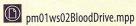
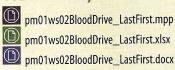
Student data file needed:



You will save your files as:



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 pm01ws02 BloodDrive.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.
- 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**.
- Outdent Task 19, and then Indent Tasks 20-21.
- k. Add the summary tasks (Tasks 1, 6, 19) to the **Timeline**.
- 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	Туре	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
Event planning	
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
Event preparation	
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
Check appointment list	Your Name
Check site arrangements	Joseph Ramirez
Get visitor parking passes	Your Name
Email visitor parking passes	Your Name
Email appointment reminder messages	Your Name
Event day	
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.
- 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.