






















Project: PartyProject Date: Mon 2/1/21	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			

ID		Task Mode	Task Name	Duration	Start	Finish	Jan 31, '21							Feb 7, '21							Feb 14, '21						
							S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W			
24	✓	→	clean party area	1 day	Thu 2/11/21	Thu 2/11/21																					
25	✓	→	clean dining room	1 day	Thu 2/11/21	Thu 2/11/21																					
26	✓	→	clean the kitchen	1 day	Thu 2/11/21	Thu 2/11/21																					
27	✓	→	sanitize eating area	1 day	Fri 2/12/21	Fri 2/12/21																					
28	✓	→	decorate the house	1 day	Fri 2/12/21	Fri 2/12/21																					
29		→	set up party favors	1 day	Fri 2/12/21	Fri 2/12/21																					
30		→	prepare food	1 day	Fri 2/5/21	Fri 2/5/21																					
31	✓	→	clean up mess	1 day	Thu 2/11/21	Thu 2/11/21																					
32		→	prepare beverage sta	3 days	Fri 2/5/21	Tue 2/9/21																					
33		→	sanitize dining tables	3 days	Thu 2/11/21	Mon 2/15/21																					
34	✓	→	prepare for guests	1 day	Thu 2/11/21	Thu 2/11/21																					
35		→	set up dining tables	1 day	Tue 2/16/21	Tue 2/16/21																					
36	✓	→	prepare music playlis	1 day	Thu 2/11/21	Thu 2/11/21																					
37	✓	→	notify nextdoor neighbors	1 day	Thu 2/11/21	Thu 2/11/21																					
38	✓	→	set up food	1 day	Fri 2/12/21	Fri 2/12/21																					
39	✓	→	set up beverage static	1 day	Wed 2/10/21	Wed 2/10/21																					
40	✓	→	set up party favors	1 day	Fri 2/12/21	Fri 2/12/21																					
41	✓	→	open blinds	1 day	Fri 2/12/21	Fri 2/12/21																					
42	✓	→	turn off security alarm	1 day	Fri 2/12/21	Fri 2/12/21																					
43	✓	→	set up music	1 day	Fri 2/12/21	Fri 2/12/21																					
44	✓	→	greet guests	1 day	Fri 2/12/21	Fri 2/12/21																					
45	✓	→	have fun at the party	1 day	Fri 2/12/21	Fri 2/12/21																					
46	✓	→	give guests party favc	1 day	Fri 2/12/21	Fri 2/12/21																					

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47			walk guests out	1 day	Fri 2/12/21	Fri 2/12/21																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																

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