

## MODULE 3: Working with Tasks

### Exercise 1. Changing Working Time (Start Date Feb 2<sup>st</sup> 2026)

- Santa's workshop has two machines for making toys for boys and girls - the first job of the year is to prepare them for work.

ID	TASK NAME	PREDECESSOR	DURATION
1	clean machine		5 days
2	load raw materials	1	3 days
3	prime machine	2	3 days
4	Test run	3	1 day
5	clean machine	4	5 days
6	load raw materials	5	3 days
7	prime machine	6	3 days
8	Test run	7	1 day

Create the summary tasks for series tasks below:

- Summary task name is **Boy's Toy** for tasks 1,2,3,4
- Summary task name is **Girl's Toy** for tasks 5,6,7,8
- Add the **Ready for production task** (0 day) that is the end task of the task list
- Summary Task name is **Workshop** for **Boy's Toy**, **Girl's Toy**, and **Ready for production tasks**
- Display the Project Information.
- View Project Timeline, Gantt Chart, view CP, Total Slack and capture the result of them

### Exercise 2. Changing Working Time (Start Date Feb 2<sup>nd</sup> 2026)

- Using the diagram below, create a list of tasks to model this process.

ID	TASK NAME	PREDECESSOR	DURATION
1	Visit estate agents		1 days
2	View properties	1	2 days
3	Decide what to buy	2	5 days
4	Make offer	3	0 day
5	Wait for decision	4	<i>Don't know</i>
6	offer a accepted	5	0 days

- Create the summary task is Buy a shop that contains all tasks in the project.
- Establish the duration of **Wait for a decision task** is 7 days.
- Change the duration of **View properties task** to **7 days**.
- Display the Project Information.
- View Project Timeline, Gantt Chart, view CP, Total Slack and capture the result of them.

### Exercise 3. Scheduling – Task dependencies

- Create the list of tasks to model this processing (Start date: Feb 2<sup>nd</sup> 2026)

ID	TASK NAME	Duration
1	Creating architectural plans	3 wks
2	Submit plans for approval	1 mon
3	Order materials	8 days
4	Erect fencing	3 days
5	Erect site building	4 days
6	Clear and level site	3 wks
7	Prepare drainage infrastructure	1 wk
8	Prepare cabling infrastructure	1 wk
9	Pour foundations	4 days
10	Erect steelwork	3 mons
11	Erect wall	2 mons
12	Install roofing superstructure	2 wks
13	Install roofing retracting mechanism	1 wk
14	Erect seating tiers	3 wks
15	Fit all windows and doors	2 wks
16	Install electrical cabling	1 wk
17	Install electrical fittings and fixtures	2 wks
18	Install all plumbing	2 wks
19	Install plumbing fixtures and fittings	1 wk
20	Lay astro turf	1 wk
21	Erect handrails and fencing	2 wks
22	Paint rooms, fixtures, fittings, etc.	1 mon
23	Install PA system	2 days
24	Install video imaging equipment	3 days
25	Fit out control room	1 wk
26	Test roof mechanism	1 wk
27	Test PA system	2 days
28	Test video imaging equipment	2 days
29	Test control room equipment	1 wk
30	Obtain official occupancy	1 day

<b>31</b>	Obtain safety certification	2 days
<b>32</b>	Official opening	1 day

Create the summary tasks for series tasks below:

- Summary task name is **Planning (20 days)** for tasks 1,2,3.
- Summary task name is **Site Works (15 days)** form task 4 to task 8.
- Summary task name is **Building Construction (60 days)** form task 9 to task 14.
- Summary task name is **Fit Out (20 days)** form task 15 to task 25.
- Summary task name is **Commissioning (5 days)** form task 26 to the end task.

Create the milestones for this project below:

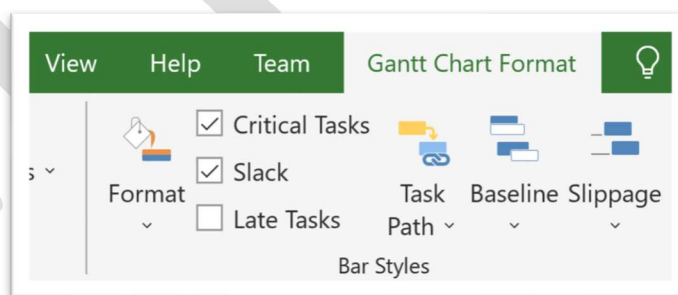
No	Milestone	At End Of phrases
<b>1</b>	Planning Completed	<i>Planning</i>
<b>2</b>	Site Works Completed	<i>Site works</i>
<b>3</b>	Building Construction Completed	<i>Building Construction</i>
<b>4</b>	Fit Out Completed	<i>Fit out</i>
<b>5</b>	Commissioning Completed	<i>Commissioning</i>

### Creating Dependencies in Task Entry

ID	TASK NAME	Duration	Dependencies
<b>1</b>	Planning	?????	
<b>2</b>	Creating architectural plans	3 wks	
<b>3</b>	Submit plans for approval	1 mon	2
<b>4</b>	Order materials	8 days	3
<b>5</b>	Planning Completed	0	2,3,4
<b>6</b>	Site works		
<b>7</b>	Erect fencing	3 days	5
<b>8</b>	Erect site building	4 days	7
<b>9</b>	Clear and level site	3 wks	8
<b>10</b>	Prepare drainage infrastructure	1 wk	9
<b>11</b>	Prepare cabling infrastructure	1 wk	9
<b>12</b>	Site works Completed	0	7,8,9,10,11
<b>13</b>	Building Construction		
<b>14</b>	Pour foundations	4 days	12
<b>15</b>	Erect steelwork	3 mons	14
<b>16</b>	Erect wall	2 mons	15
<b>17</b>	Install roofing superstructure	2 wks	16
<b>18</b>	Install roofing retracting mechanism	1 wk	17
<b>19</b>	Erect seating tiers	3 wks	18SS
<b>20</b>	Building Construction Completed	0	14,15,16,17,18,19
<b>21</b>	Fit Out		
<b>22</b>	Fit all windows and doors	2 wks	20
<b>23</b>	Install electrical cabling	1 wk	20

24	Install electrical fittings and fixtures	2 wks	23
25	Install all plumbing	2 wks	20
26	Install plumbing fixtures and fittings	1 wk	25
27	Lay astro turf	1 wk	20
28	Erect handrails and fencing	2 wks	20
29	Paint rooms, fixtures, fittings, etc.	1 mon	28
30	Install PA system	2 days	23
31	Install video imaging equipment	3 days	23
32	Fit out control room	1 wk	29,30,31
33	Fit out Completed	0	22,23,24,25,26,27,28,29,30,31,32
34	Commissioning		
35	Test roof mechanism	1 wk	33
36	Test PA system	2 days	33
37	Test video imaging equipment	2 days	33
38	Test control room equipment	1 wk	35,36,37
39	Obtain official occupancy	1 day	38
40	Obtain safety certification	2 days	39
41	Official opening	1 day	40
42	Commissioning Completed	0	35,36,37,38,39,40,41

- Display the Project Information.
- View the project in Gantt Chart and define CP and Project Slack
- Choose **Gantt Chart Format** tab → check on **Critical Tasks** in **Bar Styles**.



- Check on **Slack** in **Bar Styles** slack lines in non-critical tasks
- On the table data Add column **Late Start**, **Late Finish**, **Total Slack**