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

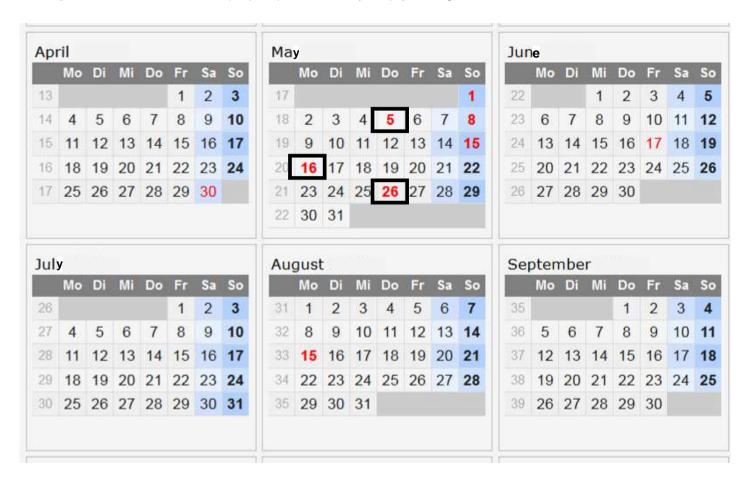**Remarks:**   **d**: working day   **h**: hours,   **Mst**: Milestone

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.

April	Mo	Di	Mi	Do	Fr	Sa	So
13					1	2	3
14	4	5	6	7	8	9	10
15	11	12	13	14	15	16	17
16	18	19	20	21	22	23	24
17	25	26	27	28	29	30	

May	Mo	Di	Mi	Do	Fr	Sa	So
17							1
18	2	3	4	5	6	7	8
19	9	10	11	12	13	14	15
20	16	17	18	19	20	21	22
21	23	24	25	26	27	28	29
22	30	31					

June	Mo	Di	Mi	Do	Fr	Sa	So
22			1	2	3	4	5
23	6	7	8	9	10	11	12
24	13	14	15	16	17	18	19
25	20	21	22	23	24	25	26
26	27	28	29	30			

July	Mo	Di	Mi	Do	Fr	Sa	So
26					1	2	3
27	4	5	6	7	8	9	10
28	11	12	13	14	15	16	17
29	18	19	20	21	22	23	24
30	25	26	27	28	29	30	31

August	Mo	Di	Mi	Do	Fr	Sa	So
31	1	2	3	4	5	6	7
32	8	9	10	11	12	13	14
33	15	16	17	18	19	20	21
34	22	23	24	25	26	27	28
35	29	30	31				

September	Mo	Di	Mi	Do	Fr	Sa	So
35				1	2	3	4
36	5	6	7	8	9	10	11
37	12	13	14	15	16	17	18
38	19	20	21	22	23	24	25
39	26	27	28	29	30		

Your team will deal with the „milestone-trend-analysis"-method.

Task 1

First, you get a description of the milestone trend analysis method. Please read this description carefully. Prepare a short presentation of the method based on the graph on page 4. Please show the graph 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).

Milestone trend analysis

Milestone trend analysis is an easy-to-read method to visualize the history, the progress and the prognosis of the milestones of a project. Conditions for using this method are a realistic time schedule, the definition of an adequate number of meaningful milestones and regular feedback on the progress of the project-tasks. The last mentioned information you mostly get on regularly project meetings.

All milestones are filled in a single diagram, updated step by step throughout the whole project duration for each milestone. For small projects the method can be used exclusively for the project end. Single tasks are not shown.

The graph comprises two time axes. The horizontal axis indicates the current date. The vertical axis shows the estimated completion dates of the milestones. This data is based on information from the relevant team members. The diagonal is called a *trend line*.
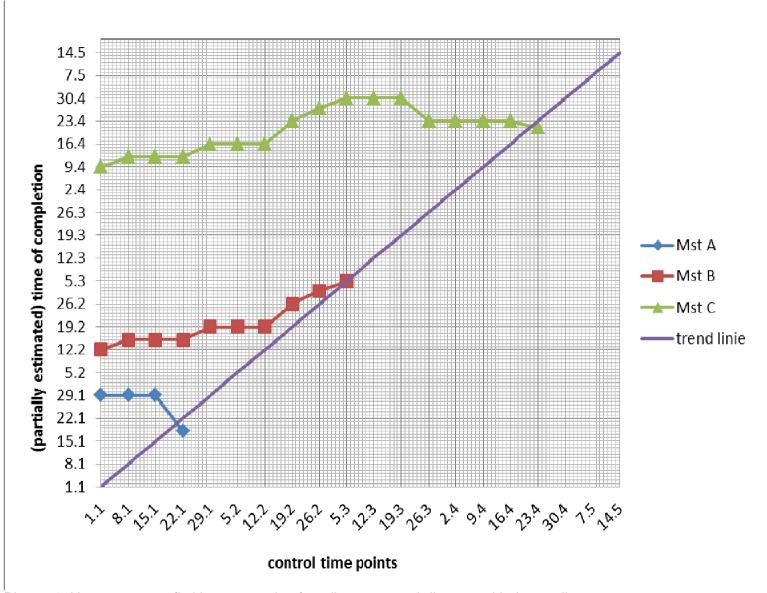
The diagram on the next page shows a milestone trend analysis with three milestones after completion of the project. On the beginning of the project it is planned to finish the milestones on 29.01., 12.2. and 9.4.

Milestone (Mst) A was finished on 18.1. – earlier than expected (falling polygon course); but this event was not filled into the graph until 22.1. Thus, the last point belonging to Mst A lies beneath the trend line. Both Mst B and Mst C were completed with delay (rising polygon courses).

Until 15.1. (see horizontal axis) plans did not change for Mst A. It was still targeted to 29.1 (horizontal line). But then all tasks belonging to Mst A were evidentially completed on 22.1. Therefore the line falls. Mst B has continuously increasing delay, at least three weeks (the line is either horizontal or rises). It seems that Mst C depends on Mst B. The polygon course of Mst C and Mst B are parallel until Mst B is reached. Further it looks like the tasks belonging to Mst C can be completed quicker than expected because the polygon course is falling after the 5th of March. It gets ready on 21.4.

Summing up,

- A rising polygon course shows delay.

- A horizontal polygon course shows that everything is expected as planned.

- A falling polygon course shows a tendency of early completion.

- The trend line helps to see developments over time at a glance.

Picuter 1: Here you see a fictitious example of a milestone-trend-diagram with three milestones

Task 2

Please go through the following status reports and the protocol. Fill in the resulting changes into the milestone-trend diagram on the next page.

The planned time of completion for each of the Milestones A, B and C are shown on the vertical axis.

Milestone A: 24.05.,
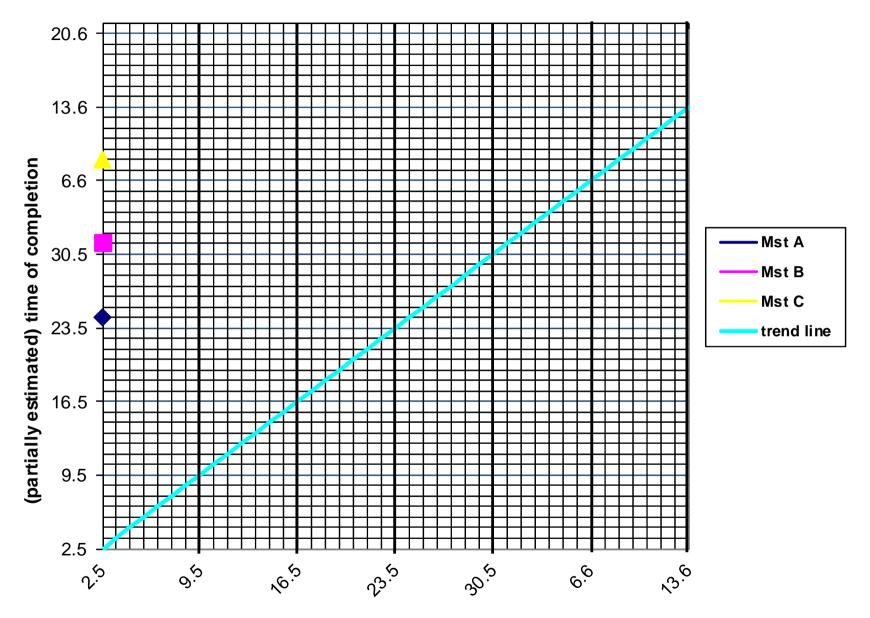Milestone B: 31.05.
Milestone C: 08.06.

Please just pay attention to the statements belonging to the time of completion as you go through the status reports. Have a look at the date of the status reports for choosing the right point on the horizontal axis. The value on the vertical axis remain constant if no delay or an earlier completion occurs. Additionally check if there is an impact on the milestones. Beware of public holidays in cases the timetable is changing and take into account interdependent tasks.

The status reports are numbered in order to make the discussion on them easier. Share your ideas with the group by setting up a list as indicated and by showing them the result diagram (take a picture of it and share it with them by a computer-presentation).

Date	Status report Number		Your Decision (Change / No Change)
4.5.	1	…	
9.5.	2	…	

Take the items in the milestone-trend-diagram at every change of the milestone dates. Doing so, the dates on the status reports will help you. Further, fill in the current item at each of the marked positions (9.5., 16.5., 23.5, 30.5., 6.6., 13.6.). That will help you to compare your result with the prepared sample solution.

Take into consideration later in your reals projects: If you work as a project member in a project team you should avoid vague information like "I'am ready in two days". This complicates controlling the project schedule.

Picture 2: initial situation for your task 2.

Status report 1				
Project: **organization of trade fair involvement**			Responsible: **Miller**	
Date: **4.5.**		Reasons for the status report: **Vacation** ☐ routine report ☐ milestone was reached ☐ problem report	**Examine fair B**	
Status	**Deadline**	**Resources**	**Quality**	**Budget**
According to schedule	■	■	■	■
On-going is at risk	☐	☐	☐	☐
Time extension needed	☐	☐	☐	☐

Remarks:

The task started as planned on 02.05.20 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:

■ routine report
☐ milestone was reached
☐ problem report | **Examine fair A** |

Status	Deadline	Resources	Quality	Budget
According to schedule	☐	■	■	■
On-going is at risk	■	☐	☐	☐
Time extension needed	☐	☐	☐	☐

Remarks:

The reflections on trade fair A could not be started 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: ■ routine report ☐ milestone was reached ☐ problem report	**Examine fair C**

Status	Deadline	Resources	Quality	Budget
According to schedule	■	■	■	■
On-going is at risk	☐	☐	☐	☐
Time extension needed	☐	☐	☐	☐

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: ■ routine report ☐ milestone was reached ☐ problem report		**Examine fair A**	
Status	**Deadline**	**Resources**	**Quality**	**Budget**
According to schedule	☐	■	■	■
On-going is at risk	☐	☐	☐	☐
Time extension needed	■	☐	☐	☐

Remarks:

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.

Please accept my apologies for the missing problem report.

Suggestions for further proceeding

I suggest postponing the decision meeting on 27th of May.

Status report 5

Project: **organization of trade fair involvement**	Responsible: **Miller**

Date: **17.5.**	Reasons for the status report: ■ routine report ☐ milestone was reached ☐ problem report	**Examine fair B**

Status	Deadline	Resources	Quality	Budget
According to schedule	■	■	■	■
On-going is at risk	☐	☐	☐	☐
Time extension needed	☐	☐	☐	☐

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: ■ routine report ☐ milestone was reached ☐ problem report		**Examine fair C**	

Status	Deadline	Resources	Quality	Budget
According to schedule	■	■	■	■
On-going is at risk	☐	☐	☐	☐
Time extension needed	☐	☐	☐	☐

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: ■ routine report ☐ milestone was reached ☐ problem report	**Examine trade A**

Status	Deadline	Resources	Quality	Budget
According to schedule	☐	■	■	■
On-going is at risk	☐	☐	☐	☐
Time extension needed	■	☐	☐	☐

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.

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Status report 8

Project: **organization of trade fair involvement**	Responsible: **Miller**

Date: **23.5.**	Reasons for the status report: ■ routine report ☐ milestone was reached ☐ problem report	**Examine trade B**

Status	Deadline	Resources	Quality	Budget
According to schedule	■	■	■	■
On-going is at risk	☐	☐	☐	☐
Time extension needed	☐	☐	☐	☐

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: ■ routine report ☐ milestone was reached ☐ problem report	**Examine trade C**

Status	Deadline	Resources	Quality	Budget
According to schedule	■	■	■	■
On-going is at risk	☐	☐	☐	☐
Time extension needed	☐	☐	☐	☐

Remarks:

The task was completed on Thursday night (in line with the schedule).

Suggestions for further proceeding

Excerpts of the minutes belonging to the Decision Meeting on 30th of May

All team members unanimously choose trade fair ….

The subsequent phase can be started.

…

Excerpts of the minutes belonging to the Decision Meeting on 30th of May

Status report 10

Project: **organization of trade fair involvement**	Responsible: **Meier**

Date: **3.6.**	Reasons for the status report: **Final report** ☐ routine report ☐ milestone was reached ☐ problem report	**Rent the booth**

Status	Deadline	Resources	Quality	Budget
According to schedule	■	■	■	■
On-going is at risk	☐	☐	☐	☐
Time extension needed	☐	☐	☐	☐

Remarks:

The task "rent the booth" has already been completed. The information was sent to Mr. Miller as scheduled on 31.05. The trade exhibitor confirmed the rental.

Suggestions for further proceeding

Status report 11

| Project: **organization of trade fair involvement** | Responsible: **Miller** |

| Date: **6.6.** | Reasons for the status report:

■ routine report
☐ milestone was reached
☐ problem report | **Preparing the exibition** |

Status	Deadline	Resources	Quality	Budget
According to schedule	■	■	■	■
On-going is at risk	☐	☐	☐	☐
Time extension needed	☐	☐	☐	☐

Remarks:

Suggestions for further proceeding

Status report 12

Project: **organization of trade fair involvement**	Responsible: **Miller**

Date: **7.6.**	Reasons for the status report: ☐ routine report ☐ milestone was reached ■ problem report	**Preparing the exhibition**

Status	Deadline	Resources	Quality	Budget
According to schedule	☐	■	■	■
On-going is at risk	☐	☐	☐	☐
Time extension needed	■	☐	☐	☐

Remarks:

Due to a computer virus attacking our network, maintenance will take until 15th of June. As the computers will not be working until then, further documentation is impossible.

Suggestions for further proceeding

Status report 13

Project: **organization of trade fair involvement**	Responsible: **Miller**

Date: **13.6.**	Reasons for the status report: ■ routine report ☐ milestone was reached ☐ problem report	**Preparing the exhibition**

Status	Deadline	Resources	Quality	Budget
According to schedule	☐	■	■	■
On-going is at risk	☐	☐	☐	☐
Time extension needed	■	☐	☐	☐

Remarks:

The virus was already removed on Monday morning, but the documentation got lost. The documentation will probably be ready on Wednesday.

Suggestions for further proceeding