

**MAKERERE UNIVERSITY BUSINESS SCHOOL**  
**END OF SEMESTER TWO EXAMINATION FOR THE**  
**BACHELOR OF BUSINESS ADMINISTRATION OF MAKERERE UNIVERSITY**  
**ACADEMIC YEAR 2022/2023**

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**COURSE NAME : ADVANCED ICT**

**YEAR OF STUDY : THREE**

**COURSE CODE : BBA3205**

**DATE : WEDNESDAY JUNE 7, 2023**

**TIME : 3:00 PM – 4:00 PM (SET D)**

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**INSTRUCTIONS**

- *The paper comprises of **ONE COMPULSORY** question in Microsoft Project.*
  - *Create a folder in your Name and Registration Number on the Desktop where all your work should be saved.*
  - *You are advised to continuously save the changes to your work to avoid loss of work.*
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**Question: [MS Project 35 Marks]**

Microsoft Project offers a comprehensive set of tools and features to plan, execute, and track projects of varying complexities. Whether you are a project manager, team lead, or individual contributor, Microsoft Project can streamline your project management process and enhance collaboration within your team. In this context, below is Work Breakdown Structure (WBS) for creating a new business use Microsoft Project software to draft its project schedule.

**Strategic Plan for a New Business**

<b>Task No</b>	<b>Task</b>	<b>Duration</b>	<b>Predecessor</b>	<b>Resources</b>
<b>1</b>	<b>Self - Assessment</b>			
1.1	Define business vision	2 day		Manager
1.2	Identify available skills, information and support	2 day	FS	Business Advisor, Manager

1.3	Decide whether to proceed	2 day	FS	Manager
<b>2</b>	<b>Define the Opportunity</b>			
2.1	Research the market and competition	2 day	1.3FS	Business Advisor
2.2	Interview owners of similar businesses	10 days	1.3FS	Owners
2.3	Identify needed resources	4 days	2.2	Business Advisor
2.4	Identify operating costs	4 days	2.3SS	Accountant
<b>3</b>	<b>Evaluate business approach</b>			
3.1	Define new entity requirements	2 days	2.4	Manager
3.2	Identify purchase opportunities	2 days	3.1	Manager
3.3	Research franchise possibilities	2 days	3.1SS	Manager
3.4	Summarize business approach	2 days	3.2	Manager
<b>4</b>	<b>Evaluate potential risks &amp; rewards</b>			
4.1	Assess market size & stability	4 days	3.4	Business Advisor
4.2	Estimate the competition	2 days	4.1	Marketer
4.3	Assess needed resource availability	4 days	4.2	Marketer
4.4	Evaluate market share	2 days	4.3	Marketer

### Resource sheet

Resource name	Type	Cost (UGX)
Manager	Work	6,000 per hour
Business Advisor	Work	8,000 per hour
Owners	Work	4,000 per hour
Marketer	Work	3,000 per hour

**Required:**

- a) Create a folder in your name and registration number where all your work will be saved. Save the Microsoft project file as **Strategic plan**. **(5 marks)**
- b) Under Calendar tab indicate the number of hours worked per week and the number of days worked in a month. **(4 marks)**
- c) Change the currency of all resources to UGX and zero (0) decimal digits. **(2marks)**
- d) Using the standard calendar, make Saturdays and Sundays working days and all the first days of August, September and October exception days called Off-day(s). **(4marks)**
- e) Using a resource sheet add the project resources as indicated on the WBS. **(4 marks)**
- f) If the start date of the project is 1<sup>st</sup> /August/2023, enter the above tasks, their durations and predecessors in the Gantt chart. **(5 marks)**
- g) Determine the project budget. **(3 marks)**
- h) Make all summary tasks 40% complete. **(3 marks)**
- i) Add Supervisor as a work resource and his work is to assist all the resources entered. Allocate him in the Gantt chart. **(2 marks)**

**[Total Marks: Marks 35]**

**– End of Question Paper –**