

▶ GAMER'S BOOK

Microsoft & Teamsquare contest



Round 4



Microsoft®
Project 2010



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1 Presentation

Congratulations, if you read this book it is that you are one of **20 teams** selected to compete in **round 4!**

In this round, you will approach the **detailed planning** of your project. There is therefore no question of changing your form as in the first 3 rounds!

This round is designed to put you in the shoes of **a real project manager**: after the implementation of the overall strategy of the project, it is essential to plan it properly to carry out.

You will therefore introduce **milestones** in your project, but also create **links** between the different stages of building your hotel and above all you'll need to plan yourself the construction of a **new annex** desired by **Mr. Bora!**

In summary, in this round you will have to:



Plan your project as you developed during the previous rounds;



Plan the construction of a **new annex**.



In addition, the evaluation system of this round changes compared to previous rounds: there will be no question of establishing the best strategy with points ecology or brand image. Only your ability to properly plan your project will be considered! For this, a malus system was put in place and planning errors will decrease your score project. So be careful not to forget the elements contained below!

Tip: You can choose to add / remove items when planning your hotel! Bonus will even be applied if we encounter a project really superior to others in terms of planning ...Be very careful when building your schedule, this is the key to the final!

*Reminder of the deadline for this round: **Thursday, November 15th at 6:00 pm.***

1.1 Planning your project

You will be able to plan your project online, directly from the platform on which you filled out your form. To **access your schedule**, click on the link given to you in the email you received from Microsoft.

To plan your project without errors, visit the Facebook page of Concours Build Your Island and watch the **video of assistance** (click [here](#)).

1.1.1 Establish the structure of your schedule

To build your schedule you first need to establish which are **the tasks** that compose it, and the characteristics of each of these tasks: **duration**, **predecessors** and **successors**.

Tip: To calculate the duration of each task, we recommend you read the annex 'building duration'.

To recap, here are the different **tasks** of the project and their respective **durations**:

N°	TASKS	Total Task Duration
1	Dig Ocean Floor	= Task Duration
2	Partners negotiation	= Sum of the 'Partner Negotiation' task durations
3	Architectural plans	= Task Duration
4	Electric installations	= Sum of the 'Electric installations' task durations*(1-Time Reduction Energy)
5	Water installations	= Task Duration*(1-Time Reduction Energy)
6	Exterior building	= Task Duration*(1-Time Reduction Building)
7	Interior building	= (Living Space / 50) * (1-Time Reduction Building)
8	Furnitures	= Task Duration*(1-Time Reduction Furnitures)
9	Options G1	= Sum of the 'Options G1' task durations * (1-Time Reduction Options)
10	Options G2	= Sum of the 'Options G2' task durations * (1-Time Reduction Options)
11	Marketing Campaign	= Time given in the "Campaign Duration" field
12	Recruitment Campaign	= Sum of the 'Recruitment' task durations

1.1.2 Group the tasks of your planning

To give more clarity to your project, you'll need some of your **tasks grouped** under one heading.

Here are the four phases of work that will allow you to structure the schedule:

 **Hotel preparation:** This phase will see the preparation prior to the construction of your hotel, and consolidates your tasks **“Dig Ocean Floor”** and **“Partners”** ;

 **Hotel Basement:** In this step you will create the necessary basis for the creation of your complex and therefore includes tasks **“Architectural Plans”**, **“Electric Installations”** et **“Water Installations”**;

 **Hotel Building:** groups tasks of building your hotel, namely **“Exterior building”**, **“Interior building”**, **“Furnitures”** and **options G1 et G2** ;

 **Hotel Launching:** corresponds to the launch phase of your project, that is to say the **marketing campaign** and the **recruitment campaign**.

Here's what your **summary tasks** should look like:

Summary task	4 days	31/08/12 08:00	05/09/12 17:00	
Task 1	3 days	31/08/12 08:00	04/09/12 17:00	
Task 2	4 days	31/08/12 08:00	05/09/12 17:00	
Task 3	2 days	31/08/12 08:00	03/09/12 17:00	

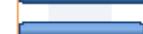
1.1.3 Establish milestones to clarify your schedule

When a project manager creates a schedule he introduces **project milestones**, that is to say tasks whose duration is zero days to signify important steps of the project. This is what you will do in your schedule **to validate** its different phases.

Milestones to implement are as follows:

-  **Project beginning:** Kick Off Meeting;
-  **Project ending:** Hotel Inauguration;
-  A milestone to validate **each ending step:** Preparation Validation, Basement Validation, Building Validation, Launching Validation.

Here's what your **milestones** should look like:

Summary task	4 days	31/08/12 08:00	05/09/12 17:00	
Task 1	3 days	31/08/12 08:00	04/09/12 17:00	
Task 2	4 days	31/08/12 08:00	05/09/12 17:00	
Task 3	2 days	31/08/12 08:00	03/09/12 17:00	
Task 4	0 days	03/09/12 17:00	03/09/12 17:00	

1.1.4 Create links between tasks in your schedule

Finally, you can create **links dependencies** between the various tasks of your project. Indeed, some of the tasks follow each other while others are carried out simultaneously. These are links that will enable you to get the final look of your project.

As a reminder, here are your project tasks and their predecessors:

N°	TASKS	Predecessors
1	Dig Ocean Floor	None
2	Partners negotiation	None
3	Architectural plans	Dig Ocean Floor; Partners negotiation
4	Electric installations	Dig Ocean Floor; Partners negotiation
5	Water installations	Dig Ocean Floor; Partners negotiation
6	Exterior building	Architectural plans; Electric installations; Water installations
7	Interior building	Exterior building
8	Furnitures	Interior building

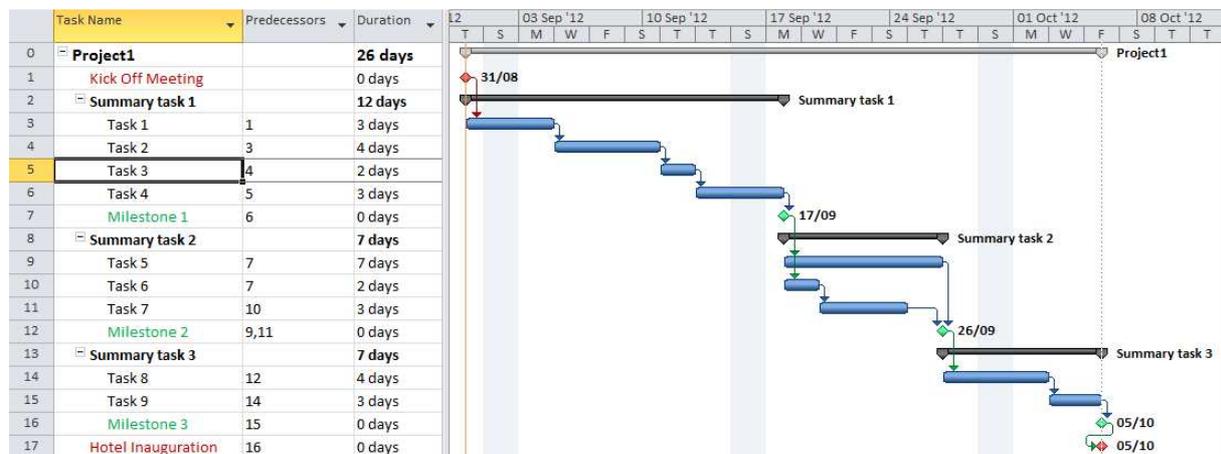
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9	Options G1	Architectural plans; Electric installations; Water installations
10	Options G2	Architectural plans; Electric installations; Water installations
11	Marketing Campaign	Furniture; Options G1; Options G2
12	Recruitment Campaign	Furniture; Options G1; Options G2



Warning: do not forget that among these tasks, milestones are introduced!

To help you, here is the form that should take your project to the end of this planning:



Warning: this is only a hypothetical example, which does not correspond to the planning of your hotel!

1.2 Planification d'un annexe supplémentaire au complexe hôtelier

Mr. Bora has decided the **integration of a new annex** to his hotel! Indeed, noting the importance of honeymoons in its turnover, he chose (and therefore requires you) to create a space **dedicated to honeymooners**.

This new construction is in three parts:

-  The creation of an **artificial island**;
-  The construction of **charming bungalows** on this new island;
-  The development of **marinas**.

You're going to have to integrate in your planning the new construction phase of your hotel!

This is the phase "**Hotel Building**" that will be impacted. It will henceforth be structured in two parts:

-  A sub-phase "**Core Hotel Building**" involving the following activities already known:

N°	TASKS
6	Exterior building
7	Interior building
8	Furnitures
9	Options G1
10	Options G2

 A sub-phase "Extension Building" involving the following new activities:

N°	TASKS	Predecessors	Duration
1	Create the island	Dig Ocean Floor	100d
2	Bungalows Building	Exterior Building, Create the island	50d
3	Marinas Building	Options G1, Bungalows Building	20d

Tip: 'sub-phase' means creating a new summary task.

This step is also necessary to validate the end of the construction phase, and thus the milestone "Building Validation"!

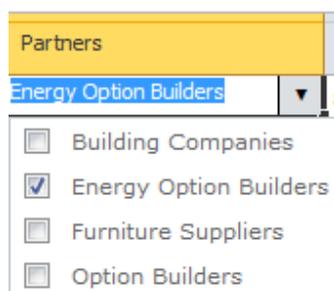


Caution: Do not forget to link this new phase to the intermediate milestone "Building Validation"!

1.3 Assignment of partners on the construction phases of the complex

That's it; you've finished planning your resort! You will now **assign your partners** to tasks that concern them.

To do this, simply open your project in Edition mode, drag the navigation bar to the **column "Partners"** and, for each task, select the partner working to achieve it.



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As a reminder:

TASKS	Partner implied
Electric Installations	Energy option Builders
Water Installations	Energy option Builders
Exterior Building	Building Companies
Interior Building	Building Companies
Furniture	Furniture Suppliers
Options G1	Option Builders
Options G2	Option Builders
Bungalows Building	Building Companies
Marinas Building	Option Builders



Attention! If you have selected partners who participate in the construction of the extension, do not forget to change the durations of tasks that concern them accordingly!

***Disclaimer:** This manual is delivered for informational purposes. The information applies to the construction of a fictional resort in the exclusive Contest Build Your Island 2012. Microsoft and Teamsquare do not engage the correct and actual information contained in that manual, which serve the purposes of the contest. Any dispute relating to the information contained herein shall not be admissible.*