

Bye-Bye Spreadsheets. Hello Microsoft Project!

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Part 1

1. Create a plan with the following details:

Task Name	Duration
Training	19 days
Courseware Development	9 days
Analyse the requirement	2 days
Create content	4 days
Create assessment	2 days
Create animations	3 days
Audio Recording	1.5 days
Record audio	0.5 days
Add audio	1 day
Review and approval	2 days
Review 1	1 day
Review 2	1 day
Content Approval	0 days
Implementation	3.5 days
Identify test group	2 days
Implement	1 day
Evaluation	2 days
Collect Feedback	1 day
Evaluate the course	1 day

2. Assign project start date to be on Dec 01, 2014.
3. Set dependencies for each task.
4. Let project decide the end date by the set dependencies.
5. Set a milestone for the content approval task.
6. However, due to the non-availability of the audio artist, on the scheduled date, the audio recording is rescheduled on December 15, 2014. Try modifying this date manually and see what happens to the project start/finish dates. Which constraint is applied to the schedule? Try the various options listed to know more.
7. Try exploring the ways to remove the constraint (Calendar icon).
8. Following are resources identified for the project:

Name	Skill set	Cost	Worktiming	Exceptions
Robert	Content Developer	Std Rate: \$.100/h Overtime: \$0/h Per use cost: \$0	As per the standard calendar	
Sai	Reviewer	Std Rate: \$.150/h Overtime: \$0/h Per use cost: \$0	As per the standard calendar	
Tabitha	Audio artist	Std Rate: \$.500/h Overtime: \$0/h Per use cost: \$0	As per the standard calendar	
Ashok	Animator & Audio integrator	Std Rate: \$100/h Overtime: \$0/h Per use cost: \$0	As per the standard calendar	
Rakesh	Student coordinator	Std Rate: \$150/h Overtime: \$0/h Per use cost: \$0	Works only till Thursday of every week.	Applied for leave on December 22, 2014.

9. Assign resources to the project tasks on the basis of their skill set.
10. The project manager assigns Rakesh as an incharge for all the summary tasks. Observe what happens to the schedule now. Is there a change in the schedule? Is anyone overloaded?
11. Due to emergency and costs constraints the project manager puts the audio recording phase on hold for five days. What happens when the audio recording and integrating happens after five days? How would you correct the schedule to exclude the non-working hours?