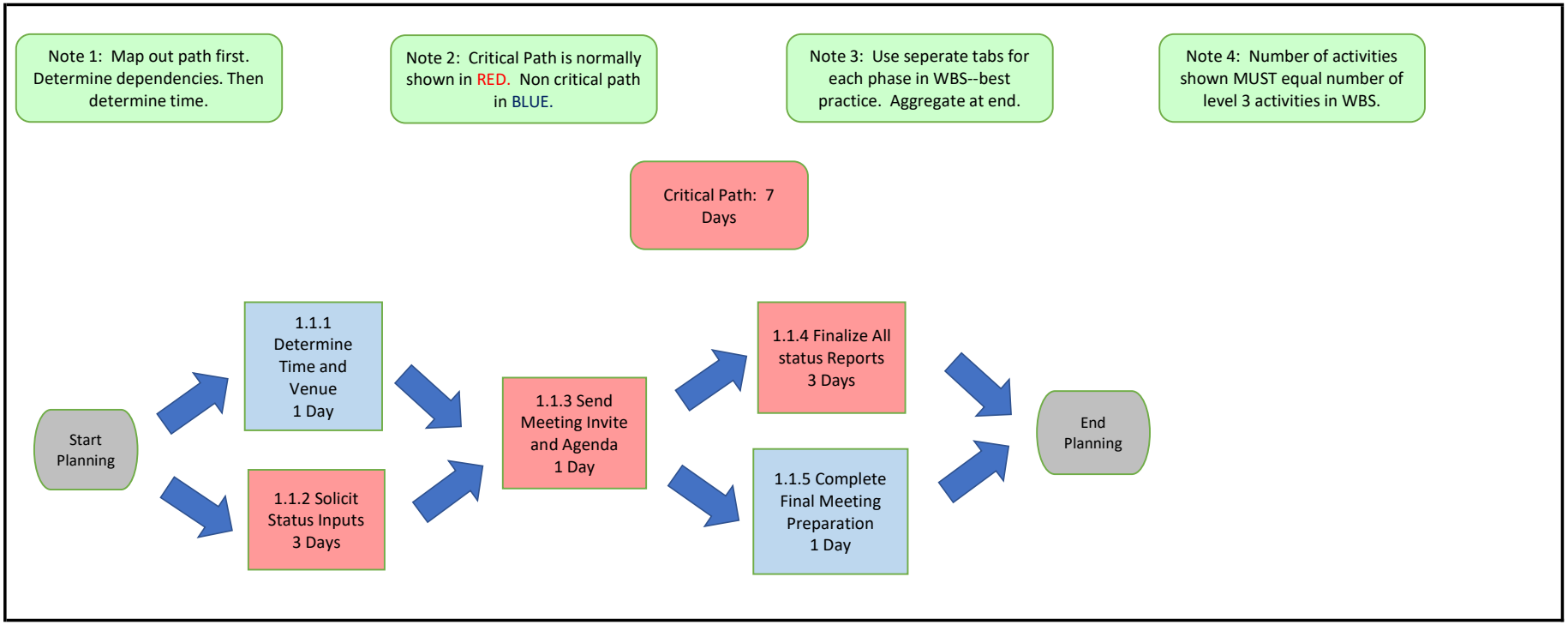
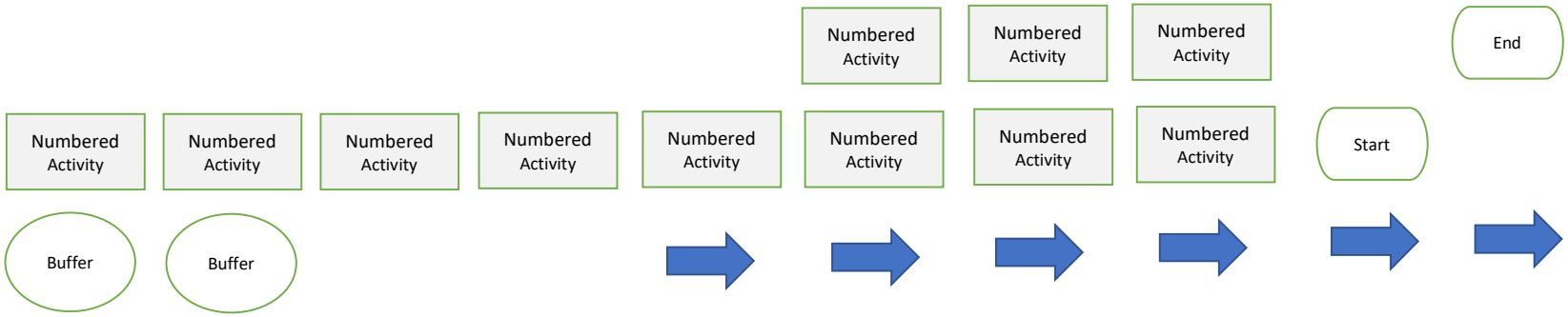

Note 1: Map out path first. Determine dependencies. Then determine time.
Note 2: Critical Path is normally shown in RED. Non critical path in BLUE.
Note 3: Use seperate tabs for each phase in WBS--best practice. Aggregate at end.
Note 4: Number of activities shown MUST equal number of level 3 activities in WBS.
Critical Path: 7 Days
Start Planning
1.1.1 Determine Time and Venue 1 Day
1.1.2 Solicit Status Inputs 3 Days
1.1.3 Send Meeting Invite and Agenda 1 Day
1.1.4 Finalize All status Reports 3 Days
1.1.5 Complete Final Meeting Preparation 1 Day
End Planning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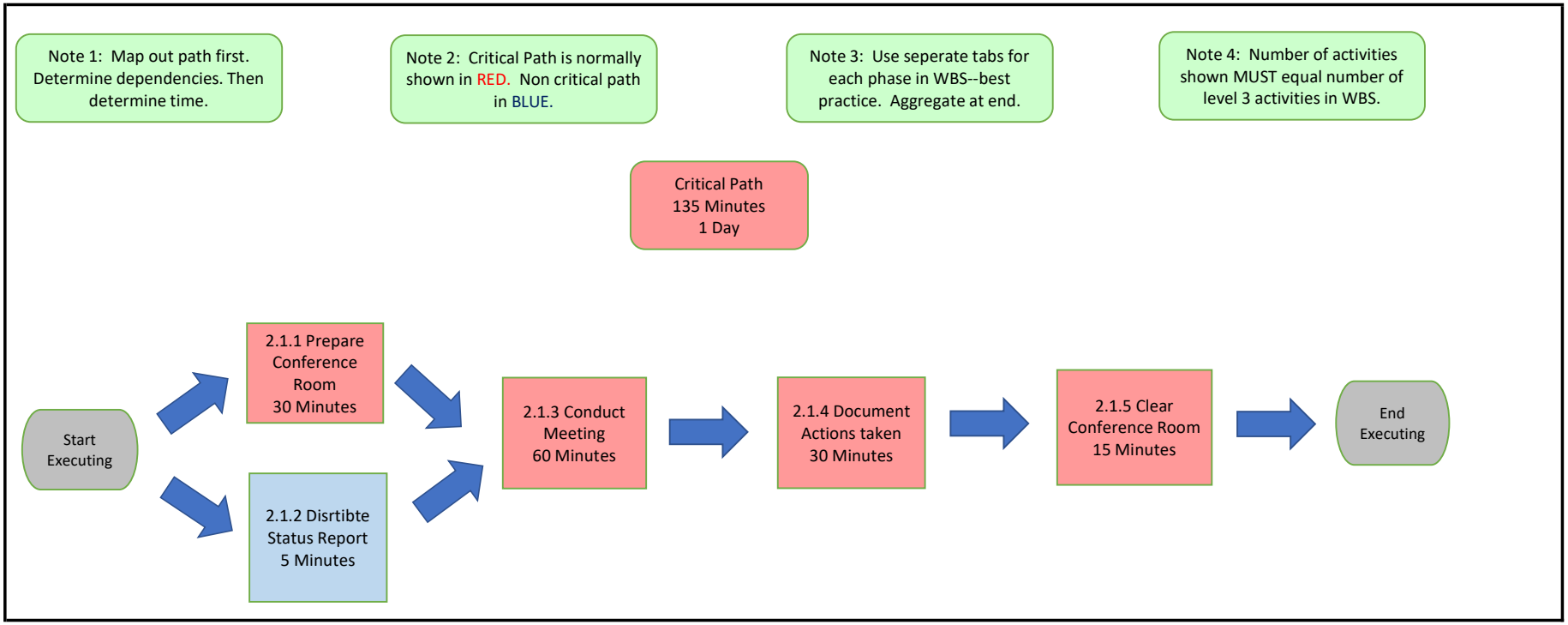
Buffer
Buffer
Start
End


Note 1: Map out path first. Determine dependencies. Then determine time.
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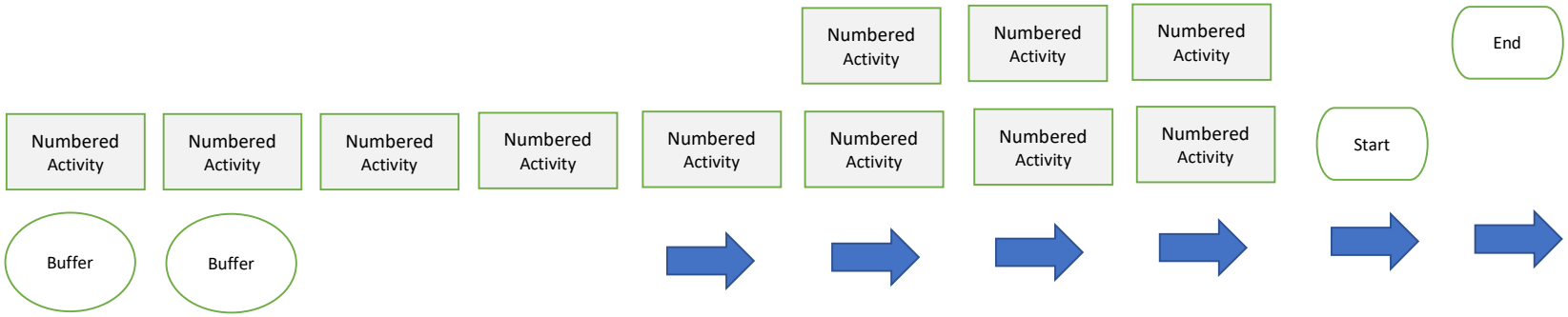
Critical Path
135 Minutes
1 Day
Start Executing
2.1.1 Prepare Conference Room
30 Minutes
2.1.2 Disrtibte Status Report
5 Minutes
2.1.3 Conduct Meeting
60 Minutes
2.1.4 Document Actions taken
30 Minutes
2.1.5 Clear Conference Room
15 Minutes
End Executing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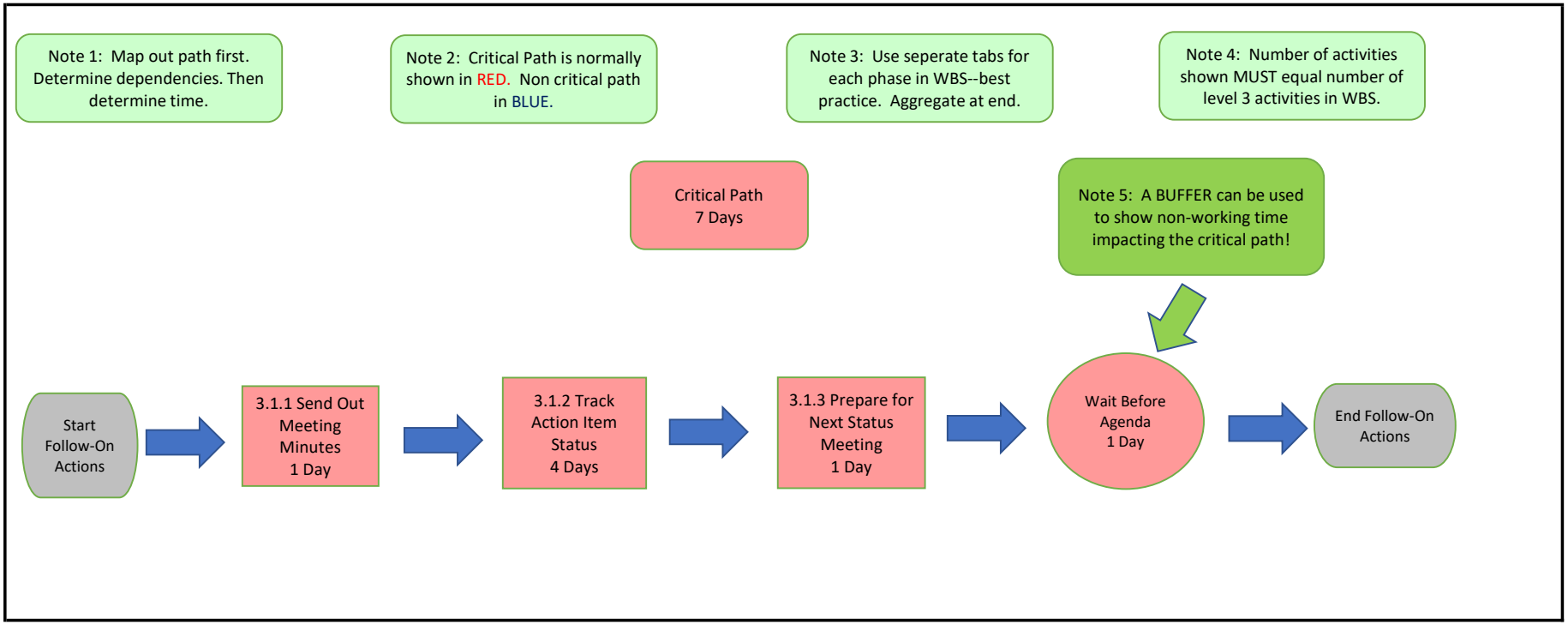
Note 1: Map out path first. Determine dependencies. Then determine time.
Note 2: Critical Path is normally shown in RED. Non critical path in BLUE.
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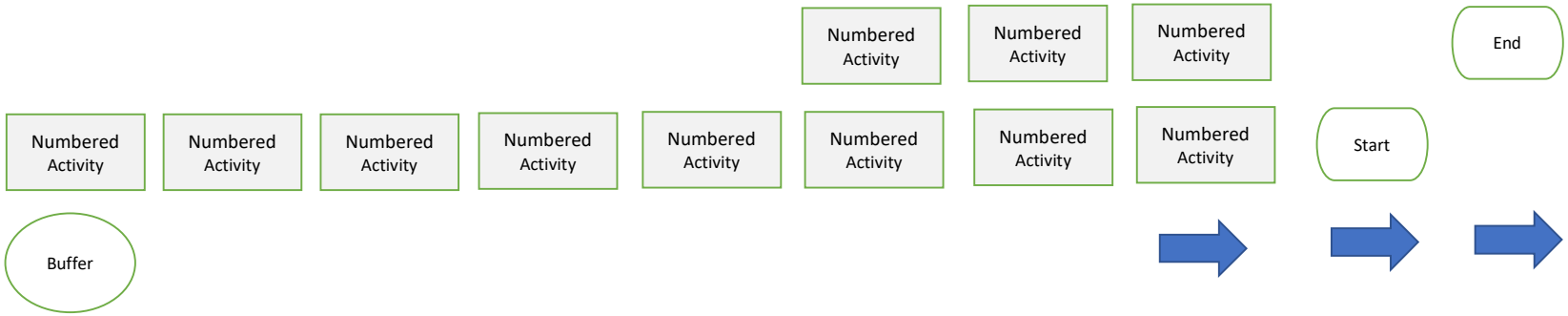
Note 4: Number of activities shown MUST equal number of level 3 activities in WBS.
Critical Path 7 Days
Note 5: A BUFFER can be used to show non-working time impacting the critical path!
Start Follow-On Actions
3.1.1 Send Out Meeting Minutes 1 Day
3.1.2 Track Action Item Status 4 Days
3.1.3 Prepare for Next Status Meeting 1 Day
Wait Before Agenda 1 Day
End Follow-On Actions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Start
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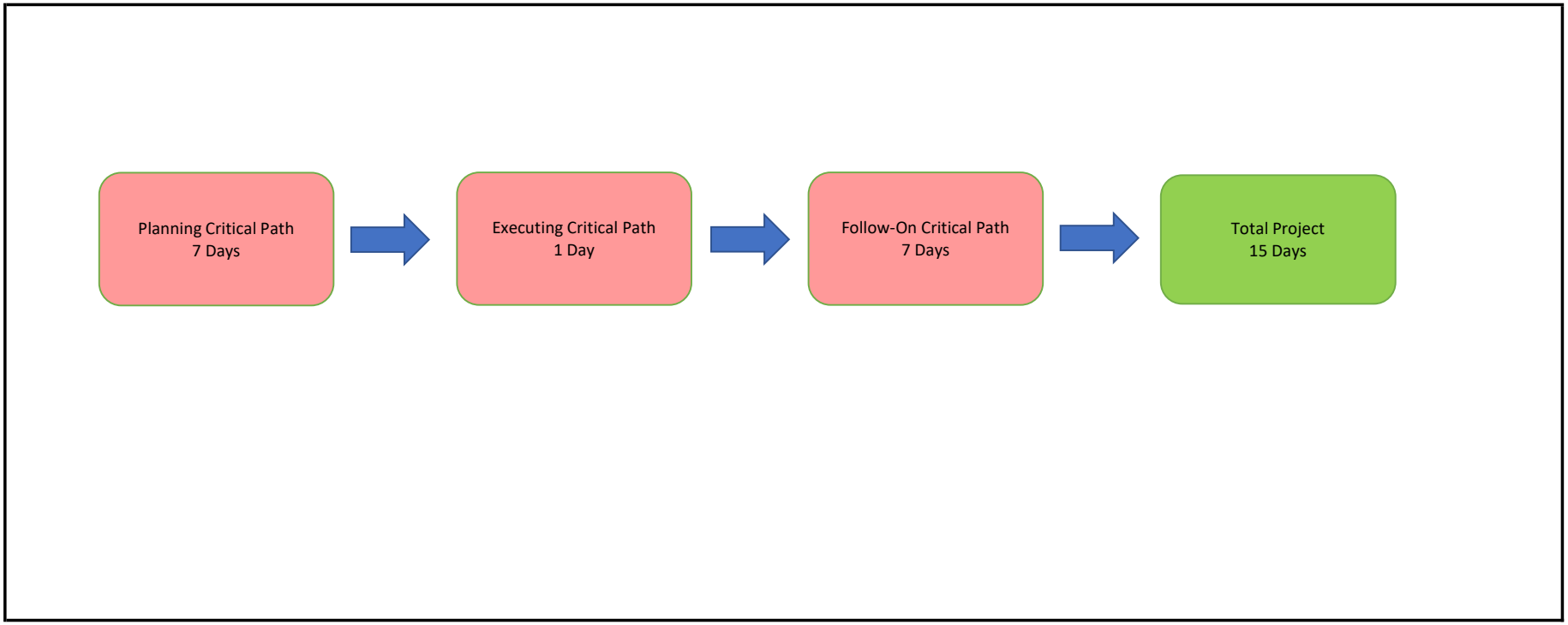
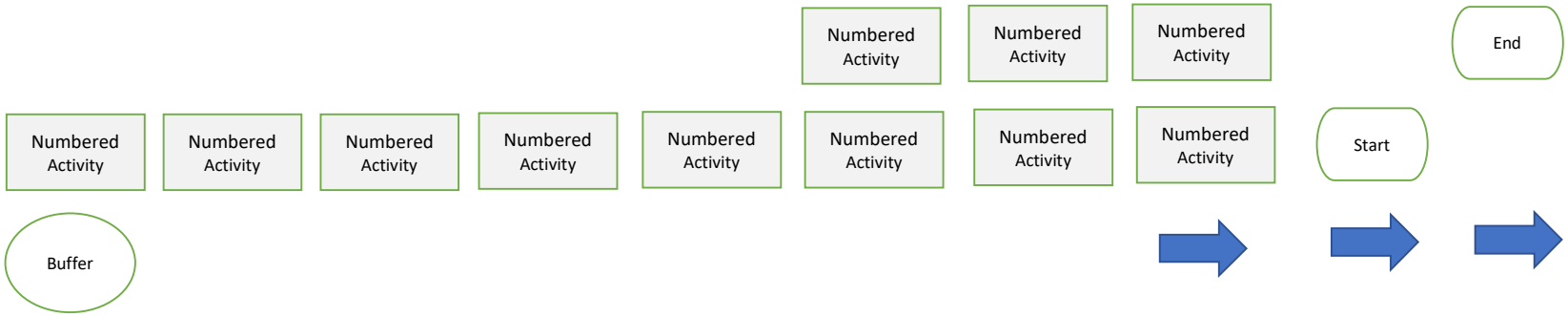

Planning Critical Path
7 Days
Executing Critical Path
1 Day
Follow-On Critical Path
7 Days
Total Project
15 Days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