

## B Deliverable-2: Task Policy

The team uses a Microsoft Project Gantt chart to track required tasks and task status for each milestone.

Every attempt should be made to identify all tasks for a milestone before or at the beginning of the milestone. Additional tasks can still be added to the Microsoft Project after the milestone is started, but team members should communicate newly added tasks via Slack or text message as well.

Each team member will use the concept of owner to manage responsibility for tasks. For this project, an owner is the person who has sole responsibility for a task as long as they remain owner. Also, team members will self-assign themselves to tasks. Therefore, tasks will be first-come-first-serve. Finally, each task will have only one owner at a time, when possible. That is to say, a team member can own many tasks at the same time, but each task should have only one owner, so that there is only one person responsible for the task.

The Microsoft Project file with a screen shot of Milestone 1 is located in the Team\_22\_M1\_Other\_Support\_Files directory.

	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	16, '18	Sep 23, '18	Sep 30, '18
1	✓	✚ Milestone 1	5 days	Mon 9/24/18	Fri 9/28/18		Biniam, Ermias			
2	✓	Version Control Policy_Deliverable 1	1 day	Mon 9/24/18	Mon 9/24/18		Biniam			
3	✓	VCS Repository_Deliverable 1	1 day	Mon 9/24/18	Mon 9/24/18		Biniam			
4	✓	Task Control Policy_Deliverable 2	3 days	Wed 9/26/18	Fri 9/28/18		Biniam			
5	✓	Communication Policy_Deliverable 3	2 days	Mon 9/24/18	Tue 9/25/18		Ermias			
6	✓	Tools Policy_Deliverable 4	3 days	Mon 9/24/18	Wed 9/26/18		Ermias			
7	✓	Liaison Policy Deliverable 5	1 day	Mon 9/24/18	Mon 9/24/18		Ermias			

Screenshot of Microsoft Project Milestone 1 Tasks