MODULE 1: Management Studio

Exercise 1.   Creating a link

Task:

- Default: start, duration, predescessor
- Summary:
- Recurring Tasks:
- Milstone:

Creating the following tasks

ID	TASK NAME	PREDESCESSOR	DURATION
1	Research destinations	-	2 days
2	Book flights	1	1 day
3	Prepare and pack	2	5 days
4	Fly out	3	1 day
5	Relax in the sun	4	7 days
6	Fly home	5	1 day
7	Peel	6	7 days

- Display the Project Information
- View Project Timeline, Gant Chart, Network Diagram and capture the result them.

Exercise 2.   Setting duration

Creating the following tasks

ID	TASK NAME	PREDESCESSOR	DURATION
1	Quarry stone	-	2 days
2	Transport stone	1	1 days
3	Prepare stone	2	5 days
4	Fill foundations	1,3	1 day
5	Level ground	2,3	1 day
6	Measure site	1	7 days
7	Mark out site	5	5 days
8	Acquire stone	2,4	3 days
9	Prepare site	5,3	9 days
10	Build	8,9	2 days

- Display the Project Information
- View Project Timeline, Gant Chart, Network Diagram and capture the result of them.

Exercise 3.   Creating phases

Creating the following tasks

ID	TASK NAME	PREDESCESSOR	DURATION
1	Pre-heat oven	-	5 mins
2	Prepare meat	1	5 mins
3	Prepare veg	2	5 mins
4	Heat pan	3	5 mins
5	Fry veg	4	5 mins
6	Brown meat	5	5 mins

| 7 | Add stock and bring to a simmer | 6 | 5 mins |
| 8 | Cook in oven | 7 | 45 mins |

- Group the eight tasks so that the first task becomes a summary task (Make a casserole 1 day?)
- Display the Project Information
- View Project Timeline, Gant Chart, Network Diagram and capture the result of them.

Exercise 4.   Noah - Linking

Create the following links

ID	TASK NAME	PREDESCESSOR	DURATION
1	Build boat	-	7 days
2	Load supplies	1	3 days
3	Load family	1	6 days
4	Load animals	1	7 days
5	Collect animals A-M	1,4	12 days
6	Collect animals N-Z	2,4	10 days
7	Float around	5,6	7 days

- Display the Project Information
- View Project Timeline, Gant Chart, Network Diagram and capture the result of them.

Exercise 5.   Pyramid - Multi level grouping

Create the following links

ID	TASK NAME	PREDESCESSOR	DURATION
1	*Build a pyramid*	-	*1 day?*
2	*Acquire stone*	1	*1 day?*
3	Quarry stone	2	3 wks
4	Transport stone	3	5 days
5	Prepare stone	4	3 wks
6	*Prepare site*	5	*1 day?*
7	Dig foundations	6	3 wks
8	Fill foundations	7	2wks
9	Level ground	8	1wk
10	Measure site	9	7 days
11	Mark out site	10	7 days
12	Build	11	6 mons

- Group the tasks as indicated above with 3 levels:
  - Level 1 at task 1 includes task 2,6,12
  - Level 2 at task 2 includes task 3,4,5, task 6 includes task 7,8,9,10,11
- Display the Project Information
- View Project Timeline, Gant Chart, Network Diagram and capture the result of them.

Exercise 6.   Creating a plan for Staff Training

ID	TASK NAME	PREDESCESSOR	DURATION
1	Start with a skills gap analysis.	-	7 days

2	Identify employees for career	1	3 days
3	Align with employee and company goals.	2	6 days
4	Help them grow with you	3	7 days
5	*Use employee development plan*	*4*	*1 days?*
6	Consider an individual employee	5	2 wks
7	A succession planning template	6	1wks
8	*Fit the learning opportunity to the training*	*7*	*1 days?*
9	Microlearning	8	2 wks
10	On-the-job training	9	5wks
11	Augmented reality	10	1wks
12	Track results to inform your decisions	11	7 days

- Group the tasks as indicated above with 3 levels:

  o Level 1 at task 1,2,3,4,5,8,12.

  o Level 2 at task 5 includes task 6,7 and task 8 includes task 9,10,11

- Display the Project Information

- View Project Timeline, Gant Chart, Network Diagram and capture the result of them.

Exercise 7.   Recurring tasks

Create plan for a software project

ID	TASK NAME	PREDESCESSOR	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 in a weekly meeting to run throughout the project with the following settings
  ➢ Name: Breakfast Meeting
  ➢ Duration: 1 hour
  ➢ Recurrence: Weekly
  ➢ Day: Monday
  ➢ Range: the start to end of the project.
  ➢ Calendar: Standard
- Display the Project Information

- View Project Timeline, Gantt Chart, Network Diagram and capture the result of them.

Exercise 8.   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.