

# LAB REPORT

## Software Project Management



**Student Name:** Nguyễn Văn Minh

**ID:** 22003405

**Class:** DHKTPM18

**Course:** 2025-2026

# Lab report – Project Management

---

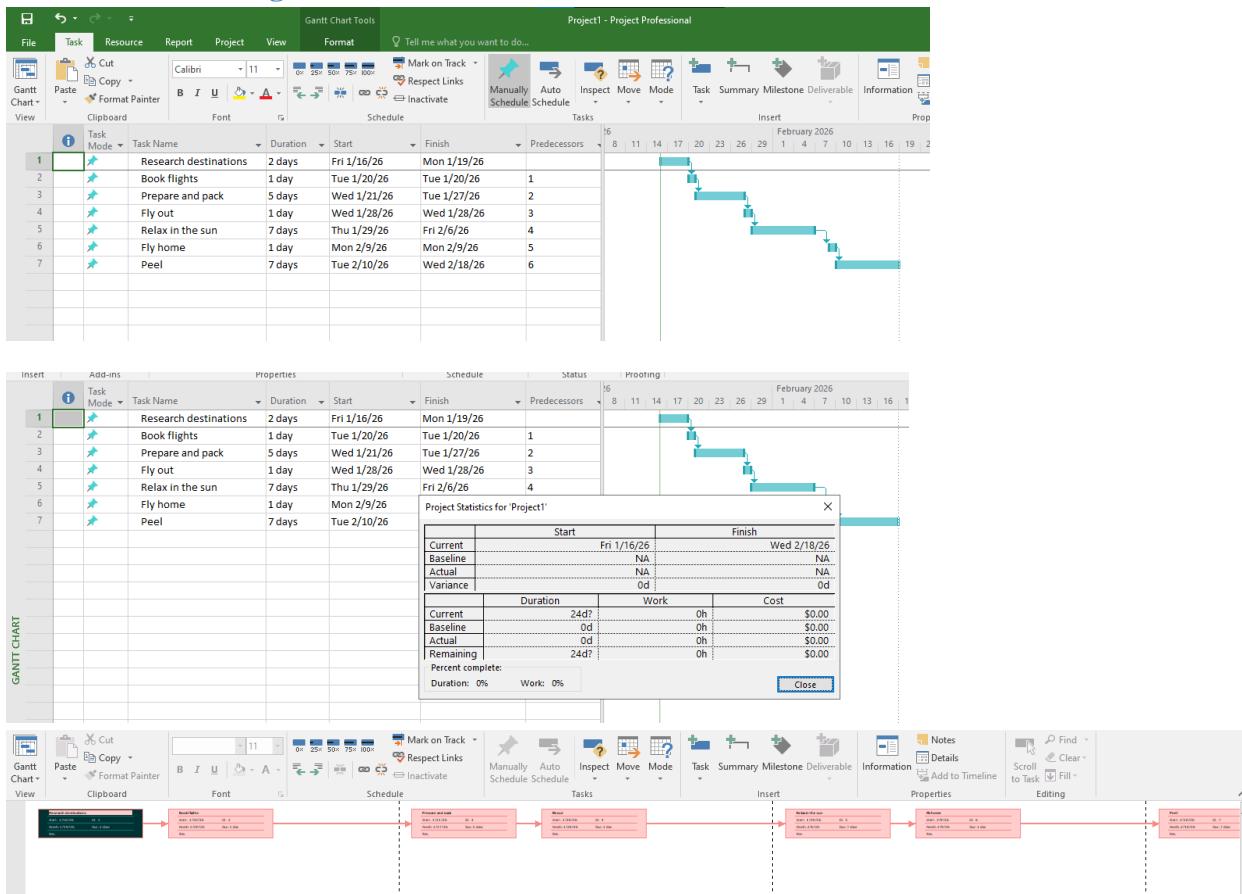
## Contents

Module 1: .....	3
Exercise 1: Creating a link .....	3
Exercise 2: Setting duration .....	3
Exercise 3: Creating phases .....	5
Exercise 4: Noah - Linking .....	7
Exercise 5: Pyramid - Multi level grouping .....	9
Exercise 6: Creating a plan for Staff Training .....	11
Exercise 7: Recurring Tasks .....	13
Exercise 8: Travelling – tasks calendar.....	14
Module 2: CALENDARS AND SCHEDULING .....	17
Exercise 1: Part Time - creating new calendar .....	17
Exercise 2: Changing Working Time .....	20
Exercise 3: Changing Working Time .....	24
Exercise 4: Changing Working Time .....	26
Exercise 5: Create the private Time for a project .....	28
Exercise 6: My project .....	31
Module 3: Working with Tasks .....	33
Exercise 1: Changing Working Time (Start Date Feb 2st 2026).....	33
Exercise 2: Changing Working Time (Start Date Feb 2rd 2026) .....	35
Exercise 3: Scheduling – Task dependencies.....	37
Module 4: .....	41
Exercise 1: updating .....	41

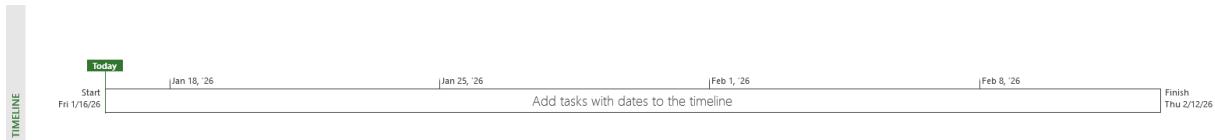
# Lab report – Project Management

## Module 1:

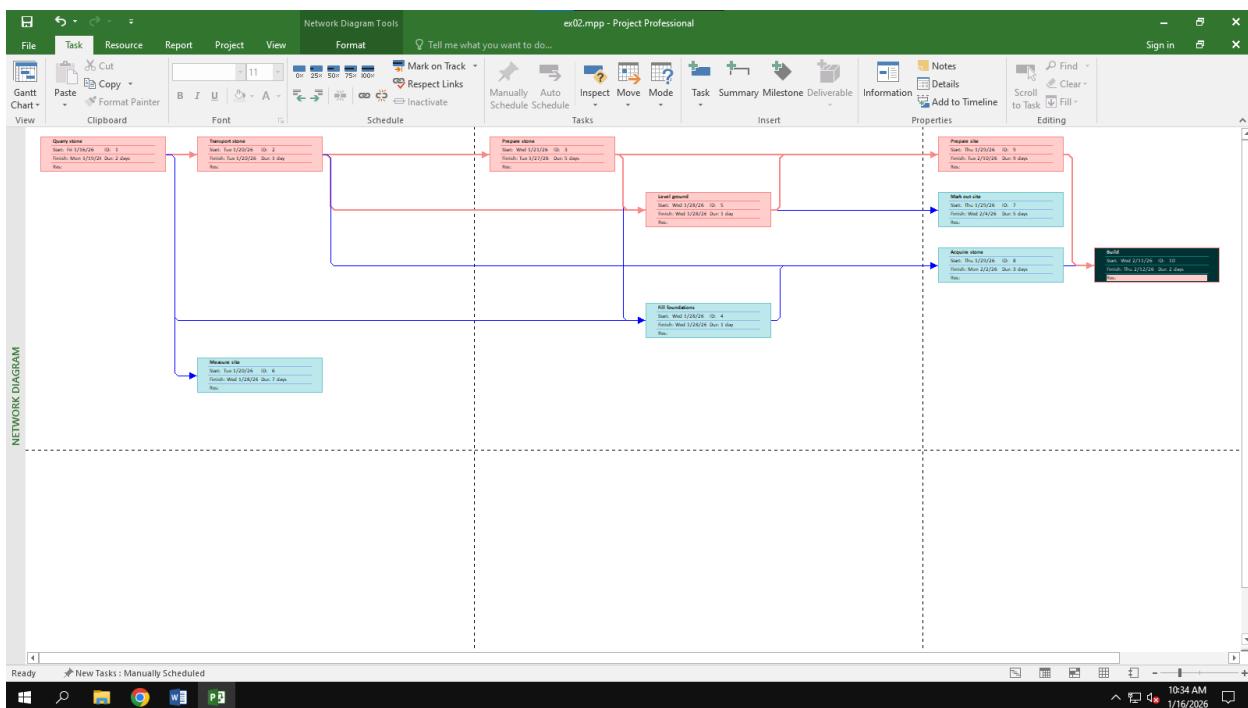
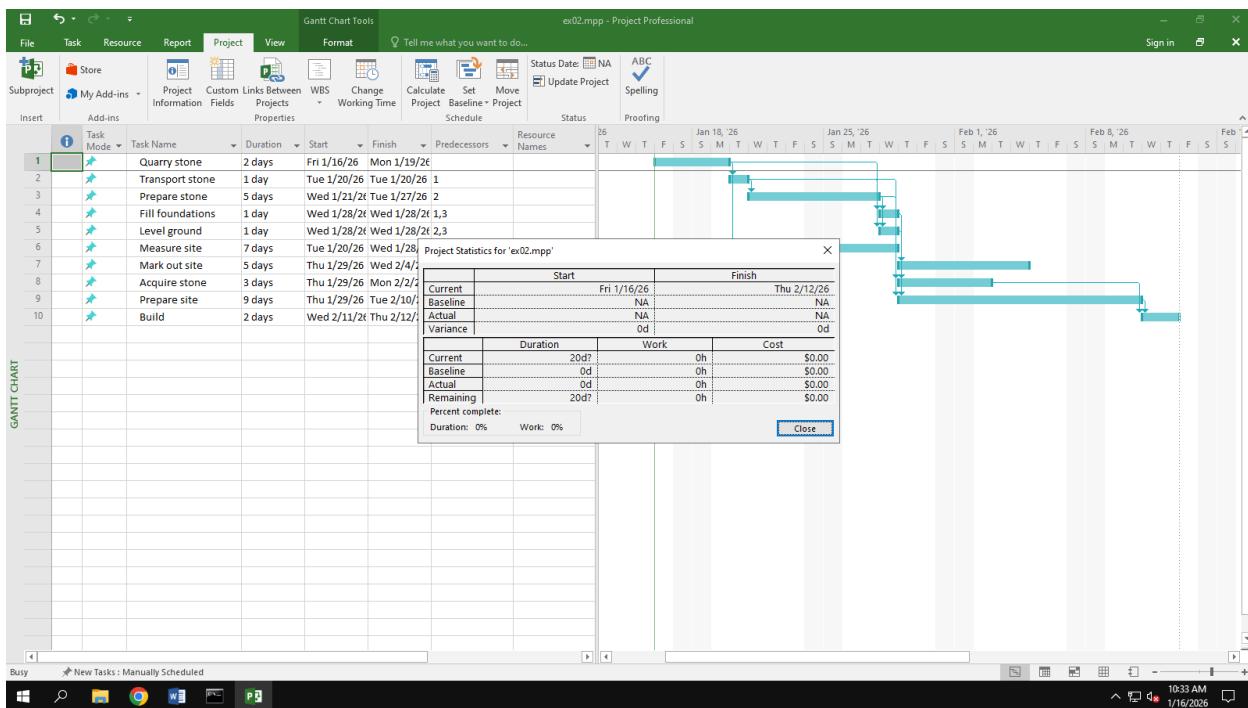
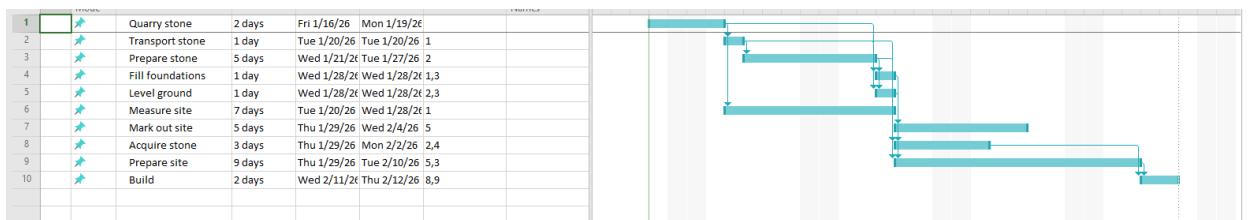
### Exercise 1: Creating a link



### Exercise 2: Setting duration

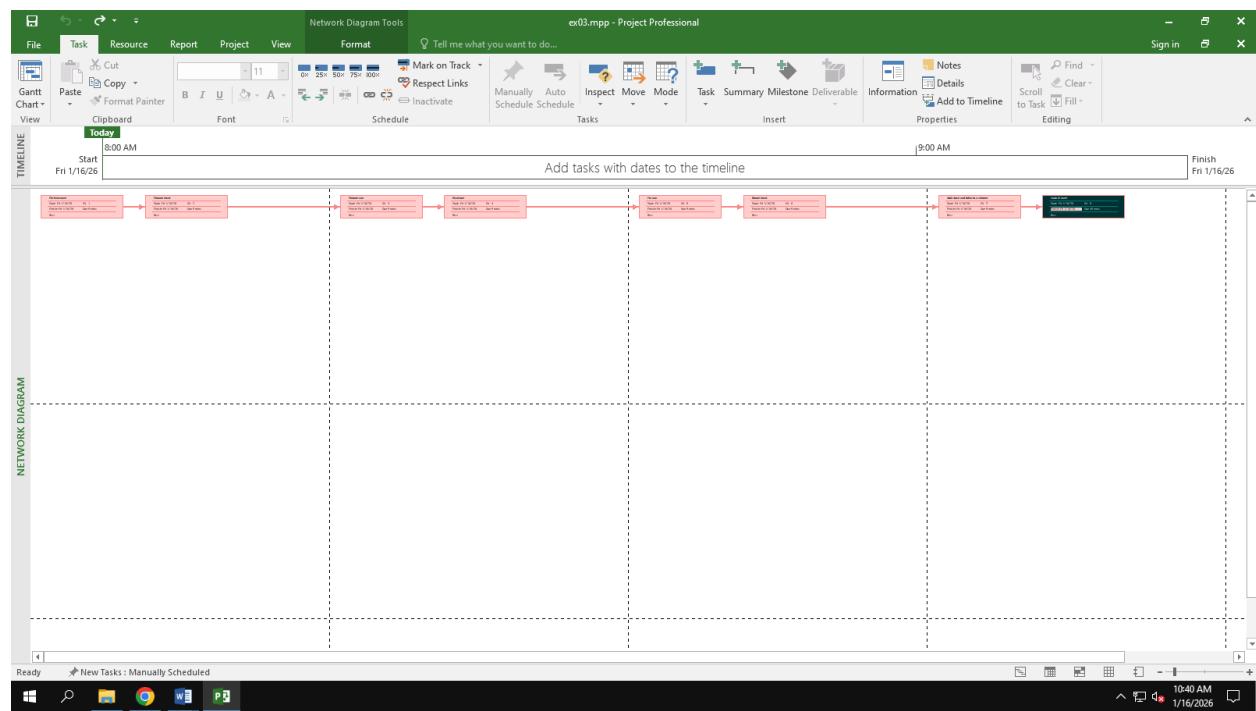
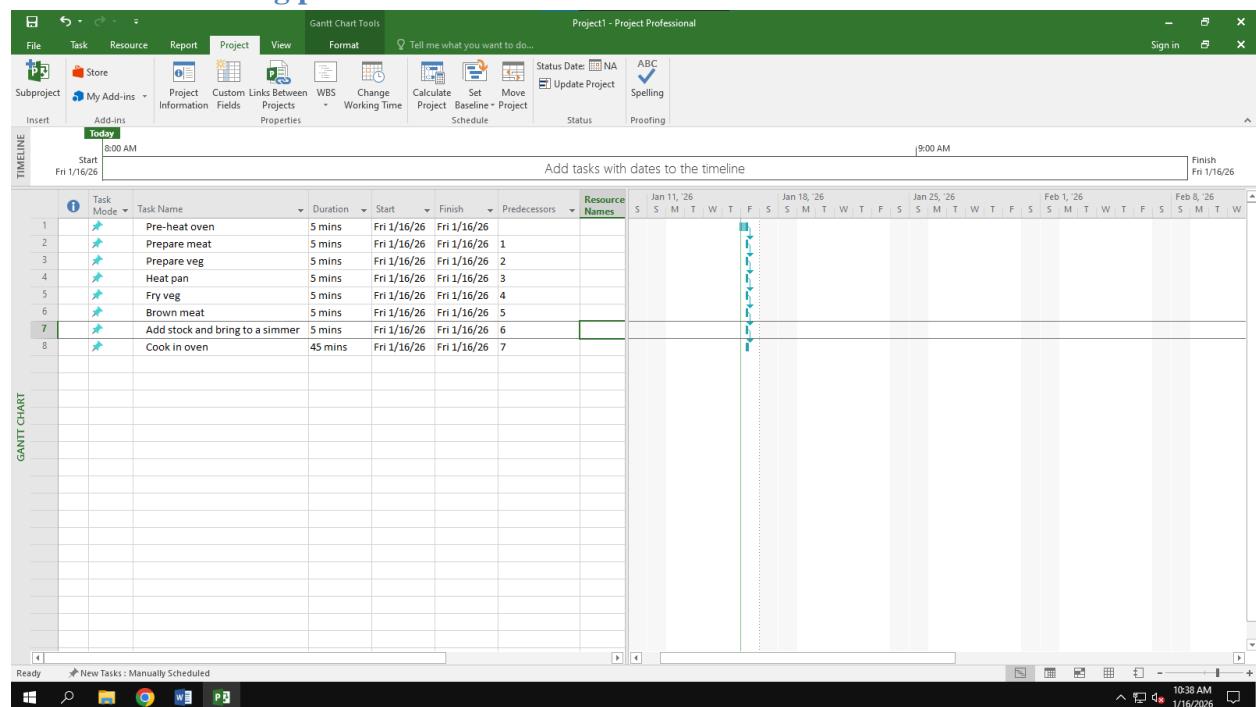


# Lab report – Project Management

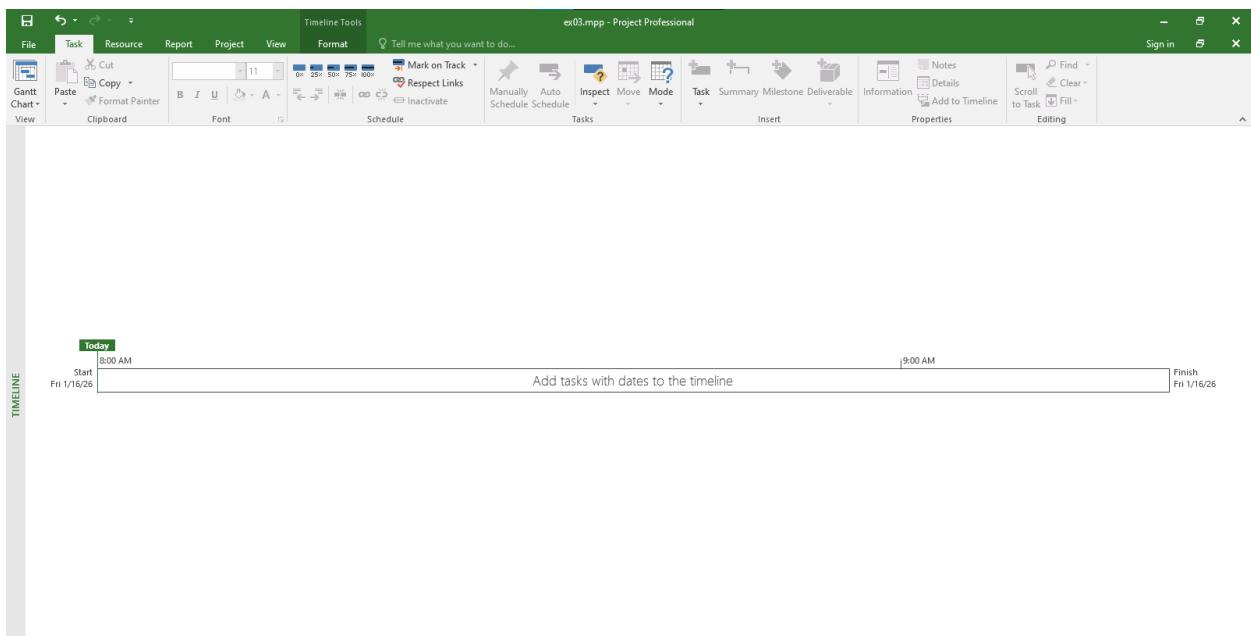


# Lab report – Project Management

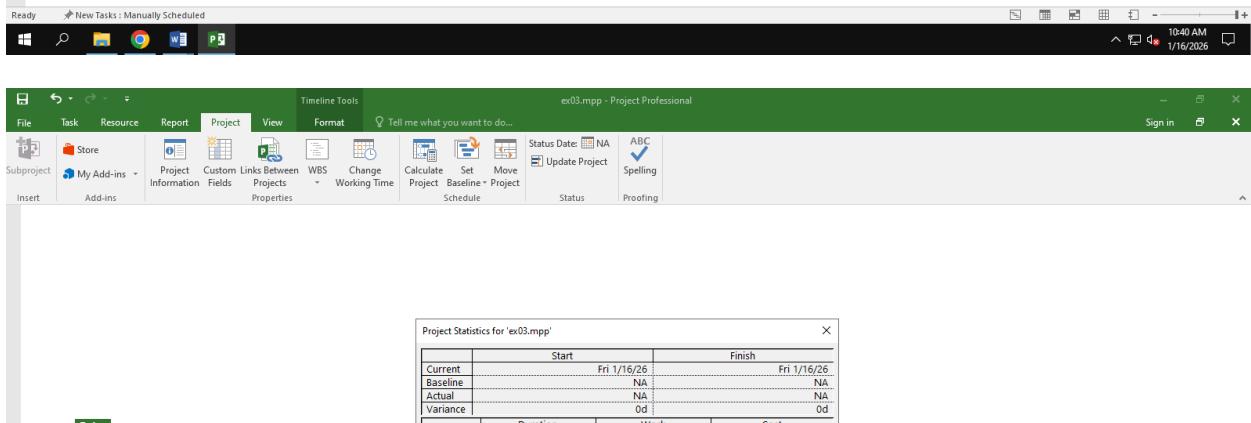
## Exercise 3: Creating phases



# Lab report – Project Management



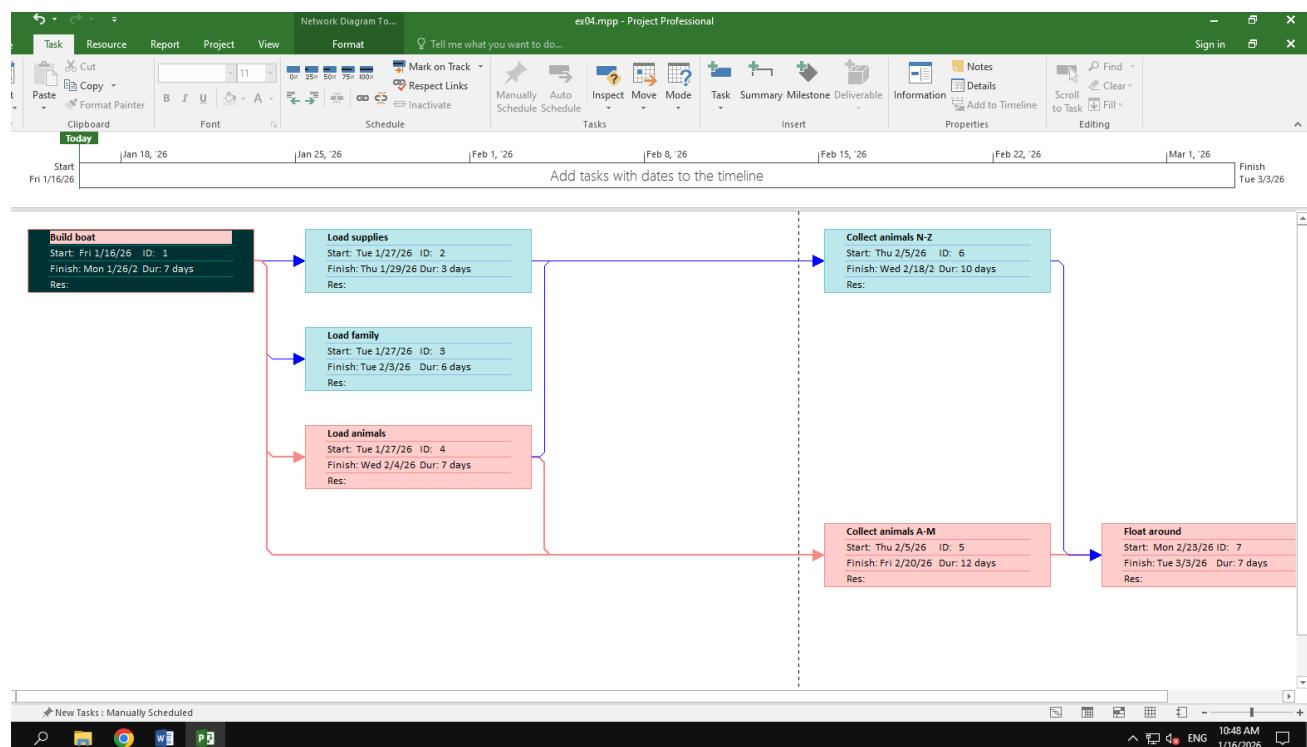
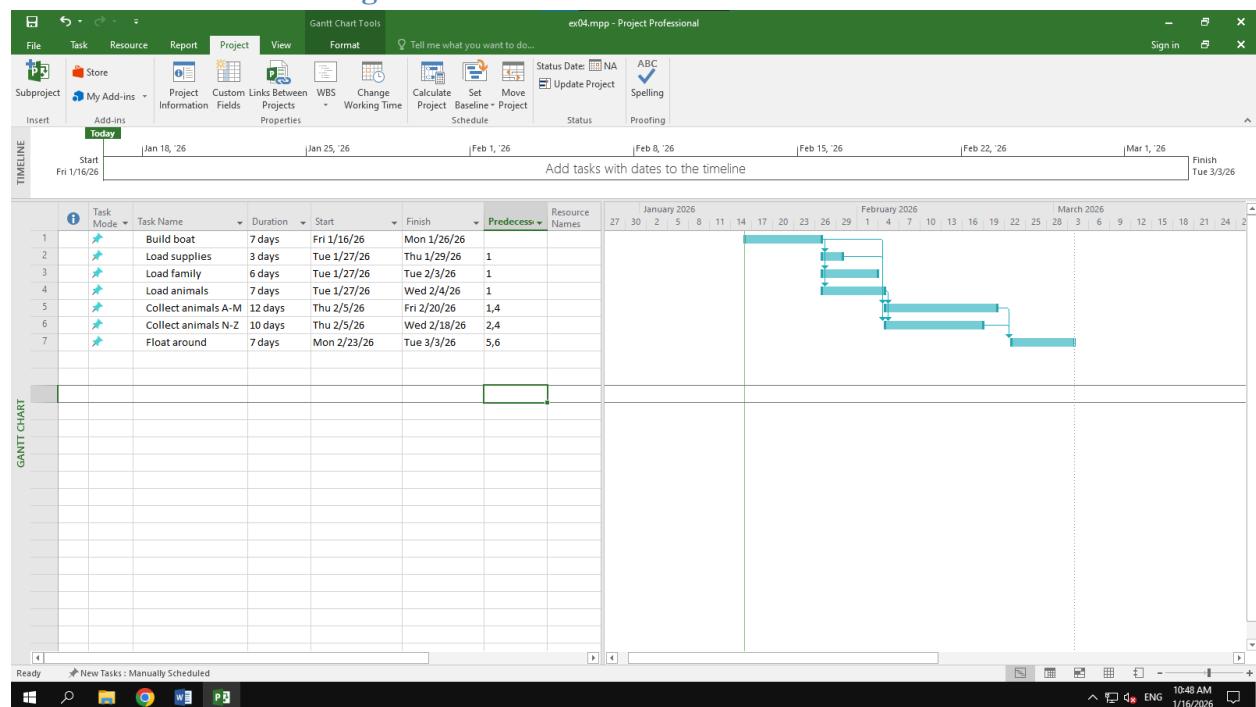
The screenshot shows the Microsoft Project Professional interface. The ribbon menu is visible at the top, with the 'Timeline Tools' tab selected. A green bar at the top center says 'Tell me what you want to do...'. Below the ribbon is a toolbar with various icons for tasks like Cut, Copy, Paste, and Format Painter. The main area is titled 'ex03.mpp - Project Professional' and shows a 'Timeline' view. A horizontal timeline bar spans from 'Start' (Fri 1/16/26) to 'Finish' (Fri 1/16/26). A green box highlights the 'Today' section from 8:00 AM to 9:00 AM. A placeholder text 'Add tasks with dates to the timeline' is centered below the timeline bar. On the left, a vertical 'TIMELINE' pane is partially visible.

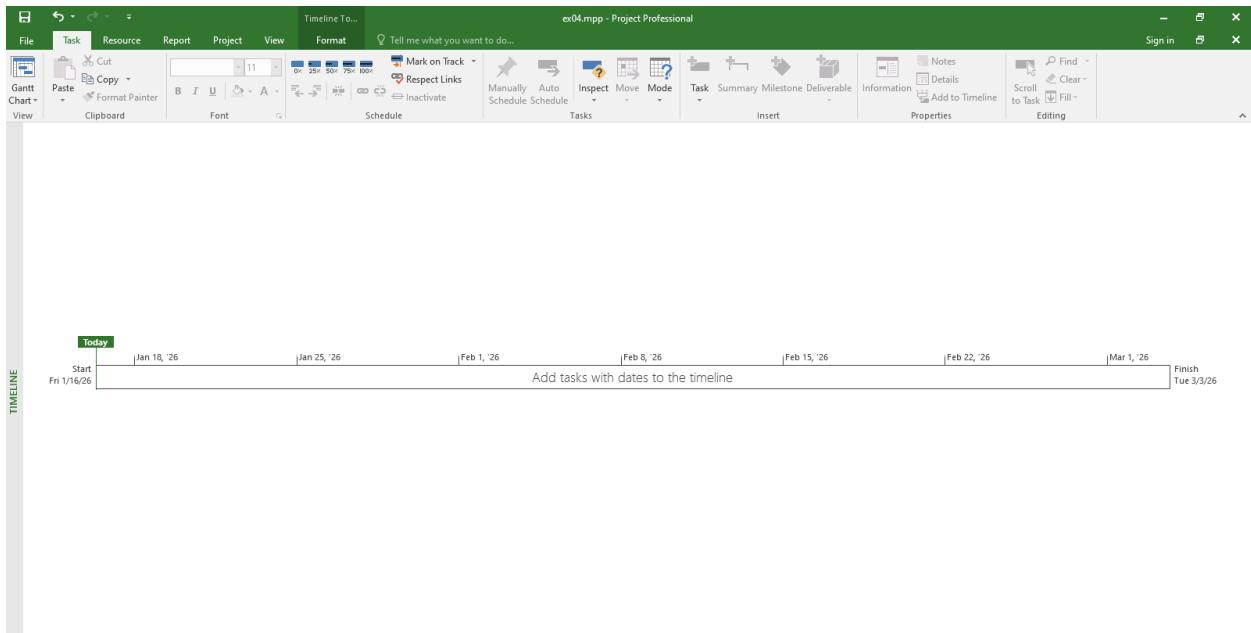
The screenshot shows the Microsoft Project Professional interface with the 'Project' tab selected in the ribbon. The ribbon also includes 'File', 'Task', 'Resource', 'Report', 'View', 'Format', and 'Timeline Tools'. A green bar at the top center says 'Tell me what you want to do...'. Below the ribbon is a toolbar with icons for Subproject, Store, My Add-ins, Project Information, Custom Fields, Links Between Projects, WBS, Change Working Time, Calculate, Set Baseline, Move Project, Status, and Proofing. The main area is titled 'ex03.mpp - Project Professional' and shows a 'Project' view. A 'Project Statistics' dialog box is open in the foreground, displaying project details. The dialog box has a title 'Project Statistics for \'ex03.mpp\''. It contains tables for Current, Baseline, Actual, and Variance data across Duration, Work, and Cost. Below the dialog, a timeline bar shows 'Start' (Fri 1/16/26) and 'Finish' (Fri 1/16/26) with a duration of 0.17d. A placeholder text 'New Tasks : Manually Scheduled' is visible in the background. On the left, a vertical 'TIMELINE' pane is partially visible.

# Lab report – Project Management

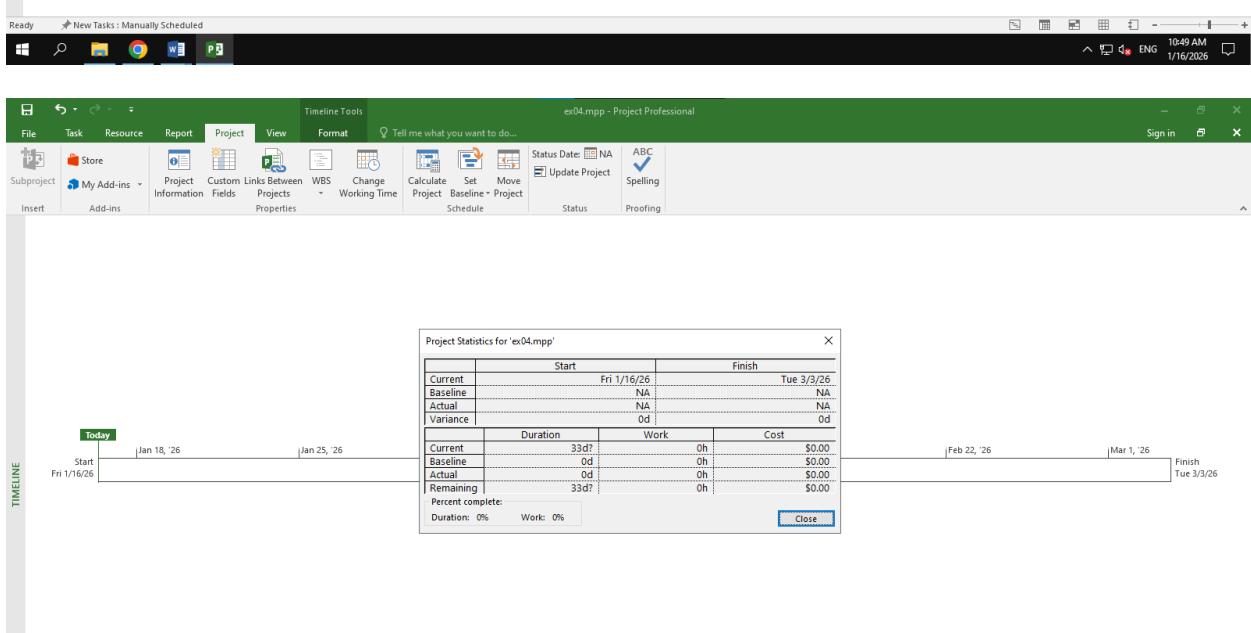
## Exercise 4: Noah - Linking



# Lab report – Project Management



The screenshot shows the Microsoft Project Professional interface. The ribbon is visible at the top with tabs like File, Task, Resource, Report, Project, View, Format, and Timeline Tools. A search bar says "Tell me what you want to do...". The main area is titled "ex04.mpp - Project Professional". On the left, there's a vertical "TIMELINE" bar. The timeline itself shows dates from "Jan 18, '26" to "Mar 1, '26" with a "Today" marker. Below the timeline, it says "Add tasks with dates to the timeline". The status bar at the bottom indicates "Ready" and "New Tasks : Manually Scheduled".



This screenshot shows the Microsoft Project Professional interface with the "Project" tab selected in the ribbon. A "Project Statistics" dialog box is open, titled "Project Statistics for 'ex04.mpp'". It displays the following data:

	Start	Finish
Current	Fri 1/16/26	Tue 3/3/26
Baseline	NA	NA
Actual	NA	NA
Variance	0d	0d

Below this, another table shows duration, work, and cost information:

	Duration	Work	Cost
Current	33d	0h	\$0.00
Baseline	0d	0h	\$0.00
Actual	0d	0h	\$0.00
Remaining	33d	0h	\$0.00

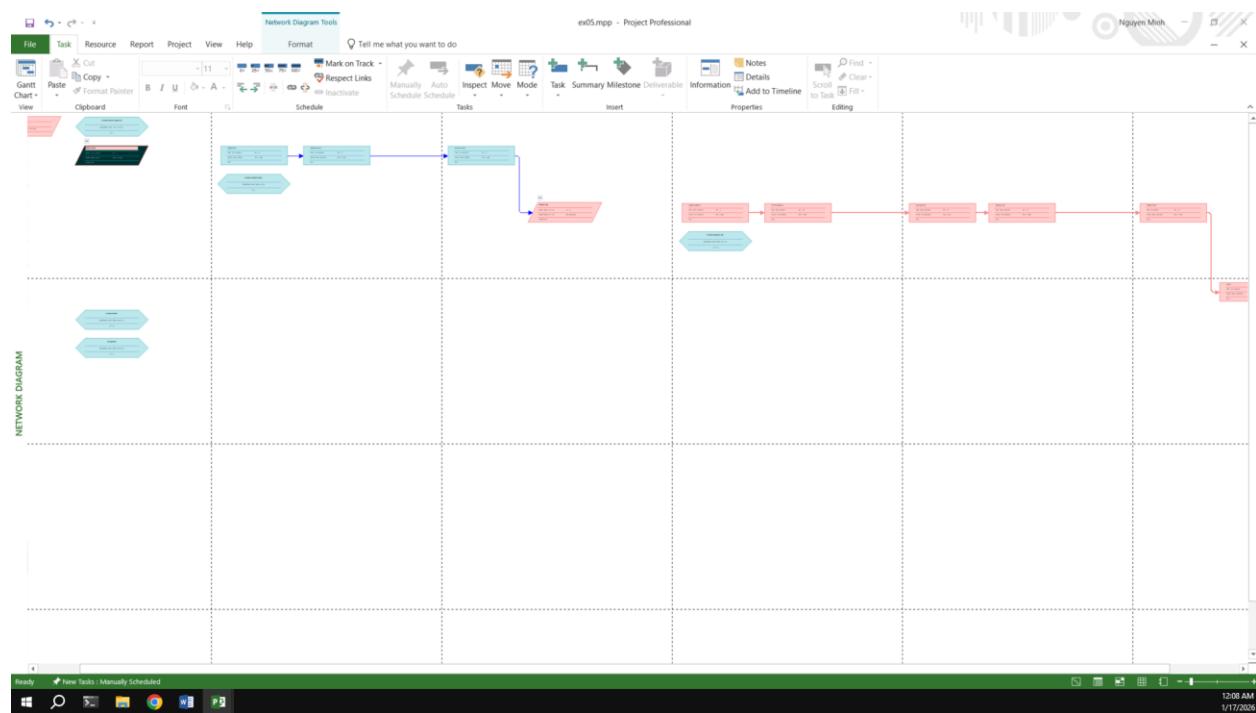
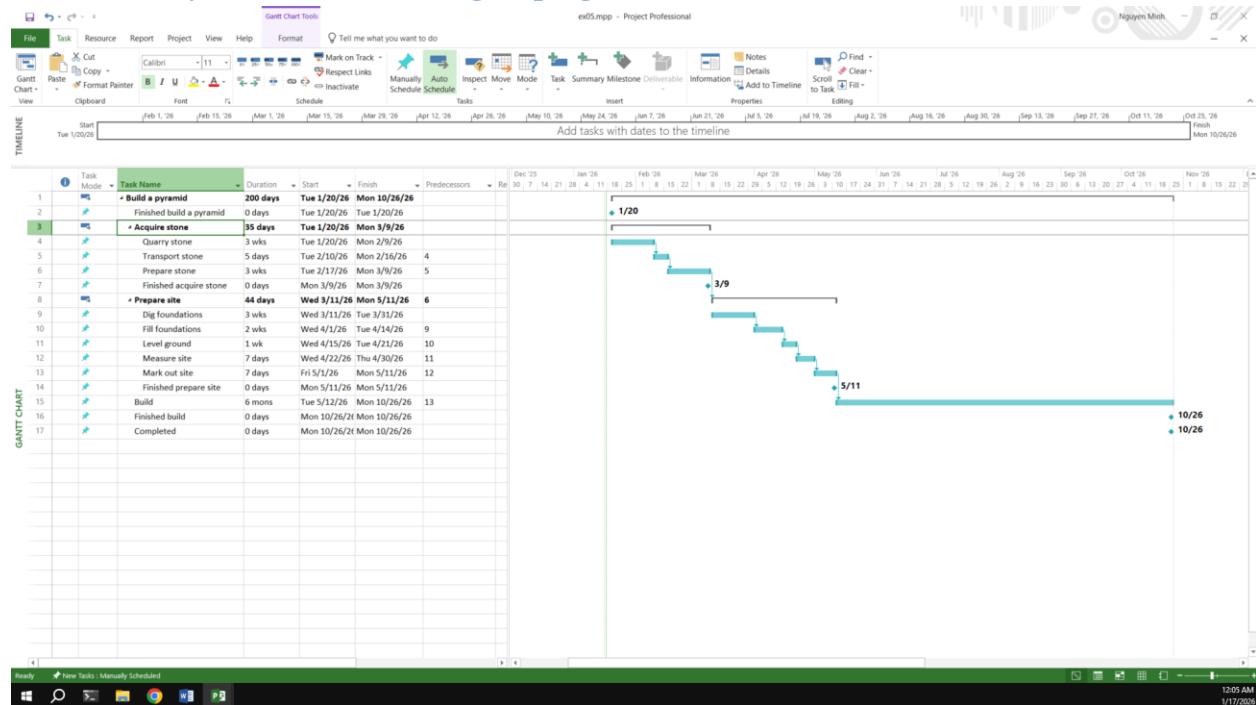
At the bottom of the dialog, it says "Percent complete: Duration: 0% Work: 0%" and has a "Close" button.



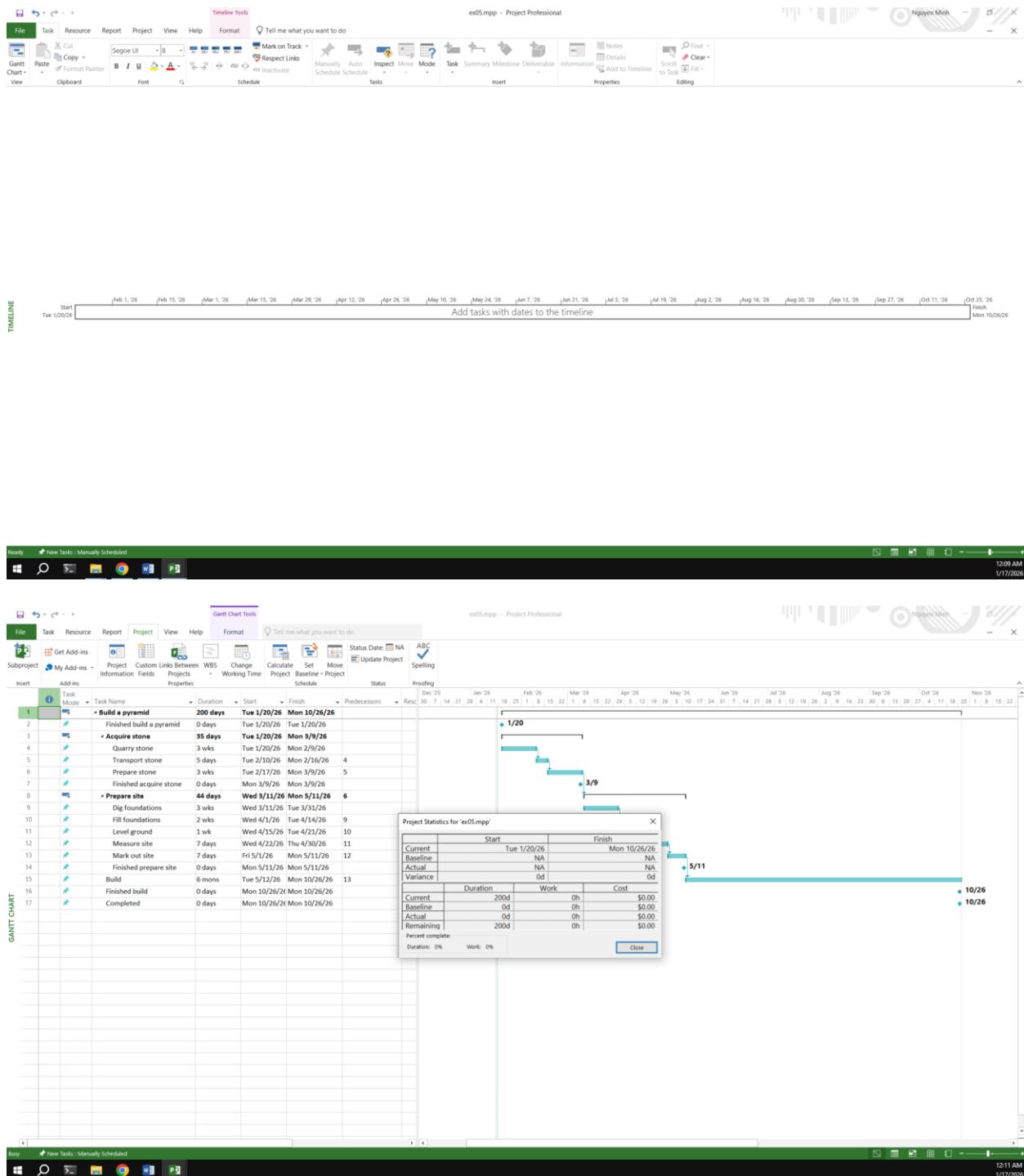
This screenshot shows the Microsoft Project Professional interface with the "Project" tab selected in the ribbon. A "Project Statistics" dialog box is overlaid on the timeline view. The timeline shows dates from "Jan 18, '26" to "Mar 1, '26" with a "Today" marker. The status bar at the bottom indicates "Busy" and "New Tasks : Manually Scheduled".

# Lab report – Project Management

## Exercise 5: Pyramid - Multi level grouping

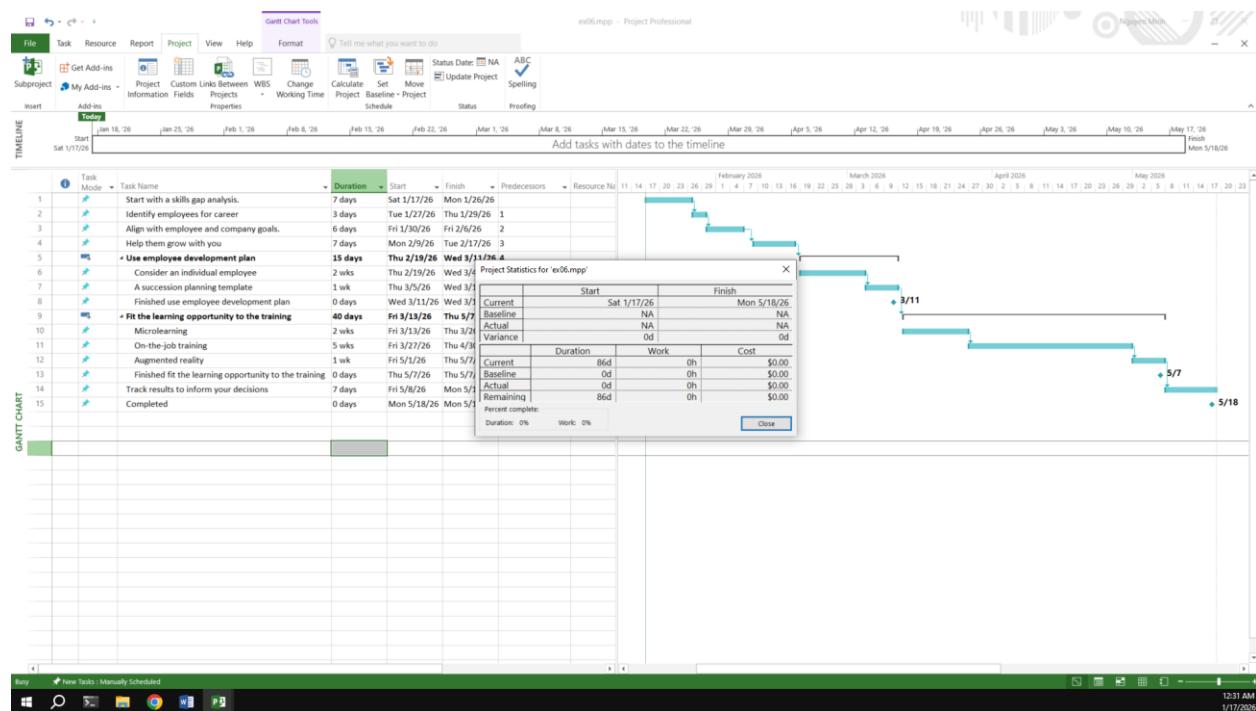
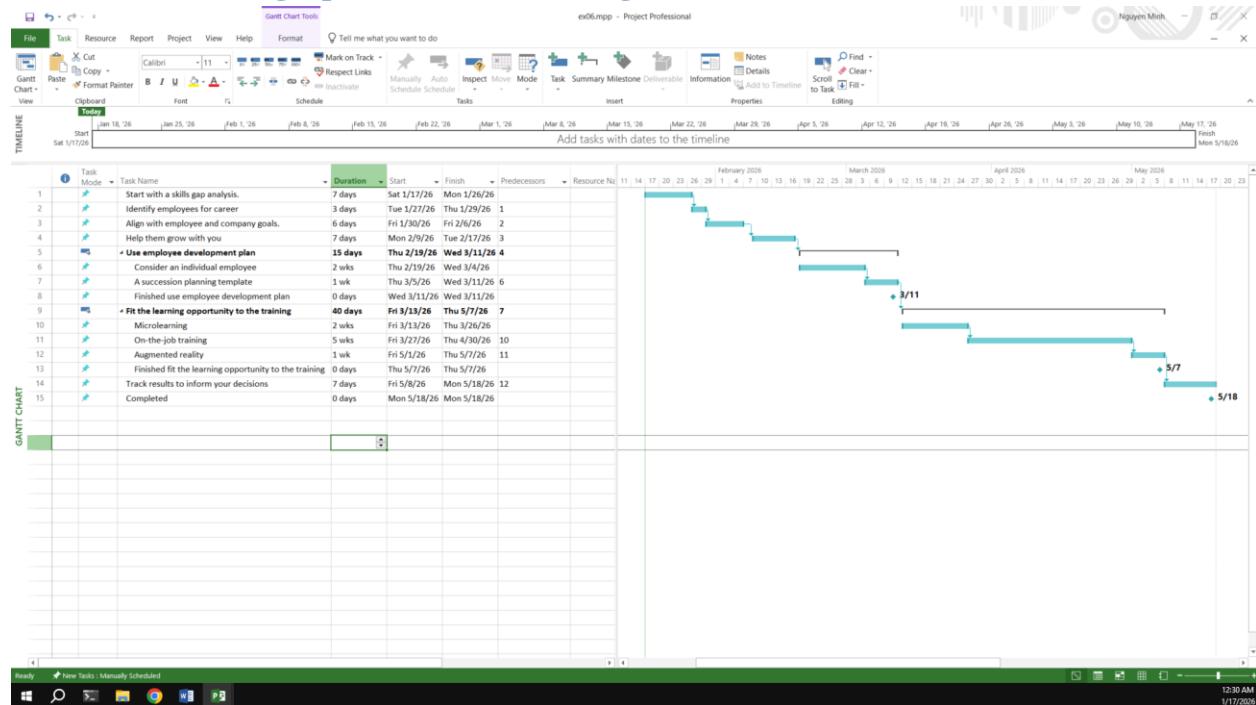


# Lab report – Project Management

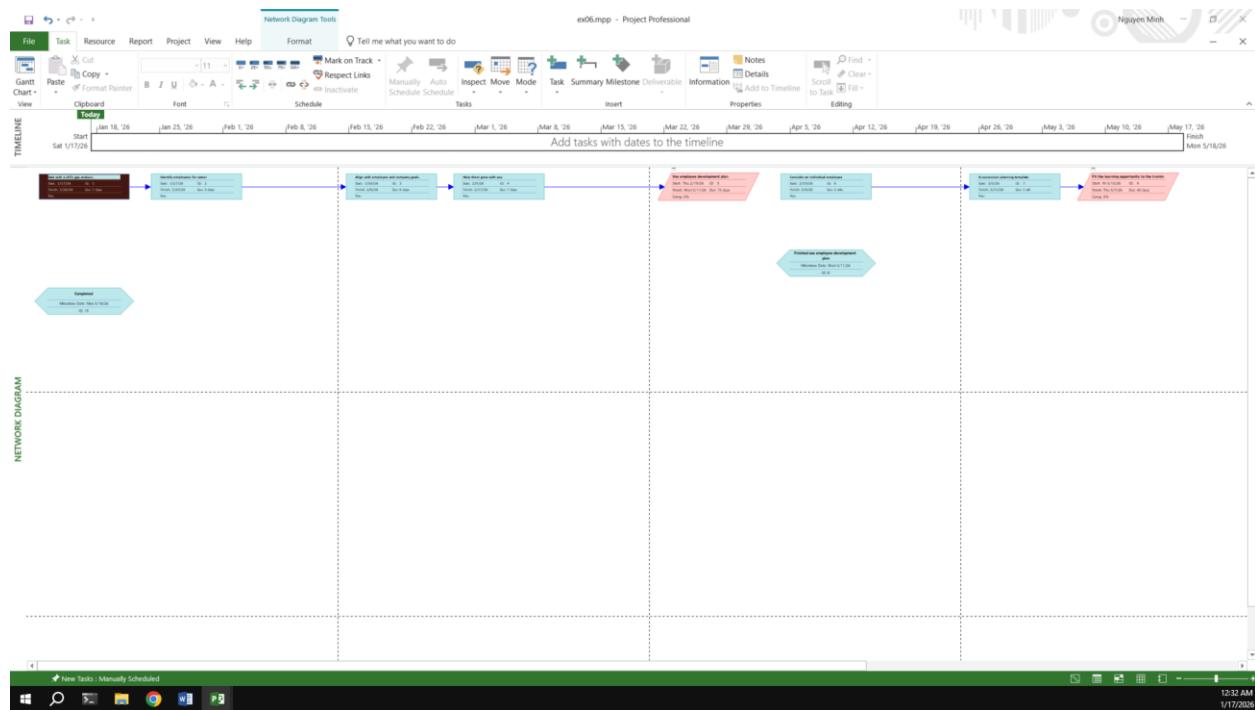


# Lab report – Project Management

## Exercise 6: Creating a plan for Staff Training

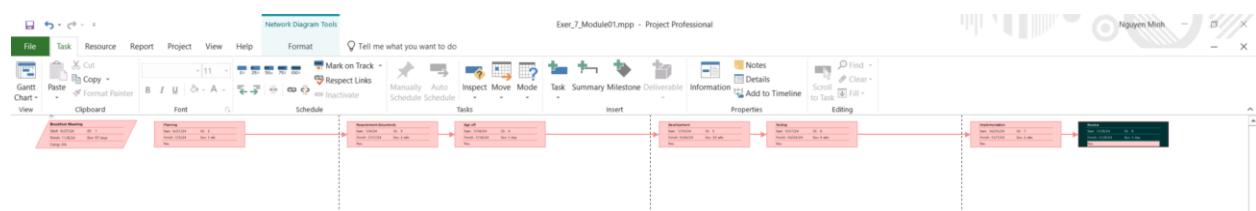
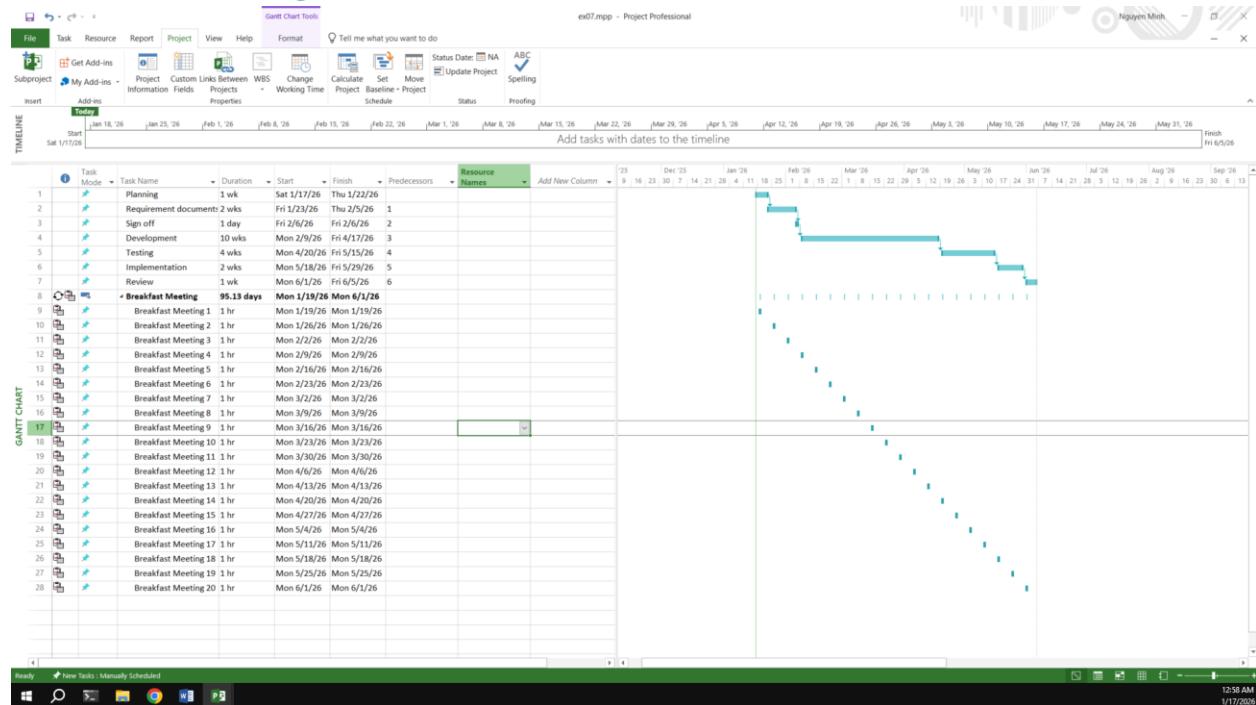


# Lab report – Project Management

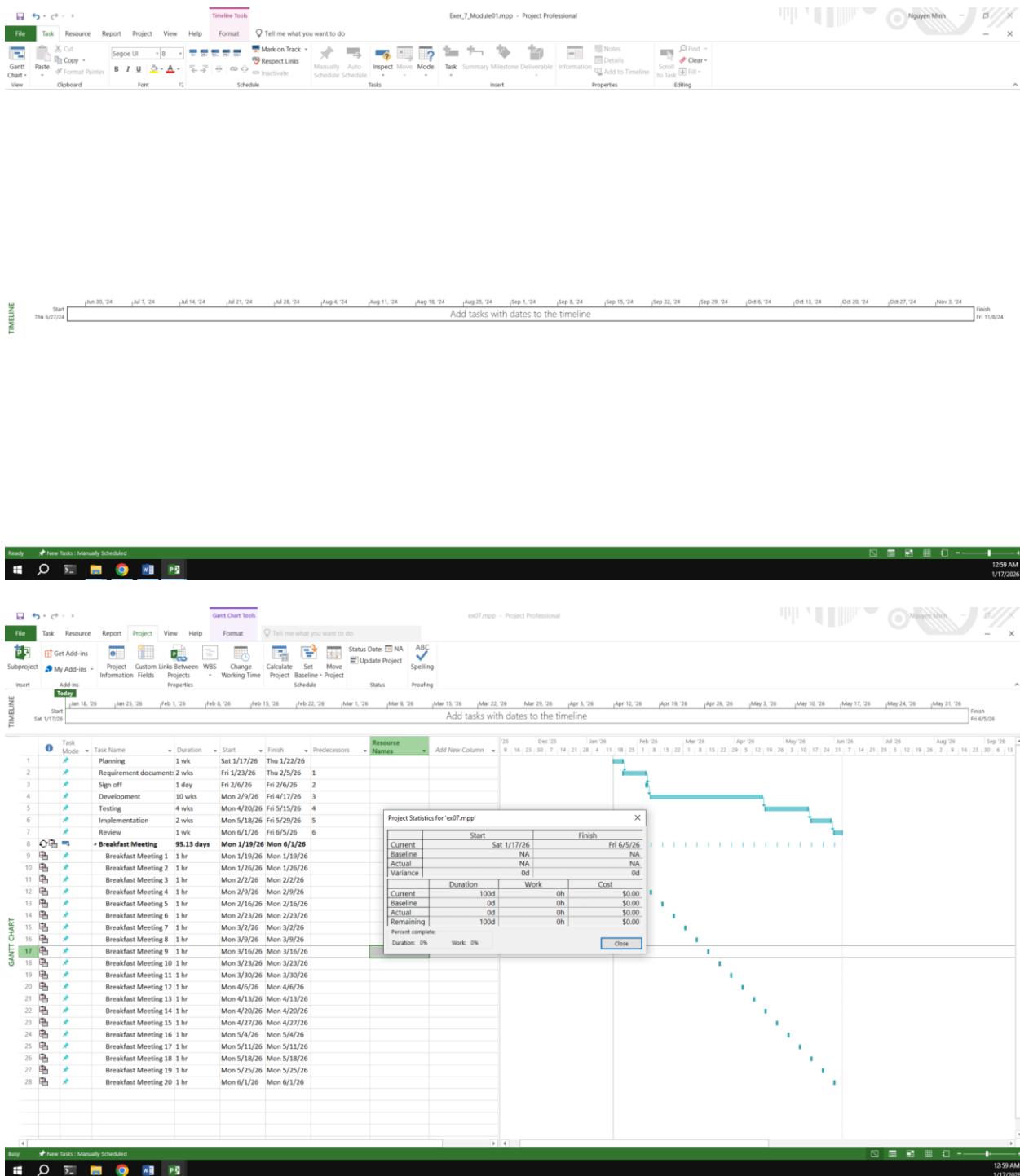


# Lab report – Project Management

## Exercise 7: Recurring Tasks



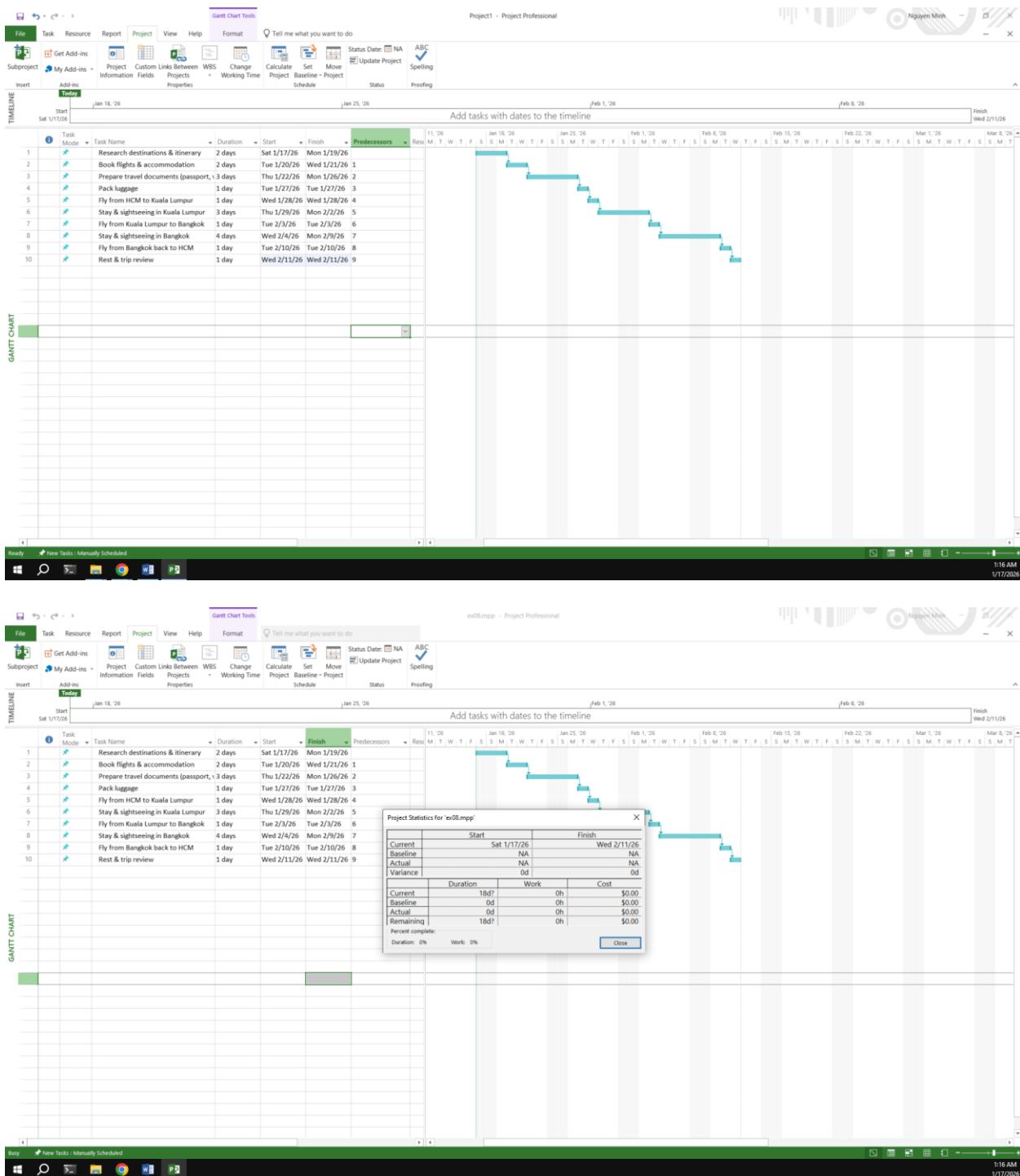
# Lab report – Project Management



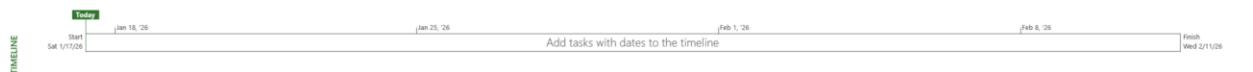
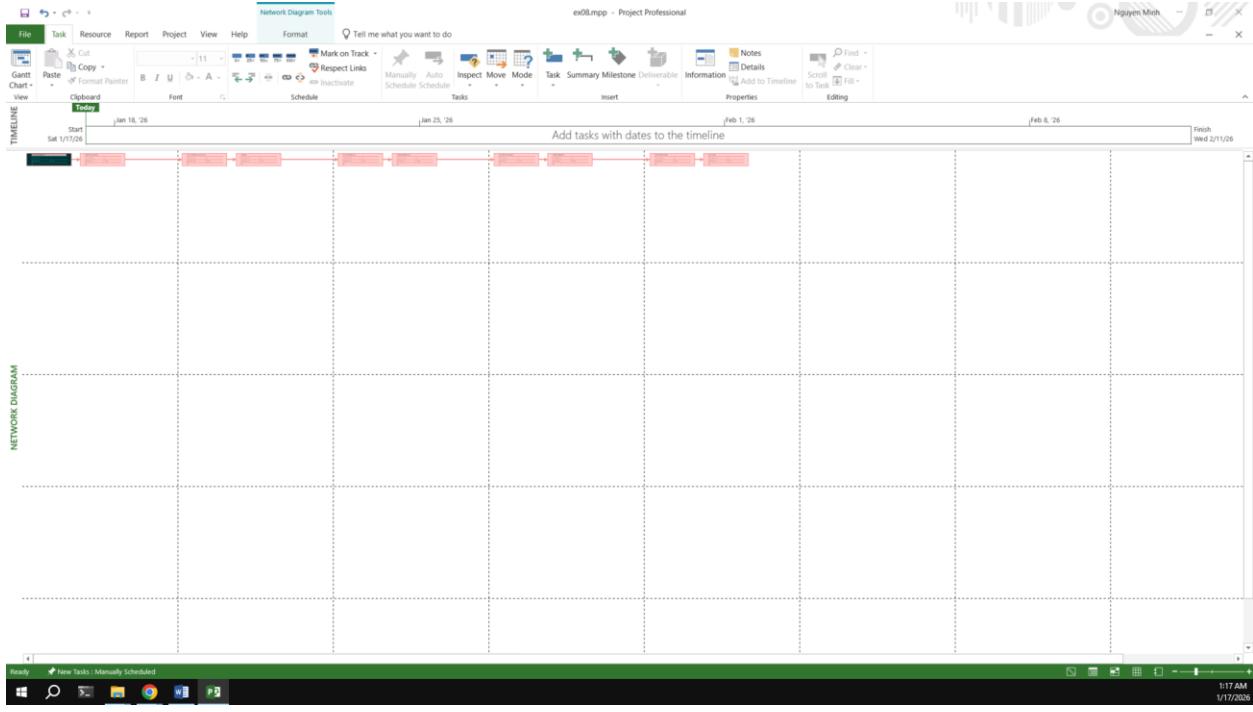
## Exercise 8: Travelling – tasks calendar

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 -

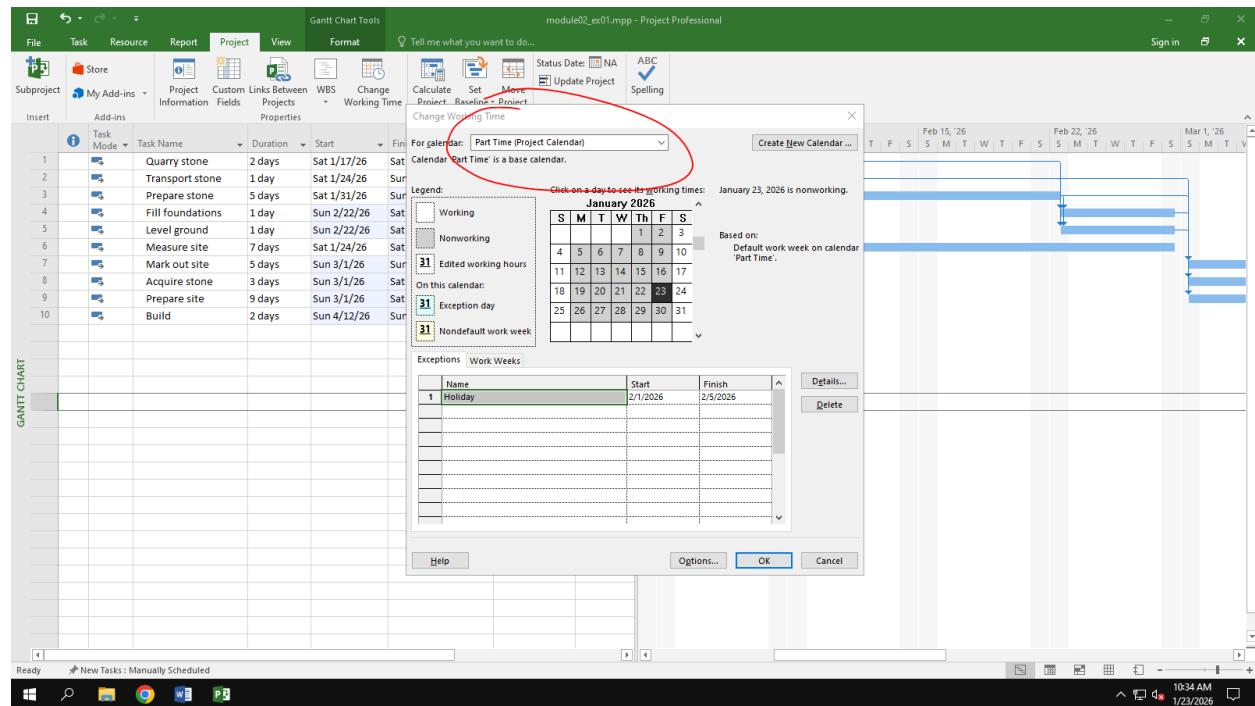
## Module 2: CALENDARS AND SCHEDULING

### 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:

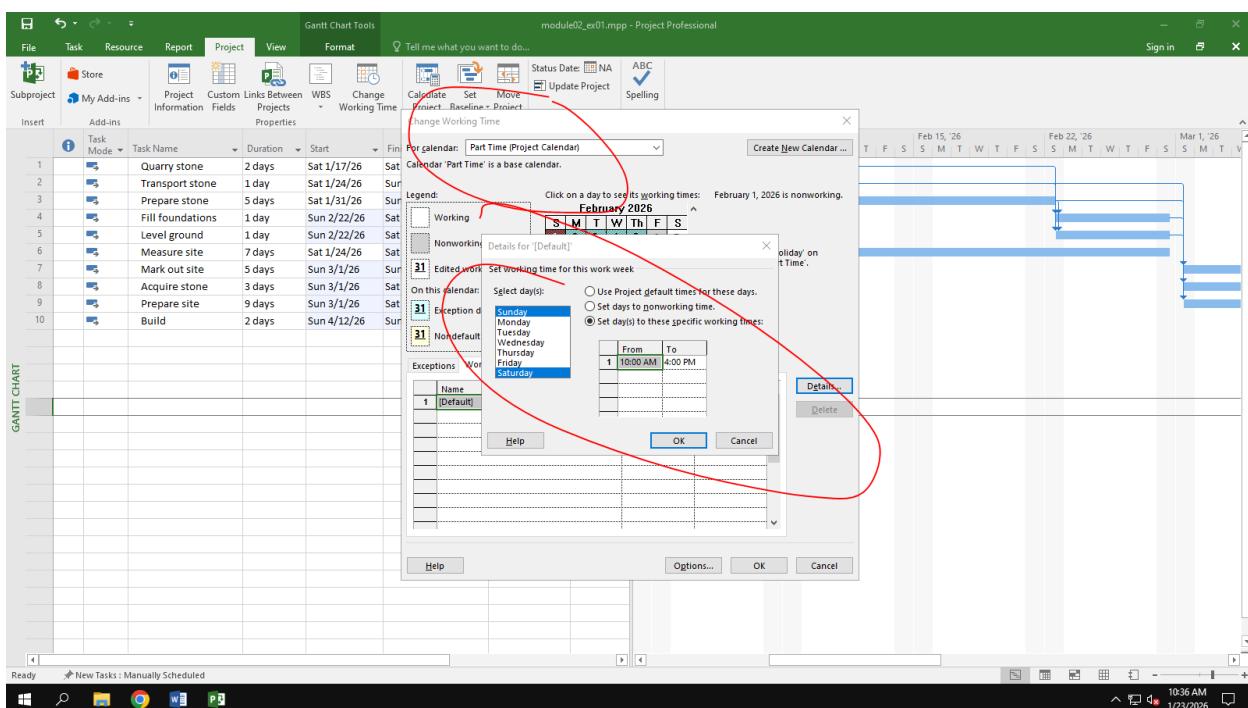
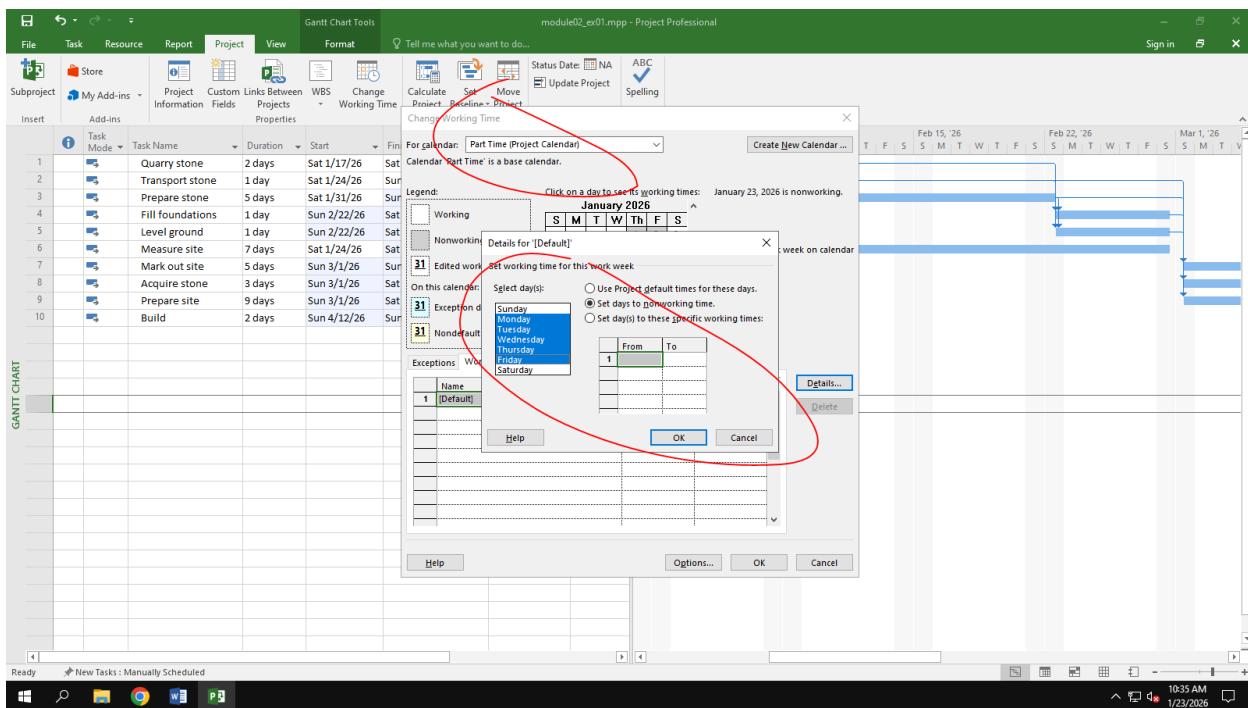
A part-time worker will be used on this project. Go to the Change Working Time dialog box and create a new copy of the Standard calendar, calling it "Part Time".



Update the working time of your new calendar so that:

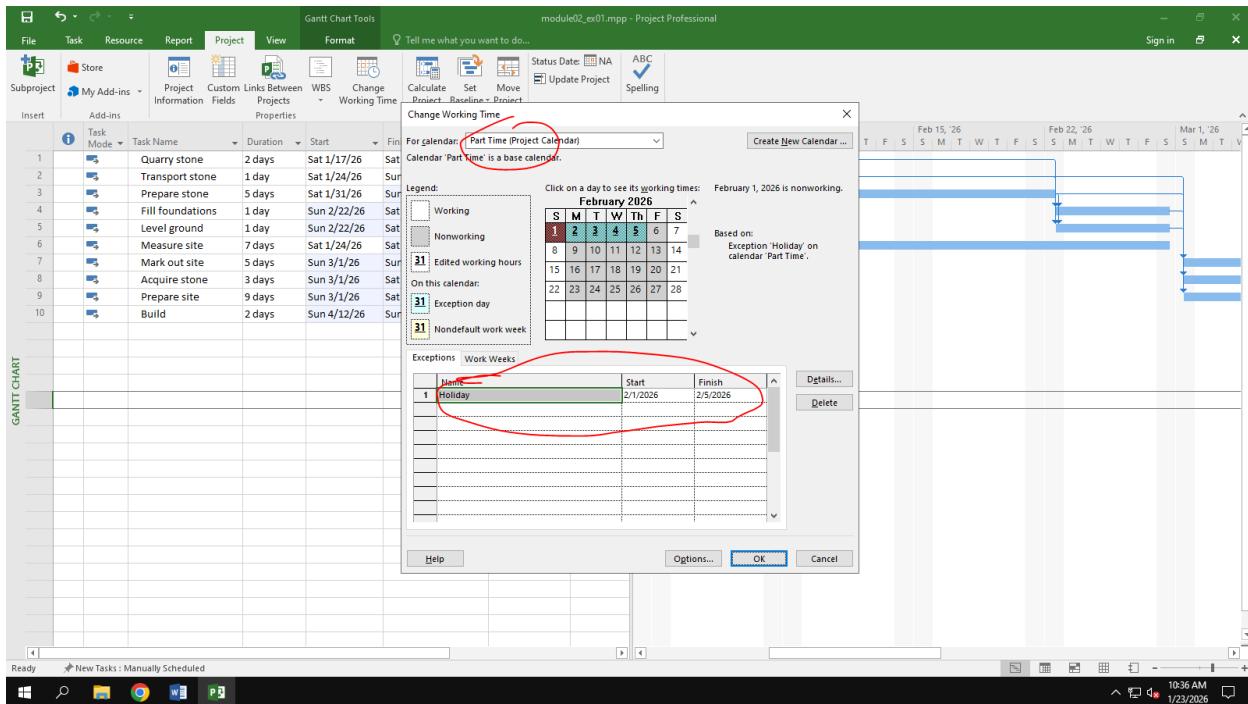
- Mondays to Fridays are nonworking time
- The remaining 2 weekdays have working time of 10:00 to 16:00 ( no breaks)

# Lab report – Project Management

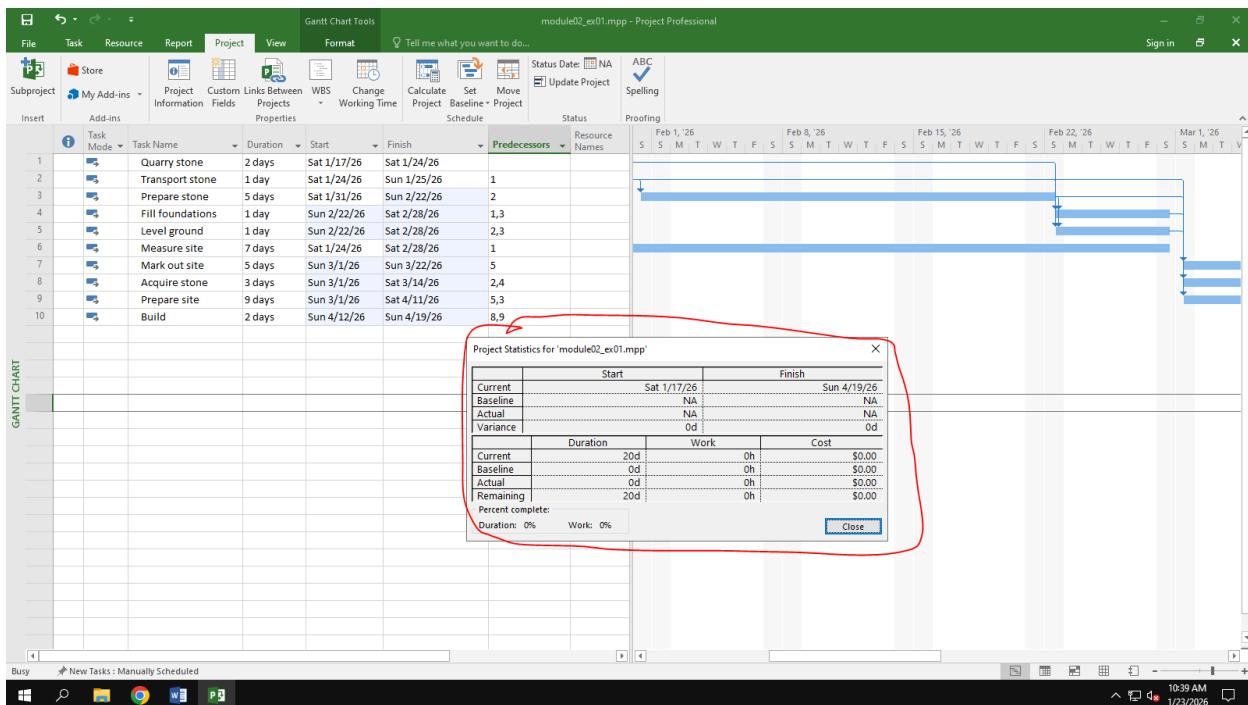


# Lab report – Project Management

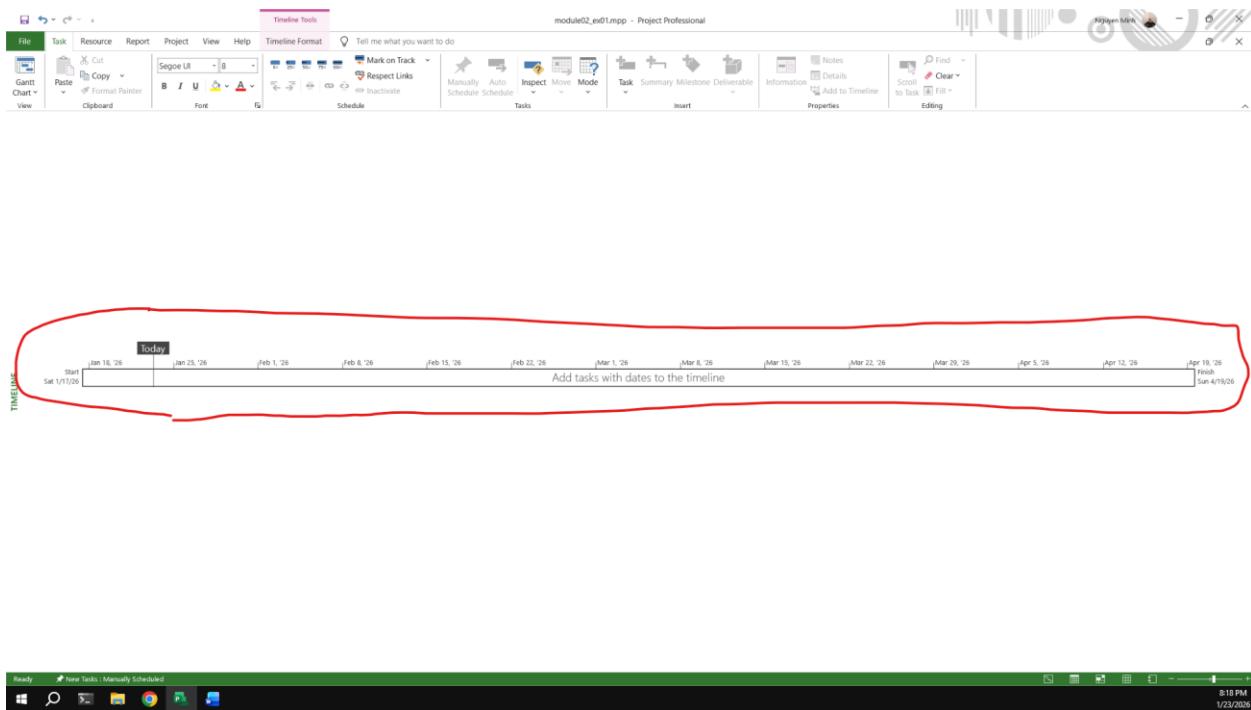
The Part time has also booked a holiday from 1st to Feb 5th . Create an Exception to their calendar with a Holiday name and these days as nonworking



Display the Project Information.



# Lab report – Project Management

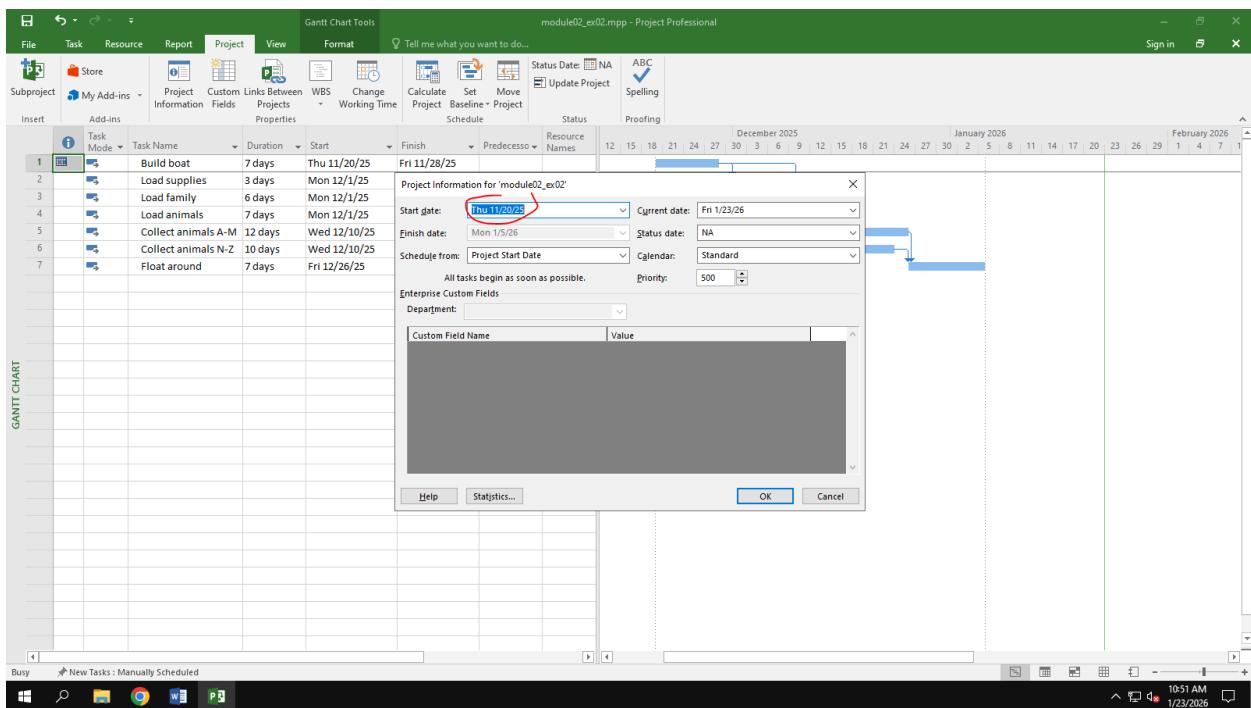


## Exercise 2: Changing Working Time

### Changing Working Time

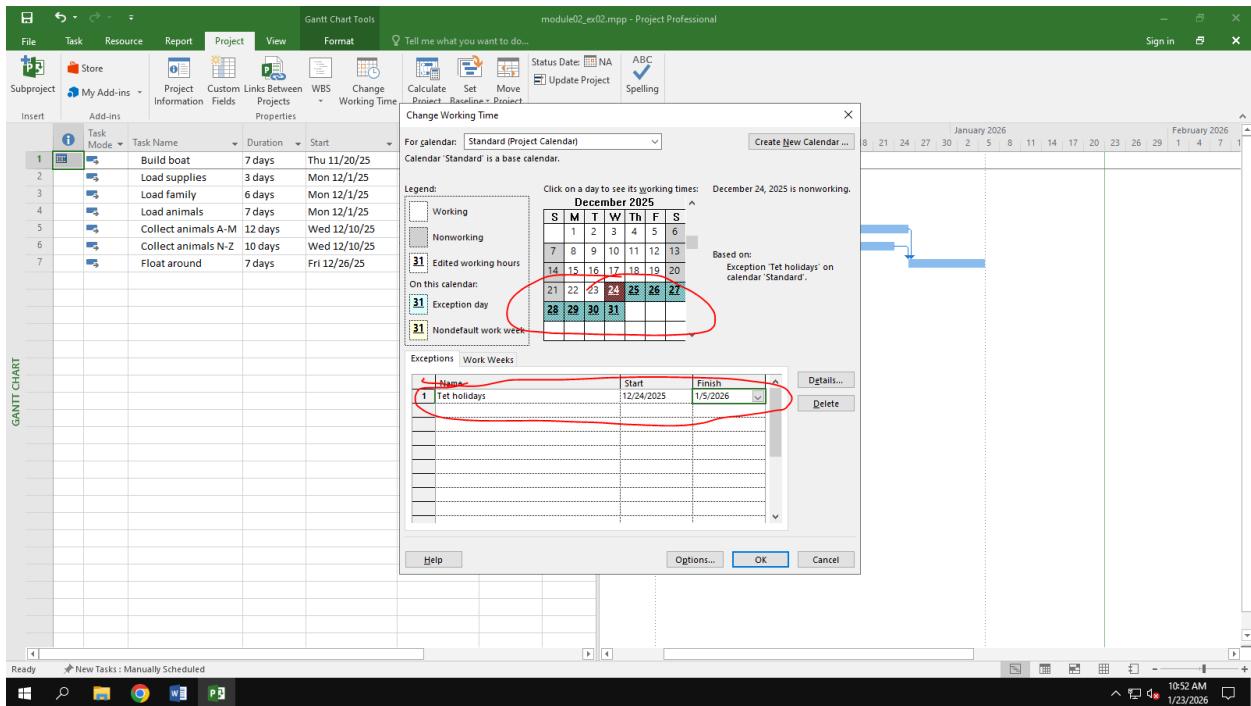
Open project file Ex4 (Module 1) Use the Project Information dialog box to:

Start Date: Nov 20th 2025



# Lab report – Project Management

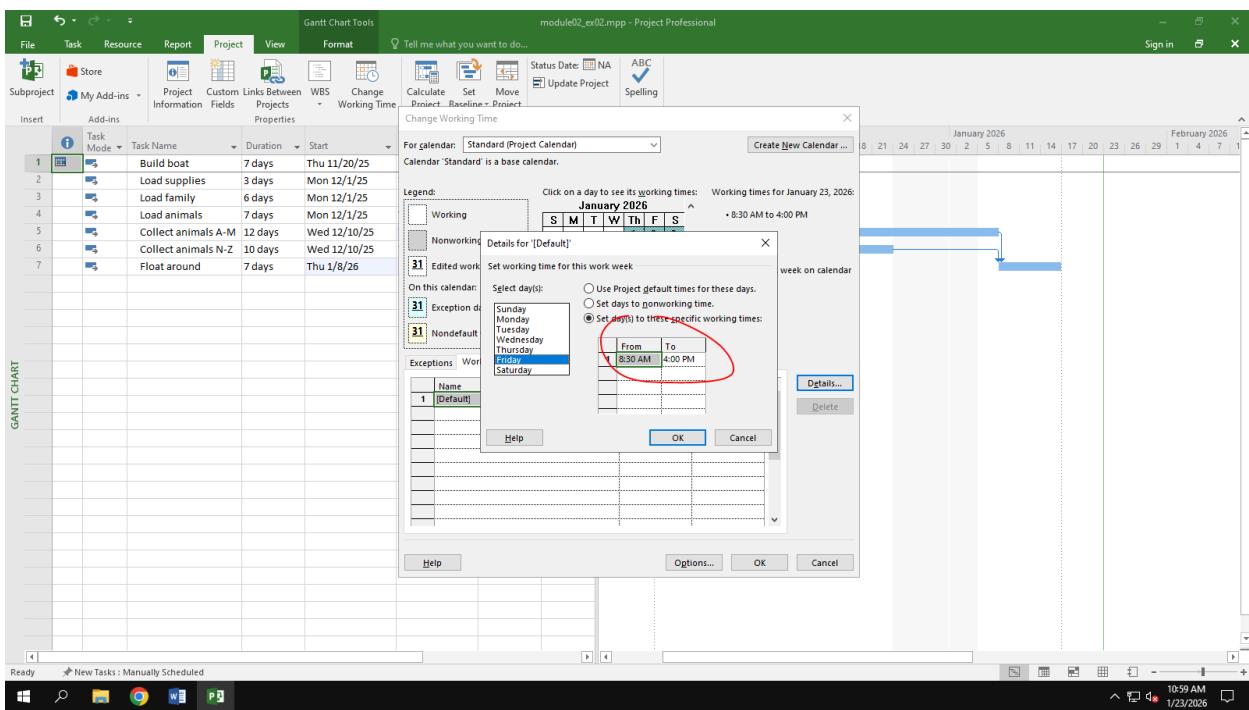
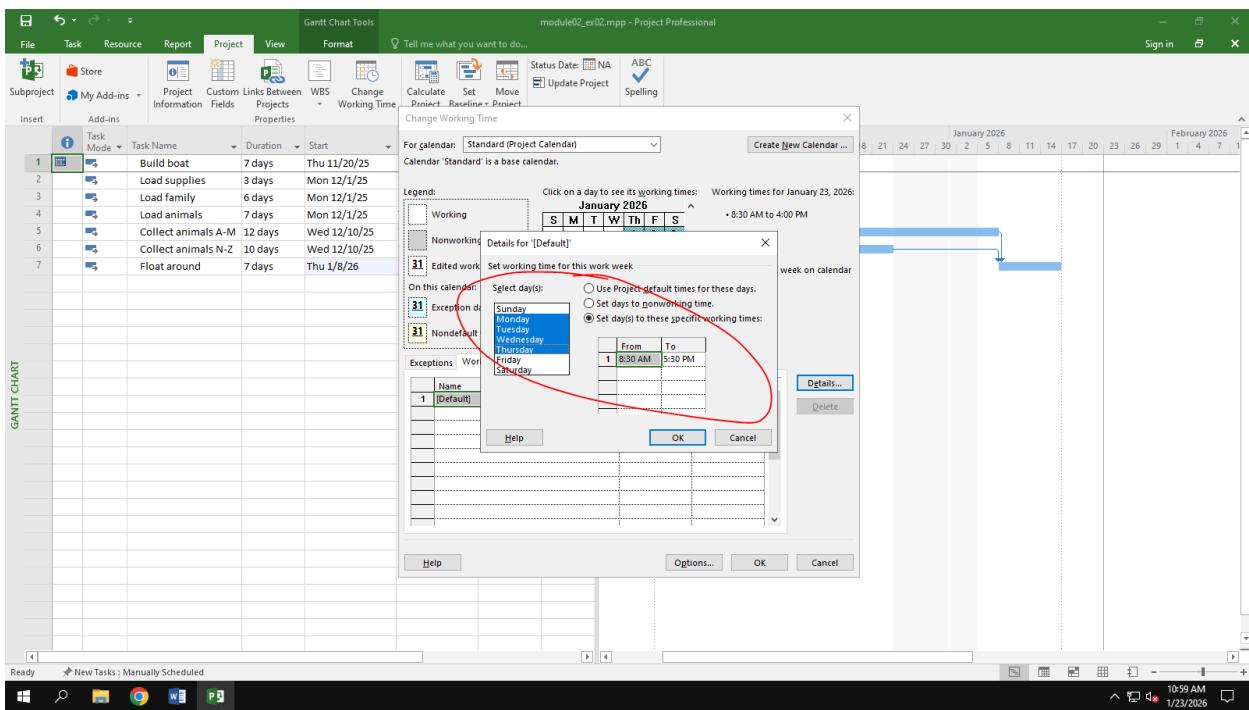
Go to the Change Working Time dialog box and create an Exception called "Tet Holidays" during from Dec 24th 2026 to Jan 5th 2026 into nonworking time.



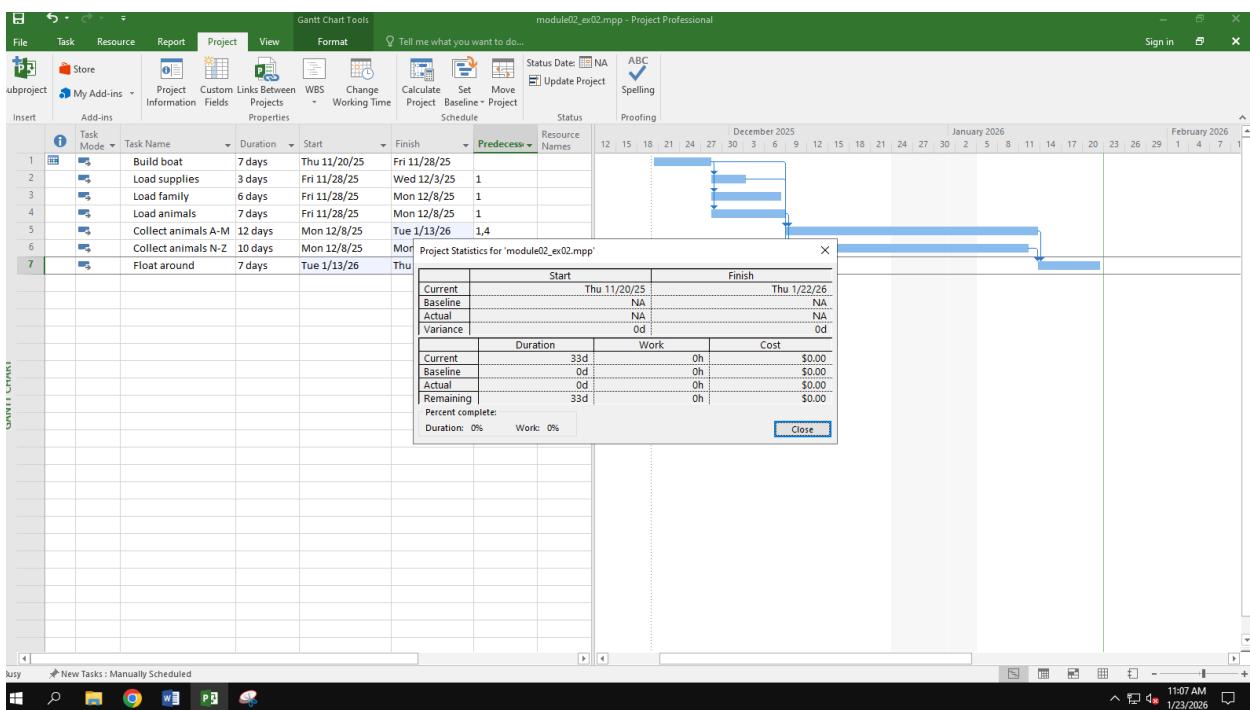
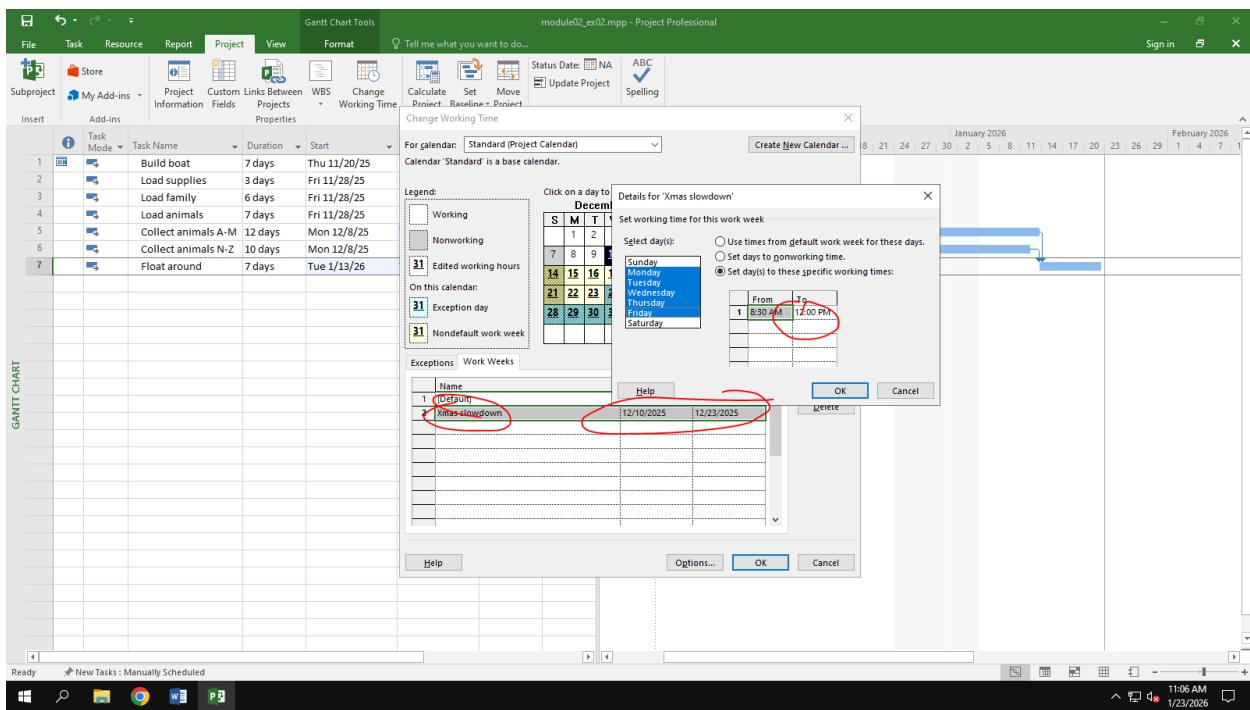
Change Work Weeks time of Standard calendar's default working week. This project's standard working time are:

- 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

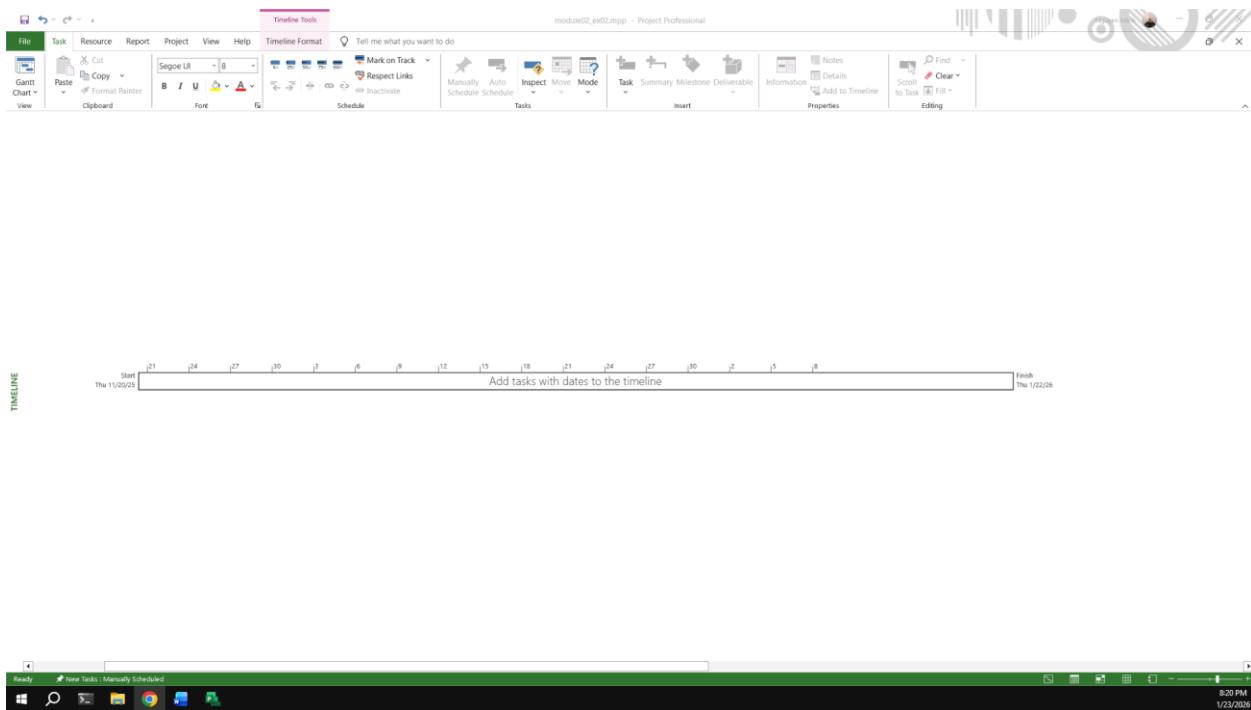
# Lab report – Project Management



# Lab report – Project Management



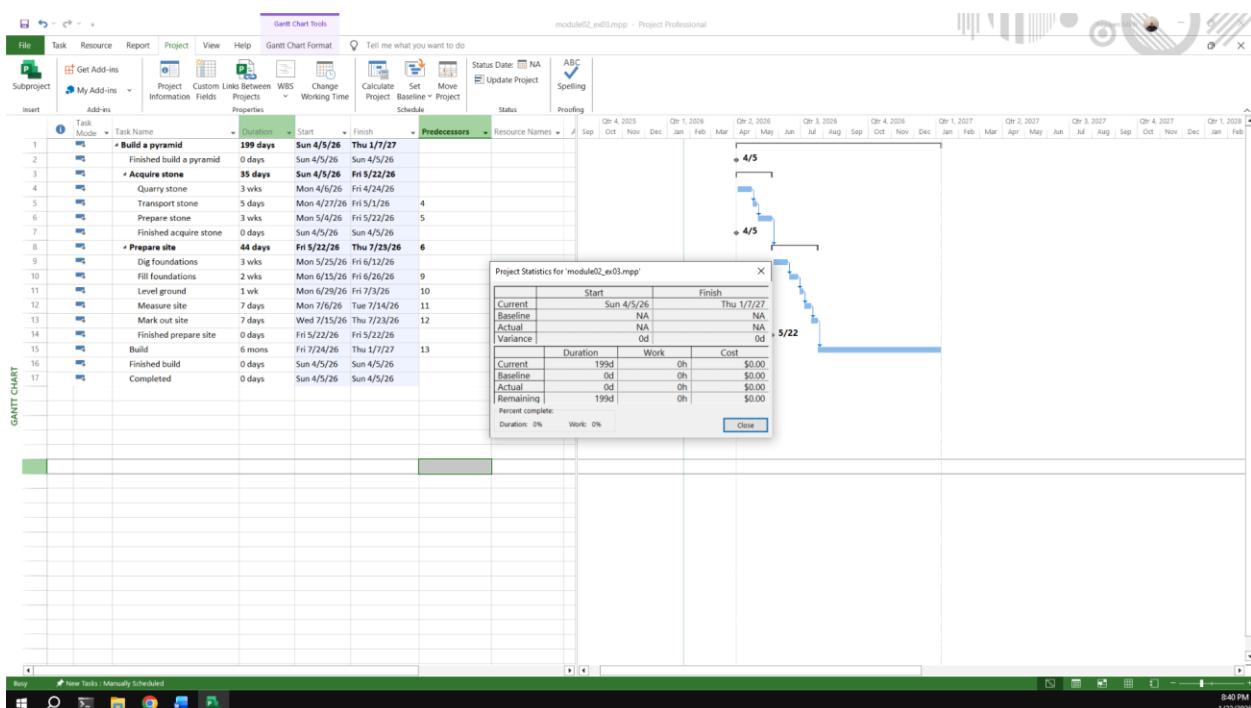
# Lab report – Project Management



## Exercise 3: Changing Working Time

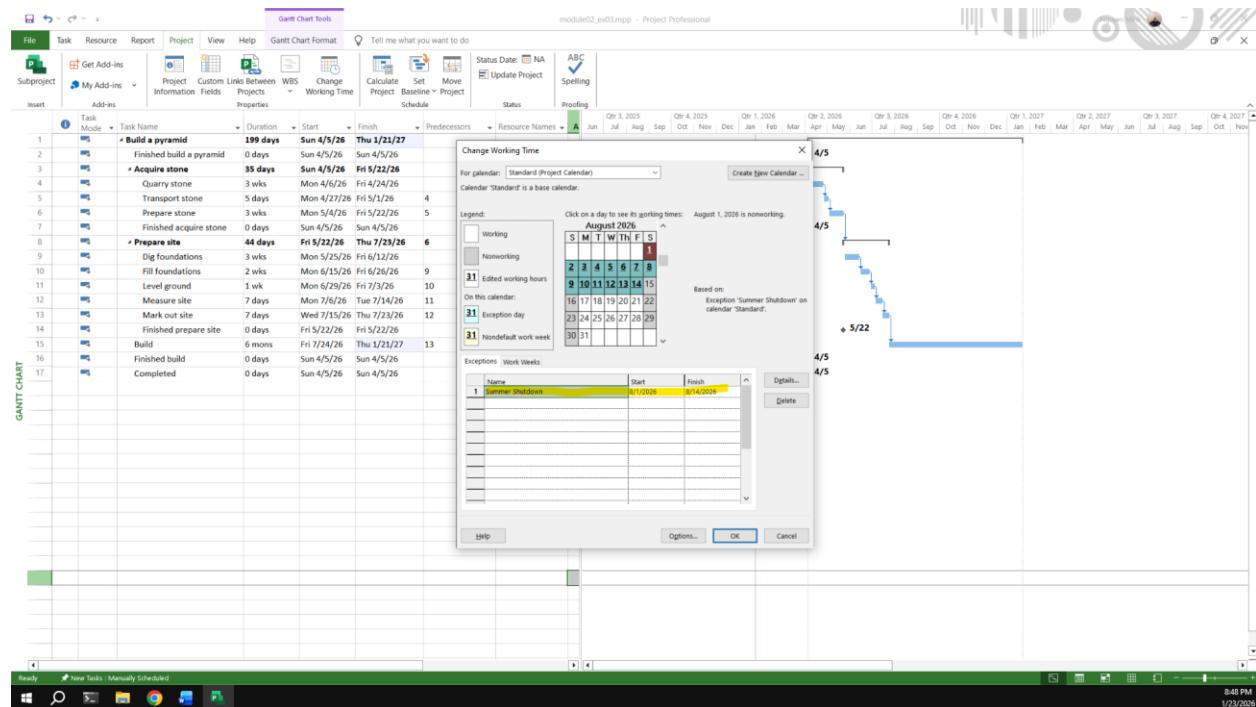
Open project file **Ex5 (Module 1)**, Use the Project Information dialog box to:

Star Date: Apr 5th 2026

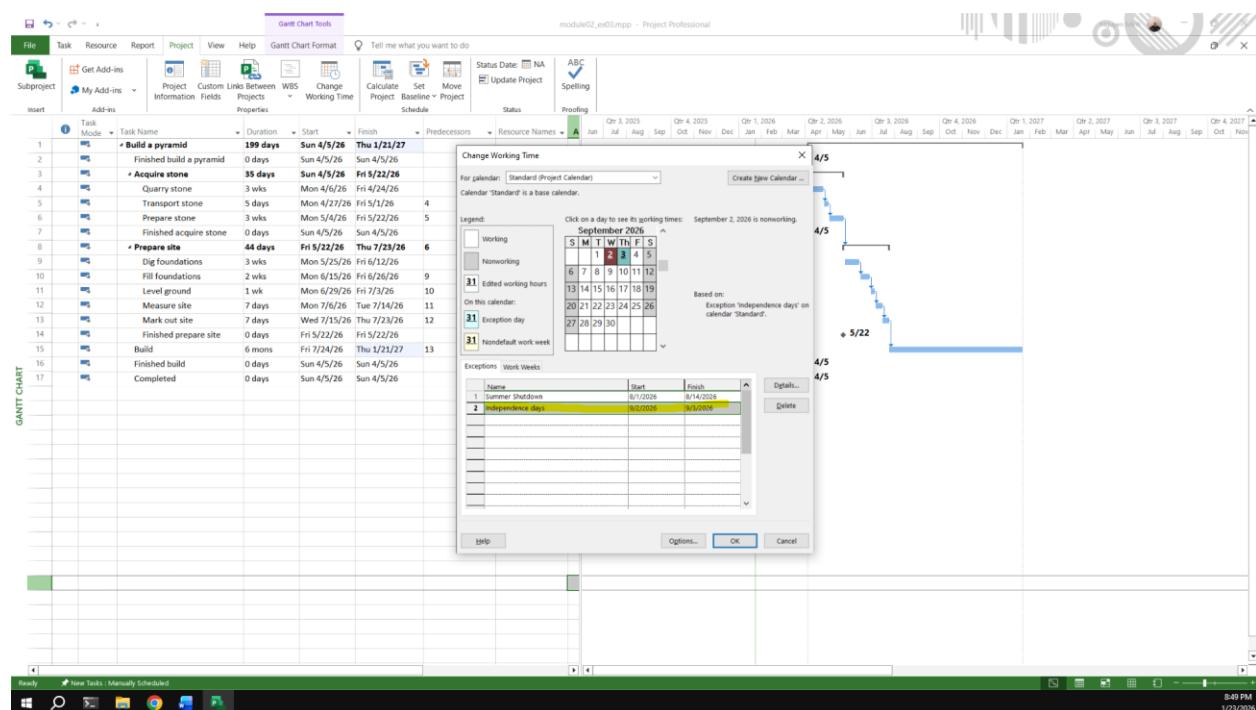


# Lab report – Project Management

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

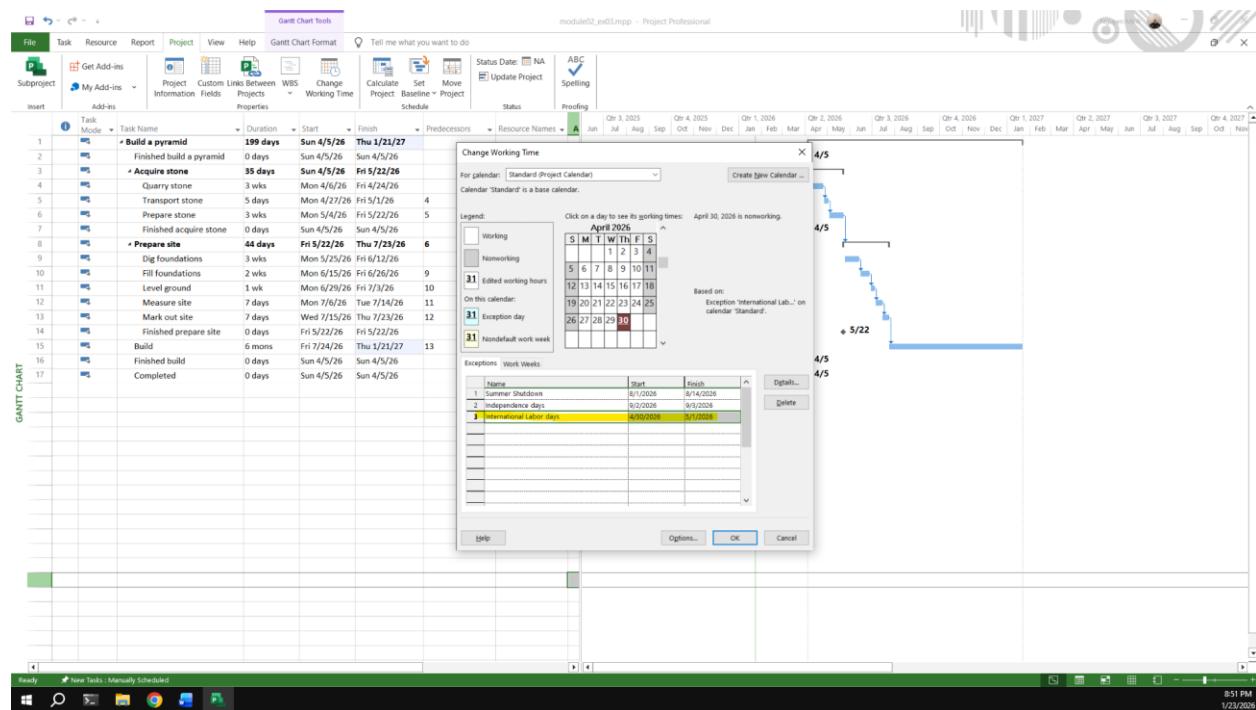


Create an Exception called “Independence Days” is 2 Sep nonworking time.

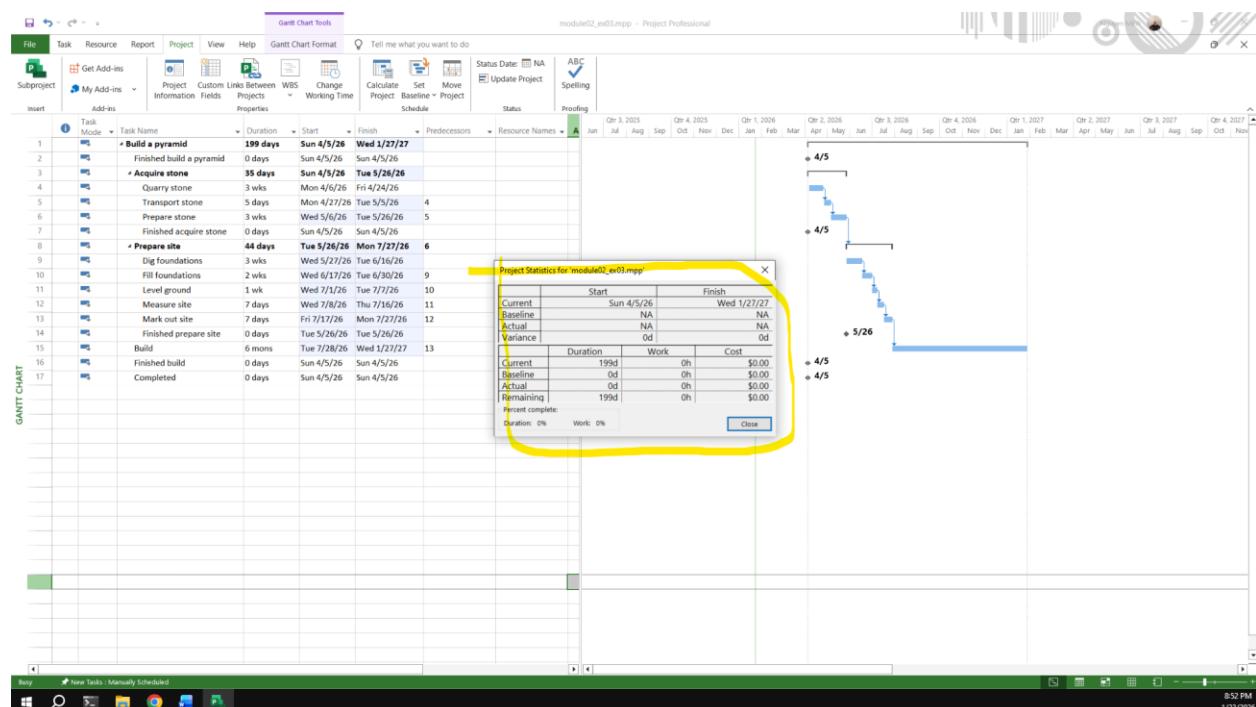


# Lab report – Project Management

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



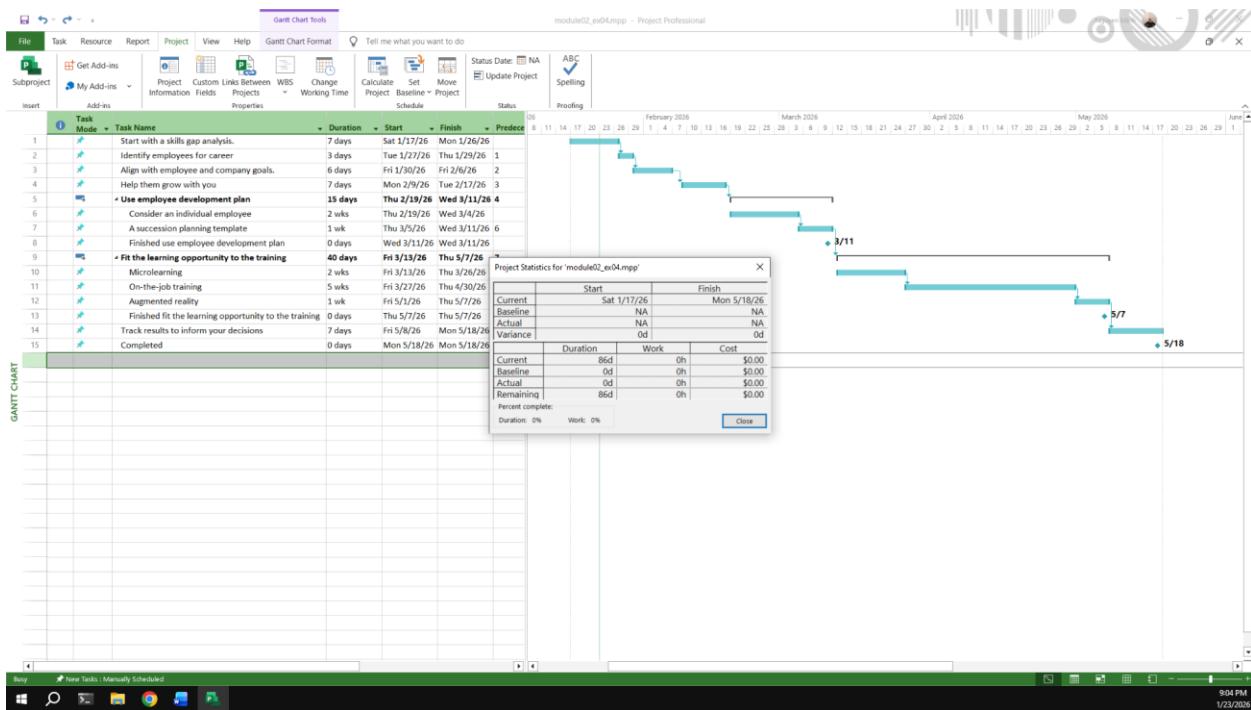
Display the Project Information



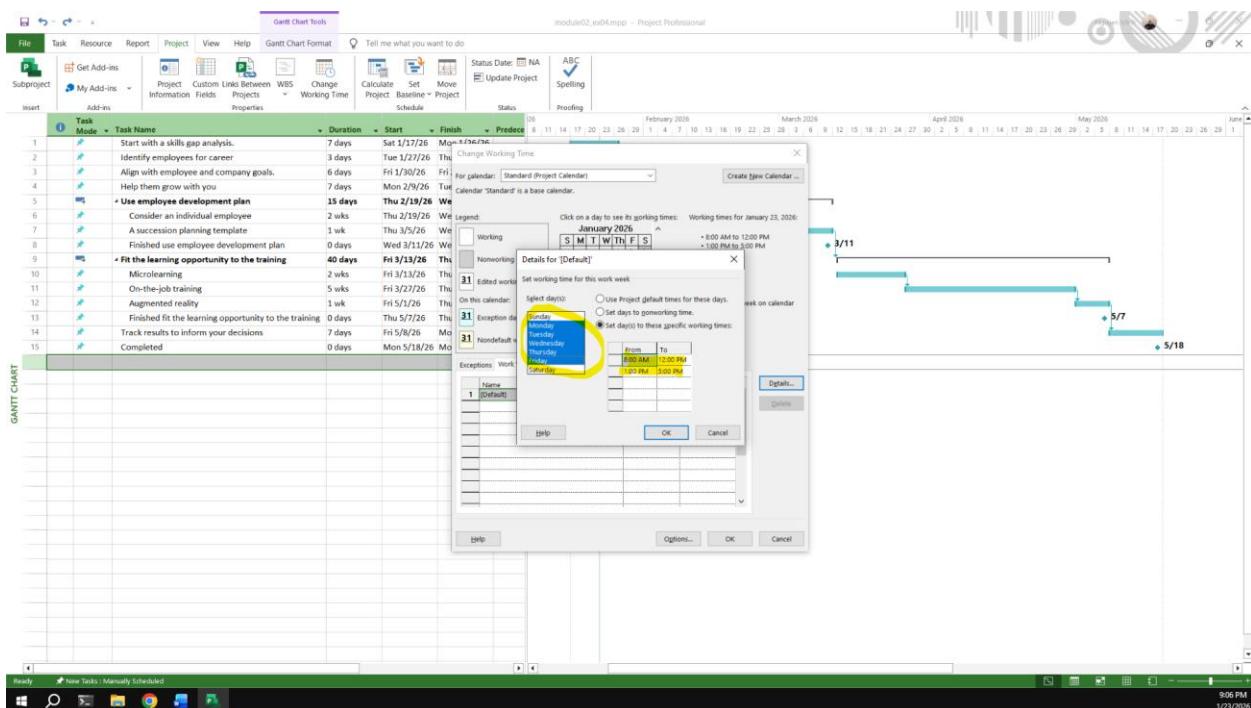
## Exercise 4: Changing Working Time

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

# Lab report – Project Management

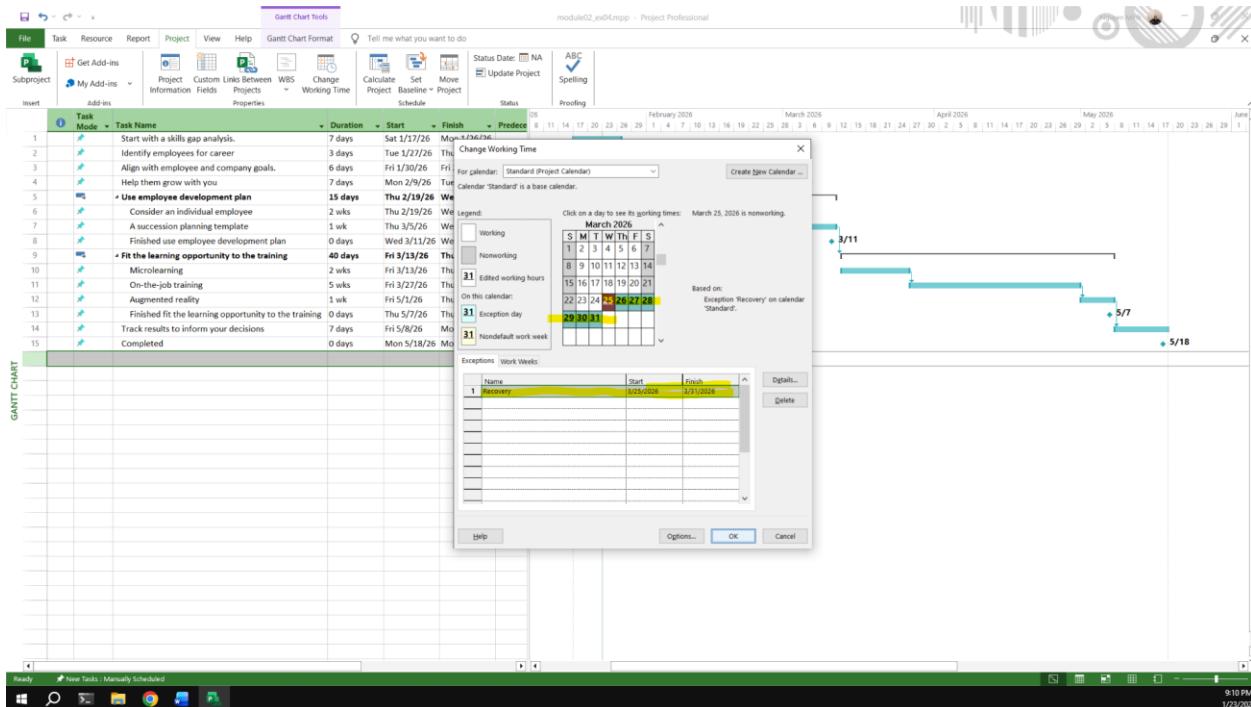


Modify the Standard calendar and change the [Default] work week to use the hours shown below:

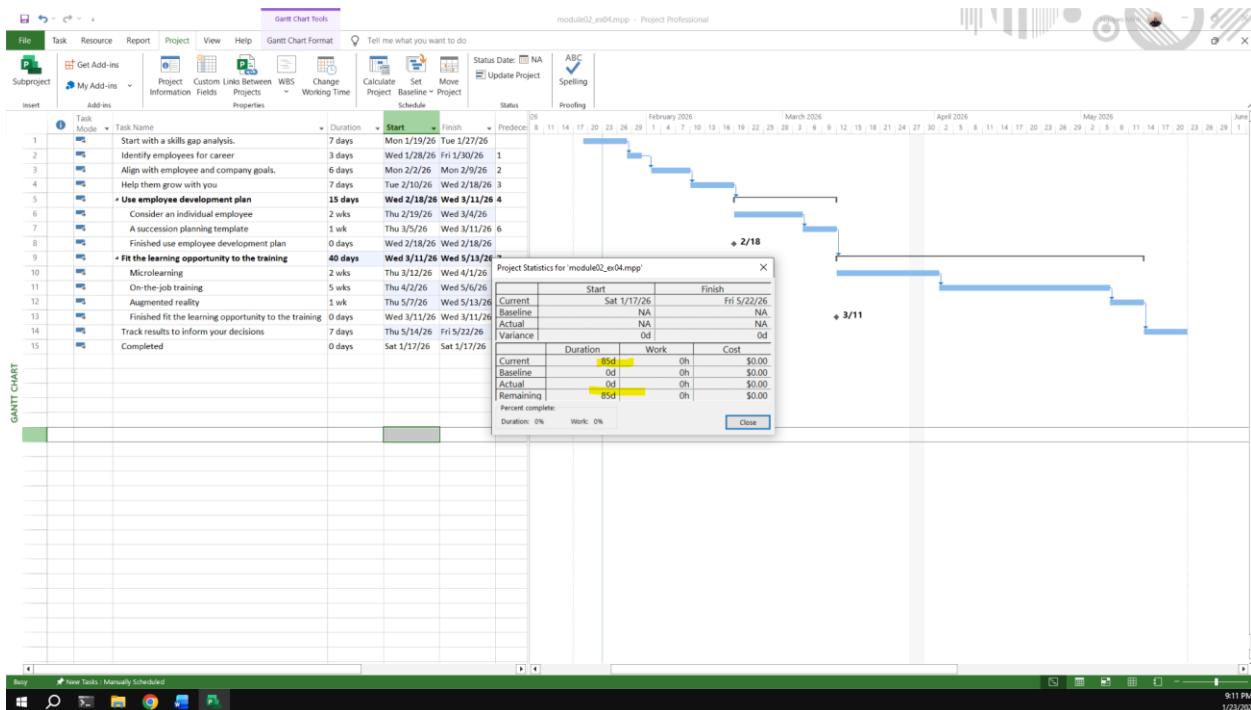


Add an exception in the Standard calendar called Recovery with in 7 lates workdays of March is non-working days.

# Lab report – Project Management



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:

# Lab report – Project Management

Create the new Time Work for your project.

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

The screenshot shows the Microsoft Project Professional interface with a Gantt chart. A 'Change Working Time' dialog box is overlaid on the chart. The dialog displays a calendar for January 23, 2026, with specific working times: 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM. It includes a legend for standard, nonworking, and edited working hours, and a list of exceptions for work weeks.

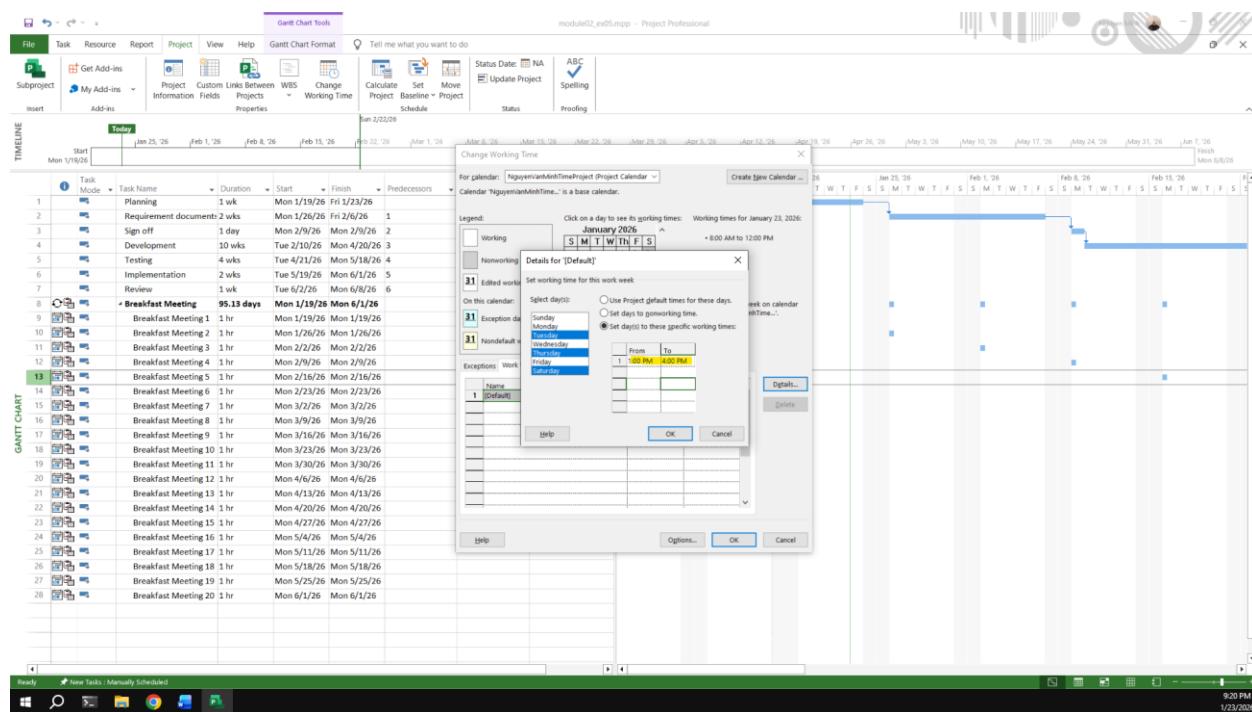
Change Work Weeks time of Standard calendar's default working week. This project's standard working time are:

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

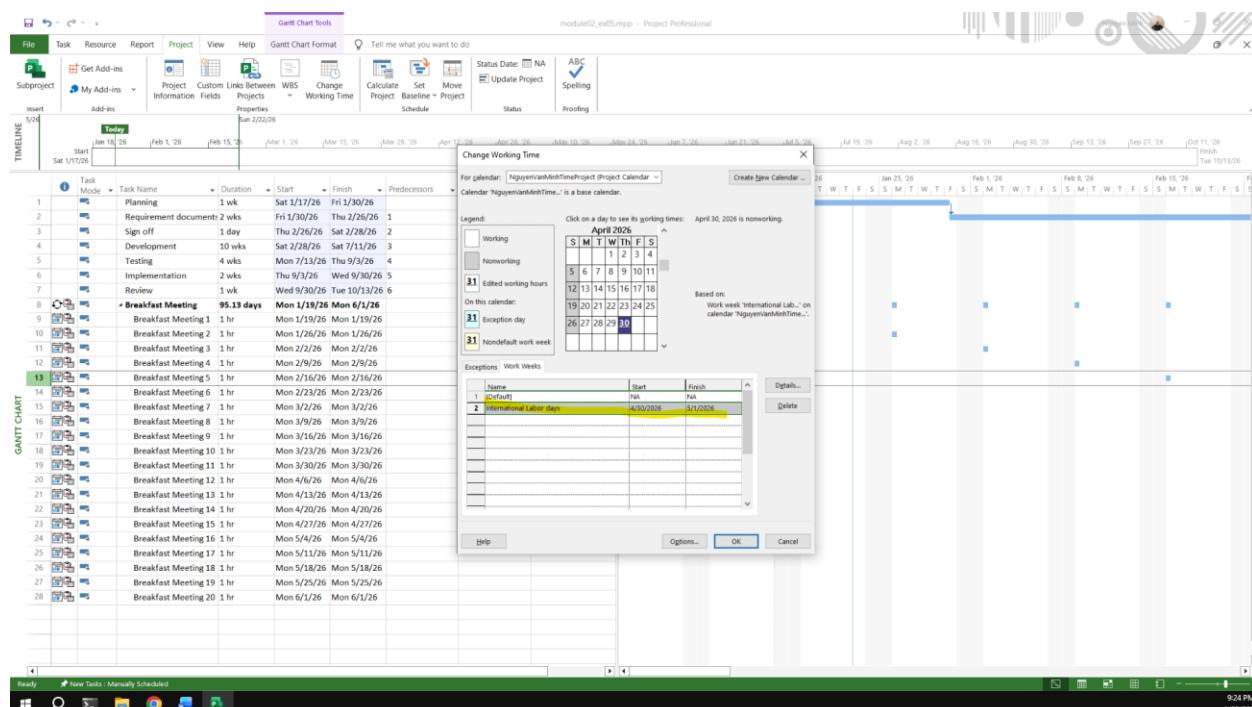
The screenshot shows the Microsoft Project Professional interface with a Gantt chart. A 'Change Working Time' dialog box is overlaid on the chart. The dialog displays a calendar for January 23, 2026, with specific working times: 8:00 AM to 12:00 PM and 1:00 PM to 3:00 PM. It includes a legend for standard, nonworking, and edited working hours, and a list of exceptions for work weeks.

# Lab report – Project Management

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

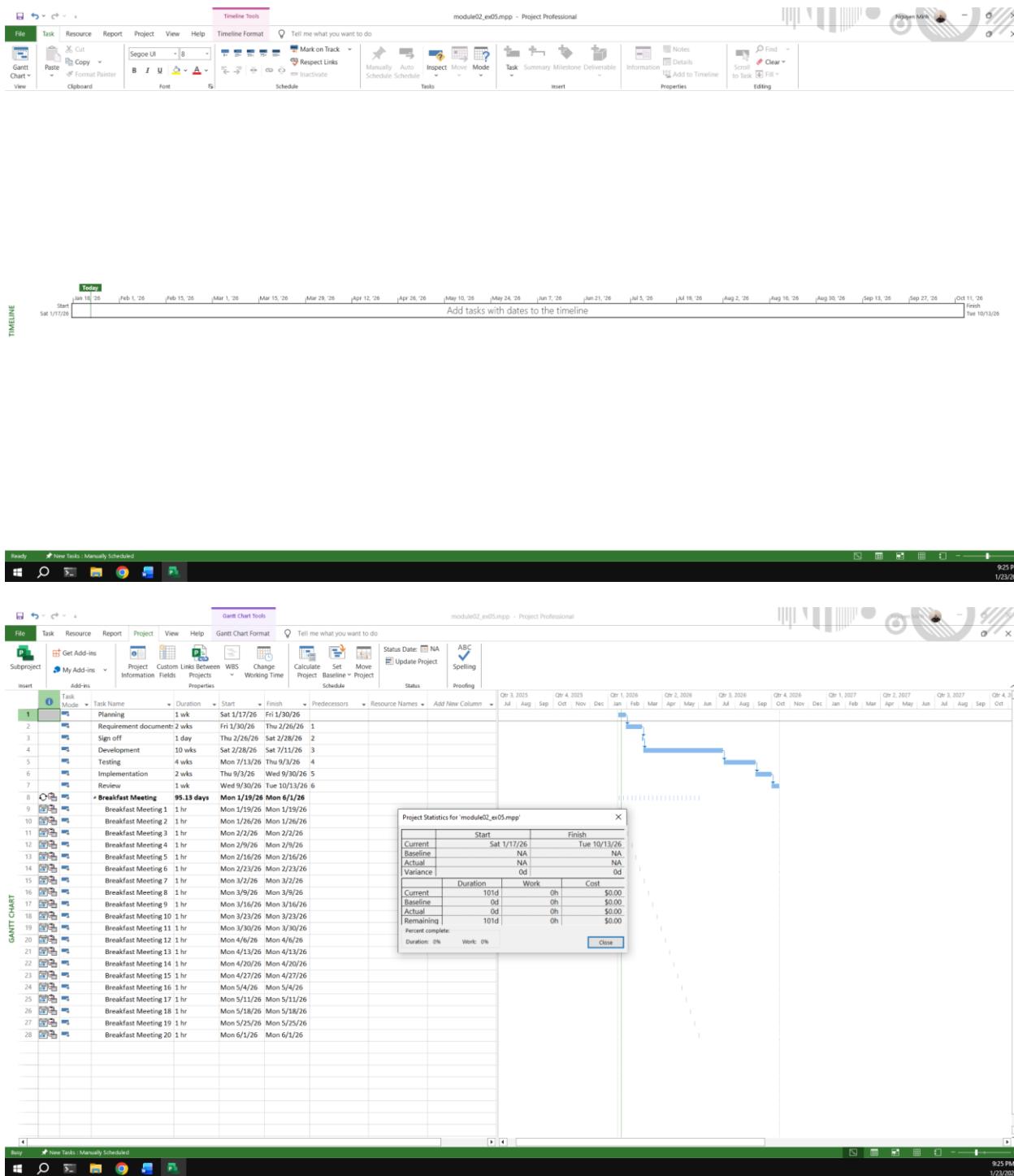


Create an Exception called “International Labor days” is Apr 30th and May 1st nonworking time



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.

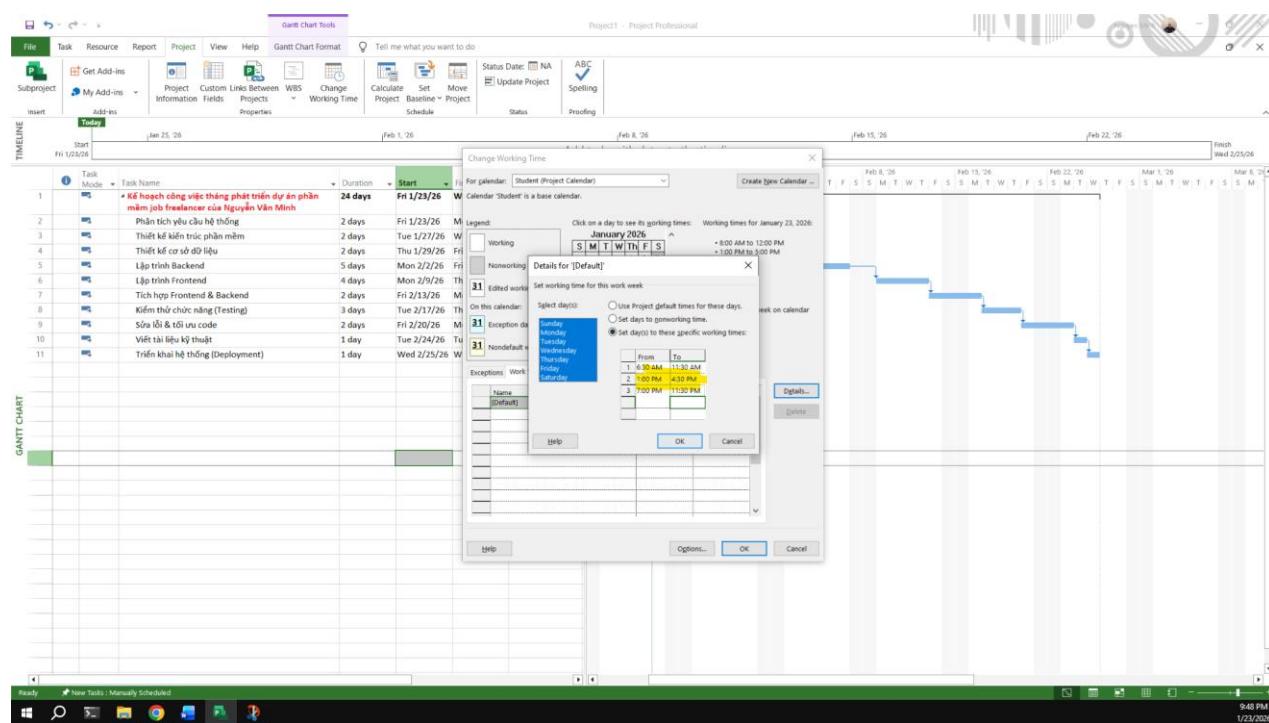
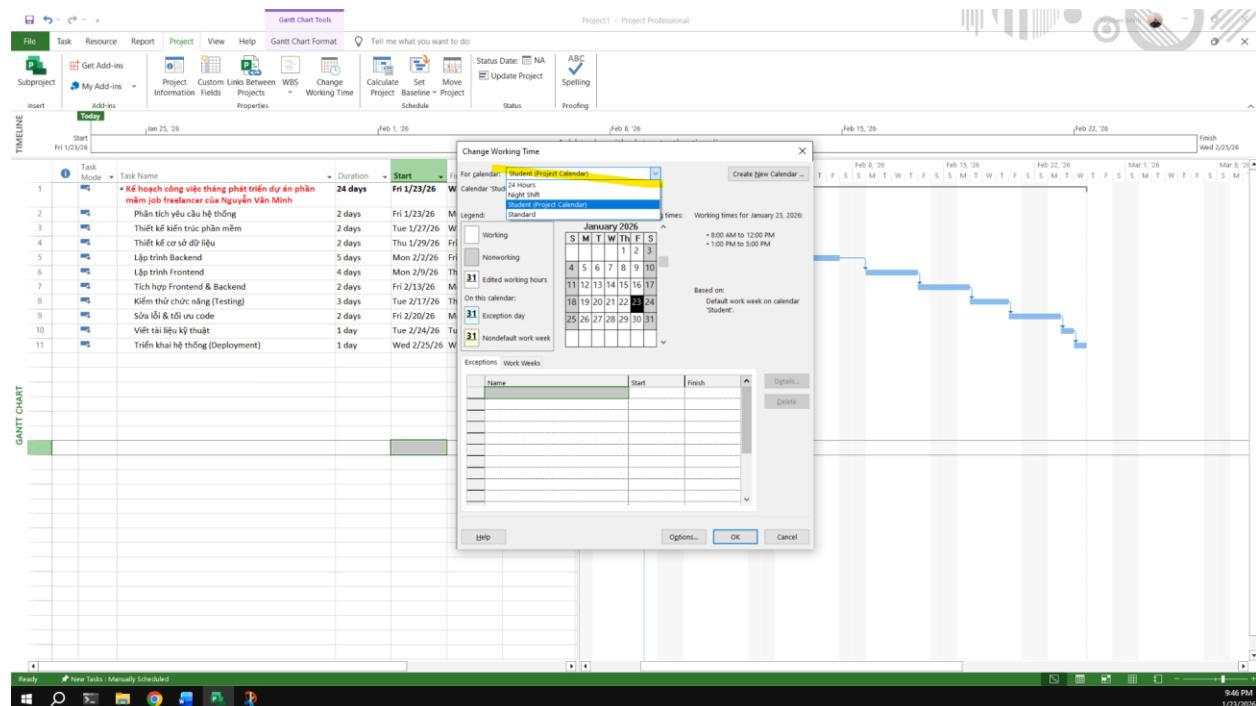
Create a new calendar called Student based on the Standard calendar.

# Lab report – Project Management

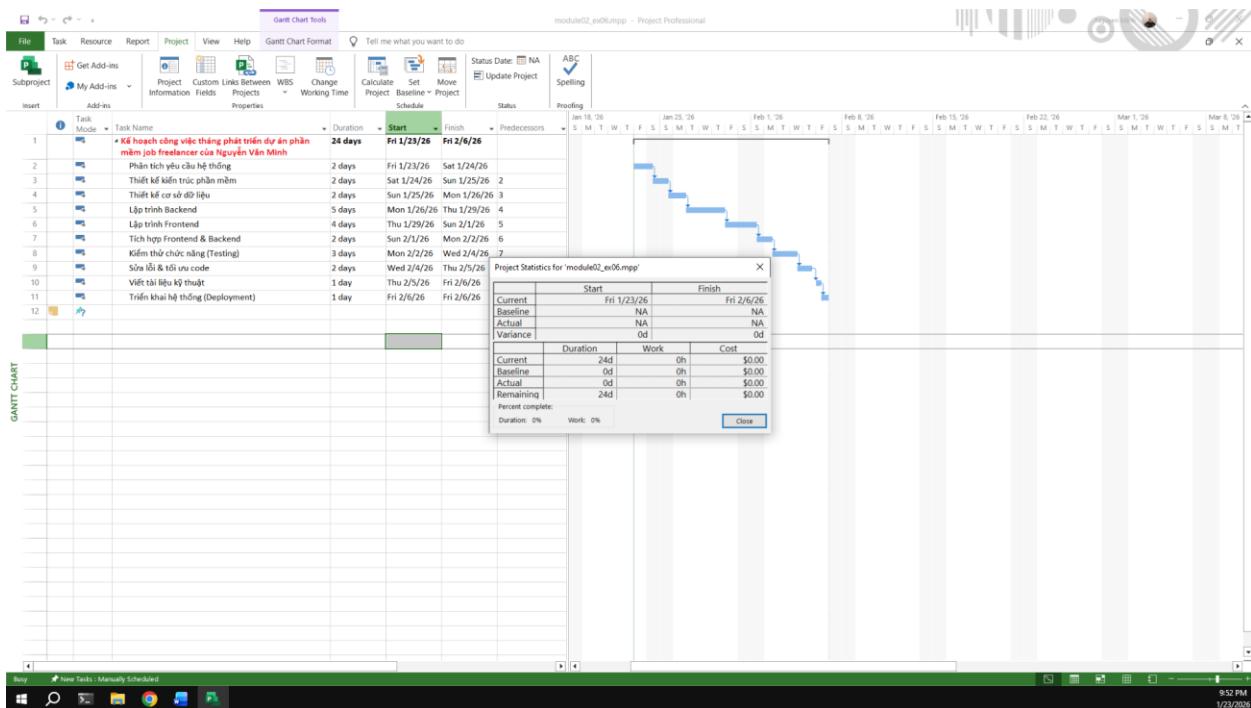
**Change the [Default] work week so that the hours match to your calendar everyday**

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

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



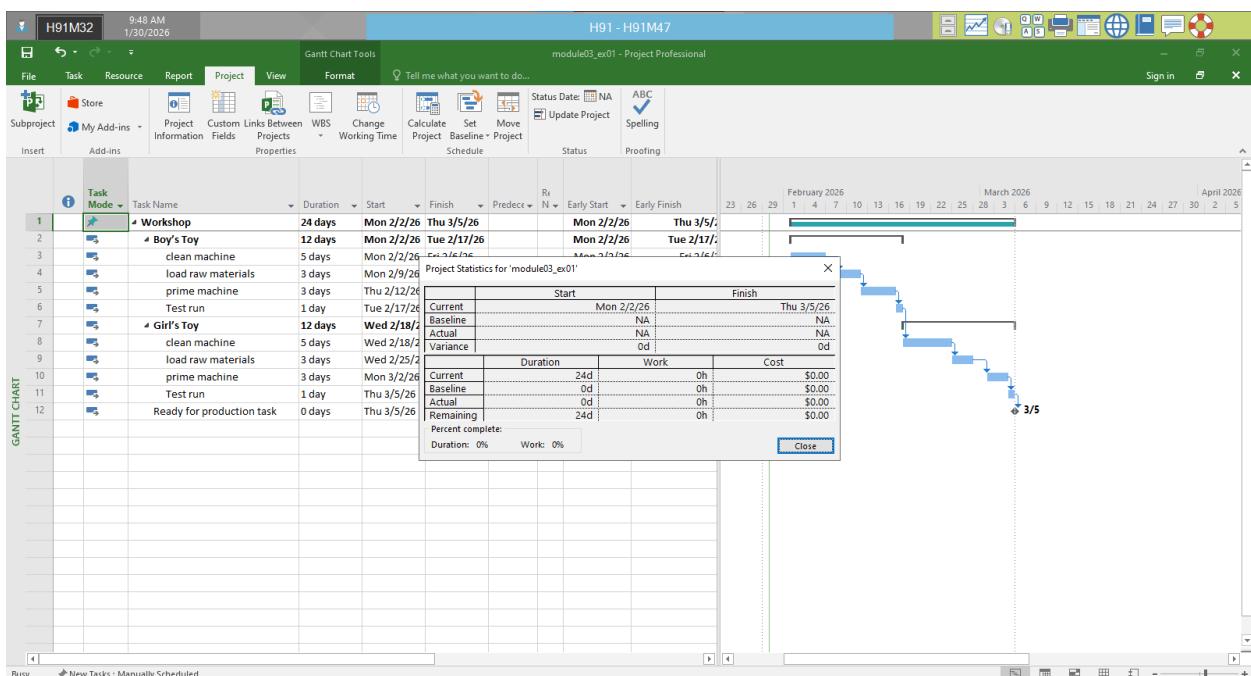
# Lab report – Project Management



## Module 3: Working with Tasks

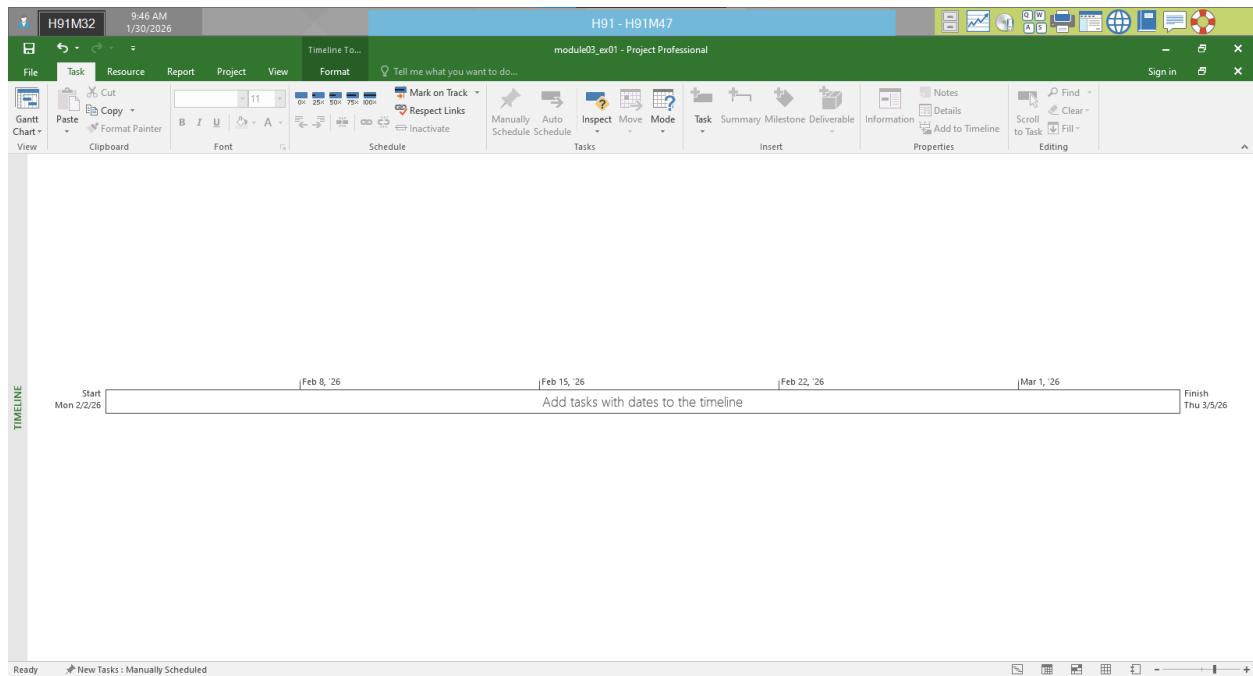
### Exercise 1: Changing Working Time (Start Date Feb 2st 2026)

Display the Project Information.

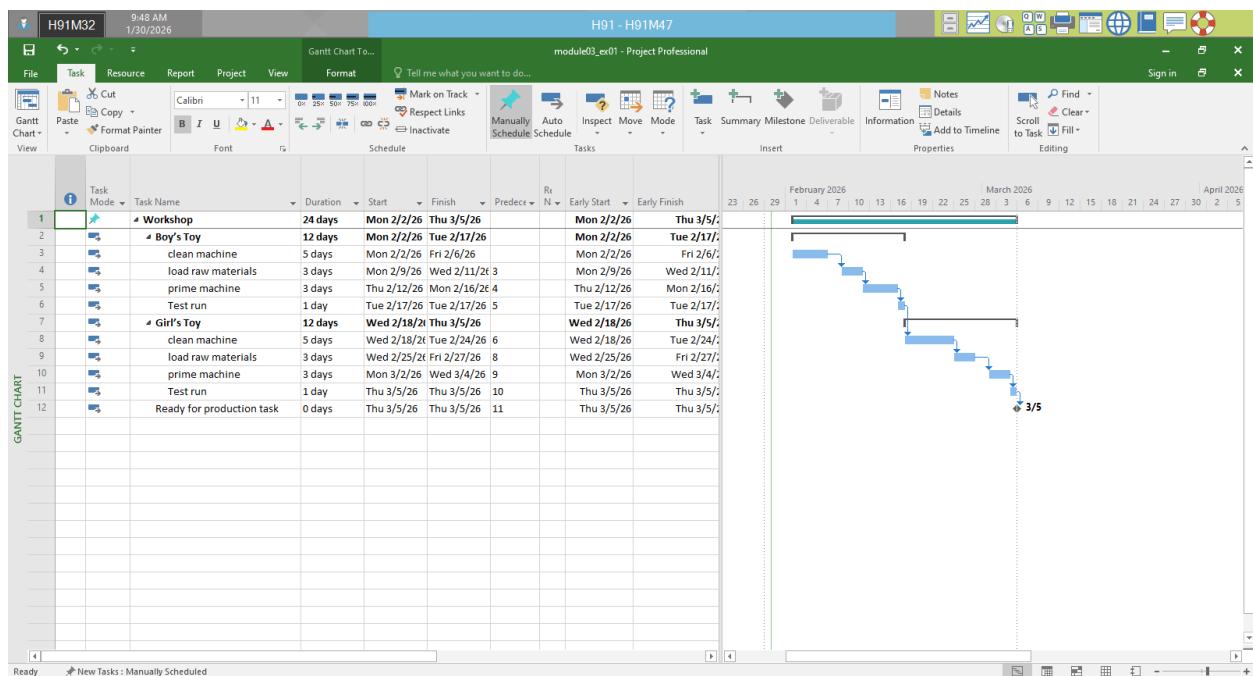


# Lab report – Project Management

## View Project Timeline

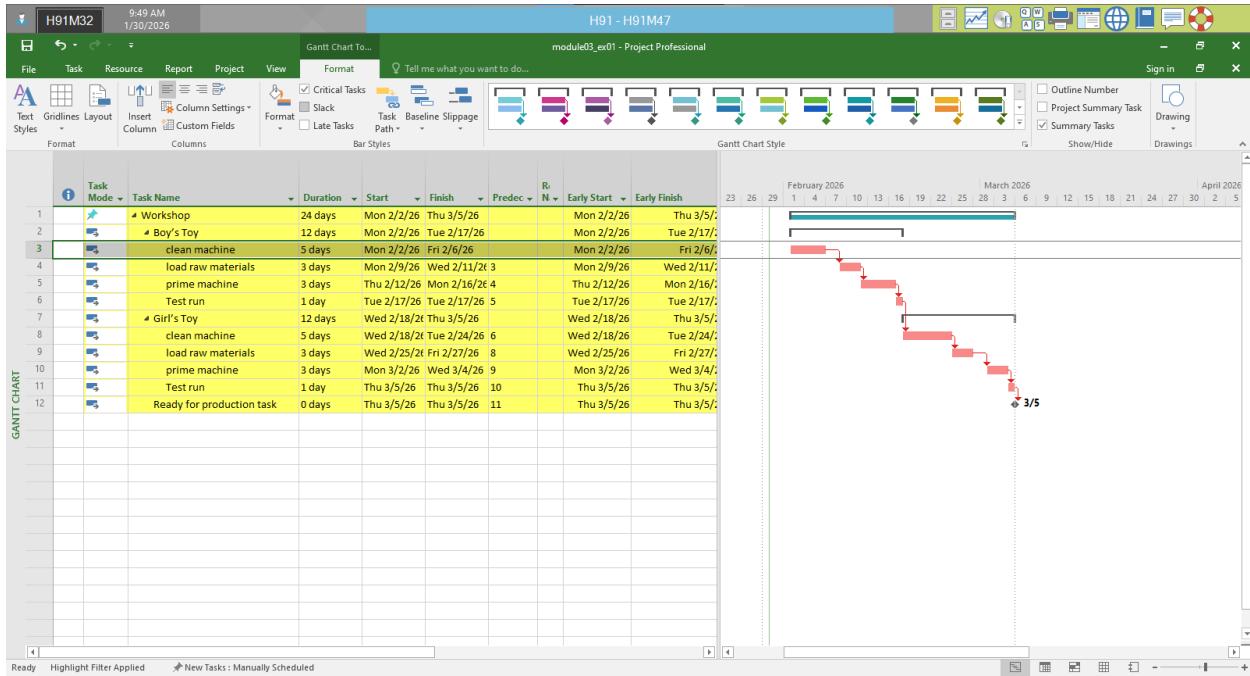


## Gantt Chart

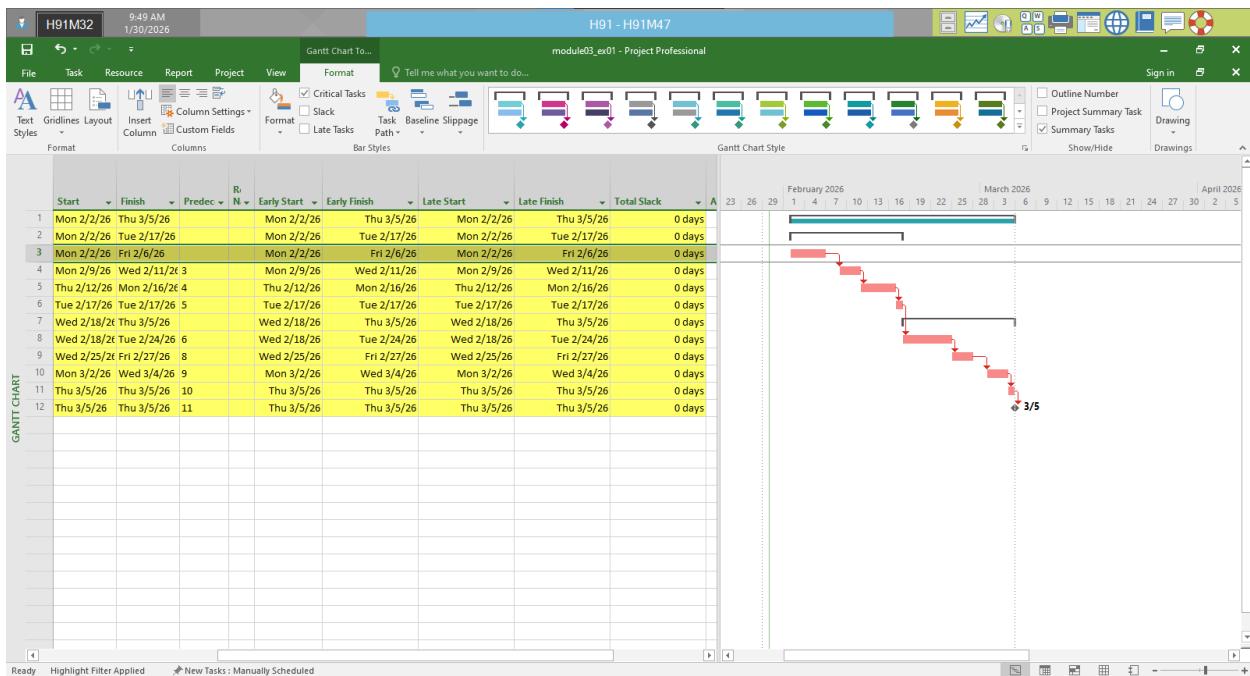


view CP

# Lab report – Project Management

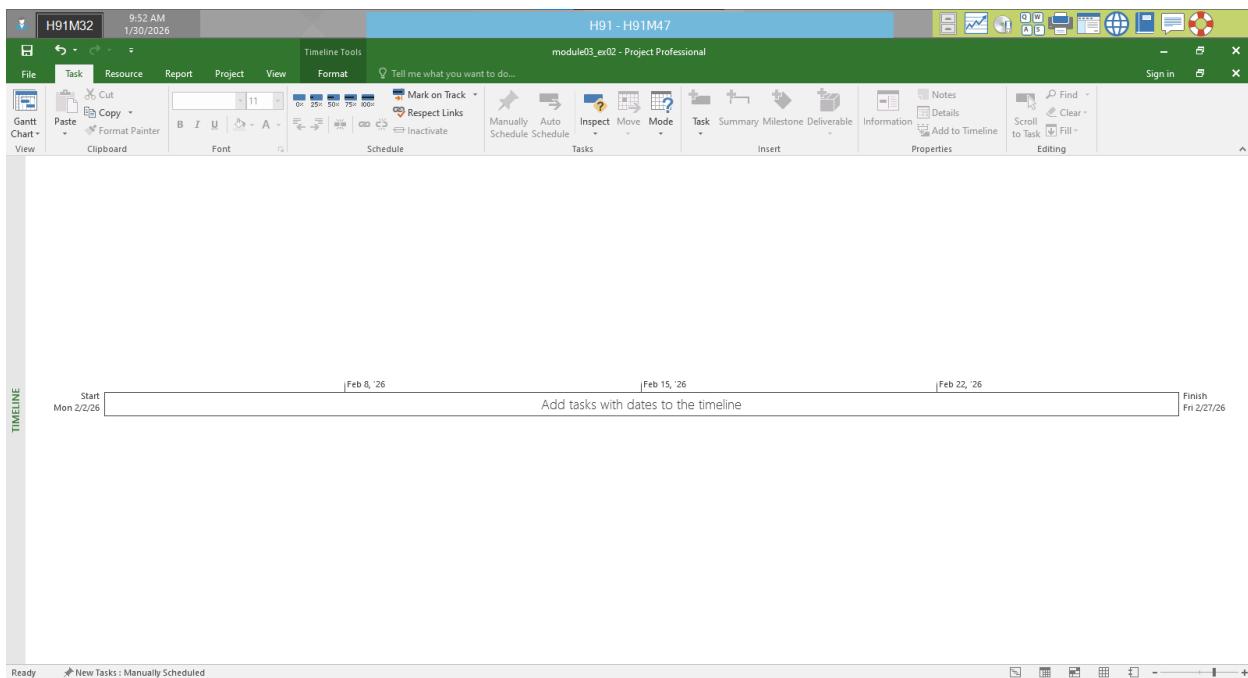


## Total Slack

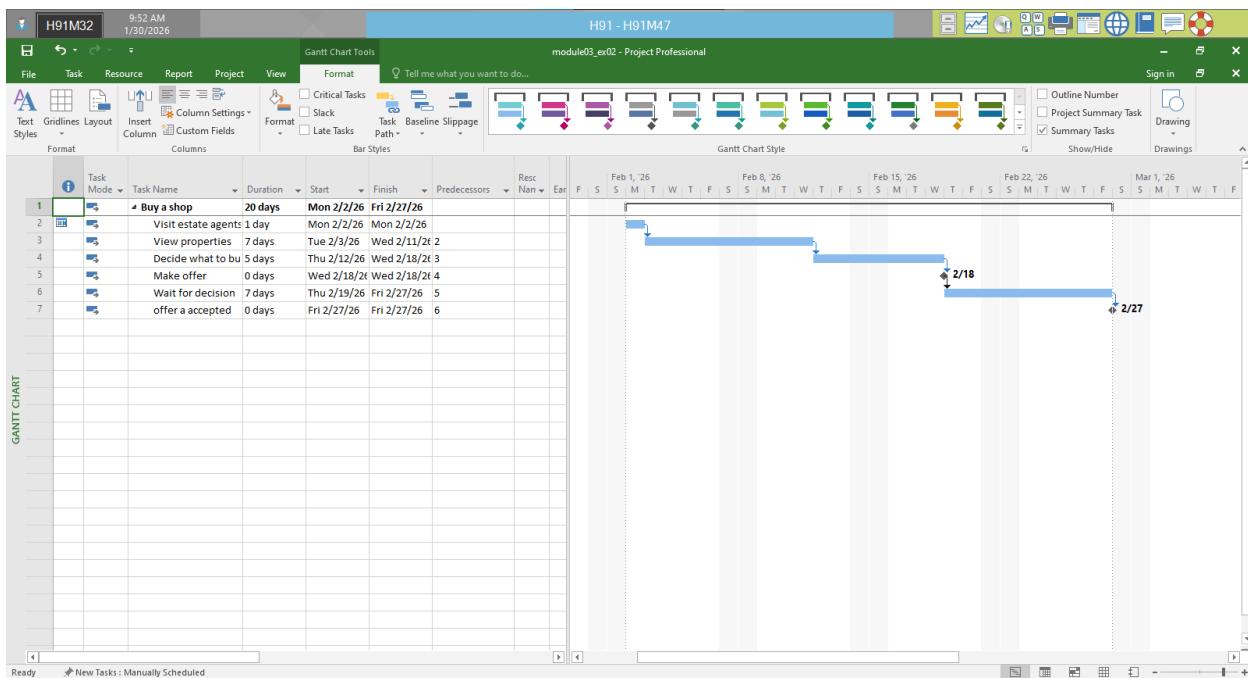


## Exercise 2: Changing Working Time (Start Date Feb 2nd 2026) Timeline

# Lab report – Project Management

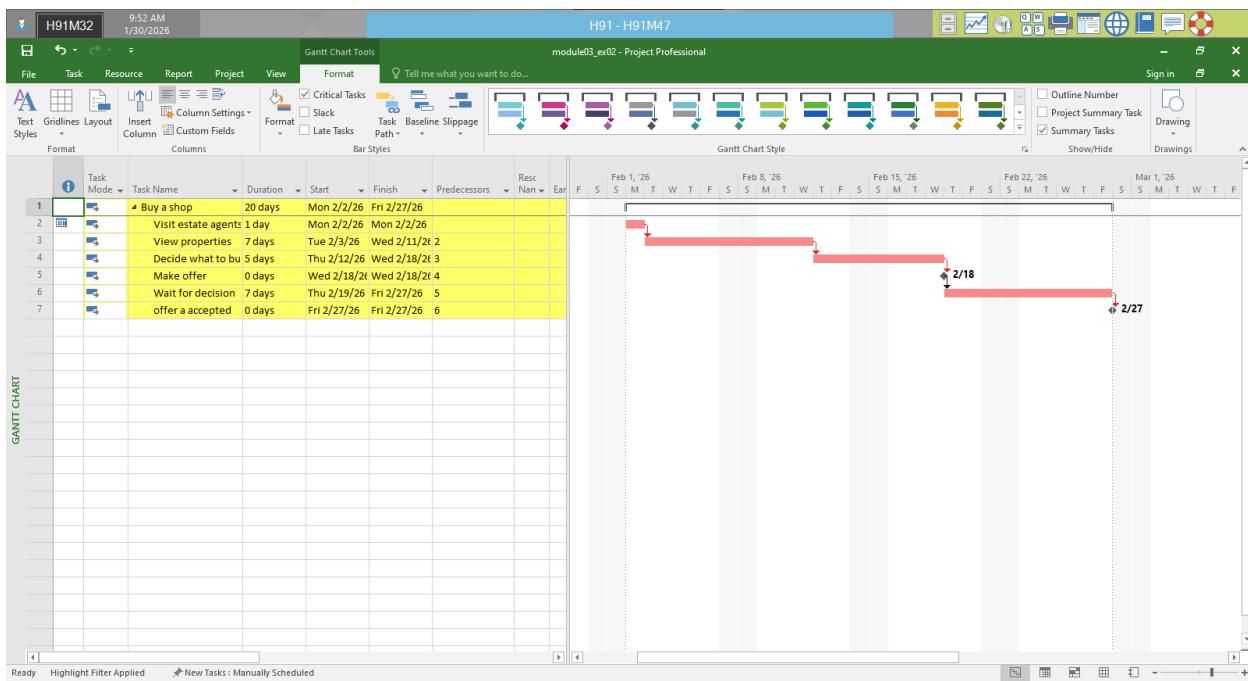


## Gantt Chart

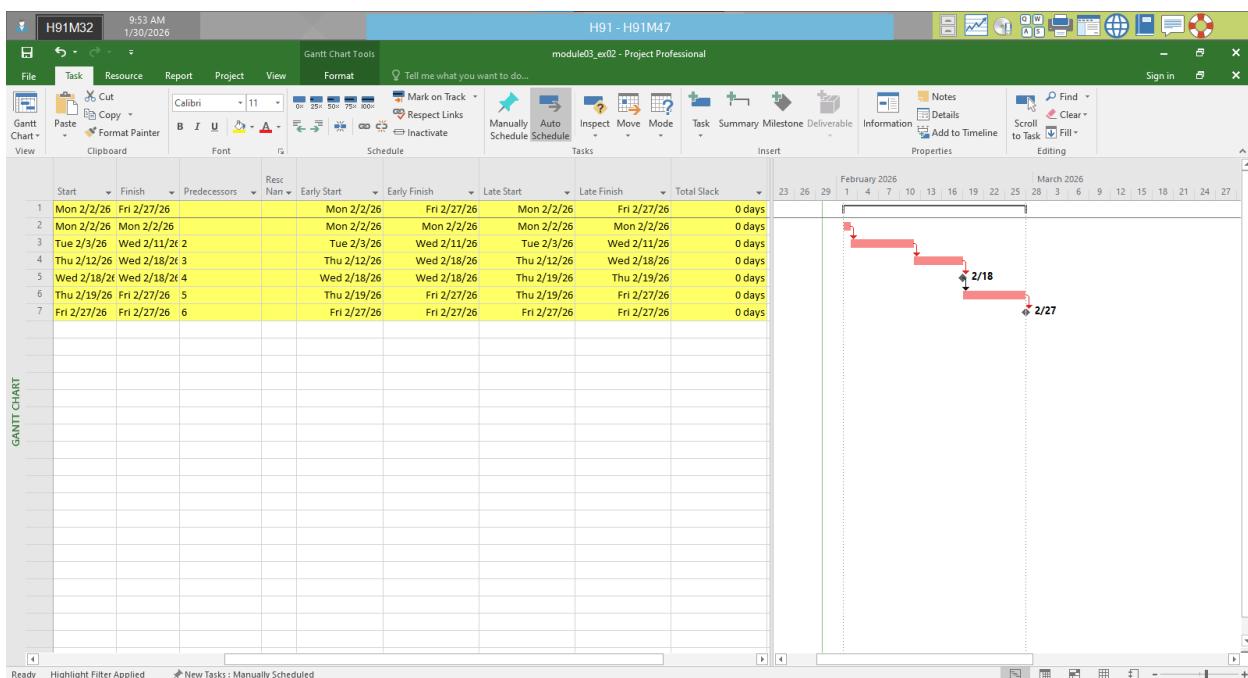


view CP

# Lab report – Project Management



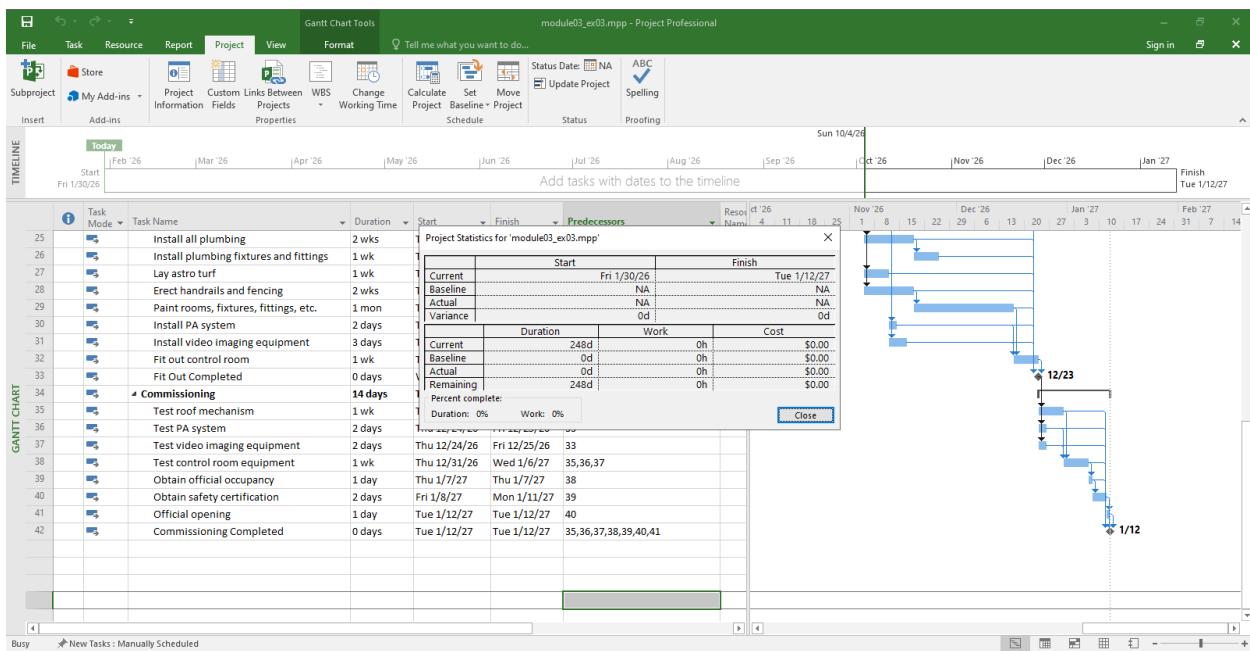
## Total Slack



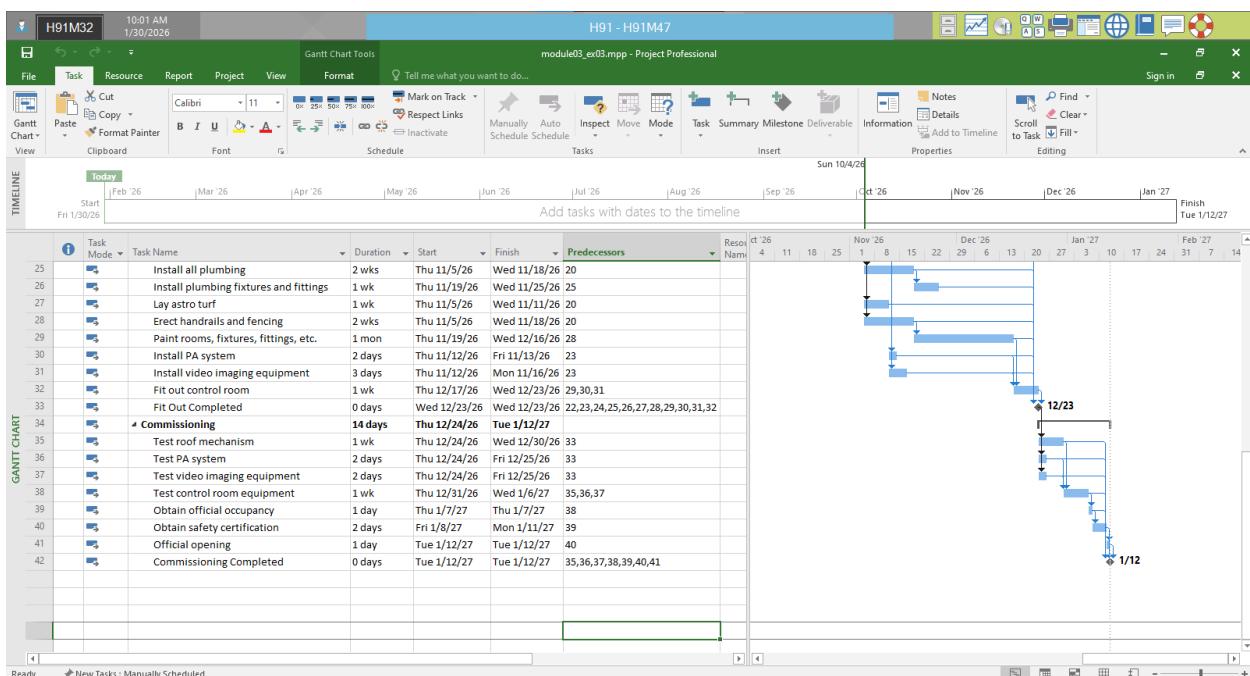
## Exercise 3: Scheduling – Task dependencies

Display the Project Information.

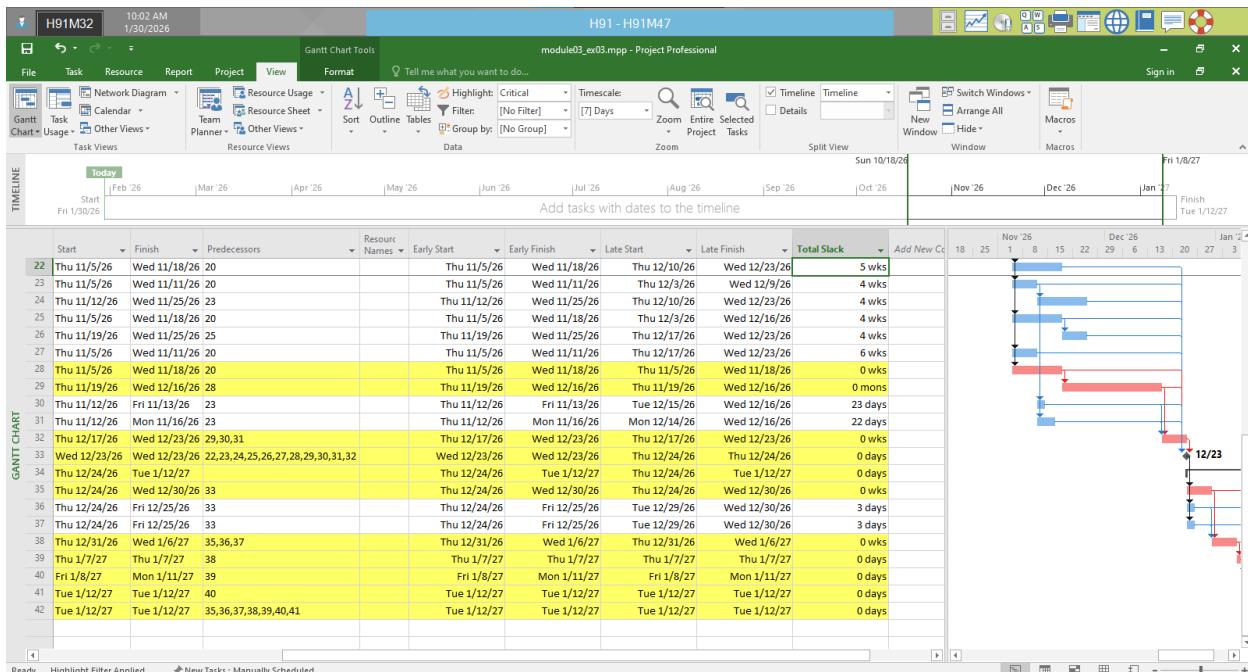
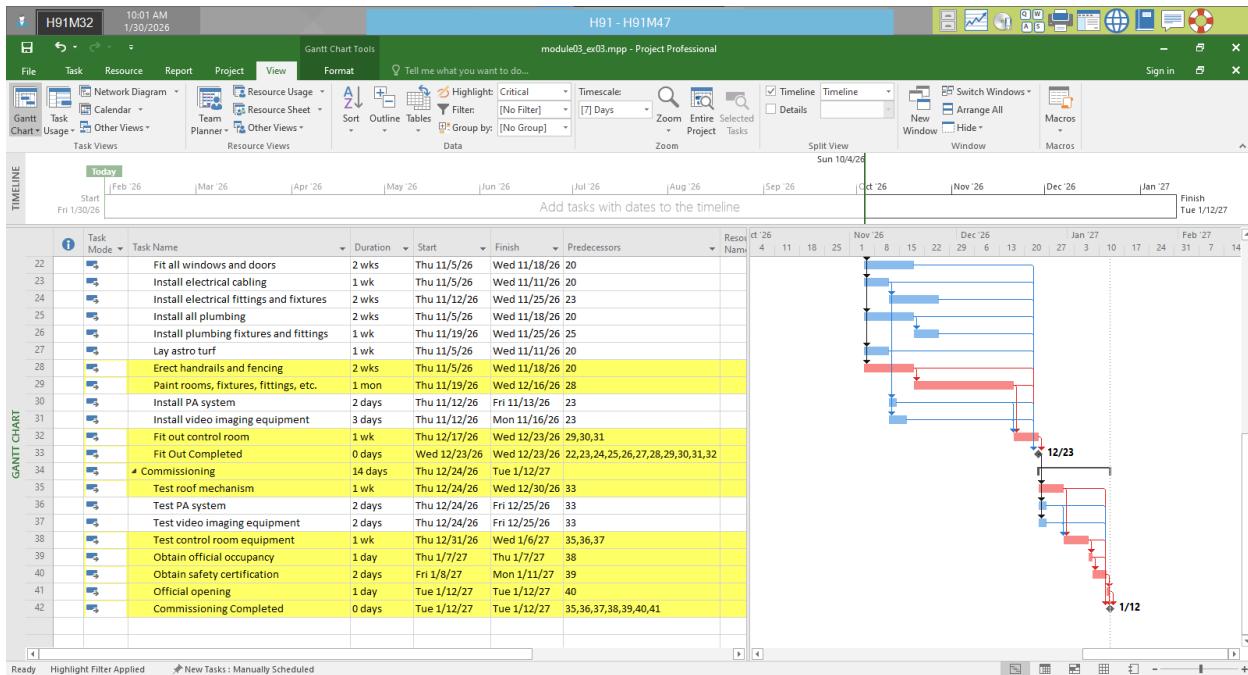
# Lab report – Project Management



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

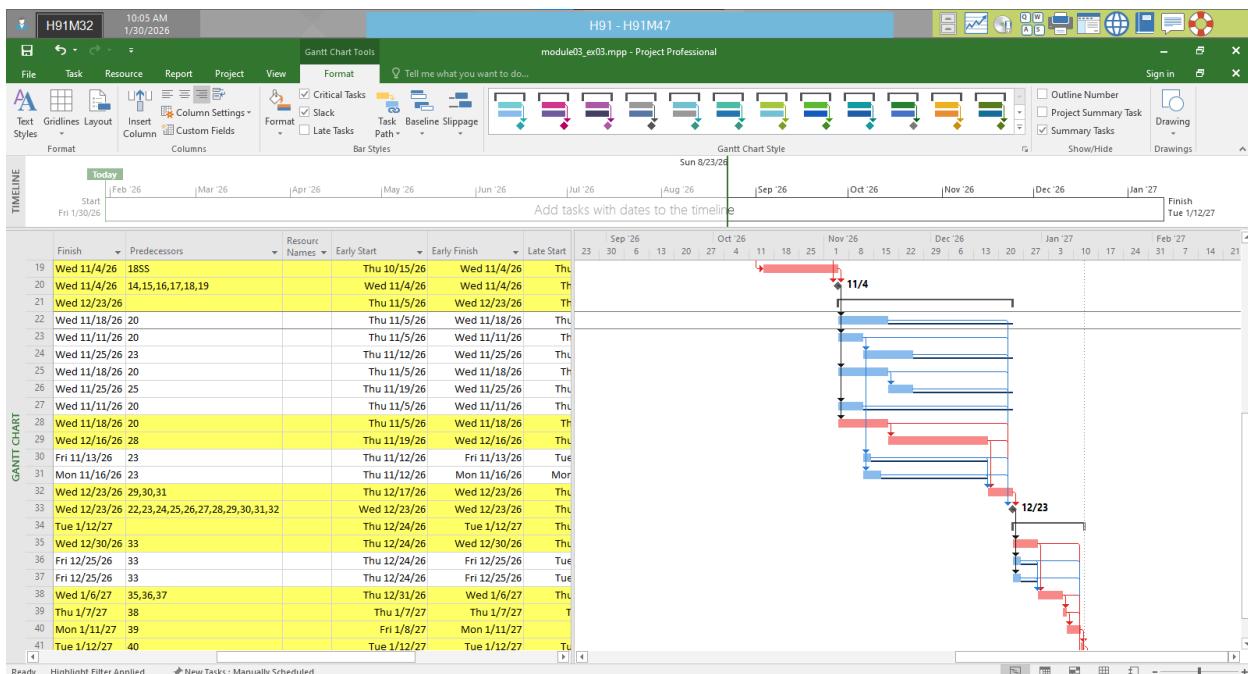


# Lab report – Project Management



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

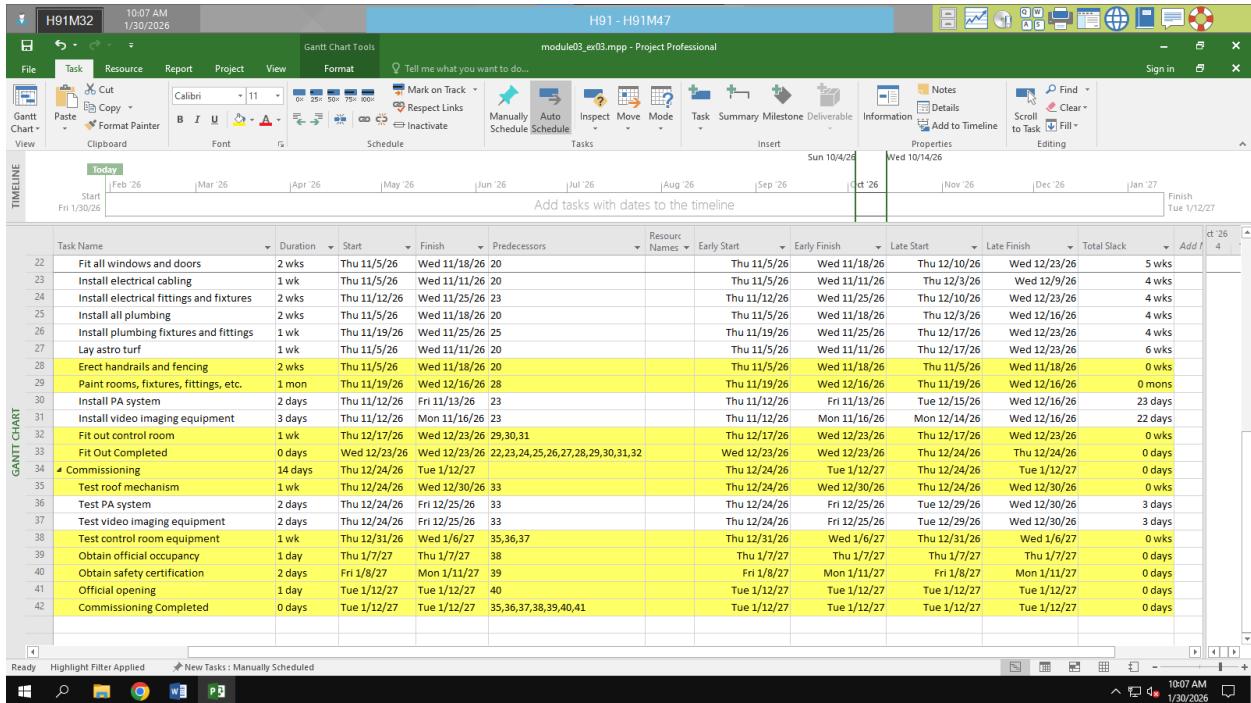
# Lab report – Project Management



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

	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Early Start	Early Finish	Late Start	Late Finish	Total Slack	Add /
1	Planning	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	Creating architectural plans	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	Submit plans for approval	1 mon	Fri 2/20/26	Thu 3/19/26	2		Fri 2/20/26	Thu 3/19/26	Fri 2/20/26	Thu 3/19/26	0 mons	
4	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	
5	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	
6	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	
7	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	
8	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	
9	Clean 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	
10	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	
11	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	
12	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	
13	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	
14	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	
15	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	
16	Erect wall	2 mons	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 mons	
17	Install roofing superstructure	2 wks	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	
18	Install roofing retracting mechanism	1 wk	Thu 10/15/26	Wed 10/21/26	17		Thu 10/15/26	Wed 10/21/26	Thu 10/15/26	Wed 10/21/26	0 wks	
19	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 days	
20	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	
21	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	
22	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	
23	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 ...