MODULE 2: CALENDARS AND SCHEDULING

Exercise 1.   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)

- 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.

Exercise 2.   Changing Working Time

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

- Start Date: Nov 20th 2025

- 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
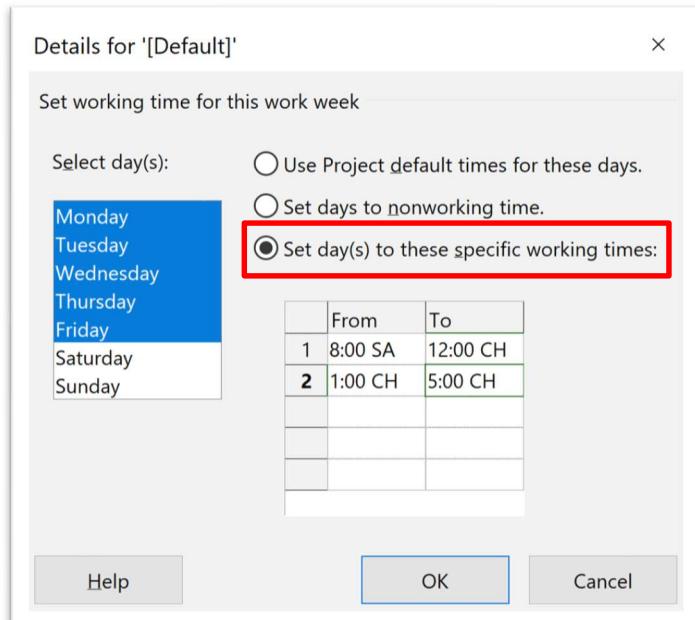
Exercise 3.   Changing Working Time

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

- Star Date: Apr 5th 2026

- 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.

- 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:

- 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.
- 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:

- 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
  - ➢ 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
- Display the Project Information.

Exercise 6.   Your 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.

- 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.