

Exercise Number 1

Objective of exercise

By the end of this exercise you will have entered a number of tasks and be able to perform simple edits using the data provided.

Instructions

Create a new Project file and enter the following tasks:

Project Initiation Stage

- Produce proposal document
- Board review
- Sign off proposal
- Negotiate lease
- Sign lease documentation
- Public announcement

Office refurbishment

- Produce office design
- Negotiate with contractors
- Appoint contractors
- Procure materials

Building alterations

- Build partition walls
- Decorating
- Lay carpets
- Building complete

Staffing and operations

- Select removal company
- Appoint removal company
- Distribute packing boxes
- Discuss with staff
- Negotiate relocation packages
- Packing
- Move equipment and boxes
- Set up furniture
- Set up office equipment
- Test systems

Project complete.

Expectation

You should now have a project outline containing the above tasks.

Exercise Number 2

Objective of exercise

By the end of this exercise you will be able to enter task durations correctly, using the information below.

Instructions

Add the following durations to the tasks entered in the previous exercise.

Project Initiation Stage

Produce proposal document	10d
Board review	3w
Sign off proposal	1d
Negotiate lease	8w
Sign lease documentation	1d
Public announcement	0d

Office refurbishment

Produce office design	20d
Negotiate with contractors	25d
Appoint contractors	2d
Procure materials	10d

Building alterations

Build partition walls	10d
Decorating	10d
Lay carpets	3d
Building complete	0d

Staffing and operations

Select removal company	20d
Appoint removal company	2d
Distribute packing boxes	5d
Discuss with staff	5d
Negotiate relocation packages	20d
Packing	5d
Move equipment and boxes	4d
Set up furniture	5d
Set up office equipment	5d
Test systems	4d

Project complete 0d

Expectation

You will now have a project outline containing proposed durations as shown above.

Exercise Number 3

Objective

By the end of this exercise you will have entered resource information to your project file using the data provided.

Instructions

Enter the following resource data into your project file:

Resource Name	Day Rate
Chris Smith	£250.00
Designer	£127.00
Laura Jackson	£135.00
Natalie Wood	£120.00
Project Sponsor	£275.00
R.J. Contracting	£156.00
Tom Jones	£219.00

Expectation

You will now have a project outline containing all three elements from the previous three exercises.

Exercise Number 4

Objective

By the end of this exercise you will have correctly added links between the project tasks.

Instructions

Add Finish to Start links between the following tasks:

ID	Predecessor Task		ID	Successor Task
4	Sign off proposal	←	18	Staffing and operations
6	Sign lease documentation	←	11	Appoint contractors
6	Sign lease documentation	←	20	Appoint removal company
10	Negotiate with contractors	←	11	Appoint contractors
11	Appoint contractors	←	12	Procure materials
12	Procure materials	←	14	Build partition walls
14	Build partition walls	←	15	Decorating
15	Decorating	←	16	Lay carpets
16	Lay carpets	←	17	Building complete
17	Building complete	←	25	Move equipment and boxes
19	Select removal company	←	20	Appoint removal company
20	Appoint removal company	←	21	Distribute packing boxes
21	Distribute packing boxes	←	24	Packing
22	Discuss with staff	←	23	Negotiate relocation packages
23	Negotiate relocation packages	←	24	Packing
24	Packing	←	25	Move equipment and boxes
25	Move equipment and boxes	←	26	Set up furniture
25	Move equipment and boxes	←	27	Set up office equipment
27	Set up office equipment	←	28	Test systems
26	Set up furniture	←	28	Test systems

Expectation

Using the information above you will now have created a number of links between the tasks in your project file.

Exercise Number 5

Objective

By the end of this exercise you will have assigned resources to your tasks using the data provided.

Instructions

Assign the resources to your tasks following the instructions below:

ID	Task name	Resource
3	Board review	Project Sponsor
4	Sign off proposal	Project Sponsor
5	Negotiate lease	Chris Smith
6	Sign lease documentation	Project Sponsor
7	Public announcement	Chris Smith
9	Produce office design	Designer
10	Negotiate with contractors	Chris Smith
11	Appoint contractors	Chris Smith
12	Procure materials	R.J. Contracting
14	Build partition walls	R.J. Contracting
15	Decorating	R.J. Contracting
16	Lay carpets	R.J. Contracting
17	Building complete	Project Sponsor
19	Select removal company	Tom Jones
20	Appoint removal company	Tom Jones
21	Distribute packing boxes	Tom Jones
22	Discuss with staff	Natalie Wood
23	Negotiate relocation packages	Natalie Wood
24	Packing	Laura Jackson
25	Move equipment and boxes	Laura Jackson
26	Set up furniture	Tom Jones
27	Set up office equipment	Tom Jones
28	Test systems	Chris Smith
29	Project complete	Project Sponsor

Expectation

You will now have assigned the above resources to the tasks in your project file.