

Exercise of Microsoft Project

1. Create a project file with the file name your Full Name student ID number. (like Almaz Kebede Tesfaye GSR 100-12)
 - File → Save → write Almaz Kebede Tesfaye GSR 100-12
2. Give name to the project title My House Project. The following activities will be done on this project.
 - Open MS project like any Ms office applications
 - From Start Screen double click blank project
 - File-→ Info → Project Information→Advanced Properties -→ write project title(My House Project) in project properties dialog box.
3. Set the project start date September 1 2020 by using project information dialog box.
 - Project → Project Information → start date → select September 1 2020
4. Create a copy of standard calendar for the Project name it My House Calendar.
 - Project → Change Working Time → Create New Calendar → Create New Base Calendar → write My House Calendar → check Make a Copy of → select standard
5. Assign the calendar to the project.
 - Project → Project Information → calendar → select My House Calendar
6. Customize your calendar as follows
 - September 11 2020 Ethiopian New Year, Non-working day.
 - o Project → Change Working Time → Exceptions → write Ethiopian New Year → start select September 11 2020 and Finish select September 11 2020
 - Every Firday working hour morning from 8:00 am to 11:30 am and afternoon 1:30 pm to 5 pm.
 - o Project → Change Working Time → Work Weeks → Detail → slecet Firday → check set day(s) to these specific times: → set time first row from 8:00 am to 11:30 am and second row afternoon 1:30 pm to 5 pm → ok

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- Flag Day 1st Monday of the month of November morning non-working but there is work in the afternoon.
 - o Project → Change Working Time → Exceptions → write Flag Day → Detail → check working times → delete non-working row 8:00 am to 12 pm → select yearly from recurrent pattern → check the → select First → select Monday → select → select November
 - Make weeks working Day start on Tuesday (Monday Non-Working Day).
 - o Project → Change Working Time → Work Weeks → Detail → select Monday → check set days to non-working times. → ok
 - Make Saturday working day from 8:00 AM to 12:00 PM.
 - o Project → Change Working Time → Work Weeks → Detail → select Saturday → check set day(s) to these specific times: → set time first row from 8:00 am to 12:00 pm → ok
7. Enable project summary task in gantt chart view. (
- Format → show/hide → check Project Summary
8. Change Default task type Fixed Duration.
- File → options → from project option dialog box select schedule → select Fixed duration from Default task type
9. Change scheduling from manual to auto for new tasks for this projec .
- File → options → from project option dialog box select schedule → select Auto schedule from New task created
10. Create the following activities, assign duration and sequencing of activities one after the other.

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- Tasks

- o Clear and grub lot
- o Install underground utilities -
- o Excavate
- o Form basement walls
- o Place concrete
- o Install joists
- o Lay decking
- o Frame walls
- o Frame corners
- o Dry In
- o Exterior Finishes

➤ In Gantt chart view in Task Name column write or copy past the above tasks.

11.Assign duration

- Clear and grub lot/ 7 days/, Install underground utilities /3 days/, Excavate/3 days/, Form basement walls/5 days/, Place concrete/8 days/, Install joists/4 days/, Lay decking/5 days/, Frame walls/4 days/, Frame corners/5 days/, Dry In/5 days/, Exterior Finishes/10 days/,
 - o In Gantt chart view in Duration column write the duration for each task.

12.Sequencing of activities one after the other.

- o In Gantt chart view in the Predecessor column write the ID of the predecessor except the first task Clear and grub lot
- o Or select Clear and grub lot hold down shit key then select the last task Exterior Finishes → Task → schedule → click link icon or Hold down Ctrl key + F2

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13. Insert Summary tasks

- Site work for Clear and grub lot, Install underground utilities
 - Select Clear and grub lot hold down shift key click Install underground utilities → Task → insert → click Summary → write Site work
- Foundation for Excavate, Form basement walls, Place concrete
 - Select Excavate hold down shift key click Place concrete → Task → insert → click Summary → write Foundation
- Framing for Install joists, Lay decking, Frame walls, Frame corners
 - Select Install joists hold down shift key click Frame corners → Task → insert → click Summary → write Framing

14. Create the following resources list so that you can assign resource for the next question.

Resource	Type	Label	Percentage	Standard rate
Laborer	Work		2000%	30 birr/hr
Builder	Work		1000%	70 birr/hr
Excavator	Work		100%	1000 birr/hr
Cements	Material	Quintal		400 birr
Steel	Material	kg		200 birr
Travel	Cost			

- Open Resource sheet and register the resources → Right click in the left side of Gantt chart → select resource sheet → write Resources in the Resource Name column → Select resource type → Insert Label for Material type resource → Insert percentage or number of resource for Work type resources → insert Standard and overtime rate or unit price for Material type resources
- Change Currency to ETB. File → Options → Display → Select ETB from Currency

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15. Project Resource Assignment

Activities	Work	Material	Cost
Clear and grub	Laborer (2000%)		Travel (200 birr)
Install underground utilities	Laborer (300%)		
Excavate	Excavator (100%)		
Form basement walls	Builder (1000%)		
Place concrete	Builder (1000%)	Cements (100 Quintals)	
Install joists	Builder (300%)	Steel (300 Kg)	
Lay decking	Builder (500%)	Steel (500 Kg)	
Frame decking	Builder (500%)	Steel (500 Kg)	
Frame corners	Builder (200%)	Steel (200 Kg)	
Dry In	Builder (300%)		
Exterior Finishes	Builder (300%)		

- To Assign Resource : In Gantt chart view - Resource → Assignments → click Assign resources to open Assign resource dialog box → click Clear and grub task from Gantt chart view → select Laborer for Assign resource dialog box → set percentage or decimal → For material set the number → for cost insert the amount -you can do for each task without closing the dialog box.

12. Set baseline for the project

- Project → schedule → set baseline → set baseline for Entire Project → click OK

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13.Track the project

- Site Work and Foundation is completed with schedule
 - o Select each task → Task tab → schedule → Mark on Track→ Mark on Track
- Framing is 60% complete.
 - o Select each task → Task tab → schedule → Downward Arrow next to Mark on Track→ Update Tasks → set percentage
- Dry in 50% complete. (1 pt)
 - o Select each task → Task tab → schedule → Downward Arrow next to Mark on Track→ Update Tasks → set percentage
- Exterior Finishes 25%. (1 pt)
 - o Select each task → Task tab → schedule → Downward Arrow next to Mark on Track→ Update Tasks → set percentage