

Microsoft Project – Basic Course PRACTICE

Draft " Committee meeting"

**Requirements**

*Open the file* ***drive 1-a 2021***. Make the following modifications to the project:

It is about preparing a committee meeting. The characteristics of the project are described below:

* Project: Committee meeting
* Start Date: May 3 , 2021
* Project Subject: Annual Report
* Administrator: Name of the Student.

# Enable project name :

* Enable SUMMARY TASKS
* Enable the PROJECT SUMMARY TASK (task 0)

# Modifying the initial task list:

* Modify task 3 "Book conference center", to a duration of 3 days.
* Modify task **7** "Sort mailing list ", to a duration of 1 day.
* Modify task **8** "Prepare letter", to a duration of 3 days.
* Place task **12** "Send letter" as a *milestone (without modifying its* current  *duration)*
* Modify task  **14** "Prepare menu with catering company", to a duration of 1 week.

# Task Linking:

* Link all tasks with an end-to-start dependency.
* Unlink summary tasks (select summary tasks only ).
* Link task **4**, "Find speaker", with task **7**, "Sort mailing list" with a *Start-Start dependency and a postponement time of 1 day*.
* Link task 10, "Approve menu", with task  **14**, "Prepare menu with catering company".



**Changes To the project schedule**:

* Specify a   *1-day advance* time in the dependency between task  **3** "Reserve Conference Center" and task **4**, "Find Lecturer".
* Change the dependency between task  **7**, "Order Sending List" and task **8**, "Prepare Letter" to

"Beginning-Beginning"

* Change the dependency between task 14, "Prepare menu with catering", and task **15**, " Prepare Committee Meeting Rooms", to "End -End"
* Specify a postponement time of *5 days* between task **18**, "Print schedule" and task **19**, "Hold the meeting".

# Insert a repetitive task

* Executive meetings are scheduled on  *Tuesdays of each week* with the company's chief executive (2 hours) to present the follow-up of the project. These meetings are held from the beginning until the project has ended.

---- End of Practice ----