

## Module 5: Laboratory 1 Project Management

### Queensborough Community College- Helping the Community of Displaced Workers Re-tool their skills

Today is August 1, 2021, and you have just been hired by QCC CUNY, with a Career Workshop program, to teach Word, Excel, and PowerPoint classes, which begin September 3, 2021. You have been given your schedule for the new term beginning in 5 weeks and have been asked to prepare all the course materials for your classes.

In this project, you will create a task list of everything that you have been told needs to be done **before the first day of class**. In addition to that, you are to budget your time to also prepare yourself to teach Microsoft Word, Excel, and PowerPoint. Study Guides have already been prepared but you must provide copies for each of the students on the roster you have been given.

You will be working 3 days a week (MWF) for the next 5 weeks to prepare.

- a. Open a Blank Project. Save the file as pm01ch01\_pe\_LastFirst.
- b. In the Project Information dialog box, set the Current date to 8/1/21 and Schedule from Project Finish Date of 9/3/19.
- c. In the Change Working Time dialog box, verify that Working Time is on Work Weeks. Set Tuesday and Thursday as nonworking days. You will only be working on Monday, Wednesday, and Friday each week. Set the working time to 8:00 AM to 12:00 PM. Create an Exception named My Birthday, for August 30, 2021.
- d. On the Task tab, set the project to Auto Scheduled.
- e. Add the tasks provided in the table below:

1	Get new schedule	5 min
2	Review student list	1 hr
3	Verify subject criteria	1 hr
4	Make necessary corrections to student list	1 hr
5	Create labels with student name and course name	1 hr
6	Copy/print course materials	3 hrs
7	Select color-coded folders	1 hr
8	Add labels to folders	1 hr
9	Add course materials to folders	2 hrs
10	Get books from bookstore	2 hrs
11	Verify books and course material folders for each student	2 hrs
12	Verify attendance sheets with books and course materials	2 hrs
13	Read Word textbook and work through projects	2 days

14	Read Excel textbook and work through projects	2 days
15	Read PowerPoint textbook and work through projects	2 days

- f. Delete Task 3. Rename Task 2 Verify students and courses
- g. Delete Task 7. Rename the new Task 7 Add labels and course materials to folders
- h. Add a new task between Tasks 10 and 11 with a duration of 0 days. Call it First Day
- i. Change the duration of Create labels with student name and course name (Task 4) to 2 hrs.
- j. Move Tasks 12 through 14 below Task 1.
- k. Link Tasks 2-4 so they have a Finish-to-Start relationship.
- l. Add your first and last name as a header on the right tab of the Gantt Chart.
- m. Save your file. Close the project file and submit the file as directed by your instructor.

## RUBRIC

### Share with Students Prior to Lab

<b>Module 5: Laboratory 1 Project Management</b>		
<b>Student Name:</b>		
Task	Point Value	Your Score
Open a Blank Project; save the file as pm01ch01_pe_LastFirst	1	
Set Current date to 8/1/19 and Schedule from Project Finish Date of 9/3/19	2	
Set Tuesday and Thursday as nonworking days; set working time as 8:00 AM to 12:00 PM; create Exception named My Birthday for August 30, 2019	3	
Set Mode arrow to Auto Scheduled	1	
Add tasks from table	6	
Delete Task 3; rename Task 2	1	
Delete Task 7; rename new Task 7	1	
Add new task between Tasks 10 and 11	1	
Change duration of Task 4	1	
Move tasks 12 through 14 below Task 1	1	
Link Tasks 2-4	1	
Add header to Gantt Chart	1	
<b>Total</b>	<b>20</b>	

## Solution

Move tasks 12-14 below Task 1

Open a Blank Project. Save the file as pm01ch01\_pe\_LastFirst

Set Current date 8/1/19 and Schedule from Project Finish Date 9/3/19. Note that when solution file is opened, current date defaults to today's date

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors								
1		Get new schedule	5 mins	Mon 9/2/19	Mon 9/2/19		S	M	T	W	T	F	S	S
2		Read Word textbook and work through projects	2 days		8/12/19									
3		Read Excel textbook and work through projects	2 days	Wed 8/14	Wed	2								
4		Read PowerPoint textbook and work through projects	2 days	Fri 8/23/19	Mon 9/2/19	3								
5		Verify students and courses	1 hr	Mon 9/2/19	Mon 9/2/19									
6		Make necessary corrections to student list	1 hr		9/2/19									
7		Create labels with student name and course name	2 hrs	Mon 9/2/19	Mon 9/2/19									
8		Copy/print course materials	3 hrs	Mon 9/2/19	Mon 9/2/19									
9		Select color-coded folders	1 hr	Mon 9/2/19	Mon 9/2/19									

Project: pm01ch01_pe_solution Date: Sun 12/18/16	Task <span style="display: inline-block; width: 15px; height: 10px; background-color: #4f81bd; border: 1px solid black;"></span> Inactive Summary Split <span style="display: inline-block; width: 15px; height: 10px; border-bottom: 1px dotted black;"></span> Manual Task Milestone <span style="display: inline-block; width: 10px; height: 10px; border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black;"></span> Duration-only Summary <span style="display: inline-block; width: 15px; height: 10px; border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; border-top: 1px solid black;"></span> Manual Summary Rollup Project Summary <span style="display: inline-block; width: 15px; height: 10px; border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; border-top: 1px solid black; border-left: 1px solid black;"></span> Manual Summary Inactive Task <span style="display: inline-block; width: 15px; height: 10px; border: 1px solid black; background-color: #f0f0f0;"></span> Start-only Inactive Milestone <span style="display: inline-block; width: 10px; height: 10px; border: 1px solid black; border-radius: 50%; background-color: #f0f0f0;"></span> Finish-only	External Tasks <span style="display: inline-block; width: 15px; height: 10px; border: 1px solid black; background-color: #d9d9d9;"></span> External Milestone <span style="display: inline-block; width: 10px; height: 10px; border: 1px solid black; border-radius: 50%; background-color: #4f81bd;"></span> Deadline <span style="display: inline-block; width: 15px; height: 10px; border-bottom: 2px solid black;"></span> Progress <span style="display: inline-block; width: 15px; height: 10px; border-bottom: 2px solid #4f81bd;"></span> Manual Progress <span style="display: inline-block; width: 15px; height: 10px; border-bottom: 2px solid #4f81bd; border-left: 1px solid black;"></span>	First Last Add header to Gantt Chart Link Tasks 2-4 Change duration of Task 4 Delete Task 3 rename Task 2 Set Mode arrow to Auto Scheduled Set Tuesday and Thursday as nonworking days. Set working time as 8:00 AM to 12:00 PM. Create Exception named My Birthday August 30, 2019
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# Student Score Card

<b>Module 5 - Laboratory 1 Project Management 1</b>		
<b>Student Name:</b>		
Task	Point Value	Your Score
Open a Blank Project; save the file as pm01ch01_pe_LastFirst	1	
Set Current date to 8/1/19 and Schedule from Project Finish Date of 9/3/19	2	
Set Tuesday and Thursday as nonworking days; set working time as 8:00 AM to 12:00 PM; create Exception named My Birthday for August 30, 2019	3	
Set Mode arrow to Auto Scheduled	1	
Add tasks from table	6	
Delete Task 3; rename Task 2	1	
Delete Task 7; rename new Task 7	1	
Add new task between Tasks 10 and 11	1	
Change duration of Task 4	1	
Move tasks 12 through 14 below Task 1	1	
Link Tasks 2-4	1	
Add header to Gantt Chart	1	
<b>Total</b>	<b>20</b>	