

# NEWSLETTER CASE STUDY

You have just agreed to take on the job of publishing a company newsletter that will be distributed to the 3000 employees in your company. You have two assistants, Mary and Fred, who work for you. They each earn \$12.00 per hour. Your salary is \$50,000 per year. You have other commitments in your job but you will be able to spend from 8:00 a.m. till noon each day on the newsletter project. Both Mary and Fred can spend full time.

## **The newsletter will contain:**

- 3 full length articles
- A president's message
- 4 mini articles
- A flyer describing the Christmas party
- A party RSVP form which could be faxed or mailed
- 3 advertisement spaces which will sell for \$100 each
- Postage and Printing will cost \$3,000

Later today you have to make a presentation to your management and convince them that it is feasible to try and get the December issue out by the Thursday after Thanksgiving. Management is willing to start publishing the newsletter in January, but you feel that the holiday issue would be a good kickoff for your new position as editor. Management also wants to know what the real cost of publishing this newsletter will be.

## **Assumptions and Constraints**

- 1 Today is the first Monday in November.
- 2 Thanksgiving and the day after are holidays for everyone.
- 3 The printer is closed for the entire Thanksgiving weekend (Thursday through Sunday).
- 4 You are willing to work the day after Thanksgiving if necessary.
- 5 Mary is taking the whole week of Thanksgiving (Monday through Friday) as vacation.

## STEP

- 1 Set project start date
- 2 Adjust working hours and enter holidays for project calendar
- 3 Create your list of resources
- 4 Enter resource costs
- 5 Adjust resource calendars
- 6 Assign the printer to the 24-hour calendar and re-enter the printer's personal holidays
- 7 Enter summary tasks
- 8 Move project tasks under the appropriate summary tasks
- 9 Assign resources to each task
- 10 Link your tasks
- 11 Save into the C:/DATA/AM folder
- 12 Enter Fixed costs for tasks and Costs Per Use
- 13 Look at the Project Statistics for Finish date and Costs
- 14 Optimize. Look for tasks that could be done simultaneously  
Make them start to start  
Insert Lead or Lag time
- 15 Check for over-allocations and fix
- 16 Print the final Gantt Chart with date range including extra days after project finish so it doesn't cut off tasks.
17. Print the Project summary: (follow the steps below to print the report)
  - View menu
  - Reports
  - Overview
  - Click the select button
  - Double click "project summary".