1. Deliverable-2: Task Policy for OUR TEAM

A Project Plan spreadsheet has been created to manage the project schedule and deliverables. This document will be used for detailed planning for each milestone. Every task under each milestone with target date and resources assigned will be added to the project plan. We will track the percent complete for each task and any questions or concerns will be communicated through the group discussion forum on blackboard.

The project plan has the following information captured –

Project Milestone

Task

Task Dependencies

Target Start Date

Target End Date

Actual Start Date

Actual End Date

Percent Complete

Resources Assigned

Sample Project Plan

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial No. | Project Milestone | Task | Task Dependencies | Target Start Date | Target End Date | Actual Start Date | Actual End Date | Percent Complete | Resources Assigned |
| 1.0 | M1 | Create GIT repository |  | 6-Feb-18 | 16-Feb-18 | 11-Feb-18 | 11-Feb-18 | 100% | 2700-Indu |
| 1.1 | M1 | Create Project Plan |  | 6-Feb-18 | 16-Feb-18 | 13-Feb-18 | 13-Feb-18 | 100% | 2700-Indu |
| 1.2 | M1 | Create Change Log |  | 6-Feb-18 | 16-Feb-18 | 13-Feb-18 | 13-Feb-18 | 100% | 2700-Indu |
| 1.3 | M1 | Research Tools |  | 6-Feb-18 | 16-Feb-18 | 13-Feb-18 | 13-Feb-18 | 100% | 2100-Prerana |
| 1.4 | M1 | Set up Slack Acct |  | 6-Feb-18 | 16-Feb-18 | 13-Feb-18 | 13-Feb-18 | 100% | 2100-Prerana |