



TIME MANAGEMENT (PlanBee)

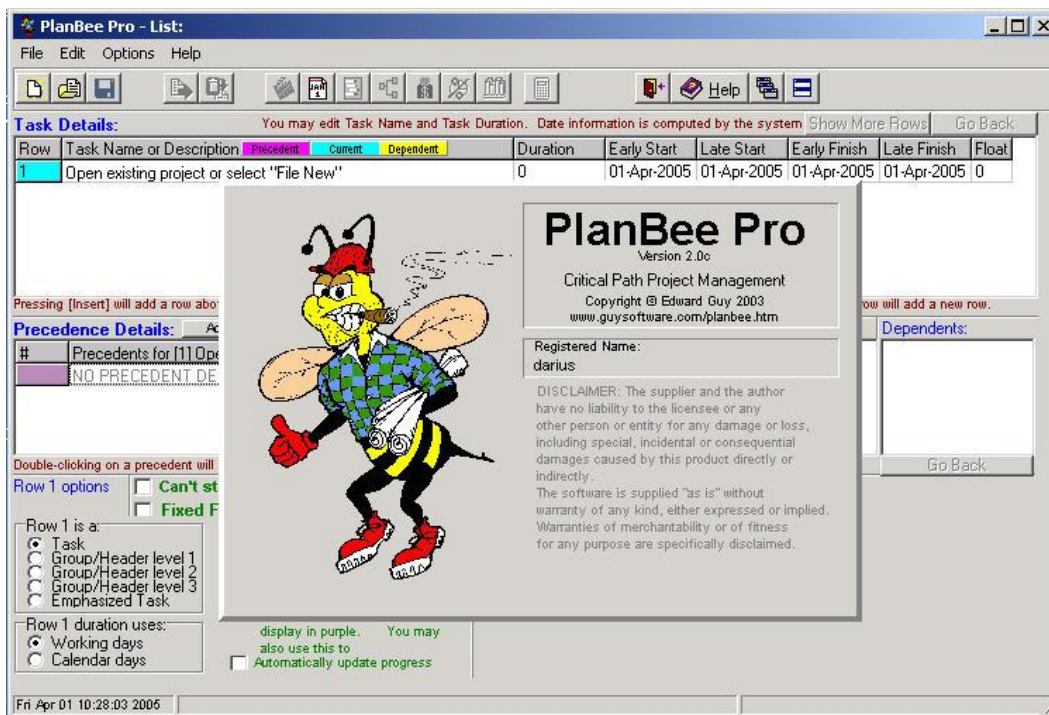
Please note that the following are notes on how to use PlanBee!!!

For this exercise we will use PlanBee. The question might be asked why we do not use a more 'industry standard' software package such MS Project. The answer is very simple....the exercise is not about learning the operation of any software package...it is about mastering CONCEPTS. And so we need software that is easy to master (we do not have a lot of time!), even if it cannot handle large multimillion dollar projects.

Run PlanBee by clicking on the desktop icon.

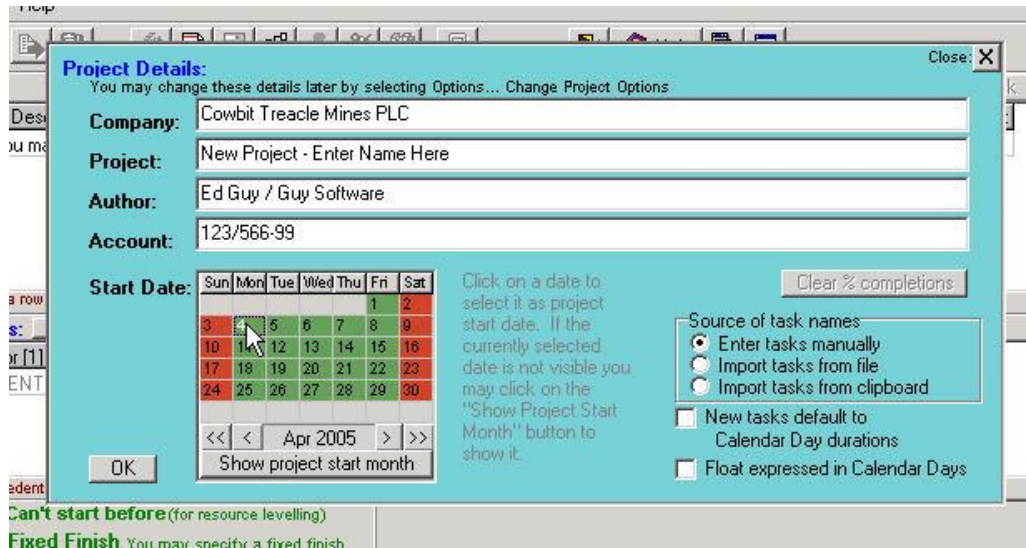


The following will appear.

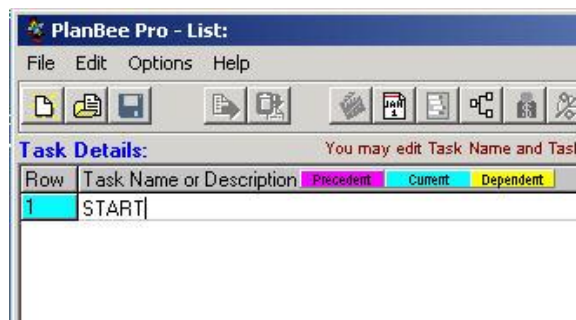


PlanBee example_v1

Click *file->new* to start a new project.



Type in the project details and select a starting date. Click *OK*. Edit the first task so it reads 'START'.



Now type in all the names of all the tasks, headings, etc. Normally you will only see around ten tasks, click on the 'show more tasks' button to obtain the following display. Click 'show task options' to return. Note that at this point all entries are tasks by default. We will change that later.

PlanBee example_v1

PlanBee Pro - List:
File Edit Options Help

Task Details: Last Row is selected - Down Arrow will add another row

Row	Task Name or Description	Precedent	Current	Dependent	Duration	Early Start	Late Start	Early Finish	Late Finish	Float
1	START				0	04-Apr-2005	04-Apr-2005	04-Apr-2005	04-Apr-2005	0
2	PLANNING				0	04-Apr-2005	04-Apr-2005	04-Apr-2005	04-Apr-2005	0
3	A				0	04-Apr-2005	04-Apr-2005	04-Apr-2005	04-Apr-2005	0
4	B				0	04-Apr-2005	04-Apr-2005	04-Apr-2005	04-Apr-2005	0
5	C				0	04-Apr-2005	04-Apr-2005	04-Apr-2005	04-Apr-2005	0
6	INSTALLATION				0	04-Apr-2005	04-Apr-2005	04-Apr-2005	04-Apr-2005	0
7	D				0	04-Apr-2005	04-Apr-2005	04-Apr-2005	04-Apr-2005	0
8	E				0	04-Apr-2005	04-Apr-2005	04-Apr-2005	04-Apr-2005	0
9	COMMISSIONING				0	04-Apr-2005	04-Apr-2005	04-Apr-2005	04-Apr-2005	0
10	F				0	04-Apr-2005	04-Apr-2005	04-Apr-2005	04-Apr-2005	0
11	FINISH				0	04-Apr-2005	04-Apr-2005	04-Apr-2005	04-Apr-2005	0

Now put in the correct duration for tasks A to F.

PlanBee Pro - List:
File Edit Options Help

Task Details: You may edit Task Name and Task Duration. Date information is computed by the system

Row	Task Name or Description	Precedent	Current	Dependent	Duration	Early Start	Late Start	Early Finish	Late Finish	Float
1	START				0	04-Apr-2005	02-May-2005	04-Apr-2005	02-May-2005	20
2	PLANNING				0	04-Apr-2005	02-May-2005	04-Apr-2005	02-May-2005	20
3	A				16	04-Apr-2005	08-Apr-2005	26-Apr-2005	02-May-2005	4
4	B				20	04-Apr-2005	04-Apr-2005	02-May-2005	02-May-2005	0
5	C				15	04-Apr-2005	11-Apr-2005	25-Apr-2005	02-May-2005	5
6	INSTALLATION				0	04-Apr-2005	02-May-2005	04-Apr-2005	02-May-2005	20
7	D				18	04-Apr-2005	06-Apr-2005	28-Apr-2005	02-May-2005	2
8	E				10	04-Apr-2005	18-Apr-2005	18-Apr-2005	02-May-2005	10
9	COMMISSIONING				0	04-Apr-2005	02-May-2005	04-Apr-2005	02-May-2005	20
10	F				3	04-Apr-2005	27-Apr-2005	07-Apr-2005	02-May-2005	17
11	FINISH				0	04-Apr-2005	02-May-2005	04-Apr-2005	02-May-2005	20

The next step is to enter the precedence relationships. Highlight each task, then click 'add precedence'.

PlanBee example_v1

PlanBee Pro - List:
File Edit Options Help

Task Details: You may edit Task Name and Task Duration. Date information is computed by the system. Show More Rows Go Back to 1

Row	Task Name or Description	Precedent	Current	Dependent	Duration	Early Start	Late Start	Early Finish	Late Finish	Float
1	START				0	04-Apr-2005	02-May-2005	04-Apr-2005	02-May-2005	20
2	PLANNING				0	04-Apr-2005	02-May-2005	04-Apr-2005	02-May-2005	20
3	A				15	04-Apr-2005	08-Apr-2005	26-Apr-2005	02-May-2005	4
4	B				20	04-Apr-2005	04-Apr-2005	02-May-2005	02-May-2005	0
5	C				15	04-Apr-2005	11-Apr-2005	25-Apr-2005	02-May-2005	5
6	INSTALLATION				0	04-Apr-2005	02-May-2005	04-Apr-2005	02-May-2005	20

Pressing [Insert] will add a row above the current row. Pressing [Ctrl][Delete] will delete the current row. Pressing the Down Arrow from the last row will add a new row.

Precedence Details: Add Precedent Edit Precedent Delete Precedent Minimum lags between precedent and task: Depends:

#	Precedents for [3] A	Finish to Start	Start to Start	Finish to Finish
	NO PRECEDENT DEFINED FOR THIS TASK			

Double-clicking on a precedent will open the precedent editing panel. * indicates a governing precedent. A critical precedent's name is coloured. Go Back to 1

Row 3 options:

- Can't start before (for resource levelling)
- Fixed Finish You may specify a fixed finish date for a task by checking this box. Other dates will be adjusted to accommodate this date. This may result in unachievable dates (shown by negative float). Fixed dates display in purple. You may also use this to Automatically update progress

Row 3 is a:

- Task
- Group/Header level 1
- Group/Header level 2
- Group/Header level 3
- Emphasized Task

Row 3 duration uses:

- Working days
- Calendar days

In the example shown here, the precedence for A is START. Do not forget to enter the precedence for FINISH, which is F.

PlanBee Pro - List:
File Edit Options Help

Valid precedents for the selected task

1	START
2	PLANNING
4	B
5	C
6	INSTALLATION
7	D
8	E
9	F

Selected task: 3 A

Finish to Start Lag: 0

Select the precedent event from the list box at the left, then enter lags if any and click OK. Tasks which are already listed (other than that selected) and tasks which would result in circular dependencies are not available for selection as precedents.

Check here if tasks may overlap

Check here if lags are working days

Type of link:

- Regular
- Special A
- Special B
- Special C
- Special D
- Special E
- Special F

Cancel OK

#	Precedents for [3] A	Finish to Start	Start to Start	Finish to Finish
Adding		0		

If you have not done this yet, select the three entries that are simply headers, not tasks, (viz, PLANNING, INSTALLATION and COMMISSIONING) and change them to 'header level 1' by means of the radio buttons. Notice that they are now simply headings with no duration.

PlanBee example_v1

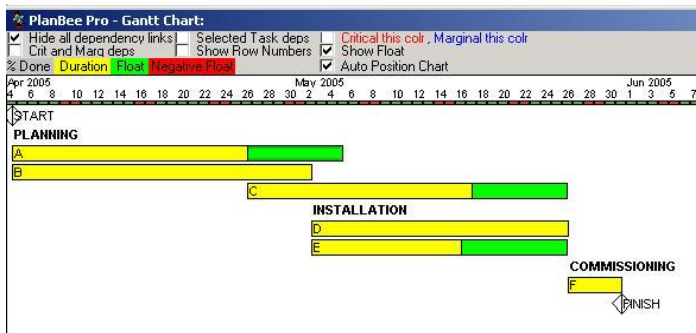
PlanBee Pro - List:

File Edit Options Help

You may edit Task Name and Task Duration. Date information is computed by the system. [Show Task Options](#) [Go Back to 6](#)

Row	Task Name or Description	Precedent	Current	Dependent	Duration	Early Start	Late Start	Early Finish	Late Finish	Float
1	START				0	04-Apr-2005	04-Apr-2005	04-Apr-2005	04-Apr-2005	0
2	PLANNING					04-Apr-2005	04-Apr-2005	17-May-2005	26-May-2005	
3	A				16	04-Apr-2005	13-Apr-2005	26-Apr-2005	05-May-2005	7
4	B				20	04-Apr-2005	04-Apr-2005	02-May-2005	02-May-2005	0
5	C				15	26-Apr-2005	05-May-2005	17-May-2005	26-May-2005	7
6	INSTALLATION					02-May-2005	02-May-2005	26-May-2005	26-May-2005	
7	D				18	02-May-2005	02-May-2005	26-May-2005	26-May-2005	0
8	E				10	02-May-2005	12-May-2005	16-May-2005	26-May-2005	8
9	COMMISSIONING					26-May-2005	26-May-2005	31-May-2005	31-May-2005	
10	F				3	26-May-2005	26-May-2005	31-May-2005	31-May-2005	0
11	FINISH				0	31-May-2005	31-May-2005	31-May-2005	31-May-2005	0

Now click on the Gantt chart icon.

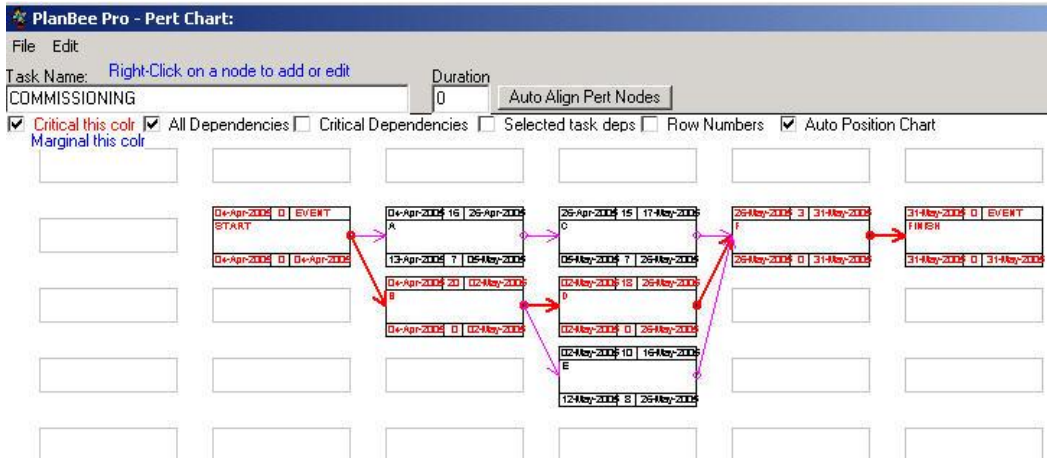


Then do the same for the PERT chart.

You will need to *'auto align Pert nodes'* and also select *'critical this colr'* to show the critical path.



PlanBee example_v1



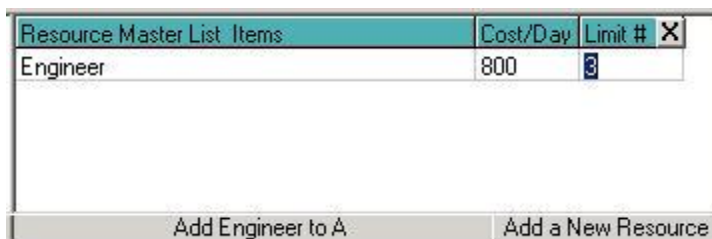
Now we have to allocate some resources. Click on the resource button.



The resource window will appear.



Now click 'Add a new resource' and add 'Engineer' with the appropriate daily rate and the number of people available. This particular screenshot shows 3 engineers but this number eventually had to be increased to 4.



Now select task A and click 'Add Engineer to A'. Do this for all the tasks and remember to allocate 2 engineers to task C.

PlanBee example_v1



Date	Engineer
27-Apr-2005	3.00 Used, Limit is 4.00
28-Apr-2005	3.00 Used, Limit is 4.00
29-Apr-2005	3.00 Used, Limit is 4.00
30-Apr-2005	
01-May-2005	
02-May-2005	4.00 Used, Limit is 4.00

Then check the required resources for each day. Note that we have just enough resources for some of the days. Had we been limited to, say, 3 engineers, we would have had to delay the start date of some tasks.

Finally, click on the 'Admin details' button.



Administrative Details WBS: 01.03

Cost Code:

Unique Key:

Use WBS as keys

Manager:

NAME, CODE or EMAIL

One-time Event Cost: 5000 for:

Task Notes (free form):

Once again select tasks A-F and type in the fixed cost for each tasks, together with cost codes and notes as applicable.

When done, click 'file->preview/print report' to look at a cost summary for the project.

PlanBee example_v1

Details for this report -> Include Line Numbers Show precedent relationships Costs Resources Manager Task Notes Unique Key **Destination for this report ->**

Author: Ed Guy / Guy Software
 Account: 123/566-99
 Date: 04-Apr-2005

Preview of report contents

Task Name/Description	Duration	Early Start	Late Start	Early Finish	Late Fi
1 START	0	04-Apr-2005	04-Apr-2005	04-Apr-2005	04-Apr-
2 PLANNING					
3 A	16	04-Apr-2005	13-Apr-2005	26-Apr-2005	05-May- ^X
				Cost: \$59800	
				Cost: \$13800	
				One Time Cost: \$1000 at task start	
				Uses 1.00 of Engineer at \$800 per day	
4 B	20	04-Apr-2005	04-Apr-2005	02-May-2005	02-May-
				Cost: \$17000	
				One Time Cost: \$1000 at task start	
				Uses 1.00 of Engineer at \$800 per day	
5 C	15	26-Apr-2005	05-May-2005	17-May-2005	26-May-
				Cost: \$29000	
				One Time Cost: \$5000 at task start	
				Uses 2.00 of Engineer at \$800 per day	
6 INSTALLATION					
				Cost: \$27400	
7 D	18	02-May-2005	02-May-2005	26-May-2005	26-May-
				Cost: \$16400	
				One Time Cost: \$2000 at task start	
				Uses 1.00 of Engineer at \$800 per day	
8 E	10	02-May-2005	12-May-2005	16-May-2005	26-May-
				Cost: \$11000	
				One Time Cost: \$3000 at task start	
				Uses 1.00 of Engineer at \$800 per day	
9 COMMISSIONING					
				Cost: \$2900	
10 F	3	26-May-2005	26-May-2005	31-May-2005	31-May-
				Cost: \$2900	
				One Time Cost: \$500 at task start	
				Uses 1.00 of Engineer at \$800 per day	
11 FINISH	0	04-Apr-2005	31-May-2005	04-Apr-2005	31-May-
Total Cost for Project		Cost: \$90100			

+ against a duration indicates that the activity occurs on all days not only "working days". * against a precedent indicates that it is the governing precedent.