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CIS341
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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.

