Student data file needed:

📄 No data file needed

You will save your file as:

📄 pm01ws01BloodDrive_LastFirst.mpp

Organizing a Blood Drive at Your Community College

You have been asked by the student senate to be the project lead of a blood drive at your school to promote a cause that saves millions of lives each year. To demonstrate your project management skills, you decide to use Project 2013 to set up the plan for the blood drive. You have been given the date of October 14, 2016 as the date the event will take place.

Your college is closed on October 7, 2016, and you are available to work on this project Wednesday through Friday, 8:00 A.M. to 12:00 P.M.

a. Open a **Blank Project**. Click the **FILE** tab, and then click **Save**. Click **Computer**, click **Browse**, and then navigate to the location where you are saving your files. Click in the **File name** box, type **pm01ws01BloodDrive_LastFirst.mpp**, using your last and first name, and then click **Save**.

b. Click the **PROJECT** tab, and then in the Properties group, click **Project Information**. Select the **Schedule from** arrow and change to **Project Finish Date** to set the project to schedule by finish date. Set the Finish date to **October 14, 2016**. Click **OK**.

c. In the Properties group, on the PROJECT tab, select **Change Working Time** 📅. Click the **Work Weeks** tab, and then click **Details**. Select **Monday** and **Tuesday**. Click **Set days to nonworking time**.

d. Click **Wednesday**, press and hold Shift, and then click **Friday**. Click **Set day(s) to these specific working times**. Select row **2** in the specific working times grid. Press Delete to clear the 1:00 P.M. to 5:00 P.M. working times. Click **OK**.

e. Click the **Exceptions tab** in the Change Working Time dialog box. Enter the exception name College closed, and then press Tab. Click in the Start column in Row 1. Change the start date in row 1 to **October 7, 2016**, and then press Tab. Click **OK**.

f. Click the **TASK** tab. In the Tasks group select the **Mode** arrow, and then click **Auto Schedule**.

g. Be sure the View Bar is showing on the left-hand side of your screen. (Hint: If the View Bar is not showing, right-click **GANTT CHART** on the left-hand side of your screen and click **View Bar** from the shortcut menu.)

h. If necessary, add the Timeline below the Ribbon. (Hint: If the Timeline is not showing, click the **VIEW** tab and click **Timeline** in the **Split View** group.)

i. Enter the following tasks and durations into the Entry table:

	TASK	DURATION
1	Select blood drive campus location	4 hours
2	Set blood drive goal	1 hour
3	Form a recruitment team	2 days
4	Divide team roles and duties	2 hours
5	Plan promotional strategies	4 hours
6	Publicize the blood drive	1 day
7	Schedule appointments	2 weeks
8	Check site arrangements	4 hours
9	Get visitor parking passes	2 hours
10	Email appointment reminder messages	4 hours
11	Post directional arrows and posters around campus	1 hour

j. Select **Publicize the blood drive** (Task 6). Press Insert to add a blank task. With the new blank task selected, add the task name Create promotional materials. Assign this task a duration of **5 hours**.

k. Select the row selector of **Get visitor parking passes** (Task 10). While holding the mouse, drag Task 10 after E-mail appointment reminder messages (Task 11). Release the mouse. Get visitor parking passes is now moved to become Task 11.

l. Click **Publicize the blood drive** (Task 7). Click the **TASK** tab, and then in the **Insert** group click **Task** to add a new task. Enter the task name Contact local businesses and give the task a duration of 6 hours. Task 7 is now Contact local businesses.

m. Double-click **Contact local businesses** (Task 7) to open the **Task Information dialog box**. Click the **Notes** tab. Add the task note Contact the webmaster to place blood drive info on college website. Click **OK**.

n. Click the **FILE** tab, and then click **Print**. Click the **Page Setup** link, and then click the **Header** tab. Click the **Right** tab, and then add your first and last name in the right tab **Header**. Click **OK**.

o. Exit Backstage view and return to Gantt Chart view. Click **Network Diagram** [⬚] on the View Bar. Select **Post directional arrows and posters around campus** (Task 13). Click the **TASK** tab, and then in the **Insert** group, click **Task** [⬚] to add a new task in Network Diagram view.

p. Double-click the new task, and then add the task name Blood drive begins and set the duration to 0 days to make this task a milestone. Click **OK**. Note the shape of the Milestone task in the Network Diagram view.

q. With **Blood drive begins** (Task 13) selected, click **Add to Timeline** in the Properties group of the TASK tab. The milestone is now added to the Timeline.

r. Click **Gantt Chart** on the View Bar to switch to Gantt Chart view.

s. Move Task 13, Blood drive begins, after **Post directional arrows and posters around campus** (Task 14) to make it the final project task.

t. Select **Tasks 1-14**. Click [Ctrl] + [F2] to link all the tasks.

u. Select **Schedule appointments** (Task 9) and change the duration from 2 weeks to 20 hours.

v. Open the Task Information dialog box for **Email appointment reminder messages** (Task 11), and then click the **Advanced** tab. Set a **Constraint date** to **October 13, 2016**.

w. Change the relationship to a Start-to-Start relationship between Schedule appointments (Task 9) and Check site arrangements (Task 10).

x. Change the Predecessor of **Get visitor parking passes** (Task 12) to 9SS. Double-click Task 12 and then click the **Advanced** tab. Change the Constraint type to **As Soon As Possible**.

y. Save your **pm01ws01BloodDrive_LastFirst** project, and then close the project file. Submit your file as directed by your instructor.