# Alpha apples meeting 14/10/15

# David's comments

## Project file

* Not interested in specifics
* First six months - Hours/days
  + Afterwards
    - Dealing with years
* Tips for good marks
  + Focus on closing
    - Look at text book examples
    - All about money
      * Most projects contract bound
    - Don't want closing delays
    - If any part of project failed
      * Still stuck on fixing problems
        + Operational not project anymore
  + Big companies
    - Focus on closing
    - So cash doesn't transfer
  + Closing
    - Hand over documentation
    - If project keeps going
      * SOMEONE ELSES JOB!
    - Maintenance
      * Not project's job after
* Milestones
  + May include bonuses
    - For project management team
  + Looking for 20 to 50 items
* Looking for
  + Reasonable amounts of updates
    - Changes as we go
  + What are critical paths
    - Work out what are most important
  + Cost management
    - Deliverables need to be included
    - Needs show when developer is hired/not hired
      * Same for testers
        + Trainers
      * Show drop off/change of things
  + Development phases
    - Need to include deliverable items
* Can import csv's into Project

## Cost management

* Baseline
  + Must be set over 10 years
* Too much detail
  + Because set to 1 year
* Have to work out which items will be around for 10 years
  + ie. Tester
    - Do we need someone testing every year for 10 years?
  + Which roles will stay on for whole 10 years?
    - ie. 20 trainers in first year
      * 10 trainers next year
* Project manager salary
  + Needs to be more
  + $500,000 p/year
* Hardware
  + ie. 50 laptops
    - How often are they replaced?
    - Are prices going up or down?
      * Tech prices usually go down
* Don't need pencils/pens consumables
* Costs build up then tails off
* Need to include justification
  + Projection for each year
* Consultant prices go up

## Procurement

* Empty office space
  + Contributed by sponsor
* Vehicle
  + Gasoline to diesel
* Don't need consumables
  + Pens etc.

## Next skype meeting

* 21/10

## Team decisions

* Buildings
  + Built by 2019
  + 10 buildings
    - Kit/prebuilt
    - Must be completed at least 6 months prior to training
    - Include solar power with buildings
* Internet rollout
  + Out of scope
    - Environmental study
      * Done by dept of environment
  + Sacred land
    - Stays in scope
* Rollout date
  + 2020
* End date
  + 2025
* Planning/dev
  + 5 years
* Liberty
  + Change milestone dates on gantt chart

## Work items

* Marty
  + Gantt chart by Friday
* Liberty
  + Make report template by Friday
  + Update milestones on Gantt chart
  + Continue updates
* Nomin
  + Finish cost management plan by Friday
  + Update out of scope
* Lydia
  + Update procurement and HR plan