CptS-EE 302 Assignment 4 (combo HW and Quiz)

Build a MS Project – Due by class Feb 12th, 2019

Please do this assignment and print out the schedule. Bring the schedule with in paper or on your computer to answer quiz questions. You don't turn it in. Rather you will use it for a Electronic Quiz (Item 4) to be held on Tuesday, Feb 12that end of class.

If you do the homework the quiz questions are easy to answer. Some quiz questions are directly from the homework assignment.

Create a MS Project that shows your project plan to get Find, Hire, and Promote a Band!

- On the next page, you will see an example of a Project.

- Imagine we start Feb 12th. Be careful, the software defaults to starting on day you build the MS project file. So adjust it. We will work weekends! Again, this is not the default.
- Assign Duration for each sub-task from data in the project Description below.
- Assign Dependencies. Most are F2S (Final to Start), but we have a few Start-to-Start
- This is purposely not too complex so that there is one solution to this Schedule.
    - In real-life you as project manager make a lot of assumptions and subjective decisions.

Project Description:

Book Musicians Major Task (George will do this task)

      Email the Bands this will be 5 days, and *Preview the Bands*, this can start after the start of Email the Bands, and also is 5 days, but will have to start 2 days after emailing the bands . A milestone is to *Decide on the band* after all the bands are previewed. Then you *Review the contract* for three days, and after that you do *Negotiation* which is also three days. It completes in milestone of *Band Contract Signed.*

Venue Major Task (this can happen at same time in parallel with Book Musicians Major Task, Katie does this task)

      Research available Venues this will be 5 days. *Venue Site Visits*, is like above it Starts AFTER the start of Research by three days, and lasts 5 days, and milestone of *Decide on Venue* after that. Like above *Review the Contract* for three days, and end in *Venue Contract Signed* as a milestone.

Promotion Major Task (Jeremy does Web and Emails, and Brittany does Radio Ads and FB)

      Build a Website this will be 10 days, and followed by three tasks simultaneously of *Email Blast* which is 4 days, and *Radio Ads* of 10 Days, and *Facebook Ads* of 10 Days.

Tickets Major Task (Martha does this)

      Setup Ticketmaster this will be 4 days, and followed by *Tickets Sales Open* which is 12 days, and *Ticket Sales Close* as a milestone. The Concert is another major task, and its sub-task is *Concert Night* ant it is a milestone. The band does that task.

CLEF INC: Summer Concert — 0%

Task	Assigned	Progress
▼ Book Musicians		0%
Email bands	George	0
Preview bands	George	0
Decide on bands	George	☐
Review contract	Band, George	0
Negotiation	Band, George	0
Band contract signed	Band, George	☐
▼ Venue		0%
Research available venues	Katie	0
Venue site visits	Katie	0
Decide on venue	Katie	☐
Review contract	Katie, Venue	0
Venue contract signed	Katie, Venue	☐
▼ Promotion		0%
Website	Jeremy	0
Email blast	Jeremy	0
Radio ads	Brittany	0
Facebook ads	Brittany	0
▼ Tickets		0%
Setup Ticketmaster	Martha	0
Ticket sales open	Martha	0
Ticket sales close	Martha	☐
▼ Concert		0%
Concert night	Band, Venue	☐

Timeline bars (Gantt):
- Book Musicians: Email bands, Preview bands, Decide on bands, Review contract, Negotiation, Band contract signed
- Venue: Research available venues, Venue site visits, Decide on venue, Review contract, Venue contract signed
- Promotion: Website, Email blast, Radio ads, Facebook ads
- Tickets: Setup Ticketmaster, Ticket sales open, Ticket sales close
- Concert: Concert night