Assignment 2 - Question 1

1. Prepare a list showing all tasks and their durations.

Task Name	Duration 🕶	Start 🔻	Finish 🔻	Predecessors ▼
Contact participants / Explain roles	1 day	Mon 2/13/17	Mon 2/13/17	
Obtain approval from managers	3 days	Tue 2/14/17	Thu 2/16/17	1
Arrange meeting room	1 day	Fri 2/17/17	Fri 2/17/17	2
Prepare Agenda	8 days	Fri 2/17/17	Tue 2/28/17	2
Prepare information packets	3 days	Wed 3/1/17	Fri 3/3/17	4
Create visual aids	6 days	Wed 3/1/17	Wed 3/8/17	4
Send out emails to participants	1 day	Mon 3/6/17	Mon 3/6/17	3,5
Conduct JAD sessions	7 days	Thu 3/9/17	Fri 3/17/17	7,6

2. Analyze the fact situation carefully to determine which tasks are concurrent and which ones depend on other tasks.

Concurrence:

- "Arrange meeting room" and "Prepare agenda" are concurrent tasks of the predecessor task "Obtain approval from managers".
- "Prepare agenda" and "Prepare information packets" are concurrent tasks of the predecessor task "Prepare agenda".

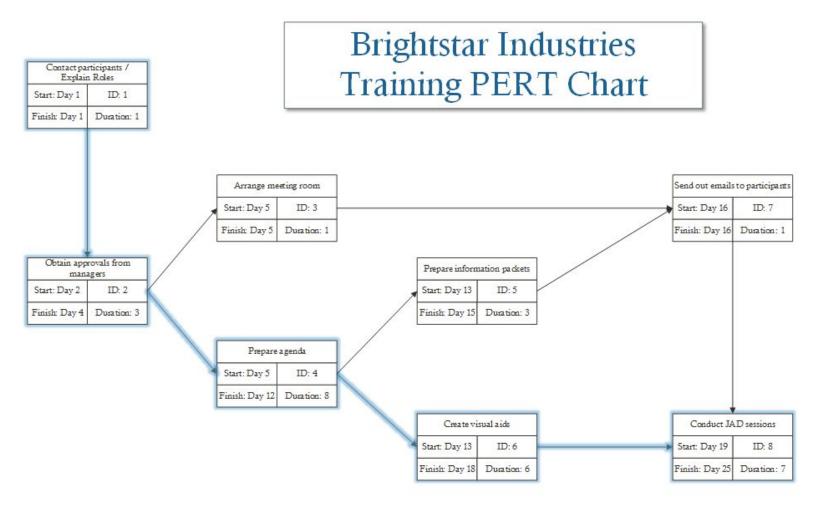
Dependence:

- "Send out emails to participants" task is dependent on "Arrange meeting room" and "Prepare information packets" tasks.
- "Conduct JAD sessions" task is dependent on "Send out emails to participants" and "Create visual aids" tasks.

4. What is the critical path for this project? How do you know?

- The critical path for this project is 1 - 2 - 4 - 6 - 8. I know this because the critical path calculates the minimum time it takes to complete a project. If one task in the critical path finishes behind schedule, the entire project is delayed because the next task in the critical path start has to start late, therefore having a snowball effect on the time it takes to finish the project.

3. Develop a PERT chart that shows the project. Use project management software.



Chris Banci CIS341 2/11/17