

Project PTK Orientation & Induction
 Starting Date 21-Jan
 Completion Date 12-Feb
 Present Date 03-Feb

Task Description	Starting Date	Ending Date	% Comp.	No. of Days	Assigned To
Orientation	1/21/2003	1/23/2003	100	3	
Create flyer to remind potential inductees	1/21/2003	1/22/2003	100	2	Jacqui
PowerPoint and Documents Needed	1/21/2003	1/22/2003	100	2	Adam
Print and collate documents	1/21/2003	1/22/2003	100	2	Adam
Procure Refreshments	1/21/2003	1/23/2003	100	3	Pam
Reserve Projector	1/21/2003	1/23/2003	100	3	Adam
Room Setup	1/23/2003	1/23/2003	100	1	Adam
Induction	1/21/2003	2/9/2003	27.0833	20	
Reserve Dining Room, Tables and Linens	1/21/2003	1/23/2003	100	3	Pam
Request Reminder in WISE for Induction and Dues	1/21/2003	1/30/2003	100	10	Pam
Invitations Printed and Stuffed	1/21/2003	1/26/2003		6	Pam
Invitations Distributed	1/27/2003	2/6/2003		11	Adam
Induction Script Procured	1/21/2003	2/5/2003	100	16	Adam
Procure Candles, Roses and Ribbon	1/21/2003	2/10/2003		21	Jacqui
Arrange for Refreshments	1/21/2003	2/8/2003	25	19	Pam
Reserve Sound System	1/21/2003	2/9/2003		20	Kevin
Find Keynote Speaker	1/21/2003	2/5/2003		16	Kevin
Print Programs	1/21/2003	2/7/2003		18	Pam
Decorate Dining Room	2/12/2003	2/12/2003		1	Kevin
Set up Refreshments	2/12/2003	2/12/2003		1	Pam