

Starting point of your group activity is an excerpt from a project. A trade fair has to be organized. After selecting one of three possible locations a booth is finally rented and the exhibition prepared. The planned steps are shown in the following chart.

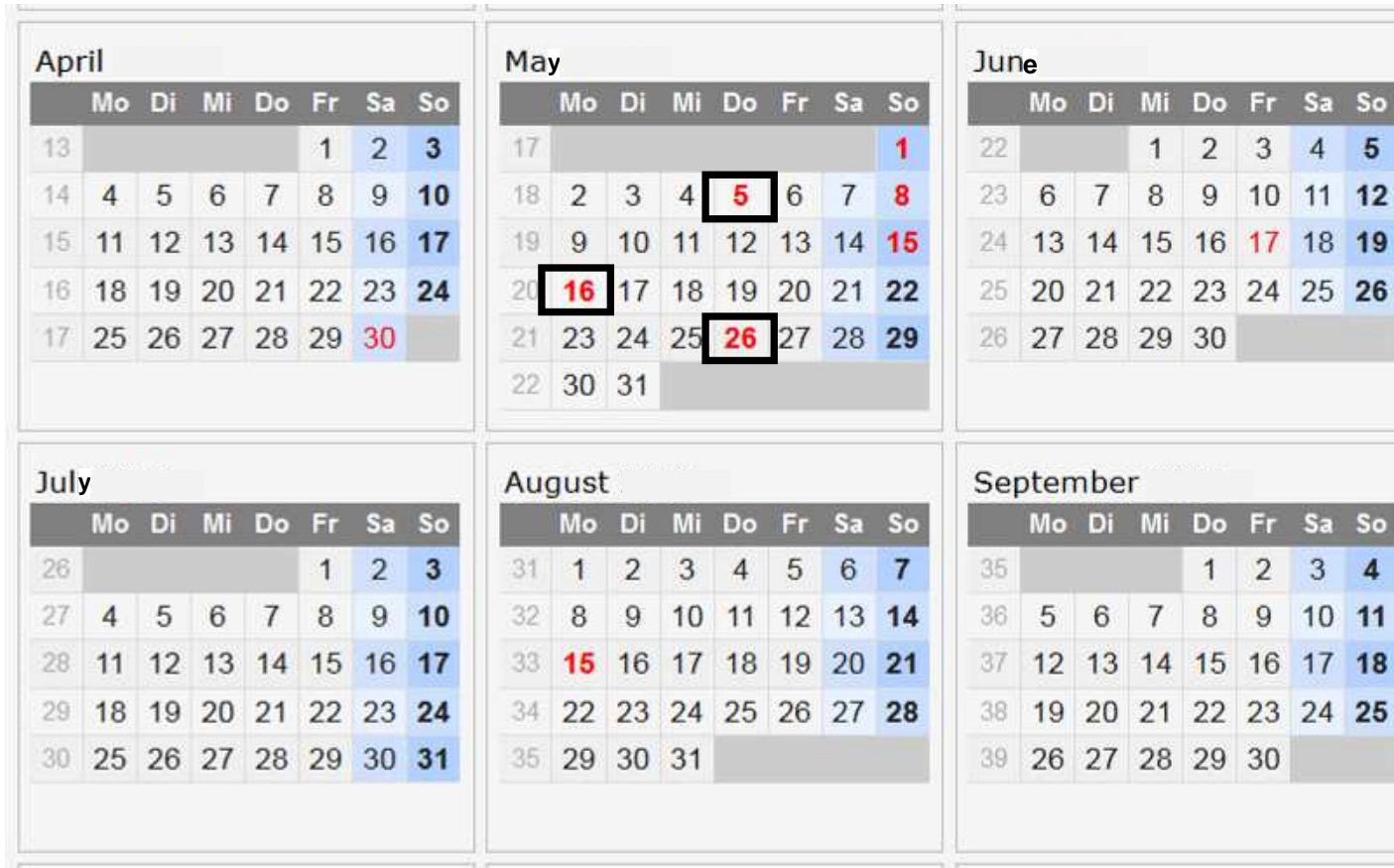
No.	Task	Duration/Type	Start date	Completion date	Responsibility	Preceding activity
	Select the Fair	14,5 d	Mon 02.05.	Tue 24.05.	team	
1	start (select the fair)	Mst	Mon 02.05.	Mon 02.05.		
2	examine fair A	8 d	Mon 02.05.	Thu 12.05.	Meier	1
3	examine fair B	8 d	Mon 02.05.	Mon 23.05.	Miller	1 (see remarks)
4	examine fair C	8 d	Mon 09.05.	Thu 19.05.	Lüdendorf	1 (see remarks)
5	decision meeting	4 h	Tue 24.05.	Tue 24.05.		2,3;4
6	end (select the fair)	Mst	Tue 24.05.	Tue 24.05.		5
	Rent the booth	7,19 d	Tue 24.05.	Fri 03.06.	Meier	
7	choose the booth	4 d	Tue 24.05.	Tue 31.05.	Meier	6
8	reserve the booth	1 h	Tue 31.05.	Tue 31.05.	Meier	7
9	informe Miller	Mst	Tue 31.05.	Tue 31.05.	Meier	simultaneously with 8 by cc
10	check the confirmation	0,5 h	Fri 03.06.	Fri 03.06.	Meier	8 +3 d waiting time
	Preparing the exhibition	6,38 d	Tue 31.05.	Wed 08.06.	Miller	
11	clarify who are the contact persons	3 h	Tue 31.05.	Tue 31.05.	Miller	9
12	order ID Cards	1 d	Fri 03.06.	Mon 16.06.	Miller	11 + 2 d waiting time
13	arrange equipment	1 d	Fri 03.06.	Mon 16.06.	Miller	11 + 2 d waiting time
14	reserve hotel rooms	4 h	Fri 03.06.	Mon 16.06.	Miller	11 + 2 d waiting time
15	deliver a short description for the exhibition program	1 h	Fri 03.06.	Fri 03.06.	Miller	11 + 2 d waiting time
16	create a planning documentation	3 d	Mon 06.06.	Wed 08.06.	Miller	12;13;14;15
17	finish the planning documentation	Mst	Wed 08.06.	Wed 08.06.	Miller	16

Remarks: d: working day h: hours, Mst: Milestone

Mr. Miller is on vacation from Friday, 6th May until the 17th May.

Mr. Lüdendorf is bound by another project from Monday, 02nd May, onwards. He is only available starting from Monday, 09.05.

Here you see a calendar of the project period. It may help you to get a better overview.



Your team will deal with the „bar chart” also known as the “Gantt-chart“-method.

Task 1

First you get a basic understanding of bar chart principles. Please read the brief description carefully. Prepare a short presentation of the method based on the bar chart you will find on page 4. It shows the start situation of the activities from the table on page 1 created with Microsoft Project. On Page 16 you will find the same situation created in a simple table grid.

Please show the bar chart in your presentation (either by downloading the file on the virtual learning platform or by taking a picture of it with your smartphone; either way is fine). Explain the different colors and symbols.

Bar Chart / Gantt chart

Bar charts can be used to illustrate a project schedule and to point out the interdependencies between the tasks of a project. This type of bar chart is also called Gantt chart. It is one of the most popular ways to allocate project activities in a timetable and project management tools help to generate them automatically.

Along the top of the chart you will find a time scale, according to the project schedule. This will make it easier to recognize public holidays or weekends during the realization phase of the project. On the left side you will often see the task list of the project. “Each task is represented by a bar; the position and length of the bar reflects the start date, duration and end date of the activity. This allows you to see at a glance:

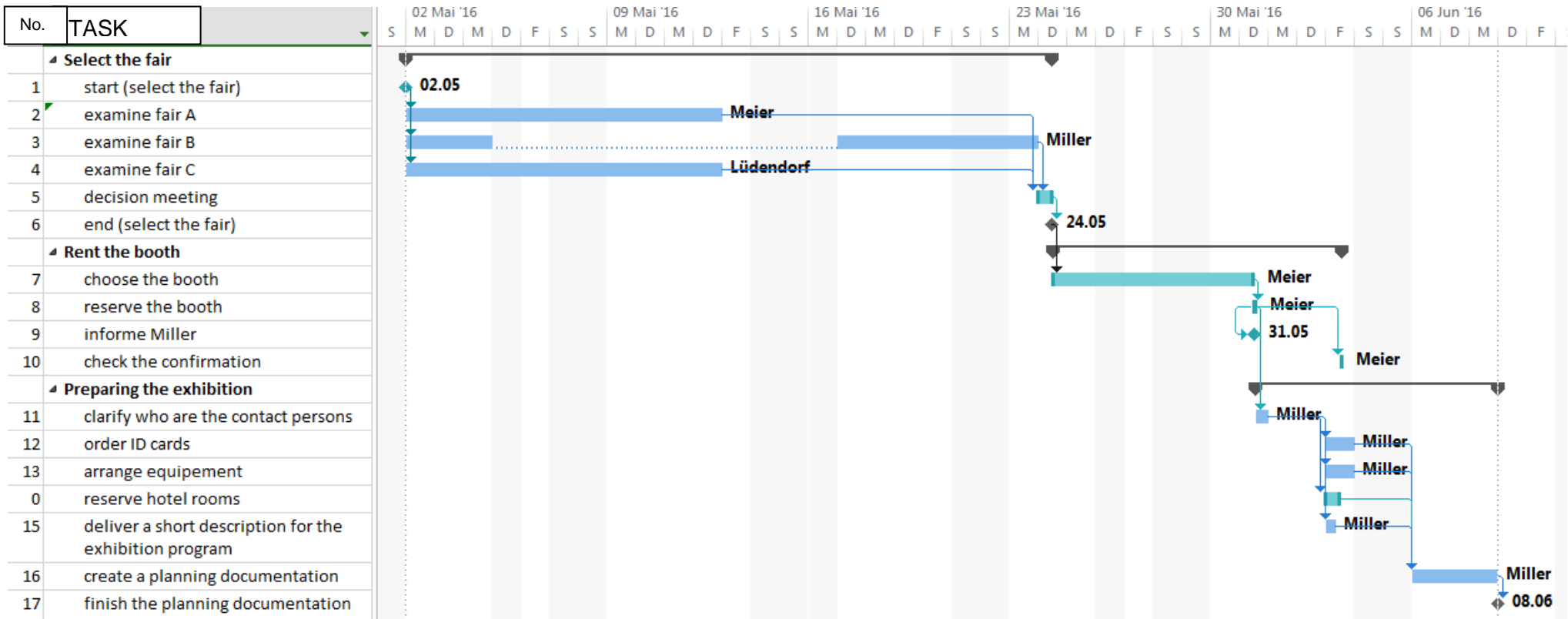
- What the various activities are
- When each activity begins and ends
- How long each activity is scheduled to last
- Where activities overlap with other activities, and by how much
- The start and end date of the whole project” (quoted by <http://www.gantt.com/>, ref. 17.11.14)

You often will find arrows between dependent tasks. They visualize which task requires the end or the start of another task.

The Gantt chart on page 4 shows the start position of the project tasks in the task list on page 1. A milestone is symbolized by a small diamond. Often you find the name of the responsible person or the task description beside or inside the bars. In that case the task list on the left side can be omitted. In the mentioned task list the activities are grouped into three phases. The corresponding symbol for a phase is a black line with a small downward looking arrow at the beginning and the end. You won't find this symbol in the Gantt chart on page 16ff, created using MS-Excel.

During the realization phase of the project the bars and arrows may change because of time shifts. Comparisons between the bar chart from the beginning and later versions provide valuable information of the progress of the project.

Here you see the tasks from page 1 at the start of the project visualized by a bar chart¹



¹ createt using MS-Project (German version)

Task 2

Please go through the following status reports and the excerpts from the minutes of the decision meeting. Please pay attention to information on the completion of a task only. Beware of public holidays in cases the timetable is changing and take into account interdependent tasks as well as tasks that last less than 8 hours (1 workday).

Create bar charts at least for two resulting changes. You can use the prepared table grids on page 16ff. Some of them show the start situation of the project. Create separate bar charts for each change. That makes it easier to see the developments and to share the results with the others. Decide if you prefer to draw supplements into the bar chart of the start situation or put them in an empty table grid.

The status reports are numbered in order to make the discussion on them easier.

You have to present your bar charts by showing them to the group. Draw them by hand for your convenience. Then take pictures of them and share them with the others by a computer-presentation.

If there is time, you might use the prepared excel-file and create the bar charts with this computer program. However, do not underestimate the time you need for this transfer; so do not start by using the file.

Status report 1				
Project: organization of trade fair involvement			Responsible: Miller	
Date: 4.5.		Reasons for the status report:		Examine fair B
		Vacation <input type="checkbox"/> routine report <input type="checkbox"/> milestone was reached <input type="checkbox"/> problem report		
Status	Deadline	Resources	Quality	Budget
According to schedule	■	■	■	■
On-going is at risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time extension needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remarks: The task started as planned on 02.05. and is progressing.				
Suggestions for further proceeding				

Status report 2				
Project: organization of trade fair involvement			Responsible: Meier	
Date: 9.5.		Reasons for the status report:		Examine fair A
		<input checked="" type="checkbox"/> routine report <input type="checkbox"/> milestone was reached <input type="checkbox"/> problem report		
Status	Deadline	Resources	Quality	Budget
According to schedule	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On-going is at risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time extension needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remarks: The reflections on trade fair A could not be started until now because of the inaccessibility of all involved partner. It was only possible to reach the secretary and make a telephone appointment (scheduled for Tue, 10/05).				
Suggestions for further proceeding				

Status report 3				
Project: organization of trade fair involvement			Responsible: Lüdendorf	
Date: 9.5.		Reasons for the status report:		Examine fair C
		<input checked="" type="checkbox"/> routine report <input type="checkbox"/> milestone was reached <input type="checkbox"/> problem report		
Status	Deadline	Resources	Quality	Budget
According to schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On-going is at risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time extension needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remarks: Task started today. Hence these forecasts are not very meaningful.				
Suggestions for further proceeding				

Status report 4				
Project: organization of trade fair involvement			Responsible: Meier	
Date: 17.5.		Reasons for the status report:		Examine fair A
		<input checked="" type="checkbox"/> routine report <input type="checkbox"/> milestone was reached <input type="checkbox"/> problem report		
Status	Deadline	Resources	Quality	Budget
According to schedule	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On-going is at risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time extension needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remarks: <p>The required contact persons were reached by phone on Tuesday, 10th May, as planned. They indicated to send an extensive information package. It will take some time to go through it and make a decision. The task should be finished by 25th of May.</p> <p>Please accept my apologies for the missing problem report.</p>				
Suggestions for further proceeding				
<p>I suggest postponing the decision meeting on 27th of May.</p>				

Status report 5				
Project: organization of trade fair involvement			Responsible: Miller	
Date: 17.5.		Reasons for the status report:		Examine fair B
		<input checked="" type="checkbox"/> routine report <input type="checkbox"/> milestone was reached <input type="checkbox"/> problem report		
Status	Deadline	Resources	Quality	Budget
According to schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On-going is at risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time extension needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remarks: See status report from 4th of May, as I just returned from vacation today.				
Suggestions for further proceeding				

Status report 6				
Project: organization of trade fair involvement			Responsible: Lüdendorf	
Date: 17.5.		Reasons for the status report:		Examine fair C
		<input checked="" type="checkbox"/> routine report <input type="checkbox"/> milestone was reached <input type="checkbox"/> problem report		
Status	Deadline	Resources	Quality	Budget
According to schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On-going is at risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time extension needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remarks: Status of tasks as planned.				
Suggestions for further proceeding				

Status report 7				
Project: organization of trade fair involvement			Responsible: Meier	
Date: 23.5.		Reasons for the status report:		Examine trade A
		<input checked="" type="checkbox"/> routine report <input type="checkbox"/> milestone was reached <input type="checkbox"/> problem report		
Status	Deadline	Resources	Quality	Budget
According to schedule	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On-going is at risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time extension needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remarks: The task will be finished at latest by Friday 27th of May, 2 p.m.				
Suggestions for further proceeding				
Adjournment of the decision meeting to Monday, 30th May.				

Status report 8				
Project: organization of trade fair involvement			Responsible: Miller	
Date: 23.5.		Reasons for the status report:		Examine trade B
		<input checked="" type="checkbox"/> routine report <input type="checkbox"/> milestone was reached <input type="checkbox"/> problem report		
Status	Deadline	Resources	Quality	Budget
According to schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On-going is at risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time extension needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remarks: Everything is as planned.				
Suggestions for further proceeding				

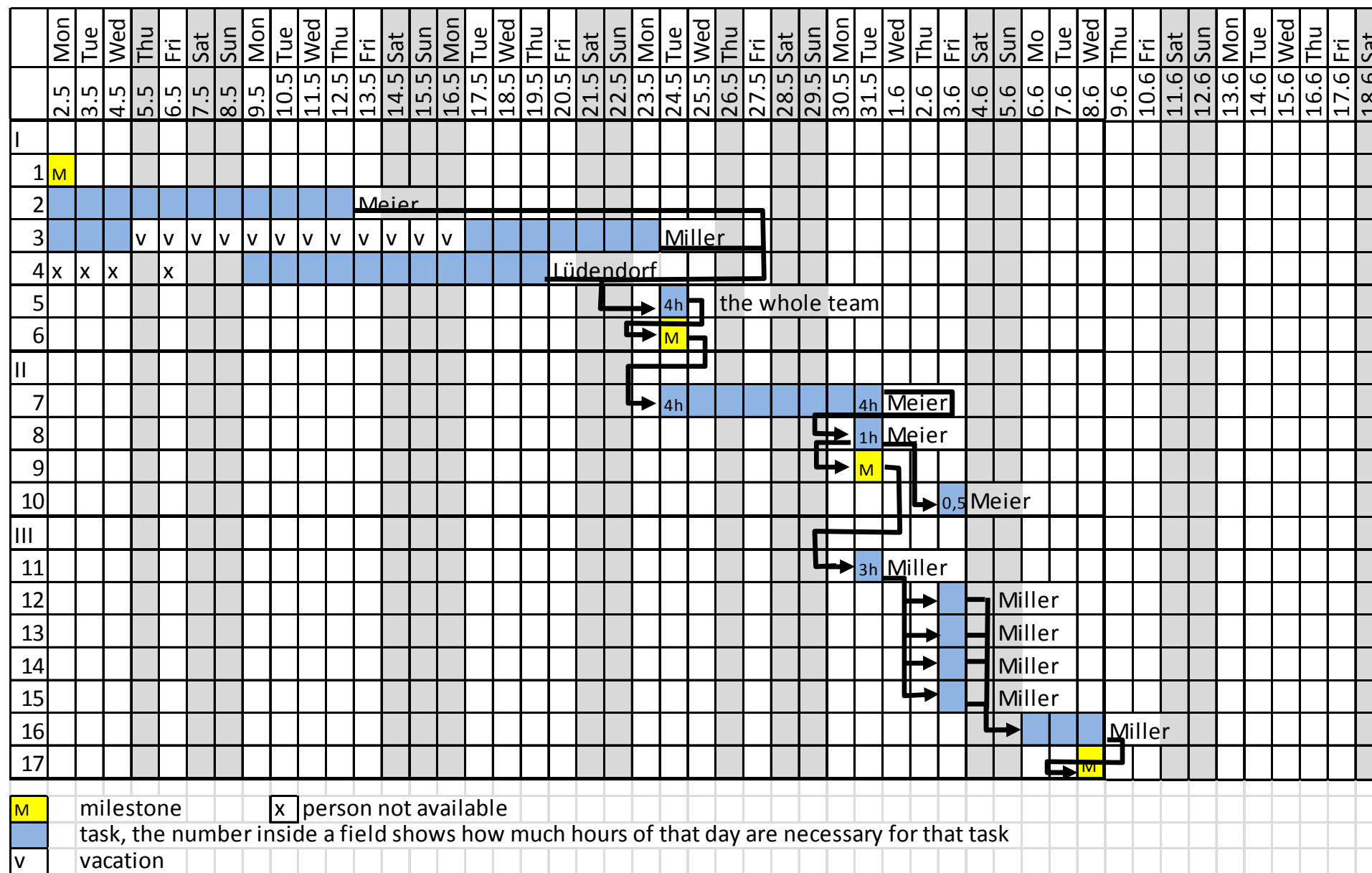
Status report 9				
Project: organization of trade fair involvement			Responsible: Lüdendorf	
Date: 23.5.		Reasons for the status report:		Examine trade C
		<input checked="" type="checkbox"/> routine report <input type="checkbox"/> milestone was reached <input type="checkbox"/> problem report		
Status	Deadline	Resources	Quality	Budget
According to schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On-going is at risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time extension needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remarks: The task was completed on Thursday night (in line with the schedule).				
Suggestions for further proceeding				

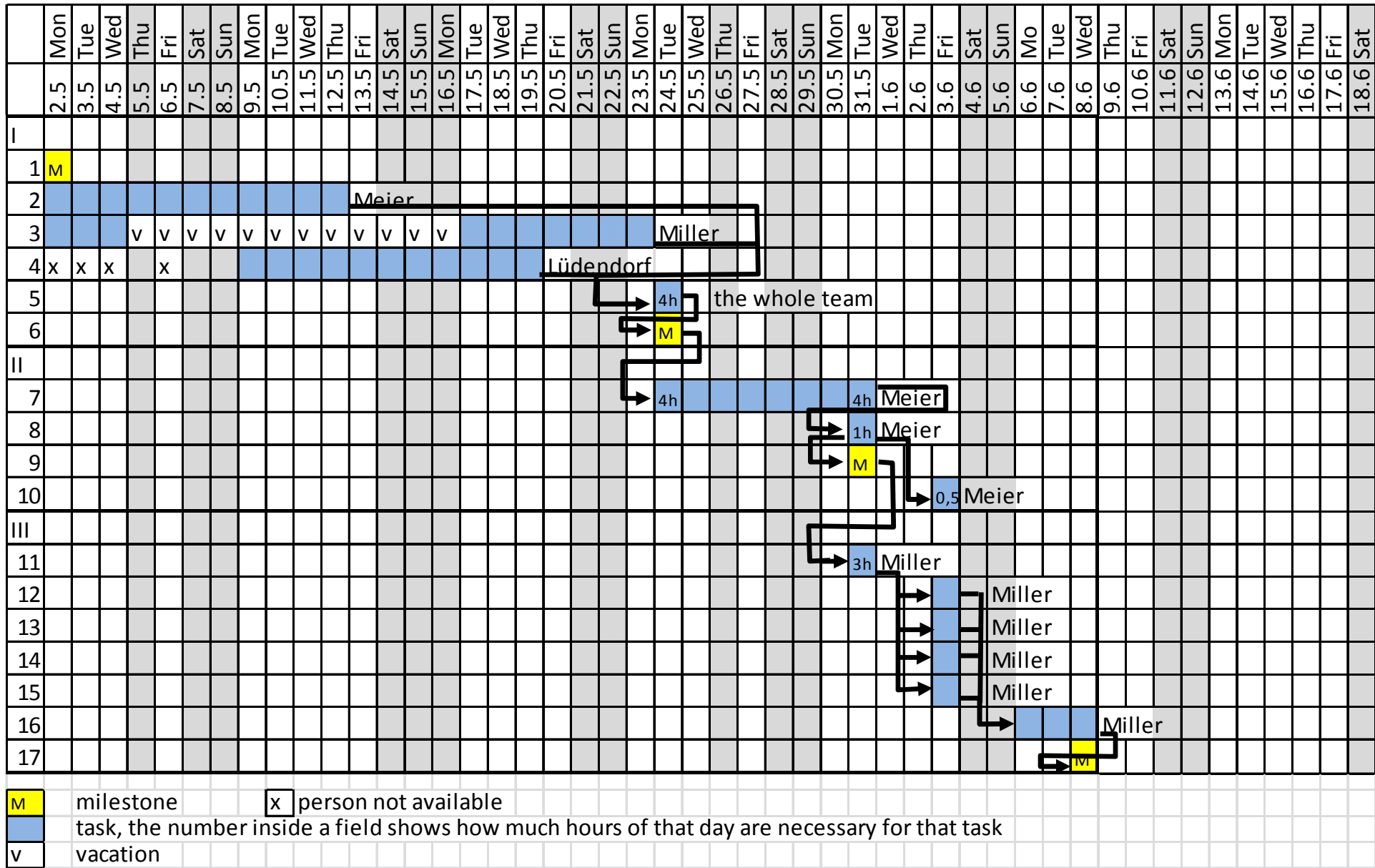
Excerpts from the minutes of the Decision Meeting held on 30th of May

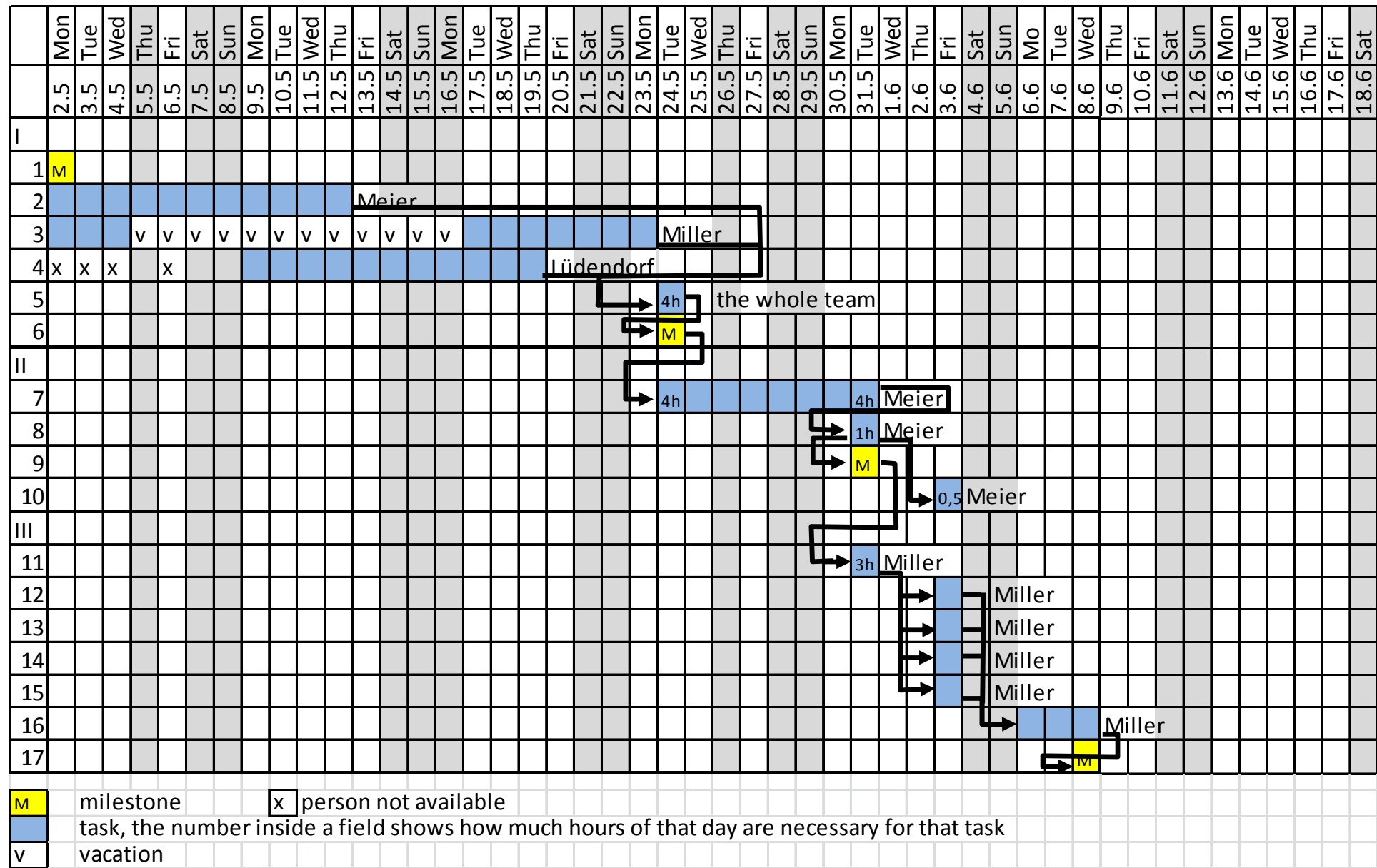
All team members unanimously choose trade fair

The subsequent phase can be started.

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