**Assignment 6**

1. Chapter 7 Review Question 4 on pg. 231
2. Chapter 7 Review Question 5 on pg. 231
3. Chapter 7 Exercise Question 3 on pg. 231 Develop a Risk Response Matrix similar to figure 7.8 on pg. 220.
4. Chapter 7 Appendix Exercise Question 1 on pg. 244 You may work these problems by hand or by using excel. Be sure to show any formulas or other key methods that explain how you arrived at your answer. You can insert pictures of your calculations or screenshots from your excel file into the submission
5. The following is a task list for a tool show at the local civic center sponsored by a professional society. Use MS Project software to create a Gantt chart for the event. Submit the MS Project file.
6. Define project start date: Start Project March 5th, 2017.
7. Define working times: Working hours Monday-Friday 8:00am-5:00pm with 1 hour lunch break and Saturday 8:00am-12:00pm
8. Enter given task names including summary tasks.
9. Enter durations of the tasks.
10. Establish linkages for the tasks.
11. Automatically schedule the tasks
12. Manually enter the following requirement
    * Sign Contract with setup crew – Start no earlier than 11/4/2018

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| --- | --- | --- | --- |
| **ID** | **Task Name** | **Duration (days)** | **Task Linkage** |
| 1 | **Pre Planning For Event** | **Summary Task** |  |
| 2 | Form tool show committee | 5 |  |
| 3 | Organize data from last year | 3 | Start-to-start 2,3 |
| 4 | Initially contact possible exhibitors | 15 | Finish-to-start 3,4 |
| 5 | Re-contact possible exhibitors | 7 | Finish-to-start 4,5 |
| 6 | Determine space requirements | 8 | Finish-to-finish 5,6 |
| 7 | **Setup and final preparation** | **Summary Task** | Finish-to-start 1,7 |
| 8 | Sign contract with setup crew | 1 |  |
| 9 | Setup exhibitor booths and equipment | 4 | Start-to-start 8,9 |
| 10 | Determine menu and purchase food | 3 | Finish-to-finish 9,10 |
| 11 | **Tool Show Underway** | **Summary Task** | Finish-to-start 7,11 |
| 12 | Food service available | 5 |  |
| 13 | Check-in exhibitors | 1 | Start-to-start 12,13 |
| 14 | Maintenance available for teardown | 1 | Finish-to-finish 12,14 |

Instructions:

* Answer questions in a new MS Word document, do not use this file.
* Answer questions in your own words and provide discussion and thought with the textbook questions, one sentence responses are not enough.
* Be sure to reference any material you copy directly from the text.
* After completing the assignment return the file using the “Assignment 6” link located in the Assignments tab, do not return it using regular email.