**Case Study- Task 2 Part B Gantt Chart and Part C Budget**

**Step 1: Initial Dependency Table**

Using the details from The implementation of the Yakoke’s Project Planning Approach section in the case study pg. 5-7

**Identify the tasks, durations, predecessors**

**Note:** final adjustments to the estimated duration can be made later on when building Gantt Chart on Software, to meet time constraint.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Task Name** | **Duration** | **Predecessor** | **Resources** |
| 1 | Team meet and organise workshop | **2** |  | **PIO, PA1, PA2, Ana1 and Ana2** |
| 2 | Review current processes for project planning and costing | **15** | **1** |  |
| 3 | Review workload and resource planning | **20** | **1** |  |
| 4 | Effectiveness of project planning review | **8** | **2,3** |  |
| 5 | Meetings with the Directors | **3** | **4** |  |
| 6 | Project planning strategy | **10** | **4** |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
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| 13 |  |  |  |  |
| 14 |  |  |  |  |
| … |  |  |  |  |

**Step 2: Document Assumptions:**

1. Number of workings days per month:
2. Start Date:
3. Project Deadline:
4. Budget:
5. Public Holidays:

* ?
* ?
* ?
* ?

1. Resources and Standard Rates:

* Project Implementation Officer (PIO)-
* Project Administrators-
* Project Analysts-

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

* Open Software, setup project with name and start date.
* 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

**Step 4- Assigned resources to each task**

* Add Resources and Rates in Resource Sheet
* Assign Resources to tasks, one task at a time
* Check for Changes to Duration, if changed, then Reset to Planned duration
* Check for overallocated Resources, rectify if necessary:
  + Resolve over allocations. This can be done by:
    - Delay certain task
    - Assign a different resource
    - Change task dependencies

**Step 5- Check Project Duration does not exceed deadline: 2nd September, 2024**

If necessary:

* Change task durations
* Change task dependencies

**Step 6- Screenshot for Gantt Chart:**

* **Go to Gantt View**
* **Print Screen/Screen Shot**
* **Paste** into Part 2 b Body of the Final Report

Ensure that **all columns are included** and the bars (use Zoom Out)

Use Multiple Screenshots if necessary

**Step 7- Finalize Budget**

* **Insert Cost Column**, as you have already Assigned resources, the cost for each task would be populated
* **Add Fixed Cost** e.g. Travel, Project App
  + In the Gantt Chart view
  + Insert Fixed Cost Column
  + Enter in new Row/Task:
    - Name- the Fixed Cost Elements e.g. Travel
    - Duration- ‘0’
    - Enter the Amount in the Fixed Cost Column
* Repeat for each Fixed Cost element

**Step 8- Screenshot for Budget:**

* **Project Information Statistics Dialog Box**
* File -> Information -> Statistics
* **Cost per Resource** 
  + Go to Resource-> RBS
* **Cost per Task**
  + Go to Task-> WBS
* **Paste All the above screenshots into Part 2 c of Final Report**

Make sure these screenshots are visible, readable!

**Step 9- Write up explanations for both Part 2.b and 2.c in Final Report**

* See 011 Guidelines