

# Module 6: Laboratory # 2

You have been asked to be the project lead for **NYC Municipality offering Summer Student** activities in underprivileged Neighborhoods, being held in September 2021 for children from ages 6 to 17. You will be using MS Project to organize this event. The participants will be attending from 8:00 AM to 5:00 PM, September 13-17, 2021. A local bank has donated the funds for purchasing the golf equipment. **Of course, this will not be 21-hole course, but it has been lay out by the department of Parks as good gesture.**

## Laboratory 2

### For the Good of the Community: Golfing in the Summer Time.

- a. Open a Blank Project file and save it as **pm01ch01Camp\_LastFirst.mpp**.
- b. Set the Finish date of the project to **September 11, 2019**. Or Any other date the instructor wishes to pursue.
- c. Because you have other duties, you can only devote 3 hours a day to this project Monday through Friday from 2:00 p.m. to 5:00 p.m. Set the remainder of the days and times to non- working times.
- d. You are on vacation August 12–16, 2019, so you need to set an exception titled **Vacation**.
- e. Set the project to **Auto Scheduled** to allow the tasks to be calculated by Project.
- f. Enter the following tasks and durations into the Entry table:

	TASK	DURATION
1	<b>Interview coaches</b>	<b>2w</b>
2	<b>Hire coaches</b>	<b>0d</b>
3	<b>Purchase equipment for smaller golfers</b>	<b>4h</b>
4	<b>Meet with coaches to plan golf drills based on age</b>	<b>1d</b>
5	<b>Set agenda</b>	<b>2h</b>
6	<b>Have flyers printed</b>	<b>2d</b>
7	<b>Deadline for early enrollment</b>	<b>0d</b>
8	<b>Purchase refreshments</b>	<b>1w</b>
9	<b>Print programs</b>	<b>2d</b>
10	<b>Print signage</b>	<b>1d</b>

- g. Select **Purchase equipment for smaller golfers** (Task 3). Add the note **Generate a list of what is needed to purchase** to task 3.
- h. Select task 6. Using the Project view of your choice, add a new task **Meet with coaches to go over schedule**. with a duration of **2 hours**. The **Meet with coaches to go over schedule** task is now task 6.
- i. Move **Print programs** (Task 10) after **Have flyers printed** (Task 7). **Print programs** is now task 8.
- j. Add the task note **Create a list of signs needed**. to **Print signage** (Task 11).
- k. Change the duration of **Purchase refreshments** to **3h**.

- l. Change the constraint type for **Deadline for early enrollment** (Task 9) to **As Soon As Possible**. Gantt Chart view, move the split bar to the right edge of the Predecessors column. Link tasks 1–11 in the order they appear in the Entry table.
- m. Change **Set agenda (Task 5)** to a **Start to Start** relationship with task 4. Change the duration of task 4 to **2h**.
- n. Save your file, exit Project, and then submit your file as directed by the instructor.

## RUBRIC FOR LABORATORY 2: Share with Student Prior To Lab Exercise

Performance Elements	Level 3 Exceeds Expectations	Level 2 Meets Expectations	Level 1 Below Expectations
<b>Project information is determined.</b>	Start or finish date was set by the student as appropriate to the project plan topic and student can describe why the method was chosen.	Start or finish date was set by the student as appropriate to the project plan topic but student cannot describe why the method was chosen.	Start or finish date was set by the student but is not appropriate to the project plan topic.
<b>Project Calendar is adjusted.</b>	Standard calendar for work week was adjusted to 20 hours of working time and an exception was added as appropriate to the project plan topic.	Standard calendar for work week was adjusted to 20 hours of working time but no exception was added to the project plan topic.	Project calendar was not adjusted to reflect logical working time and an exception was not added.
<b>Project scheduling method is selected.</b>	Project was set to Manually Scheduled or Auto Scheduled, the student can explain why the method was selected, and the method makes sense for the project topic.	Project was set to Manually Scheduled or Auto Scheduled but the student cannot explain why the method was selected.	Project method of scheduling (Manual or Auto) does not make sense to the project plan topic.
<b>Tasks are defined and relationships are set.</b>	A minimum of 10 tasks that relate to the project plan topic are entered with durations, and logical task relationships are defined.	A minimum of 10 tasks that relate to the project plan topic are entered with durations, but task relationships are not	Fewer than 10 tasks that relate to the project plan topic are entered, there are no durations, and task relationships are not defined.

		logical for the project plan topic.	
<b>Task relationships are adjusted.</b>	Task relationships are defined and adjusted as necessary (e.g.: SS, FS, FF). Student can describe why the task relationships were defined.	Task relationships are defined but the student cannot describe why the task relationships were defined, or the relationships do not make sense to the project plan.	Task relationships are not adjusted.
<b>Task constraint(s) is set.</b>	A task constraint is set that appropriately affected the task schedule. Student can explain why constraint was set and how it affects the project plan.	A task constraint is set but the student cannot explain why the constraint was set and how it affects the project plan.	No task constraint was set.

## SCORE CARD FOR EACH STUDENT

Student Name:		Project:	
Professor:		Course:	
Task	Point	Your Score	
Save project as pm01ch01CharityGolfTournament_LastFirst.mpp	1		
Project Start date is set to April 30, 2019	1		
Mondays are set to nonworking days; Tuesday-Friday working hours have been adjusted to 8:00 A.M. - 12:00 P.M.	1		
The Exceptions of US Independence Day and Company Picnic have been added	1		
Set tournament objectives is entered as a Task in row 1 with a duration of 6h	1		
Enter remaining tasks in Task Name 2 - 10 with appropriate Task Duration	1		
Reserve golf course is added with a duration of 1h and is changed to 0d	1		
Perform site inspections is added as a task with a duration of 4h	1		
Solicit potential tournament sponsors Duration is changed to 3d	1		
A note 'Contact local sporting goods stores for a list of potential sponsors.' is added to 'Solicit potential tournament sponsors'	1		
Prepare preliminary budget is moved from Task 5 to Task 3	1		
Add 'Begin online registrations' as a milestone task with Wrap Text applied; reposition as Task 7	1		
Enter 'Design tournament logo' as a task with duration of 2d with Text Wrap applied	1		
Link Task 1 and Task 2 to create a Finish-to-Start relationship	1		
Create a link between Reserve golf course and Perform site inspections	1		
Create a Finish-to-Start relationship between Set tournament objectives and Design tournament logo	1		
Create a Finish-to-Start relationship between Prepare preliminary budget and Design tournament logo	1		
Create a Deadline of 5/20/2019 for Reserve golf course	1		
Create a Start-to-Start predecessor between Design tournament logo and Create tournament website	1		
Add a constraint of Start No Earlier Than 6/21/19 to Begin online registrations	1		
Add 'Your Name' to the Right Header	1		
<b>Total Points</b>	21	0	

# Solution

ID	WBS code is defined	Task Name	Project Summary Task bar is added to the Gantt Chart view	Finish	Predecessors	Save project as pm01ch02CharityGolfTournament_LastFirst.mpp
0		<b>Charity Golf Tournament</b>	26.65 days	Tue 4/30/19	Fri 8/9/19	14, 21, 28, 5, 12, 19
1	A	<b>Tournament Initiation</b>	1.75 days	Tue 4/30/19	Fri 5/3/19	
2	A.1	Set tournament objectives	4 hrs			
3	A.2	Set tournament date and time	4 hrs	Wed 5/1/19	Wed 5/1/19	2
4	A.3	Prepare preliminary budget	6 hrs	Thu 5/2/19	Fri 5/3/19	3
5	A.4	Perform site inspections	4 hrs	Thu 5/2/19		4SS
6	A.5	Reserve golf course	0 days	Thu 5/2/19	Thu 5/2/19	5
7	B	<b>Tournament Promotion</b>	17.25 days			
8	B.1	Solicit potential tournament	1 wk			
9	B.2	Select tournament sponsors	1 day			
10	B.3	Solicit celebrity appearances	1.5 wks	Thu 5/23/19	Tue 6/18/19	3,8,9
11	B.4	Schedule celebrity appearances	0.75 wks			10
12	C	<b>Tournament Website</b>	25 days			
13	C.1	Design tournament logo	1 day			4,2
14	C.2	Create tournament website	1 wk			13

<p>Task</p> <p>Split</p> <p>Milestone</p> <p>Summary</p> <p>Project Summary</p> <p>Inactive Task</p> <p>Inactive Milestone</p>	<p>Task</p> <p>Split</p> <p>Milestone</p> <p>Summary</p> <p>Project Summary</p> <p>Inactive Task</p> <p>Inactive Milestone</p>	<p>Duration-only</p> <p>Manual Summary Rollup</p> <p>Manual Summary</p> <p>Start-only</p> <p>Finish-only</p>	<p>External Tasks</p> <p>External Milestone</p> <p>Deadline</p> <p>Progress</p> <p>Manual Progress</p>
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Project: Charity Golf Tourname  
Date: Sun 11/20/16

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Check the student's electronic file for the following:  
 1) Work Breakdown Structure is present with summary tasks and subtasks  
 2) Resources are added to the Resource Sheet and grouped by Group  
 3) Resources are assigned to project tasks

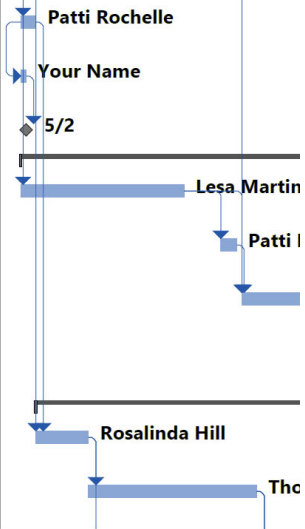
Indent tasks as specified

Task 10 is set to effort-driven; Your Name and Patti Rochelle are assigned as resources with a duration of 1.5 wks

Your Name and Barry Cheney are assigned as resources to Task 11 with 10h duration for Your Name and 30h for Barry

Enter a summary task of Tournament Website

Thomas Vance and Rosalinda Hill are assigned as resources to Task 14; duration is changed to 1 wk



**END of FILE for Laboratory 2 Solution**