

ID	Task Name	% omplet	Duration	Start	Finish	Predecessors	Owner
0	<b>Family Reunion</b>	<b>0%</b>	<b>106.75 days</b>	<b>Mon 1/17/11</b>	<b>Mon 6/13/11</b>		
1	<b>1 Initiating</b>	<b>0%</b>	<b>16 days</b>	<b>Mon 1/17/11</b>	<b>Mon 2/7/11</b>		
2	1.1 Identify Project Manager	0%	1 day	Mon 1/17/11	Mon 1/17/11		
3	1.2 Establish project team	0%	5 days	Tue 1/18/11	Mon 1/24/11	2	
4	1.3 Create a project charter	0%	10 days	Tue 1/25/11	Mon 2/7/11	3	
5	<b>Milestone: Initiation Complete</b>	<b>0%</b>	<b>0 days</b>	<b>Mon 2/7/11</b>	<b>Mon 2/7/11</b>	<b>4</b>	
6	<b>2 Planning</b>	<b>0%</b>	<b>26.5 days</b>	<b>Tue 2/8/11</b>	<b>Wed 3/16/11</b>		
7	<b>2.1 Conduct project planning session with team and assign tasks</b>	<b>0%</b>	<b>26 days</b>	<b>Tue 2/8/11</b>	<b>Tue 3/15/11</b>	<b>5</b>	
8	<b>2.1.1 Coordinate communications</b>	<b>0%</b>	<b>25 days</b>	<b>Tue 2/8/11</b>	<b>Mon 3/14/11</b>		
9	2.1.1.1 Prepare invitee list	0%	10 days	Tue 2/8/11	Mon 2/21/11		
10	2.1.1.2 Gather email or other addresses	0%	10 days	Tue 2/22/11	Mon 3/7/11	9	
11	2.1.1.3 Survey family to determine best date, location and availability	0%	5 days	Tue 3/8/11	Mon 3/14/11	10	
12	2.1.1.4 Plan invitations	0%	3 days	Tue 2/8/11	Thu 2/10/11		
13	<b>2.1.2 Coordinate timing for the event</b>	<b>0%</b>	<b>1 day</b>	<b>Tue 3/15/11</b>	<b>Tue 3/15/11</b>		
14	2.1.2.1 Create a project plan for the family reunion	0%	1 day	Tue 3/15/11	Tue 3/15/11	11	
15	2.1.2.2 Establish a schedule for the event	0%	1 day	Tue 3/15/11	Tue 3/15/11	11	
16	<b>2.1.3 Coordinate set-up activities required</b>	<b>0%</b>	<b>1 day</b>	<b>Tue 2/8/11</b>	<b>Tue 2/8/11</b>		
17	2.1.3.1 Prepare a list of set-up activities required	0%	0.5 days	Tue 2/8/11	Tue 2/8/11		
18	2.1.3.2 Prepare a list of volunteers for set-up	0%	0.5 days	Tue 2/8/11	Tue 2/8/11	17	
19	<b>2.1.4 Coordinate equipment needs</b>	<b>0%</b>	<b>1.25 days</b>	<b>Tue 2/8/11</b>	<b>Wed 2/9/11</b>		
20	2.1.4.1 Create a list of equipment needed	0%	0.5 days	Tue 2/8/11	Tue 2/8/11		
21	2.1.4.2 Prepare a list of potential locations to procure equipment	0%	0.5 days	Tue 2/8/11	Tue 2/8/11	20	
22	2.1.4.3 Finalize locations for equipment	0%	0.25 days	Wed 2/9/11	Wed 2/9/11	21	
23	<b>2.1.5 Coordinate entertainment</b>	<b>0%</b>	<b>5 days</b>	<b>Tue 2/8/11</b>	<b>Mon 2/14/11</b>		
24	2.1.5.1 Plan a skit	0%	5 days	Tue 2/8/11	Mon 2/14/11		
25	2.1.5.2 Plan a slide show	0%	2 days	Tue 2/8/11	Wed 2/9/11		
26	2.1.5.3 Plan the music	0%	2 days	Tue 2/8/11	Wed 2/9/11		
27	<b>2.1.6 Coordinate cleanup</b>	<b>0%</b>	<b>1 day</b>	<b>Tue 2/8/11</b>	<b>Tue 2/8/11</b>		
28	2.1.6.1 Prepare a list of cleanup activities required	0%	1 day	Tue 2/8/11	Tue 2/8/11		
29	<b>2.1.7 Coordinate finances</b>	<b>0%</b>	<b>5 days</b>	<b>Tue 2/8/11</b>	<b>Mon 2/14/11</b>		
30	2.1.7.1 Prepare a budget	0%	5 days	Tue 2/8/11	Mon 2/14/11		
31	2.1.7.2 Identify sources of contributions	0%	5 days	Tue 2/8/11	Mon 2/14/11		
32	<b>2.1.8 Coordinate menu and food preparation</b>	<b>0%</b>	<b>4 days</b>	<b>Tue 2/8/11</b>	<b>Fri 2/11/11</b>		
33	2.1.8.1 Plan the menu	0%	2 days	Tue 2/8/11	Wed 2/9/11		
34	2.1.8.2 Determine quantities needed per attendee	0%	2 days	Thu 2/10/11	Fri 2/11/11	33	
35	<b>Milestone: Tasks assigned</b>	<b>0%</b>	<b>0 days</b>	<b>Fri 2/11/11</b>	<b>Fri 2/11/11</b>	<b>34</b>	

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36	<b>2.2 Risk Assessment</b>	<b>0%</b>	<b>1.5 days</b>	<b>Tue 3/15/11</b>	<b>Wed 3/16/11</b>		
37	2.2.1 Conduct risk brainstorming meeting with project team	0%	0.5 days	Tue 3/15/11	Tue 3/15/11	11	
38	2.2.2 Add tasks to project plan as needed	0%	1 day	Tue 3/15/11	Wed 3/16/11	37	
39	Milestone: Risk Management Plan in place	0%	0 days	Wed 3/16/11	Wed 3/16/11	38	
40	Milestone: Planning Complete	0%	0 days	Wed 3/16/11	Wed 3/16/11	39	
41	<b>3 Executing, Monitoring &amp; Controlling</b>	<b>0%</b>	<b>58.13 days</b>	<b>Wed 3/16/11</b>	<b>Sat 6/4/11</b>	<b>6</b>	
42	<b>3.1 Administrative tasks</b>	<b>0%</b>	<b>20 days</b>	<b>Wed 3/16/11</b>	<b>Wed 4/13/11</b>		
43	<b>3.1.1 Invitations and Responses</b>	<b>0%</b>	<b>16 days</b>	<b>Fri 3/18/11</b>	<b>Mon 4/11/11</b>	<b>12,51</b>	
44	<b>3.1.1.1 Compose invitations</b>	<b>0%</b>	<b>10 days</b>	<b>Fri 3/18/11</b>	<b>Fri 4/1/11</b>		
45	3.1.1.1.1 Request notification of any special dietary needs	0%	10 days	Fri 3/18/11	Fri 4/1/11		
46	3.1.1.1.2 Request RSVP to attend event	0%	10 days	Fri 3/18/11	Fri 4/1/11		
47	3.1.1.1.3 Ask who will need accommodations	0%	10 days	Fri 3/18/11	Fri 4/1/11		
48	Milestone: Invitations sent	0%	0 days	Fri 4/1/11	Fri 4/1/11	44	
49	3.1.1.2 Receive responses	0%	15 days	Fri 3/18/11	Fri 4/8/11		
50	3.1.1.3 Summarize attendee responses re. accommodations, dietary i	0%	1 day	Fri 4/8/11	Mon 4/11/11	49	
51	3.1.3 Reserve pavillion for reunion	0%	2 days	Wed 3/16/11	Fri 3/18/11	11	
52	3.1.4 Reserve block of rooms	0%	2 days	Mon 4/11/11	Wed 4/13/11	50	
53	<b>3.2 Purchase food and drink</b>	<b>0%</b>	<b>0.5 days</b>	<b>Mon 4/11/11</b>	<b>Mon 4/11/11</b>		
54	3.2.1 Purchase bulk items	0%	0.5 days	Mon 4/11/11	Mon 4/11/11	50,34	
55	3.2.2 Pre-order fresh items	0%	0.5 days	Mon 4/11/11	Mon 4/11/11	50,34	
56	<b>3.3 Secure and pick up equipment</b>	<b>0%</b>	<b>19 days</b>	<b>Wed 3/16/11</b>	<b>Tue 4/12/11</b>		
57	3.3.1 Rent tables and chairs	0%	1 day	Mon 4/11/11	Tue 4/12/11	50	
58	3.3.2 Rent speakers	0%	1 day	Wed 3/16/11	Thu 3/17/11	14	
59	3.3.3 Rent microphones	0%	1 day	Wed 3/16/11	Thu 3/17/11	14	
60	3.3.4 Borrow laptop	0%	1 day	Wed 3/16/11	Thu 3/17/11	14	
61	3.3.5 Rent projector	0%	1 day	Wed 3/16/11	Thu 3/17/11	14	
62	3.3.6 Rent screen	0%	1 day	Wed 3/16/11	Thu 3/17/11	14	
63	<b>3.4 Prepare entertainment</b>	<b>0%</b>	<b>56 days</b>	<b>Wed 3/16/11</b>	<b>Thu 6/2/11</b>		
64	<b>3.4.1 Prepare slide show</b>	<b>0%</b>	<b>25 days</b>	<b>Wed 3/16/11</b>	<b>Wed 4/20/11</b>		
65	3.4.1.1 Gather photos	0%	10 days	Wed 3/16/11	Wed 3/30/11		
66	3.4.1.2 Scan photos	0%	5 days	Wed 3/30/11	Wed 4/6/11	65	
67	3.4.1.3 Construct slideshow	0%	5 days	Wed 4/6/11	Wed 4/13/11	66	
68	3.4.1.4 Burn DVDs for distribution to attendees	0%	5 days	Wed 4/13/11	Wed 4/20/11	50,67	
69	<b>3.4.2 Prepare skit</b>	<b>0%</b>	<b>56 days</b>	<b>Wed 3/16/11</b>	<b>Thu 6/2/11</b>		
70	3.4.2.1 Obtain or write script	0%	15 days	Wed 3/16/11	Wed 4/6/11		
71	3.4.2.2 Assign roles	0%	1 day	Wed 4/6/11	Thu 4/7/11	70	

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72	3.4.2.3 Obtain costumes	0%	2 days	Thu 4/7/11	Mon 4/11/11	71	
73	3.4.2.4 Rehearse	0%	3 days	Mon 5/30/11	Thu 6/2/11	70,68,76	
74	<b>3.4.3 Prepare music</b>	<b>0%</b>	<b>53 days</b>	<b>Wed 3/16/11</b>	<b>Mon 5/30/11</b>		
75	3.4.3.1 Build playlist	0%	1 day	Wed 3/16/11	Thu 3/17/11		
76	3.4.3.2 Test equipment	0%	0.5 days	Mon 5/30/11	Mon 5/30/11	58,59	
77	<b>Milestone: Entertainment Prepared</b>	<b>0%</b>	<b>0 days</b>	<b>Thu 6/2/11</b>	<b>Thu 6/2/11</b>	<b>64,69,74</b>	
78	<b>3.5 Final preparations</b>	<b>0%</b>	<b>2.13 days</b>	<b>Thu 6/2/11</b>	<b>Sat 6/4/11</b>	<b>42,53,56,63</b>	
79	3.5.1 Purchase pre-ordered and last minute fresh items	0%	1 hr	Sat 6/4/11	Sat 6/4/11		
80	<b>3.5.2 Set up site</b>	<b>0%</b>	<b>0.19 days</b>	<b>Sat 6/4/11</b>	<b>Sat 6/4/11</b>		
81	3.5.2.1 Prepare and clean area	0%	1 hr	Sat 6/4/11	Sat 6/4/11		
82	3.5.2.2 Set up tables and chairs	0%	0.5 hrs	Sat 6/4/11	Sat 6/4/11	81	
83	3.5.2.3 Set up laptop, projector and screen	0%	0.5 hrs	Sat 6/4/11	Sat 6/4/11	81	
84	3.5.2.4 Set up audio equipment	0%	0.5 hrs	Sat 6/4/11	Sat 6/4/11	81,76	
85	<b>3.5.3 Prepare and serve food</b>	<b>0%</b>	<b>2.13 days</b>	<b>Thu 6/2/11</b>	<b>Sat 6/4/11</b>		
86	<b>3.5.3.1 Cook</b>	<b>0%</b>	<b>1.88 days</b>	<b>Thu 6/2/11</b>	<b>Sat 6/4/11</b>		
87	3.5.3.1.1 Bake desserts	0%	0.5 days	Thu 6/2/11	Thu 6/2/11	53	
88	3.5.3.1.2 Make side dishes	0%	0.5 days	Fri 6/3/11	Fri 6/3/11	87	
89	3.5.3.1.3 Barbecue	0%	0.25 days	Sat 6/4/11	Sat 6/4/11	81	
90	3.5.3.2 Transport food	0%	1 hr	Sat 6/4/11	Sat 6/4/11	81,87,88	
91	3.5.3.3 Serve meal	0%	2 hrs	Sat 6/4/11	Sat 6/4/11	87,88,89	
92	<b>3.5.4 Perform entertainment</b>	<b>0%</b>	<b>0.19 days</b>	<b>Sat 6/4/11</b>	<b>Sat 6/4/11</b>		
93	3.5.4.1 Show slideshow	0%	0.5 hrs	Sat 6/4/11	Sat 6/4/11	83	
94	3.5.4.2 Distribute DVDs	0%	0.25 hrs	Sat 6/4/11	Sat 6/4/11	93	
95	3.5.4.3 Perform skit	0%	0.5 hrs	Sat 6/4/11	Sat 6/4/11	69,81	
96	3.5.4.4 Play music	0%	1 hr	Sat 6/4/11	Sat 6/4/11	84	
97	<b>3.5.5 Facilitate the Reunion</b>	<b>0%</b>	<b>0.06 days</b>	<b>Sat 6/4/11</b>	<b>Sat 6/4/11</b>		
98	3.5.5.1 Volunteers ensure new arrivers are greeted and directed to res	0%	0.25 hrs	Sat 6/4/11	Sat 6/4/11		
99	3.4.5.2 Volunteers check with attendees to see if they have everything	0%	0.25 hrs	Sat 6/4/11	Sat 6/4/11	98	
100	3.4.5.3 Volunteers monitor food and drink quantities to make sure ther	0%	0.25 hrs	Sat 6/4/11	Sat 6/4/11	98	
101	3.4.5.4 Timer monitors schedule of events	0%	0.25 hrs	Sat 6/4/11	Sat 6/4/11	98	
102	3.4.5.5 Volunteers coordinate safe ride home	0%	0.25 hrs	Sat 6/4/11	Sat 6/4/11	98	
103	<b>Milestone: Day of Reunion Complete</b>	<b>0%</b>	<b>0 days</b>	<b>Sat 6/4/11</b>	<b>Sat 6/4/11</b>	<b>97</b>	
104	<b>Milestone: Executing, Monitoring and Controlling Complete</b>	<b>0%</b>	<b>0 days</b>	<b>Sat 6/4/11</b>	<b>Sat 6/4/11</b>	<b>103</b>	
105	<b>4 Closing</b>	<b>0%</b>	<b>6.44 days</b>	<b>Sat 6/4/11</b>	<b>Mon 6/13/11</b>		
106	<b>4.1 Complete clean-up tasks</b>	<b>0%</b>	<b>1.19 days</b>	<b>Sat 6/4/11</b>	<b>Mon 6/6/11</b>		
107	4.1.1 Pack up laptop, projector and screen	0%	0.25 hrs	Sat 6/4/11	Sat 6/4/11	94,95,96	

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108	4.1.2 Clear away remaining food, glasses and dishes	0%	0.5 hrs	Sat 6/4/11	Sat 6/4/11	104,91	
109	4.1.3 Tear down tables and chairs	0%	0.5 hrs	Sat 6/4/11	Sat 6/4/11	108	
110	4.1.4 Pack up audio equipment	0%	0.25 hrs	Sat 6/4/11	Sat 6/4/11	107	
111	4.1.5 Clean area	0%	1 hr	Sat 6/4/11	Sat 6/4/11	110	
112	4.1.6 Return all equipment	0%	1 day	Sat 6/4/11	Mon 6/6/11	111	
113	<b>4.2 Compile lessons learned for the next project manager</b>	<b>0%</b>	<b>5 days</b>	<b>Mon 6/6/11</b>	<b>Mon 6/13/11</b>	<b>112</b>	
114	4.2.1 Survey attendees for lessons learned and feedback	0%	3 days	Mon 6/6/11	Thu 6/9/11	112	
115	4.2.2 Compile feedback and distribute it to project team	0%	2 days	Thu 6/9/11	Mon 6/13/11	114	
116	<b>4.3 Celebrate and recognize your team!</b>	<b>0%</b>	<b>0.25 days</b>	<b>Mon 6/13/11</b>	<b>Mon 6/13/11</b>		
117	4.3.1 Conduct wrap-up meeting	0%	2 hrs	Mon 6/13/11	Mon 6/13/11	115	
118	Milestone: Closing Complete	0%	0 days	Mon 6/13/11	Mon 6/13/11	117	
119	Milestone: Project Complete	0%	0 days	Mon 6/13/11	Mon 6/13/11	117,104	