## FIT2002 TEAM PROJECT PLAN -TEMPLATE

This template should be used to document the activities (tasks), resources (people), durations and dates planned for your team in order to complete the assignment by the due date

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Team Number** | **Project Team Members** | | | | | |
| 123 | John Smith (JS) – Team Leader Peter Jones (PJ) William Dickson (WD)  Harry Foster (HF) | | | | | |
| **Task Number** | **Description** | **Resources** | **Duration  (days)** | **Start Date** | **End Date** | **Comments** |
| 1.0 | Running Case 1 |  |  |  |  |  |
| 1.1 | Team meeting 01 | ALL | 2.0 | 19/03/20 | 20/03/20 |  |
| 1.2 | Complete R/C 1, Q1 | JS | 3.5 | 21/03/20 | 24/03/20 |  |
| 1.3 | Complete R/C 1, Q2 | PJ | 4.0 | 25/03/20 | 28/03/20 | Need MS Project |
| 1.3.1 | Generate MS Project Gantt Chart | HF, JS |  |  |  |  |
|  | … | WD | 12.0 | 29/03/20 | 9/4/20 |  |
|  | Compile and Review R/C 1 | ALL |  |  |  |  |
| 2.0 | Running Case 2 |  |  |  |  |  |
|  | … |  |  |  |  |  |
|  | … |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Task**  **Number** | **Description** | **Resources** | **Duration  (days)** | **Start Date** | **End Date** | **Comments** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |