**Weekend assignment #2**

**Due 3rd March, 12 pm**

**Group members:**

Abdullah Shaheryar Rana

Syed Saad Mansoor

Rabeet Ahmed Shaikh

Khizr Iqbal

Umair Ahmed Siddiqui

Abdullah Shaheryar Rana

Syed Saad Mansoor

Rabeet Ahmed Shaikh

Khizr Iqbal

Umair Ahmed Siddiqu

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Khizr Iqbal

Umair Ahmed Siddiqu

**Mission / Goal:**

To Complete and present the Assignment no 2: Management Audit Presentation in a successful manner, and to provide relevant and practically important information effectively and efficiently.

**Sub Goals for Mission attainment:**

* Get an appointment for an interview with the division manager.
* Read assignment related chapters from the book and prepare a list of precise and relevant questions to be asked in the interview.
* Conduct the interview and gather information.
* Compile the information in an organized manner.
* Prepare a 10 slide presentation.
* Prepare for the presentation.
* Present the slides efficiently.
* Complete all above mentioned tasks before due date (20/March)

Timeline for work completion (6/march to 19/march)

Gantt chart:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Days/tasks | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| Book review |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Appointment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prepare questionnaires |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Information collection |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Information compilation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Preparing  presentation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Preparation for presenting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Sub goals for individuals:**

* Abdullah : Book reading and questionnaires preparation.
* Saad : Book reading and questionnaires preparation.
* Rabeet : conducting interview and compiling data.
* Khizar : conducting interview and compiling data.
* Umair : Preparing and presenting PowerPoint presentation.