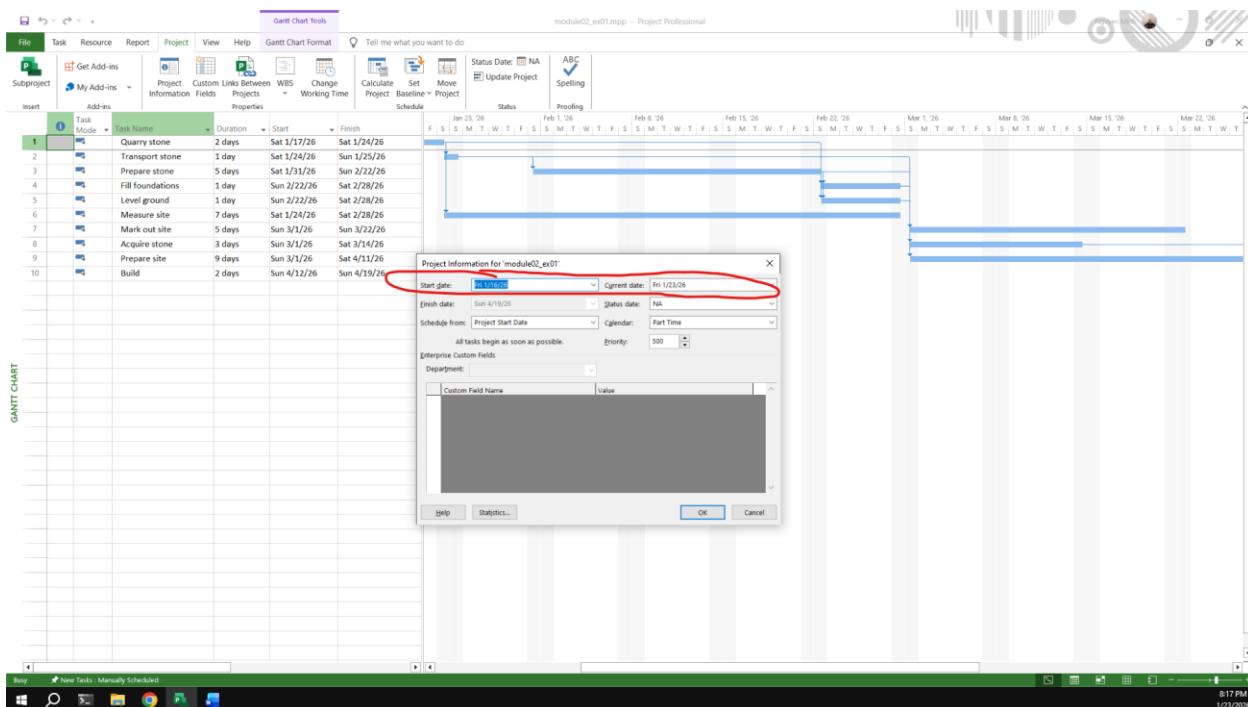


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The Part time has also booked a holiday from 1st to Feb 5th . Create an Exception to their calendar with a Holiday name and these days as nonworking

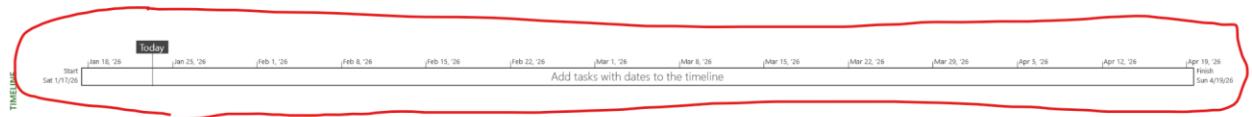


Display the Project Information.



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A screenshot of the Microsoft Project Professional interface. The ribbon at the top has the 'Timeline Tools' tab selected. Below the ribbon is a search bar with the placeholder 'Tell me what you want to do'. The main workspace shows a Gantt chart with several tasks listed. On the left, there's a ribbon bar with icons for Cut, Copy, Paste, Format Painter, Font, and Paragraph. The 'Task' tab is currently active. The timeline tools include 'Mark on Track', 'Respect Links', 'Inactivate', 'Manually Schedule', 'Auto Schedule', 'Inspect', 'Move', 'Mode', 'Task', 'Summary', 'Milestone', 'Deliverable', 'Information', 'Notes', 'Details', 'Add to Timeline', 'Properties', 'Find', 'Clear', 'Scroll to Task', and 'Fill'.



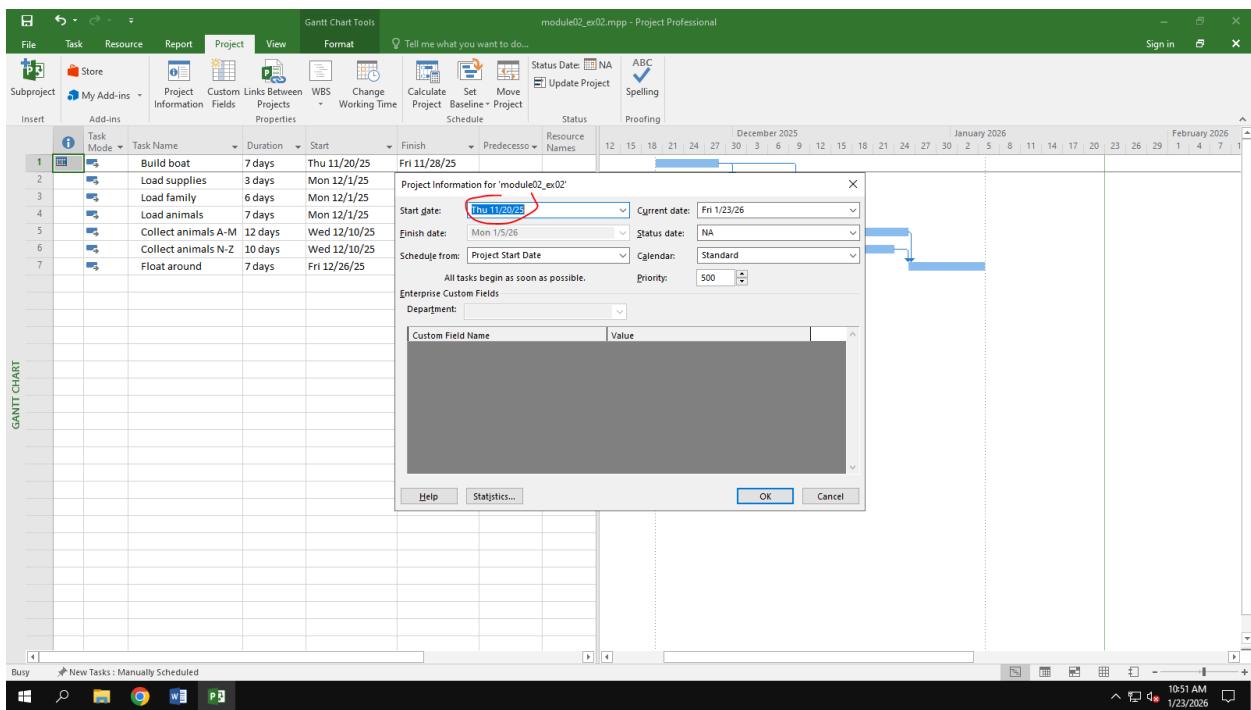
## Exercise 2: Changing Working Time

## Changing Working Time

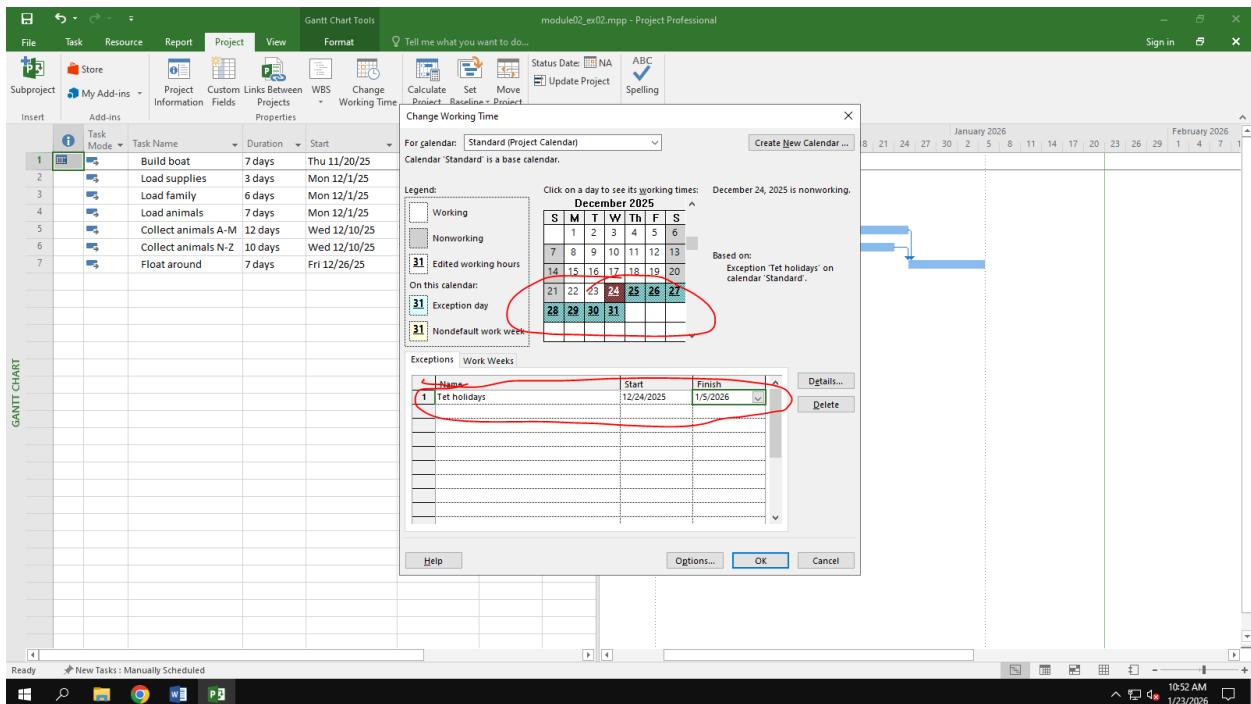
**Open project file Ex4 (Module 1) Use the Project Information dialog box to:**

Start Date: Nov 20th 2025

# Lab report – Project Management



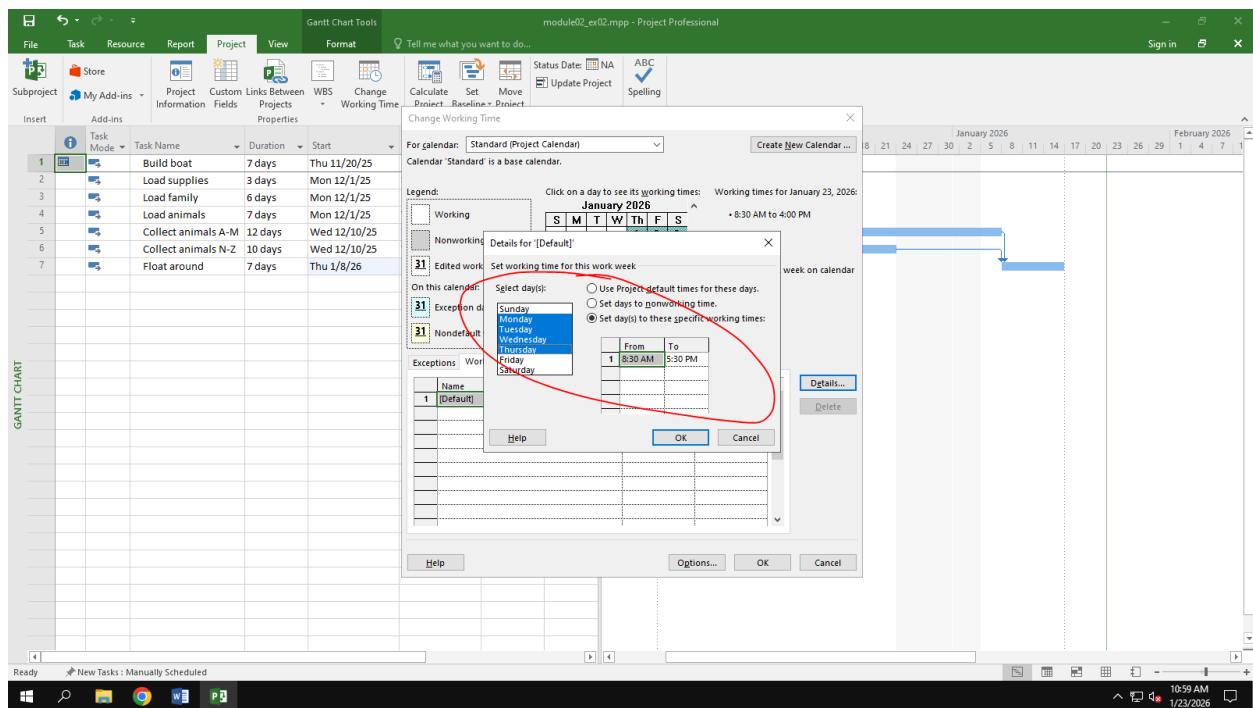
Go to the Change Working Time dialog box and create an Exception called "Tet Holidays" during from Dec 24th 2026 to Jan 5th 2026 into nonworking time.



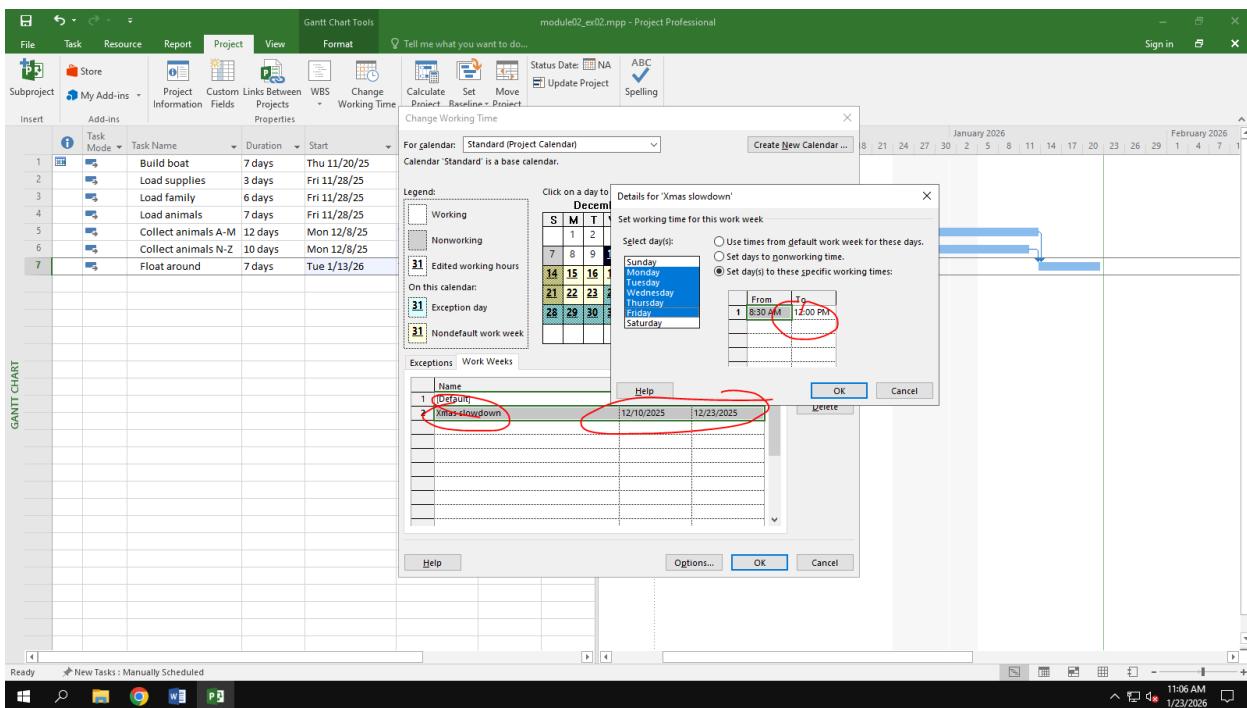
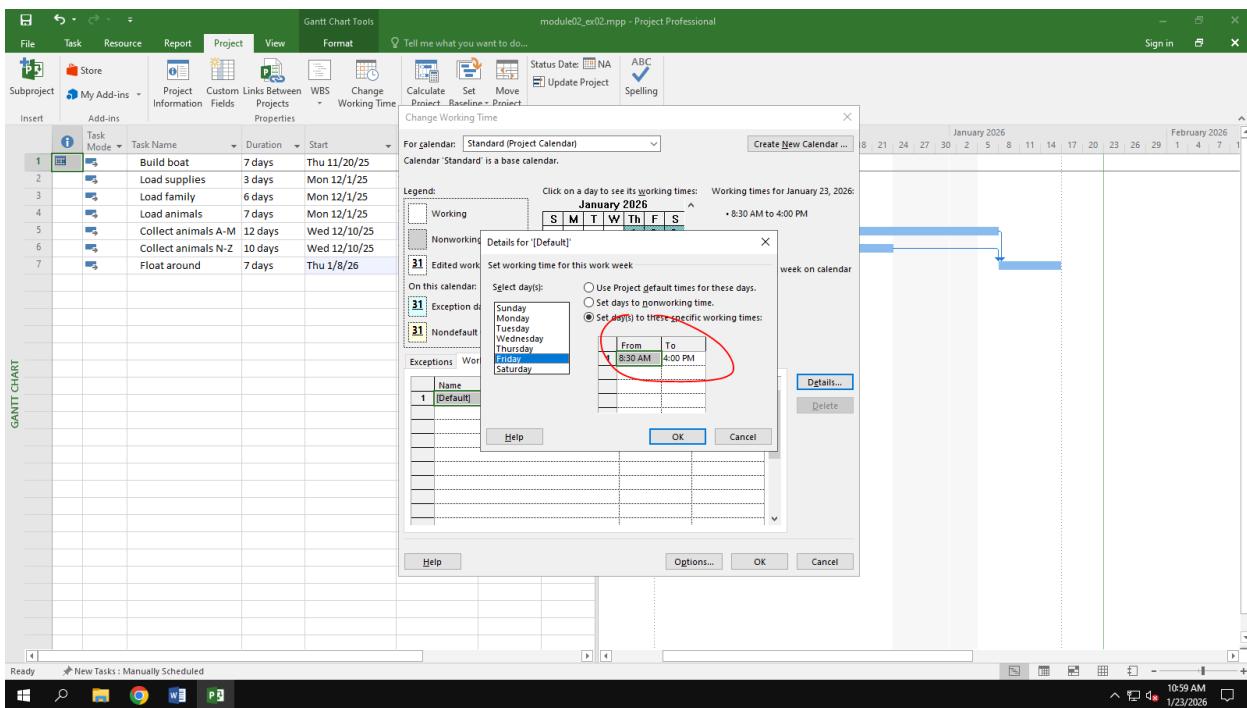
Change Work Weeks time of Standard calendar's default working week. This project's standard working time are:

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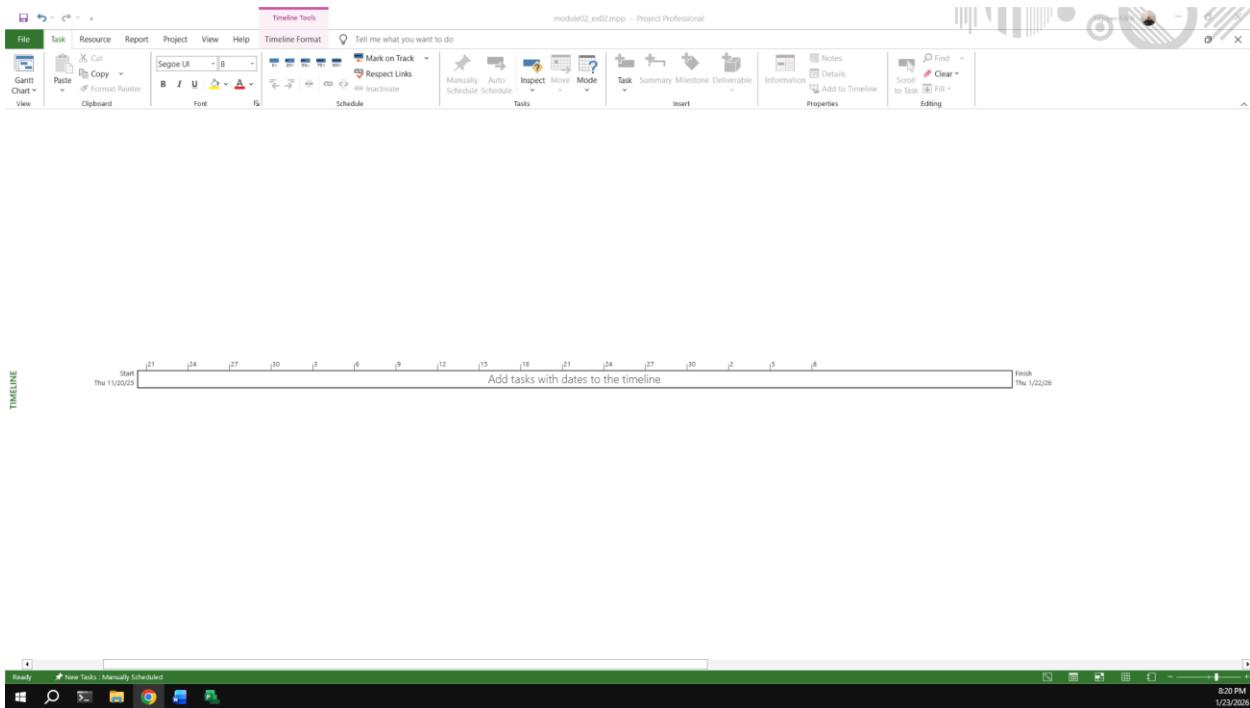
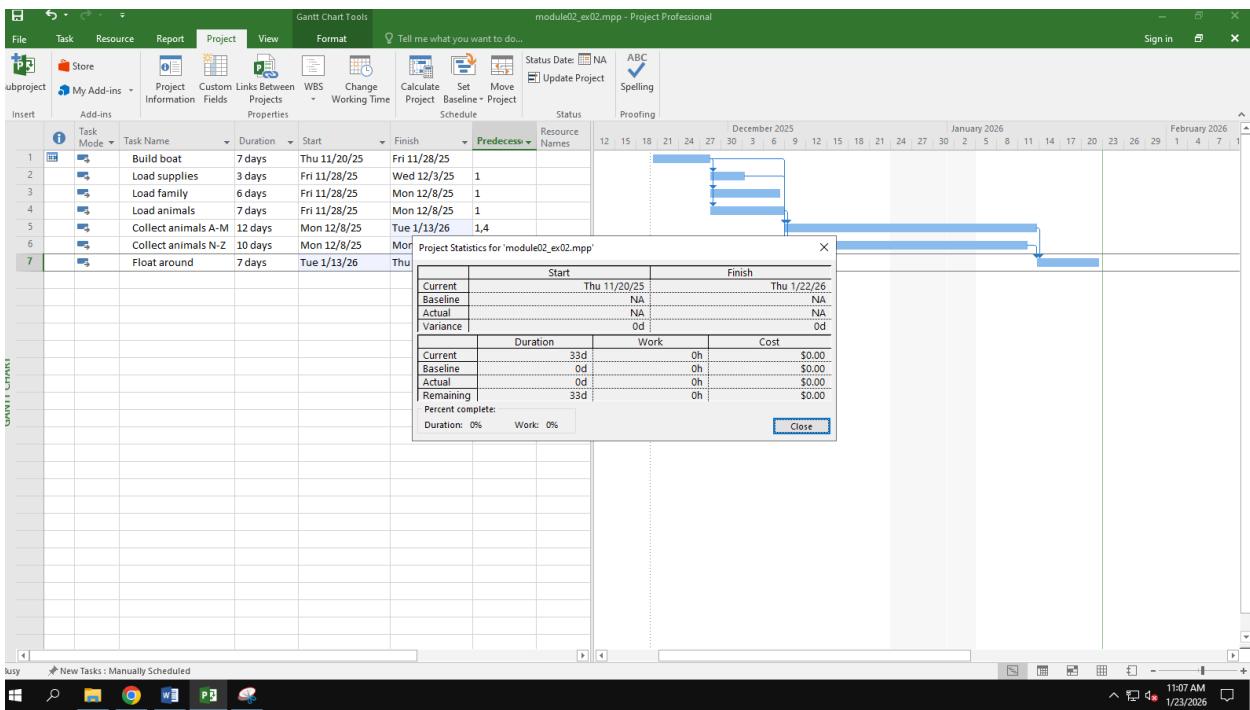
- 08:30 to 17:30 Monday to Thursday (no lunch break)
- 08:30 to 16:00 on Fridays (no lunch break)
- Add a new Work Week to the Standard calendar named "Xmas Slowdown". Use this to model a 12:30 finish on every weekday from Dec 10th 2025 to Dec 23rd 2025.
- Capture the Work weeks time



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# Lab report – Project Management

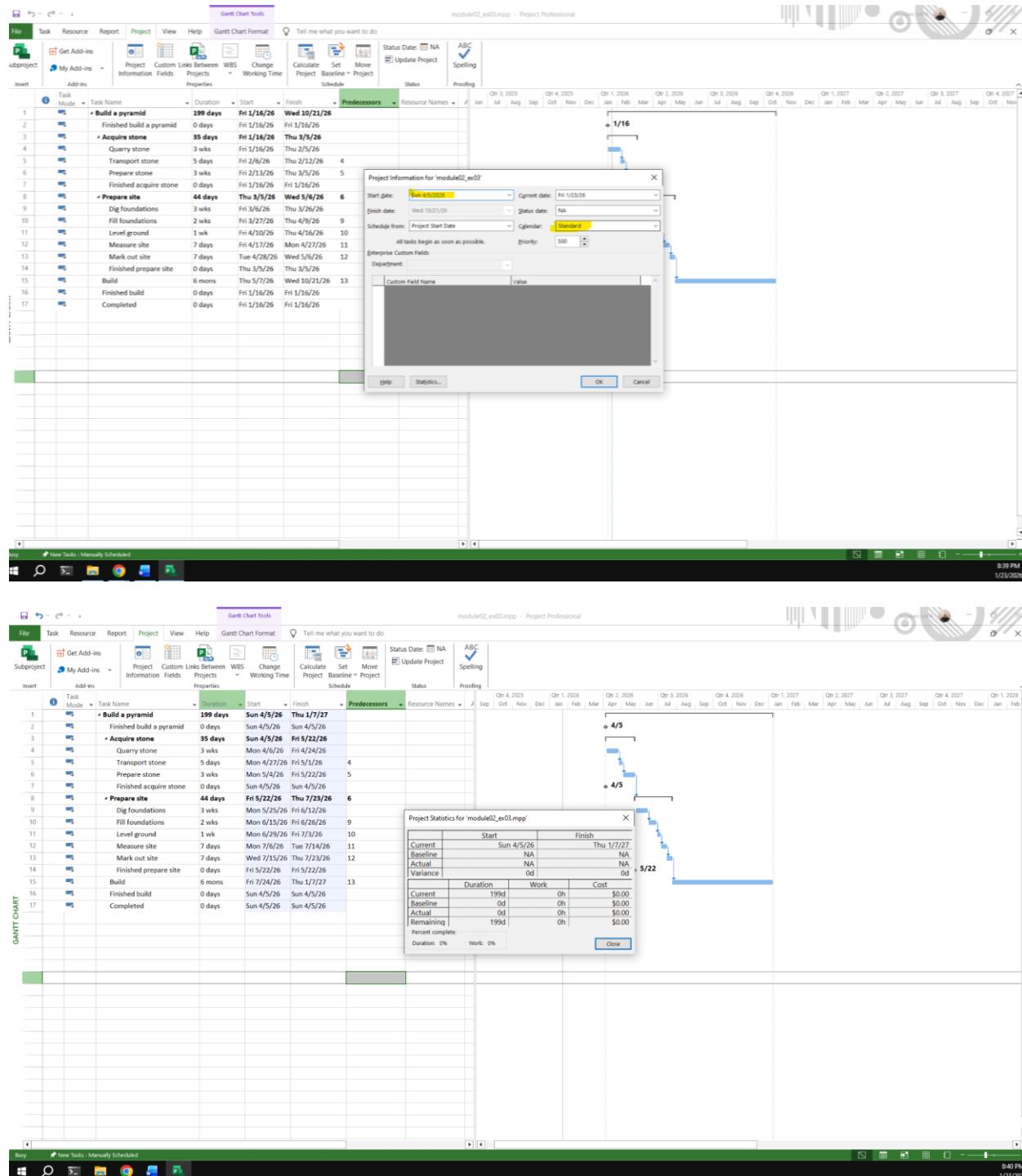


## Exercise 3: Changing Working Time

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

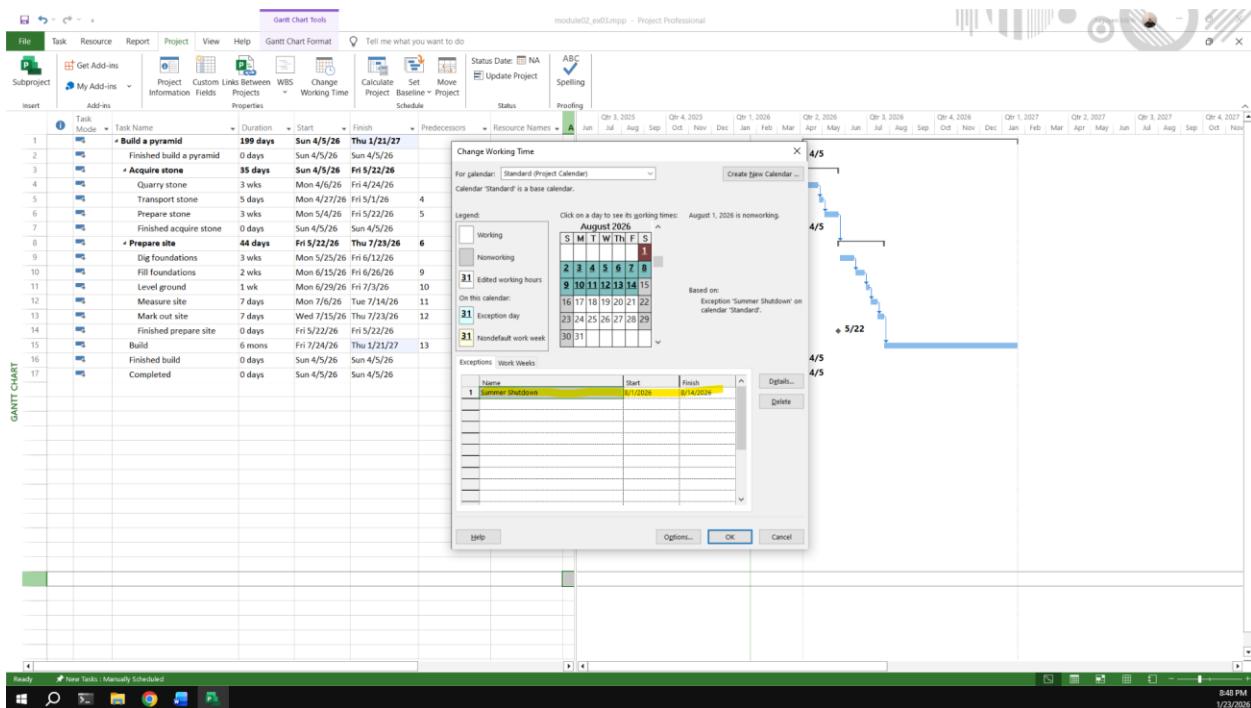
Star Date: Apr 5th 2026

# Lab report – Project Management

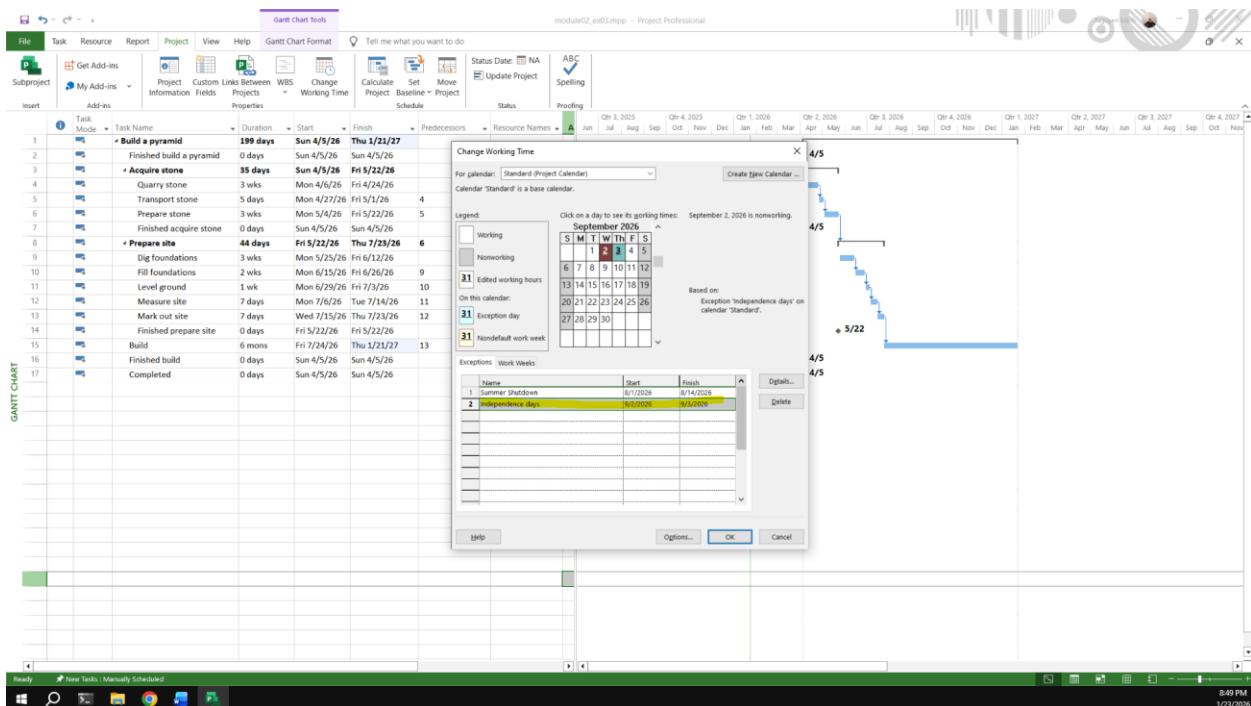


The office will shut down for 2 weeks in the summer. Use the Change Working Time dialog box to create an Exception called "Summer Shutdown" and make the first 14 workdays of August nonworking time

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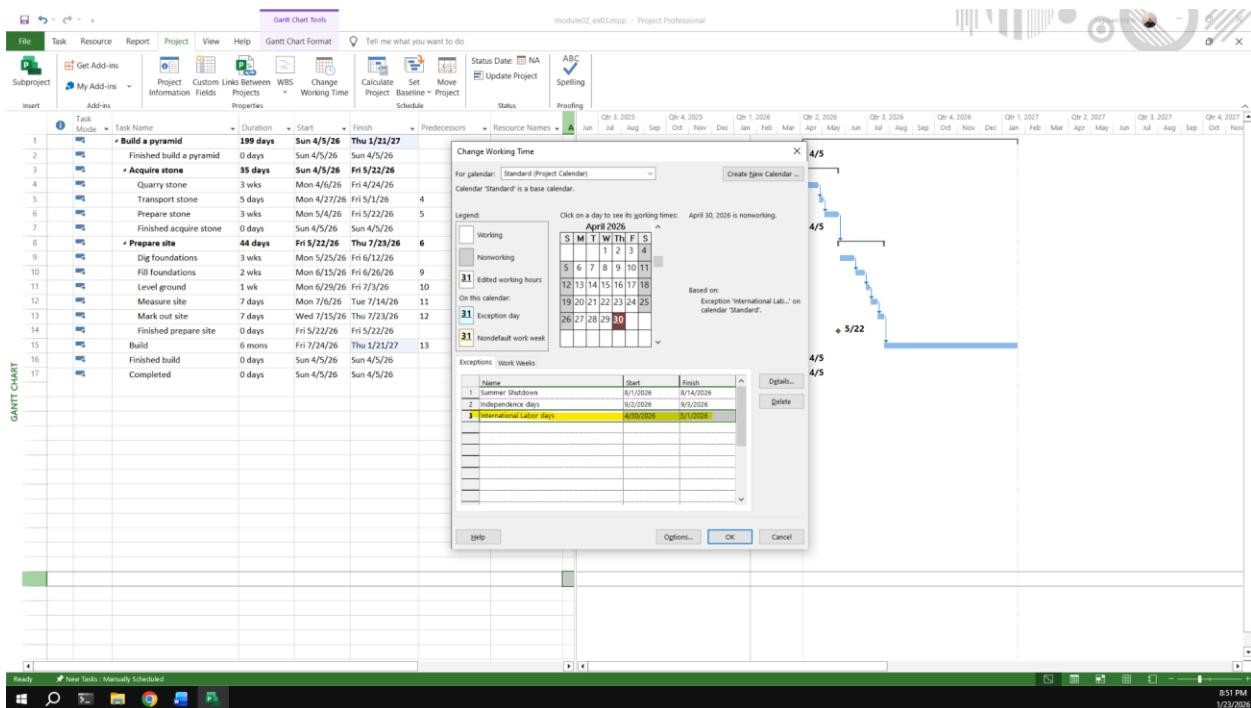


Create an Exception called “Independence Days” is 2 Sep nonworking time.

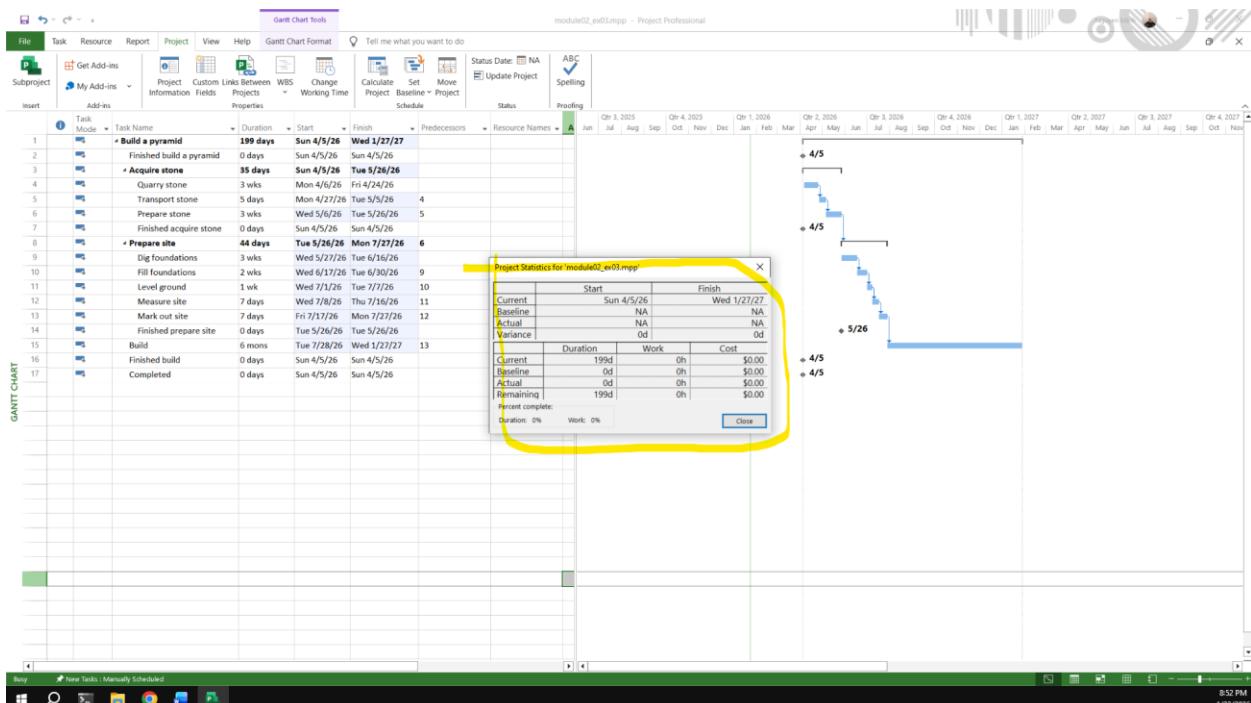


Create an Exception called “International Labor days” is Apr 30th and May 1st nonworking time

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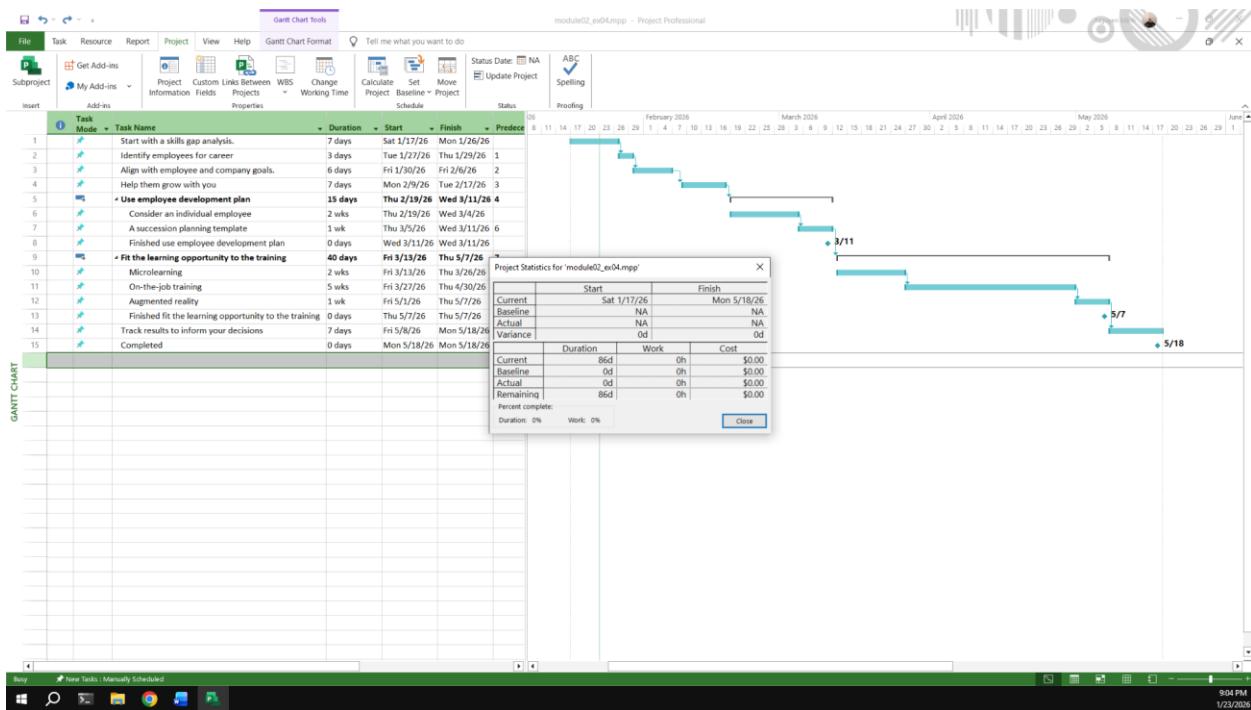
## Display the Project Information



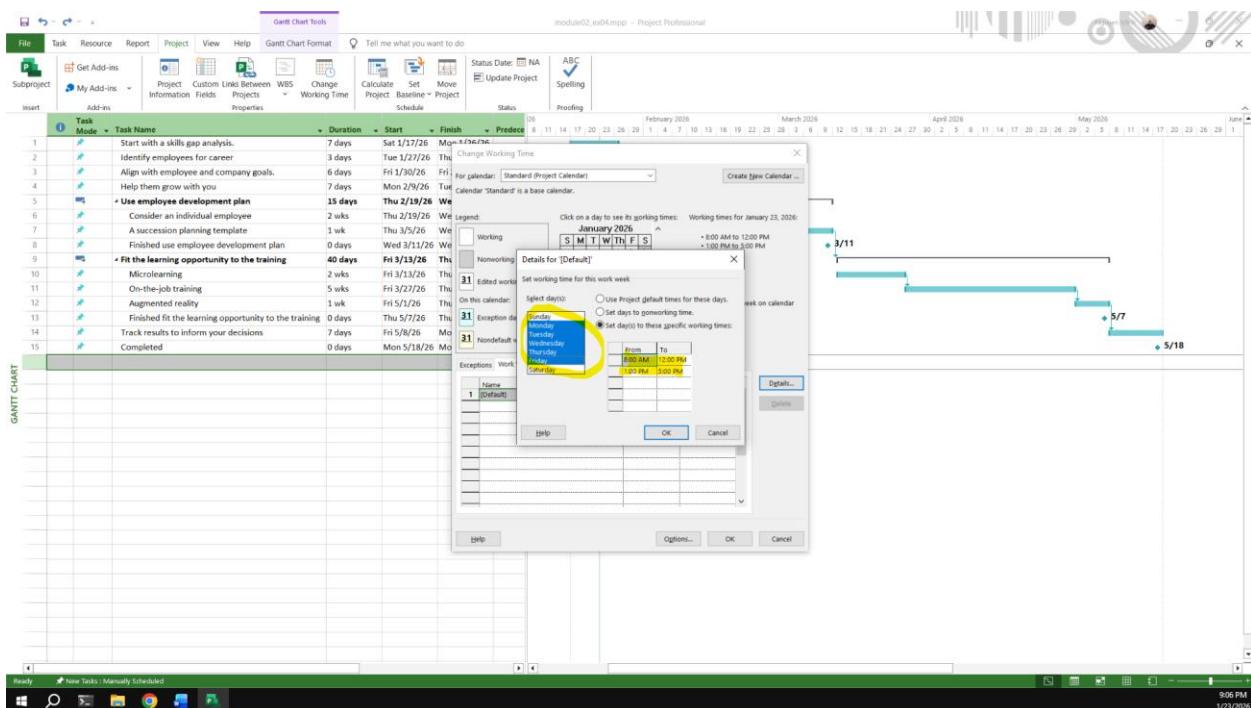
## Exercise 4: Changing Working Time

Open project file Ex6 (Module 1), Use the Project Information dialog box to:

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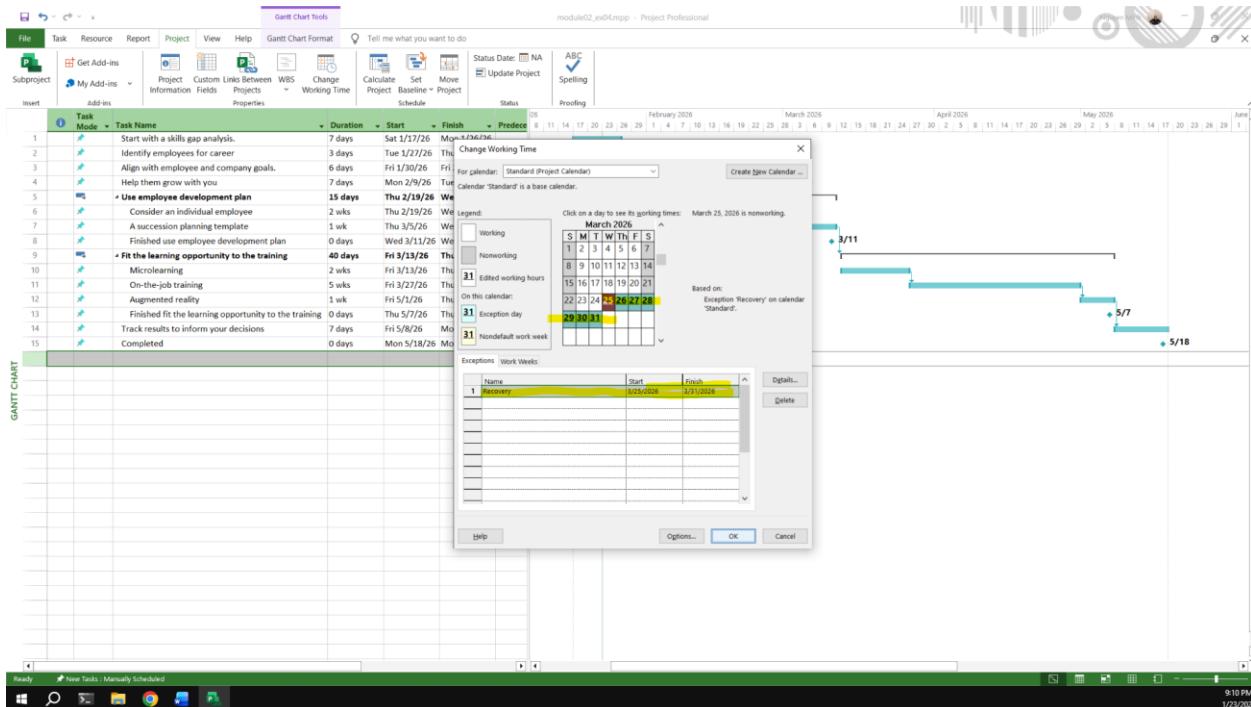


Modify the Standard calendar and change the [Default] work week to use the hours shown below:

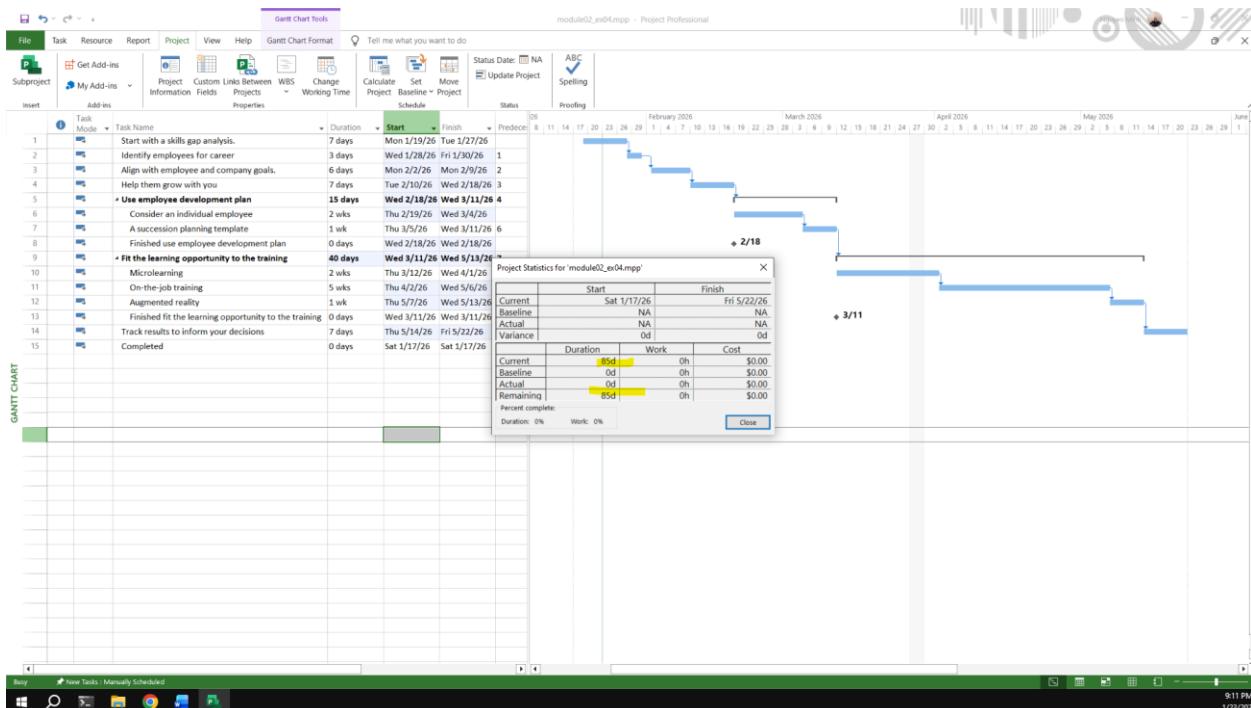


Add an exception in the Standard calendar called Recovery with in 7 lates workdays of March is non-working days.

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Display the Project Information.



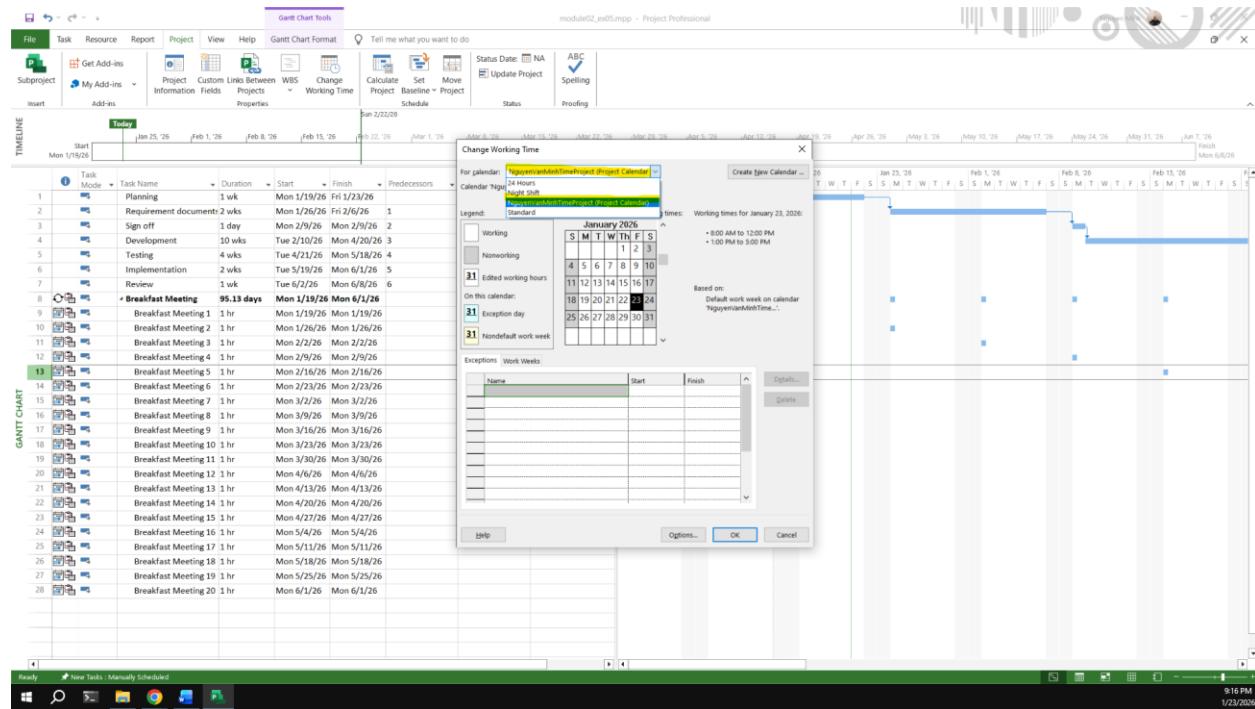
## Exercise 5: Create the private Time for a project

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

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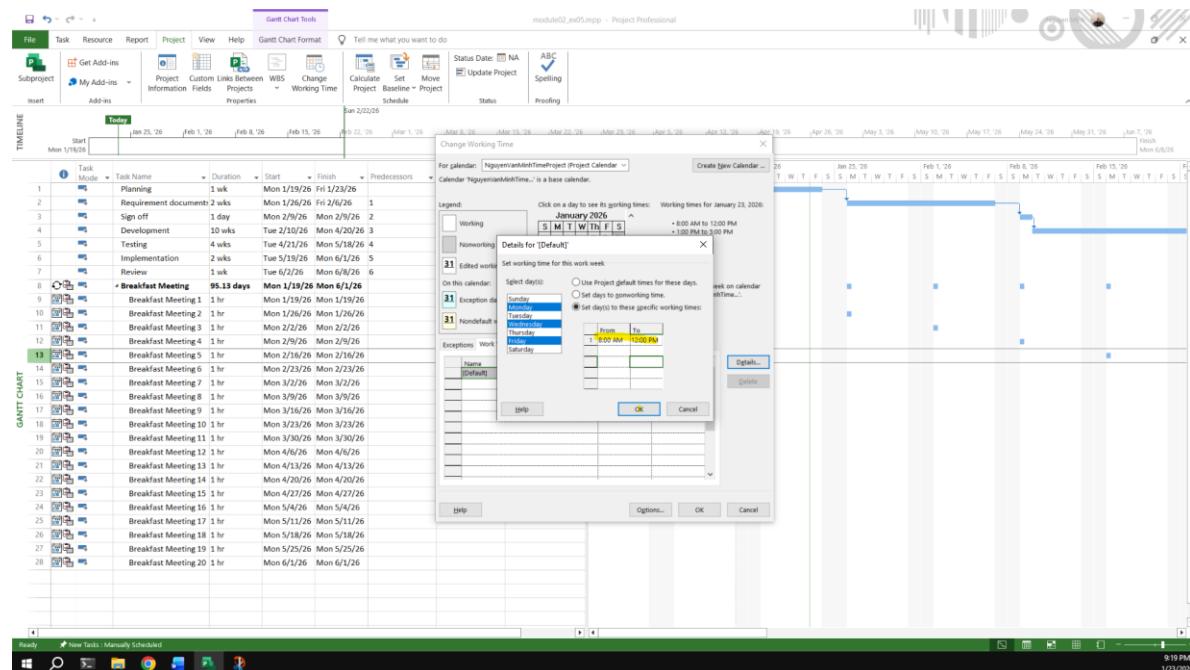
Create the new Time Work for your project.

[NameTimeProject] {Name: Your Name - Ex: MinhTimeProject}



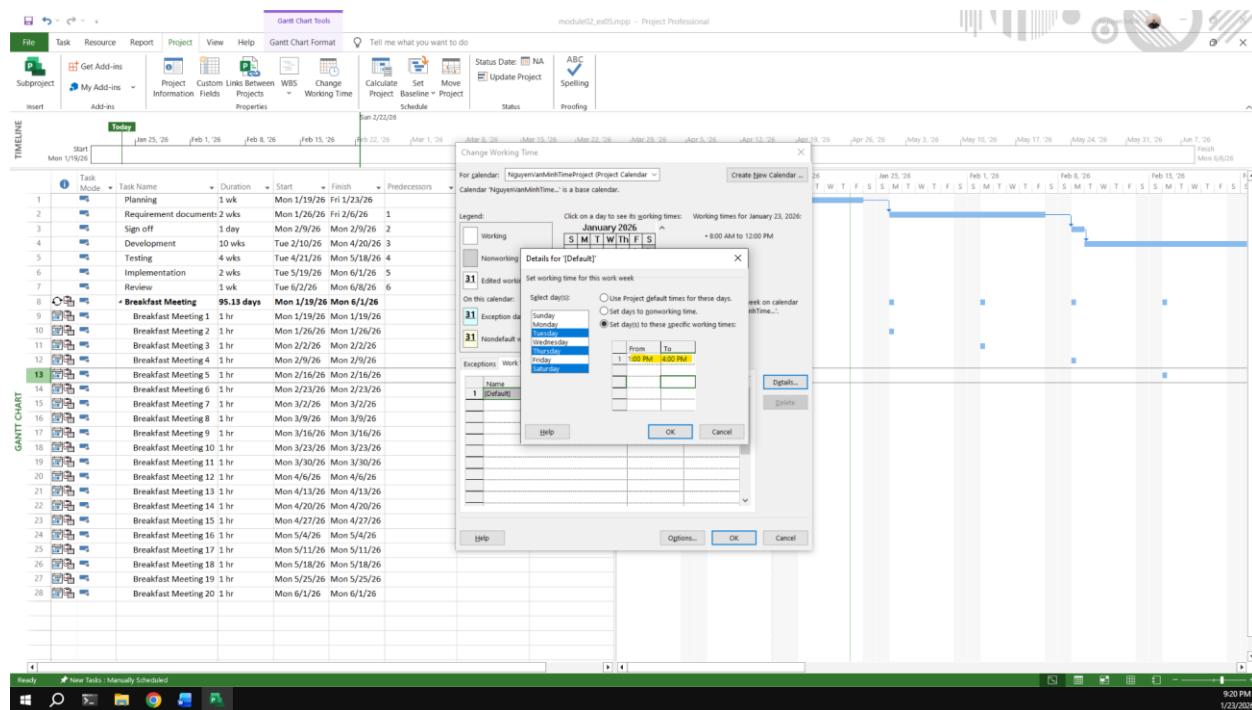
Change Work Weeks time of Standard calendar's default working week. This project's standard working time are:

08:00 to 12:00 on Mon, Wed, Fri

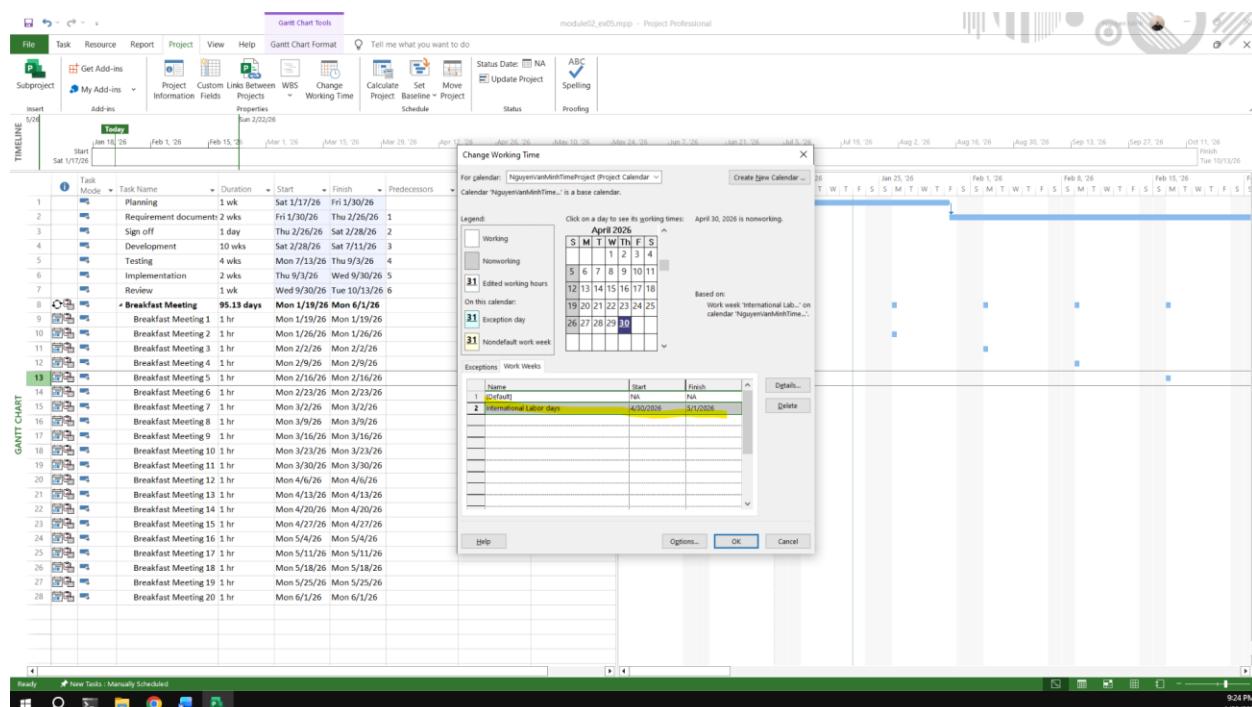


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13:00 to 16:00 on Tue, Thu, Sat

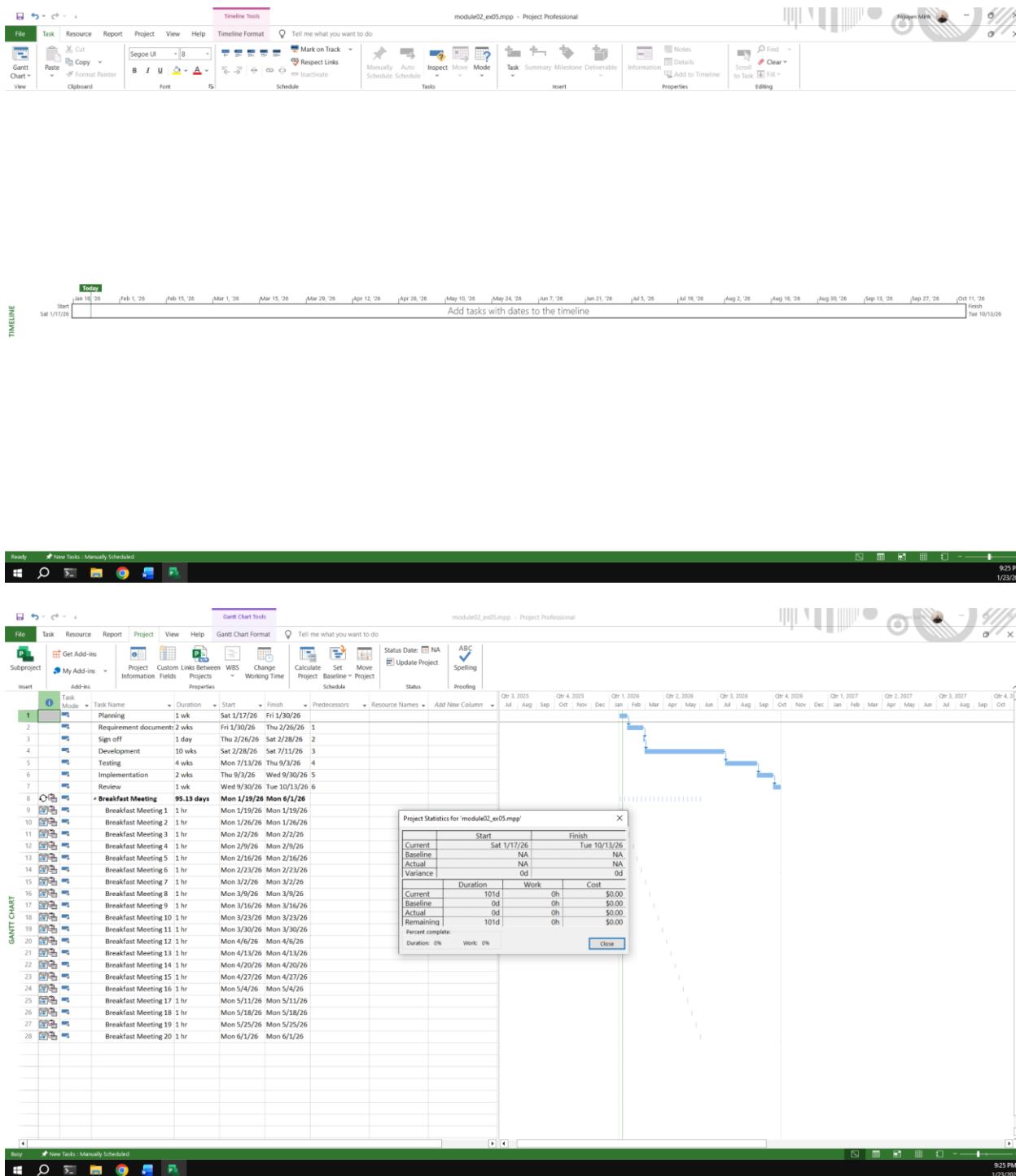


Create an Exception called “International Labor days” is Apr 30th and May 1st nonworking time



Capture the Work weeks time

# Lab report – Project Management



## Exercise 6: My 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.

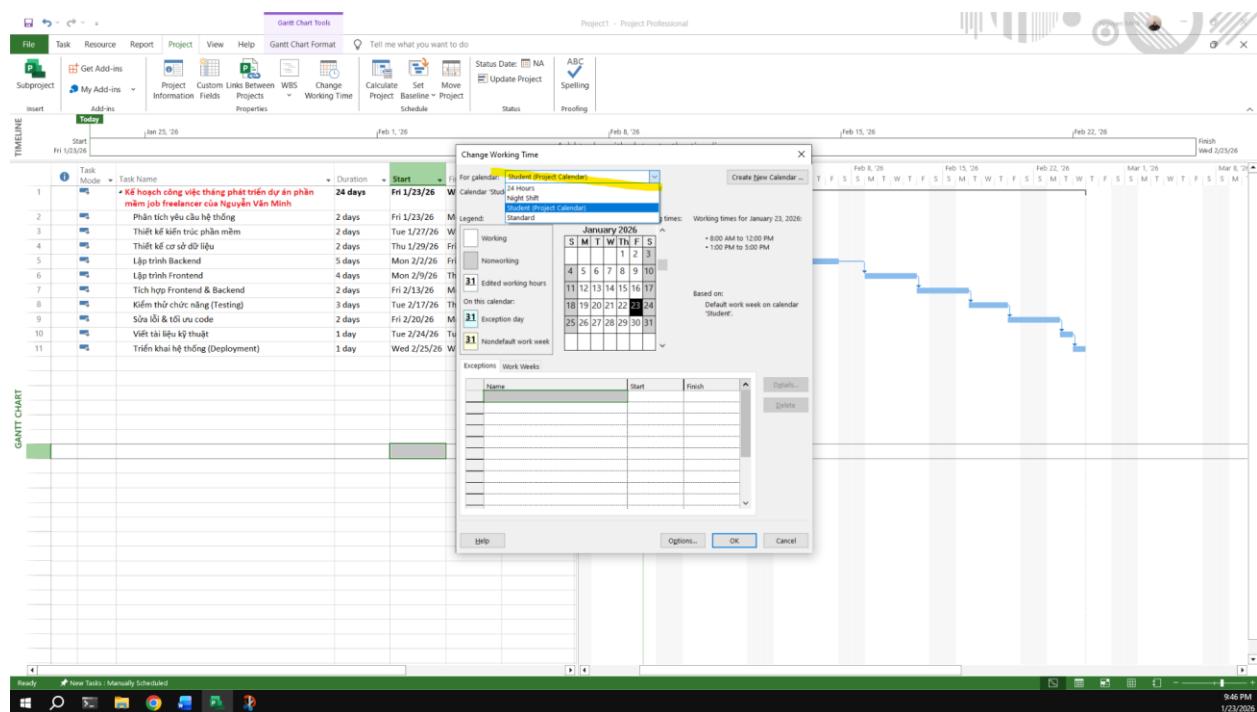
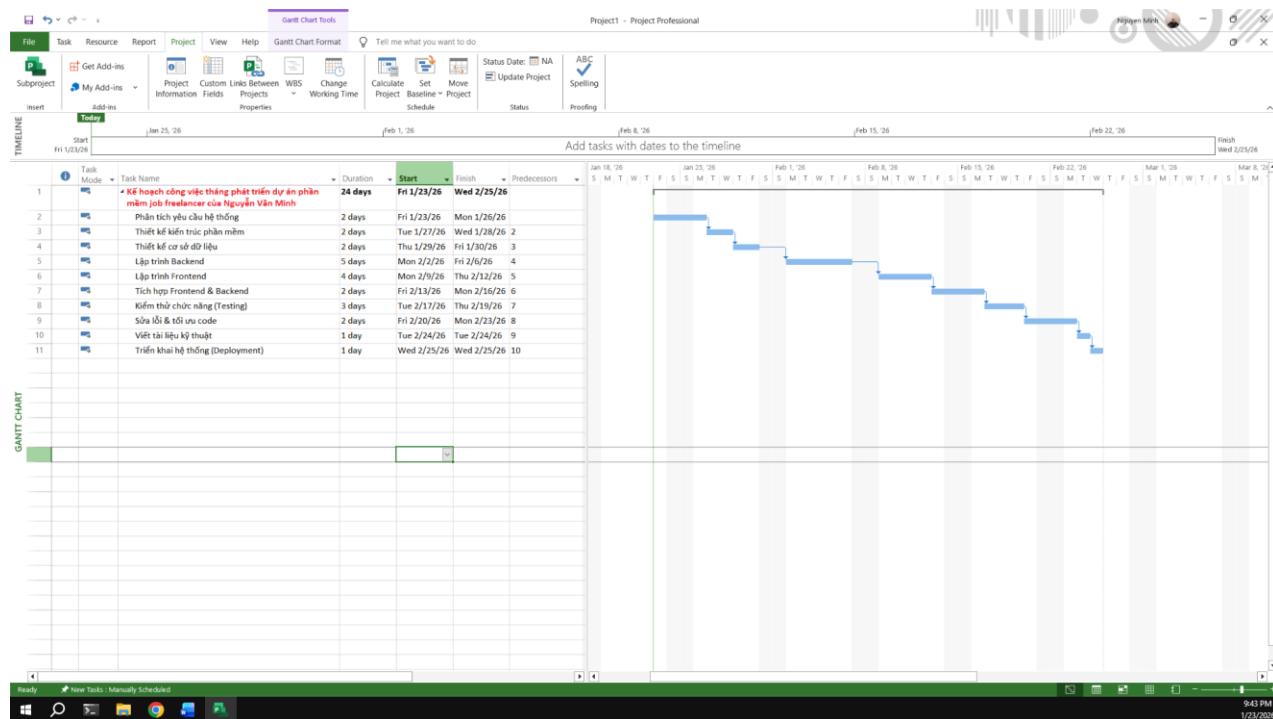
Create a new calendar called Student based on the Standard calendar.

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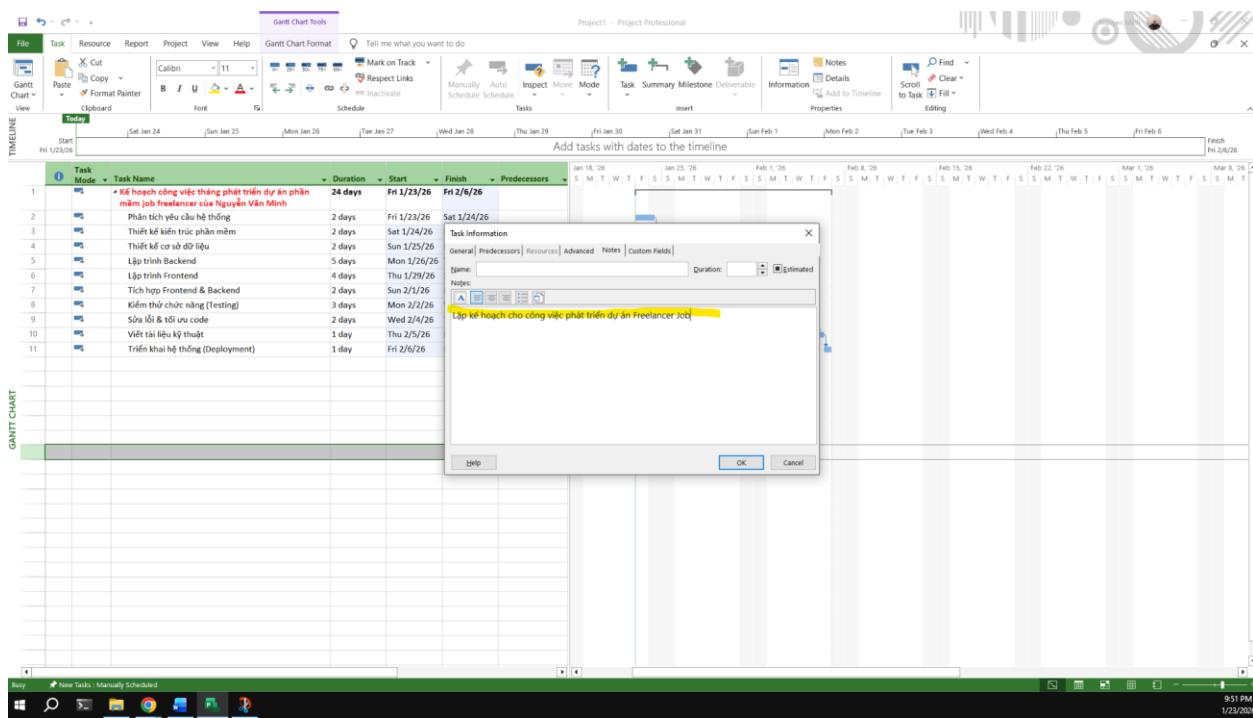
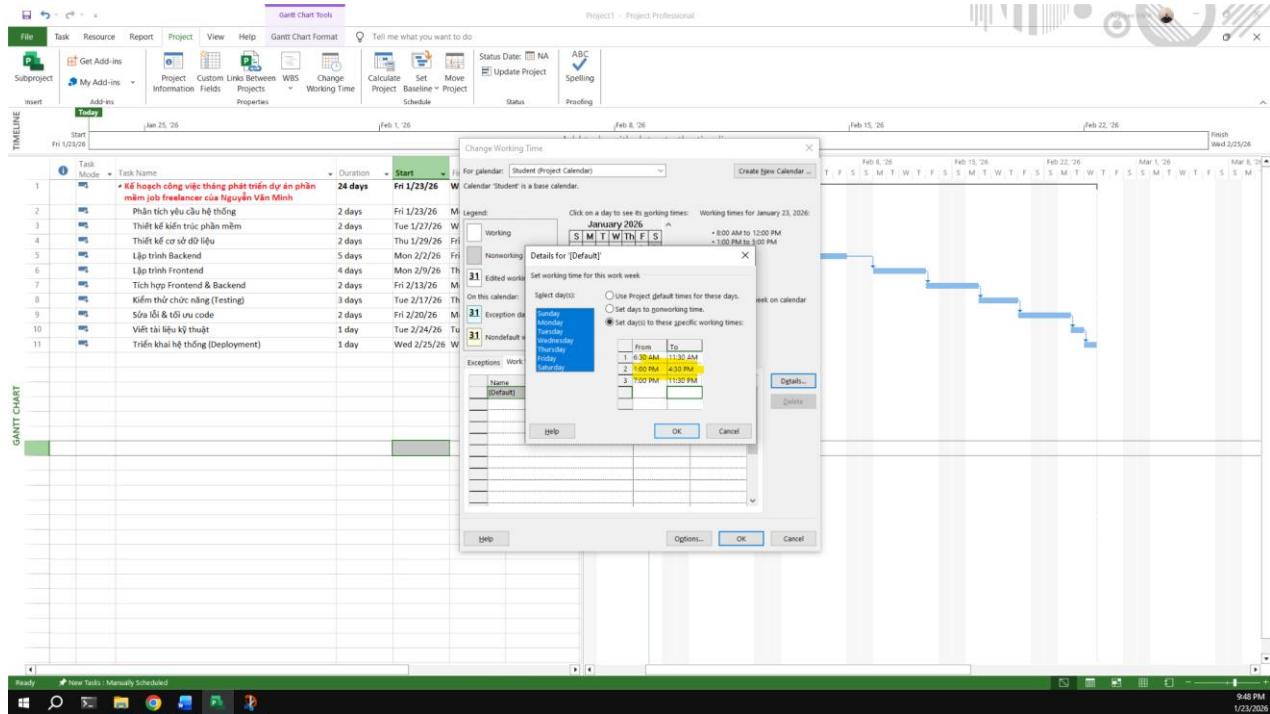
**Change the [Default] work week so that the hours match to your calendar everyday**

**Using Note function in MP 2010 to take note for important tasks in your plan.**

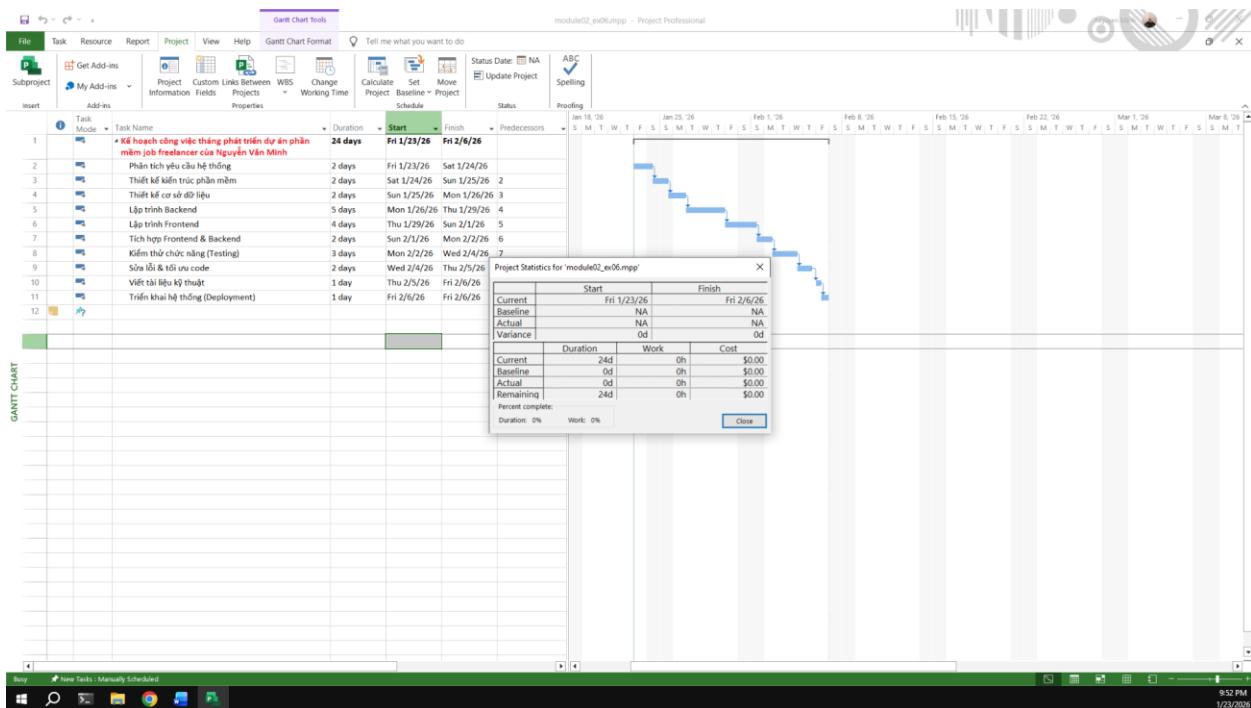
## Kế hoạch công việc tháng (Programmer Monthly Plan)



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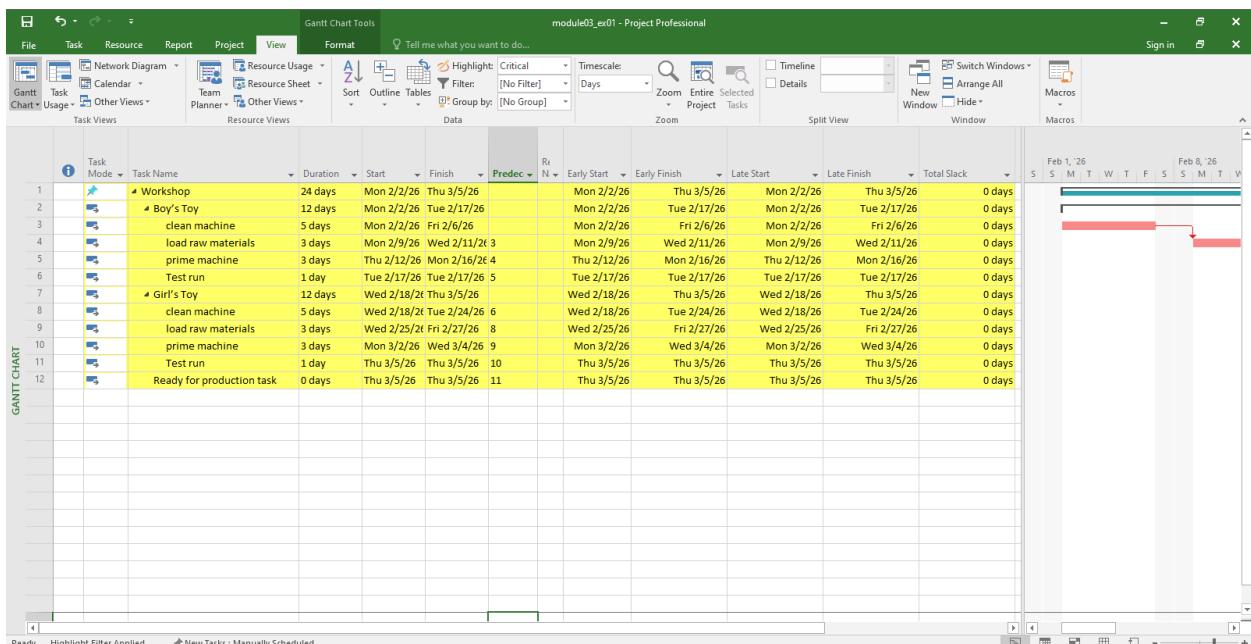


# Lab report – Project Management



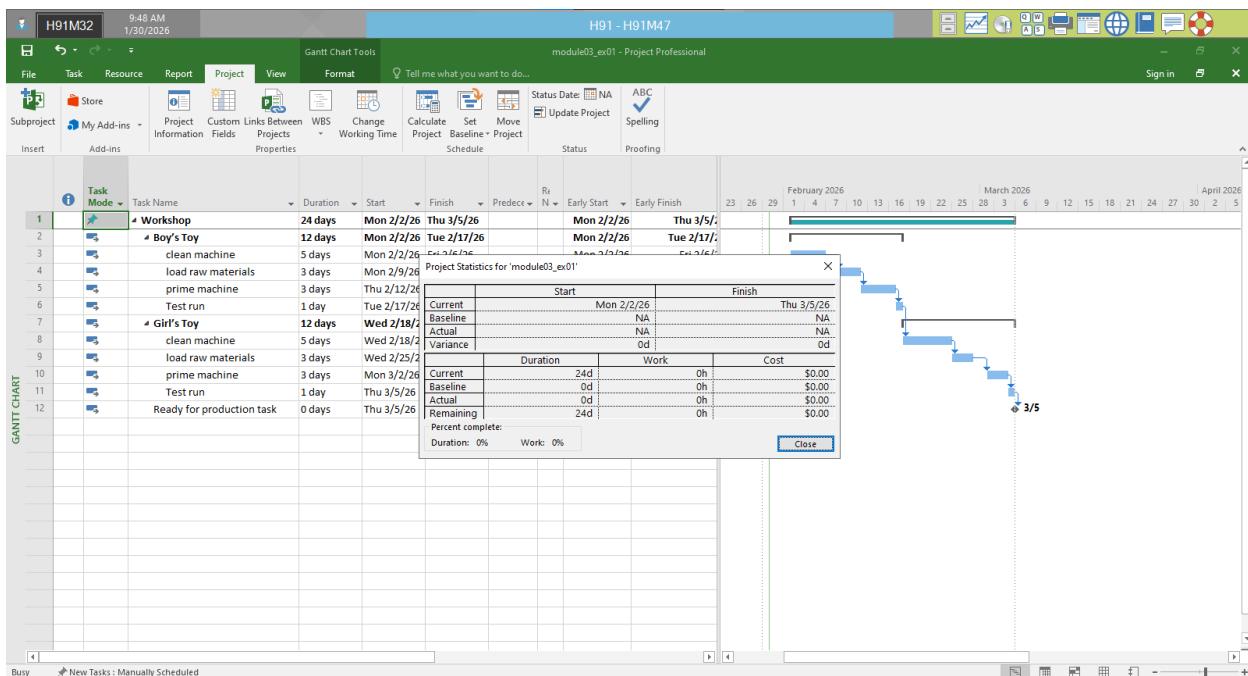
## Module 3: Working with Tasks

### Exercise 1: Changing Working Time (Start Date Feb 2st 2026)

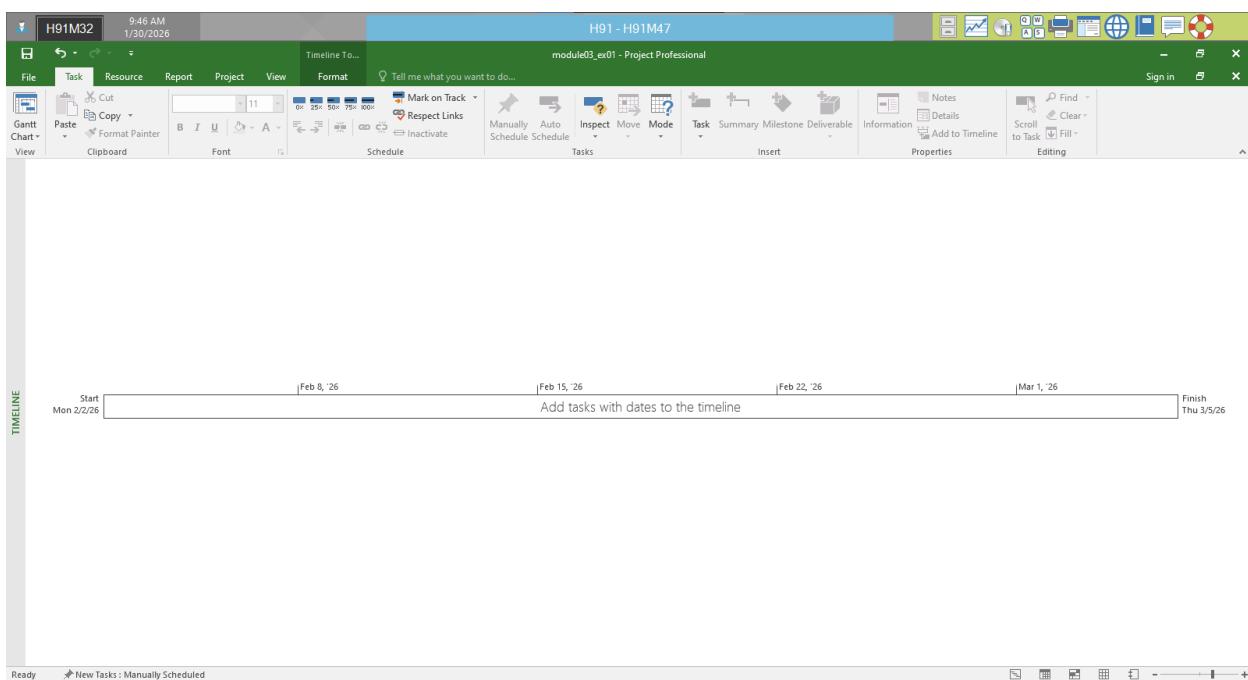


Display the Project Information.

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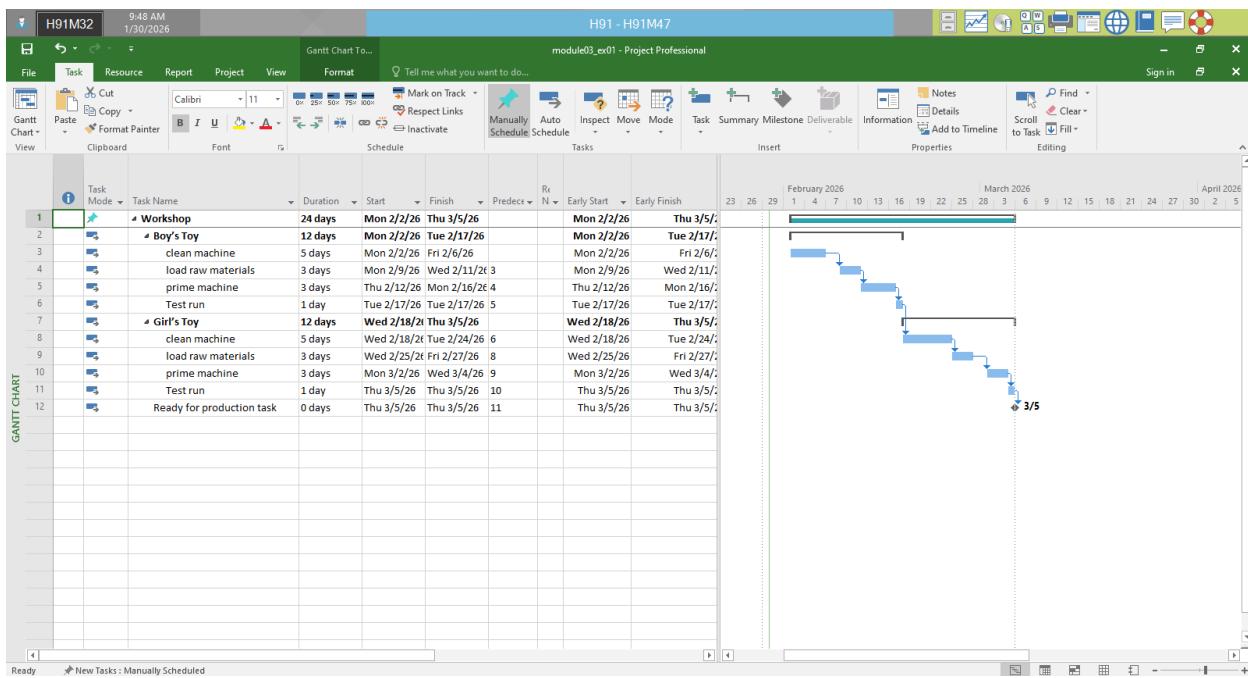


## View Project Timeline

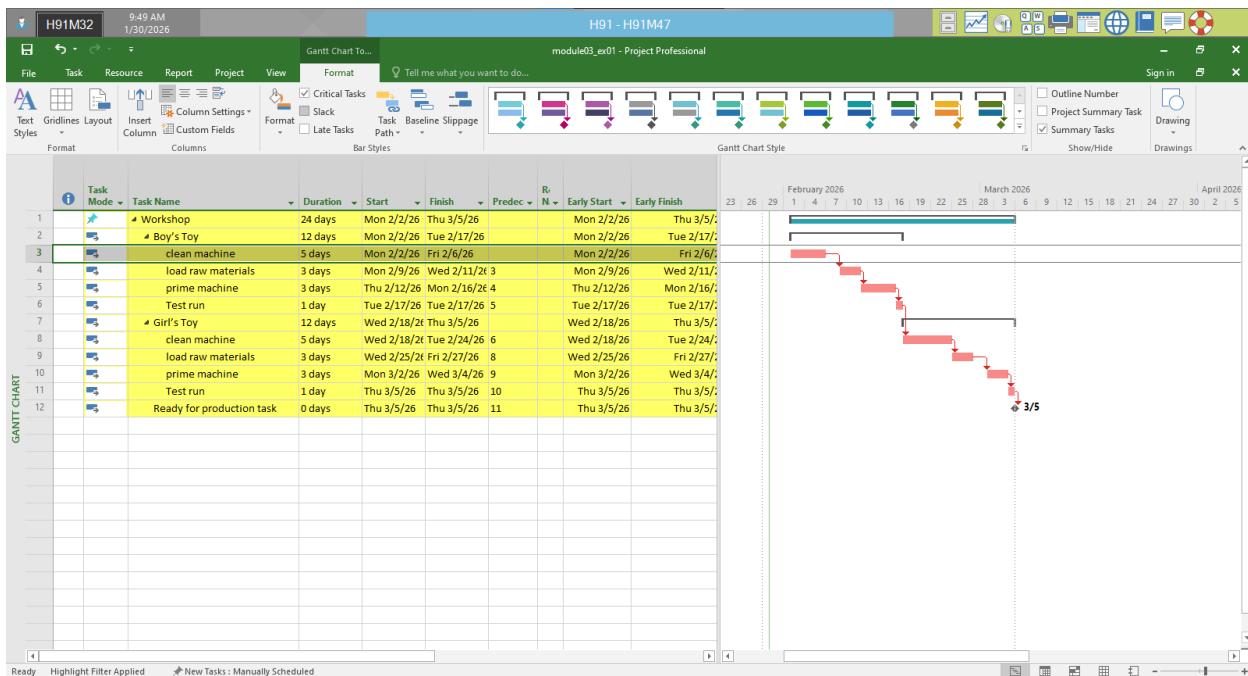


## Gantt Chart

# Lab report – Project Management

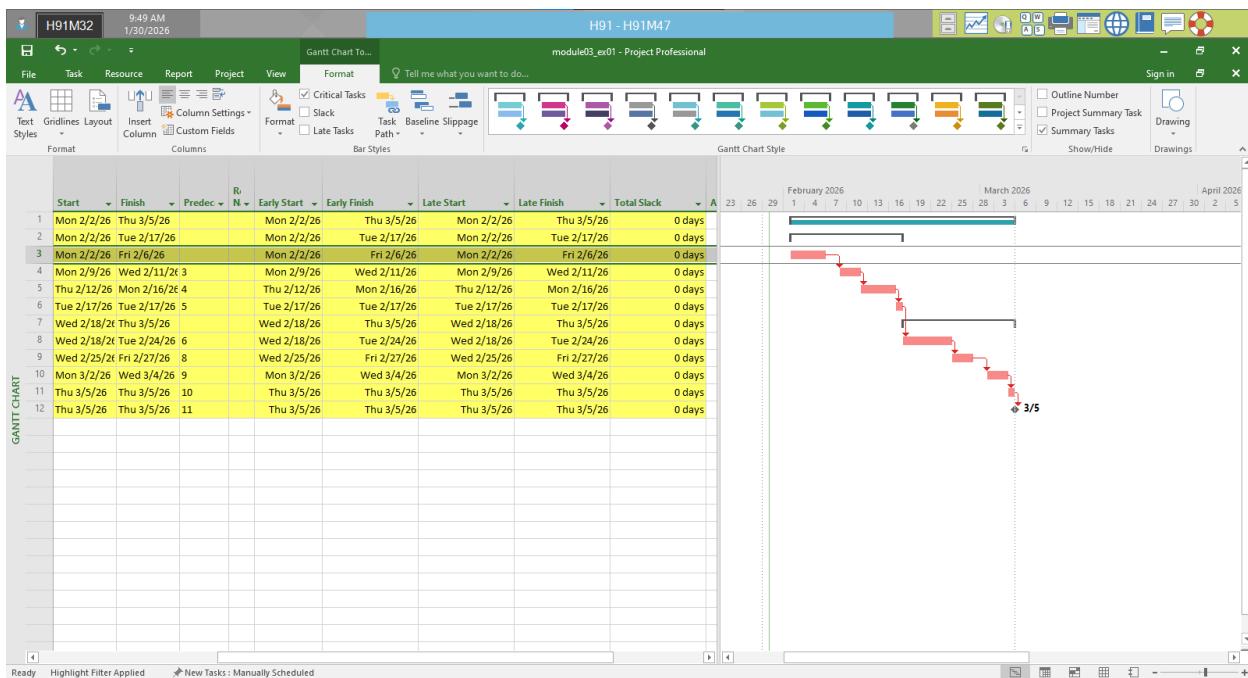


view CP

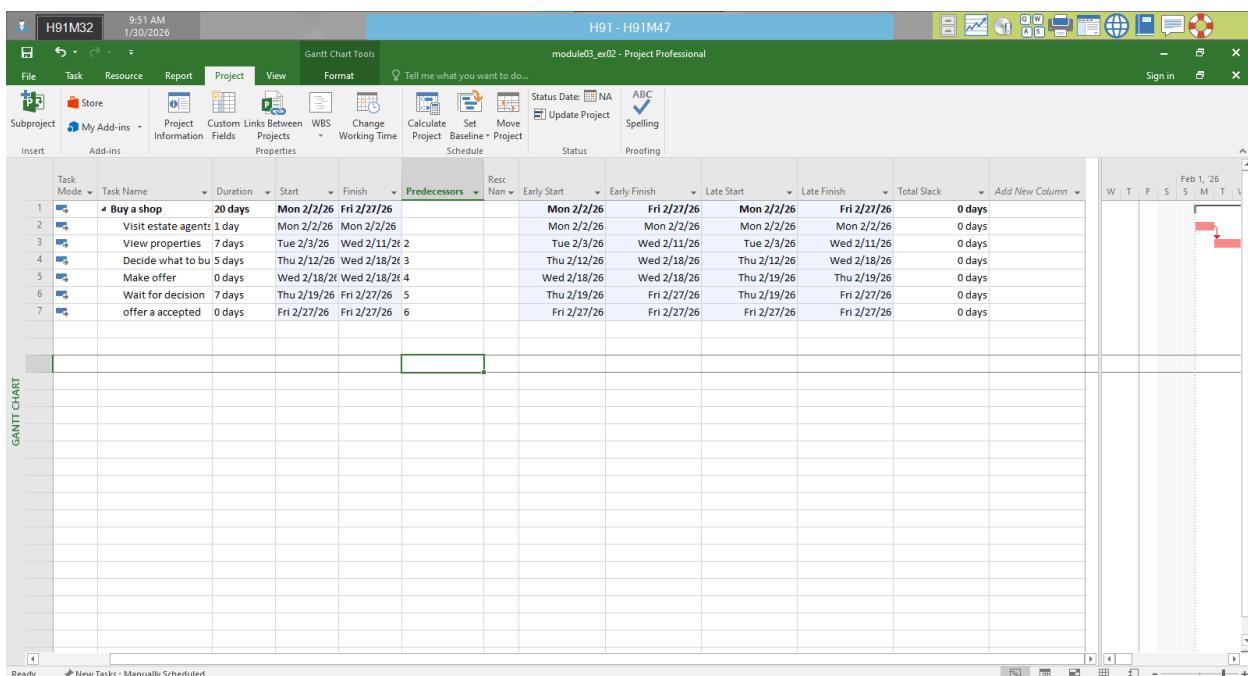


Total Slack

# Lab report – Project Management

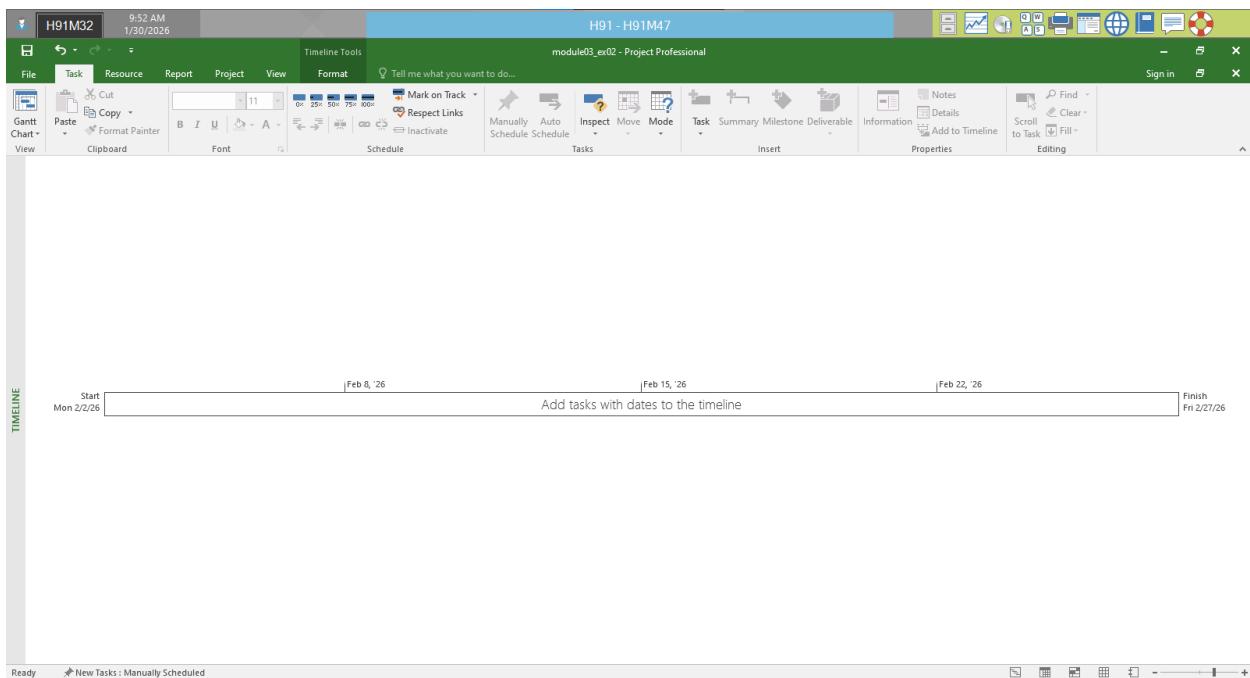


## Exercise 2: Changing Working Time (Start Date Feb 2rd 2026)

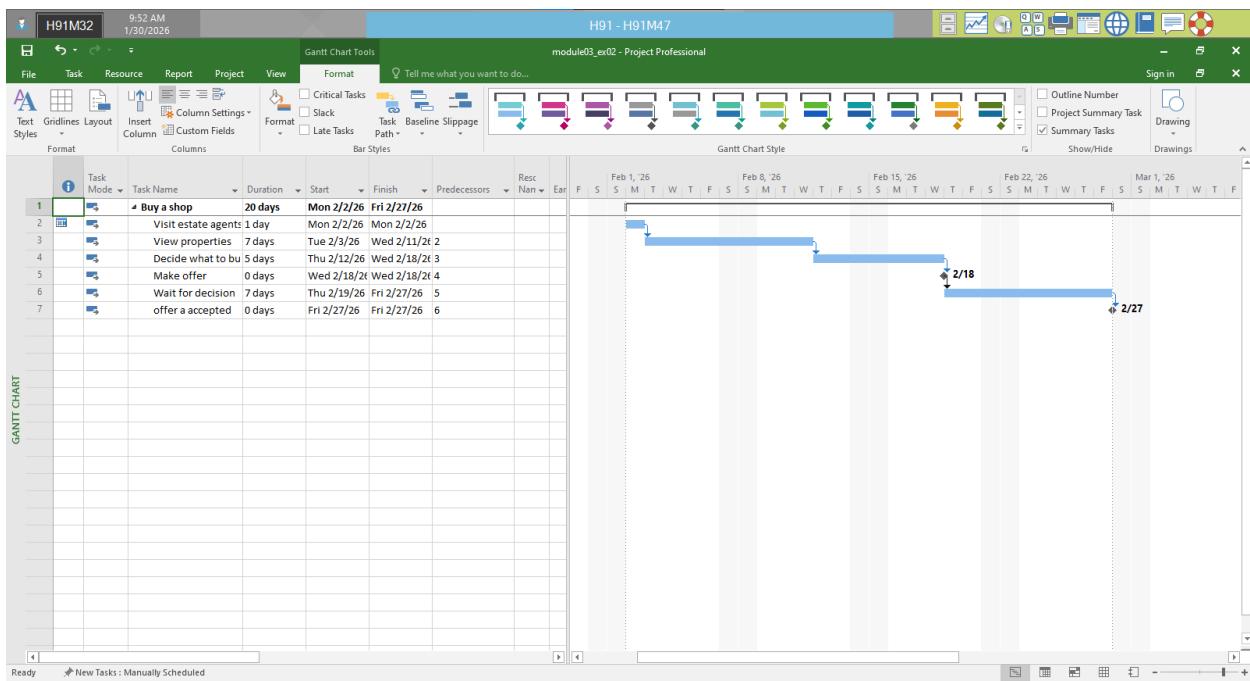


## Timeline

# Lab report – Project Management

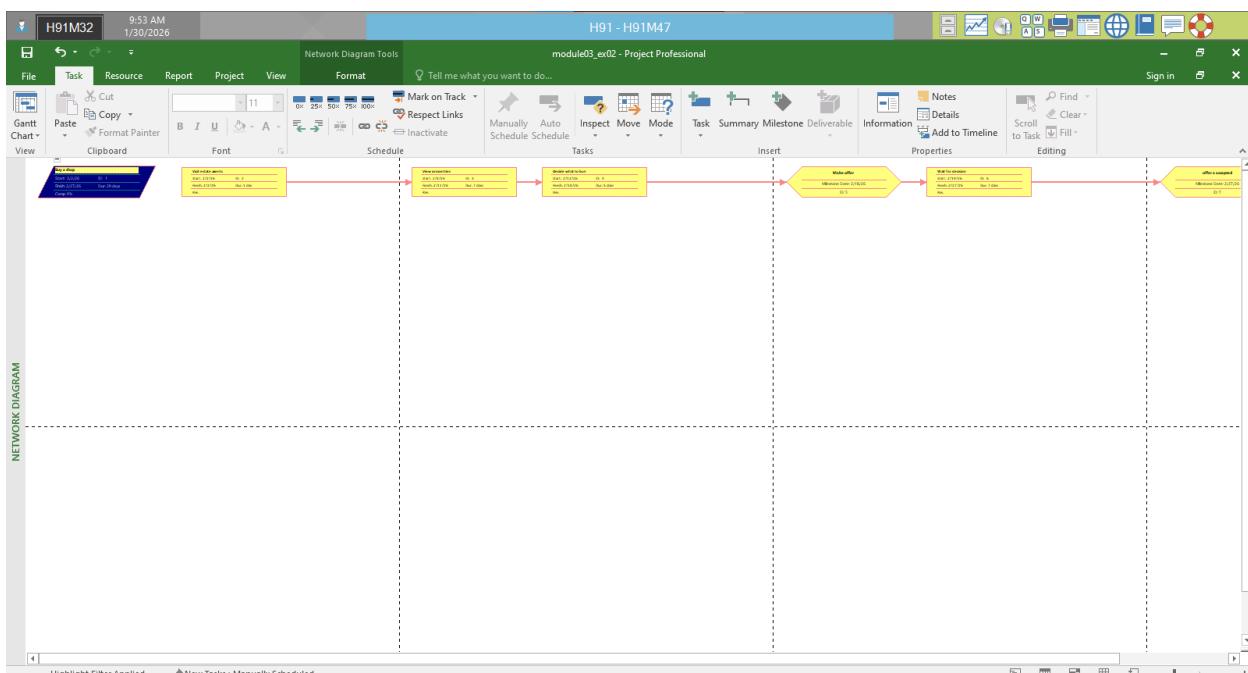
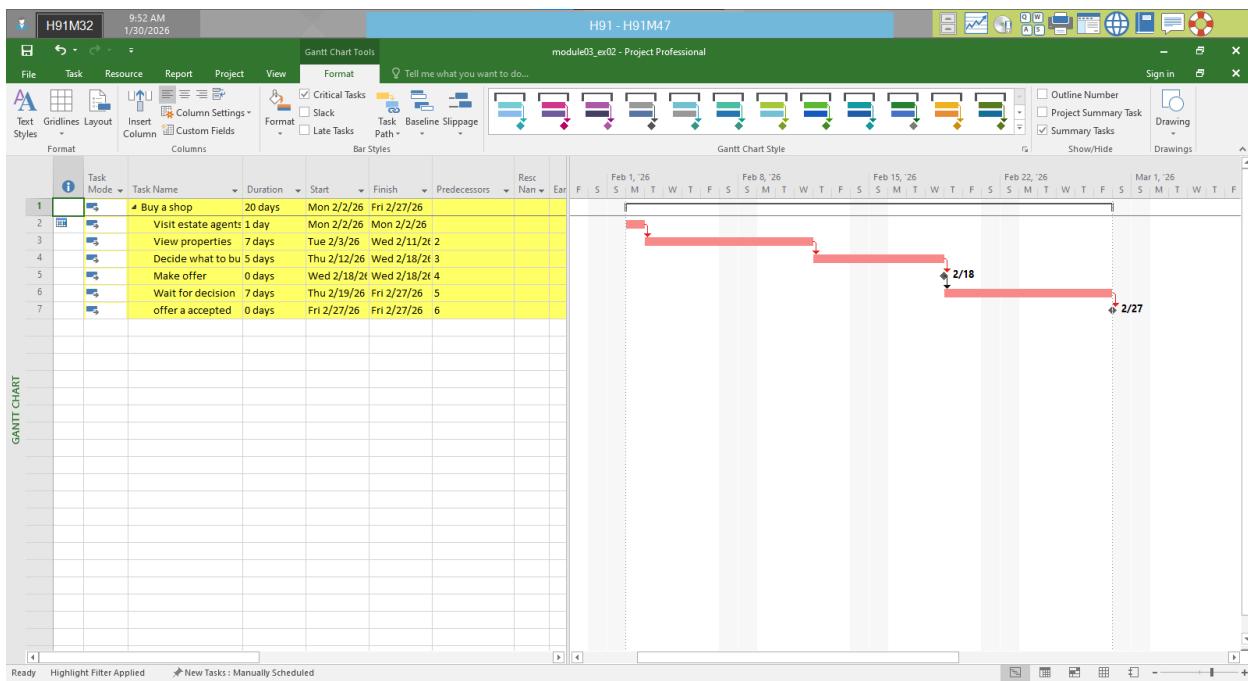


## Gantt Chart



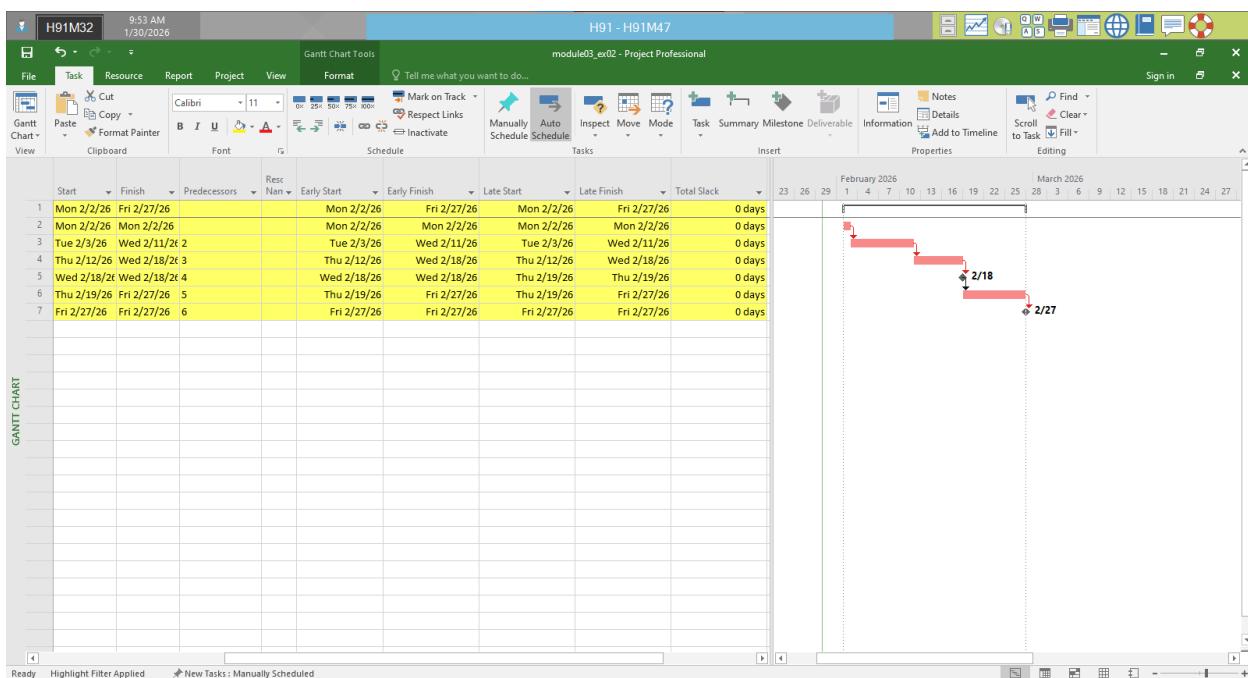
view CP

# Lab report – Project Management



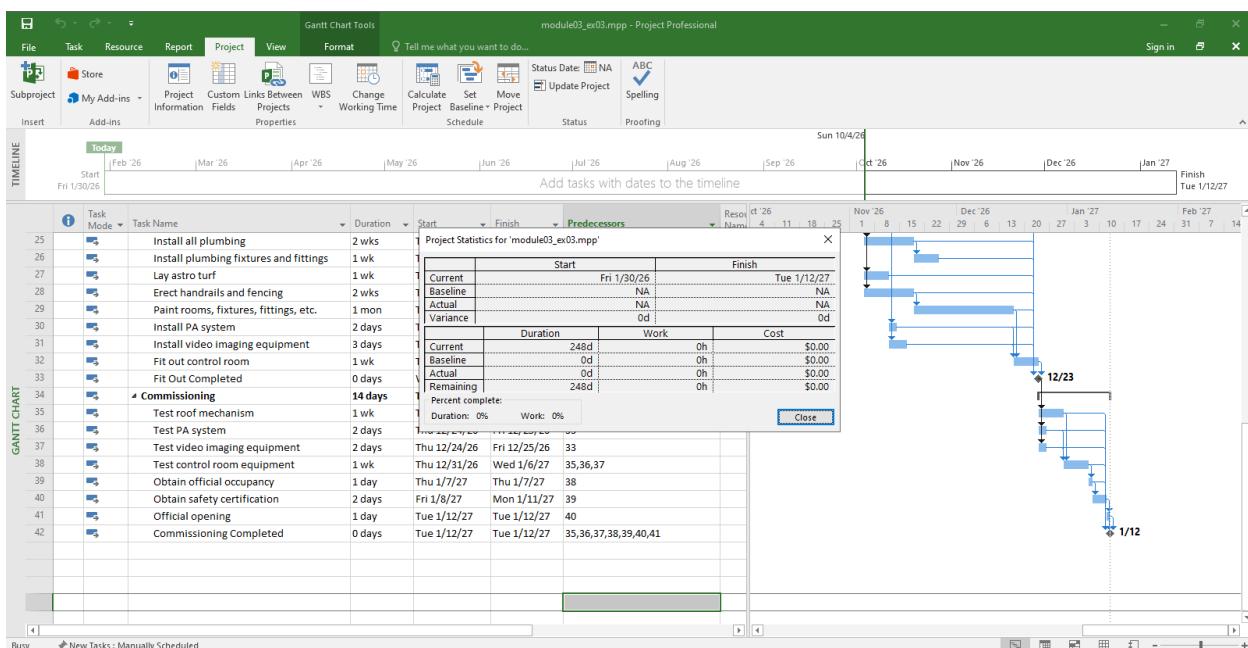
**Total Slack**

# Lab report – Project Management



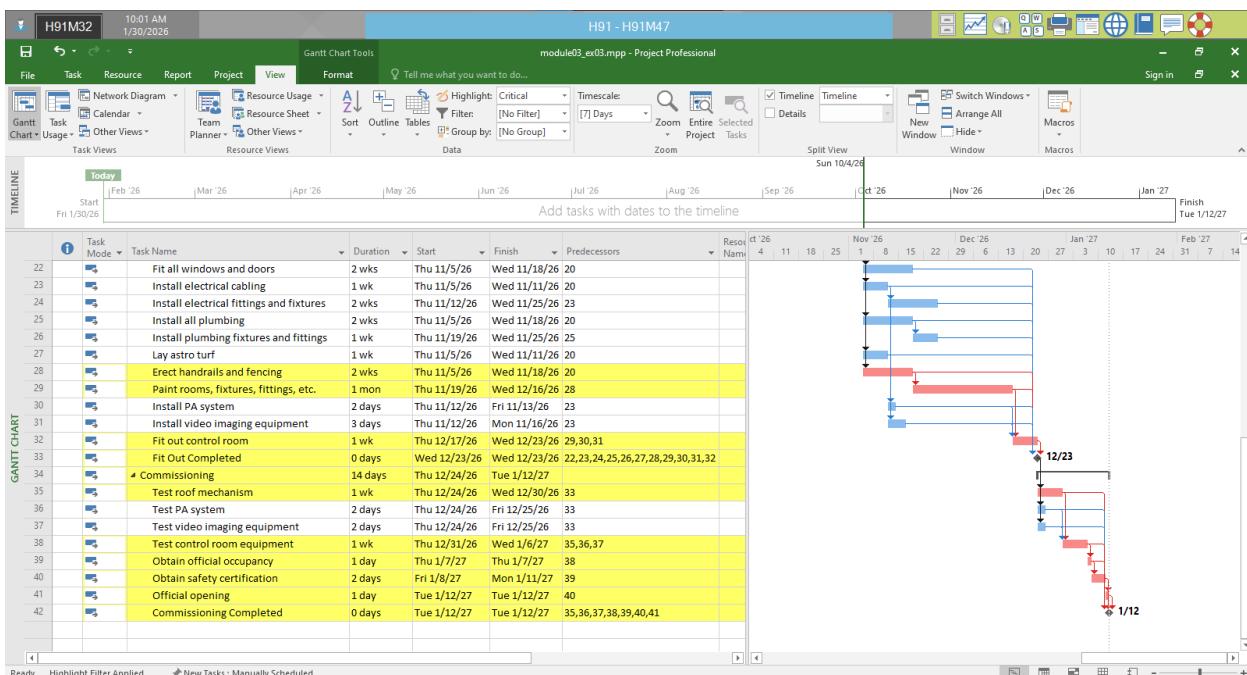
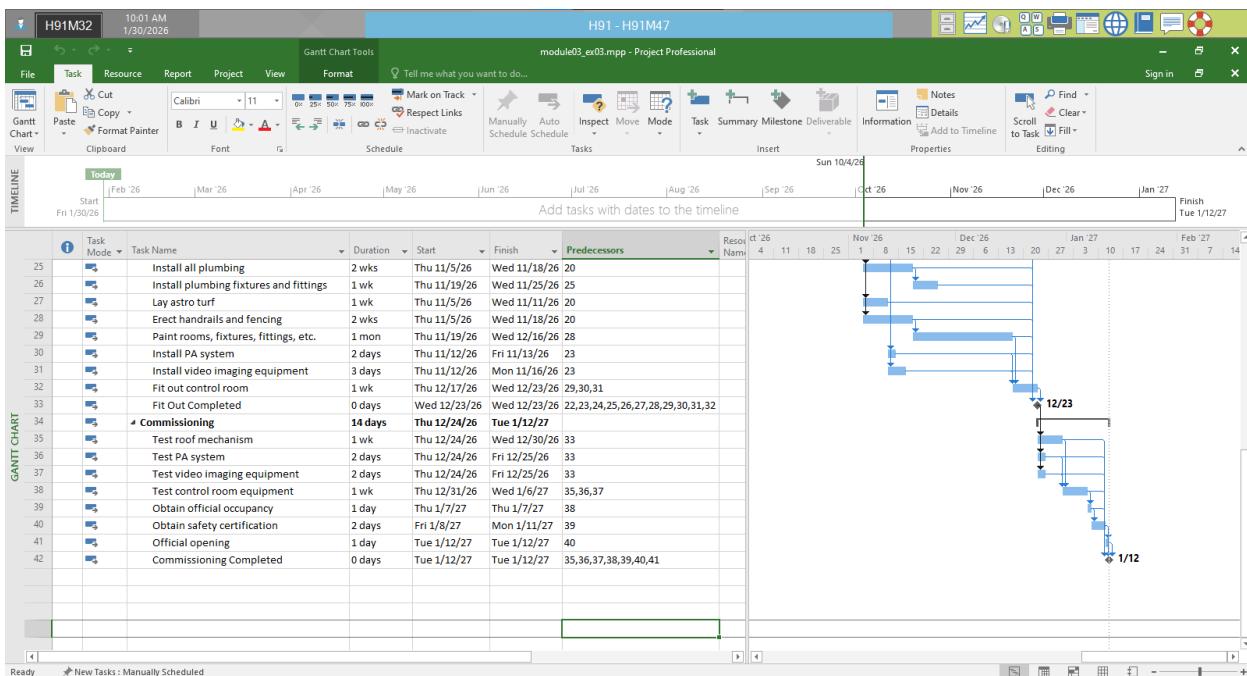
## Exercise 3: Scheduling – Task dependencies

Display the Project Information.

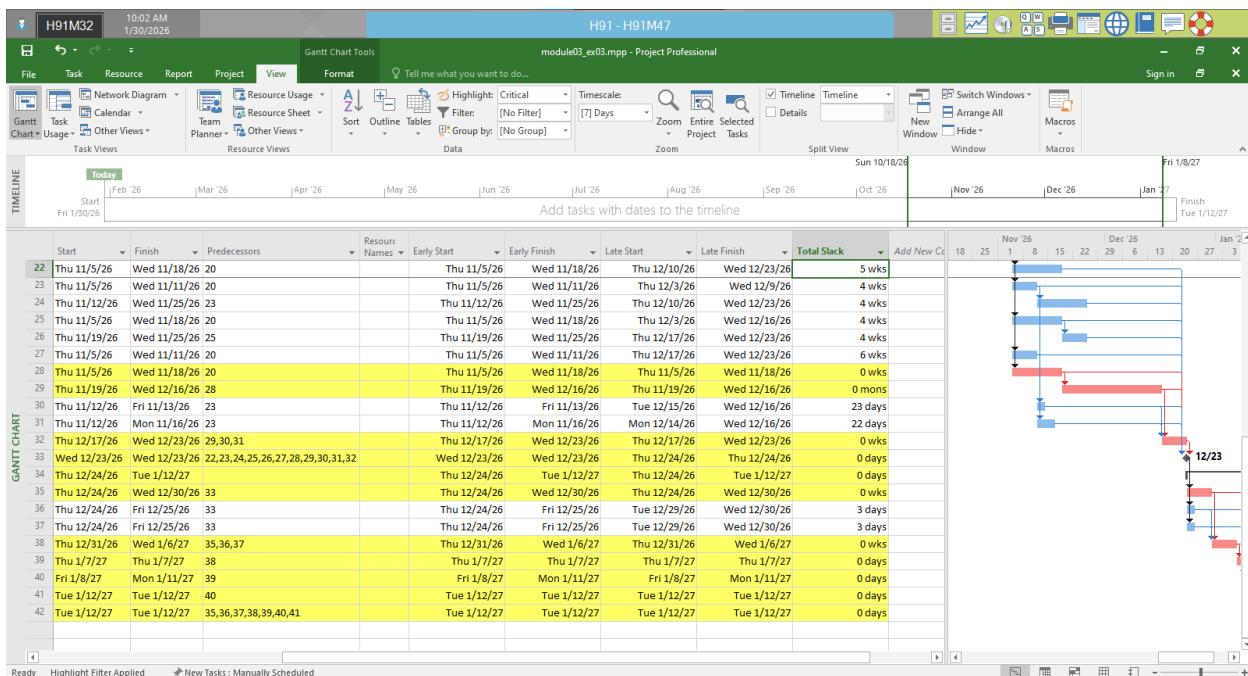


View the project in Gantt Chart and define CP and Project Slack

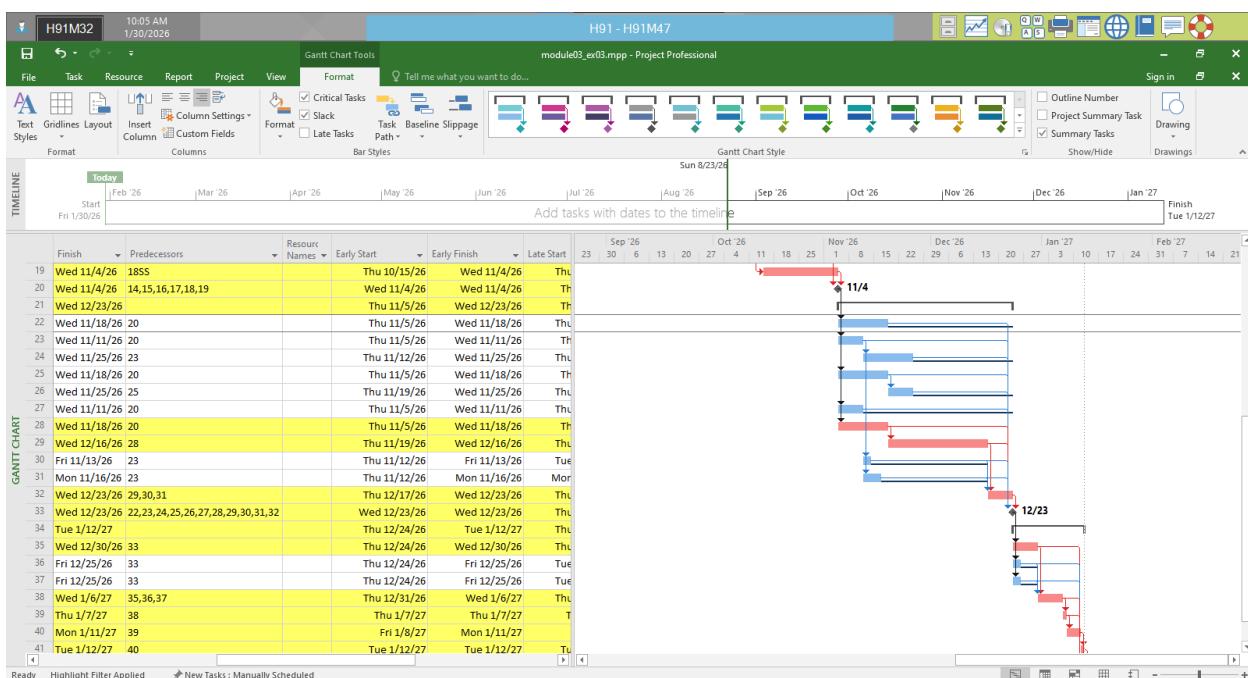
# Lab report – Project Management



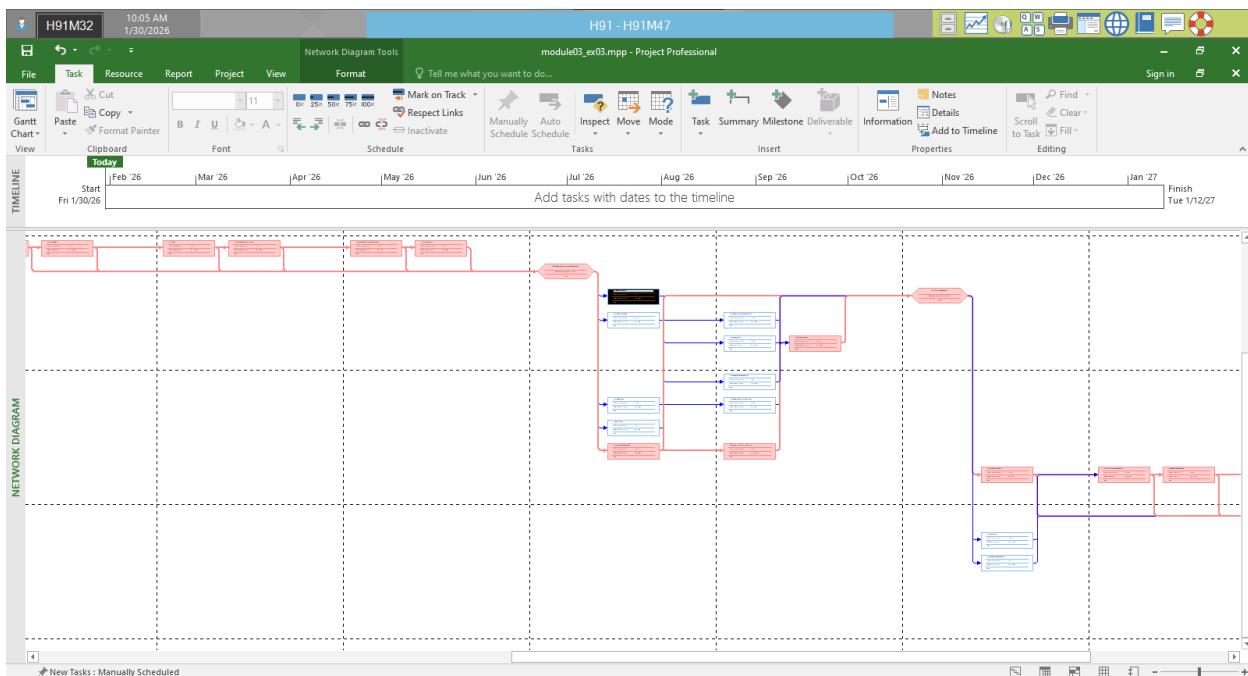
# Lab report – Project Management



Choose Gantt Chart Format tab ⚠ check on Critical Tasks in Bar Styles.



# Lab report – Project Management

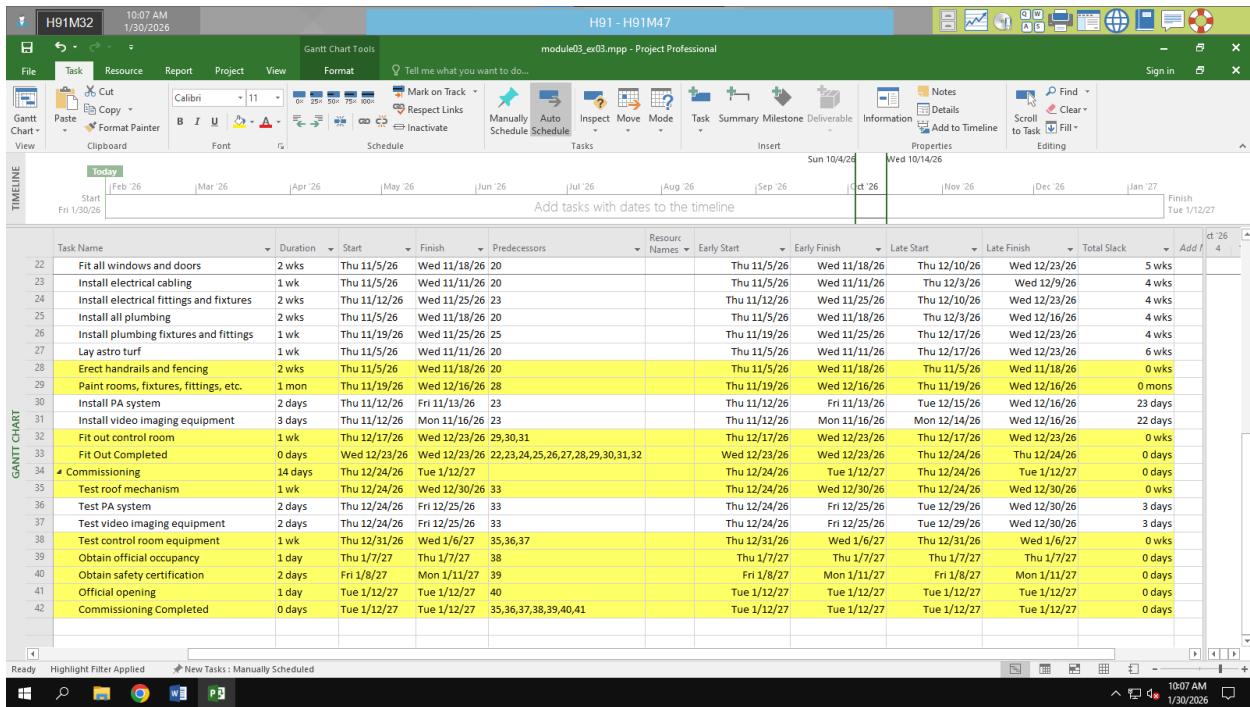


On the table data Add column Late Start, Late Finish, Total Slack

The screenshot shows a Microsoft Project Professional interface with the title bar "H91M32" and "H91 - H91M47". The ribbon menu includes File, Task, Resource, Report, Project, View, Format, and Gantt Chart Tools. The Gantt Chart Tools tab is selected. The timeline at the bottom shows tasks from February 26 to January 12/27. A red dashed box highlights a task labeled "Planning". The Gantt chart displays tasks with columns for Task Name, Duration, Start, Finish, Predecessors, Resources, Early Start, Early Finish, Late Start, Late Finish, and Total Slack.

Task Name	Duration	Start	Finish	Predecessors	Resources	Early Start	Early Finish	Late Start	Late Finish	Total Slack
1 Creating architectural plans	43 days	Fri 1/30/26	Tue 3/31/26			Fri 1/30/26	Tue 3/31/26	Fri 4/1/26	Wed 4/1/26	0 days
2 Submit plans for approval	3 wks	Fri 1/30/26	Thu 2/19/26			Fri 1/30/26	Thu 2/19/26	Fri 1/30/26	Thu 2/19/26	0 wks
3 Order materials	8 days	Fri 3/20/26	Tue 3/31/26	3		Fri 3/20/26	Tue 3/31/26	Fri 3/20/26	Tue 3/31/26	0 days
4 Planning Completed	0 days	Tue 3/31/26	Tue 3/31/26	2,3,4		Tue 3/31/26	Tue 3/31/26	Wed 4/1/26	Wed 4/1/26	0 days
5 Site Works	27 days	Wed 4/1/26	Thu 5/7/26			Wed 4/1/26	Thu 5/7/26	Wed 4/1/26	Fri 5/8/26	0 days
6 Erect fencing	3 days	Wed 4/1/26	Fri 4/3/26	5		Wed 4/1/26	Fri 4/3/26	Wed 4/1/26	Fri 4/3/26	0 days
7 Erect site building	4 days	Mon 4/6/26	Thu 4/9/26	7		Mon 4/6/26	Thu 4/9/26	Mon 4/6/26	Thu 4/9/26	0 days
8 Clear and level site	3 wks	Fri 4/10/26	Thu 4/30/26	8		Fri 4/10/26	Thu 4/30/26	Fri 4/10/26	Thu 4/30/26	0 wks
9 Prepare drainage infrastructure	1 wk	Fri 5/1/26	Thu 5/7/26	9		Fri 5/1/26	Thu 5/7/26	Fri 5/1/26	Thu 5/7/26	0 wks
10 Prepare cabling infrastructure	1 wk	Fri 5/1/26	Thu 5/7/26	9		Fri 5/1/26	Thu 5/7/26	Fri 5/1/26	Thu 5/7/26	0 wks
11 Site Works Completed	0 days	Thu 5/7/26	Thu 5/7/26	7,8,9,10,11		Thu 5/7/26	Thu 5/7/26	Fri 5/8/26	Fri 5/8/26	0 days
12 Building Construction	129 days	Fri 5/8/26	Wed 11/4/26			Fri 5/8/26	Wed 11/4/26	Fri 5/8/26	Thu 11/5/26	0 days
13 Pour foundations	4 days	Fri 5/8/26	Wed 5/13/26	12		Fri 5/8/26	Wed 5/13/26	Fri 5/8/26	Wed 5/13/26	0 days
14 Erect steelwork	3 mons	Thu 5/14/26	Wed 8/5/26	14		Thu 5/14/26	Wed 8/5/26	Thu 5/14/26	Wed 8/5/26	0 mons
15 Install roofing superstructure	2 wks	Thu 8/6/26	Wed 9/30/26	15		Thu 8/6/26	Wed 9/30/26	Thu 8/6/26	Wed 9/30/26	0 wks
16 Install roofing retracting mechanism	1 wk	Thu 10/1/26	Wed 10/14/26	16		Thu 10/1/26	Wed 10/14/26	Thu 10/1/26	Wed 10/14/26	0 wks
17 Erect seating tiers	3 wks	Thu 10/15/26	Wed 11/4/26	18SS		Thu 10/15/26	Wed 11/4/26	Thu 10/15/26	Wed 11/4/26	0 wks
18 Building Construction Completed	0 days	Wed 11/4/26	Wed 11/4/26	14,15,16,17,18,19		Wed 11/4/26	Wed 11/4/26	Thu 11/5/26	Thu 11/5/26	0 days
19 Fit Out	35 days	Thu 11/5/26	Wed 12/23/26			Thu 11/5/26	Wed 12/23/26	Thu 11/5/26	Thu 12/24/26	0 days
20 Fit all windows and doors	2 wks	Thu 11/5/26	Wed 11/18/26	20		Thu 11/5/26	Wed 11/18/26	Thu 12/10/26	Wed 12/23/26	5 wks
21 Install electrical cabling	1 wk	Thu 11/5/26	Wed 11/11/26	20		Thu 11/5/26	Wed 11/11/26	Thu 12/3/26	Wed 12/9/26	4 wks

# Lab report – Project Management



## Module 4:

### Exercise 1: updating ...