**ENG1 – Project Portfolio Management**

**Weekly Project Time Sheet**

**Student Name: Damarkus Harris**

**Project Name: Marconi Law Firm**

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| **Activity** | **Task Description** | **Start Time** | **End Time** | **Total Time** | **Date** |
| Read and review the project proposal /business case | Reviewed project proposal to get an understanding of the projects scope. | 1:00pm | 1:30pm | 30 Mins | 9/3/2020 |
| Research, price, and spec all hardware components – document your findings in the project report | Researched pricing for all hardware components and specs for Optiplex 7470 all in one desktop computer, Surface Book 2, Brother Printer/Scanner/Fax/Copier, Poly VVX 601, Cisco WAP, PowerEdge Server, Monitor & Server Software, Cisco Router, Cisco SG350X-24 switch, Iphone and TV. | 2:00pm | 3:00pm | 1 HR | 9/3/2020 |
| Complete the “Costs for this Project” table – in the project report | Added pricing for Optiplex 7470 all in one desktop computer, Surface Book 2, Brother Printer/Scanner/Fax/Copier, Poly VVX 601, Cisco WAP, PowerEdge Server, Monitor & Server Software, Cisco Router, Cisco SG350X-24 switch, Iphone and TV. | 3:30pm  6:45pm | 4:30 pm  8:00 pm | 2 HRs 15 mins | 9/3/2020 |
| Construct plain network diagram – in the project report | Added devices to layout Optiplex 7470 all in one desktop computer, Surface Book 2, Brother Printer/Scanner/Fax/Copier, Poly VVX 601, Cisco WAP, PowerEdge Server, Monitor & Server Software, Cisco Router, Cisco SG350X-24 switch, Iphone and TV. | 10:00 pm | 11:08pm | 1 HR and 8 mins | 9/6/2020 |
| Update the Table of Contents (TOC) | Updated page numbers for Capital & operating Requirements to pages 4-5 and Hardware & Software Specification to pages 5-8 in the table of contents. | 11:10pm | 11:14pm | 4 mins | 9/6/2020 |
| Installing OS and Server OS. Setting up and configuriing cloud virtual network. Setting up and configuring Domain Controller & DHCP via the Server. | Installed Windows 10 Pro for ALL Employees in the Law firm and also installed Windows Server 2016 for the Database. Set up Cloud Virtual Network and DHCP via the Server with addresses that starts with 192.168.123.xxx. | 2:53am  6:47pm | 4:05am  7:08pm | 1hr 33 mins | 9/10/2020 |
| Added User Accounts & Groups & Created Folders with Permissions | Added a total of 10 user accounts for the following users: Dan Marconi, Evelyn Schultz, Brian Smith, Phil Jones, Karen Stark, Mike Drums, Bill Shoemaker, Lisa Brooks, Terry Long & Samuel Adams. Created 3 Groups for Attorneys, Accounting & Administrative. Dan Marconi will be in all groups. Attorneys and Legal Assistants will be in attorneys’ group. Accountants in the accounting group & Admins in the Administrative group. They will have access to their specific folders like mentioned above. | 7:10pm | 9:00pm | 1hr 50 mins | 9/10/20 |
| Map Drives to Network for each user & tested every individual user. | Map drives to network to access the network and folders, etc quickly. Also, tested every user access and denial to all folders. | 12:21am | 1:42am | 1hr 21 mins | 9/11/20 |
| Updated Network Configuration & Procedural Checklist | Added all 10 users and temporary passwords to this section. Please note all users will be required to change their password when signing in for the first time. Also, I added Login names and Titles. Added Groups and Folders that was initially set up in the previous steps all to the Project Report. | 12:20pm | 12:40pm | 20 Mins | 9/12/20 |
| Created ScreenCast | Created ScreenCast video to briefly show what I done in the previous steps as far as added groups, users and folders with set permissions. Also, showed 5 different user log ins and showed how some have access to drives and some do not. | 1:00pm | 1:20pm | 20 mins | 9/12/20 |
| Updated Status Report | Added Accomplished task for week 2 & Planned for week 3 task. | 2:23pm | 2:30pm | 7 mins | 9/12/20 |
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|  | **Total hours:** |  |  | 10hrs 46 mins |  |

**Instructions:** Document the length of time (hours) it takes you to complete each activity you work on, and tally the total hours at the bottom by end of week. These hours will by multiplied by your hourly rate as specified in the report, and the total labor charge should be reflected in the “Capital and Operating Requirements” section.

\*\*After completion of each weekly milestone, save your time sheet and upload it by the due date.