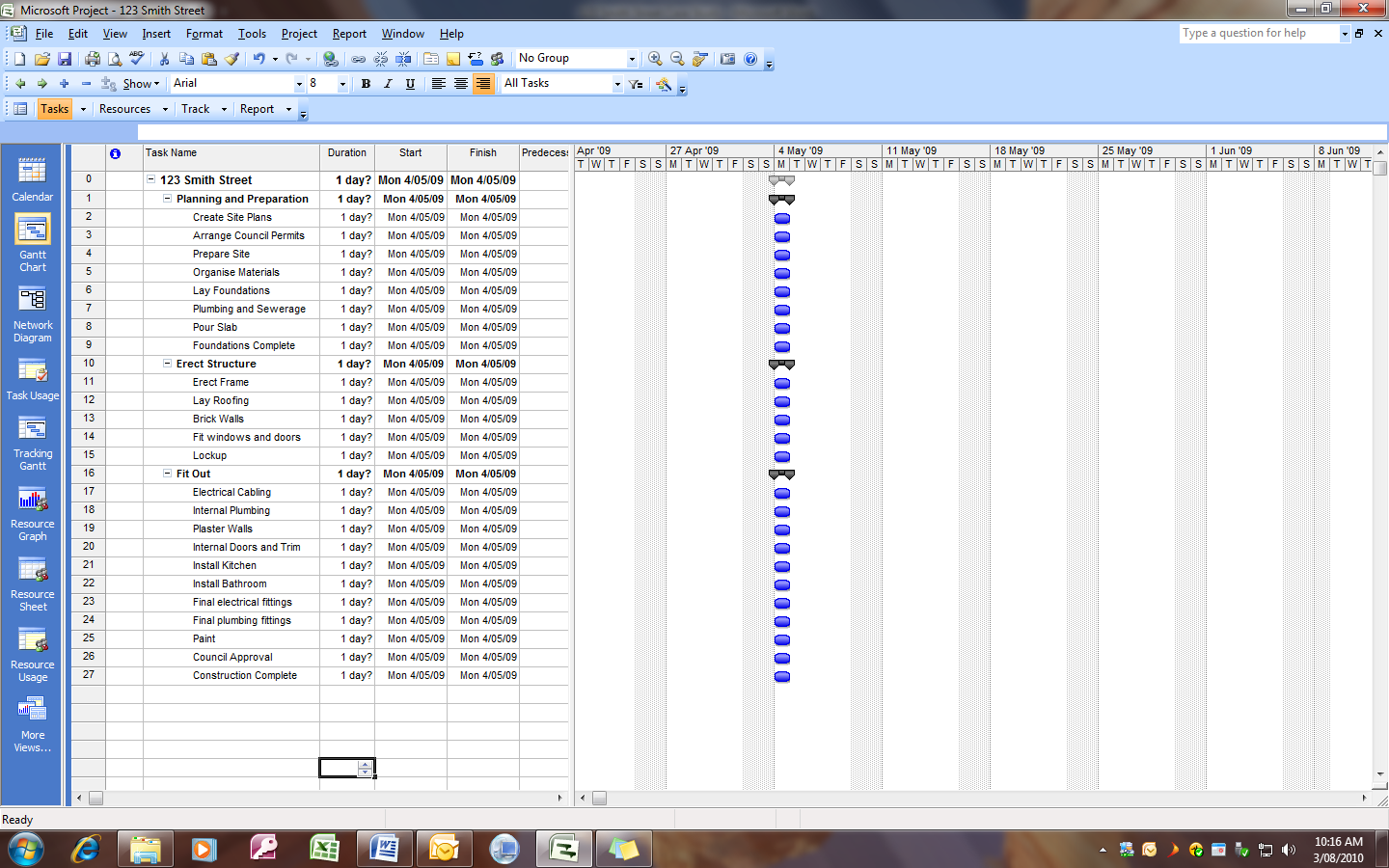
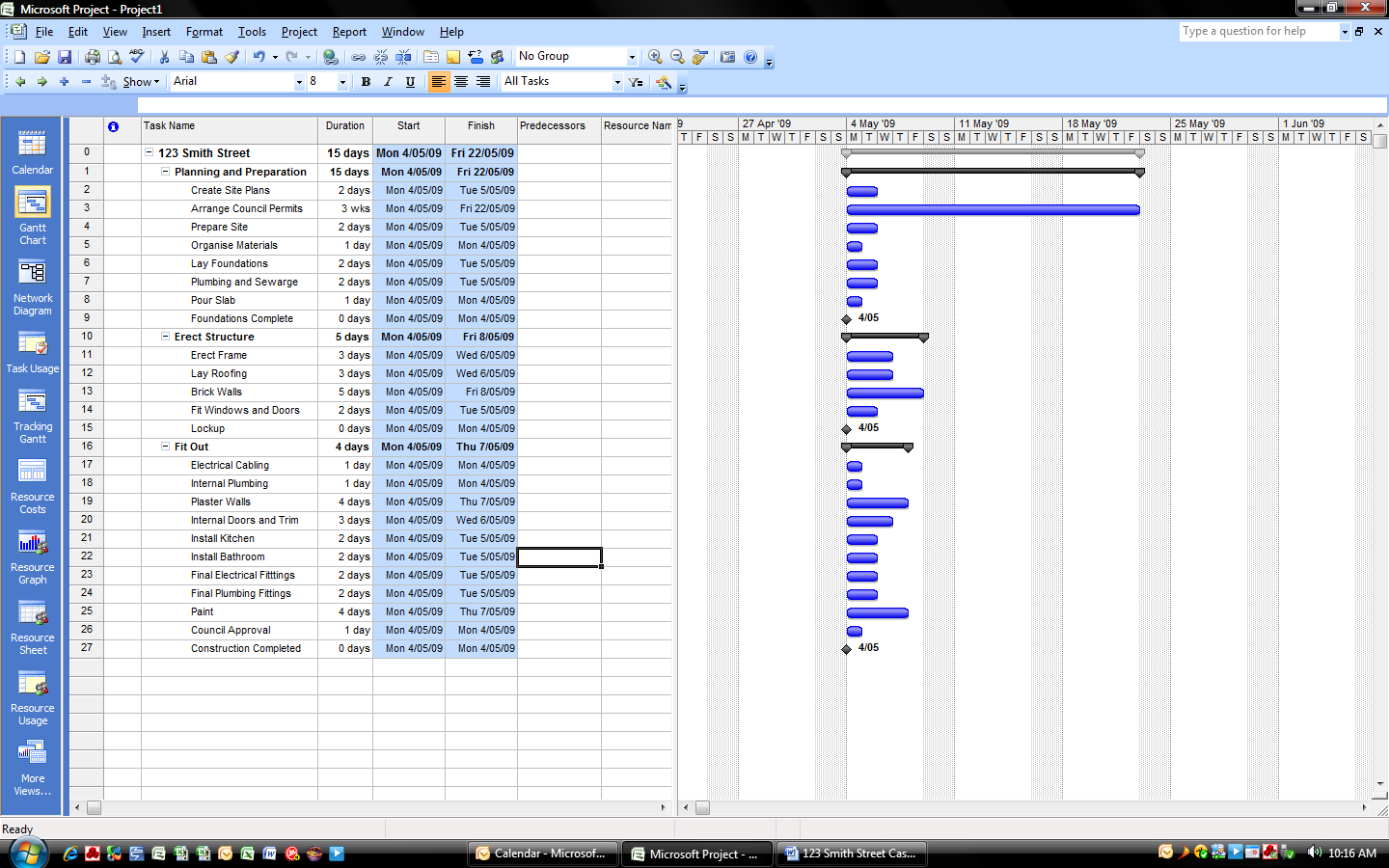
1. Save your Project as 123 Smith Street
2. Set your timings under Options to:
   1. Start: 6:00 AM
   2. End: 2:30 PM
   3. Hours per day: 7.50
   4. Hours per Week: 37.50
3. Change your Standard Calendar to reflect the above timings with lunch between 10:30 and 11:30 AM and set the 08/06/2009 as a non-working day (Queen’s Birthday).
4. Create a resource calendar for Pete’s Plasterers who work a 6 day week.
5. Set your Project Start Date to 04/05/09
6. Under Properties set yourself as Author and Jane Boss as manager
7. Company is Boss Construction
8. Make sure that you change your settings to Automatic Scheduling.
9. Under Options check the “Show Project Summary Task” option
10. Enter the tasks, set Summary Headings and Milestones as shown on page 4.
11. Enter Durations as shown on page 5.
12. Format the critical path of your project.
13. Link all tasks as Finish-To-Start and note durations.
14. Change the following links:
    1. Task 5 Organise Materials to start at the same time as task 4 (Start-to- Start)
    2. Task 6 “Lay Foundations” should now start after Task 4 “Prepare Site”
    3. Concrete needs approximately 100 hours to cure. Allow 4 days before the next task “Erect Framing” can start. Remember concrete cures during non-working hours too!
    4. Task 18 can start at the same time as task 17. (SS)
    5. Task 22 can start at the same time as task 21. (SS)
    6. Task 24 can start at the same time as task 23. (SS)
    7. Add 1 day lead to task 20 “Internal Doors and Trims” so it now starts before its predecessor task “Plaster Walls” finishes.
15. Note the durations now.(Page 7)
16. Enter resources into the resource sheet. Apply Pete’s Plasterers resource calendar to the Pete’s Plasterers resource. (Page 8)
17. The back hoe costs $150 per hour with a one off cost of $200. The costs for the Architect, Sam’s Concreting, John’s Cabinets and Pete’s Plasterers all accrue at the end. Make these changes to the resource sheet.
18. Add the following fixed costs :
    1. Task 6 Lay Foundations $2250
    2. Task 8 Pour Slab $5000
    3. Task 19 Plaster Walls $4,250
    4. Task 21 Install Kitchen $7500
    5. Task 22 Install Bathroom $2500
19. Check statistics against page 9.
20. Continue using the same file or open Smith Street Allocating Resources.
21. Finish allocating resources to tasks as per page 3
22. Fix over allocations. Add a labourer to help out the plumber in both tasks he is over allocated to. Adjust hours for all resources before clicking OK. With the tiler we may have to bite the bullet and hire another one.
23. Change Task 3 “Arrange Council Permits” to a fixed duration task. The architect works a total of 6 hours on this task. In Resource Usage view contour the task so that it shows 3 hours on day one and 3 hours on the last day.
24. Check Statistics against page 9.
25. If necessary open the file “Smith Street Levelled”
26. Set a “must finish on” constraint on task 27 Construction Complete. The date is Fri 17/07/09 at 4:30 PM
27. Set a baseline.
28. Add a new task after Task 25 “Paint” and call it “Site Clean up”. The task has 1 day duration with 2 labourers allocated. Add 1 day lead time so the task starts on Wed the 15th. Update the baseline using Set Baseline from the Tools, Tracking menu.
29. Mark tasks 2 -7 as 100% complete
30. The slab couldn’t be poured because of rain until Monday the 8/06/2009. Mark the Actual Start in the tracking table. Allow the scheduling conflict. Note the variance on the Variance Table.
31. Add 1 day lead time to task 14 “Fit Windows and Doors” so it starts on the last day of “Brick Walls”
32. Change the lead on Task 20 “Internal Doors and Trim” to 2 days.
33. Add 2 days lead to Task 25 “Paint”. The Painters can start after the kitchen and bathroom have been finished.
34. Check these changes have bought you back on track.
35. Mark all tasks up to Lock up as 100% complete.
36. Check the statistics against page 9

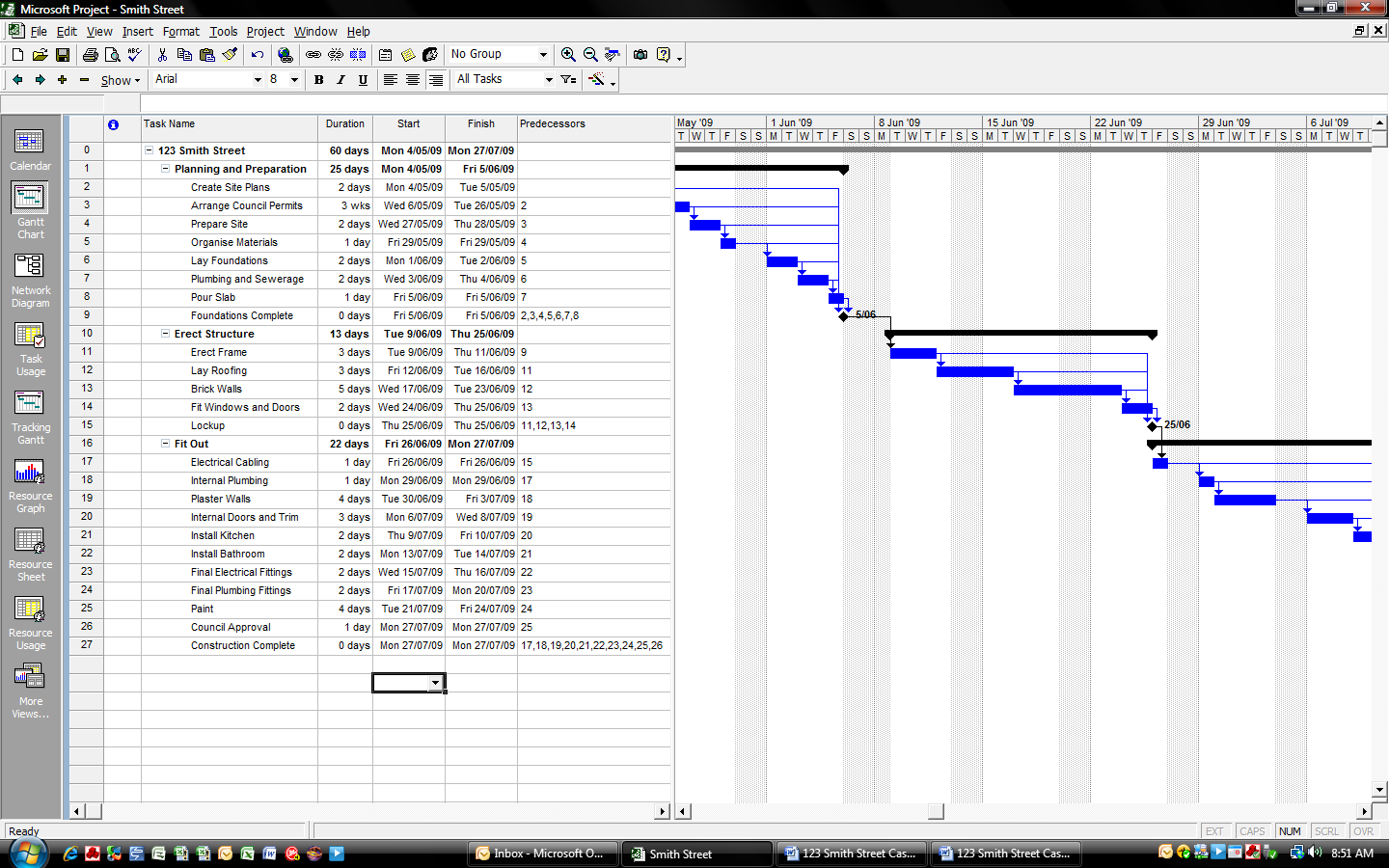
|  |  |  |
| --- | --- | --- |
| **Task** | **Resource** | **Comments** |
| 2 | Architect 100%, Draftsman 100% |  |
| 3 | Architect 100% |  |
| 4 | Super 25% , Back hoe 100%, labourers 200%, carpenter 100% and 6 litres of diesel per hour | Diesel entered as 6/h |
| 5 | Supervisor 50%, Draftsman 100% |  |
| 6 | Sam’s Concreting 200% |  |
| 7 | Plumber 100% and Labourers 200% |  |
| 8 | Sam’s Concreting 300% |  |
| 11 | Super 50%, carpenters 200%, labourers 200% |  |
| 12 | Roof tiler 200%, labourers 200%, 500 tiles |  |
| 13 | Brick layer 200%, labourers 200%, 1500 bricks |  |
| 14 | Supervisor 25%, Carpenter 100%, labourer 100% |  |
| 17 | Electrician 100%, labourer 100% |  |
| 18 | Plumber 200% |  |
| 19 | Pete’s Plasterers 200% |  |
| 20 | Carpenter 200%, labourer 100%, super 25% |  |
| 21 | John’s Cabinets 200% |  |
| 22 | John’s Cabinets 200% |  |
| 23 | Electrician 100%, labourer 100% |  |
| 24 | Plumber 200% |  |
| 25 | Painters 200%, 500 litres of paint |  |
| 26 | Architect 100% |  |

**Tasks**

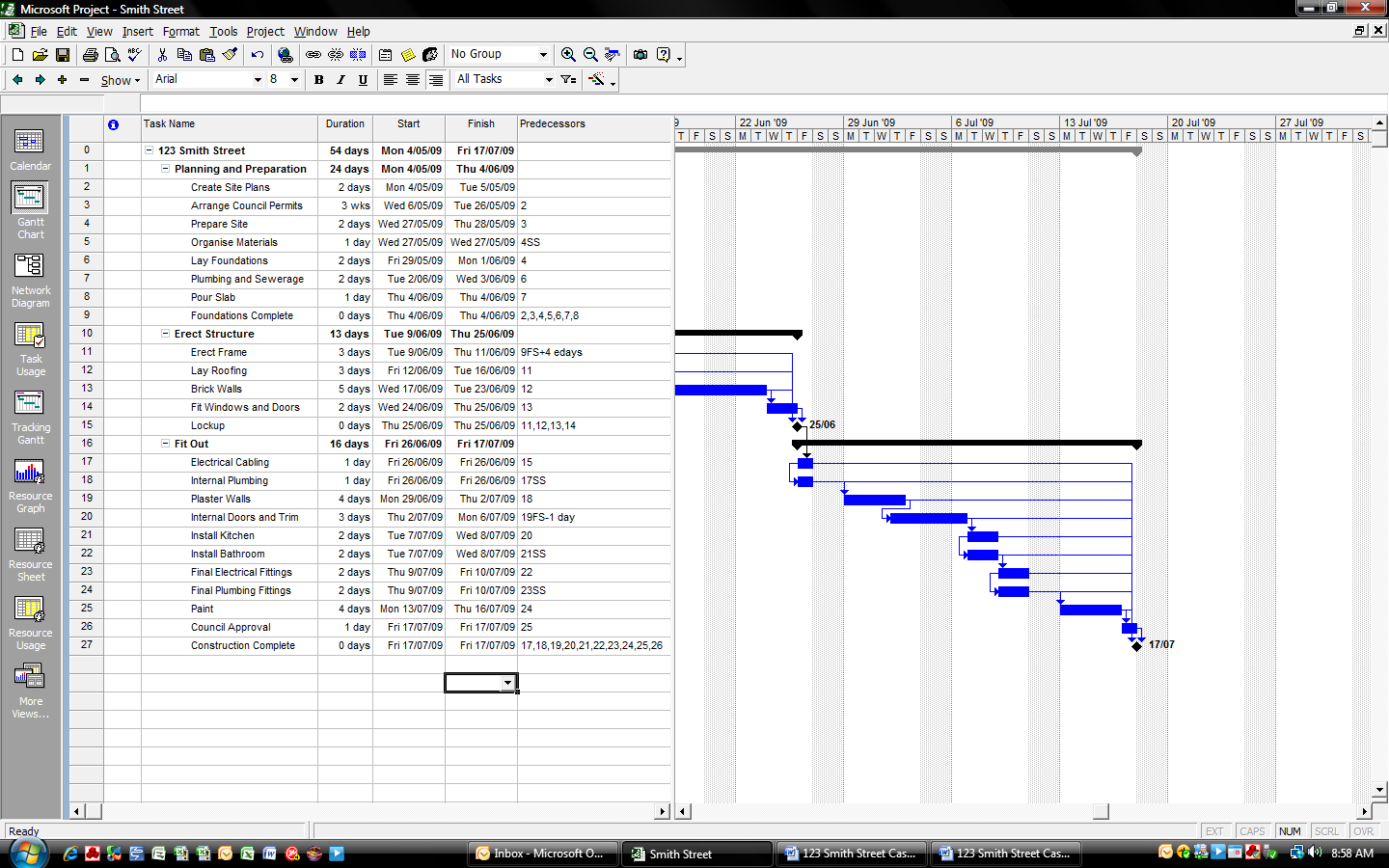


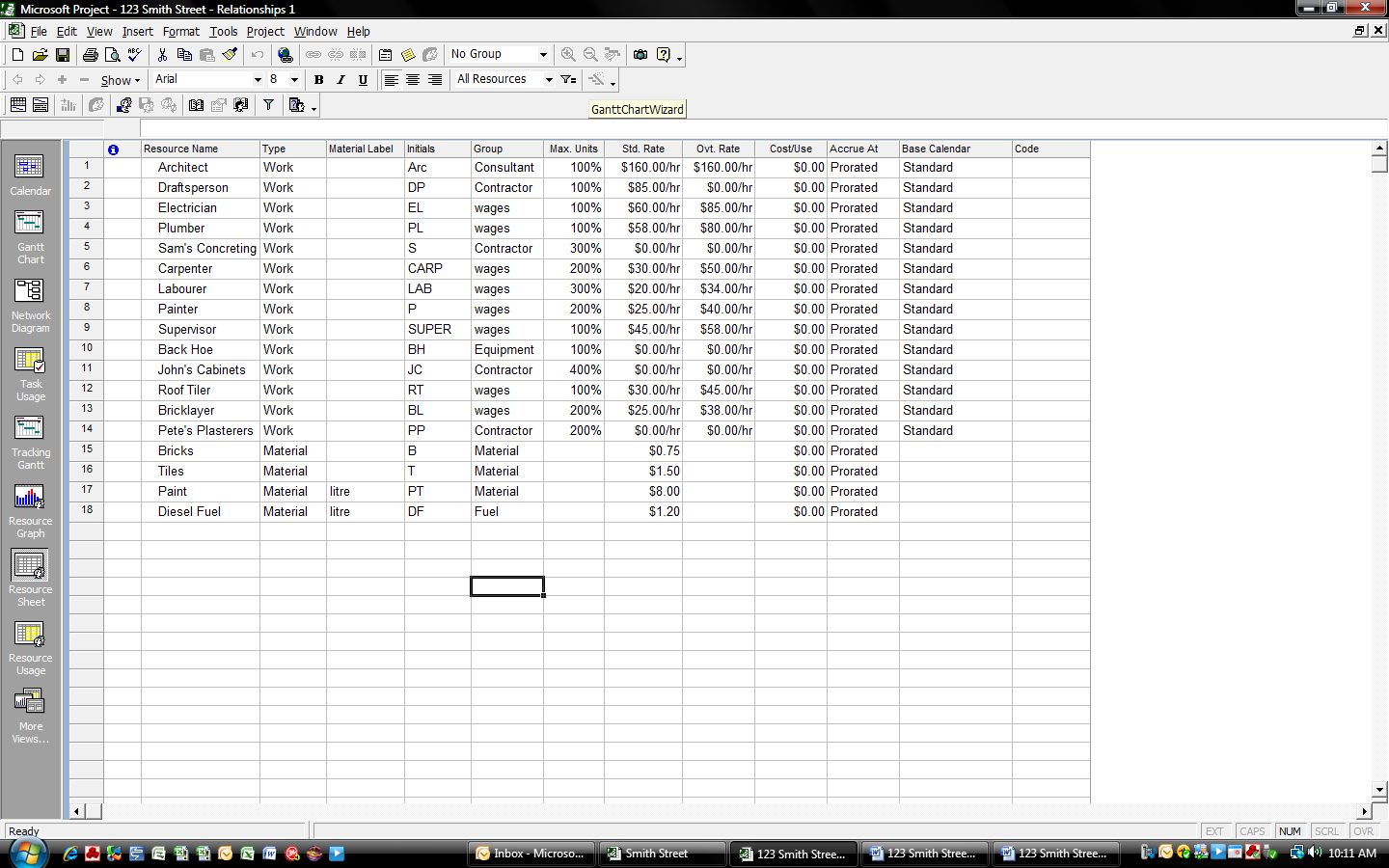
**Durations**



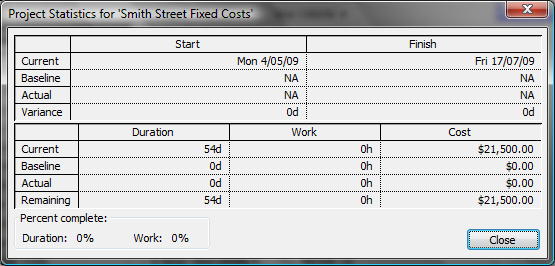
**Duration after linking all tasks Finish-To-Start.**

**Duration after changing relationships (step 12)**

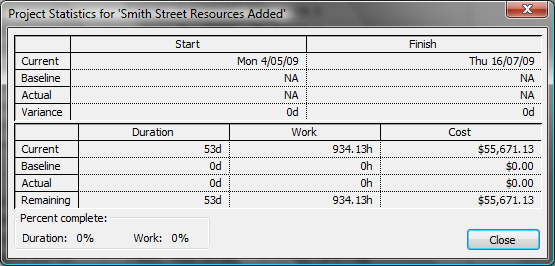


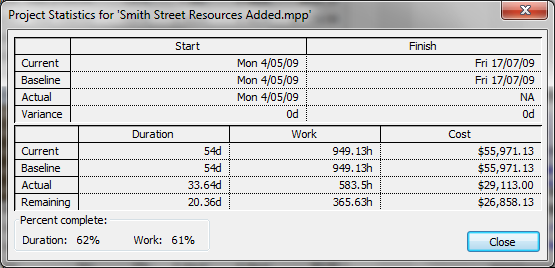
**Resources 123 Smith St**

Fixed Costs Added



Resources Added (over allocation fixed and task 3 levelled)



Final Figures: