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## Exercise - Buying a Computer

### MS Project – Buying a Computer Notes

#### Setup Project

1. Start Project 365
2. File – New – Blank Project
3. File – Options – General Setting – Currency GBP
4. **File – Options – Schedule – New task created – Auto Scheduled**
5. **File – Options – Schedule - Change “Work is entered in” from Hours to Days**
6. Set up “Start Date” by doing Project – Project Information (set to **4<sup>th</sup> March 2021**)

#### Set up Calendar

7. Project - Change Working Time - Standard (Project Calendar)
8. Set in Exceptions Text box at bottom for UK Bank Holidays to Nonworking time (Good Friday, Easter Monday)
9. Go back to - View - Gantt Chart

#### Enter Tasks

10. Click on Square below Task Name
11. Enter tasks – (either type or copy & paste from Word Document - Buycomputer 2019 - Question)

#### Enter Milestones

12. Insert Task 13 Project Complete - Duration = 0
13. Format layout Date Format – 29/01/2020

#### Assign Resources

*Cost for each of the resource can be found in the question document. Carefully choose Type for each of the resource. Work is associated with any manpower resource; Material is for any resource that must have a cost/per use (depending on the number of the resource) allocation. Cost is a one off charge for a particular task.*

14. View Resource Sheet
15. Enter Name = Analyst; Type = Work; Std Rate = £525 per day
16. Enter Name = Programmer; Type = Work; Std Rate = £475 per day
17. Enter User, Supplier & Delivery Type = Cost .....
18. Enter Computer & Software & Install as Type = Material .....
19. Go back to Gantt Chart (View Gantt Chart)
20. Click on Task 1
21. Assign Resources to Task (Resource – Assign Resources) – to all tasks as per the Word Document - Buycomputer 2019 - Question
22. **Remember** to Assign Resources for **Task 4 - Computer & Software** (1 unit)
23. **And** Assign Resources for **Task 5 - Install** (1 unit)

#### Enter Duration

24. Double click on each Task and enter duration or copy & paste from Word Document – Buycomputer 2020 - Question

## Assign Dependencies on Network Diagram

25. Assign Dependencies in line with **constraints** listed in the Word Document - Buycomputer 2020 – Question, enter the corresponding task number in the Predecessor column on the Gantt chart view
26. View the **network analysis chart** for the project, Click View -> Network Diagram
27. Do the different coloured boxes and lines have any significance?

## Critical Tasks on Gantt Chart

In a project every task is important, but some of them are **critical**. Changes or delays in the duration of the critical tasks will have an impact on the project completion date.

**Critical path** is a chain of linked tasks that directly affects the project finish date. If any task on the critical path is late, project completion will be delayed.

28. View Gantt Chart
29. Format -> Timescale – Middle Tier = Months, Bottom Tier = Weeks
30. Format -> Bar Styles
31. Go to bottom of rows & enter: Name – Critical
32. Show for ...task – select "Critical" from list, for Appearance do the following:
  33. Start – Colour: Red
  34. Middle – Shape: Choose Bar shape, Pattern: Choose solid pattern, colour: Red, Appearance – Red,
35. Click OK
  - **Note Critical Path, tasks that are on the critical path**, please remember milestone is not a task. Task has duration and resources associated with, milestone is just a checkpoint, has no duration or resource associated with it.
  - **Note Project End Date**
    - **These details are needed while answering the quiz**

## Supplier Delay

36. View Gantt Chart
37. Change the duration of Task 4 from 10 to 14 & Note change in End date
38. Question 4 - "I can account for the discrepancy in the dates found for Question 2 & 3 as follows:" Why has the Project Complete date not changed by 4 days?

## Costs

39. Insert New Task 1 = Project
40. Highlight Tasks 2 to 14
41. Project – Outline – Indent
42. View Task Usage
43. Format – Timescale – Middle Tier = Quarters, Bottom Tier = Months
44. Right Click (left corner of the GANTT chart) – Select Costs from Available fields
45. Click on the arrow sign next to task 1 to close up sub-tasks
46. Note the Total Costs
47. View Resource Usage
48. Format – Timescale – Middle Tier = Months, Bottom Tier = Weeks
49. Right Click (left corner of the GANTT chart) – Select Costs from Available fields
50. Click on the arrow sign next to each resource to close up tasks
51. Note costs for each Resource

Answer the Quiz and submit the Microsoft Project file you created (ensure it is the correct file) by **04<sup>th</sup> November 2020** (Midnight).