

**Microsoft Project – Evaluated Course PRACTICE**

**Project " Meeting of shareholders resources and cost"**

**Requirements**

*Open the drive output file* ***3B\_RA Resources and costs***. The project team has passed on information about the resources to be used and the costs.

# Creating the resource list:

Enter the following resources:

|  |  |  |
| --- | --- | --- |
| **Resource**  Name | **Initial** | **Group** |
| Assistant | AT | Office |
| Manager | Ger | Directive |
| Functional Head | JF | Directive |
| Committee | COM | Office |
| Paper | Pap | Office |
| Travel | Via | Office |
| Rental of Premises | To the | Office |

* + Work resources should be assigned 100% maximum capacity, except for the "committee" as you could work in groups of 2 people.
  + To the material resources that are identified, they must add an appropriate unit of measurement .
  + To those that are not labor resources or materials, they must indicate that they are "cost" type. For the purposes of the "Rental of Premises" it is placed as "cost", otherwise the amount must be calculated manually according to the hours of use.

# Application of resource costs:

The accounting departmenthas provided the necessary cost information for each resource allocated to the draft shareholders' meeting.

Enter the following costs associated with resources:

* + Verify that the currency symbol is the dollar ($), without decimals. This is done in File + options + display (here you can place the $ symbol or search for "currency" USD)

|  |  |  |
| --- | --- | --- |
| **Resource Name** | **Standard Rate** | **Extra Hour Rate** |
| Assistant | $10/hour | $15/hour |
| Manager | $85000/year | NA |
| Functional Head | $45000/year | $39000/year |
| Committee | $50/hour | $30/hour |
| Paper | $5 | NA |
| Travel | NA | NA |
| Rental of Premises | NA | NA |

# Assignment of Resources to Tasks.

1. Proceed with the allocation of the following resources:
   * In the case of travel expenses, they must place a cost of $ 1000
   * In the case of Local rental, they must place a cost of $ 480

|  |  |  |
| --- | --- | --- |
| **ID** | **Name** | **Resources** |
| 2 | Schedule conference date | Functional Head |
| 3 | Book conference center | Assistant |
| 4 | Find a speaker | Committee |
| 7 | Sort Shipping List | Assistant |
| 8 | Prepare letter | Committee |
| 9 | Review letter | Functional Head |
| 10 | Approve letter | Manager |
| 11 | Print letter | Assistant; 2 Paper |
| 12 | Send letter | Assistant |
| 14 | Prepare menu with catering company | Committee |
| 15 | Prepare meeting site | Committee |
| 16 | Prepare necessary equipment | Committee |
| 17 | Prepare program | Functional Head |
| 18 | Print program | Assistant |
| 19 | Conduct of the meeting | Travel; Rental of premises |

*If you want to see* the  *detail* of  *the hours (work) in* the tasks  *, it is recommended* to  *go to the "use of tasks" view*.

1. *Check the budget so far (cost view ).*

---- End of Practice ----