

Project Timeline & Responsibilities

Task	Description	Assigned Team Member(s)	Deadline
1. Schedule Recurring Internal Team Meetings	Determine team availability and set up recurring check-ins.	Elizabeth, Luke, Rich, Ayo, Allison	March 13
2. Draft Team Contract	Define team expectations, communication norms, and conflict resolution strategies.	Elizabeth, Luke, Rich, Ayo, Allison	March 10
3. Develop Roles & Responsibilities Matrix	Assign project roles (e.g., project manager, researcher, documenter).	Elizabeth, Luke, Rich, Ayo, Allison	March 10
4. Conduct Background Research on Client	Gather information on iConsultancy, past projects, and relevant workforce trends.	Elizabeth, Luke, Rich, Ayo, Allison	March 11
5. Document Understanding of the Project	Summarize project goals, objectives, and deliverables.	Elizabeth, Luke, Rich, Ayo, Allison	March 26
6. Develop Requirements Gathering Questions	Create a structured list of questions for the client meeting.	Elizabeth, Luke, Rich, Ayo	March 10
7. Schedule Requirements Gathering Meeting	Coordinate with the client to set up a meeting time and agenda.	Devon (career skills 1 member)	March 13
8. Draft Problem/Need Definition	Refine the problem statement based on client input.	Luke, Allison	March 13
9. Conduct Internal Risk Assessment	Identify potential project risks and mitigation strategies.	Elizabeth	March 26
10. Draft Summary of Overall Project	Create a concise summary document	Elizabeth, Luke, Rich, Ayo, Allison	March 26

for Client	outlining the project. scope and next steps.		
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