Project Management

Assignment Guide- Part B

2018-19

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Part B- Original Gantt Chart- 5 month

- Create Dependency Table from information provided

ID	TASK NAME	DURATION	PRDECESSOR

- Input data onto MS Project

- Set start date

- Add project summary task

- Add Resources

- Change/Adjust working time on calendar

- Mark milestone task (if necessary)

- Insert **Total Slack** Colum in Gantt Chart
- Make sure that the **critical task are shown using Red bars**. (need to Format Bar styles)
- **In Body**
  - List all assumptions e.g. start date, holidays etc
  - Print Dependency Table
  - State the critical path
  - Comment on what is a Critical Task/Path and its significance
- **In Appendix B.1**
  - Print/Screen Capture Original Gantt Chart- 4 month
  - Paste into final Report

Part B- **Updated Gantt Chart- 3 months**

- Update Gantt Chart in MS Project
- You will need to justify your modification to shorten duration
- **In Body**
  - Discuss briefly that you used the Critical Path Method to Crash or Fast Track Project or both
  - Briefly explain concepts of Crashing and Fast tracking

- **In Body (cont'd)**
  - State assumptions
  - Explain the adjustments made
  - Note new schedule finish date (3 months)
  - Note new critical path or paths
- **In Appendix B.2**
  - Print/Screen Capture Updated Gantt Chart- 3 months
  - Paste into final Report