Assignment 4: Gantt chart using Microsoft Project

**Assignment:** Produce a Tracking Gantt chart using Microsoft Project that follows Figure 6-7 (page 258) as much as possible. I understand that the actual start/end dates may be difficult to determine by looking at the time scale at the top... so just do your best. Don't worry about cosmetic differences between your chart and the figure. Here is a [document](https://tamuct.instructure.com/courses/6290/files/660095/download?wrap=1) that can guide your for this assignment. On page 21, it gives you the steps to create Gantt chart with a blank project file.

Note: If you are unable to open the MS Project document in the link above, try downloading the Brief Guide to Microsoft Project Professional 2016 pdf here: [https://www.cengage.com/cgi-wadsworth/course\_products\_wp.pl?fid=M20b&product\_isbn\_issn=9781337101356&token= (Links to an external site.)](https://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781337101356&token=)

*Note: You must make some changes to the schedule in order to see the tracking of the changes*

**Purpose:** To demonstrate your understanding of baselines and making changes to the schedule... planned vs actual... and creating a "tracking Gantt" chart

**Requirements:**

* 14 task totals as shown
* 4 milestones as shown
* Dependencies as shown (but, without putting them on summary tasks)
* **Actual** dates as shown (as best as you can determine from the figure)

Use the following as the **planned** dates:

|  |  |  |  |
| --- | --- | --- | --- |
| Contract Award | 0 days | Mon 3/4/13 | Mon 3/4/13 |
| Main Task 1 | 29 days | Tue 3/5/13 | Sun 4/14/13 |
| Subtask 1.1 | 1 day | Tue 3/5/13 | Tue 3/5/13 |
| Subtask 1.2 | 10 days | Wed 3/6/13 | Tue 3/19/13 |
| Subtask 1.3 | 16 days | Mon 3/25/13 | Sat 4/13/13 |
| Deliverable 1 | 0 days | Sun 4/14/13 | Sun 4/14/13 |
| Main Task 2 | 22 days | Tue 3/5/13 | Thu 4/4/13 |
| Subtask 2.1 | 10 days | Tue 3/5/13 | Mon 3/18/13 |
| Subtask 2.2 | 12 days | Tue 3/19/13 | Wed 4/3/13 |
| Deliverable 2 | 0 days | Thu 4/4/13 | Thu 4/4/13 |
| Main Task 3 | 12 days | Mon 4/15/13 | Tue 4/30/13 |
| Project Review 1 | 1 day | Thu 4/4/13 | Thu 4/4/13 |
| Project Review 2 | 1 day | Wed 5/1/13 | Wed 5/1/13 |
| Final Report and Presentation | 0 days | Wed 5/8/13 | Wed 5/8/13 |

**Expectations:** A single Microsoft Project document