Beirut, Nov. 10, 2017

Mock Exam

**Save Frequently. Use your ID number + GRH + 2017**

The project starts July 1, 2018

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tâche | Duration | Predecessor | Resources | Notes |
| Installations |  |  |  |  |
| 1. Irrigation System
 | 10 day | None | Foreman 50% of the time, Plumber | Project starts July 1 |
| 1. Lighting System
 | 1 week | 3 | Foreman 50% of the time, Electrician |  |
| Fixing |  |  |  |  |
| 1. Electricity
 | 4 days | None | Foreman 25% of the time, Electrician | Can’t start before July 3 |
| 1. Painting
 | 3 weeks | 3 & 5 | 3 painters, paint (100 kilos) |  |
| 1. Tubes & taps
 | 5 days | 1 day after 3 starts | Plumber |  |
| 1. Moving furniture
 | 1 day | 1 day after 4 starts | 2 workers, truck ($500) |  |
| 1. Check up
 | 2 days | After 3,4,5 & 6 | Foreman | Set a milestone after this task |
| Finishing |  |  |  |  |
| 1. Place furniture
 | 1 day | Ends with 7 | 2 workers |  |
| 1. Cleaning
 | 2 days | Has to start one day after 8 starts | 3 workers | Deadline on sep. 15 |

Salaries

 Foreman : $50/day Plumber : $45/day

 Electrician : $40/day Painter : $30/day

 Worker : $15/day

Other costs :

 Paint : $7 le kilo

 Truck – depends on task

1. Will they meet the deadline ?
2. How many workers do they need ?
3. Do we have an overallocation at the foreman level?
4. What is the total cost and duration of the project ?

Do one of the following exercices :

1. Draw the following procedure on Visio :
* Club dues can be paid in two ways :

|  |  |
| --- | --- |
| **Cheque** | **Cash** |
| **The President*** Takes the check
* Sign it
* Send it to the secretariat

The secretariat* Write bank information on the back of the check
* Send the check to the bank
 | Secretariat* Takes the money
* Place it in the safe
 |
| **In both case, the secretariat*** Write an email to the treasurer if the amount is > 1,500$
* Issue a receipt and have the president sign it
 |

1. **Draw the following organization chart :**

Jean-Marc: President

Jules: Marketing Manager

Albert: Financial Manager

Caroline: Sales Manager

Sabine: Salesperson

Martine: Salesperson

Stéphanie: Salesperson

Patrick: Account Manager (Marketing Department)

Mounir : Consultant for the President

Stéphanie : Assistant of the President

Add at least one photo for one of the employees.

Try to refine the presentation.