**Chapter 5 Key Terms**

Gantt chart - A Gantt chart visually depicts the general sequence of activities or work tasks. Gantt charts can also be useful for tracking and monitoring the progress of a project.

**Predecessor -** Predecessor activities are those activities that must be completed before another activity can be started—e.g., a computer’s operating system must be installed before loading an application package.

**Successor -** Successor activities are activities that must follow a particular activity in some type of sequence. For example, a program must be tested and then documented after it is compiled.

**Parallel Activity -** A parallel activity is an activity or task that can be worked on at the same time as another activity.

Slack (Or Float) - Slack, which is sometimes called float, is the amount of time an activity can be delayed, that is, take longer than expected, before it delays the project.

**Crashing -** Crashing a project’s schedule is the process of adding additional resources to some activity on the critical path (or diverting resources from some activity with some slack) in order to shorten the project.

**Fast tracking -** Fast-tracking is involved in finding activities that were originally planned to be sequential and making them in parallel – that is doing them simultaneously.

**Activity on Node (AON) -** AON is a project network diagramming tool that graphically represents all of the project’s activities and their logical sequences and dependencies. It includes a single estimate of the most likely activity durations.

**Program Evaluation Review Technique (PERT) -** It is also a project network diagramming tool that shows, in a manner similar to AON, all of the project’s activities and their logical sequences and interrelationships.

**Finish-To-Start (FS) -** A finish-to-start relationship is the most common relationship between activities and implies a logical sequence. Here, activity or task B cannot begin until task A is completed.

**Start-To-Start (SS) -** A start-to-start relationship between tasks or activities occurs when two tasks can or must start at the same time. Although the tasks start at the same time, they do not have to finish together—i.e., the tasks can have different durations. A start-to-start relationship would be one type of parallel activity that can shorten a project schedule.

**Finish-To-Finish (FF) -** Another type of parallel activity is the finish-to-finish relationship. Here, two activities can start at different times, have different durations, but are planned to be competed at the same time. Once both of the FF activities are completed, the next activity or set of activities can be started, or if no more activities follow, the project is complete.

**Start-To-Finish (SF) -** The start-to-finish relationship is probably the least common and can be easily confused with the finish-to-start relationship.

**Lead -** Lead time is the amount of time by which the start or finish of two or more activities may overlap each other.

**Lag -** Lag time is the time delay between the start or finish of one activity and the start or finish of another.

**Critical chain method -** The critical chain is different from the critical path in that it also takes into account resource contention.

**Task -** Tasks, or activities, define the actions needed to complete each deliverable of a project.

**Baseline Plan** - The baseline plan is the project schedule and project budget that has been approved by the project client or upper management.

**Critical Path -** The critical path is the longest path in the project network and is also the shortest time in which the project can be completed.

**Precedence Diagramming Method (PDM) -** It is useful for understanding the relationships among project activities.