

# Task Report: Guest Lectures

Task	Start	End	Duration	Completed	Dependencies	Total Cost	Assigned	Planned Start	Start Variance	Constraint Start	Planned End	End Variance	Constraint End
<b>0) Guest Lectures</b>	<b>T day 12:00 AM</b>	<b>T+19w 1d 10:00 AM</b>	<b>19w 1d 2h</b>	0%									
1) KIIC Guest Lecture Series	T day 12:00 AM	T day 12:00 AM		0%									
2) Roles and responsibilities	T day 12:00 AM	T day 12:00 AM		0%									
<b>3) 1.1 Project team</b>	<b>T day 8:00 AM</b>	<b>T+1w 1d 5:00 PM</b>	<b>1w 2d</b>	0%									
4) Assign project team and contact numbers, responsibilities	T day 8:00 AM	T+1w 1d 5:00 PM	1w 2d	0%			Lead/Grad Student						
5) Gather contact information and create group communication resource (distribution list, shared team portal, etc.).	T day 8:00 AM	T+1w 1d 5:00 PM	1w 2d	0%			Student Support (undergrad)						
<b>6) 1.2 Roles</b>	<b>T+1w 2d 8:00 AM</b>	<b>T+3w 10:00 AM</b>	<b>1w 3d 2h</b>	0%	<b>3</b>								
7) Assign one KIIC team member to each date ("KIIC host")	T+1w 2d 8:00 AM	T+1w 2d 10:00 AM	2h	0%			Lead/Grad Student						
8) Assign resource (s) to manage RSVPS	T+1w 2d 8:00 AM	T+1w 2d 10:00 AM	2h	0%			Student Support (undergrad)						

9) Assign photographer, give dates	T+2w 6d 10:00 AM	T+3w 10:00 AM	2h	0%			Student Support (undergrad)							
10) Dedicate staff to advertising	T+2w 6d 1:00 PM	T+3w 10:00 AM	2h	0%			Lead/Grad Student							
11) Assign Ursuline AV point person	T+2w 6d 1:00 PM	T+3w 10:00 AM	2h	0%			Student Support (undergrad)							
12) Assign Wiki master	T+1w 2d 8:00 AM	T+1w 2d 10:00 AM	2h	0%			Dr. Stith							
13) Meet and communicate roles	T+1w 2d 10:00 AM	T+1w 2d 1:40 PM	< 2.75h	0%	12		Lead/Grad Student; Dr. Stith; Student Support (undergrad)							
14) Begin Planning	T day 12:00 AM	T day 12:00 AM		0%										
<b>15) Dates</b>	<b>T+1w 5d 10:00 AM</b>	<b>T+6w 1d 12:00 PM</b>	<b>4w 1d 4h</b>	<b>0%</b>	<b>13</b>									
16) Determine amount of sessions	T+1w 5d 10:00 AM	T+2w 10:00 AM	2h	0%			Dr. Stith							
17) Check faculty lecture dates	T+1w 5d 10:00 AM	T+2w 10:00 AM	2h	0%			Student Support (undergrad)							
18) Determine dates	T+2w 10:00 AM	T+3w 2d 10:00 AM	1w 2d	0%	16, 17		Lead/Grad Student							
19) Find space for max 100 people	T+1w 5d 1:00 PM	T+2w 10:00 AM	2h	0%			Student Support (undergrad)							
20) Secure space for each date	T+3w 2d 10:00	T+3w 2d 12:00	2h	0%	18		Student Support (undergrad)							

date	AM	PM					(undergrad)						
21) Create KIIC master calendar	T+3w 2d 1:00 PM	T+6w 1d 12:00 PM	2w 4d	0%	20		Lead/Grad Student						
<b>22) Speakers</b>	<b>T+3w 2d 10:00 AM</b>	<b>T+6w 1d 5:00 PM</b>	<b>2w 4d 6h</b>	<b>0%</b>									
23) Secure speakers for each date	T+3w 2d 10:00 AM	T+3w 4d 10:00 AM	2d	0%	18		Lead/Grad Student						
24) Determine if speaker wants do use power point or pure lecture	T+6w 1d 3:00 PM	T+6w 1d 5:00 PM	2h	0%	23		Student Support (undergrad)						
<b>25) Advertising</b>	<b>T day 12:00 AM</b>	<b>T+7w 1d 5:00 PM</b>	<b>7w 2d</b>	<b>0%</b>									
26) Create ad copy (project-wide)	T day 8:00 AM	T+5w 2d 5:00 PM	5w 3d	0%			Graphics students						
27) Determine advertising means and approach	T day 12:00 AM	T day 12:00 AM		0%			Lead/Grad Student						
28) Advertise	T+5w 5d 1:00 PM	T+7w 1d 5:00 PM	1w 2d	0%	26, 27		Lead/Grad Student; Student Support (undergrad)						
29) Prepare copies of calendar of all events to be distributed @ lecture and kickoff exhibit	T+7w 3:00 PM	T+7w 1d 3:00 PM	1d	0%	21		Student Support (undergrad)						
<b>30) Attendees</b>	<b>T day 8:00 AM</b>	<b>T+14w 3d 10:00 AM</b>	<b>14w 3d 2h</b>	<b>0%</b>									
31) Create	T day	T+1w 2d	1w 2d				Lead/Grad Student; Dr.						

31) Create invitee list	8:00 AM	Tu 8:40 AM	Tu 0.75h	0%			Stith; Student Support (undergrad)							
32) Send out invitations	T+8w 6d 3:00 PM	T+9w 10:00 AM	2h	0%	31		Student Support (undergrad)							
33) Track RSVPs	T+9w 10:00 AM	T+14w 3d 10:00 AM	5w 3d	0%	32		Student Support (undergrad)							
34) Approach professors whose courses are pertinent and provide information for their students to attend	T+8w 6d 3:00 PM	T+10w 1d 5:00 PM	1w 2d	0%			Lead/Grad Student							
<b>35) 2.5 Wiki</b>	<b>T+1w 5d 1:00 PM</b>	<b>T+2w 5:00 PM</b>	<b>1d</b>	<b>0%</b>										
36) Create Wiki repository	T+1w 5d 1:00 PM	T+2w 5:00 PM	1d	0%			Dr. Stith							
37) Post calendar	T+6w 1d 1:00 PM	T+7w 3d 12:00 PM	1w 2d	0%	21		Dr. Stith							
38) Post roles and responsibilities	T+1w 6d 1:00 PM	T+3w 1d 5:00 PM	1w 2d	0%	3		Dr. Stith							
<b>39) F&amp;B</b>	<b>T+10w 1d 3:00 PM</b>	<b>T+15w 10:00 AM</b>	<b>4w 3d 4h</b>	<b>0%</b>										
40) Determine food budget	T+10w 1d 3:00 PM	T+10w 1d 5:00 PM	2h	0%			Lead/Grad Student							
41) Determine food headcount (suggest: RSVP results + 10%)	T+14w 3d 10:00 AM	T+14w 4d 10:00 AM	1d	0%	33		Student Support (undergrad)							



time monitoring, monitor (e.g. hands up for five minutes left, etc.)	T+19w 10:00 AM	T+19w 12:00 PM	2h	0%			Lead/Grad Student						
54) Take pictures for publication	T+19w 10:00 AM	T+19w 12:00 PM	2h	0%			Photographer						
<b>55) Conclude</b>	<b>T+19w 10:00 AM</b>	<b>T+19w 1d 10:00 AM</b>	<b>1d</b>	<b>0%</b>									
56) Conclude lecture. Assist with program questions from attendees as needed (KIIC host)	T+19w 10:00 AM	T+19w 11:36 AM	> 1.5h	0%			Dr. Stith						
57) Thank the GS. Mention the next session. Have printed calendar of all KIIC events to pass out.	T+19w 10:00 AM	T+19w 10:24 AM	< 0.5h	0%			Dr. Stith						
58) Post Photos.	T+19w 10:00 AM	T+19w 12:00 PM	2h	0%			Dr. Stith; Photographer						
59)	T+19w 10:00 AM	T+19w 1d 10:00 AM	1d	0%									

Exported 8/24/09