

Bio-Tech Exercise for Lesson 2

Working With Tasks

1. Open **Drug Study 2**.
2. Enter the following tasks and durations:

Task Name	Duration
Second Draft Finalized	3 days (estimated)
Submit Protocol to Institutional Review Board	2 days

3. Make these changes:

Change the word **needed** in task 5 to **required**

Change the duration of **Second Draft Finalized** to 2 days

4. Add the milestone **Define Protocol Complete** in the next empty field.
5. Enter the following recurring task in the next empty field:

Task Name	Report Progress
Duration:	1 hour
Frequency	Weekly, Tuesday & Thursday

6. View the subtasks for the **Report Progress** recurring task.
7. Change the duration of the **Report Progress 1** subtask to 2 hours & change the start date to Wed, 6/21/06.
8. Change the recurring task frequency for the **Report Progress** task from Tuesday & Thursday to Monday & Thursday.
9. Filter for tasks with fixed dates and then filter for all tasks.

Bio-Tech Exercise for Lesson 3

Organizing Tasks

1. Open **Drug Study 3**.
2. Make tasks 2-11 subtasks of **Define Protocol**.
3. Make tasks 13-18 subtasks of **Case Report Form Development**.
4. Make tasks 20-25 subtasks of **Informed Consent Form Development**.
5. Make tasks 27-32 subtasks of **Clinic Recruitment**.
6. Make tasks 34-38 subtasks of **Drug Supply**.
7. Insert **Create Forms** task above **12 Case Report Forms**.
8. Outdent **12 Create Forms**, and make tasks 13 – 26 subtasks of **12 Create Forms**.
9. Collapse **Case Report Form Development** and **Informed Consent Form Development** subtasks.
10. Show all subtasks.
11. Display level 1 only of the outline. Display Level 2 of the outline. Then, display all subtasks.
12. Delete task 30, First clinic visit
13. Move **29 Conduct Phone Survey** above **28 Set up appointments for visit**.
14. Create a note for task 23 to find out which lawyer is available.
15. View WBS codes
16. Display Project Summary Task.
17. Hide both WBS codes and Project Summary Task.

Bio-Tech Exercise for Lesson 4

Scheduling Tasks

1. Open **Drug Study 4**.
2. Link tasks **2 Determine Study Objectives** through **11 Define Protocol Complete**.
3. Link tasks **13 Case Report Form Development** through **26 Final form ready for use**.
4. Unlink tasks **13 Case Report Form Development** and **20 Informed Consent Form Development**.
5. Link tasks **28 Conduct Phone Survey** through **33 Clinic Recruitment Complete**.
6. Link tasks **3 Determine drug dosage** and **12 Create Forms**.
7. Link tasks **8 Review Process** and **15 Meet with IT Department**.
8. Create a **Start-to-Start (SS)** relationship between **3 Determine drug dosages** and **4 Determine # of clinics** .
9. Enter a day of lag between **9 Second Draft Finalized** and **10 Submit Protocol to IRB**.
10. Enter lead between **29 Setup appointments for visit** and **30 First clinic visit**, so that the first clinic visit will happen when 10% of the appointments are set up.
11. The legal department can not review the Informed Consent form until **7/17/06**. Apply a **constraint** so task **23 Send to Legal for review** will start no earlier than this date.
12. You want your Protocol defined **7/31/06**. Enter a **deadline date** for task **11 Define Protocol Complete**.

Bio-Tech Exercise for Lesson 6

Working with Resources

1. Open **Drug Study 6**.
2. Create the following resources:

Resource Name	Type	Initials	Max Units
Information Technology Associate	Work	ITA	100%
Legal Department	Work	LEG	100%

3. Assign the **Institutional Review Board** to task **10**. Assign the **Legal Department** to tasks **23 & 25**. Assign the **Clinical Research Associate** to tasks **4, 16** and **21**.
4. Assign both the **Clinical Research Associate** and **Regulatory Affairs** to task **7**. Make sure the duration stays at 1 day.
5. The **Clinical Research Associate** is working 50% of her time on task **14**. Assign the other **50%** of her work load to tasks **5**.
6. Task **8** is taking 10 days and causing us to miss our deadline on task **11**. Assign the **Director of Clinical Research** to task **8** to help reduce the duration.
7. Assign the **Clinical Bio Statistician** to task **32** to help shorten the duration.
8. Select task **6** and **graph the Remaining Availability** of the **Clinical Research Associate**. Assign her at **50%**.
9. Remove the **Clinical Research Associate** from task **14**. Allow Project to increase the duration of the task.
10. For task **2**, use the **Task Usage view** to change the work hours for the **Clinical Research Manager** to **4 hours** on **6/22** and **4 hours** on **6/23**.