

This exercise augments classroom discussion of scheduling, monitoring, and adaptation of project work. It also revisits topics in writing.

1. List the members of your group below. Underline your name.
2. Summarize the schedule for the tasks of your project using a Gantt chart. Ensure that key dependencies are captured.

3. Identify critical paths in the schedule of Question 2.

4. Identify key milestones that are suitable indicators of timely progress on the schedule of Question 2. Provide contingency options in case of delays.

5. Briefly enumerate some key guidelines for effective written descriptions of projects.

6. Repeat Question 5 for verbal presentations.