

Project Intermediate

Pre-Exercise



1. Set Project start date to next Monday's date using Project Information
2. Add Bank Holidays below and recur them where applicable for the next 5 years

3. Add the tasks below in Auto Schedule Mode
 - Task Name - Durations**
 - Task A - 3 days
 - Task B - 4 days
 - Task C - 3 days
 - Task D - 32 hrs
 - Task E - 2 wks
 - Task F - 2 days
 - Task G - 1 wk
 - Task H - 1 day
 - Project End - 0 day
4. Add Tasks A to D to a Summary Task labelled Phase 1
5. Add Tasks E to H to a Summary Task labelled Phase 2
6. Add Project End as a Summary Task

2018		
01-Jan	Monday	New Year's Day
30-Mar	Friday	Good Friday
02-Apr	Monday	Easter Monday
07-May	Monday	Early May bank holiday
28-May	Monday	Spring bank holiday
27-Aug	Monday	Summer bank holiday
25-Dec	Tuesday	Christmas Day
26-Dec	Wednesday	Boxing Day

7. Create the dependencies between the tasks below

Preceding Task	Succeeding Task	Dependency Type	Lag
A	B		
B	C		
A	D		
E	F		
F	G	SS	
G	H		2d Lag
C	E		3d Lag
Phase 2	Project End		

8. Add the following constraints
 - d. Project End - Must finish on the Saturday after the end date reflected
 - e. Add a deadline to Task E to finish by the Friday after the Finish Date
9. Add resources

Name	Type	Material Label	Initials	Group	Max Units	Std. Rate	Ovt. Rate	Base	Accrue At
Diana Prince	Work		KH	Marketing	100%	£45.00/hr	£50/hr.	Standard	Prorated
Ethan Carter	Work		JC	Decorator	100%	£27.00/hr	£45/hr.	Standard	Prorated
Rachel Steven	Work		TS	Management	100%	£62.00/hr	£75/hr.	Standard	Prorated
Paint	Material	Litre	pnt			£15.00			Prorated
Carpet Tiles	Material	M2	tls			£12.00			Start
Travel	Cost		trv						Prorated
Hotels	Cost		htl						Prorated

10. Assign Resources to tasks
 - a. Task A – Joanne Carter
 - b. Task B – Teresa Stevens
 - c. Task D - Joanne Carter
 - d. Task D – Travel £120
 - e. Task D – Hotels £150
11. Print to PDF

