

Solutions to 5 Scenario Based Questions on MS Project

Scenario 1

The PMO in your organisation has developed the yearly project calendar of working and non working days/hours and the yearly bank holidays. You would like to use this calendar in your new project.

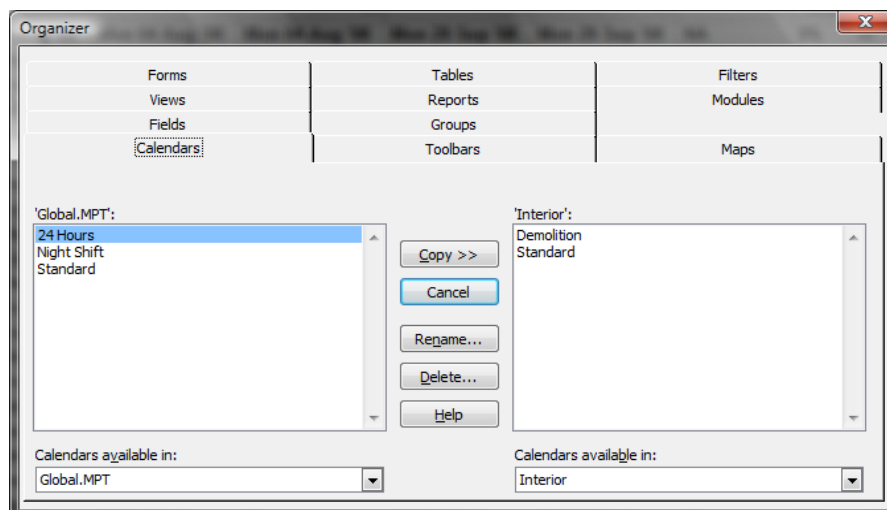
Explain the steps involved in sharing the calendar object from one project to another.

After you have copied the calendar object to your schedule, display and review the working and non working days and time of the project to ensure it is applicable to your project also.

SOLUTION to Scenario 1

Using Organizer, you can copy objects to/from your project schedule and/or the GLOBAL.MPT. Views, reports, tables, fields and filters are few examples of objects.

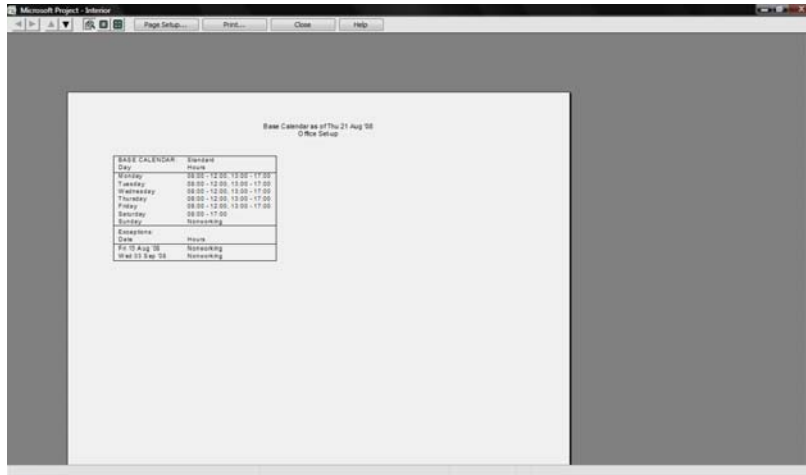
1. Choose Tools, Organizer; the Organizer dialog appears:



- a. Click on the Calendars tab
- b. Select from the list at the bottom of the dialog the schedule from which to copy the object and in the other list the schedule to copy to
- c. Select the object and click Copy >> to copy from left to right or << Copy to copy from right to left

2. Click Close or Cancel when done

3. You can view the new Calendar using Tools, Change Working Time OR Report, Reports..., Overview, Working Days. We recommend the latter. The picture uses the working days report.



Scenario 2

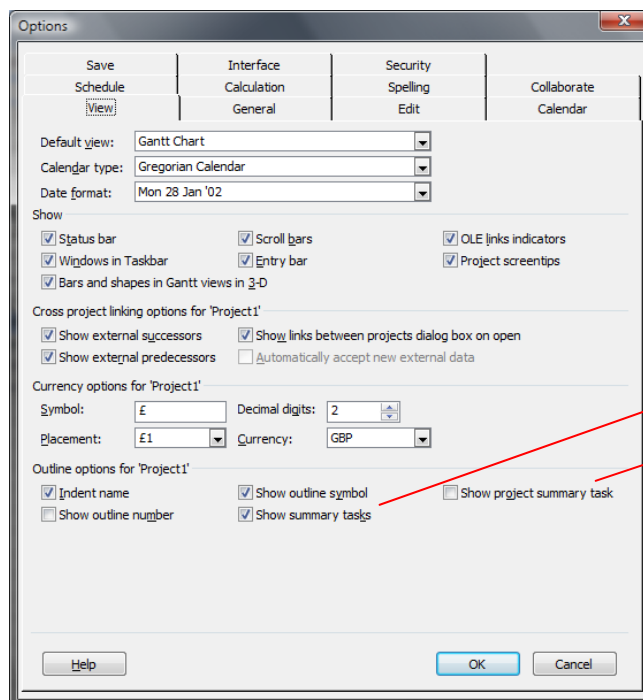
The Project Summary Task is task number 0 and summarizes the entire project in its fields.

Display the project summary task with following details:-

- a. The summary task should describe the title of the project
- b. The project summary task should display the summarized fields for duration, work, cost, start and finish

SOLUTION to Scenario 2

1. Choose Tools, Options; the Options dialog appears
2. Click the View tab; the dialog now looks like:-



3. Under Outline Options for "Your Project Name" check both and click OK
 - Show Summary Tasks
 - Show Project Summary Task
4. Verify you have described the Project Title (Short description) in the File, Properties, Title. The Title is used to describe the Project Summary Task

5. On the Gantt Chart, select Start column. Right click and select Insert Column
6. In the Column Definition dialog; select Work in the drop down list for Field Name and press OK
7. Follow step 5 and 6 to insert Cost field
8. The Project Summary Task now shows the Duration, Work, Cost, Start and Finish as shown

ID	Task Name	Duration	Work	Cost	Start	Finish	Predecessors	Resource Names
0	Displaying the Project Summary Task	13 days	144 hrs	£2,700.00	Thu 21 Aug '08	Mon 08 Sep '08		
1	Summary 1	6 days	48 hrs	£600.00	Thu 21 Aug '08	Thu 28 Aug '08		
2	A	1 day	8 hrs	£100.00	Thu 21 Aug '08	Thu 21 Aug '08		KK
3	B	2 days	16 hrs	£200.00	Fri 22 Aug '08	Mon 25 Aug '08	2	KK
4	C	3 days	24 hrs	£300.00	Tue 26 Aug '08	Thu 28 Aug '08	3	KK
5	Summary 2	7 days	56 hrs	£1,400.00	Fri 22 Aug '08	Mon 01 Sep '08		
6	D	4 days	32 hrs	£800.00	Fri 22 Aug '08	Wed 27 Aug '08	2	AD
7	E	1 day	8 hrs	£200.00	Thu 28 Aug '08	Thu 28 Aug '08	6	AD
8	F	2 days	16 hrs	£400.00	Fri 29 Aug '08	Mon 01 Sep '08	7	AD
9	Summary 3	5 days	40 hrs	£700.00	Tue 02 Sep '08	Mon 08 Sep '08		
10	G	3 days	24 hrs	£300.00	Tue 02 Sep '08	Thu 04 Sep '08	4,8	KK
11	H	2 days	16 hrs	£400.00	Fri 05 Sep '08	Mon 08 Sep '08	10	AD
12	I	0 days	0 hrs	£0.00	Mon 08 Sep '08	Mon 08 Sep '08	11	

Scenario 3

Enter the following resources on your project. You are on your annual holidays for two weeks between 18-Aug-2008 and 29-Aug-2008:-

Resource Name	Type	Role	Group	Max. Units	Std. Rate	Ovt. Rate
You	Work	Project Manager	Management	100%	Rs.5000/d	Rs.750/h

SOLUTION to Scenario 3

1. Choose View, Resource Sheet OR Select the Resource Sheet icon on the View Bar; the Resource Sheet appears
2. Prepare the Resource Sheet for data entry by inserting a new Custom Text Field before Group field. Rename the Text field to Role
3. Enter the details of Project Manager in the corresponding fields
4. Double click on the Resource Name field of Project Manager; the Resource Information Dialog appears

Scenario 4

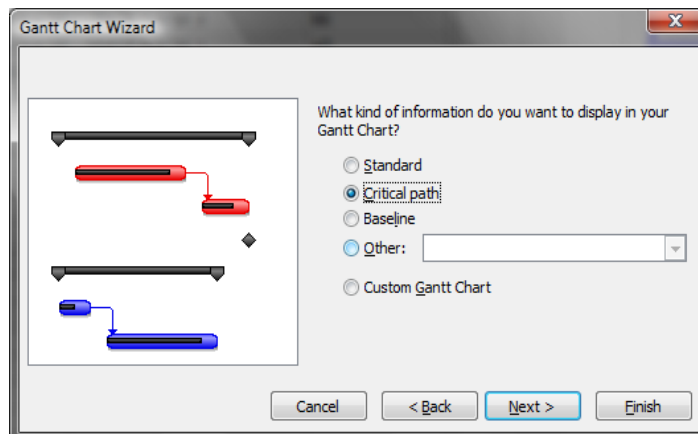
Critical Path is the series of tasks on your project which determines the duration of your project. If tasks on the critical path are delayed then the project may be delayed. Gantt Chart is the most commonly used view; however, it does not display the critical path by default.

Format the Gantt Chart to display the following information:-

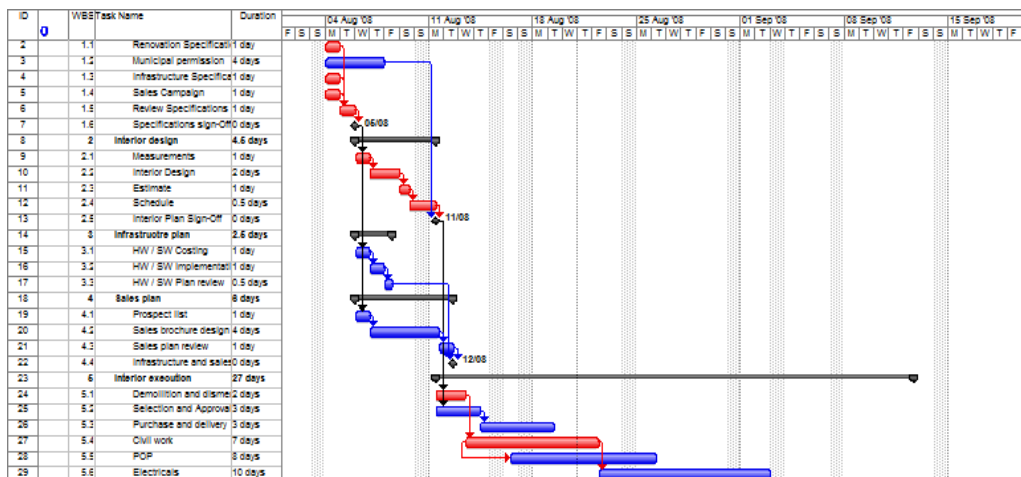
- Critical path
- Task names, start date of critical tasks, non-critical tasks, summary tasks and milestones tasks
- Names of resources assigned to critical and non-critical tasks
- Finish date for summary and milestone tasks

SOLUTION to Scenario 4

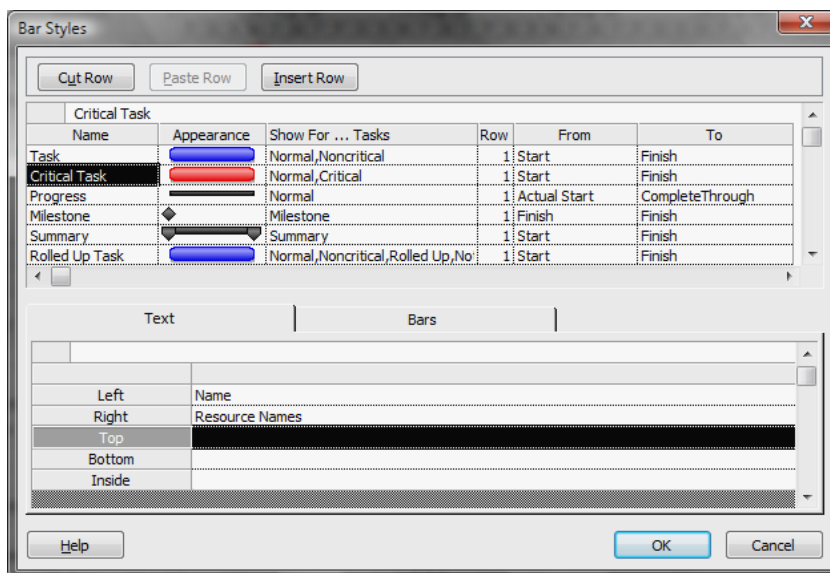
- Choose View, Gantt Chart
- Click Format, Gantt Chart Wizard...; Gantt Chart Wizard appears
- Follow the instructions and select Critical Path and click Next until you Exit the Wizard



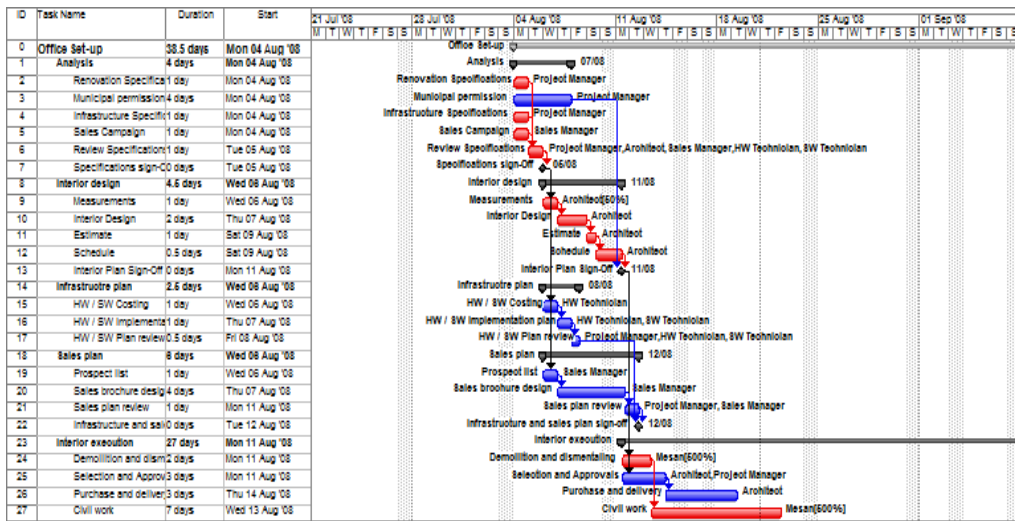
- The Critical Path is now displayed as below on the Gantt Chart:-



5. Choose Format, Bar Styles...; the Bar Style Dialog appears
6. Select Name => Critical Task
7. On the Text tab below, Left => Name; Right => Resource Names as shown below:-



8. Follow step 6 and 7 for Task
9. For Milestone and Summary, enter Left => Name; Right => Finish [Finish Date will be displayed on the right side of the Task Bar as resources are not assigned]
10. The Gantt Chart now appears as below:-



Scenario 5

You have finished assigning resources to your project tasks. It is time to determine if any resource is over-allocated. If there are over-allocations, the workloads need to be levelled. Therefore, the next step is to determine if there are over-allocations and which resources are over-allocated.

Discuss the steps to determine over-allocated resources.

SOLUTION to Scenario 5

Over allocations generally occur if you assign more units than available for that resource or you assign the resource to multiple tasks that are scheduled during the same period.

Project alerts you when resources are over allocated by highlighting them in views that displays resources, for example, Resource Sheet, Resource Usage and Resource Allocation views highlight over-allocated resources names by using red text. Or simply run the Report, Reports, Assignments, Overallocated Reports.

Resource Sheet only indicates the Overallocated Resources. It is a quick way to determine overallocation. However to determine the timephased overallocation, you will have to use the Resource Usage or Resource Allocation View.

1. Choose View, Resource Sheet
2. Click Project, Sort, Sort By...; Sort Dialog appears
3. Select Sort By => Overallocated and Descending [This will sort the resource list and display the Overallocated resources first]
4. You can also insert the column Peak to determine resource Peak Units
5. Alternatively, you can set Filter => Overallocated Resources
6. The Resource Sheet View appears like below:-

