

Management Memorandum

DATE: December 24th, 2011

TO: CEO, Big Kola Company

FROM: Special Task Force: Super Juice

SUBJECT: Super Juice Project Preliminary Work Schedule

COMPLETION

Project Super Juice is expected to be completed by 7/12/2012 and will take 135 total working days.

ACTIVITY NETWORK

The Critical Paths of activities are as follows:

- A. Needs Survey → Establish Product Specs → Shelf Life Report → Secure Fruit Suppliers → Production Trials → Quality Trails → Quality Metrics → Quality Training → Prepare Product Launch
- B. Needs Survey → Establish Product Specs → Equipment Rehab → Production Trials → Quality Trails → Quality Metrics → Quality Training → Prepare Product Launch

The activity with the most total slack is Register Trademark with 55 working days.

The project network is highly sensitive and will not respond well to delays.

MILESTONES

- 1. Completion of R&D Phase
 - a. Completion of R&D indicates that everything is ready to move onto production.
- 2. Completion of Quality Trials and Training
 - a. Completion of Quality Trials and Training indicates that everything is ready for product launch preparation.
 - b. It's important to make sure our product meets all of the necessary quality benchmarks before launch.