



Soft Copy:

Must contain a Report and the Endnote library (the file extension .enl , .DATA folder).Contents of the report:

- 1- Title page . (0.5 points)
- 2- Table of contents : Must contain headlines and subheads . (0.5 points)
- 3- List of Figure and List of Table if the report contain image or table.(0.5 points)
- 4- References :At least 2 references. (1 points)
- 5- Use the Endnote program to organize and format your references and follow APA style format. (0.5 points)
- 6- The format of report should be using Times New Roman, size 12 and 1 inch margins . (1 points)
- 7- Use MS project 2010 to create time table (table below) then add it in the same report (1 point).
- 8- Show me Gantt chart. (1 point)
- 9- Show me network diagram. (1 point)

Tasks	duration	Predecessor	
Call auditoriums and check date availability	6 days		
Negotiate with auditorium	3 days	1	
Confirm auditorium and pay in advance	2 days	2	
Book advertisement slots in media	21 days	3	
Print tickets	20 days	4	Milestone
Sell tickets	10 days	5	
Organize accommodation for artist's group	5 days	6	
Organize travel arrangements	5 days	7	

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