

Assignment 3 – Gantt Chart: Web-Based IT Supervisor Readiness Portfolio

Student Name: Sai Ravi Teja Garikipati

Course: Information Technology Field Experience – EX20

Instructor: Professor Michael Moifolley

Due Date: June 8, 2025

Project Overview

The development of the **IT Supervisor Readiness Web Portfolio** is a capstone initiative designed to demonstrate my preparedness for leadership roles in information technology. The portfolio integrates elements of project management, strategic communication, technical documentation, and ethical leadership, aligning with industry expectations for IT supervisors (Laudon & Laudon, 2020).

A core component of this project is the creation of a **Gantt chart** to visually map out the 81-day timeline from **May 26, 2025**, to **August 15, 2025**. The Gantt chart illustrates weekly task phases, progress indicators, and milestone checkpoints, which reflect real-world project management practices (Kloppenborg, Anantatmula, & Wells, 2019). It also ensures alignment with Agile and Waterfall methodologies by balancing structured deliverables and iterative development (Project Management Institute, 2021).

Key Weekly Tasks and Phases

| Week Range | Task/Phase |
|-----------------------|---|
| May 26 – May 30 | Executive Proposal Completion |
| May 31 – June 14 | Coaching & Communication Toolkit |
| June 15 – June 21 | Customer Service & Escalation Toolkit |
| June 22 – July 5 | KPI Dashboard & Mini Budget Development |
| July 6 – July 19 | Team Leadership & HR Templates |
| July 20 – August 2 | Ethics & Cultural Adaptation Plan |
| August 3 – August 9 | Final Website Design and Integration |
| August 10 – August 15 | Final Video Presentation and Publishing |

Each task was selected to reinforce leadership competencies such as ethical decision-making, team management, cultural awareness, and data-driven supervision (Northouse, 2022).

Project Milestones

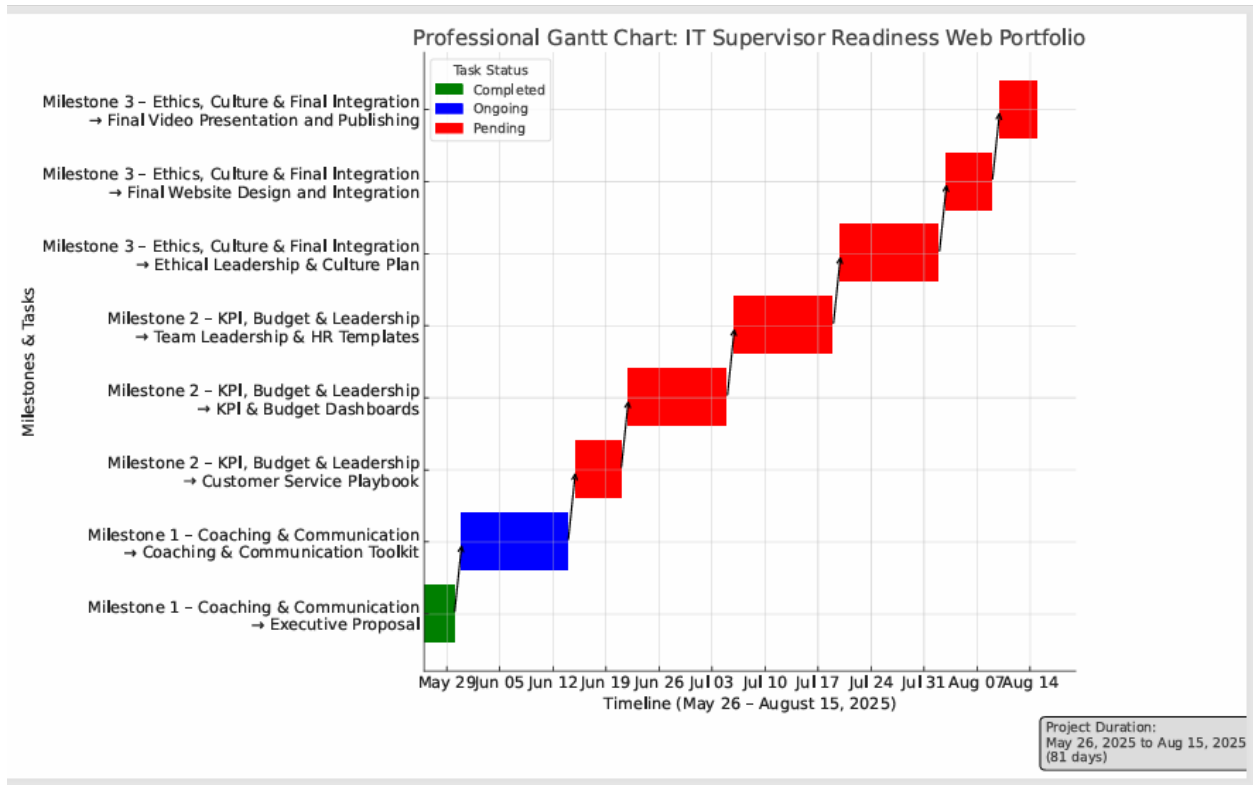
To ensure phased delivery and proper alignment with project goals, the following milestones are defined:

- ✓ **Milestone 1: Communication & Coaching** – Due mid-June
Focuses on developing the Coaching Toolkit and Executive Proposal.
- ✓ **Milestone 2: KPIs, Budgeting & Team Leadership** – Due mid-July
Involves dashboard creation, cost tracking, and HR content development.
- ✓ **Milestone 3: Ethics, Culture & Final Integration** – Due mid-August
Concludes with website deployment, ethical frameworks, and final presentation.

These checkpoints help validate progress and adjust strategies where needed, ensuring agility and oversight in execution (Kerzner, 2022).

Conclusion

This Gantt chart provides a clear, strategic timeline for executing the IT Supervisor Readiness Portfolio. It supports academic rigor, real-world alignment, and personal accountability. This structured roadmap reinforces my capability to manage multifaceted IT initiatives—positioning me for future leadership opportunities in digital project environments.



References

- Davenport, T. H., & Harris, J. G. (2017). *Competing on analytics: The new science of winning*. Harvard Business Review Press.
- Kloppenborg, T. J., Anantatmula, V., & Wells, K. (2019). *Contemporary project management: Plan-driven and agile approaches* (5th ed.). Cengage Learning.
- Kerzner, H. (2022). *Project management: A systems approach to planning, scheduling, and controlling* (13th ed.). Wiley.
- Laudon, K. C., & Laudon, J. P. (2020). *Management information systems: Managing the digital firm* (16th ed.). Pearson.
- Northouse, P. G. (2022). *Leadership: Theory and practice* (9th ed.). SAGE Publications.
- Project Management Institute. (2021). *A guide to the project management body of knowledge (PMBOK® Guide)* (7th ed.).