



Task-based Activity Cover Sheet

Task Title: Adjust a Project Schedule

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes___ No___	
<b>Goal Path:</b> Employment✓ Apprenticeship✓ Secondary School___ Post Secondary___ Independence___	
<b>Task Description:</b> The learner will adjust a project schedule to accommodate delays.	
<b>Competency:</b> C: Understand and Use Numbers A: Find and Use Information	<b>Task Group(s):</b> C2: Manage Time A2: Interpret documents
<b>Level Indicators:</b> C2.3: Find, integrate and analyze numerical information to make multi-step calculations using time A2.3: Interpret somewhat complex documents to connect, evaluate and integrate information	
<b>Performance Descriptors:</b> see chart <a href="#">or click here</a>	
<b>Skill Building Activities:</b> see last page <a href="#">or click here</a>	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Pen and paper</li><li>• Highlighter</li><li>• Attached handouts</li></ul>	
<b>ESKARGO:</b> <ul style="list-style-type: none"><li>• Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers</li><li>• Manages unfamiliar elements (context, content) to complete tasks</li><li>• Chooses and performs required operations; makes inferences to identify required operations</li><li>• Selects appropriate steps to reach solutions from amongst options</li><li>• Identifies a variety of ways to complete tasks</li><li>• Finds, integrates, and analyzes numerical information</li><li>• Organizes and displays numerical information (e.g., Gantt chart, schedules)</li><li>• Uses strategies to check accuracy (e.g., estimating, using a calculator, repeating a calculation, using the reverse operation)</li></ul>	



## Prepared for: Cementing Integration Project – QUILL Learning Network 2015

### **Attitudes:**

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following:

- Attitude is not important       Attitude is somewhat important       Attitude is very important



**Task Title:** Adjusting a Project Schedule

When coordinating a project that involves many steps and many people, delays often happen. A Gantt chart or Bar chart is often used to plan a multi-stage project.

**Learner Information and Tasks:**

**Task 1:** Look at the Denkor Dental Gantt chart. The general contractor has just been told that the wood doors will be two weeks late arriving due to supply problems at the factory. Use a highlighter to indicate on the chart what the new time frame is for setting them.

**Task 2:** Look at the Construction Schedule Bar Chart. Extreme amounts of rain have caused the site to flood, delaying installation of the foundations for 3 days. That means that everything after that is delayed as well. What day should the windows & exterior doors now be delivered?







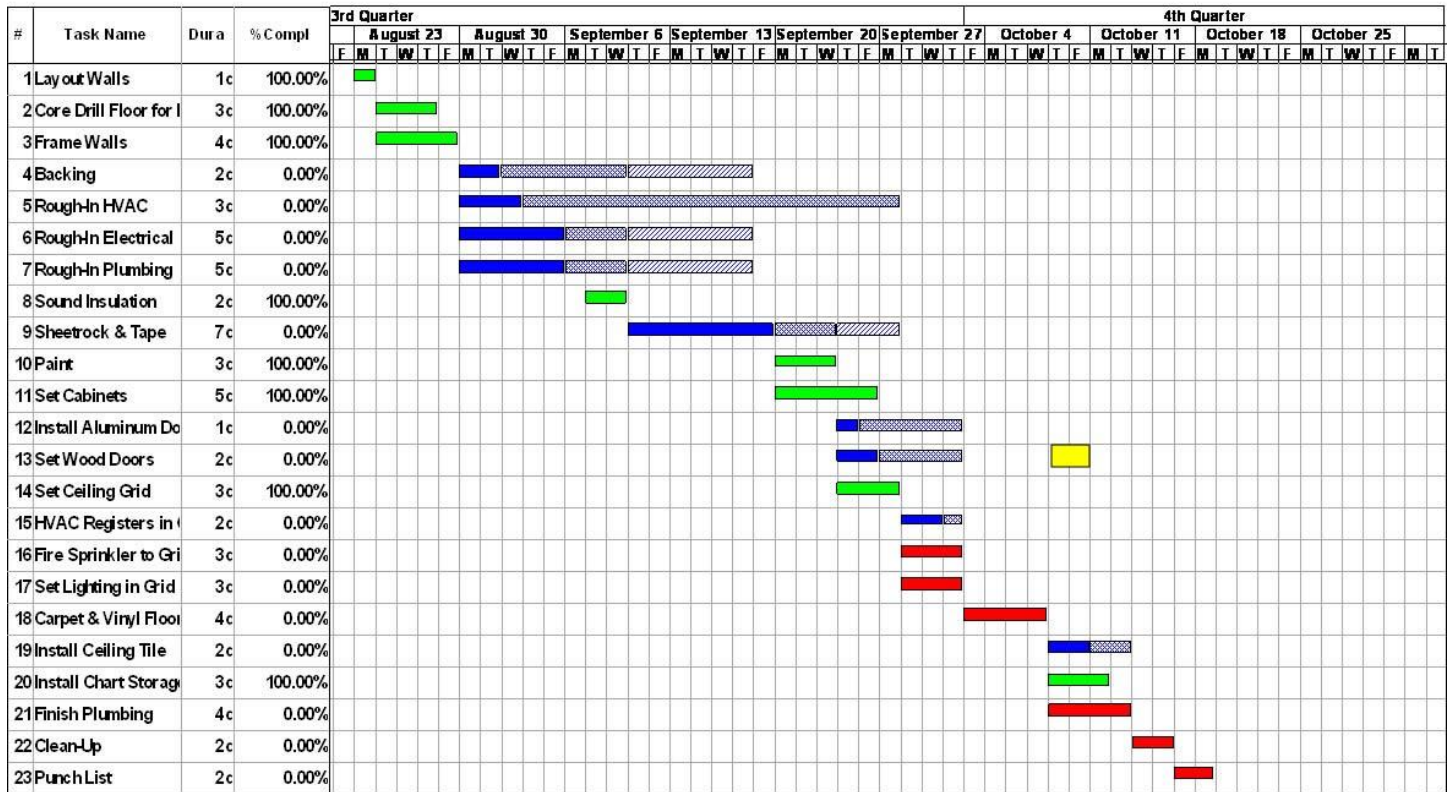
**Task Title:** Adjusting a Project Schedule

**Answer Key**

**Task 1:** Look at the Denkor Dental Gantt chart. The general contractor has just been told that the wood doors will be two weeks late arriving due to supply problems at the factory. Use a highlighter to indicate on the chart what the new time frame is for setting them.

**Highlighted area should be week of October 4, the Thursday & Friday (T F), on line 13 – Set Wood Doors**

## Denkor Dental





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### Task 2:

Look at the Construction Schedule Bar Chart. Extreme amounts of rain have caused the site to flood, delaying installation of the foundations for 3 days. That means that everything after that is delayed as well. The supplier for the windows and doors will need to be contacted so they do the delivery later. What day will installation now start for them?

**Installation of the windows & doors is now scheduled for Day 22 (3 days after original start date of Day 19).**



**Task Title:** Adjusting a Project Schedule

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
C2.3	<ul style="list-style-type: none"> <li>calculates using numbers expressed as whole numbers, fractions, decimals and percentages</li> </ul>			
	<ul style="list-style-type: none"> <li>manages unfamiliar elements (e.g. context, content) to complete tasks</li> </ul>			
	<ul style="list-style-type: none"> <li>chooses and performs required operations; makes inferences to identify required operations</li> </ul>			
	<ul style="list-style-type: none"> <li>selects appropriate steps to reach solutions from amongst options</li> </ul>			
	<ul style="list-style-type: none"> <li>finds, integrates and analyzes numerical information</li> </ul>			
	<ul style="list-style-type: none"> <li>organizes and displays numerical information (e.g. Gantt chart, schedules)</li> </ul>			
	<ul style="list-style-type: none"> <li>uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)</li> </ul>			
A2.3	<ul style="list-style-type: none"> <li>Manages unfamiliar elements to complete tasks</li> </ul>			
	<ul style="list-style-type: none"> <li>Uses layout to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>Makes inferences and draws conclusions from information displays</li> </ul>			

**This task:** was successfully completed \_\_\_ needs to be tried again \_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
Instructor (print)

\_\_\_\_\_  
Learner Signature





## Skills Building Activities

### Links to Online Resources:

<https://www.youtube.com/watch?v=y1libpuT9GA> Construction Schedule with Excel (9 min)

<https://www.youtube.com/watch?v=Hhmv-PZp7rQ> Construction Schedule (5 min)

<https://www.youtube.com/watch?v=kcHaiEaQj24> Construction Schedule using Excel (9 min)

### LearningHUB online courses available:

- **Math, Independent Study (Assigned by practitioner after assessment)**
- **Essential Skills, Independent Study (Assigned by practitioner after assessment)**
  - Basic Skills in the Real World Assignment #4
  - Document Use Level 2 Asg. #1 & #2
  
- **Live Classes (SABA) – GED Math Word Problems,**

**\*To access LearningHUB courses,** learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): [https://www.learninghub.ca/get\\_registered.aspx](https://www.learninghub.ca/get_registered.aspx)

### **\*To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%2023,%202014%20revision.pdf>