Tasks configuration in Microsoft Project

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Lab Activity

1) Create new tasks as given below

Task ID	Task Name	Notes	Duration	Predecessors
1	Analyze the defect	Excludes defect clarification	2 days	
2	Perform impact analysis	Excludes defect clarification	2 days	1
3	Perform defect fix		5 days	1,2
4	Unit test defect fix		2 days	3
5	Defect fix complete			4

2) Summarize the tasks with the title 'Defect Fix'.
3) Set the project start date as '1st August 2014'.
4) Make all the tasks as Auto scheduled.
5) Make the task 'Defect fix complete' as milestone.
6) Create the following recurring tasks with summary 'Recurring Project tasks'.

Task ID	Task Name	Duration	Remarks
6	Weekly RCA meeting	3 days	Occurs every Tuesday and Thursday starting 1-Aug-2014
7	Daily Defect clarification meeting	5 days	5 meetings occurrences

7) Change the duration entered and work entered to minutes.
8) Create a new base calendar which has every Wednesday as holiday and every Saturday as working day starting 1st August 2014 for 4 weeks.
9) Assign the newly created base calendar to tasks 'Perform defect fix' and 'Unit test defect fix'.
10) Create a target date of '10th August 2014' for the task 'Unit test defect fix' and note the indication change.