

### Multi-tasking

- Certain jobs will take your full concentration, but then you get it to a point and **“there’s no need to watch the kettle boil”**
- If you do, your jobs will take you a lot longer to complete.
- This leads us to planning your process

### Planning Process

- You can make a list of all of the tasks that much be completed and the amount of time each task takes.
- On this list you would also include any ‘prerequisite tasks’\*  
\*things that MUST be done first\*

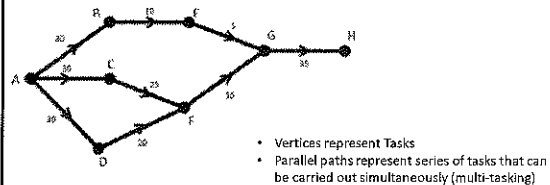
Task	Description	Time	Prerequisite
A			
B			

### Example: Starting a Company

Step	Description	Execution Time (days)	Prior Steps
A	Preparing a business plan	30	None
B	Conducting market research	10	A
C	Looking for partners	25	A
D	Looking for a location	20	A
E	Analyzing the market research	5	B
F	Evaluating the product-distribution systems	15	C and D
G	Arranging for financing	35	E and F
H	Launching the company	None	G

### Turning Chart into a Graph

- You are reading the chart one row at a time from right to left
- There will always be at least one vertex with NO Prerequisite Steps  
– Start with this vertex
- Next, identify the vertices that name that vertex as their prerequisite steps.  
– Draw these to the right of the first vertex, connect with a directed edge and weight the edges with the time it takes to complete the prerequisite step.
- Continue with this process until all steps are accounted for



### Questions

- Which is the first task that must be completed?
- Which is the last task that will be completed?
- What are all of the possible paths from start to finish?
- Which of the paths above is the critical path?
- What is the minimum amount of time it would take to Start this Company?

### Critical Path

- The **Critical Path** is the LONGEST path from the start of the project to the finish.
- You do not have to go to/through every vertex  
– This is because you are multitasking
- The Critical Path represents the MINIMUM AMOUNT OF TIME it would take to complete the entire project.

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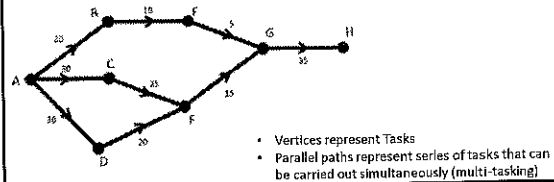
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