MODULE CAPSTONE

More Practice 1

Student data file needed:
pm01mp1BathroomRemodel.mpp

You will save your files as:
pm01mp1BathroomRemodel_LastFirst.mpp
pm01mp1BathroomRemodelTemplate_LastFirst.mpt

Bathroom Remodel Project

The Painted Paradise Resort and Spa takes great pride in its high-quality guest rooms. After management reviewed guest satisfaction survey results, it was determined that 20 bathrooms need updating. To keep the projects on task, you have been asked to create a bathroom remodel template that can be used on all the remodeling projects.

a. Start **Project**, and then open **pm01mp1BathroomRemodel** from the location where you store your files. Save file as **pm01mp1BathroomRemodel_LastFirst**, using your last and first name.

b. Click the **PROJECT** tab, and then in the Properties group, click **Project Information**. Set the project start date to 7/11/16. Click **OK**.

c. In the Properties group, click **Change Working Time**. Adjust the working times to 10:00 A.M.–6:00 P.M. Set Mondays to nonworking time. Set Saturdays to working time.

d. Select Tasks 2–4. In the Schedule group on the **TASK** tab, indent the tasks. This makes Tasks 2–4 subtasks of Task 1.

e. Select Tasks 6–8, and then indent the tasks. This makes Tasks 6–8 subtasks of Task 5.

f. Select Tasks 9–15. On the **TASK** tab, in the Insert group, click **Summary** to create a summary task. Name the summary task Selecting Materials.

g. Select Tasks 2–4. In the Schedule group on the **TASK** tab, click **Link the Selected Tasks** to link the tasks in a Finish-to-Start relationship.

h. Select Tasks 6–8 and create a Finish-to-Start relationship.

i. Create a Start-to-Start relationship between **Tasks 4–6**.

j. Link Tasks 8 and 10.

k. Link the remaining tasks with a Finish-to-Start relationship.

l. Click the **VIEW** tab, and then in the Data group, click the **Filter arrow**. Select **Summary Tasks** to filter for the project's summary tasks.

m. Select the Summary Tasks, and then in the Properties group on the TASK tab, click **Add to Timeline** to add the summary tasks to the Timeline. Remove the filter.

n. Add the note Consider purchasing in bulk. to Task 9, Selecting Materials.

o. Right-click the **Task Mode** column and click **Hide Column** to remove the column from the Entry table.

p. Right-click the **Task Name** column and insert a column. Click **WBS** to add the WBS column to the Entry table. Adjust the width of the WBS column as necessary.

q. On the PROJECT tab, in the Properties group, click **WBS** and then click **Define Code**. Define the WBS code first by **Uppercase Letters**, then by **Lowercase Letters**, and then by **Number**.

r. Click the **FILE** tab, and then click **Print**. Click the **Page Setup** link. Click the **HEADER** tab, and then click **Right**. Add your name to the right-side header.

s. Click the **GANTT CHART TOOLS FORMAT** tab and in the Show/Hide group add a Project Summary Task. Rename the Project Summary Task Bathroom Remodel Template.

t. Since this will be a template, you will not assign resources. Save the project as a template. Name the template pm01mp1BathroomRemodelTemplate_LastFirst.

u. Submit the project files as directed by your instructor.

Problem Solve 1

Student data file needed:

pm01ps1Landscaping.mpp

You will save your files as:

pm01ps1Landscaping_LastFirst.mpp

pm01ps1Landscaping_LastFirst.xlsx

Landscaping Project

You are the manager of the buildings and grounds crew at the Painted Paradise Resort and Spa. You have been assigned to update the landscaping around the resort property. Although you will hire an outside contractor to complete most of the work, you were given an MS Project file to use from a former landscaping job completed at the resort. When you open the file, you notice there are several errors in the project such as overallocation, types of relationships, calendar, length of project, and resource assignments. However, you believe it is easier to correct the MS Project file versus creating a new project.

a. Navigate to the location where you store your files and open **pm01ps1Landscaping.mpp**. Save the file where you store your files as pm01ps1Landscaping_LastFirst using your last and first name.

b. Using the PROJECT tab, set the project start date to **April 4, 2016**.

c. Set all current project tasks to Auto Scheduled by selecting the tasks, and then on the TASK tab, in the Tasks group, click **Auto Schedule**. Set new project tasks to be Auto Scheduled.

d. Due to the heat of the afternoon, the laborers won't work past 1:00 P.M. Adjust your project calendar to the work times of 7:00 A.M.–1:00 P.M. Monday–Friday. Set May 30, 2016 as a calendar exception. Name the exception Memorial Day. Set July 4, 2016 as an additional calendar exception. Name the exception Fourth of July.

e. Switch to Resource Sheet view and replace Your Name with your actual first and last name. You notice resource overallocation on the project plan. One reason there is overallocation is that you are assigned to summary tasks as well as subtasks, which is causing Project to double-schedule you. Remove yourself as a resource from all summary tasks.

f. After removing your name as a resource from the summary tasks, you are still overallocated. Review the project. Note that Task 7, Drawings, has a start date before Task 5, Determine budget. Create an FS relationship between Task 5 and Task 7.

g. Create an FS relationship between Task 6 and Task 12.

h. Create an FS relationship between Task 11 and Task 22.

i. On the TASK tab, in the View group, click the **Gantt Chart** button arrow to switch to Resource Sheet view. Add an additional work resource of **General contractor**. Assign the initials of GC.

j. Add a third resource of **General labor**. Assign the initials of GL. Assign the Max. Units of 300% to give you the availability of assigning three workers to each task. Return to Gantt Chart view.

k. On the VIEW tab, in the Split View group, select Details. Right-click the **details pane** and select **Work.**

l. Select **Task 7, Drawings**. Assign yourself 0 hours of work. Assign General contractor as an additional resource.

m. Repeat Step l for Tasks 8 and 9.

n. Remove yourself as a resource from Tasks 12–20.

o. Assign the General labor to Task 10 to assist with securing the proper permits. Select **Reduce duration but keep the same amount of work**. The duration of Task 10 is now 3.5 days.

p. Select **Task 12**. Assign one **General labor** resource. Select **Task 13**. Assign three **General labor** resources by entering 300% in the Units column of the Work form.

q. Assign three **General labor** resources for Tasks 14–16. Select **Task 17**, and then assign the **General contractor** resource.

r. Select **Task 18**, and then assign three **General labor** resources by entering 300% in the Units column of the Work form.

s. Select **Task 19**, and then assign one **General labor** resource. Select **Task 20**, and then assign three **General labor** resources.

t. Select **Tasks 22–23** and add the **General contractor** as an additional resource. For both tasks, select **Increase the amount of work but keep the same duration** if necessary.

u. Close the split view. Hide the Task Mode Column. Add a **WBS** column, and then adjust the width of the WBS column.

v. Using the **VIEW** tab, filter the Entry table for Summary Tasks. Using the **TASK** tab, add the four summary tasks to the Timeline. Return to the VIEW tab, and remove the filter.

w. On the **GANTT CHART TOOLS FORMAT** tab, add a **Project Summary Task** to your project and rename the task Landscaping 2016.

x. Add your name as a right-side header of the Gantt chart.

y. Export your project data to Excel by selecting the **FILE** tab, click **Save As** and then in a location where you store your files, save the project as an Excel workbook.

z. Submit your project files as directed by your instructor.

Problem Solve 2

Student data file needed:

pm01ps2PlantRelocation.mpt

You will save your file as:

pm01ps2PlantRelocation_LastFirst.mpp

Manufacturing Project

Your company, Falu Fabricating, has grown over the past ten years and the old production shop floor no longer has the proper space size for your current production needs. Your company has acquired another location and you have been put in charge of the team to plan the relocation. An MS Project template has been started for you but it contains overallocated resources. You will fix the overallocated resources to determine the earliest date your company could begin production in the new facility.

a. Navigate to the location where you store your files and open **pm01ps2PlantRelocation. mpt**. Save the file to the location where you store your files as a MS Project file with the name pm01ps2PlantRelocation_LastFirst.

b. Switch to Resource Sheet view and change the resource Your Name to your first and last name. Return to Gantt Chart view.

c. Click the **RESOURCE** tab, and then in the View group, click **Team Planner**. Right-click your name, and then click **Scroll to Task**. View the resource overallocations, and then click **Gantt Chart** on the View Bar.

d. Select **Task 5, Computers and other technology**. Click the **TASK** tab, and then in the Properties group, click **Details** to open the split view. Right-click the form and select **Work**. Assign yourself 0 hours of work for Task 5.

e. Select **Task 6**, and then assign yourself 0 hours of work for Task 6.

f. Change the Predecessor of Task 6 to 5. Change the Predecessor of Task 8 to 6.

g. Select **Task 10**. Change the hours of work for each resource to 40 hours. You notice this decreased the duration of this task to one week. You know the team won't be able to work all 40 hours in one week so you want to extend the finish date of the task. Double-click **Task 10** to open the Task Information dialog box. On the GENERAL tab, change the finish date to 9/21/15.

h. You note there is still overallocation of one of your resources. To correct the overallocation, change the predecessor of Task 13 to include Task 11.

i. Close the split view. Click the **VIEW** tab, in the Split View group, select **Timeline** and then in the Data group, filter for **Summary Tasks**. Select the Summary Tasks, and then click the **TASK** tab. In the Properties group, click **Add to Timeline**.

j. Return to the **VIEW** tab and remove the filter.

k. Hide the Task Mode and Indicators columns.

l. Click the **GANTT CHART TOOLS FORMAT** tab. In the Show/Hide group, select **Outline Number** and **Project Summary Task**. Change the name of the Project Summary Task to Plant Relocation.

m. Click the **VIEW** tab, and then in the Zoom group click **Entire Project** to view all project tasks in the Gantt Chart.

n. Save and close your project plan. Submit the **pm01ps2PlantRelocation_LastFirst** file as directed by your instructor.

Perform 1: Perform in Your Life

Student data file needed:
No data file needed

You will save your files as:
pm01pf1Construction_LastFirst.mpp
pm01pf1ConstructionTemplate_LastFirst.mpt

Basement Construction Project

You built a new home two years ago but didn't have the funds to finish the lower level. You believe you have saved enough to complete this project. You will be finishing approximately 8,000 square feet. The lower level already has the electrical and the plumbing in place and has passed inspection. You will plan for the construction of walls, bathroom, cabinetry, flooring, and finishing touches such as painting and trim. Identify your project resources, those who will help you with your project. Determine if you will do the work by yourself or hire outside contractors to assist with some of the work. Determine if you will need to rent any equipment. Decide if you have to consider neighborhood restrictions or any zoning regulations.

a. Start a new Project 2013 file. Save your project as pm01pf1Construction_LastFirst.

b. Select a start date or a finish date. Explain to your instructor why you selected either start or finish date.

c. Select a task scheduling mode of auto scheduled or manually scheduled. Explain to your instructor which mode you selected and why.

d. Set your project tasks to effort-driven.

e. Adjust the project calendar to reflect appropriate working times and days for your project needs.

f. Enter a minimum of 30 task names and task durations.

g. Add a minimum of three milestones.

h. Create a minimum of three summary tasks to develop a Work Breakdown Structure.

i. Add the summary tasks to the timeline.

j. Link your tasks. Give consideration to appropriate task relationships. Not all tasks should have an FS relationship.

k. Create a minimum of three resources, including yourself as one of the resources. Assign resources to the tasks as appropriate. If necessary, use the split view to adjust work hours.

l. Remove any overallocation of resources.

m. View the critical path in the Network Diagram. Add your name to the header of the Network Diagram.

n. Add your name to the header of the Gantt Chart view.

o. Hide the Task Mode column. Add the WBS column. Define the WBS code.

p. Add a task note to at least one task.

q. Add a project summary task.

r. Save your project.

s. Save your project as a template. Name the template pm01pf1ConstructionTemplate_LastFirst.

t. Submit your files as directed by your instructor.

Perform 2: Perform in Your Career

Student data file needed:

pm01pf2ConventionPlan.xlsx

You will save your file as:

pm01pf2ConventionPlan_LastFirst.mpp

Convention Planning Project

The organization you work for sells and services life-saving devices for water safety. Next summer, your organization is hosting a 1-day convention to promote new and improved life-saving devices in your industry. You have been asked to plan this convention. Because you know planning a convention involves many steps, and many resources will be involved, you decide to use MS Project 2013 to plan the event. You had entered your list of tasks in Excel 2013; so, to save time, you will import these tasks into MS Project. Because you have not yet set a date for the convention, but know it must be in the summer of 2017, you will schedule your project by Start Date and use MS Project to help you predict when the event should be scheduled. Because there are many tasks and task relationships, you will set your project to Auto Schedule.

a. Open a blank project file, and then save the project as pm01pf2ConventionPlan_LastFirst.mpp in a location where you store your files.

b. Set the start date of the project to **August 1, 2016**.

c. Set the project's new tasks to **Auto Schedule**.

d. Set new tasks to **effort-driven**.

e. Display the View Bar and the Timeline if necessary.

f. Adjust the project calendar to make Fridays from 1:00 P.M.–5:00 P.M. nonworking time. Add an exception of your choice.

g. Browse to the location of your student data files and **import** the tasks from the **pm01pf2ConventionPlan.xlsx** workbook.

h. Adjust column widths as necessary. Wrap text as necessary. Hide the Task Mode column and add the WBS column. Define the WBS code.

i. Select **Tasks 1–13** and add a summary task. Name the summary task Convention Initiation.

j. Select **Tasks 15–43** and insert a summary task. Name the summary task Convention Planning.

k. Select **Tasks 45-48** and indent the tasks to make them subtasks.

l. Select **Task 50, Evaluations**, and then insert a blank task. Name the new blank task Convention Close Out. Demote Tasks 51–57 to make them subtasks of Convention Close Out, Task 50.

m. After reviewing the tasks, assign logical task relationships. Consider relationships such as Start-to-Start, Finish-to-Finish, or Finish-to-Start.

n. Add your name as a resource. Create a list of a minimum of four more resources to help you with the planning of this event.

o. Assign resources to tasks as you see appropriate. Give consideration to tasks having more than one resource assignment.

p. Adjust resources assignment or work hours to remove any overallocation that may have occurred during resource assignments.

q. Add a Project Summary Task and give the Project Summary Task a descriptive name.

r. Add the project's summary tasks to the project's Timeline.

s. Add your first and last name to the right-side header of the Gantt Chart, Network Diagram, and Calendar views.

t. Review your project, and then save and close your project. Submit the project file as directed by your instructor.