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Project 4-1: Adjusting Working Time for an Office Remodel

Graphical user interface, application, table, Excel

Description automatically generated

In order to complete this part, I clicked the "Project" tab and then clicked "Change Working Time. Then I opened the "Change Working Time" dialog box and created a new calendar by clicking "Create New Calendar. Then, I named the calendar "Evening Drywall Install."

I made a copy of the "Standard" calendar and clicked "OK. In the "Change Working Time" dialog box, I switched to the "Work Weeks" tab and clicked the "Details" button. After that I selected Monday through Friday in the "Select Days" box and set their working times to 4:00 PM to 12:00 AM. then I confirmed the changes and closed the "Change Working Time" dialog box and double-clicked task 12, "Install Drywall," and opened the "Task Information" dialog box.

I switched to the "Advanced" tab then I selected "Evening Drywall Install" from the drop-down list in the "Calendar" box and checked the "Scheduling ignores resource calendars" check box and clicked "OK. At last, saved the project schedule as "Office Remodel Drywall Install" and closed the file.

Project 4-2: Creating a Weekly Meeting for Hiring a New Employee

Graphical user interface, application, table, Excel

Description automatically generated

In order to finish this task first I selected the name cell of task 5, "Collect resumes. and went to the "Task" tab and inserted a recurring task by clicking the down arrow under the "Task" button and selecting "Recurring Task. Then I named the recurring task "Status Meeting. And set the duration to 1 hour. Then I selected "Daily" under the "Recurrence pattern. The I set the task to occur every 3 workdays along with start date to October 22nd, 2019 and the range of recurrence to end after 10 occurrences and confirmed the changes by clicking "OK." At last I saved the project schedule as "Hiring New Employee Recurring" and closed the file.

Project 4-3: Splitting a Task for Setting Up a Home Office

Graphical user interface, application, table, Excel

Description automatically generated

I changed the view to the Gantt Chart view, selected the name cell of task 13, scrolled to the bar chart view for this task, and used the Split Task button to split the task from Wednesday, October 2 to Monday, October 7 to accommodate for the absence. Finally, I saved the project schedule as "Home Office Split Task" and closed the file while leaving Project open for future use.

Project 4-4: Setting a Constraint

Graphical user interface, application, table, Excel

Description automatically generated

I followed the instructions to set a constraint and add a task note for task 50 in the "Remote Drone" project schedule by selecting the name cell of task 50, scrolling the Gantt bars to this task, clicking the "Task" tab, selecting the "Information" button in the Properties group, clicking the "Advanced" tab, setting a "Start No Earlier Than" constraint with a date of May 6, 2019, adding a task note that the entire marketing department would be attending a toy conference from April 29 to May 3, and finally saving the project schedule as "Remote Drone Constraint" and closing the file while leaving Project open for future use.

Mastery Assessment

Project 4-5: Hiring a New Employee—Adding Resources to the Recurring Status Meeting

Graphical user interface, application, table, Excel

Description automatically generated

First, I assigned the resources Amy Rusko, Barry Potter, Gabe Mares, and Jeff Smith to the "Status Meeting" recurring task and expanded the subtasks for the recurring task to visually confirm that the resources had been assigned. At last saved the project schedule as "Hiring New Employee Recurring Resources" and closed the file.

Project 4-6: Identifying Overallocated Resources

Graphical user interface, application, table, Excel

Description automatically generated

First, I used the "Resource Usage" view to review resource assignments and located Brad Sutton and reviewed his task assignments for the weeks of January 7 and January 14. Then I created a separate Word document and wrote a brief paragraph detailing Yan Li’s assignment for those weeks. I included any dates/times that he was overallocated and discussed whether the overallocation was critical or could be left as it is and saved the project schedule as "Remote Drone – Brad Sutton" and closed the file. At last, I saved the Word document as "Remote Drone – Brad Sutton Discussion" and closed the file.