

Deliverable 4: Task Policy

For task and project management, we will use an Excel spreadsheet and track each task's name/description, owner, status, date started, estimated effort, estimated date of completion, and actual date of completion. This document will be version controlled and manually date tracked so that team members can independently go online to our shared project location and see what the latest updates are, who made them, and what changed from the previous versions.

Each task is numbered and will be added to the document in what we expect to be the order of operations for the project. Tasks that are known to be dependent on other tasks will be added as a dot task and have a special status "Not Started (Dependent)."

While independent updating of the task plan is encouraged, Matt will also send out an e-mail once a week to the team with a list of the current In-Progress and Not-Started tasks that we last identified. This e-mail chain will then serve as a place for team members to provide updates on their tasks as well as an additional open forum for discussing issues or challenges.

After the requirements for each new milestone are determined, the team will also get together and decide what tasks need to be added to the plan, their order and dependencies, dates to start and complete the tasks, and who on the team will be assigned ownership.

T22 - Project Management

v 0.0 Updated 21.FEB.07 by MWC

No.	Task Name	Description	Project Owner	Status	Rating	Get-to-Green Plan	Date Started	Est. Effort	Est. Date of Completion	Act. Date of Completion	Notes
1	M2_D2 - Communication Plan	Set up a OneDrive folder for the project team, formalize our communications plan, and write up a page for the D2 milestone.	Julie Flater	Complete			2/15/2017	2 hrs	2/22/2017	2/20/2017	
2	M2_D3 - Version Control	Set up the Github project for us and write up a page for the D3 milestone.	Muntaser Khan	Complete			2/15/2017	2 hrs	2/22/2017	2/19/2017	
3	M2_D4 - Task Policy	Create a project management tracking spreadsheet and write up a page for the D4 milestone.	Matt Conroy	Complete			2/15/2017	2 hrs	2/22/2017	2/21/2017	
4	M2_D5_Liason	Assign a team liason for interactions with the prof.	Julie Flater	Complete			2/15/2017	< 1 hr	2/22/2017	2/20/2017	