D	0	Task Name				Duration	Start	Finish	Predecessors	25, '10 A TWTFSS	ug 1. M T
)	1	Enter 'project title'	@ File->Propertie	es->Summary tab		4 days?	Thu 7/29/10	Tue 8/3/1	0		
1	ě	Initiating Stage (Pro		•		1 day?	Thu 7/29/10	Thu 7/29/1	0		
2	ľ	Develop project o	charter			1 day?	Thu 7/29/10	Thu 7/29/1	0		
3	2	Draft IT Project				1 day?	Thu 7/29/10	Thu 7/29/1	0		
1		Approval con	tinue with detailed plan	ning		0 days	Thu 7/29/10	Thu 7/29/1	0	♦ 7/29	
;	1	Planning Stage (Pro		-		4 days?	Thu 7/29/10	Tue 8/3/1	10		
;	۲ 	Collect Requirem				1 day?	Thu 7/29/10	Thu 7/29/1	0		
,	۹.	See the project	management standard	website for suggestions		1 day?	Thu 7/29/10	Thu 7/29/1	0		
			ments complete			1 day?	Thu 7/29/10	Thu 7/29/1	0		
)		Begin Scope Dev	elopment			1 day?	Thu 7/29/10	Thu 7/29/1	0		
0	۹.		pecified sections of the	IT Project Scope form		1 day?	Thu 7/29/10	Thu 7/29/1	0		
1				ed scope development tas	sks>	1 day?	Thu 7/29/10	Thu 7/29/1	0		
2			evelopment plan comple			1 day?	Thu 7/29/10	Thu 7/29/1			
- 3	<u> </u>	Project Level Indic				1 day?	Thu 7/29/10	Thu 7/29/1			
, 1	<u> </u>	Project ScoreCard				1 day?	Thu 7/29/10	Thu 7/29/1			
5	~ @	Project Plan	•			4 days?	Thu 7/29/10	Tue 8/3/1			
5	<u>a</u>	-	MS project plan template	e as thoroughly as possible	e	1 day?	Thu 7/29/10	Thu 7/29/1			
, 7		Activity Sched			•	3 days?	Fri 7/30/10	Tue 8/3/1			_
}		Estimate tas	-			1 day?	Fri 7/30/10	Fri 7/30/1			
,)			ogical relationships betv	veen schedule activities		1 day?	Mon 8/2/10	Mon 8/2/1			
,)		Link task de	• •			1 day?	Tue 8/3/10	Tue 8/3/1		_	
, I			ling & timeline complete			0 days	Tue 8/3/10	Tue 8/3/1		_	
2	1	Save a baseline				0 days 0 days	Thu 7/29/10	Thu 7/29/1		♦ 7/29	
	>	Resources and S				1 days	Thu 7/29/10	Thu 7/29/1	-	↓ 1/23	
3 4			T Project Resources & S	Staffing plan workshoot		-	Thu 7/29/10	Thu 7/29/1			
	*				tooko	1 day?					
5				ed resources and staffing	tasks>	1 day?	Thu 7/29/10	Thu 7/29/1			
5			Staffing plan complete			0 days	Thu 7/29/10	Thu 7/29/1		♦ 7/29	
7		Purchases & Acq				1 day?	Thu 7/29/10	Thu 7/29/1			
3				cquisitions plan workshee		1 day?	Thu 7/29/10	Thu 7/29/1		_	
9	-			ed purchases and acquisi	tions tasks>	1 day?	Thu 7/29/10	Thu 7/29/1			
)			cquisitions plan complet	ie		0 days	Thu 7/29/10	Thu 7/29/1		♦ 7/29	
1		Budget plan				1 day?	Thu 7/29/10	Thu 7/29/1			
2			T Project Budget plan w			1 day?	Thu 7/29/10	Thu 7/29/1			
3		•		ed budget development ta	ISKS>	1 day?	Thu 7/29/10	Thu 7/29/1	-		
1		Budget plan co	mpiete			0 days	Thu 7/29/10	Thu 7/29/1	0	♦ 7/29	
			Task		External MileTask		Manu	al Summary F	Rollup		
			Split		Inactive Task		Manu	al Summary			
			Milestone	•	Inactive Milestone	\$	Start-		г Г	•	
	t: Enter ' Thu 2/10	project title' @ File->Pro /11	Summary	▼	Inactive Summary		Finish	,	-		
	0								-		
			Project Summary	\bigtriangledown	Manual Task	C	Progr	ess			
			External Tasks		Duration-only		Split		₽		

ID	0	Task Name				Duration	Start	Finish	Predecessors	25, '10 Aug 1, TWT F S SM TV
35	-	Communications	plan			1 day?	Thu 7/29/10	Thu 7/29/10		
36	2	Complete the I	T Project Communicatio	ns plan worksheet		1 day?	Thu 7/29/10	Thu 7/29/10	1	
37	1 1	Develop comm	unications strategy			1 day	Thu 7/29/10	Thu 7/29/10		
38	1	Develop status	reporting strategy			1 day?	Thu 7/29/10	Thu 7/29/10	1	
39	1	<replace td="" te<="" this=""><td>ext with additional, detail</td><td>ed communications pla</td><td>an tasks></td><td>1 day?</td><td>Thu 7/29/10</td><td>Thu 7/29/10</td><td>1</td><td></td></replace>	ext with additional, detail	ed communications pla	an tasks>	1 day?	Thu 7/29/10	Thu 7/29/10	1	
40		Communicatio	ns plan complete			0 days	Thu 7/29/10	Thu 7/29/10	1	7/29
41		Risk plan				1 day?	Thu 7/29/10	Thu 7/29/10		
42	2	Complete the I	T Project Risk managem	nent plan worksheet		1 day?	Thu 7/29/10	Thu 7/29/10		
43		<replace td="" te<="" this=""><td>ext with additional, detail</td><td>ed risk planning tasks></td><td>,</td><td>1 day?</td><td>Thu 7/29/10</td><td>Thu 7/29/10</td><td>1</td><td></td></replace>	ext with additional, detail	ed risk planning tasks>	,	1 day?	Thu 7/29/10	Thu 7/29/10	1	
44		Risk plan com	olete			0 days	Thu 7/29/10	Thu 7/29/10	1	7/29
45		Security Initial R	eview plan			1 day?	Thu 7/29/10	Thu 7/29/10		
46		Complete the I	T Project Security Initial	Review form		1 day?	Thu 7/29/10	Thu 7/29/10		
47		<replace td="" te<="" this=""><td>ext with additional, detail</td><td>ed project security task</td><td>(S></td><td>1 day?</td><td>Thu 7/29/10</td><td>Thu 7/29/10</td><td></td><td></td></replace>	ext with additional, detail	ed project security task	(S>	1 day?	Thu 7/29/10	Thu 7/29/10		
48		-	review approved			0 days	Thu 7/29/10	Thu 7/29/10		♦ 7/29
49			review plan complete			0 days	Thu 7/29/10	Thu 7/29/10		♦ 7/29
50		Testing plan	· ·			1 day?	Thu 7/29/10	Thu 7/29/10		
51			T Project Testing plan w	orksheet		1 day?	Thu 7/29/10	Thu 7/29/10		
52	~~~		ext with additional, detail			1 day?	Thu 7/29/10	Thu 7/29/10		
53		Testing plan co	omplete			0 days	Thu 7/29/10	Thu 7/29/10		♦ 7/29
54		Training plan				1 day?	Thu 7/29/10	Thu 7/29/10		W
55			T Project Training plan v	vorksheet		1 day?	Thu 7/29/10	Thu 7/29/10		
56			ext with additional, detail			1 day?	Thu 7/29/10	Thu 7/29/10		
57	-	Training plan c				0 days	Thu 7/29/10	Thu 7/29/10		♦ 7/29
58	-	Change Control				1 day?	Thu 7/29/10	Thu 7/29/10		, in the second
59		-	dance on project change	e control		1 day?	Thu 7/29/10	Thu 7/29/10		
60		<replace td="" te<="" this=""><td>ext with additional, detail</td><td>ed change control plan</td><td>ning tasks></td><td>1 day?</td><td>Thu 7/29/10</td><td>Thu 7/29/10</td><td></td><td></td></replace>	ext with additional, detail	ed change control plan	ning tasks>	1 day?	Thu 7/29/10	Thu 7/29/10		
61			I planning complete		-	0 days	Thu 7/29/10	Thu 7/29/10		♦ 7/29
62		Quality Managen				1 day?	Thu 7/29/10	Thu 7/29/10		, in the second se
63			dance on project quality	management		1 day?	Thu 7/29/10	Thu 7/29/10		
64		-	ext with additional, detail	-	t planning tasks>	1 day?	Thu 7/29/10	Thu 7/29/10		
65		-	ement planning complete		1 0	0 days	Thu 7/29/10	Thu 7/29/10		♦ 7/29
66		Scope Plan				1 day	Thu 7/29/10	Thu 7/29/10		, in the second
67			lize) the IT Project Scop	e form		1 day?	Thu 7/29/10	Thu 7/29/10		
68			ext with additional, detail		(S>	1 day?	Thu 7/29/10	Thu 7/29/10		
69		Sponsor appro		11 0		1 day?	Thu 7/29/10	Thu 7/29/10		
			Task		External MileTask	•	Мари	al Summary Ro		
			Split			•		al Summary R		
					Inactive Milestone	\$				
rojec ate:	t: Enter Thu 2/10	'project title' @ File->Pro D/11	Summary	·	 Inactive Nulestone Inactive Summary 		Finish		_ _	
			Project Summary	•	 Manual Task 		Progr			
			External Tasks	•	Duration-only		Split		Ŷ	
					Bulaton Only	3511	Opin		~	

ID	0	Task Name				Duration	Start	Finish	Predecessors	25, '10 Aug TWT <u>F</u> SSM
70		Scope approva	als & signatures complete	d		0 days	Thu 7/29/10	Thu 7/29/10	69	◆ 7/29
71		Planning Proces	ses Lessons Learned			0 days	Thu 7/29/10	Thu 7/29/10	1	7/29
72		Planning lesso	on learned complete			0 days	Thu 7/29/10	Thu 7/29/10	1	7/29
73		Approval - continu	ue with project execution			0 days	Thu 7/29/10	Thu 7/29/10		7/29
74	1	Executing Stage (P	rocess Group)			1 day?	Thu 7/29/10	Thu 7/29/10	1	
75	Ť	Project Team De	velopment			1 day?	Thu 7/29/10	Thu 7/29/10		
76		Schedule kick-	off meeting with project to	eam, stakeholders, & ven	dor (if appropriate)	1 day?	Thu 7/29/10	Thu 7/29/10		
77		Project team tr	raining			1 day?	Thu 7/29/10	Thu 7/29/10		
78		Procure or Secure	e Resources			1 day?	Thu 7/29/10	Thu 7/29/10		
79		Safety & Security				1 day?	Thu 7/29/10	Thu 7/29/10		
30		Quality Assurance				1 day?	Thu 7/29/10	Thu 7/29/10		
81	۹.	-	idance on project quality	assurance		1 day?	Thu 7/29/10	Thu 7/29/10		
82		-	ext with additional, detaile		S>	1 day?	Thu 7/29/10	Thu 7/29/10		
83			Project Resources			1 day?	Thu 7/29/10	Thu 7/29/10		
84	1	-	Information Distribution			1 day?	Thu 7/29/10	Thu 7/29/10		
85	1	Monitoring & Control	olling Stage (Process G	roup)		1 day?	Thu 7/29/10	Thu 7/29/10		
36	r -	Integrated Chang		.,		1 day?	Thu 7/29/10	Thu 7/29/10		
37	۹.	-	idance on integrated char	nge control		1 day?	Thu 7/29/10	Thu 7/29/10		
38		-	ext with additional, detaile	-		1 day?	Thu 7/29/10	Thu 7/29/10		
39		Quality Control		0		1 day?	Thu 7/29/10	Thu 7/29/10		
90	۹.	•	idance on project quality	control		1 day?	Thu 7/29/10	Thu 7/29/10		
91		-	ext with additional, detaile			1 day?	Thu 7/29/10	Thu 7/29/10		
92			ification and Validation			1 day?	Thu 7/29/10	Thu 7/29/10		
93	۹.	-	idance on project indeper		tion	1 day?	Thu 7/29/10	Thu 7/29/10		
94		-	ext with additional, detaile			1 day?	Thu 7/29/10	Thu 7/29/10		
95		Performance Re	porting (Track Project W	/ork)		1 day?	Thu 7/29/10	Thu 7/29/10		
96		Review the gu	idance on performance re	porting		1 day?	Thu 7/29/10	Thu 7/29/10	1	
97		<replace td="" this="" to<=""><td>ext with additional, detaile</td><td>d performance reporting</td><td>tasks></td><td>1 day?</td><td>Thu 7/29/10</td><td>Thu 7/29/10</td><td></td><td></td></replace>	ext with additional, detaile	d performance reporting	tasks>	1 day?	Thu 7/29/10	Thu 7/29/10		
98	1	Monitor risks & iss	sues			1 day?	Thu 7/29/10	Thu 7/29/10	1	
99	Ť	Implement Testin	g plan			1 day?	Thu 7/29/10	Thu 7/29/10	1	
00		Security Final Re	eview			1 day?	Thu 7/29/10	Thu 7/29/10		
01		Complete the	IT Project Security Final F	Review form		1 day?	Thu 7/29/10	Thu 7/29/10		
02		<replace td="" this="" to<=""><td>ext with additional, detaile</td><td>d security related tasks></td><td></td><td>1 day?</td><td>Thu 7/29/10</td><td>Thu 7/29/10</td><td></td><td></td></replace>	ext with additional, detaile	d security related tasks>		1 day?	Thu 7/29/10	Thu 7/29/10		
03		IT Security Off	ice approval			1 day?	Thu 7/29/10	Thu 7/29/10		
			Task		External MileTask	۲	Manu	al Summary Ro	ollup	
			Split		Inactive Task		Manu	al Summary		
niec	t: Enter	'project title' @ File->Pro	Milestone	•	Inactive Milestone	\diamond	Start-	only	C	
	Thu 2/10		Summary	~	Inactive Summary	\bigtriangledown				
			Project Summary	\bigtriangledown	Manual Task	C	Progr	ess		
			External Tasks		Duration-only		Split		$\hat{\nabla}$	
					Page 3					

	0	Task Name				Duration	Start	Finish	Predecessors	25, '10 TWTFS	AUG T. SM TW
104		Implement Trainin	g plan			1 day?	Thu 7/29/10	Thu 7/29/10)		
105		Monitoring & Cont	rolling Lessons Learned			1 day?	Thu 7/29/10	Thu 7/29/10)		
106		Approval - to close	e the project			1 day?	Thu 7/29/10	Thu 7/29/10)		
107	6	Closing Stage (Proc	ess Group)			1 day?	Thu 7/29/10	Thu 7/29/10			
108		Poject Closing				1 day?	Thu 7/29/10	Thu 7/29/10)		
	۹.		T Project Closing form			1 day?	Thu 7/29/10	Thu 7/29/10			
110			ext with additional, detailed	project closing tasks>		1 day?	Thu 7/29/10	Thu 7/29/10			
111		Final approval & s				1 day?	Thu 7/29/10	Thu 7/29/10			
112		Archive project do	cumentation			1 day?	Thu 7/29/10	Thu 7/29/10)		
			Task		External MileTask	•	Manu	al Summary Ro	ollup		
			Task Split		External MileTask Inactive Task	¢		al Summary Ro al Summary	ollup		
			Split		Inactive Task	•	Manu	al Summary	ollup		
rojeci	: Enter	'project title' @ File->Pro 0/11	Split Milestone		Inactive Task Inactive Milestone	♦	Manu Start-	al Summary only			
rojec:	: Enter hu 2/10	'project title' @ File->Pro 0/11	Split Milestone Summary		Inactive Task Inactive Milestone Inactive Summary	•	Manu Start-	al Summary only n-only	ollup C J		
rojeci ate: 1	: Enter hu 2/10	'project title' @ File->Pro 0/11	Split Milestone		Inactive Task Inactive Milestone	•	Manu Start-	al Summary only n-only	ollup C J		

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