**GreenReach- Part B Gantt Chart and Budget Guidelines**

**Step 1: Initial Dependency Table**

Use the details from the case study pg. 5-7

* 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
	+ Detailed Analysis of Current Project Management
	+ Outline of strategic project initiatives
	+ Detailed Description of the new Project Standards
	+ Training Plan Design
	+ Procurement of PM Software
	+ Delivery of Project changes
* You should consider using the typical stages of the project lifecycle to structure the plan i.e. Initiation, Planning, Execution, Monitoring and Control, Closing
* You can Milestone Tasks by using a duration of ‘0’ day

**Step 2: Finalize Dependency Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Project activity**  | **Activity Duration** | **Predecessor** | **Resource** |
|  | Project kick off | 1 week |  | S1, C1 |
|  | Interview the office manager | 2 days |  | OM, S1, C2 |
|  | Interview the senior project manager | 2 days |  | SPM, S1, C1, C2 |
|  | Interview the customer | 3 days |  | EC1, S1, C2 |
|  | Interview the IT Manager | 2 days |  | ITM1, C1, C2 |
|  | Interview supplier | 4 days |  | S1, C1, C2 |
|  | Establish PMO | 2 weeks |  | PMO, C1, C2 |
|  | Establish change control board | 1 week |  | PMO, C1, C2 |
|  | Develop internal PMBOK 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, S1 |
|  | Report write up | 1 week |  | C1, C2, S2 |
|  | Management board meeting | 2 days |  | M1, C1, C2 |
|  | Project write up and filing | 4 days |  | C1, C2 |

**Step 3: 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 4: Build Gantt Chart in Project Libre**

Reminder of Basic Steps:

|  |  |
| --- | --- |
| **Last two digits of your student ID is between** | **Project start date** |
| 00-20 | 1/Oct/2022 |
| 21-40 | 1/Nov/2022 |
| 41-60 | 1/Dec/2002 |
| 61-80 | 15/Oct/2022 |
| 81-100 | 15/Dec/2022 |

* Open Software, setup project with name and start date based on Student ID
* 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
	+ Secretaries x2 (S1 & S2) ~ £20 per hour
	+ External Prince 2 advisor (EP2) ~ £2000 per day
	+ External customer (EC1) ~ £500 per hour
	+ Supplier (S1) ~ £300 per hour
	+ IT Manager (ITM1) ~ £60,000 per year
	+ Project office controller (PMO) ~ £60 per hour
	+ External trainer (ET1) ~ £800 per day
	+ Management board (M1) ~ £1000 per hour
* Assign Human Resources task by task
* Check for change in durations, change back to your original duration if needed

**Step 5- 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 80 days (4 months)**

If necessary:

* + Change task durations
	+ Change task dependencies

**Step 7- 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, Lunch
	+ Add to Resource Sheet
	+ Use Cost per Use
	+ Assign Resource 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

**Step 8- Documenting in final report**

* In Body of Report, write up (250 words):
	+ The planned start date and finish date of the project
	+ Overview of the scope of works and methodology used to plan the project
	+ The assumptions e.g. start date, holidays etc
	+ The critical tasks
	+ The Budgeted Cost for the project
		- Provide a Cost Breakdown by Cost Categories
		- Could use a chart or table
* Print/Screen Capture Gantt Chart
	+ 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