



MASTERS OF BUSINESS
ADMINISTRATION

PROJECT MANAGEMENT

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Session 3 - 14th April 2021

Agenda

Session 3- 5:00 pm to 9:00 pm

5:00 pm to 6:00 pm	<p>Project Planning</p> <ul style="list-style-type: none">• Planning Process• Identifying Activities• Scope of Works
6:00 pm to 6:10 pm	<p>Coffee/Tea- Break</p>
6:10 pm to 7:00 pm	<p>Project Planning</p> <ul style="list-style-type: none">• Task Dependencies• Network Analysis Diagram/Critical Path
7:00 pm to 7:15 pm	<p>Coffee/Tea- Break</p>
7:15 pm to 8:00 pm	<p>Building a Gantt Chart- Project Libre</p> <ul style="list-style-type: none">• Adding Tasks, Duration, Predecessors• Changing Working Time• Adding key Project Information- Total Slack, Project Duration
8:00 pm to 8:15 pm	<p>Coffee/Tea- Break</p>
8:15 pm to 9:00 pm	<p>Look at the Assignment</p> <ul style="list-style-type: none">• Information and Assumptions for Project Plan (Gantt Chart)

Change Control Sheet www.projectagency.co.uk

Project Title	Project Number
Project Manager	

CHANGE REQUEST		
Originator Phone:	Date of request	Change request no. <i>allocated by Change Controller</i>
Items to be changed		Reference(s)
Description of change (reasons for change, benefits, date required)		
Estimated cost, and time to implement (quotation attached? Yes No)		
Priority / Constraints (impact on other deliverables, implications of not proceeding, risks)		

CHANGE EVALUATION		
What is affected	Work required (resources, costs, dates)	
Related change requests		
Name of evaluator	Date evaluated	Signature

CHANGE APPROVAL			
Accepted	Rejected	Deferred	Name
Signed		Date	
Comments			

CHANGE IMPLEMENTATION			
Asset	Implementer	Date completed	Signature

Change Control Log www.projectagency.co.uk

Project Title	Project Number
Project Manager	

Change number	Description of change	Date received	Date evaluated	Date approved	Date completed

Project Planning- Key Definitions

Duration

The total number of work periods (in calendar units) required to accomplish the work of the activity. The calendar units may be singular, e.g. weeks, days, minutes; or compound, eg, days and hours.

The duration may be further defined as the: current (planned) duration, actual duration (for completed work), or a defined baseline duration.

Earliest Start Time

The earliest point in time when the schedule activity can begin

Earliest Finish Time

The earliest point in time when the schedule activity can complete

Latest Start Time

The latest point in time when the schedule activity can begin so as not to delay the project completion date or any constraint.

Latest Finish Time

The latest point in time when the schedule activity can finish so as not to delay the project completion date or any constraint.

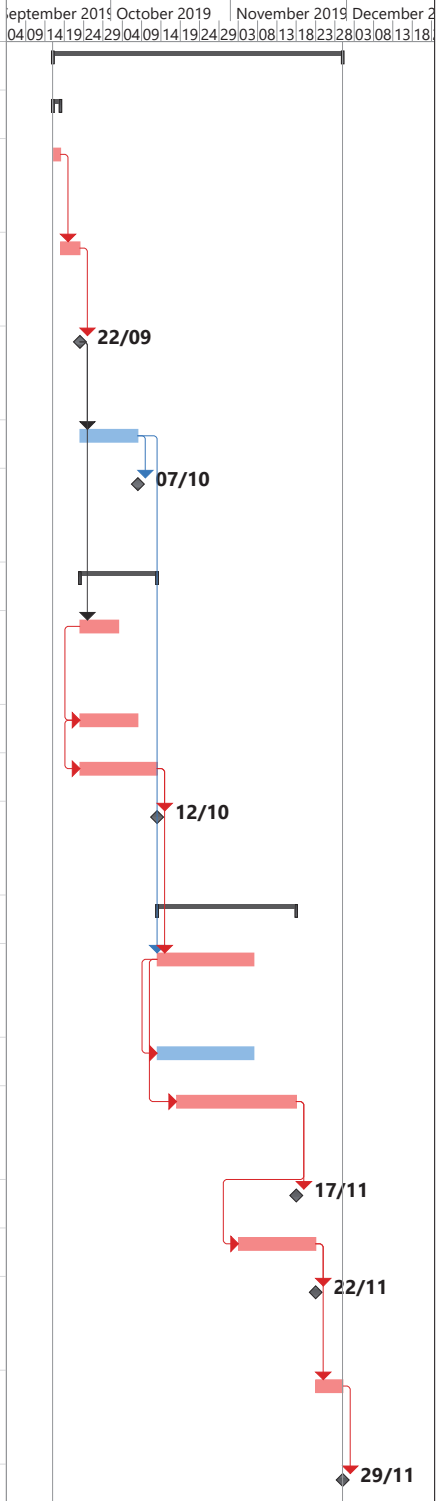
Free Slack

Free slack is the period by which an activity can shift in its timing without affecting the Early Start of any succeeding activity or event.

Total Slack

Total slack is the period by which an activity can shift in its timing without affecting the relevant schedule completion date (either a constraint, or the project completion).

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	September 2019	October 2019	November 2019	December 2019							
1			75 days	Mon 16/09/19	Fri 29/11/19		04/09	14/09	24/09	04/10	14/10	24/10	03/11	13/11	23/11	03/12	13/12
2		Preliminaries Activites	2 days	Mon 16/09/19	Tue 17/09/19												
3		Establish Office Site and Workers Quarters	2 days	Mon 16/09/19	Tue 17/09/19												
4		Erection of Scaffolding, Hoarding, Safety Netting and Safety Inspection	5 days	Wed 18/09/19	Sun 22/09/19	3											
5		Safety Inspection and Security Checks with Employer	0 days	Sun 22/09/19	Sun 22/09/19	4											
6		Demolition and Alteration Work	15 days	Mon 23/09/19	Mon 07/10/19	5											
7		Quality Inspection- Demolition and Alterations	0 days	Mon 07/10/19	Mon 07/10/19	6											
8		Galzing and Curtain Wall	20 days	Mon 23/09/19	Sat 12/10/19												
9		Remove Existing Glazing and Cart Away	10 days	Mon 23/09/19	Wed 02/10/19	5											
10		Render Openings	15 days	Mon 23/09/19	Mon 07/10/19	9SS											
11		Install New Glazing	20 days	Mon 23/09/19	Sat 12/10/19	10SS											
12		Quality Inspection Checkpoint- Glazing	0 days	Sat 12/10/19	Sat 12/10/19	11											
13		Aluminum Cladding	36 days	Sun 13/10/19	Sun 17/11/19												
14		Installation of Subframe For Cladding	25 days	Sun 13/10/19	Wed 06/11/19	11,6											
15		Fabrication of Cladding	25 days	Sun 13/10/19	Wed 06/11/19	14SS											
16		Installation of Cladding and Caulking	31 days	Fri 18/10/19	Sun 17/11/19	14SS+5 days											
17		Quality Inspection- Cladding	0 days	Sun 17/11/19	Sun 17/11/19	16											
18		Painting and Decorating	20 days	Sun 03/11/19	Fri 22/11/19	16FS-15 days											
19		Quality Inspection- Painting and Decorations	0 days	Fri 22/11/19	Fri 22/11/19	18											
20		Ancillary Works, Demobilise, Clean and Removal of Debris	7 days	Sat 23/11/19	Fri 29/11/19	18											
21		Sign off and Handover	0 days	Fri 29/11/19	Fri 29/11/19	20											



Project: [Redacted] Date: Wed 12/06/19	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Critical	
	Project Summary		Manual Summary		Critical Split	
	Inactive Task		Start-only		Progress	
	Inactive Milestone		Finish-only		Manual Progress	