ISCG 6411 Project Planning and Control

Converting the WBS to a Gantt Chart - Procedure

1. Open a blank project sheet
2. Set the project start date

1. Set the holidays in the standard calendar
2. Enter all the tasks (B1)
3. Highlight all the tasks and press Auto Schedule (B1A)
4. Then rearrange the tasks in a manner to show parent and child tasks (B2)
5. Colour code the milestones (blue) and low level tasks that have a definite start and end date (red) (leave the on-going tasks as black) (B3)
6. Enter the dependencies (B4)
7. Enter the resources in the resource sheet (B5)
8. Add the resources in the Resource Names column of the Gantt chart (B6)
9. Enter 0 duration for the milestones (blue) and for the on-going tasks (black). Enter the estimated duration for the low level tasks that have a definite start and end date (red) (B7)
10. Carry out the following in order:
11. Do an auto schedule for all the tasks.
12. Do resource levelling.
13. Thereafter convert all the on-going tasks to recurring tasks.
14. Delete the originally added on-going tasks
15. Shift the “Carry out day to day project management” task to a place just under “Management”.
16. Assign PM as the resource for this activity.
17. Do an auto-schedule once again.
18. Do resource levelling once again.
19. Resolve left over levelling issues manually and allocate any available hours each day for the PM to the “Carry out day to day project management” task.
20. Remove any question marks in the duration column, set the project schedule to show critical tasks and change the time scale for the Gantt chart so that both the task and the Gantt bars show up on the same page when printed. (B8)
21. Update final resource hours (after levelling) in estimation sheet (XL) and match the total budget with the final project schedule.

B1, B2, B3 …B8 are versions of MS Project file that are created at each step.

Resource Abbreviations:

|  |  |
| --- | --- |
| A | Architect |
| BA | Business Analyst |
| C | Customer |
| D1, D2, D3 and D4 | Developers 1, 2, 3 and 4. |
| DB | Database |
| PM | Project Manager |
| Pur | Purchase |
| QA | Quality Analyst |
| UIT | User Interface Tool |
| V | Vendor |