

Multimedia Project Planning



Title: Multimedia Project Planning

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Chapter 6 **MULTIMEDIA PROJECT SCHEDULE**

Learning Outcome

Objectives of this chapter are: -

- Multimedia Project Planning
 - Create Calendar
 - Scheduling project
 - Assigning Resources
 - Adding Milestone
 - Adding Cost

Example of Multimedia project Planning

The project is to create promotional video for the printing shop. The printing shop is to print wedding card, business card, flyers, posters, and so on.

The Project Detail is as follows: -

- Title: Introducing Printing Company
- Time: Two weeks
- Budget: RM5000
- Start Time: 1st November 2021
- Finish time: 15th November 2021 (Due date)

List down all project requirement based on project detail.

Team members required for the project

- Project manager
- Public relation officer
- Scriptwriter
- Videographer
- Audio Technician
- Video Editor

Material required for the project

- Computer System for editing 2 Unit
- Video camera with tripod 2 Units
- Microphone 2 Sets
- Wireless Collar Microphone 2 Sets

- Lights 3 PCs

Other project expenses

- Transportation
- Fuel
- Battery

Works Breakdown Structure (WBS)

We assume that the public relation officer made all necessary arrangement for shooting and appointments.



Figure 1 Work Breakdown Structure

Creating Calendar for The Project

We want to schedule new project; we need to set the calendar for the project. This includes holidays, working hours.

1. Open the Microsoft project
2. File – options – click on schedule – set the calendar for the project.
3. We set the calendar according to project detail provided.
4. Follow the calendar setting on figure 2.

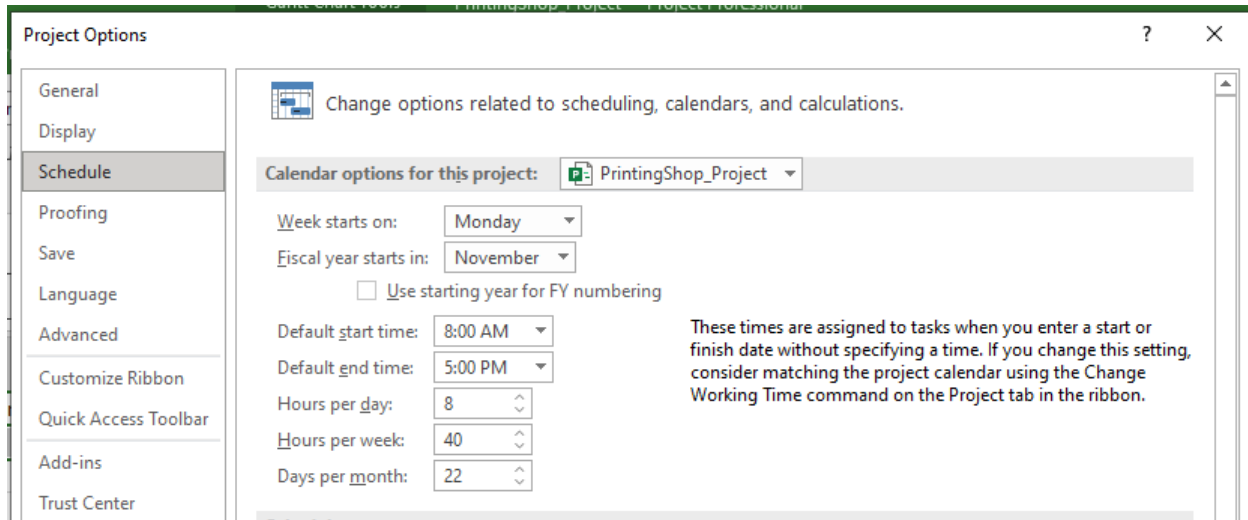


Figure 2 Project calendar setting

5. Project schedule setting. Follow the figure 3.

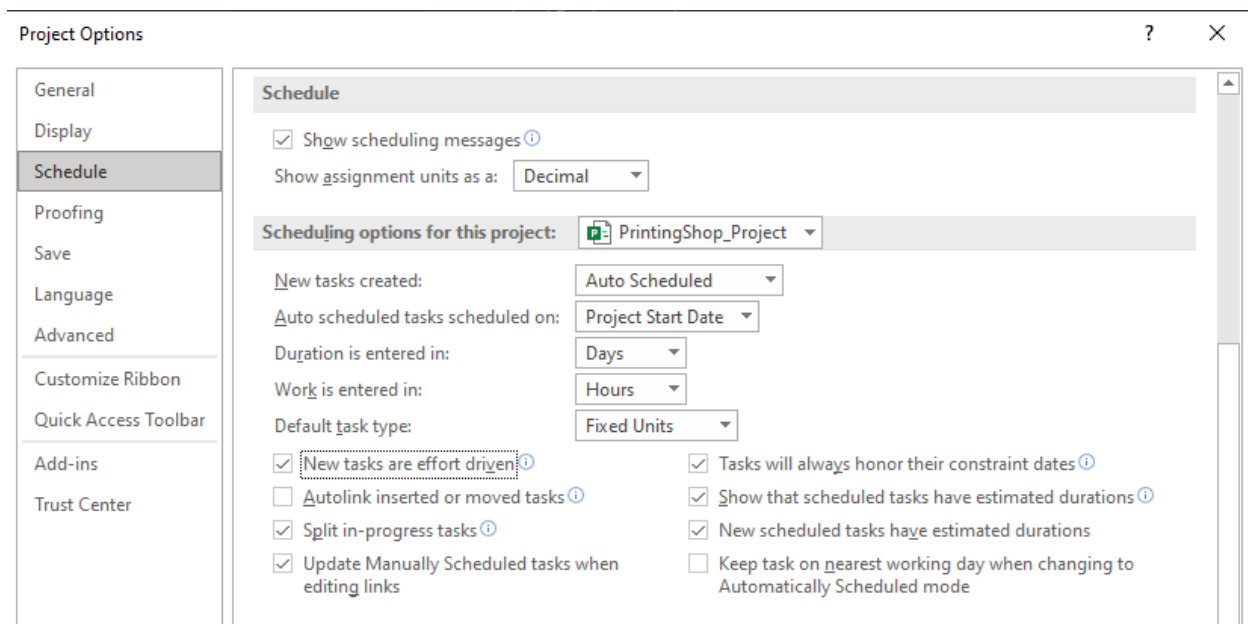


Figure 3 Project schedule setting

6. Other setting. Figure 4.

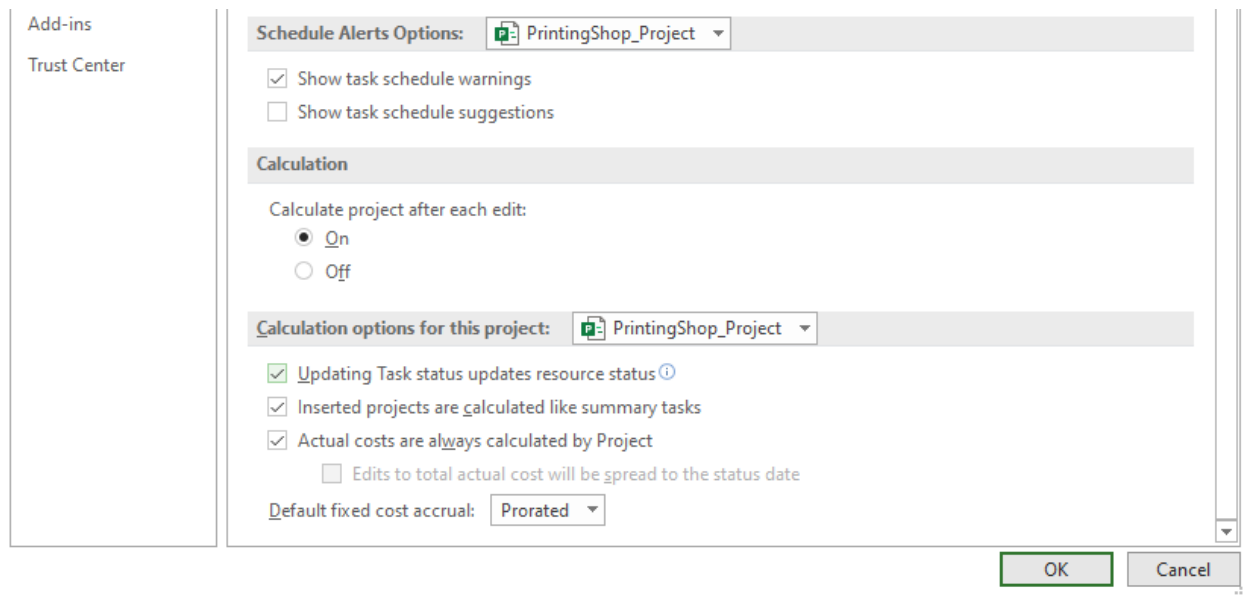


Figure 4 other setting for the project

7. Click ok
8. Creating calendar for the project.
9. Click on Project menu – click on change working time
10. Click on create new calendar.

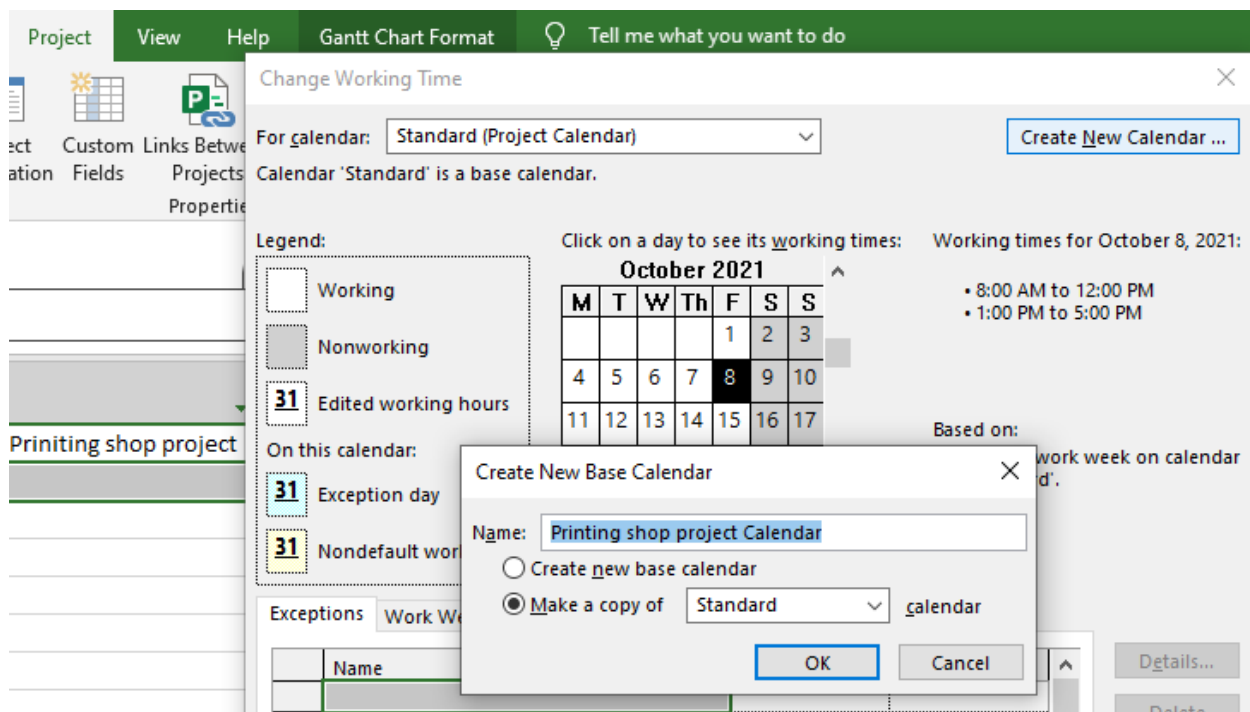


Figure 5 Creating calendar for the project

11. Give a calendar name and click ok.
12. Work weeks setting.
13. Click ok work weeks tab and click Detail.
14. Change necessary changes if requires.

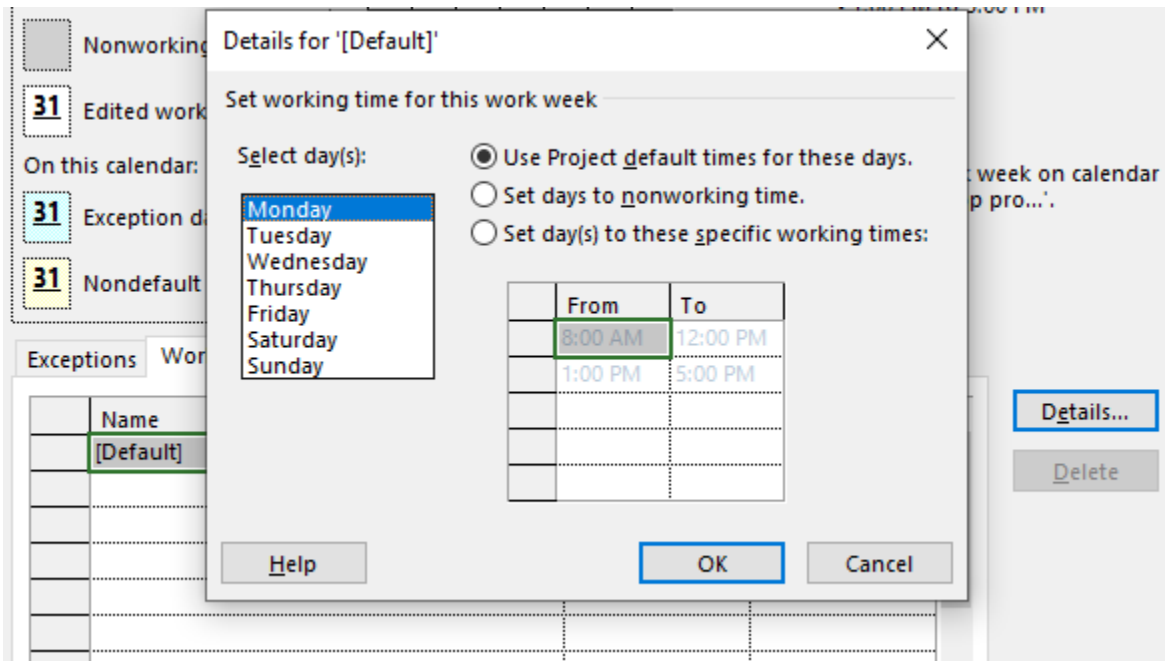


Figure 6 work weeks setting

15. Set the public holidays to the project.
16. Click on Exceptions tab and enter the holidays if requires.
17. Click ok to close.

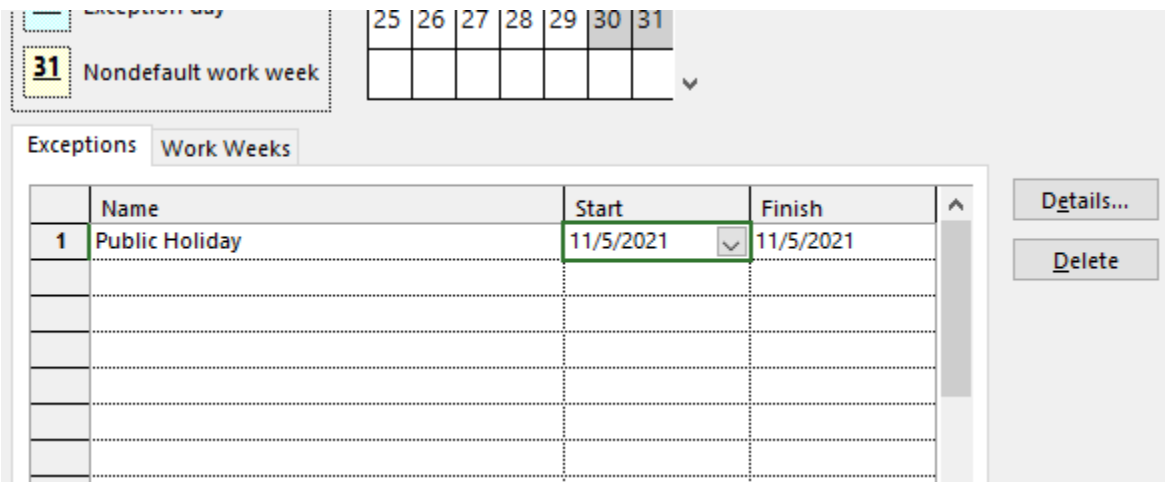


Figure 7 Setting the public holidays

18. We have completed the calendar setting and public holidays for the project but we did not assign the calendar to the project.

19. Click on project information and change the setting follow the figure 8.

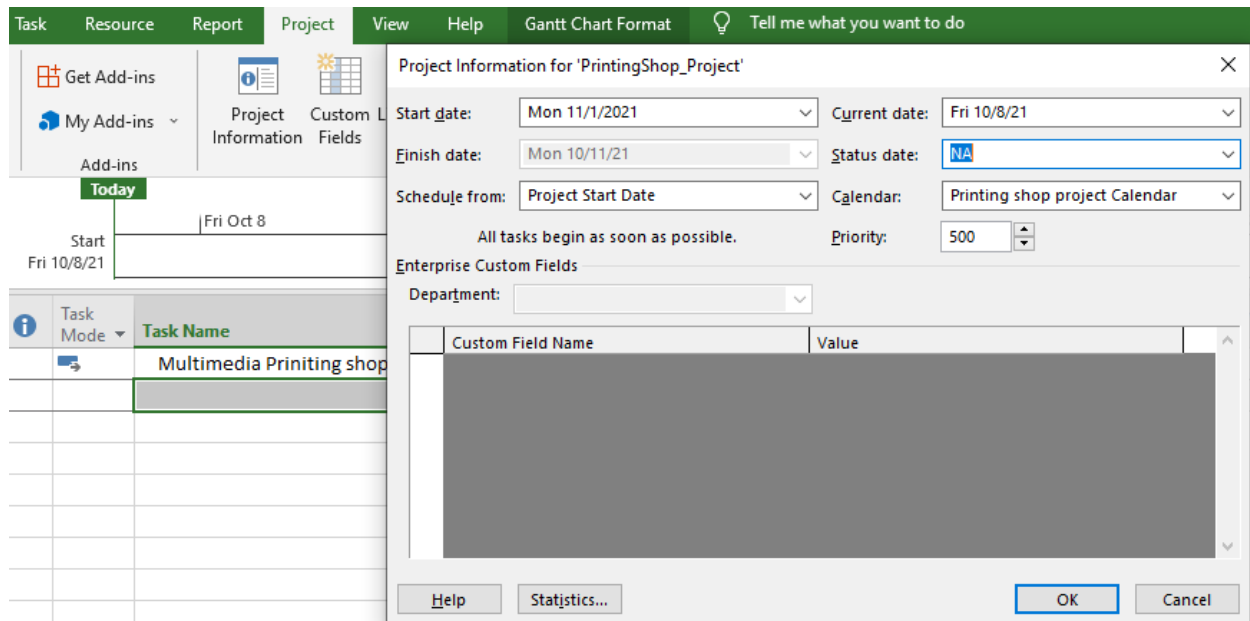


Figure 8 setting the calendar for the project and start date

Entering Task into Our Project Following the WBS Created Earlier.

1. Enter the tasks into project
2. Set the dependencies. See the figure 9.

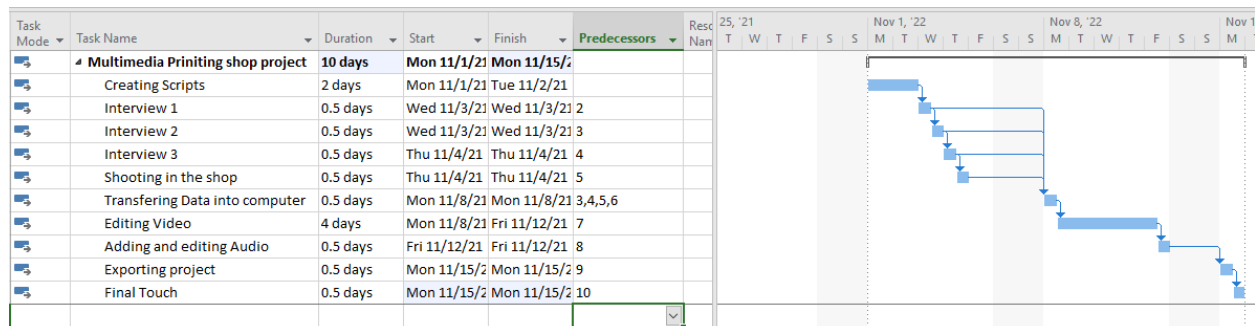


Figure 9 complete task entering into project

Setting up the Resources for the Project

The resource is anything we need or use to complete our projects. Generally, the resources are classified as three types.

- Human resources
- Machinery resources
- And material resources

For entering resources, first we click on left side of the panel on Gantt chart view dropdown button and choose resource sheet.

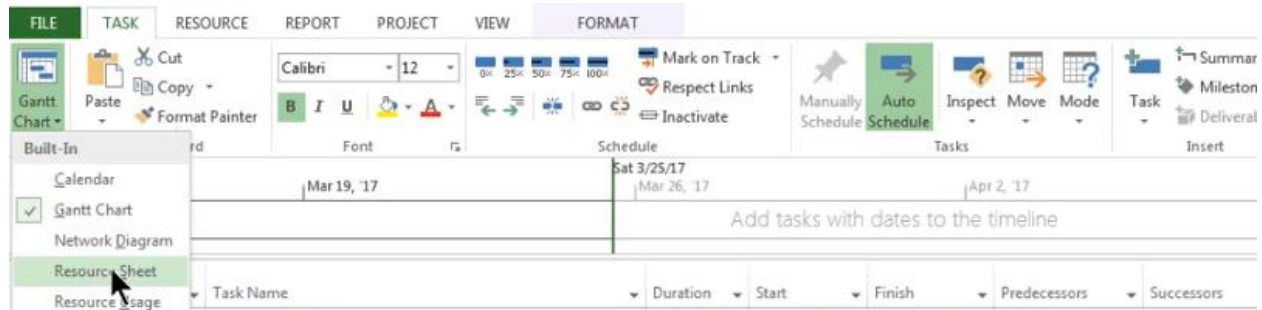


Figure 10 switching to Resource Sheet

For the resource type, we have three types, **Work**, **Material**, and **Cost**.

- A work resource – is a person, a team or a piece of machinery or equipment that consume time when working on activity. Therefore, we classify labour and “Machinery or equipment” resources as work type.
- Material Resources - are the resources that consumed in the process of performing activities. Material like battery, tape, fuel, and so on.
- Cost resources – are the fixed costs associated with the activities. Expenses like travel expenses, rental of any equipment are some of the cost resources examples.

Based on explanation above, let us enter resources we use in our project.

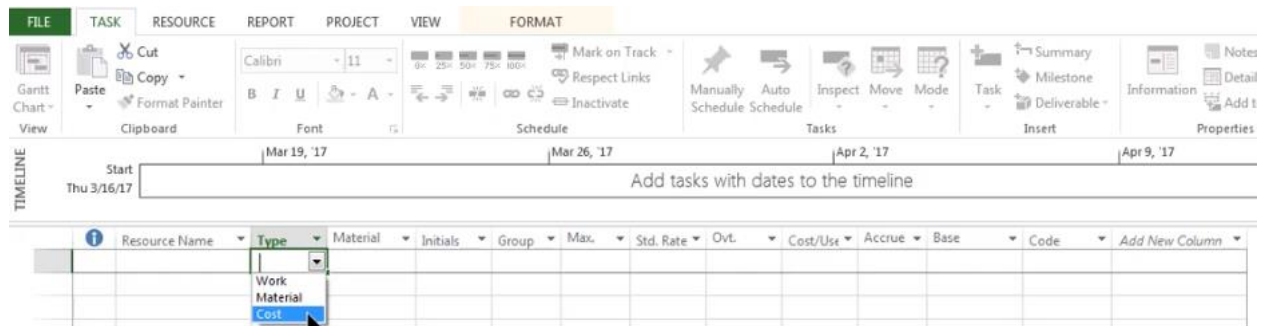


Figure 11 Resources on resource sheet















File	Task	Resource	Report	Project	View	Help	Resource Sheet Format	Tell me what you want to do					
 Team Planner ▾	 Assign Resources ▾	 Resource Pool ▾	 Add Resources ▾	 Information  Notes  Details			 Level Selection	 Level Resource	 Level All	 Leveling Options  Clear Leveling  Next Overallocation			
View	Properties												
	Resource Name	Type	Material Label	Initials	Group	Max. Units	Std. Rate	Ovt.	Cost/Use	Accrue At	Base Calendar		
1	Fuel	Material	Ltr	Fuel			\$0.00		\$0.00	Prorated			
2	Battery	Material	Pcs	B			\$0.00		\$0.00	Prorated			
3	Video Camera	Work		VCam		3	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Printing shop project Calendar		
4	Lighting	Work		Light		5	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Printing shop project Calendar		
5	Microphone	Work		Mic		2	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Printing shop project Calendar		
6	Collan Mic	Work		CMic		3	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Printing shop project Calendar		
7	Computer	Work		Comp		2	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Printing shop project Calendar		
8	Script Writer	Work		SW		2	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Printing shop project Calendar		
9	VideoGrapher	Work		VG	CamGroup	5	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Printing shop project Calendar		
10	VideoEditor	Work		VE	EditingGroup	3	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Printing shop project Calendar		

Figure 12 Entering Resources in the resource sheet

1. Enter the resource Name.
2. Choose the resource type
3. Enter Initials for the resource used.
4. Enter the group name.
5. Switch to Gantt chart view and assign the resources to the tasks. See Figure 13.
6. Choose task name in the task row, choose resource on Assign Resource windows and click assign.

FileTaskResourceReportProjectViewHelpGantt Chart FormatTell me what you want to do

Team PlannerView

Assign ResourcesAssignments

Resource Pool

Add ResourcesInsert

InformationNotesDetailsProperties

Level SelectionLevel ResourceLevel AllLevel

Leveling OptionsClear LevelingNext Overallocation

	Task Mode	Task Name	Duration	Start	Finish	P	S	S	Nov 1, '22	M	T	W	T	F	S	S	Nov 8, '22	M	T	W	T	F	S	S	Nov 15, '22	M	T	W	T	F	S	S	Nov 22, '22	M	T	W	T	F	S	S		
1		Multimedia Printing shop project	5.47 days	Mon 11/1/21	Tue 11/9/21																																					
2		Creating Scripts	2 days	Mon 11/1/21	Tue 11/2/21																																					
3		Interview 1	0.1 days	Wed 11/3/21	Wed 11/3/21	2																																				
4		Interview 2	0.1 days	Wed 11/3/21	Wed 11/3/21	3																																				
5		Interview 3	0.1 days	Wed 11/3/21	Wed 11/3/21	4																																				
6		Shooting in the shop	0.17 days	Wed 11/3/21	Wed 11/3/21	5																																				
7		Transferring Data into computer	0.25 days	Wed 11/3/21	Wed 11/3/21	3																																				
8		Editing Video	2 days	Wed 11/3/21	Mon 11/8/21	7																																				
9		Adding and editing Audio	0.25 days	Mon 11/8/21	Mon 11/8/21	9																																				
10		Exporting project																																								
11		Final Touch																																								

Assign Resources

Task: Multimedia Printing shop project

Resource list options

Resources from PrintingShop_Project

Resource Name	R/D	Units	Cost
Battery			
Collan Mic			
Computer			
Fuel			
Lighting			
Microphone			
Script Writer			
Video Camera			
VideoEditor			

AssignRemoveReplace...GraphCloseHelp

Script Writer

VideoGrapher,Battery(4 Pcs),Fuel(10 Ltr),Collan Mic,Lighting,Microphone,Video Camera

VideoGrapher,Battery(4 Pcs),Video Camera,Collan Mic,Microphone,Lighting

VideoGrapher,Battery(4 Pcs),Fuel(10 Ltr),Collan Mic,Lighting,Microphone,Video Camera

VideoGrapher,Video Camera,Lighting

VideoEditor,Computer

VideoEditor,Computer

VideoEditor,Computer

VideoEditor,Computer

Figure 13 Assigning the resources to the tasks

Adding Milestone

What is the milestone? A milestone is a list and points where you need for monitoring the deadlines of the project. Example, meeting, progress and so on.

Technically, you may add milestones anywhere you want in your project plan. But it is a good idea to create a task group for the milestone. Let's create task group for milestone.

1. On the Gantt chart, we create task name "Milestone".
2. Create milestone check points and create names
3. Add the dependencies for the task on the predecessors tab.
4. Choose task name and click ok.
5. For detail refer to figure 14.

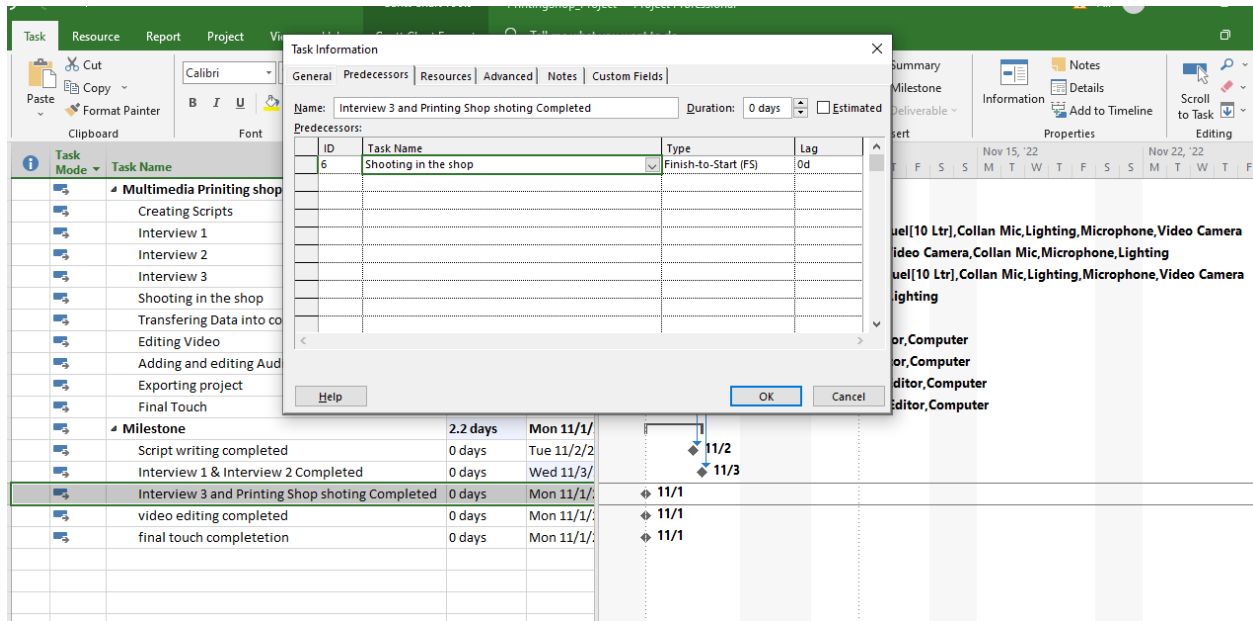


Figure 14 Adding Milestone for project

Assigning Costs to Resources

For calculating total cost of the project, we need to enter the cost in the standard rate column of the resource sheet for each item used in our projects.

File		Task	Resource	Report	Project	View	Help	Resource Sheet Format		Tell me what you want to do		
<div><div>Network Diagram</div><div>Calendar</div><div>Other Views</div></div>		<div><div>Team Planner</div></div>		<div><div>Resource Usage</div><div>Resource Sheet</div><div>Other Views</div></div>		<div><div>Sort</div><div>Outline</div><div>Tables</div></div>		<div><div>Highlight</div><div>Filter</div><div>Group by</div></div>		<div><div>[No Highlight]</div><div>[No Filter]</div><div>[No Group]</div></div>	<div><div>Timescale:</div><div>[12] Hours</div><div>Entire Project</div><div>Selected Tasks</div></div>	<div><div><input type="checkbox"/> Timeline</div><div><input type="checkbox"/> Details</div></div>
Task Views		Resource Views		Data		Zoom		Split View				
	<div><div>Resource Name</div></div>	<div><div>Type</div></div>	<div><div>Material Label</div></div>	<div><div>Initials</div></div>	<div><div>Group</div></div>	<div><div>Max. Units</div></div>	<div><div>Std. Rate</div></div>	<div><div>Ovt.</div></div>	<div><div>Cost/Use</div></div>	<div><div>Accrue At</div></div>	<div><div>Base Calendar</div></div>	
1	Fuel	Material	Ltr	Fuel			\$0.70		\$0.00	Prorated		
2	Battery	Material	Pcs	B			\$5.00		\$0.00	Prorated		
3	Video Camera	Work		VCam		3	\$30.00/hr	\$0.00/hr	\$0.00	Prorated	Printing shop project Calendar	
4	Lighting	Work		Light		5	\$10.00/hr	\$0.00/hr	\$0.00	Prorated	Printing shop project Calendar	
5	Microphone	Work		Mic		2	\$5.00/hr	\$0.00/hr	\$0.00	Prorated	Printing shop project Calendar	
6	Collan Mic	Work		CMic		3	\$5.00/hr	\$0.00/hr	\$0.00	Prorated	Printing shop project Calendar	
7	Computer	Work		Comp		2	\$60.00/hr	\$0.00/hr	\$0.00	Prorated	Printing shop project Calendar	
8	Script Writer	Work		SW		2	\$20.00/hr	\$0.00/hr	\$0.00	Prorated	Printing shop project Calendar	
9	VideoGrapher	Work		VG	CamGroup	5	\$100.00/hr	\$0.00/hr	\$0.00	Prorated	Printing shop project Calendar	
10	VideoEditor	Work		VE	EditingGroup	3	\$40.00/hr	\$0.00/hr	\$0.00	Prorated	Printing shop project Calendar	

Figure 15 Entering the cost

For entering cost, please refer to the figure 15.

1. After entering the cost if we want to view project total cost.
2. Choose task usage panel
3. Click on view tab and choose cost.

File Task Resource Report Project View Help Task Usage Format Tell me what you want to do									
Gantt chart	Task Usage	Task Views		Resource Views		Data			
		Network Diagram	Calendar	Team Planner	Resource Usage	Sort	Outline	Tables	Highlight: [No Highlight]
		Other Views		Resource Sheet	Other Views	Filter: [No Filter]			Timescale: Days
						Group by: [No Group]			
	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remainir	Add New Column
1	▸ Multimedia Printing shop project	\$0.00	Prorated	\$8,060.50	\$0.00	\$8,060.50	\$0.00	\$8,060.50	
2	▸ Creating Scripts	\$0.00	Prorated	\$320.00	\$0.00	\$320.00	\$0.00	\$320.00	
	Script Writer			\$320.00	\$0.00	\$320.00	\$0.00	\$320.00	
3	▸ Interview 1	\$0.00	Prorated	\$573.50	\$0.00	\$573.50	\$0.00	\$573.50	
	Fuel			\$3.50	\$0.00	\$3.50	\$0.00	\$3.50	

Figure 16 project cost table