**COMP 2831 Week 11 Exercise -A01029917 Andrew Hewitson**

**Chapter 3**

**2. What is a task? What is an event? What is a milestone?**

* **Task –** Any work that has a clear beginning, middle and end and requires resources.
* **Event -** A recognizable reference point that marks a major occurrence. Used to monitor progress and manage a project. Each task begins and ends with a recognizable event.
* **Milestone –** A major recognizable event. A milestone is an event but not all events are milestones.

**4. What are the three main task patterns? Provide an example of each.**

1. **Dependent Tasks –** Task A can’t start before Task B finishes. You can’t walk through the door until the door is open.
2. **Multiple Successor Tasks –** Task A and B can’t start until Task C finishes. The door opens and the cat escapes and the dog escapes.
3. **Multiple Predecessor Tasks -** Task A can’t start until Task B and Task C finish. You can’t walk out the door until the door is unlocked and the door is opened.

**8. Why is the critical path important? Why would a task be on the critical path?**

The sequence of dependent tasks that determines the earliest possible completion date of the project. Tasks on the critical path cannot be delayed without delaying the entire project completion time. Critical tasks can only be split. A series of tasks which if delayed would affect the completion date of the overall project. If any task on the critical path falls behind schedule, the entire project will be delayed. By establishing the critical path, you can establish the timeline of the project.

**9. Why is it important to deliver effective project reports and communications?**

Effective reports and communication can alert management, users, and project team members to problems in a timely manner. Effective reporting requires strong communication skills and a sense of what others want and need to know about the project. To much reporting when the project hits every single snag can cause the management to lose confidence in the PM and potentially ignore important problems when they arise. To little reporting or poor reporting may cause important problems not to be properly communicated properly to the stakeholders.

**PLUS**

**List the 8 functions of Project Management as shown on the slides and give a brief description of each step.**

**Scoping –** setting the boundaries and defining the scope of the project

**Planning –** identifying the tasks required to complete the project

**Estimating –** identifying resources required to complete the project

**Scheduling –** developing a timeframe / plan to complete the project

**Organizing –** making sure members understand their roles and responsibilities

**Directing –** coordinating the project

**Controlling –** monitoring progress

**Closing –** assessing success and failure