

Microsoft Project (2)

คำสั่งฝึกปฏิบัติ

ลักษณะงานในโครงการประกอบด้วยงาน ดังตารางต่อไปนี้

| งาน | เวลาที่ใช้ | งานที่ต้องเสร็จก่อน |
|-----|------------|---------------------|
| A | 2 | ไม่มี |
| B | 3 | A |
| C | 4 | A |
| D | 5 | A |
| E | 6 | B |
| F | 3 | C,D |
| G | 4 | D |
| H | 7 | B |
| I | 2 | E,F,G |
| J | 3 | G |

1. ให้สร้าง Gantt Chart
2. หาเส้นทางทั้งหมดที่เกิดขึ้นใน Network Diagram
3. กำหนดทรัพยากรที่ใช้ในโครงการ (ใช้ปฏิทิน Standard)

รูปแบบของค่าใช้จ่าย ให้เป็นแบบ Pro-rated

นาย ก. มีค่าจ้าง 300 บาท/ชม. ให้รับผิดชอบงาน B,C

นาย ข. มีค่าจ้าง 200 บาท/ชม. ให้รับผิดชอบงาน D,J

นาย ค. มีค่าจ้าง 150 บาท/ชม. ให้รับผิดชอบงาน F

ปากกา ราคา 10 บาท ใช้ในงาน A จำนวน 15 ด้าม

แฟ้มเอกสาร ราคา 25 บาท ใช้ในงาน A จำนวน 15 แฟ้ม

4. คำนวณค่าใช้จ่ายทั้งหมดที่เกิดขึ้น

Dependency Links

1. If you're not certain how the work of Task A relates to the work of Task B, which dependency type should you create?
 - a) Start-to-Start (SS)
 - b) Finish-to-Start (FS)
 - c) Finish-to-Finish (FF)
 - d) Start to Finish (SF)
2. After "Lay the Carpet" and "Install the Lights" are both finished, "Paint the Walls" should start immediately. To put these task relationships in your plan, which dependency types should you create?
 - a) "Lay the Carpet" Finish-to-Start with "Install the Lights," and "Install the Lights" Finish-to-Start with "Paint the Walls."
 - b) "Lay the Carpet" Start-to-Start with "Install the Lights," and "Paint the Walls" Finish-to-Start with "Lay the Carpet."
 - c) "Lay the Carpet" Finish-to-Finish with "Install the Lights," and "Paint the Walls" Finish-to-Start with "Lay the Carpet."
3. It will take a writer 12 days to write a manual and an editor 6 days to edit it. Which type of dependency will get the work completed in the shortest possible time?
 - a) FS — finish writing and then start editing.
 - b) SS — start writing and start editing at the same time.
 - c) FF — finish editing at the same time as finish writing.
4. The Predecessors column for Task 10 contains this text: 7FF,5,6SS. Which explanation correctly describes Task 10's dependencies?
 - a) Task 10 must finish after Task 7 finishes; Task 10 must start before Task 5 finishes; and Task 10 must start when Task 6 starts.
 - b) Task 7 must finish at the same time as Task 5; Task 5 must start when Task 6 starts; and task 10 must finish before Task 6 can start.
 - c) Task 5 must finish before Task 10 can start; Task 10 will finish at the same time as Task 7; and Task 6 will start when Task 10 starts.
5. What method can you use to make a task that appears lower in the task list (with a higher task ID number) the predecessor of a task that is higher in the list (with a lower task ID number)?
 - a) Use your mouse to drag across the tasks from top to bottom, and then click **Link Tasks**.
 - b) Hold the CTRL key, click the lower task, click the task that appears higher in the task list, and then click **Link Tasks**.
 - c) Hold the Shift key while clicking each task, and then click **Link Tasks**
6. The duration of your current Project plan is 11 days, and it has a Finish-to-Start dependency between all four tasks. Task 1 is two days; Task 2 is three days; Task 3 is four days; and Task 4 is two days. Which of the following changes will create a Project plan with the shortest overall duration — without changing the project's start date?
 - a) Create a Start-to-Finish dependency between Task 1 and Task 2.
 - b) Create a Start-to-Finish dependency between Task 2 and Task 3.
 - c) Create a Start-to-Finish dependency between Task 3 and Task 4.
7. Suppose the task "Paint the Walls" cannot start until after the task "Lay the Carpet" has started. The tasks are both ten days long, and work on them can overlap. Which dependency type and lag time or lead time will get the work completed in the correct sequence and in the shortest possible time?
 - a) "Lay the Carpet" Start-to-Start to "Paint the Walls" with a lead time of three days.
 - b) "Lay the Carpet" Start-to-Finish to "Paint the Walls" with a lag time of three days.
 - c) "Lay the Carpet" Start-to-Start to "Paint the Walls" with a lag time of three days.
8. The task "Select Pictures" must be completed at least one week before the task "Presentation" finishes. Which dependency type and lag time or lead time will get all the work done in the shortest possible time?
 - a) "Select Pictures" Finish-to-Finish to "Presentation" with a lead time of one week.
 - b) "Select Pictures" Start-to-Finish to "Presentation" with a lead time of one week.
 - c) "Select Pictures" Finish-to-Finish to "Presentation" with a lag time of one week.
9. The task "Write Manual" will take 15 days, and the task "Edit Manual" will take 12 days. Which dependency type and lag time or lead time will get all of the the work done in 18 days?
 - a) Assign the editing task a Start-to-Start dependency type with a lead time of 6 days.
 - b) Assign the editing a Start-to-Start dependency type with a lag time of 6 days.
 - c) Assign the editing an Finish-to-Start dependency type with a lead time of 6 days.