Module 5: Laboratory 1 Project Mangement

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:

r		
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

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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.
- I. 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

Module 5: Laboratory 1 Project Management									
Student Name:									
Task	Point Value	Your Score							
Open a Blank Project; save the file as pm01ch01_pe_LastFirst		Score							
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								
Total	20								

Solution

		asks 12-1 Task 1	as pm0	01ch01_pe_					Schedule fro Date 9/3/19 solution file	. Note t	hat when		Add hea	First L
D	0	Task Mode	Task Name		Duration	Start	Finish	Prec	_{det} date default	s to tod	ay's date	w	Gantt C	
1		-5	Get new s	chedule	5 mins	Mon 9/2/19	Mon 9/2/19							
2		\$	Read Wor and work projects		2 day <mark>iDele</mark>	ete Task 3 renam	e Task 2 8/12/19	n ti	Set Tuesday ar onworking day me as 8:00 AN Create Exceptio	/s. Set v /I to 12:	vorking 00 PM.			
3		4	Read Exce and work projects	l textbook through	2 days	Wed 8/14 <mark>Set Moo</mark> Auto Sc	Wed de arrow to heduled		Birthday Augus					
4		4	Read Pow textbook a through pi	and work rojects	2 days	Fri 8/23/19	Mon 9/2/19	3				Link Tas	sks 2-4	
5		÷	Verify stud courses	der s and	1 hr		Mon 9/2/19							
6		\$	Make nece correction student lis	is to	1 hr	Change dur of Task 4	9/2/19							
7		\$	Create lab student na course nar	ame and	2 hrs 🗖	Mon 9/2/19	Mon 9/2/19							
8		÷	Copy/prin materials	t course	3 hrs	Mon 9/2/19	Mon 9/2/19							
9		- 5	Select cold folders	or-coded	1 hr	Mon 9/2/19	Mon 9/2/19							
				Task			Inactive Sumn	nary	0	1	External Tasks			
				Split		•					External Miles	tone	۵ •	
Project: pm01ch01_pe_solution		Milestone		×	Duration-only		-11		Deadline		*			
Date: Sun 12/18/16			Summary Project Sum			Manual Summ Manual Summ				Progress Manual Progr	2055			
				Inactive Tas			Start-only	idfy	c i		manual rrogr	622		
				Inactive Mile			Finish-only		3					

Solution (continue)

																	First
		Task Mode	Task Name	Duration	Start	Aug 4, '19 S M T	w T F	Aug 11, '19 S S M	T W T	F S	ug 18, '19 S M T W	T F S	Aug 25, '19 S S M	T W T F	Sep 1,	19 м т	w
		⇒	Get new schedule	5 mins	Mon 9/2/19												
2			Read Word textbook and work through projects	2 days	Mon 8/5/19												
3			Read Excel textbook and work through projects	2 days	Wed 8/14/19				+								
1		-	Read PowerPoint textbook and work through projects	2 days	Fri 8/23/19							+	_	-			
5		•	Verify students and courses	1 hr	Mon 9/2/19											1	
6			Make necessary corrections to student list	1 hr	Mon 9/2/19											1	
,		÷	Create labels with student name and course name	2 hrs	Mon 9/2/19											1	
8			Copy/print course materials	3 hrs	Mon 9/2/19											1	
9		->	Select color-coded folders	1 hr	Mon 9/2/19											1	
0			Add labels and course materials to folders	2 hrs	Mon 9/2/19											1	
1		->	Get books from bookstore	2 hrs	Mon 9/2/19											1	
2			Verify books and course material folders for each student	2 hrs	Mon 9/2/19											1	
13		-	Verify attendance sheets with books and course materials	2 hrs	Mon 9/2/19											1	
14		÷	First Day	0 days	Tue 9/3/19												o 9/3
			Task			Project Summary	-	I Manual Ta	sk 📕		Start-only	C	Deadline	+			-
			e_solution Split					Duration-o	-	-	Finish-only	3	Progress				
ite: T	ue 8/	4/20	Milestone		•	Inactive Milestone	0		mmary Rollup		External Tasks		Manual Pro	gress			
			Summary			Inactive Summary		Manual Su	mmary	- 1	External Milestone	\$					

Student Score Card

Module 5 - Laboratory 1 Project Management 1									
Student Name:									
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								
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