**Case Study- Task 3.1 Gantt Chart and 3.2 Budget**

**Step 1: Initial Dependency Table**

Using the details from Akholi Advance Project information to create plan and budget in the case study pg. 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** | **Akholi Advance Project** |  |  |  |
| **2** | Akholi Advance Current Situation and Challenges Workshop | **1** |  |  |
| 3 | **Sprint 1 Project Governance** |  |  |  |
| 4 | Develop project approval criteria and budgeting framework |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 | **Sprint 2: Financial Oversight** |  |  |  |
| 10 | Establish cost control measures |  |  |  |
| 11 |  |  |  |  |
| …. |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Step 2: Document Assumptions:**

1. Number of workings days per month:
2. Start Date: 3rd March 2025
3. Project Deadline: 13th June 2025
4. Budget: 180,000.00
5. Public Holidays (use Trinidad and Tobago holidays):

* ?
* ?
* ?
* ?

1. Resources and Standard Rates:

* PM -
* PA -
* FC -
* PC -

**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 Project Summary Task as the first task- this will show the total project duration
* Add Summary Task for each Sprint, indent the tasks below
* Add holidays based on assumptions
* 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**

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 3.1 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**
  + In the Gantt Chart view
  + Insert Fixed Cost Column
  + Where needed, Enter in new Row/Task:
    - Name- the Fixed Cost Elements
    - Duration- ‘0’
    - Set Predecessor
    - 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 3.2 of Final Report**

Make sure these screenshots are visible, readable!

**Step 9- Write up explanations for both Part 3.1 and 3.2 in Final Report**

* See 011 Guidelines