

Critical Path - Sample (Inception to Mid Point of Event) - Prepared By Ann Edall-Robson

Start Date	Due Date	Category	Task	Complete	Manager	Comments & Notes
22-Dec-09	2-Jan-10	Client Meeting	DKTM to KCI contract	X	AER/LAS	Review and sign
	3-Jan-10	Finance	Invoice to stakeholder re: contract deposit	X	LT	
5-Jan-10	Ongoing	Team	Distribute staff time sheets		LT	Hand in to Finance 25th of each month
	5-Jan-10	Administration	Meet with the DAKATAMA team re: AHCCP project	X	AER	Review project guidelines & previous year final report. Confirm/Assign Committee Chairs. Brainstorm. Review changes for current year. Set schedule for complete Team meetings. Initiate preparation of final budget based on expected participation
5-Jan-10	7-Jan-10	Cattle	Calculate # of Cows Needed	X	SWW	
6-Jan-10	7-Jan-10	RFQ-Cattle	Prepare RFQ for Cattle Suppliers & distribute	X	PAW/SWW	
6-Jan-10	8-Jan-10	Cattle	Contact cattle handlers	X	SWW	Schedule meeting to discuss contract
6-Jan-10	8-Jan-10	RFQ-Awards	RFQ from Prize suppliers & distribute	X	PAW/LAS	
	10-Jan-10	Contract	Reserve Arena, Barn, Red & White Tent, On Site Food Services	X	AER/LAS	Preliminary
	10-Jan-10	Venue	Initial meeting with Stampede - Inspect Site/Venue requirements	X	AER/LAS/LT/ SWW	
	11-Jan-10	Staffing-Contract	Initial meeting with cattle handlers	X	SWW	
8-Jan-10	12-Jan-10	RFQ-Awards	Quotes due from Prize suppliers	X	LAS/LT	
7-Jan-10	14-Jan-10	RFQ-Cattle	Cattle Bid Due	X	SWW/AER	
6-Jan-10	14-Jan-10	Sponsor	Contact previous sponsors	X	RM	
6-Jan-10	15-Jan-10	Finance	Calculate Prize payouts	X	AER/LT/LAS	
6-Jan-10	15-Jan-10	Vendors	Contact all previous vendors	X	PW	Intensions for 2010 participation
	16-Jan-10	Administration	Critical Path Update	X	AER	
	16-Jan-10	Finance	Cost projection update	X	LT	
	16-Jan-10	Team	Team meeting	X	AER	Each committee to report on preliminary tasks - set up ongoing meetings
14-Jan-10	17-Jan-10	Contract-Supplier	Prepare contracts for cow supplier & cattle handlers	X	PAW/AER	
6-Jan-10	17-Jan-10	Entries	Prepare Entry Package	X	DER/PAW	
6-Jan-10	17-Jan-10	Entries	Prepare online order form	X	DER/PAW	Stalls & parking
	20-Jan-10	Contract-Supplier	Meet w/Cattle Supplier	X	SWW	Sign contract. Set up delivery dates/times
12-Jan-10	20-Jan-10	Finance	Issue purchase orders & deposits for prizes	X	LT/LAS	
14-Jan-10	20-Jan-10	RFQ-Cattle	Prepare & distribute RFQ - Cattle Hauling	X	PAW/SWW	
17-Jan-10	25-Jan-10	Finance	Prepare final budget.	X	AER/LAS/LT	
	30-Jan-10	Administration	Critical Path Update	X	AER	
	30-Jan-10	Finance	Update	X	LT	
	30-Jan-10	Staffing-Contract	Contact previous year contract staff - set up meetings	X	LAS/JMW	Announcer, Timers, Judges, Linesmen
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	30-Jan-10	Staffing-Contract	Contact previous year show office staff - set up meetings	X	DER	
	30-Jan-10	Team	Team meeting	X	Team	
	31-Jan-10	Contract	Meet with Stampede re: venue	X	AER/LAS	Review - Work on final contract
	1-Feb-10	Client Meeting	Meet with Stakeholder	X	Team	
20-Jan-10	8-Feb-10	Awards	Confirm delivery dates of prizes	X	PAW	
	8-Feb-10	Contract	Meet with Stampede re: venue	X	AER/LAS	Review - Work on final contract
17-Jan-10	10-Feb-10	Entries	Set up online entry system with KCI	X	DER	
20-Jan-10	10-Feb-10	RFQ-Cattle	Cattle Hauling Bid Due	X	SWW/AER	
	20-Feb-10	Staffing-Contract	Complete negotiation meetings with contract staff	X	LAS/JMW/ DER	
	22-Feb-10	Contract	Meet with Stampede re: venue	X	AER/LAS/ SWW/ PAW	Review - Work on final contract
	22-Feb-10	Venue	Load/unload area re: cattle	X	SWW	Included in Stampede contract
	26-Feb-10	Administration	Critical Path Update	X	AER	
	26-Feb-10	Finance	Update	X	LT	
	26-Feb-10	Team	Team meeting	X	Team	
21-Feb-10	28-Feb-10	Staffing-Contract	Prepare contracts for contract staff	X	PAW	
	28-Feb-10	Staffing-Volunteer	List of volunteers needed	X	LAS/PW/AER	
	1-Mar-10	Client Meeting	Final Budget	X	AER/LAS/LT	
	1-Mar-10	Staffing-Volunteer	Review previous year list	X	LAS/PW	
	1-Mar-10	Staffing-Volunteer	Post volunteer recoutment on web site	X	DER	
26-Feb-10	8-Mar-10	Contract-Supplier	Prepare contract for cattle hauling	X	PAW/SWW	
	10-Mar-10	Contract	Contract due from Stampede	X	AER/LAS/LT	
1-Mar-10	10-Mar-10	Staffing-Contract	Meet with contract staff	X		Sign contracts
1-Mar-10	13-Mar-10	Staffing-Volunteer	Contact previous year volunteers	X	LAS/PW	Intensions to be involved for 2010 event
	15-Mar-10	Finance	Progress invoice to stakeholder	X	LT	
16-Jan-10	15-Mar-10	Hospitality	Preliminary research & plans for Harvest Classic BBQ	X	PW	
	17-Mar-10	Hospitality	Meet with on site food services re: menu & venue location	X	PW/LAS	Includes cutlery, dishes, stemware, menu, tables, chairs, electrical/lighting
	17-Mar-10	Hospitality	Inspect BBQ venue	X	PW/LAS	
	19-Mar-10	Hospitality - Finance	Prepare purchase order and distribute for BBQ food services	X	LT	
	19-Mar-10	Hospitality - Finance	Prepare purchase order and distribute for BBQ entertainment	X	LT	
	19-Mar-10	Hospitality - Finance	Prepare purchase order and distribute re: Harvest Décor for BBQ	X	LT	
	20-Mar-10	Venue	Prepare & distribute purchase order for electric gate	X	LT	No deposit needed
	20-Mar-10	Venue	Prepare & distribute purchase order for overhead clock	X	LT	No deposit needed
	20-Mar-10	Venue	Prepare & distribute purchase order for electric timing eye	X	LT	No deposit needed
	20-Mar-10	Venue	Prepare & distribute purchase order for golf cart	X	LT	
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	25-Mar-10	Administration	Critical Path Update	X	AER	
	25-Mar-10	Finance	Update	X	LT	
	25-Mar-10	Team	Team meeting	X	Team	

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22-Dec-09	2-Jan-10	Client Meeting	DKTM to KCI contract	X	AER/LAS	Review and sign
	3-Jan-10	Finance	Invoice to stakeholder re: contract deposit	X	LT	
	1-Apr-10	Client Meeting	Update & Review	X	AER/LAS/LT	
	3-Apr-10	Hospitality	Prepare & distribute purchase order for BBQ invitations	X	PAW/LT/PW	
15-Jan-10	15-Apr-10	Vendors	Previous vendors space application due	X	PW	
8-Mar-10	16-Apr-10	Vendors	Post blank vendor application on web site	X	PAW	
	16-Apr-10	Vendors	Open vendor space to new applicants	X	PW	
	19-Apr-10	Contract	Meet with cattle haulers	X	SWW	Sign contract. Discuss delivery schedule
	23-Apr-10	Marketing - Finance	Purchase order & deposit to printer	X	RM/LT	Tickets, Flyers, Programs
16-Jan-10	29-Apr-10	Hospitality	Reserve hotel rooms for approved staff	X	PAW	
	30-Apr-10	Administration	Critical Path Update	X	AER	
22-Feb-10	30-Apr-10	Contract	Final arrangements for feed & water for cattle	X	SWW	Included in Stampede contract
	30-Apr-10	Finance	Update	X	LT	
17-Jan-10	30-Apr-10	Sponsor	Solicit new sponsors	X	RM	
	30-Apr-10	Team	Team meeting	X	Team	
	1-May-10	Client Meeting	Update & confirm dignitary list	X	AER/SWW/ LT/LSA	
	1-May-10	Hospitality	BBQ invitations arrive	X	PW	
1-May-10	3-May-10	Hospitality	Send invitations to BBQ	X	PW/LAS	Sponsors, invited guests, invited staff
7-Jan-10	3-May-10	Protocol	Invite Dignitaries	X	PAW	
16-Apr-10	14-May-10	Vendors	Close vendor applications submissions	X	PW/LT	
14-May-10	16-May-10	Finance	Invoice vendors	X	LT	
3-May-10	17-May-10	Protocol	Dignitaries RSVP Due	X	PAW	
	24-May-10	Finance	Sponsor money due	X	RM/LT	
	28-May-10	Administration	Critical Path Update	X	AER	
	28-May-10	Finance	Update	X	LT	
	28-May-10	Team	Team meeting	X	Team	
24-May-10	30-May-10	Awards - Finance	Purchase order & deposit for sponsor banners	X	LT/RM	
	1-Jun-10	Client Meeting	Update	X	AER/LT/LAS	
	1-Jun-10	Contract-Supplier	Book photographer	X	PAW	
	1-Jun-10	Contract-Supplier	Book videographer	X	PAW	
	1-Jun-10	Contract-Supplier	Liability Insurance	X	PAW	
	1-Jun-10	Contract-Supplier	Medics	X	PAW	
	1-Jun-10	Contract-Supplier	Security	X	PAW	
	1-Jun-10	Entries	Post entry package to web site	X	DER	
	2-Jun-10	Hospitality	Reserve hotels room for dignitaries	X	PAW	
	4-Jun-10	Marketing	Approve ticket proof	X	RM/LT/AER	
	4-Jun-10	Marketing	Approve flyer proof	X	RM/LT/AER	
	6-Jun-10	Hospitality	BBQ RSVP due	X	PW	
	15-Jun-10	Entries	Entries Open	X	DER	
1-Jun-10	15-Jun-10	Marketing	Media Ad Copy Distribution	X	RM/AER	Radio, Newspaper, Web Site, TV
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	15-Jun-10	Marketing	Press Conference	X	AER/RM	Radio, Newspaper, Web Site, TV
1-Apr-10	15-Jun-10	Marketing	Marketing Plan	X	RM/LT/AER	
16-May-10	17-Jun-10	Vendor - Finance	Vendor payment due		PW	
	18-Jun-10	Hospitality	Confirm BBQ attending numbers with on site food services		PW	
	18-Jun-10	Hospitality	Confirm number of servers and bar staff provided by food services		PW	
	22-Jun-10	Finance	Bank Deposits		LT	
	29-Jun-10	Finance	Bank Deposits		LT	
	30-Jun-10	Administration	Critical Path Update		AER	
	30-Jun-10	Finance	Update		LT	
	30-Jun-10	Team	Team meeting		Team	
	1-Jul-10	Marketing	Media Ad Copy - Update & Distribution		AER/PAW	Radio, Newspaper, Web Site, TV
	1-Jul-10	Staffing-Volunteer	Preliminary job assignments by area		LAS/PW	
	2-Jul-10	Client Meeting	Update		AER/LT/LAS	
	6-Jul-10	Finance	Bank Deposits		LT	
	6-Jul-10	Marketing	Tickets arrive		RM/LT	
	6-Jul-10	Marketing	Flyers arrive		RM	
	7-Jul-10	Contract-Supplier	Re-Confirm cattle delivery w/supplier		SWW	Critical
10-Apr-10	10-Jul-10	Protocol	National Anthems - music, singer	X	PAW	Completed prior to due date
	13-Jul-10	Finance	Bank Deposits		LT	
17-Jan-10	15-Jul-10	Administration	Pick up office supplies		PAW	
	15-Jul-10	Administration	Critical Path Update		AER	
	15-Jul-10	Cattle/Finance	Prepare & send Purchase order for Cow #'s & Glue	X	LT/SWW	Completed prior to due date
	15-Jul-10	Finance	Update		LT	
	15-Jul-10	Team	Team meeting		Team	
	20-Jul-10	Client Meeting	Update. Review Marketing		AER/LAS/RM	
	20-Jul-10	Finance	Bank Deposits		LT	
	27-Jul-10	Finance	Bank Deposits		LT	
	28-Jul-10	Marketing	Media Ad Copy - Update & Distribution		AER/PAW	Radio, Newspaper, Web Site, TV
7-Jul-10	28-Jul-10	Staffing-Volunteer	Distribute flyers		LAS/PW	
	31-Jul-10	Administration	Critical Path Update		AER	
	31-Jul-10	Contract-Supplier	Re-confirm cattle delivery w/supplier		SWW	Critical
	31-Jul-10	Finance	Update		LT	
	31-Jul-10	Finance	Set up online ticket sales with KCI		DER/LT	
	31-Jul-10	Protocol	Flag bearers - on horseback	X	PAW	Completed prior to due date
	31-Jul-10	Sponsor	Pick up sponsor banners		RM	
	31-Jul-10	Team	Team meeting		Team	
	1-Aug-10	Marketing	Event tickets available on line		PAW/LT	

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22-Dec-09	2-Jan-10	Client Meeting	DKTM to KCI contract	X	AER/LAS	Review and sign
	3-Jan-10	Finance	Invoice to stakeholder re: contract deposit	X	LT	
	1-Aug-10	Marketing	Approve program proof		RM/LT/AER	
	1-Aug-10	Venue	Confirm stall shavings on order		SWW	Sharing cost
	3-Aug-10	Finance	Bank Deposits		LT	
Start Date	Due Date	Category	Task	Complete	Manager	Comments & Notes
	3-Aug-10	Venue	Confirm delivery of electric gate, electric eye and overhead clock		SWW	
	4-Aug-10	Hospitality	Seating site plan for BBQ		LAS	
	4-Aug-10	Show Office	Computer network compatibility tests		DER	
1-Aug	8-Aug-10	Staffing-Volunteer	Contact all 2010 volunteers		LAS/PW	Re-confirm attendance & job assignment
	10-Aug-10	Awards	Pick up Prize Saddles & Horse Coolers		LAS	
	10-Aug-10	Contract	Re-confirm load/unload area re: cattle		SWW	
	10-Aug-10	Entries	Entries Close		DER	
	10-Aug-10	Finance	Bank Deposits		LT	
	10-Aug-10	Protocol	Confirm veterinarian & farrier on call		PAW	
	11-Aug-10	Awards	Prize Buckles to be delivered		PAW	
	11-Aug-10	Venue	Confirm delivery of golf cart		SWW	
	12-Aug-10	Finance	Bank Deposits		LT	
	12-Aug-10	Marketing	Programs arrive		RM	
	15-Aug-10	Administration	Critical Path Update		AER	
	15-Aug-10	Finance	Update		LT	