

[MUSIC PLAYING]

In part three for the week two assignment the schedule and project budget are discussed. They are the second and third PMP baselines respectively. Once you complete the WBS the next step is to develop the project schedule for this assignment.

First estimate the duration of the subtasks and the start date. Also determine how the subtasks may be related. For example, you must gain agreement from some forklift operators and pedestrians to participate in the video. You must also gather the equipment to shoot the video. And finally you can create the video.

It is possible to recruit the employee actors and gather the equipment at the same time. But these tasks must be completed before you can shoot the video. Use Project Libre to represent these relationships.

In short you identify the task, identify the order of activities, assign task durations and start dates. Project Libre will then derive the end dates and show the relationships among the tasks in the Gantt chart. That is which should be done first, second, and so on. The videos aligned with this assignment will show you how to develop the WBS and schedule in Project Libre.

Next you need to create a project budget. You may create a budget in Project Libre or in MS Excel. If you choose MS Excel do copy your work in Project Libre to MS Excel. Put the cursor in the upper left box to darken all of the columns. Then you can use Control C to copy Project Libre into MS Excel.

Add another column for budget. Assign a budget to each task. You have full discretion to develop the budget subject to the following guidelines. The total budget may not exceed \$100,000. Each task must be assigned a budget.

You may also use Project Libre to develop a budget. Again the total budget may not exceed \$100,000 and budget amount should be assigned to each task. Once you complete the scope, the WBS, has the project schedule, and budget you will have the fundamental tools to manage the project.

As the project proceeds monitor actual project performance against your plan frequently. In this way, if you have an issue it can be identified and addressed while there is still time to resolve the problem without experiencing a misrequirement, late delivery, or coming in over budget. Next week you will complete the PMP.

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