

The Museum Project

1. Creating the Project

You have just come out of a meeting in which you have been given the task to plan and manage a project for the local museum. In the meeting you were told that the project should start on a Monday one month from today. The project is to be finished six weeks later. Proceed as follows:

1.1 When does the project start?

1.2 When is the deadline for the project? (A deadline can be entered in on task 13 below)

1.3 Start a new file in Microsoft project.

1.4 Enter the project start date. Hint: you need to go to Project tab→Project Information.

1.5 Change the work hours to 9am to 6pm. Hint: Select File tab→Options→Schedule.

1.6 Enter the appropriate holidays on the calendar. Hint: Select Project tab→Change Working Time.

1.7 Enter the following tasks and duration's:

#	Task	Duration
1	Inventory and Research	1d
2	Inventory Art	4d
3	Arrange for Loans from other Museums	3d
4	Pick Up Stuff	4d
5	Design and Development	1d
6	Create Exhibit Specifications	5d
7	Photograph Art	4d
8	Design Collateral Material	5d
9	Prepare Audio-visual Segments	5d
10	Create Titles and Labels	2d
11	Construction	1d
12	Install New Lighting System	3d
13	Exhibit Complete	0d

1.8 Edit task number 4 to "Pick Up Donations."

1.9 Delete the task "Create Titles and Labels."

1.10 Insert a 3-day task titled "Install New Security System" below the Construction task.

1.11 Insert a recurring task for a 1 hour status meeting that occurs on every Tuesday. The meetings can stop when the project is complete.

1.12 Add a note to Photograph Art stating that this must be in black and white.

1.13 Enter the project's deadline. Double clicking on task 13, then use the advanced tab's deadline field.

1.14 Save the project as "Museum."

2. Outlines

Tasks tab→Schedule group→Indent Task button

2.1 Indent tasks 2-4 under task 1.

2.2 Indent tasks 6-9 under task 5.

2.3 Indent tasks 11 and 12 under task 10.

3 Gridlines

3.1 It would be nice to view gridlines between each Gantt bar. Select Format tab→Gridlines button. Select a solid line for each Gantt row.

4 Linking Tasks and Formatting the Timescale

4.1 Select all the tasks.

4.2 Click the chain on the toolbar. Notice all tasks begin as soon as the previous task ends.

4.3 Change the Zoom to show the entire project from start to finish.
Hint: Select View tab→Zoom group→Zoom button.

4.4 Click the Zoom In tool until you are viewing each day in the Bottom Tier.

4.5 Has the project's finish date changed?

4.6 Using the View tab→Timescale down arrow→Timescale feature to change the time scale as follows:

Middle Tier tab

Units: Months, Count: 1, Label: January 2009

Bottom Tier

Units: Days, Count: 1, Label: W28

5 Modifying Task Relationships

5.1 You can start installing the new lighting system as soon as you begin installing the new security system. Create a Start-to-Start relationship between the two.

5.2 Most of the audio-visual segment can be done while you are designing the collateral materials, but you can't finish the audio-visual segment until the collateral materials are finished. Create a Finish-to-Finish relationship between the two.

- 5.3 What is the project's new finish date?
- 5.4 You can start to arrange for loans from other museums after you have completed half of the inventory. Change the lag time of loans to -50%.
- 5.5 What is the project's new finish date?
- 5.6 Test the deadline by changing the duration of the "Install New Lighting System" task to 6 weeks.
- 5.7 Change the duration back to 3 days.
- 5.8 Save your work.

6 Calendars

- 6.1 Create a new calendar called Museum.
- 6.2 Make all Monday's non-working days. Project tab→Change Working Time→Exceptions tab→Type: Monday off→Details
- 6.3 Notice that the project's finish date has not changed. Creating a calendar doesn't force project to use the calendar.
- 6.4 Use the Project tab→Project Information menu option to apply the Museum calendar to the project.
- 6.5 Notice that weekends are shaded in gray to show they are non-working days. Notice the Mondays are not in gray. Use the View tab→Timescale down arrow→Timescale→Non-Working Time tab feature to change the non-working time calendar so Mondays are gray.
- 6.6 Reapply the standard calendar to the project and the time scale.
- 6.7 What is the project's finish date?

7 Resources

7.1 Create the following resource list.

Name	Init	Group	Max Units	Std. Rate	Ovt. Rate	Cost/ Use	Base Calendar
Chief Archivist	BJ	Executive	100%	90,000/y			Museum
Researcher	TW	R&D	100%	60,000/y			Museum
Donations Curator	OT	Executive	100%	75,000/y			Museum
Photographer	CW	Consulting	100%			\$1,000	Standard
A/V Tech.	TD	Audio Visual	100%	40,000/y			Standard
Lighting Tech.	PK	Audio Visual	100%	15/h	25/h		24 hours
Security Service	SS	External	100%	35/h	45/h		24 hours

Name	Type	Label	Std. Rate
Film	Material	Rolls	\$3.00

8 Resource Assignments

8.1 View → Gantt Chart

8.2 Assign the resources to the following tasks:

Task	Name
2	Chief Archivist
3	Donations Curator
4	Donations Curator
6	Chief Archivist
7	Photographer

8.3 Why has the project finish date changed?

8.4 Assign a second photographer to the task Photograph Art.

8.5 Why did the duration change?

8.6 View the resource sheet and notice that the photographer is red because he/she is over-allocated. On the Gantt chart you assigned two photographers to a task, but on the resource sheet you stated that you have only one photographer.

8.7 Change the units for the photographer to 200%. Is the photographer still red?

8.8 Return to the Gantt chart.

8.9 Make the following assignments:

Task	Name
8	A/V Technician
9	A/V Technician
11	Security Service
12	Lighting Technician

8.10 You need a security guard to ensure that no one gets hurt while the lighting technician installs the new lighting. Assign a security guard to the task. What does this do to the duration of the task?

8.11 Remove the security guard and change the task to fixed duration. Hint: Task Information→Advanced Tab→Task Type: Fixed Duration

9 Managing Your Project

9.1 Add the Project Title and the Project Summary task.

File→Project Information (on the right)→Advanced Properties→Title.

Format→Show/Hide group→X Project Summary Task

9.2 Make sure there are no over allocated resources. (View tab→Resource Usage)

9.3 Create a Baseline. (Project tab→Schedule group→Set Baseline down arrow→Set Baseline)

9.4 Try to get the project down to 5 weeks.

9.5 What is the total cost of the project? (Project tab →Project Information→Statistics)

9.6 Which task costs the most? (View tab→Data group→Tables drop down arrow→Costs)

9.7 Compare the baseline with the current schedule. (View tab→Gantt Chart down arrow→Tracking Gantt)

9.8 Filter the task as critical, return the filter back to All Tasks. (View tab→Data group→Filter)

9.9 Format the Gantt view to show critical path. (View tab→Gant Chart drop down arrow→More Views→Detailed Gantt)

9.10 Mark all tasks as 100% complete. (Select all tasks→Tasks tab→Schedule group→100%)

9.11 Generate a “Who does What When” report. (Project tab→Reports group→Reports button→Assignments→Who Does What When)

