Course: Procurement Management

Audio Script

Version 2

Date: April 17, 2017

**Notes for Audio artist:**

* Please do not read the yellow highlights. AX and Itext are codes for our internal purpose.
* Please correct the words highlighted in red, These words have been missed out in the recordings

| 6 | Creating a New Project: Scheduling – Demonstration | AX2> In the properties group, click Project Information.  <AX8>Note that if you choose to schedule from the start date, the Finish date box becomes disabled. Likewise, if you select to schedule from the finish date, the Start date becomes disabled.  <AX12>There are three different options available in the base calendar: Standard base Calendar has a standard work day and work week of Monday to Friday, 8:00 am to 5:00 pm with 12:00 p.m. to 1:00 p.m. of non–working hour. Non-working time includes holidays, lunch breaks and weekends.  <AX14>The 24 hour base calendar has no non-working time. All time from Sunday through Saturday 12:00 a.m. to 12:00 p.m. is set as the working time. |  |
| --- | --- | --- | --- |
| 7 | Task Table – An Overview | <AX1> Now, that you know how to set the project properties, let’s learn about the task table.  <AX3>The Gantt Chart is on the right side of the task table. It uses horizontal bars to graphically represent the task duration. The relative sizes of each part of the screen can be adjusted by dragging their boundaries to a new location.  Each task and its duration needs to be entered in the Task table.  Let’s now learn how to enter the tasks in the task table. To view the demonstration on adding tasks to the task table, click Next. |  |
| 8 | Adding Task Entries – Demonstration | <AX1>Now, let’s start entering the tasks in the task table. Please ensure that before entering the tasks, you have selected the Auto Scheduled option. By default, the Manually Scheduled mode is selected. |  |
| 11 | Hierarchy of Tasks – Demonstration | <AX10 a> To create a task with the duration to a milestone task, double click on the task in the Task Table, From the ‘Task Information’ dialog box choose Advanced tab and click on the checkbox ‘Mark task as milestone’  <AX11>Note that this task table has multiple task entries. You can now set the milestone task. Double-click the Task where milestone task needs to be created.  . |  |
| 16 | Changing Task Relationships – Demonstration | <AX6> Note: To unlink the tasks, select the tasks that you want to unlink from the Task Name field and then click Unlink Tasks from Schedule Group of Task. The tasks will be rescheduled based on the existing links to the other tasks or constraints. |  |
| 22 | Type of Constraints | AX3: As Late As Possible or A-L-A-P   * This constraint starts the task as late as possible based on the other constraints and relationships. |  |
| 24 | Setting a Constraint: Demonstration | <AX1>: In the Gantt Chart view select the desired task.    Note to VOA: should be read as “In the **Gantt Chart View**, select the desired task. |  |
| 26 | What is a Recurring Task? | AX1: In the MSP, you can add recurring tasks to your project plan. Recurring tasks are tasks that occurs periodically, say, daily, weekly, monthly, yearly and etcetera. and have a specific duration. For instance, project status meetings, review meetings and etcetera. Let us now learn how to add a recurring task. Click Next to continue. |  |
| 27 | Add Recurring Tasks: Demonstration | <AX6>: In the Recurrence pattern section, you can set the pattern in which you need the task to recur. It would be Daily, Weekly, Monthly or Yearly. You can even specify the weekdays in case of Weekly, Monthly and Yearly instances.  <AX7> In the Range of Recurrence section, you can specify the Start and the End date for the recurring task. To complete the process of adding a recurring task, click OK.  <AX8>: A recurring task has been added to the project schedule. Well Done! You now know how to add the Recurring Tasks in the MSP. |  |
| 29 | Practice -1 | Congratulations! You have successfully set the working time, changed the task mode to the auto schedule, entered the tasks in the task table and created a milestone task. |  |
| 44 | ASSESSMENT | AX1:Correct Feedback:  That’s correct! Recurring tasks are the tasks that occur periodically.  . |  |