

Microsoft Project Association Meeting March 22, 2007 Activity Exercise Using Microsoft Project

Scenario: You have been hired by Microsoft to plan their next direct mail campaign. The project schedule provided is the template that you have been given to plan this project. Perform the activities below to complete the schedule development for your project. The campaign start date is May 1, 2007. Write on the back of this exercise if necessary.

Complete the project schedule using the template Direct Mail Marketing Campaign Plan.mpp: (let us know if you do not have the file)

1. Open the file Direct Mail Marketing Campaign Plan.mpp.
2. Change the start date of the project to May 1, 2007. How did you do this?

Did any problems develop as a result of the new start date?
If Yes, what is the problem and how do you fix it?

What is the new project ending date?

3. Insert an "overhead" task to the project for collecting Project Management time and cost to the project. Assign "you" to the task for 10% of your availability for the length of the project.

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4. Assign the "Product Specialist" to the summary task "Market Research"
What was the result? _____
Was this a good idea? Why?

If you feel that assigning a resource to a summary task was not a good idea, then remove the assignment and assign "Product Specialist" to tasks 3-5 for .25 of his availability.

5. After task 10 "Solicit designs from marcom vendors" it will take approximately 3 weeks for the vendors to produce designs. Make the appropriate adjustment to accommodate the 3 week wait.

If problems were caused by adding the wait time, what are some suggestions that might assist in correcting the problem. (Hint: check for negative slack)

6. The project schedule is now completed. What is the ending date of the project? _____
Before your project starts, set a baseline for the project.

Requirements also request that the original baseline be preserved because updates to the baseline will be expected. How would you accomplish this?

7. Enter the following tracking information:
 - a. Task 3 "*Establish goals of Marketing campaign*" – started late on 5/7. It is 50% completed
 - b. Task 4 "*Establish targeted vertical markets*" – this task also started on 5/7. Each resource has put in 30 hours of work and the task is not completed. Increase the number of remaining hours to give each resource 4 more hours.
 - c. Task 5 "*Segment by industry or vertical market*" - this task started on 5/9. Update the Product Marketing Manager as 50% completed.

8. It is discovered that a second mailing piece needs to be developed.
 - a. Add 1 day of duration to tasks 11 "*Solicit designs from marcom vendors*" & 12 "*Select vendor and design*".
 - b. Increase the wait time between tasks to 4 weeks

9. A reset of the baseline has been approved for the additional work and should be updated. Should the baseline be updated for the entire project or just for the changed tasks?

Should baselines be changed for tasks with actual work values?

What fields are updated when a baseline is saved?

10. Today is May 14, 2007 and it is time to take a status as of our project. How could you accomplish this?

11. Create a Gantt Chart called "Comparison Baseline Gantt" to reflect the actual project schedule, the original baseline and the updated baseline. Also create a table called "Comparison Baseline table" that would hold the above values plus the task name and ID and display with the new Gantt chart.