SD5953

Successful Project Management

LAB B

School of Design The Polytechnic University of Hong Kong



IMPORTANT

Please sit with the members of your final group project



Graham Leach, Instructor



www.graham-leach.com

polyusd5953@gmail.com



SD5953: Successful Project Management – LAB B

LAB B2

JOB 2:

Reproduce the HR Service Improvement Project in MS-Project



HLDN

80% of HR inquiries answered within 10 minutes							
А	В	С	D				
95% of Performance Reviews (PR) meet new standard	90% of Quarterly reviews done by due date	Personnel system current to within 3 days	90% of HR staff score 90 or above on test of inquiries				
(HR Director approves New PR standards)	Managers told of missing reviews within 24 hours of due date	Missing items identified in all employee's records	IT approves system training class curriculum				
Mgt. Committee approves new PR standards	Manager's boss notified if review missing after 48 hours	Managers provide data for 90% of missing items	100% of HR staff attend class				
95% of managers 80%+ on PR test	HR Director calls manager after 72 hours late	100% of HR actions in system within 24 hours of receipt					
HR grades PR tests within 5 days of submission							



What You Should Be Producing

_			Project - EPM - Project Tasks Listed.mpp						T			
: E	- 1	_	lit <u>Vi</u> ew Insert F <u>o</u> rmat <u>I</u> ools <u>P</u> roject <u>R</u> eport <u>C</u> ollaborate <u>W</u> indow <u>H</u> e	lp :		- Arial				uestion f		• 8 ×
	1 📂		🛱 💁 🖺 🔊 • (* • 😫 👄 🌞 🖹 😫 🔘 🛛	1 4 4	🕈 🛥 Show	Aria		• 8	- 18	<u> </u>	<u>1</u> 7=	5
			HR Service Improvement									
		0	Task Name	Duration	Start	Finish	Prede	Feb 17	TE	113 Fe	8b24 TWT	E S
	1		E HR Service Improvement	1 day?	Tue 13-02-19	Tue 13-02-19					1 11 1	└─┬──⊥[■
	2		⊡ Start	1 day?	Tue 13-02-19	Tue 13-02-19						
	3		95% of Performance Reviews (PR) meet new standard	1 day?	Tue 13-02-19	Tue 13-02-19						
	4		HR Director Signs off on new Performance Review (PR) standard	1 day?	Tue 13-02-19	Tue 13-02-19						
	5		Management Committee approves new PR standard	1 day?	Tue 13-02-19	Tue 13-02-19		6				
	6		90% of managers attend PR training class	1 day?	Tue 13-02-19	Tue 13-02-19		6				
	7		95% of managers 80%++ on PR test	1 day?	Tue 13-02-19	Tue 13-02-19						
	8		HR grades PR tests within 5 days of submission	1 day?	Tue 13-02-19	Tue 13-02-19						
	9		\equiv 90% of Quarterly reviews done by due date	1 day?	Tue 13-02-19	Tue 13-02-19						
÷	10		Managers told of missing reviews within 24 hours of due date	1 day?	Tue 13-02-19	Tue 13-02-19						
Janu Unar	11		Manager's boss notified if review missing after 48 hours	1 day?	Tue 13-02-19	Tue 13-02-19						
Ĕ.	12		HR Director calls manager after 72 hours late	1 day?	Tue 13-02-19	Tue 13-02-19						
3	13		Personnel system current to within 3 days	1 day?	Tue 13-02-19	Tue 13-02-19						
	14		Missing items identified in all employee's records	1 day?	Tue 13-02-19	Tue 13-02-19						
	15		Managers provide data for 90% of missing items	1 day?	Tue 13-02-19	Tue 13-02-19						
	16		100% of HR actions in system within 24 hours of receipt	1 day?	Tue 13-02-19	Tue 13-02-19						
	17		oxdot 90% of HR staff score 90 or above on test of inquiries	1 day?	Tue 13-02-19	Tue 13-02-19						
	18		IT approves system training class curriculum	1 day?	Tue 13-02-19	Tue 13-02-19						
	19		100% of HR staff attend class	1 day?	Tue 13-02-19	Tue 13-02-19						
	20		80% of HR inquiries answered within 10 minutes	1 day?	Tue 13-02-19	Tue 13-02-19						
<		_					>	<	J	_	_	2
ead	ly											



Detailed View of MS-Project View

- HR Service Improvement
🖃 Start
95% of Performance Reviews (PR) meet new standard
HR Director Signs off on new Performance Review (PR) standard
Management Committee approves new PR standard
90% of managers attend PR training class
95% of managers 80%++ on PR test
HR grades PR tests within 5 days of submission
90% of Quarterly reviews done by due date
Managers told of missing reviews within 24 hours of due date
Manager's boss notified if review missing after 48 hours
HR Director calls manager after 72 hours late
Personnel system current to within 3 days
Missing items identified in all employee's records
Managers provide data for 90% of missing items
100% of HR actions in system within 24 hours of receipt
$ar{}$ 90% of HR staff score 90 or above on test of inquiries
IT approves system training class curriculum
100% of HR staff attend class
80% of HR inquiries answered within 10 minutes



SD5953: Successful Project Management – LAB B

Questions?



SD5953: Successful Project Management – LAB B

Thank You

