IQI Consultancy Project- Part B Gantt Chart and Budget Guidelines

Step 1: Finalize Dependency Table

Use the details from the case study

- Add columns for ID and Predecessor

- In working out the predecessor, remember to consider the practicality of the tasks. Additionally, lag and lead time that may be needed. Also consider the types of dependencies that can be used e.g. FS, SS

- Change durations to same unit e.g., days

- Add more tasks if you like, based on the deliverables of your consultancy project. For example:
  - Project Team meeting
  - Training Plan Design
  - Procurement of PM Software

- You should consider using the typical stages of the project lifecycle to structure the plan i.e. Initiation, Planning, Execution, Monitoring and Control, Closing

- Include Milestone Tasks by using a duration of '0' day

ID	Task Name	Duration	Predecessor	Resources
	Project kick off	1 week		AS1, C1
	Establish project lead within the Amsterdam office	3 weeks		AS1,C2
	Interview the office manager	2 days		OM, AS1, AS2
	Research health & safety requirements	3 days		C2
	Engage design consultants and architects	5 weeks		EC1, AS1, C2
	Interview the senior project manager	2 days		SPM, AS1, C1, C2
	Interview the customer (onsite)	3 days		EC1, AS1, C2
	Interview the IT Manager	2 days		ITM1, C1, C2
	Review and revise design plans as needed	1 Mon		PMO, C1, C2
	Interview suppliers	4 days		AS1, C1, C2
	Establish PMO	2 weeks		PMO, C1, C2
	Establish change control board	1 week		PMO, C1, C2
	Develop internal Prince 2 process	4 weeks		SPM, C1
	Define team R&R	2 weeks		SPM, PMO, C2
	Team training phase 1	1 week		C1, EXT1
	Team training phase 2	1 week		C2, EXT1
	Project summary KPI plan	2 weeks		C1, AS1
	Report write up	1 week		C1, C2, AS1
	Meeting with legal team to review contract	1 week		C1, C2, L1
	Management board meeting	2 days		C1, AS2
	Project write up and filing	4 days		C1, C2

Step 2: Record the Assumptions

Keep a record of your assumptions and notes, as you will need to write this up in your final report for submission

Example: Number of workings days per month, Start Date, Holidays, Add more assumptions as necessary

Step 3: Build Gantt Chart in Project Libre

Gantt Chart must meet the project constraints:

•Project must be completed by 20/Jan/2025

•The project duration cannot be more than 3 months

Reminder of Basic Steps:

- Open Software:
    - Setup project with name
    - Uncheck box for Forward Schedule
    - Set Finish date- 20/Jan/2025
- Type in the Task Name, Duration and Predecessors
- Add holidays based on assumptions
- Add Project Summary Task above the first task- this will show the total project duration
- Add column for Total Slack
- Add Human Resources and Standard Rates in Resource Sheet
    - Consultant 1 (C1) ~ $1000 per day
    - Consultant 2 (C2) ~ $800 per day
    - Office manager (OM) ~ $34,000 per year
    - Senior project manager (SPM) ~ $4,000 per month
    - Administrators x2 (AS1 & AS2) ~ $40 per hour
    - External Prince 2 advisor (EP2) ~ $2000 per day

- External customer (EC1) ~ $500 per hour

- External Supplier (ES1) ~ $300 per hour

- IT Manager (ITM1) ~ $65,000 per year

- Project office controller (PMO) ~ $120 per hour

- External trainer (EXT1) ~ $800 per day

- Legal team (L1) - $2000 per day

- Assign Human Resources task by task

- Check for change in durations, change back to your original duration if needed

Step 4- Resource Optimization

Check for over allocation or staff conflict

- Resolve over allocations. This can be done by:
  - Delay certain task
  - Assign a different resource
  - Change task dependencies

Step 6- Check Project Duration does not exceed 60 days (3 months)

If necessary:

- Change task durations
- Change task dependencies

Step 6- Finalize Budget

- Insert Cost Column, as you have already Assigned resources, the cost for each task would be populated

- Add Overhead Cost Elements e.g. Travel to the customer site ($1000 per person for each trip)
  - Add to "Travel" Resource Sheet

- - Use <u>Cost per Use</u>
  - Assign Travel to respective Tasks
  - When assigning, Use Units % to represent the number of usage
- Add Fixed Cost eg. Laptops, Mobile, Printing, Miscellaneous
  - In the Gantt Chart view
  - Insert Fixed Cost Column
  - Enter in new Row/Task:
    - Name- the Fixed Cost Elements e.g. Laptop
    - Duration- '0'
    - Enter the Amount in the Fixed Cost Column
  - Repeat for each Fixed Cost element:
    - Each team member will need a laptop ($500 per laptop)
    - Each team member will need a mobile phone ($20 per month for the complete duration of the project)
    - Miscellaneous budgets $2000 for the complete project

Step 7- Check Budget does not exceed $250,000

If necessary, make adjustments to get the project within budget

Step 8- Documenting in final report

- In Body of Report, write up (250 words):
  - The planned start date and finish date of the project
  - The assumptions e.g. holidays etc
  - Milestone Plan and critical tasks (use tables)
  - The Budgeted Cost for the project
    - Provide a Cost Breakdown by Cost Categories
    - Could use a chart or table
- <u>Print/Screen Capture for Gantt Chart</u>
  - Use Gantt Chart view

- Ensure all columns are visible on the screen
- Zoom in to show all bars to the left, without having to scroll (left to right)
- You may need to take multiple screenshots to capture the entire Gantt Chart
- Paste into the body of the Report

- Print/Screen Capture for Budget
  1. Project Information Statistics Dialog Box
     - File -> Information -> Statistics Tab
  2. Cost per Resource
     - Go to Resource-> Resource Usage and Right click->Insert column and choose 'Cost'