

# Microsoft Project Review Exercise – Software Development

When does this project begin?

When does it end?

Enter July 1, 2004 as the project deadline.

Enter the following holidays on the standard calendar:

New Years Day - January 1, 2004

Martin Luther King Day – January 19, 2004

President’s Day – February 16, 2004

Memorial Day – May 31, 2004

Independence Day – July 5, 2004 (Note: The 4<sup>th</sup> is a Sunday in 2004)

Change the time scale so the minor scale shows one day at a time and shows both the day of the week and the day of the month.

Display only the level 1 tasks. How many level 1 tasks are in this project?

Display all the subtasks. How many tasks are in this project?

View the statistics for this project. Why is the cost \$0.00?

How many resources are in this project?

Using the resource allocation view list which resource(s) are over-allocated and why.

Besides resource leveling, list two ways you could fix the over-allocation.

Use manual resource leveling on a day-by-day basis to fix the over-allocation. Does this fix the over-allocation? Why?

What is the finish date of task 56?

What task is the successor to task 56?

When does the successor task begin?

The difference between the end date of task 56 and the start date of its successor is called what?

[Use the Gantt Chart Wizard to show the Critical Path.](#)

[Use the filter to show only Critical Tasks.](#)

[Display all the tasks again.](#)