

### **Question #1 - Brightstar Industries**

You will lead a training session for new employees at Brightstar Industries. You must develop a specific schedule for the following tasks (the estimated duration is shown in parentheses):

- First, you need to contact the participants and explain their roles (1 day). Then you must obtain approval from their department managers (3 days).
- After you obtain the approval, two tasks can begin at the same time: you can arrange the meeting room (1 day) and prepare an agenda for the initial session (8 days).
- When the agenda is ready, you can start two more concurrent tasks: prepare the information packets (3 days) and create visual aids (6 days).
- When the meeting room is arranged and the information packets are ready, you can send out an e-mail to participants (1 day).
- Finally, after the e-mail is sent to participants and the visual aids are ready, you can conduct the JAD sessions (7 days).

### **Tasks (submit a PDF file of answers to the following questions)**

1. Prepare a list showing all tasks and their durations.
2. Analyze the fact situation carefully to determine which tasks are concurrent and which ones depend on other tasks.
3. Develop a PERT chart that shows the project. Use project management software.
4. What is the critical path for this project? How do you know?

### **Question #2 – New Car Purchase**

Think of all the tasks that you perform when you purchase a car. Include any research, decision, or financial issues that relate to the purchase.

### **Tasks (submit a PDF file of the chart and the car image)**

Using the basic flowchart template, create a flow diagram using Visio that includes:

1. At least 8 steps
2. At least one Decision
3. Include a picture of the ideal car (see kbb.com or other sites) crop image as needed. Site where you found the image if needed.