

Tips and Traps!

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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. Move the parent task "Audio Recording" after "Review and approval". What happens to the set dependencies?
7. Observe the same after enabling "Autolink inserted or moved tasks".
8. Change the date display format of the Gantt chart to "Month DD YYYY TIME" format
9. Move the current date display format to the left of the milestone indicator.
10. Add another scheduled start to the right showing the duration of the milestone (though it is actually 0 days, by default)
11. Change the duration of the tasks under "Review and approval phase," to 3 days, all at once. How long does the scheduled finish vary?
12. Add actuals on your own discretion for till "Content Approval".
13. Then update the project on the end date of "Implement" stage. What happens to the Gantt chart?
14. Create two different projects, one with the same task details as above upto audio recording phase and the other with the implementation and evaluation phase.
15. Link these two projects and check if the start and finish dates are matching.