PLANNING ASSIGNMENT

Information System

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INTRODUCTION

This is a report of Business Information System 2 project that is conducted by Yudha Hartanto and Reynard S. Laksmono. This report will be provided by information from “Educational Drive” in Inholland University Database, and created by using MS project.

This report will give you an imaginary network activity in a chemical company which is planning to launch a new product onto the market. The task of this new product must be completed by three departments such as manufacturing department, marketing department, and accounting or financial department.

We will use and develop project plan with either MS Excel or MS Project, it will help us to understand easily. Diagram and Graph which are provided with Excel give many advantages to understand the project plan.

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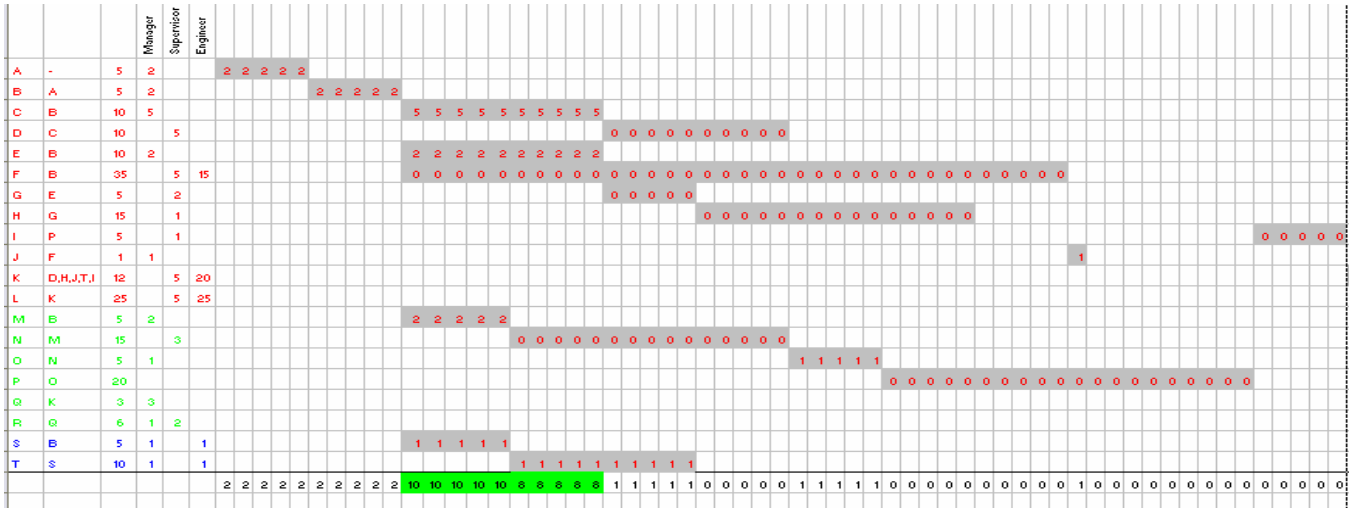
Microsoft Excel

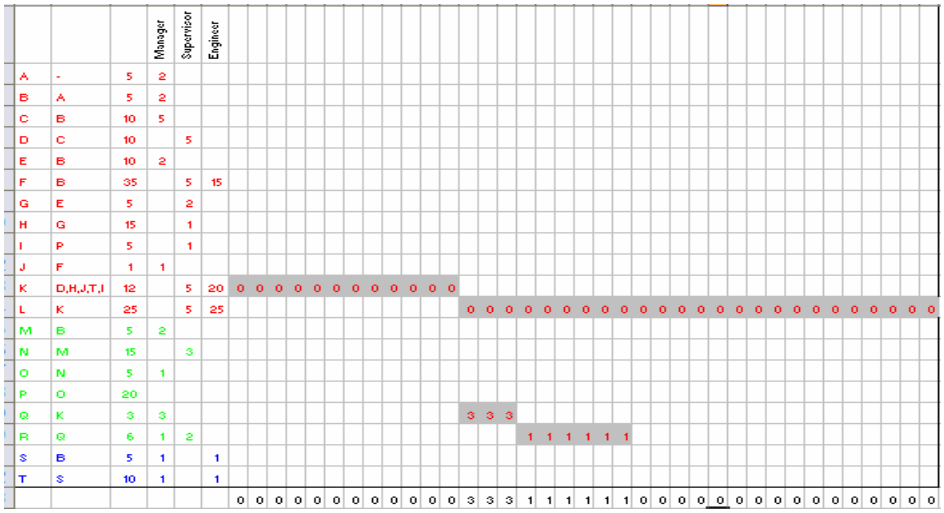
In the first part of this report, we will try to analyze the data with Microsoft Excel and use it for further information analysis with Microsoft Project.

Manager's Problem

Manager can be used for managerial functions in other departments, if necessary. The following spread sheet will give information about availability of manager during the launch process a new product onto the market.

Manager Availability Spreadsheet





Detail information Is available on the diskette.

As we can see on the spread sheet above, there are some parts with green color. The area with green color means that the chemical company doesn't have enough managers to do the process which are determine manufacturing procedures, determine optimum purchasing and stock control, and take receipt of and install equipment.

In the first five days, the processes are requiring ten managers and eight managers for the last five days. The problem is the chemical company only preparing three managers for manufacturing department, one for marketing department and one for financial department, with the total of five managers.

Supervisor's Problem

We will divide the supervisor's problem into three parts, because we can't use or allocation supervisor from one departments to other department. This condition will apply to other level, except manager.

1. **Manufacturing Department**

   Manufacturing department has problem with the availability of supervisor for doing some processes which are determine quality control procedures, take receipt of and install equipment, place order for 'new' materials, and take receipt of raw materials. (Spread sheet can be found in the floppy disk)

2. **Marketing Department**

   Marketing department only has one problem in the process. Produce draft artwork and finalize it is requiring three supervisor, but the chemical company only provide the marketing department with two supervisors.

3. **Financial Department**

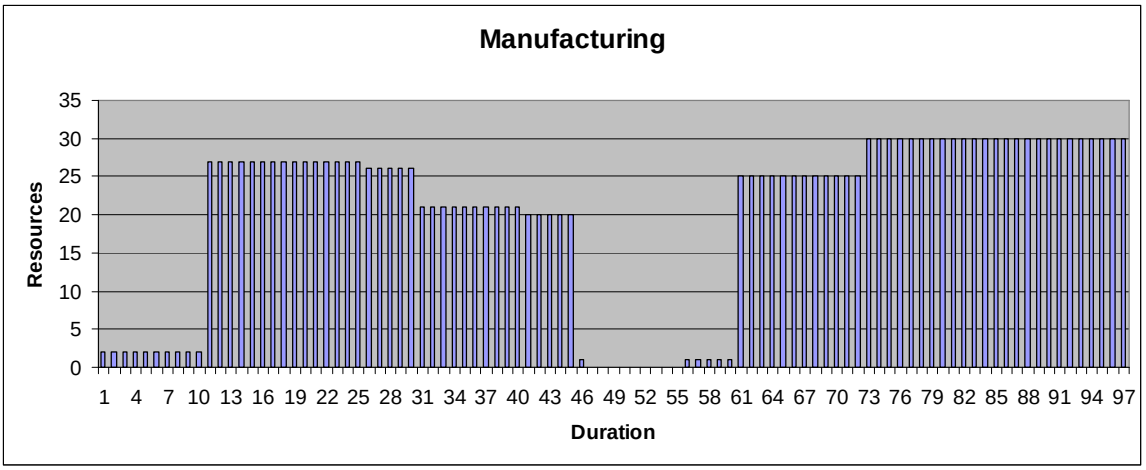
   There is no problem occurred in the financial department, because no supervisor is required in this department.

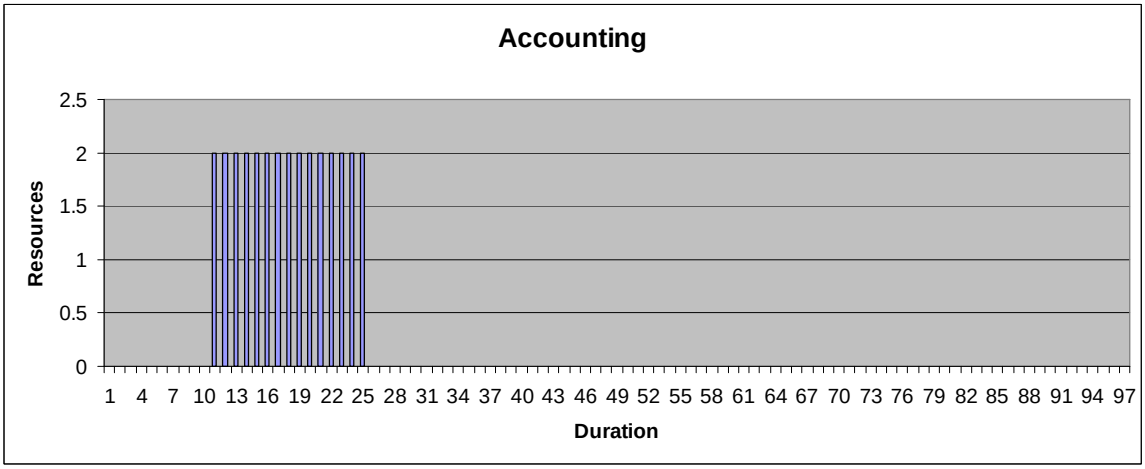
Engineer's Problem

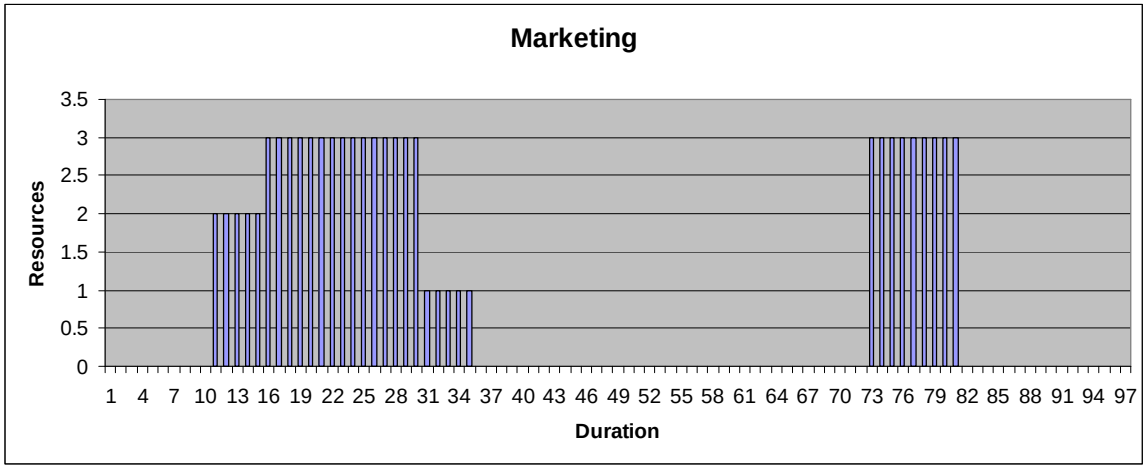
As we can see on the spread sheet (on the floppy disk), the chemical company doesn't have any problems with availability of the engineers.

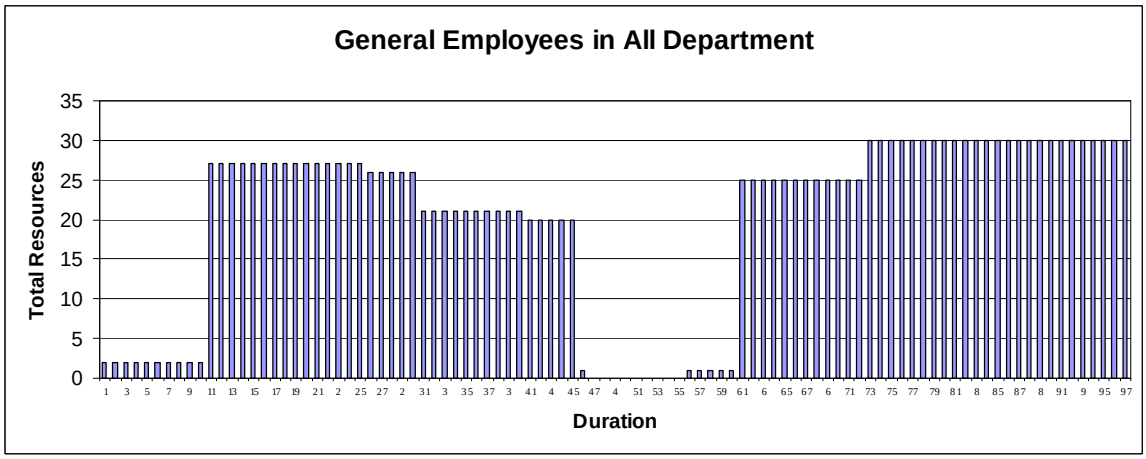
The problem for all departments is how to make them more effective and efficient for the chemical company.

Microsoft Excel Diagram









As we can see on the diagram above that the chemical company has time allocation problem. If the chemical company still wants to continue this project plan, the company will pay more to keep their employees while they are doing nothing. This has been shown by a big gap in diagram.

We believe that you are able to imagine the process and condition of the chemical company, and their project plan to launch a new product onto the market. The next part will explain the condition of the chemical company with using Microsoft Project.

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Microsoft Project

We divide the project plan into two different parts. First part will show you the real condition of chemical company (without any changes), the second part will give you the possible way to launch a new product onto the market without changes in previous project plan, only replace the timeline for particular processes.

You can open the Microsoft Project file in floppy disk “First Project Condition”. In this file you will find a Gantt chart and a network diagram. There are no milestones, no dummy which are connecting each department, and we don’t split it into three horizontal levels related to the department.

How to Develop Microsoft Project

As you can see on the planning assignment paper, we only get events and the task; we don’t have information about dependencies between the tasks. First, we develop network diagram in paper. With having a network diagram, we get information about dependencies.

Before start to put each task in the MS Project, we have to set the bar style to differentiate critical task and non-critical task. For the project start date use February 1,2005. A normal 5 day week should be assumes; and holidays must be scheduled on March 25th and 28th (Easter); May 5th and 6th (Ascension); and May 16th (Whitsun).

After we have finished the preparation above, we will continue with put the entire task in MS project sheet. In drawing the diagram, we split it into three horizontal levels related to the departments (Manufacturing, Marketing, and Financial). Show the activities in their appropriate departments and use dummy activities to link between the departments.

Employees are divided into three categories which are managerial, supervisory, and engineering. Manager can be used for managerial functions in other departments, if necessary, but Supervisory and Engineers work only within their own departments. Within a department, Managers can also be used to resource Supervisor requirements. Manufacturing is working in fixed teams of five people.

MM = Manufacturing Manager	MKM = Marketing Manager
MS = Manufacturing Supervisor	MKS = Marketing Supervisor
ME = Manufacturing Engineering	MKE = Marketing Engineering

FM = Financial Manager	T1 = Team one
FS = Financial Supervisor	
FE = Financial Engineer	

After put all the requirements in the Diagram, we continue with added milestones in event three and thirteen. After that we continue out task with put dummy to link between departments. We have created five dummies which are connecting Manufacturing – Marketing and Manufacturing – Financial.

Network Diagram

After Gantt chart, we still have to develop the network diagram. We have created our own template with information of duration, earliest start, earliest finish, latest starts, latest finish, name, and float.

To make the project plan more effective and efficient, we already moved the task C, D (with split), S, and T.

For the further and complete information you can find it on the floppy disk.