



Sample: Programming - Project Management Program

Memo for the project

1. This project is going to cost \$47,120.00.

2. The project is estimated to be completed by the 14th of August, 2014. It will take 92 working days.

3. The critical paths are the paths with a slack time equal to zero. In our project we have next critical path:

- Activity #1: Define and get approvals for site goals.
- Activity #4: Select universal page layout & color schemes.
- Activity #6: Design user interface (main menu options & icons).
- Activity #7: Develop storyboards showing use cases.
- Activity #9: Write back-end code using ASP.
- Activity #10: Run preliminary tests of pages (test scripts, links).
- Activity #11: Develop database tables to hold site registration data.
- Activity #12: Configure hosting server and register domain name.
- Activity #13: Install security and site monitoring software.
- Activity #14: Test fully functioning web site in production environment.

An activity on the critical path cannot be started until its predecessor activity is complete. It means that if some of our critical paths will have a delay for some time (a day or more), the entire project will be delayed for a day unless the activity following the delay activity is completed a day early.

In other words, the fact that our project has such a great amount of the critical paths means that we should think about some different resources allocation (maybe we should hire one more web designer, etc.), because if some of these paths will has a delay, the whole project can have a delay also.



4. The Activity #5 (Activity #5: Create/gather content (text, images, logos)) has the most total slack, which is 16 days. This implies that we can make some delay for this activity (the maximum delay is 16 days) and it will not have any influence on the duration of the project.

5. As we show in the question #3, the project has 10 critical paths. But at the same time it has a free slack (in total it is 34 days). But in total, the schedule is sensitive. It means that managers and workers should try to stay on schedule, because any delay may have an effect on the project duration (and this will lead to increasing of the project cost, for example).

6. According to our project, we can see that the main part of the work is on the web designer – Amy Smart and on the programmer – James Cool. Many of their activities are critical and that's why I think that if the project starts getting behind schedule, the supervisor should try to find a programmer or a web-designer (depending on the reason of the delay) to help workers to manage with their tasks in time. To decrease the cost of this additional worker the supervisor can hire him/her only for a partial job (for example: for 4 hour per day, 10 hour per week, for some task, etc.). I think that by this way the supervisor can help to meet a deadline without any delay.