



## QSO 340 Module Six Scheduling Activity Guidelines and Rubric

**Overview:** In this activity, you will create a project schedule and Gantt chart for the final project case study that includes updated tasks for the past year; it should also include tasks that cover the year following the end of the case study. You may use Microsoft Project, Smartsheet, or another software tool. If you need assistance selecting a software tool, revisit the project management toolbox as needed.

**Prompt:** The project schedule should contain at least 10 tasks and include the following components:

- Tasks that occurred during the case study as described. Remember to account for the delays that took place by setting a baseline (with planned dates) and then updating the task's start and finish dates (with actual dates).
- Additional tasks that cover the year following the end of the case study, such as training, team-building activities, vendor-related activities, status meetings, and so on. These tasks should be consistent with what you think the project manager must do over the next year to complete the project. For instance, if the case study ended in September 2015, your schedule would include all of the activities that occurred up to that point (with actual dates that account for delays), as well as the activities that would have occurred over the next year (through September 2016).
- A Gantt chart that visually represents the project tasks. Be sure to select a software tool that can automatically generate a Gantt chart as you add project tasks with start and finish dates.

For each task in the schedule, address the following:

- Assign a task duration, the staff who are responsible for completing the task, and the rate for calculating costs.
- Assign task dependencies as needed. For instance, if Task C cannot start until Tasks A and B are completed, set up these relationships in your project schedule. Make sure at least five tasks have dependencies assigned.

**Guidelines for Submission:** Please submit the schedule and the associated Gantt chart as a single PDF document.

Critical Elements	Exemplary	Proficient	Needs Improvement	Not Evident	Value
Case Study Tasks	Meets "Proficient" criteria and demonstrates an in-depth understanding of the project (100%)	Accurately identifies all existing tasks and dates, including assigned resources and dependencies (85%)	Identifies existing tasks and dates, but the schedule is incomplete or inaccurate (55%)	Does not accurately identify current tasks, dates, assigned resources, or dependencies (0%)	30
Future Tasks	Meets "Proficient" criteria and demonstrates an in-depth understanding of the project (100%)	Accurately identifies future project tasks and dates, including assigned resources and dependencies (85%)	Identifies future project tasks and dates, but the schedule is incomplete or lacks detail or accuracy (55%)	Does not accurately identify future project tasks and dates (0%)	30

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<b>Gantt Chart</b>		Includes a Gantt chart that accurately and clearly illustrates all required tasks and dependencies (100%)	Includes a Gantt chart that illustrates most required tasks and dependencies but with some errors or omissions (85%)	Does not include a Gantt chart that illustrates required tasks and dependencies (0%)	30
<b>Articulation of Response</b>	Submission is free of errors related to citations, grammar, spelling, syntax, or organization and is presented in a professional and easy-to-read format (100%)	Submission has no major errors related to citations, grammar, spelling, syntax, or organization (85%)	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas (55%)	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas (0%)	10
<b>Total</b>					<b>100</b>