





**Student data file needed:**

 pm01ws02BloodDrive.mpp

**You will save your files as:**

 pm01ws02BloodDrive\_LastFirst.mpp

 pm01ws02BloodDrive\_LastFirst.xlsx

 pm01ws02BloodDrive\_LastFirst.docx

**Organizing a Blood Drive at Your Community College**

You continue working with the student senate of your community college by planning a blood drive to promote a cause that saves millions of lives each year. You created your initial task list using Microsoft Project. Now you will create a work breakdown structure, assign your project team members' duties, and work with adjusting the project schedule to fit your project needs. The blood drive will still occur on October 14, 2016; you and your project team are available to work on this project Monday through Wednesday, 8:00 A.M. to 12:00 P.M.

- a. Navigate to the location of your student data files and open **pm01ws02BloodDrive.mpp**. Save the Project file as **pm01ws02BloodDrive\_LastFirst.mpp**.
- b. You want to be sure you have enough volunteers for the number of appointments set, so you decide to check each week on the appointment list by adding a recurring task. Select **Check site arrangements** (Task 10). Click the **TASK** tab, and then in the Insert group, click the Task list arrow.
- c. Click **Recurring Task**. Add the task name **Check appointment list**. Set a duration of 1 hour. Set a recurrence pattern of **Weekly** on **Wednesdays**. Set the Start date of **10/5/16** and an End by date of **10/12/16**.
- d. Click **Select blood drive campus location** (Task 1) and then press **Insert** on your keyboard to insert a new task. Enter the task name **Event planning**, and then press **Enter**.
- e. Select **Tasks 2-5** and then on the **TASK** tab, in the Schedule group, click **Indent task**. Tasks 2–5 become subtasks of Event Planning (Task 1).
- f. Select **Plan promotional strategies** (Task 6). In the Insert group of the TASK tab, click the **Task** button to insert a new task. Enter the task name **Event preparation**, and then press **Enter**.
- g. Select **Event preparation** (Task 6), and then in the Schedule group, click **Outdent task**.
- h. Select Tasks 7–18, and then in the Schedule group of the TASK tab, click **Indent Task**. Tasks 7–18 become subtasks of Event preparation (Task 6).
- i. Select **Post directional arrows and posters around campus** (Task 19). Insert a new task and name the task **Event day**, and then press **Enter**.
- j. **Outdent** Task 19, and then **Indent** Tasks 20–21.
- k. Add the summary tasks (Tasks 1, 6, 19) to the **Timeline**.
- l. On the TASK tab, in the View group, click the **Gantt Chart** list arrow, and then click **Resource Sheet** to switch to Resource Sheet view. Add the following resources.

Resource Name	Type	Initials
Your Name	Work	YN
Emma Jones	Work	EJ
Joseph Ramirez	Work	JR

- m. Click **Gantt Chart** on the View Bar to return to Gantt Chart view. Click the **RESOURCE** tab, and then in the Assignments group, click **Assign Resources**. Assign the resources to the tasks as follows.

Task Name	Resource Names
<b>Event planning</b>	
Select blood drive campus location	Your Name
Set blood drive goal	Your Name
Form a recruitment team	Your Name
Divide team roles and duties	Joseph Ramirez, Your Name
<b>Event preparation</b>	
Plan promotional strategies	Joseph Ramirez
Create promotional materials	Joseph Ramirez
Contact local businesses	Joseph Ramirez
Publicize the blood drive	Joseph Ramirez, Your Name
Schedule appointments	Emma Jones
<b>Check appointment list</b>	<b>Your Name</b>
Check site arrangements	Joseph Ramirez
Get visitor parking passes	Your Name
Email visitor parking passes	Your Name
Email appointment reminder messages	Your Name
<b>Event day</b>	
Post directional arrows and posters around campus	Joseph Ramirez

- n. Click the **GANTT CHART TOOLS FORMAT** tab, and then click **Project Summary Task**. Change the name of the project summary task (Task 0) to **Blood Drive**.
- o. Right-click the Task Name column, and then click **Insert Column**. Scroll through the list and click **WBS**. Adjust the WBS column width.
- p. Click the **PROJECT** tab, and then click **WBS-Define Code**. Define the code with Level 1) **Numbers**; Level 2) **Uppercase Letters**; Level 3) **Lowercase Letters**.
- q. Hide the Task Mode column.
- r. **Copy** the entire Entry table and paste it into a blank Excel workbook. Adjust the column widths if necessary. **Save** the workbook in the location you store your files as **pm01ws02BloodDrive\_LastFirst**.
- s. **Close** Excel.
- t. **Copy** the entire Entry table and paste it into a blank Word Document. **Save** the document in the location you store your files as **pm01ws02BloodDrive\_LastFirst**.
- u. **Close** Word, and then **close** Project.
- v. Save your project, and then submit files as directed by your instructor.