Project Life Cycle Management and Communications

smartsheet

#	Task Name	Planned Duration	Planned Start Date	Planned Finish Date	Comments
1	Project Life Cycle Management	186d	10/11/19	06/26/20	
2	Initiation	16d	10/11/19	11/04/19	
3	Approval to Initiate (ATI)	0	10/11/19	10/11/19	
4	Assign a Project Manager	0	10/14/19	10/14/19	
5	Create Project Folder on the Network	2d	10/15/19	10/16/19	
6	Create Project Cost Centre	2d	10/15/19	10/16/19	
7	Set up the Project Using "MS Project" Software	2d	10/17/19	10/18/19	
8	Identify Keystakeholders (create stakeholder register)	4d	10/17/19	10/22/19	
9	Secure Project Key Team Members	5d	10/15/19	10/21/19	
10	Create the Project Charter	10d	10/15/19	10/28/19	
11	Create kick-off meeting slide deck	5d	10/28/19	11/01/19	
12	Project kick-off meeting	0	11/04/19	11/04/19	
13	Make updates to the project charter	2d	10/31/19	11/01/19	
14	Sign-off the project Charter	0	11/04/19	11/04/19	
15	Approval to Plan (ATP)	0	11/04/19	11/04/19	
16	Planning	60d	11/08/19	01/31/20	
17	Create Project management plan	20d	11/08/19	12/05/19	
18	Create RACI matrix	5d	12/04/19	12/10/19	
19	Create the Business Requirements document (BRD)	4d	12/06/19	12/11/19	
20	Sign-off BRD	0	12/11/19	12/11/19	
21	Draft the scope statement	3d	12/12/19	12/16/19	
22	Create Quality Assurance Strategy Plan & test cases	10d	12/12/19	12/25/19	
23	Obtain sign-off of Quality Assurance Strategy plan & test cases	0	12/25/19	12/25/19	
24	Create UAT test scripts	5d	12/26/19	01/01/20	
25	Obtain sign-off on UAT	0	01/02/20	01/02/20	
26	Develop work breakdown structure	3d	01/02/20	01/06/20	
27	Obtain estimates from BA, Designer, Developer, QA, business SME	2d	01/02/20	01/03/20	
28	Create Project schedule	5d	01/06/20	01/10/20	
29	Create Project budget	3d	01/10/20	01/14/20	
30	Finalize Project Scope statement	5d	01/15/20	01/21/20	
31	Sign-off on the Scope statement	0	01/22/20	01/22/20	
32	Finalize Project management plan	5d	01/23/20	01/29/20	
33	Sign-off on the Project management plan	0	01/30/20	01/30/20	
34	Approval to Execute (ATE)	0	01/31/20	01/31/20	
35	Execution	55d	02/02/20	04/17/20	
36	Solution development	30d	02/02/20	03/12/20	
37	Unit testing	5d	03/16/20	03/20/20	
38	Execute QA test scripts/cases	5d	03/23/20	03/27/20	
39	Execute UAT test scripts/cases	5d	03/30/20	04/03/20	
40	Develop training materials	5d	04/03/20	04/09/20	
41	Sign-off & system acceptance	0	04/10/20	04/10/20	
42	Conduct user training	3d	04/10/20	04/14/20	
43	Go Live	0	04/17/20	04/17/20	
44	Close Out	55d	04/13/20	06/26/20	
45	Warranty	30d	04/17/20	05/28/20	
46	Collect lessons learned	45d	04/17/20	06/18/20	
47	Archive project records (documents & emails)	55d	04/13/20	06/26/20	