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**BA 352: ICE 4**

**MS Project Basics**

|  |  |  |  |
| --- | --- | --- | --- |
| Act | I.P. | Time | Slack |
| A | --- | 30 |  |
| B | --- | 10 |  |
| C | --- | 7 |  |
| D | B | 12 |  |
| E | B | 5 |  |
| F | C | 6 |  |
| G | F | 2 |  |
| H | F | 12 |  |
| I | D | 5 |  |
| J | E,G | 6 |  |
| K | I,J,H | 10 |  |
| L | H | 12 |  |
| M | K | 3 |  |

**1)** The data on the right is the project from Take Home Exam 1. Now, use MS Project to analyze it. Assume the project (specifically, activities A, B and C) will begin next Monday 3/15/21 and answer the questions below.

1. Enter the data into MS Project. i) What is the completion date for the project? ii) How many days will it take? (The answer is 40, but this is not obvious from the default output – figure out a way to get MS Project to output 40 days.)
2. i) What is the critical path and what are the Total Slack times for each activity? ii) Highlight the critical activities on the left of the screen (this can be done under the View tab, then Highlight). iii) Change the color of the critical path on the Gantt chart on the right (this can be done under the Format tab. iv) To find the Total Slack times, Add New Column with Total Slack. v) Approximately how many choices are there for New Columns of information about the project (you can round answer to nearest 100)?
3. Print out two things: i) The Gantt chart with the critical path in a different color (your choice). (Under the View tab, click “Entire Project” to make it fit nicely. ii) The Network Diagram (like we’ve been drawing). Go to Task tab and on the far left you’ll see “View” and change to Network Diagram. Adjust the size and then print to fit on one page. Printing from MS Project is trickier than it should be – you may have to take a screenshot to get the printouts to look good, or possibly it’s not tricky for you, just for me, and you can figure out a way to get nice pictures of the Gantt and Network Diagram easily.