

ID	Task Name	Duration	Start	Finish	Predecessors	25, '10 Aug 1, '10							
						T	W	F	S	S	M	T	W
0	<b>Enter 'project title' @ File-&gt;Properties-&gt;Summary tab</b>	<b>4 days?</b>	<b>Thu 7/29/10</b>	<b>Tue 8/3/10</b>									
1	<b>Initiating Stage (Process Group)</b>	<b>1 day?</b>	<b>Thu 7/29/10</b>	<b>Thu 7/29/10</b>									
2	<b>Develop project charter</b>	<b>1 day?</b>	<b>Thu 7/29/10</b>	<b>Thu 7/29/10</b>									
3	Draft IT Project Initiation form	1 day?	Thu 7/29/10	Thu 7/29/10									
4	Approval -- continue with detailed planning	0 days	Thu 7/29/10	Thu 7/29/10									
5	<b>Planning Stage (Process Group)</b>	<b>4 days?</b>	<b>Thu 7/29/10</b>	<b>Tue 8/3/10</b>									
6	<b>Collect Requirements</b>	<b>1 day?</b>	<b>Thu 7/29/10</b>	<b>Thu 7/29/10</b>									
7	See the project management standard website for suggestions	1 day?	Thu 7/29/10	Thu 7/29/10									
8	Collect requirements complete	1 day?	Thu 7/29/10	Thu 7/29/10									
9	<b>Begin Scope Development</b>	<b>1 day?</b>	<b>Thu 7/29/10</b>	<b>Thu 7/29/10</b>									
10	Complete the specified sections of the IT Project Scope form	1 day?	Thu 7/29/10	Thu 7/29/10									
11	<replace this text with additional, detailed scope development tasks>	1 day?	Thu 7/29/10	Thu 7/29/10									
12	Initial Scope Development plan complete	1 day?	Thu 7/29/10	Thu 7/29/10									
13	Project Level Indicators	1 day?	Thu 7/29/10	Thu 7/29/10									
14	Project ScoreCard	1 day?	Thu 7/29/10	Thu 7/29/10									
15	<b>Project Plan</b>	<b>4 days?</b>	<b>Thu 7/29/10</b>	<b>Tue 8/3/10</b>									
16	Complete this MS project plan template as thoroughly as possible	1 day?	Thu 7/29/10	Thu 7/29/10									
17	<b>Activity Scheduling</b>	<b>3 days?</b>	<b>Fri 7/30/10</b>	<b>Tue 8/3/10 16</b>									
18	Estimate task durations	1 day?	Fri 7/30/10	Fri 7/30/10									
19	Determine logical relationships between schedule activities	1 day?	Mon 8/2/10	Mon 8/2/10	18								
20	Link task dependencies	1 day?	Tue 8/3/10	Tue 8/3/10	19								
21	Project scheduling & timeline complete	0 days	Tue 8/3/10	Tue 8/3/10	20								
22	Save a baseline	0 days	Thu 7/29/10	Thu 7/29/10									
23	<b>Resources and Staffing plan</b>	<b>1 day?</b>	<b>Thu 7/29/10</b>	<b>Thu 7/29/10</b>									
24	Complete the IT Project Resources & Staffing plan worksheet	1 day?	Thu 7/29/10	Thu 7/29/10									
25	<replace this text with additional, detailed resources and staffing tasks>	1 day?	Thu 7/29/10	Thu 7/29/10									
26	Resources and Staffing plan complete	0 days	Thu 7/29/10	Thu 7/29/10									
27	<b>Purchases &amp; Acquisitions plan</b>	<b>1 day?</b>	<b>Thu 7/29/10</b>	<b>Thu 7/29/10</b>									
28	Complete the IT Project Purchases & Acquisitions plan worksheet	1 day?	Thu 7/29/10	Thu 7/29/10									
29	<replace this text with additional, detailed purchases and acquisitions tasks>	1 day?	Thu 7/29/10	Thu 7/29/10									
30	Purchases & Acquisitions plan complete	0 days	Thu 7/29/10	Thu 7/29/10									
31	<b>Budget plan</b>	<b>1 day?</b>	<b>Thu 7/29/10</b>	<b>Thu 7/29/10</b>									
32	Complete the IT Project Budget plan worksheet	1 day?	Thu 7/29/10	Thu 7/29/10									
33	<replace this text with additional, detailed budget development tasks>	1 day?	Thu 7/29/10	Thu 7/29/10									
34	Budget plan complete	0 days	Thu 7/29/10	Thu 7/29/10									

Project: Enter 'project title' @ File->Pro Date: Thu 2/10/11	Task		External MileTask		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
	Summary		Inactive Summary		Finish-only	
	Project Summary		Manual Task		Progress	
	External Tasks		Duration-only		Split	

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35	<b>Communications plan</b>	1 day?	Thu 7/29/10	Thu 7/29/10												
36	Complete the IT Project Communications plan worksheet	1 day?	Thu 7/29/10	Thu 7/29/10												
37	Develop communications strategy	1 day?	Thu 7/29/10	Thu 7/29/10												
38	Develop status reporting strategy	1 day?	Thu 7/29/10	Thu 7/29/10												
39	<replace this text with additional, detailed communications plan tasks>	1 day?	Thu 7/29/10	Thu 7/29/10												
40	Communications plan complete	0 days	Thu 7/29/10	Thu 7/29/10												
41	<b>Risk plan</b>	1 day?	Thu 7/29/10	Thu 7/29/10												
42	Complete the IT Project Risk management plan worksheet	1 day?	Thu 7/29/10	Thu 7/29/10												
43	<replace this text with additional, detailed risk planning tasks>	1 day?	Thu 7/29/10	Thu 7/29/10												
44	Risk plan complete	0 days	Thu 7/29/10	Thu 7/29/10												
45	<b>Security Initial Review plan</b>	1 day?	Thu 7/29/10	Thu 7/29/10												
46	Complete the IT Project Security Initial Review form	1 day?	Thu 7/29/10	Thu 7/29/10												
47	<replace this text with additional, detailed project security tasks>	1 day?	Thu 7/29/10	Thu 7/29/10												
48	Security initial review approved	0 days	Thu 7/29/10	Thu 7/29/10												
49	Security initial review plan complete	0 days	Thu 7/29/10	Thu 7/29/10												
50	<b>Testing plan</b>	1 day?	Thu 7/29/10	Thu 7/29/10												
51	Complete the IT Project Testing plan worksheet	1 day?	Thu 7/29/10	Thu 7/29/10												
52	<replace this text with additional, detailed testing plan tasks>	1 day?	Thu 7/29/10	Thu 7/29/10												
53	Testing plan complete	0 days	Thu 7/29/10	Thu 7/29/10												
54	<b>Training plan</b>	1 day?	Thu 7/29/10	Thu 7/29/10												
55	Complete the IT Project Training plan worksheet	1 day?	Thu 7/29/10	Thu 7/29/10												
56	<replace this text with additional, detailed training plan tasks>	1 day?	Thu 7/29/10	Thu 7/29/10												
57	Training plan complete	0 days	Thu 7/29/10	Thu 7/29/10												
58	<b>Change Control plan</b>	1 day?	Thu 7/29/10	Thu 7/29/10												
59	Review the guidance on project change control	1 day?	Thu 7/29/10	Thu 7/29/10												
60	<replace this text with additional, detailed change control planning tasks>	1 day?	Thu 7/29/10	Thu 7/29/10												
61	Change control planning complete	0 days	Thu 7/29/10	Thu 7/29/10												
62	<b>Quality Management plan</b>	1 day?	Thu 7/29/10	Thu 7/29/10												
63	Review the guidance on project quality management	1 day?	Thu 7/29/10	Thu 7/29/10												
64	<replace this text with additional, detailed quality management planning tasks>	1 day?	Thu 7/29/10	Thu 7/29/10												
65	Quality management planning complete	0 days	Thu 7/29/10	Thu 7/29/10												
66	<b>Scope Plan</b>	1 day	Thu 7/29/10	Thu 7/29/10												
67	Complete (finalize) the IT Project Scope form	1 day?	Thu 7/29/10	Thu 7/29/10												
68	<replace this text with additional, detailed scope planning tasks>	1 day?	Thu 7/29/10	Thu 7/29/10												
69	Sponsor approval	1 day?	Thu 7/29/10	Thu 7/29/10												

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104	Implement Training plan	1 day?	Thu 7/29/10	Thu 7/29/10											
105	Monitoring & Controlling Lessons Learned	1 day?	Thu 7/29/10	Thu 7/29/10											
106	Approval - to close the project	1 day?	Thu 7/29/10	Thu 7/29/10											
107	<b>Closing Stage (Process Group)</b>	<b>1 day?</b>	<b>Thu 7/29/10</b>	<b>Thu 7/29/10</b>											
108	<b>Project Closing</b>	<b>1 day?</b>	<b>Thu 7/29/10</b>	<b>Thu 7/29/10</b>											
109	Complete the IT Project Closing form	1 day?	Thu 7/29/10	Thu 7/29/10											
110	<replace this text with additional, detailed project closing tasks>	1 day?	Thu 7/29/10	Thu 7/29/10											
111	Final approval & sign-off	1 day?	Thu 7/29/10	Thu 7/29/10											
112	Archive project documentation	1 day?	Thu 7/29/10	Thu 7/29/10											

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