

Who Does What When as of Sun 4/22/12
Social networking project

	January	February	March	April	May	June
Suaad	40 hrs	74 hrs		16 hrs	34 hrs	
Hold a project kick-off meeting	2 hrs					
Identify stakeholders	2 hrs					
Meet stakeholders	2 hrs					
Meet stakeholders	3 hrs					
Develop work breakdown structure	31 hrs	9 hrs				
Hold team planning meeting to discuss the problem		4 hrs				
Develop project management plan		8 hrs				
Define requirements/resources		8 hrs				
Define scope		5 hrs				
Estimate the project duration		16 hrs				
Define activities that must be done by a certain day		8 hrs				
Survey users		16 hrs				
Check the new system before it is done				16 hrs		
Check project quality					14 hrs	
define changes that must be done					8 hrs	
Prepare a final report					8 hrs	
List lessons learned					4 hrs	
Lindsay	25 hrs	71 hrs		16 hrs	16 hrs	
Hold a project kick-off meeting	2 hrs					
Identify stakeholders	2 hrs					
Meet stakeholders	2 hrs					
Meet stakeholders	3 hrs					
Develop letter of intent	8 hrs					
Develop additional exceptions	8 hrs					
Hold team planning meeting to discuss the problem		4 hrs				
Develop project management plan		8 hrs				
Develop stakeholder register & stakeholder management strategy		6 hrs				
Hire a software developer		16 hrs				
Buy laptops		8 hrs				
Define scope		5 hrs				
Define activities that must be done by a certain day		8 hrs				

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	January	February	March	April	May	June
Survey users		16 hrs				
Check the new system before it is done				16 hrs		
get approval					4 hrs	
Prepare final project presentation					8 hrs	
List lessons learned					4 hrs	
Sam	22 hrs	36 hrs		16 hrs	31.6 hrs	
Hold a project kick-off meeting	2 hrs					
Identify stakeholders	2 hrs					
Meet stakeholders	2 hrs					
Meet stakeholders	3 hrs					
Develop the proposed personnel	7 hrs					
Develop project charter	6 hrs					
Hold team planning meeting to discuss the problem		4 hrs				
Develop project management plan		8 hrs				
Prepare team contract		3 hrs				
Define scope		5 hrs				
Survey users		16 hrs				
Check the new system before it is done				16 hrs		
Check project quality					14 hrs	
Prepare final project presentation					17.6 hrs	
Alexander	25 hrs	65 hrs		32 hrs	32 hrs	
Hold a project kick-off meeting	2 hrs					
Identify stakeholders	2 hrs					
Meet stakeholders	2 hrs					
Meet stakeholders	3 hrs					
Develop business case	16 hrs					
Hold team planning meeting to discuss the problem		4 hrs				
Develop project management plan		8 hrs				
Hire a software developer		32 hrs				
Define scope		5 hrs				
Survey users		16 hrs				
Test the product				32 hrs	8 hrs	

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	January	February	March	April	May	June
Report progress					16 hrs	
Prepare a final report					8 hrs	
Alex	45 hrs	49 hrs		16 hrs	8 hrs	
Hold a project kick-off meeting	2 hrs					
Identify stakeholders	2 hrs					
Meet stakeholders	2 hrs					
Meet stakeholders	3 hrs					
Develop financial analysis	36 hrs					
Hold team planning meeting to discuss the problem		4 hrs				
Develop project management plan		8 hrs				
Define requirements/resources		8 hrs				
Define scope		5 hrs				
Estimate the project cost		8 hrs				
Survey users		16 hrs				
Meet with stakeholders to get their opinion				16 hrs		
Prepare a final report					8 hrs	
Greg	29 hrs	60 hrs		16 hrs	32 hrs	
Hold a project kick-off meeting	2 hrs					
Identify stakeholders	2 hrs					
Meet stakeholders	2 hrs					
Meet stakeholders	3 hrs					
Develop list of prioritized risk	20 hrs					
Hold team planning meeting to discuss the problem		4 hrs				
Develop project management plan		8 hrs				
Define requirements/resources		8 hrs				
Buy desktops		8 hrs				
Define scope		5 hrs				
List possible risks		6 hrs				
Prioritize risks		5 hrs				
Survey users		16 hrs				
Meet with stakeholders to get their opinion				16 hrs		
Report progress					16 hrs	

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	January	February	March	April	May	June
define changes that must be done					8 hrs	
Prepare final project presentation					8 hrs	
Software developer		59 hrs	176 hrs	125 hrs		
Develop the new system		59 hrs	176 hrs	125 hrs		
senior developer	3 hrs	17.18 ...	2 hrs	64 hrs	30 hrs	
Meet stakeholders	2 hrs					
Check developed deliverables	1 hr	0.18 hrs				
Hold team planning meeting to discuss the problem		4 hrs				
Develop project management plan		8 hrs				
Define scope		5 hrs				
Check the new system while in process			1 hr			
Check the new system again while in process			1 hr			
Check the new system before it is done				16 hrs		
Meet with stakeholders to get their opinion				16 hrs		
Test the product				32 hrs	8 hrs	
Check project quality					14 hrs	
define changes that must be done					8 hrs	