Practice Unit 3 Baseline

**Requirements**

Open *the file for* ***Unit 3 Baseline***.

1. Save baseline (as seen in class, include tentative plan )
2. You must create and enable a new table with the Name "Resources Summary"
   1. In the new "Resources Summary" table add the columns (check the "Visible in menu" box):
      * "ID" (Right aligned  *)*
      * "Name" (left-aligned )
      * "Type"  (Left aligned)
      * "Cost" (Left Aligned )
      * " Standard Rate" (Left Aligned)
      * "Initials" (center-aligned)
      * " Email Address" (left-aligned)
   2. Include an email to work resources with: "**initials" + @ms.com**
3. Enable Critical Path and Baseline 1 in "Gantt Chart" View
4. The ID3 "Reserve Conference Center" task must now be assigned a $70 "*Transfer*" fee to the conference center to verify the location.

* Before performing this operation, check what type of resource it is and then execute the corresponding actions.
  1. What was impacted by this action (time, cost, or both)? **It currently has a cost of $ 9,095, starts on 05/03/2021 and ends on 06/18/2021**

1. You need to create and then enable a new table in the "*Tracking* *Gantt*" view with the name:  ***"***Inf. Summary**"** (*verify that it is visible in the menu*) with the fields:

* "Id"
* "Name" (left-aligned )
* "Duration" (left-aligned)
* "Cost" (left-aligned)
* "%completed" (left-aligned)
* " Start variation" (left-aligned)
* "Duration variation " (left-aligned)
* "Cost variation" (left-aligned )



1. The ID4 task "Find Speaker" will now have to be used by its 2 committee members.

* Before performing this operation, check how much percentage that resource is currently assigned and how to add the 2 committee members, then execute the corresponding actions.
  1. What happened to the duration of the ID4? Before the change **had 3 days, note the duration after the change.**
  2. What happened to the end date of the project?  **Note** the  **date before and after the change**.
  3. What happened to the project budget and task? **Write down**  the  **budget before and after the change of both the project and the task.**
  4. Am the committee resource assigned to this case? Why?

1. Last minute news, it turns out that the Geren will be out of the country from 05/18/2021 and until 05/22/2021 inclusive for a "Business Meeting".
   1. What should be done to apply this new particular situation of the Manager?
   2. How does it impact the cost of the task?  **Write down**  the  **cost before and after the change.**
   3. How does it impact the *end*  date of the project? **Note the project end date before and after the change.**
2. Now, it is decided to add the 2nd member of the committee to carry out ID 14 "Prepare menu with catering company" in less time.
   1. What happened to the duration of the ID14? **Note**  the  **duration before and after the change.**
   2. Was the committee resource overallocated for this case? Why?
3. To collaborate with the committee, it is decided that the "assistant" will be assigned to ID15 "Prepare meeting site"
   1. What happened to the overallocation of the resource committee? Why?
   2. How does it impact the cost of the task?  **Write down**  the  **cost before and after the change.**
4. At the last minute it is decided to make a contract for $ 300 for a master of ceremonies to serve as moderator in the meeting, therefore, it must be assigned to ID19 "Holding the meeting" as a "*fixed cost*".
   1. What then is the variation in the revised cost of the *project*?
5. Since the previous changes have been approved , save a new baseline (as seen in class). Set the Variance view before saving the new baseline and tentative plan.
   1. What happened to the "variance" view when a new tentative plan was included?
   2. What needs to be done so that the new baseline is also updated on the Gantt chart?

---- End of Practice ----