

INDIVIDUAL Term Project (40 marks)

Name: _____

Create YOUR OWN project plan related to the construction work, using MS Project application. Do not use previous class exercises or assignments or other students' projects, or your score will be zero.

1. Create your project file. Save as file name: Your Last Name - Term Project. Make sure to save your file frequently.
2. Set your targeted Project Finish to be in November 2026
3. Enter the following project properties: (1)
 Title: Your own Project Title
 Manager: Your Full Name
 Company: BLDT 2061
4. Enter project tasks, durations, and Work Breakdown Structure: (3)
 - a. total number of tasks is to be in a range from 20 to 40
 - b. overall project duration to be between five and eight weeks
 - c. WBS should show a minimum of three task levels (i.e. 1.2.1)
5. Link all tasks and use edays, days, hr, month, wk durations where possible.
6. Display the project summary task. (1)
7. Show three tiers (year, month, day) (1)
8. Assign an inflexible time constraint to one task and add a deadline to another task. (2)
9. Display the WBS column (insert between "Duration" and "Start" columns). (1)
10. Create a new "2026 Holidays" calendar based on the Standard Calendar by adding all 2026 statutory holidays, see below. (1)

• New Year's Day	Thursday, January 1
• Family Day	Monday, February 16
• Good Friday	Friday, April 3
• Victoria Day	Monday, May 18
• Canada Day	Wednesday, July 1
• B.C. Day	Monday, August 3
• Labour Day	Monday, September 7
• National Day for Truth and Reconciliation	Wednesday, September 30
• Thanksgiving Day	Monday, October 12
• Remembrance Day	Wednesday, November 11
• Christmas Day	Friday, December 25
11. Use the "2026 Holidays" calendar as your project calendar and adjust the Gantt Chart to show the nonworking time in GREEN. (2)
12. Complete Items 1 through 12, and upload the MPP and PDF copy of your Term Project DRAFT by Week 10. (5)
13. Show critical path (1)
14. Modify task dependencies to reflect realistic circumstances and to shorten overall project (3)

duration – make at least six changes using Start-to-Start and Finish-to-Finish task dependencies, as well as lag and lead time and edays. You should show all applicable realistic dependencies.

15. Define Resources – minimum of 3 people, 3 pieces of equipment, and 3 materials used. You should show all required resources for your project and assign # of units per resource. (5)
 - a. Overtime rate for all workers (including equipment operators) is 1.5 times the standard (regular) rate.
 - b. Equipment standard rates include the standard rate of the Equipment Operator.
 - c. Use “Holiday” calendar for all resources.
 - d. Change working time for one of the resources (Resource Calendar).
16. Assign Resources to your tasks. Force your project to have realistic overallocations and resolve them by using the following techniques: (2)
 - a. Use O/T
 - b. Modify task type
17. Two of the tasks in your project are subcontractors’ work. Enter fixed cost for these tasks (resources are not assigned). (1)
18. Total Project Cost at this point is: _____
19. Hide Start and Finish date columns by dragging over the dividing bar. (1)
20. Save baseline. Track the first 6wk of your project. Assume all tasks within the first 5 weeks of your project were completed timely. The next task is delayed by 4 days. Re-schedule balance of project accordingly (if needed, adjust the number of tasks completed timely to show how you re-schedule the balance of the project accordingly). (2)
21. Show progress line at status date (at 6wk mark per item 20). (1)
22. Enter Company Name below Date in the Legend. (1)
23. Enter the MANAGER’s name in the Header before PDF the following: (1)
24. PDF Gantt Chart view after arranging to see the Resource Names column after the WBS column and to fit on a single page. (1)
25. Change Table in Gantt Chart view from Entry to Cost. Arrange the table part to make the first four columns (including the Total Cost column) visible. Set print settings to fit on two letter size (8½”x11”) sheets in portrait orientation and PDF page 1 only. (1)
26. PDF Resource Sheet in landscape format, to fit on one letter size page. (1)