

MAKERERE UNIVERSITY BUSINESS SCHOOL

**MS PROJECT TAKEHOME ASSIGNMENT FOR THE DEGREE OF BACHELOR OF BUSINESS
ADMINISTRATION OF MAKERERE UNIVERSITY ACADEMIC YEAR 2025/2026**

COURSE NAME : ADVANCED ICT

YEAR OF STUDY : THREE

COURSE CODE : BBA3229

DATE : MAY 3 , 2026

**FOR ALL BBA YEAR THREE STUDENTS INCLUSIVE OF
REGIONAL CAMPUSES**

INSTRUCTIONS

1. **Group composition:** Each group must consist of exactly ten (10) students
 2. **Contribution Declaration:** Attach a **duly completed contribution form** indicating the **specific level of contribution made by each student** to the assignment (attached)
 3. **Date of Submission:** Friday May 8, 2026 (Hardcopy at 10:00am)
 4. **Total mark:** 35 marks.
-

Uganda National Farmers Federation is in its advanced stages of organizing the **Jinja Trade Show**. Its goal is to expose exhibitors to the international market.

With the Work Breakdown Structure (WBS) given below, Use Microsoft Project to draft a project schedule. Schedule the project to start on **Wednesday July 8, 2026**.

Jinja Trade Show WBS

| Task No | Task | Duration | Predecessor | Resources |
|------------|---------------------------|----------|-----------------|----------------------|
| 1 | FOOD & VENUE | | | |
| 1.1 | Catering | | | |
| 1.1.1 | Canvas caterers | 1 day | | Chef |
| 1.1.2 | Collect food allergy list | 4 days | 1.1.1 | Chef |
| 1.1.3 | Finalize menu | 2 days | FS | Chef |
| 1.1.4 | Confirmed caterers | 0 day | 1.1.3 | |
| 1.2 | Venue reservation | | | |
| 1.2.1 | Canvas venues | 2 days | 1.1.4 | Promoter |
| 1.2.2 | Sign contract | 1 day | 1.1.4 | Promoter |
| 1.2.3 | Pay reservation fee | 1 day | 1.2.1 | Promoter |
| 1.2.4 | Full payment made | 0 day | 1.2.3SS | Venue payment fee |
| 1.3 | Decor | | | |
| 1.3.1 | Create theme & design | 6 days | 1.2.1 | Decorator |
| 1.3.2 | Finalize theme & design | 3 days | 1.2.1FS + 2days | Decorator |
| 1.3.3 | Buy materials | 4 days | 1.2.3 | Decorator |
| 1.3.4 | Decor put up complete | 0 day | 1.2.4 | Decor payment fee |
| 2 | COSTUME CONTEST | | | |
| 2.1 | Sign ups | | | |
| 2.1.1 | Create signup form | 4 days | 1.3.4 | Organizer |
| 2.1.2 | Publish signup form | 1 days | FS | Organizer |
| 2.1.3 | Signup form closed | 0 day | 2.1.2 | |
| 2.2 | Judges | | | |
| 2.2.1 | Select judges | 5 days | 2.1.2 | Organizer |
| 2.2.2 | Send out invites | 5 days | FS | Organizer |
| 2.2.3 | Finalized judges | 0 day | 2.2.2FS +10days | |
| 3 | PROGRAM | | | |
| 3.1 | Talents | | | |
| 3.1.1 | Hire host | 3 days | 2.2.3 | Promoter |
| 3.1.2 | Hire performer | 3 days | 3.1.1SS | Promoter |
| 3.2 | Program Flow | | | |

| | | | | |
|------------|--------------------------------|--------|---------|----------|
| | | | | |
| 3.2.1 | Draft program flow | 5 days | 3.1.1 | MC |
| 3.2.2 | Have flow approved | 1 days | 3.1.2 | MC |
| 3.2.3 | Created script | 0 | 3.2.2 | |
| 4 | INVITES & PROMOTION | | | |
| 4.1 | Invitation | | | |
| 4.1.1 | Design invitation | 5 days | 3.2.3 | Promoter |
| 4.1.2 | Send invitation | 2 days | 4.1.1SS | Promoter |
| 4.2 | Promotion | 5 days | 3.2.3 | Promoter |

Required [35 marks]

- a) Create a folder in your name and registration number where all your work will be saved. Save the Microsoft project file as **Jinja Trade Show**. **[2 mark]**
- b) Using the standard calendar, make changes to specific working time, non-working days and exception days as listed below. If a week starts on Sunday **[8 marks]**

| Working Days | Working times | | |
|---------------------|----------------------|------------|-----------|
| Sunday | 8am – 11am | 12pm – 3pm | 4pm – 7pm |
| Tuesday | 8am – 11am | 12pm – 3pm | 4pm – 7pm |
| Thursday | 8am – 11am | 12pm – 3pm | 4pm – 7pm |
| Friday | 8am – 11am | 12pm – 3pm | 4pm – 7pm |
| Saturday | 8am – 11am | 12pm – 3pm | 4pm – 7pm |

| Nonworking days |
|------------------------|
| Monday |
| Wednesday |

| Exception days | |
|---|-----------------------------|
| Exception Days | Date |
| July resting day | 10 th July 2026 |
| August resting day | 1 st August 2026 |
| Exceptional Monday (Same working hours) | 3 rd August 2026 |

c) Change duration to Days as your duration default.

[2 marks]

d) Using a resource sheet view enter the resource details given below.

[4 marks]

| Resource name | Type | Cost (UGX) |
|----------------------|-------------|-------------------|
| Chef | Work | 10,000 per hour |
| Promoter | Work | 5,000 per hour |
| Decorator | Work | 4,000 per hour |
| Organizer | Work | 3,000 per hour |
| MC | work | 15,000 per hour |
| Director | Work | 20,000 per hour |
| Venue payment fee | Cost | 20,000,000 |
| Decor payment fee | Cost | 5,000,000 |

e) Enter the above tasks in the Gantt chart with their respective durations, predecessors/link types and resource allocations as shown in the WBS. **[8 marks]**

f) Cost all the resources as per resource sheet above in UGX and determine the total cost for the project. **[1 mark]**

g) All the summary tasks should be 80% complete by the project end date. **[1 mark]**

h) Determine the total duration for the project. **[1 mark]**

i) Set a constraint on subtask promotion to start as soon as possible. **[1 mark]**

j) Using Gantt chart format show all the project critical path tasks. **[1 mark]**

k) Set the Baseline for the entire project in order to track the Remaining Duration and Remaining costs. **[5 marks]**

l) Using Microsoft Print to PDF print the project Gantt chart, network diagram and resource sheet. And save all these pdf files in the folder created on the desktop. **[1 mark]**

- END OF THE QUESTION PAPER -



MAKERERE UNIVERSITY BUSINESS SCHOOL

FACULTY OF COMPUTING AND INFORMATICS

STUDENT TAKEHOME ASSIGNMENT ROLE/CONTRIBUTION DECLARATION FORM

Course Name: Advanced ICT

Course Code: BBA3229

Programme: Bachelor of Business Administration (BBA)

Year of Study: Year Three

Academic Year: 2025/2026

Assignment Title: _____

DECLARATION

We, the undersigned students, hereby declare that the information provided below accurately represents the contribution made by each member to the above assignment. We confirm that the work submitted is original and that each member actively participated according to the indicated roles

| No. | Student Name | Registration Number | Role / Contribution | Signature |
|-----|--------------|---------------------|---------------------|-----------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

Group Team Leader Name: _____ **Date:** _____