TSSM
Creating VCE Success

SAMPLE

Data Analytics
Teach Yourself Series
Topic 2: Project Management Units 2-4

Contents

CASE STUDY

All Teach Yourself Series in this package will refer to the following case study.

Marie Banks has a plant nursery and she needs a system to keep track of all her clients who she supplies with plants. Many of her clients are landscape gardeners. She wants to use a tablet to access her data because she is often outside. (U3O1 & U4O2 SAC Questions)

She is new to the area and wants to know what plants best suit the region and will investigate weather data to determine what plants to recommend to clients. Marie wants to produce a visualization that can inform her clients about the best plants for the region. (SAT Investigation topic)

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Project Table

A project table allows a project manager to brainstorm the tasks that will be involved throughout the project. This can be used to help plan, create, implement and evaluate the solution. The project table usually outlines the following information:

- Task ID
- Task name
- Task description
- Length of each task
- Resources required to complete the task
- Dependent tasks

Task ID	Task Name	Description	Duration	Resources Required	Dependent Tasks

Benefits of using a project table:

- Allows all tasks to be identified without being concerned about the sequence.
- Easily identifies dependent tasks.
- Provides details about what each task involves.
- Identifies the resources that are needed for each task.

Limitations of using a project table:

- Does not indicate length of project.
- Difficult to identify the critical path.

GANTT CHART

There are a number of key terms you should understand in relation to Project Management and are used in the design of a Gantt Chart.

Project
o   A set of interrelated tasks carried out over a fixed period and within a budget and other constraints.
o   A project is temporary, that is, it has a defined start and end date.
o   Usually, projects involve a team, many people with different skills who are allocated tasks which they need to complete at a specified point in time.

Project Manager
o   The person responsible for planning the project and coordinating all the resources (ie. people, money and equipment) to ensure that it is completed successfully by the due date.

Milestone
o   A point in the project that marks a significant stage in the project, such as the completion of a key task.
o   It has zero duration

Task
o   A part of the project that needs to be completed as part of the whole project.

Gantt Chart
o   Tools used to visually represent the tasks that need to be completed, the length of each task and when the tasks will be completed.

Resources
o   May include money, equipment (hardware or software) or people that a task needs in order for it to be completed.

Critical Path
o   The consecutive tasks from the beginning to end of the project that take the longest time.
o   It would delay the end date of the project if any of the tasks were to take longer than expected.

Predecessor
o   A task that must be completed before the current task can begin.

Successor
o   A task that starts after the current task has been completed.
o   This is also known as a dependent task.

Slack Time
o   Extra time between tasks in case of delays in completing previous tasks.