Track your time per task as you work

Do not wait until the end to log your time. We want accurate numbers

Assignment research, template setup, prep tasks

Alex (1 hours, 1/29/2019)

Anthony (1 hours, 1/31/2019)

Post work, document review before meeting on site with sponsor

Alex (1.5 hours, 2/01/2019)

Section 1 Overview

Anthony (1.5 , 1/31/2019)

Tony (2 hours, 1/31/2019)

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1.1 Project Summary

[1.1.1 Purpose, Scope, and Objectives - A](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.tyjcwt) ✔

[1.1.2 Assumptions and Constraints](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.3dy6vkm) - A ✔

[1.1.3 Project Deliverables](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.1t3h5sf) -T

[1.1.4 Schedule](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.4d34og8) - T

[1.2 Evolution of the Plan - A](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.2s8eyo1) ✔

[1.3 Document Structure](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.1tuee74) - T

Section 4 Project Organization

Anthony (1.5 time in units of hours, ZZ/ZZ/2019)

Tony (.5 hours, 1/31/2019)

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[4.1 External Interfaces\*](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.1ksv4uv)

[4.2 Internal Structure - A](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.2jxsxqh) ✔

[4.2.1 The Project Manager 6](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.4du1wux) - A ✔

[4.3 Project Roles and Responsibilities](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.3whwml4) - T

Section 5 Management Process

Alex B (1.5 hours, 1/31/2019)

(1 hour, 2/1/2019)

Joe (1 hour, 1/29/2019)

(1 hour, 2/01/2019)

Anthony (time in units of hours, ZZ/ZZ/2019)

Tony (.5 hour, 1/31/2019)

Jairo (0.5 hour, 1/31/2019)

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[5.1 Start-up](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.3as4poj)

[5.1.1 Estimation - AS](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.1pxezwc)

[5.1.2 Staffing](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.49x2ik5) - AS

[5.1.3 Resource Acquisition](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.2p2csry) - AS

[5.1.4 Staff Training](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.147n2zr)\* - JG ✔

[5.2 Work Planning - JS ✔](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.3o7alnk)

[5.2.1 Work Activities](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.ihv636) - JS ✔

5.2.2 Schedule Allocation - JS ✔

[5.2.3 Resource Allocation](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.1hmsyys) - JS ✔

[5.2.4 Budget Allocation - JS ✔](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.41mghml)

[5.3 Project Controls - AB](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.2grqrue) ✔

[5.3.1 Requirements Control - JG](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.3fwokq0) ✔

[5.3.2 Schedule Control - AB](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.1v1yuxt) ✔

[5.3.3 Budget Control](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.1mrcu09)\* - AB ✔

[5.3.4 Quality Control](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.2zbgiuw) - AB ✔

[5.3.5 Project Reporting and Communication](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.1egqt2p)  - AB ✔

[5.3.6 Metrics Collection - AB](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.2szc72q) ✔

[5.4 Risk Management - T](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.2r0uhxc)

[5.5 Project Closeout](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.1664s55) - AB ✔

Section 6 Technical Process

Alex (0.5 hours, 1/29/2019) , (0.5 hours, 1/31/2019)

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[6.1 Process Model - AL](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.25b2l0r) ✔ [13](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.25b2l0r)

[6.2 Methods, Tools and Techniques - AL](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.kgcv8k) ✔ [13](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.kgcv8k)

[6.3 Project Infrastructure -AL](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.34g0dwd) ✔ [13](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.34g0dwd)

[6.4 Product Acceptance - AL](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.43ky6rz) ✔ [13](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.43ky6rz)

Section 7 Supporting Processes

Alex (0.5 hours, 01/31/2019)

Jairo (1.5 hours, 01/31/2019)

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[7.1 Configuration Management -AL](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.xvir7l) ✔ [15](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.xvir7l)

[7.2 Independent Verification and Validation - JG 15](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.3hv69ve)

[7.3 Documentation - AL](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.1x0gk37) ✔ [15](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.1x0gk37)

[7.4 Quality Assurance - JG](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.2w5ecyt) ✔ [16](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.2w5ecyt)

[7.5 Reviews and Audits - JG](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.1baon6m) ✔ [16](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.1baon6m)

[7.6 Problem Resolution - JG](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.3vac5uf) ✔ [16](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.3vac5uf)

[7.7 Contractor Management - AL](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.184mhaj) ✔ [16](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.184mhaj)

[7.7.1 Contracting Process - AL](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.3s49zyc) ✔

[7.7.2 Contractor Performance Monitoring - AL](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.279ka65) ✔

[7.8 Process Improvement - AL](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.1opuj5n) ✔

[7.8.1 Systems/Software Process Improvement Lead - AL](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.48pi1tg) ✔

[7.8.2 Systems Engineering Process Group](https://docs.google.com/document/d/1g9ZAE8-fjCEdZTcye3YkYzeqVvs2l-Ty_rqTKECFMfk/edit#heading=h.2nusc19) - AL ✔