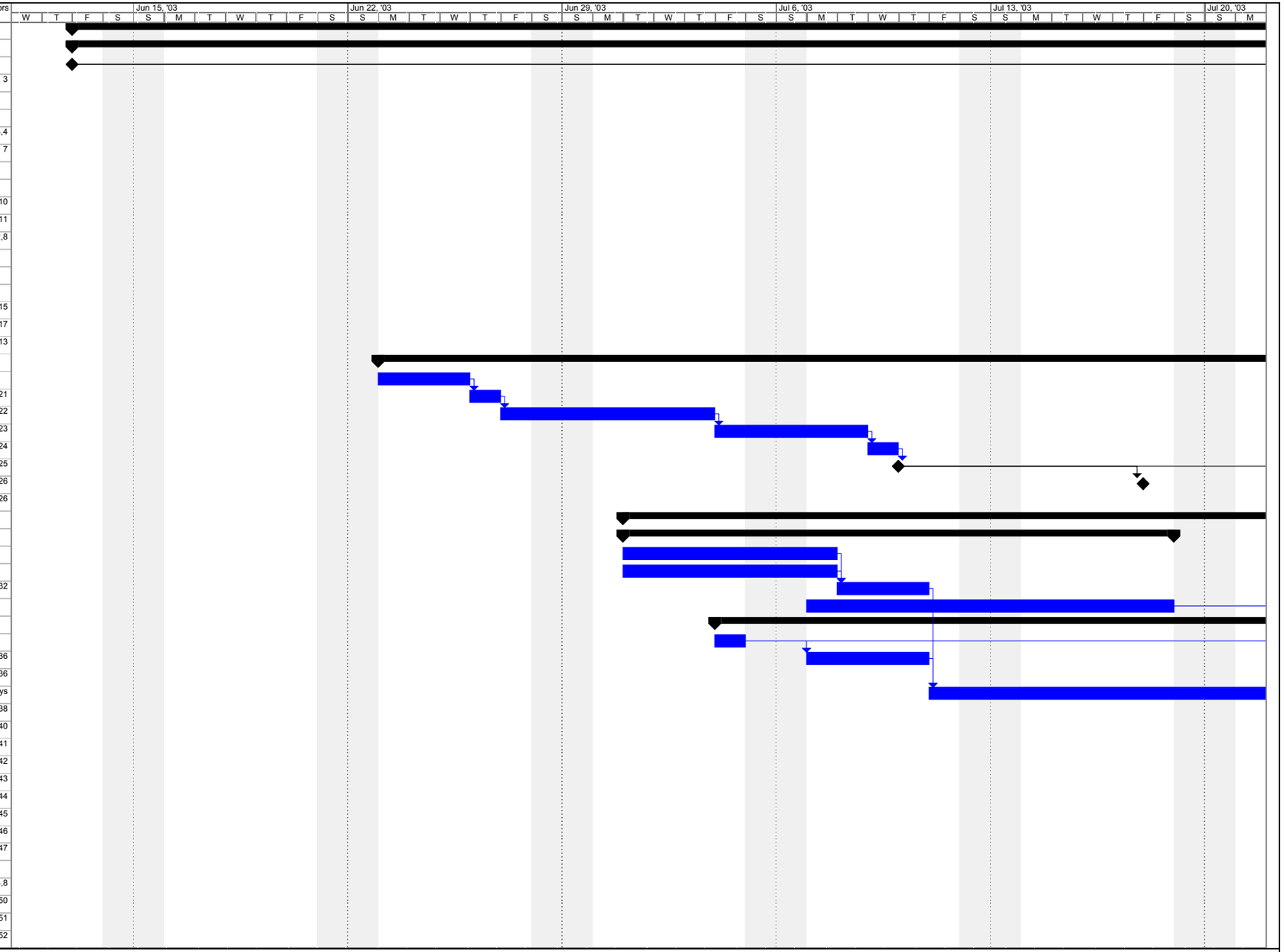
ID	Task Name	Duration	Start	Finish	Predecessors
1	**Mailing list management**	**63 days**	**Thu 6/12/03**	**Tue 9/9/03**	
2	**Catalog mailing list**	**56 days**	**Thu 6/12/03**	**Fri 8/29/03**	
3	Deliver scrubbed in-house list	0 days	Thu 6/12/03	Thu 6/12/03	
4	Re-merge lists based on revs	1 day	Fri 8/22/03	Fri 8/22/03	3
5	Deliver last year's particip. list	5 days	Mon 8/18/03	Fri 8/22/03	
6	Extract company list-ACT	2 days	Thu 8/21/03	Fri 8/22/03	
7	Compile lists	2 days	Mon 8/25/03	Tue 8/26/03	3,6,5,4
8	Review compiled catalog list	3 days	Wed 8/27/03	Fri 8/29/03	7
9	**Mailer mailing list**	**7 days**	**Fri 8/29/03**	**Mon 9/8/03**	
10	Extract small biz list-Markeplace	2 days	Fri 8/29/03	Mon 9/1/03	
11	Compile mailer list	2 days	Tue 9/2/03	Wed 9/3/03	10
12	Review mailer list	3 days	Thu 9/4/03	Mon 9/8/03	11
13	Lists to mailroom	1 day	Tue 9/9/03	Tue 9/9/03	12,8
14	**Develop/deliver mailer**	**16 days**	**Mon 8/25/03**	**Mon 9/15/03**	
15	Design flyer	5 days	Mon 8/25/03	Fri 8/29/03	
16	Design response form	2 days	Thu 8/28/03	Fri 8/29/03	
17	Review flyer and form	3 days	Mon 9/1/03	Wed 9/3/03	16,15
18	Duplicate flyer and form	4 days	Thu 9/4/03	Tue 9/9/03	17
19	Mail flyer and form	4 days	Wed 9/10/03	Mon 9/15/03	18,13
20	**Business First and SNP ads**	**40 days**	**Mon 6/23/03**	**Fri 8/15/03**	
21	Create ad copy ideas	3 days	Mon 6/23/03	Wed 6/25/03	
22	Ad copy ideas to Burkholder-Flint	1 day	Thu 6/26/03	Thu 6/26/03	21
23	Ad from Burkholder-Flint	5 days	Fri 6/27/03	Thu 7/3/03	22
24	Review ad	3 days	Fri 7/4/03	Tue 7/8/03	23
25	Feedback to Burkholder-Flint	1 day	Wed 7/9/03	Wed 7/9/03	24
26	Ad complete	0 days	Wed 7/9/03	Wed 7/9/03	25
27	Ad runs in Business 1st	0 days	Fri 7/18/03	Fri 7/18/03	26
28	Ad 2 runs in Business 1st	0 days	Fri 8/15/03	Fri 8/15/03	26
29	**Catalog production**	**44 days**	**Tue 7/1/03**	**Mon 9/1/03**	
30	**Create catalog copy**	**14 days**	**Tue 7/1/03**	**Fri 7/18/03**	
31	Provide complete catalog text	5 days	Tue 7/1/03	Mon 7/7/03	
32	Provide schedule	5 days	Tue 7/1/03	Mon 7/7/03	
33	Edit catalog copy	3 days	Tue 7/8/03	Thu 7/10/03	31,32
34	Obtain copy from other depts	10 days	Mon 7/7/03	Fri 7/18/03	
35	**Catalog design/layout**	**41 days**	**Fri 7/4/03**	**Mon 9/1/03**	
36	Initial design meeting	1 day	Fri 7/4/03	Fri 7/4/03	
37	Identify graphics, photos	4 days	Mon 7/7/03	Thu 7/10/03	36
38	Get specs from mailroom	1 day	Thu 7/24/03	Thu 7/24/03	36
39	Layout catalog	10 days	Fri 7/11/03	Thu 7/24/03	34FF+4 days
40	Review catalog galleys	3 days	Fri 7/25/03	Tue 7/29/03	39,38
41	Revise catalog galleys	3 days	Wed 7/30/03	Fri 8/1/03	40
42	Final catalog review	3 days	Mon 8/4/03	Wed 8/6/03	41
43	Catalog to print	0 days	Thu 8/7/03	Thu 8/7/03	42
44	Print processing	5 days	Thu 8/7/03	Wed 8/13/03	43
45	Bluelines from printer	0 days	Thu 8/14/03	Thu 8/14/03	44
46	Review bluelines	2 days	Thu 8/14/03	Fri 8/15/03	45
47	Print catalog	10 days	Mon 8/18/03	Fri 8/29/03	46
48	Receive catalogs	0 days	Mon 9/1/03	Mon 9/1/03	47
49	**Mail catalog**	**11 days**	**Mon 9/1/03**	**Mon 9/15/03**	
50	Catalogs to mailroom	1 day	Mon 9/1/03	Mon 9/1/03	48,8
51	Mailroom processing	7 days	Tue 9/2/03	Wed 9/10/03	50
52	Catalogs shipped	0 days	Thu 9/11/03	Thu 9/11/03	51
53	Catalogs in-home	3 days	Thu 9/11/03	Mon 9/15/03	52



Project: 2003-2004
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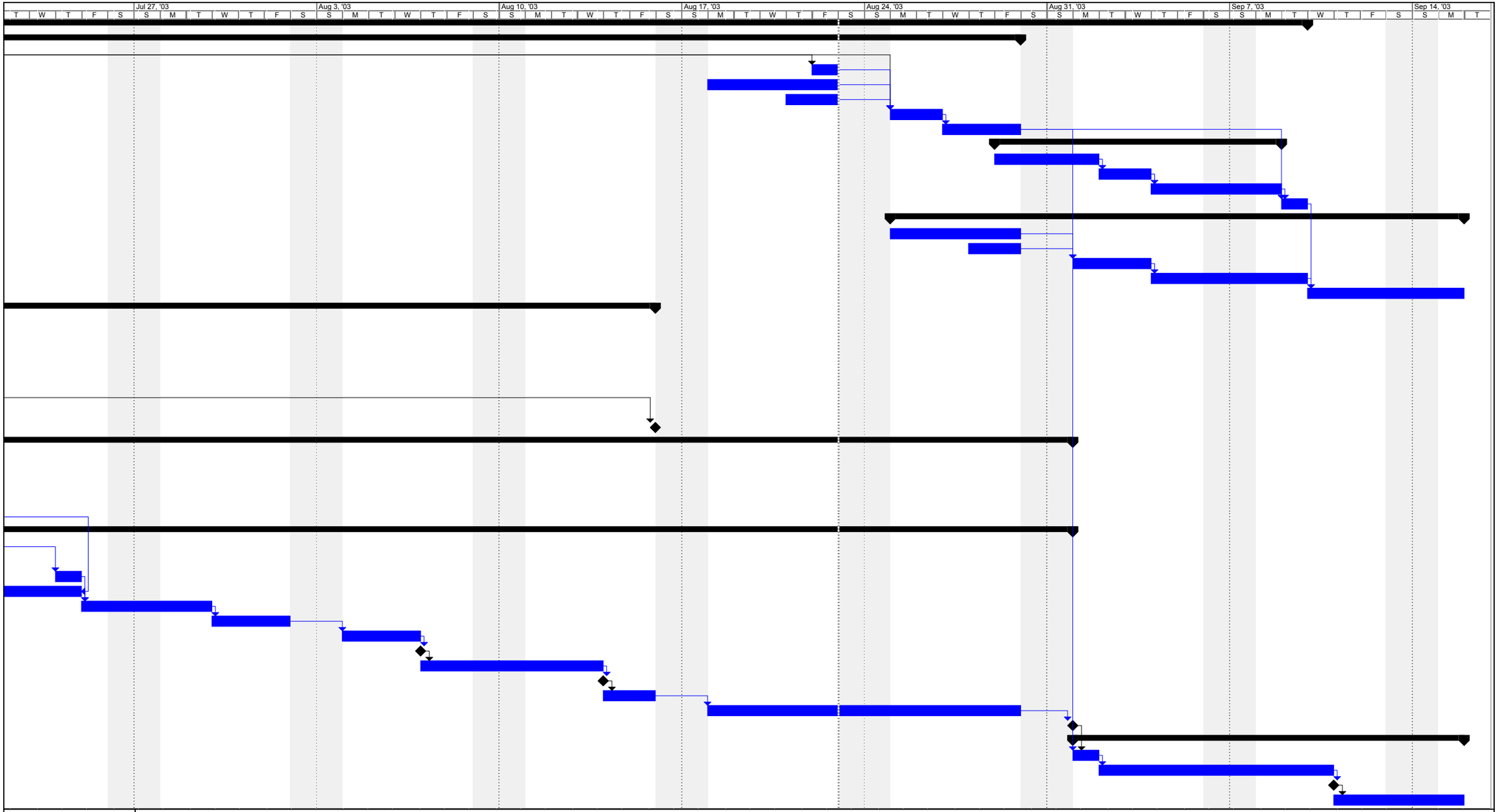
Critical | Task | Progress | Slack | Summary | Rolled Up Critical | External Tasks | Deadline
Critical Split | Split | Milestone | Slippage | Project Summary | Rolled Up Critical Split | External Milestone



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