

## Project Timeline & Responsibilities

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

<b>for Client</b>	outlining the project. scope and next steps.		
<b>11. Categorize Data</b>	Based on both datasets from Career Skills 1 and 2, categorize positions or skills or both and use this to build infographics	Elizabeth, Luke, Rich, Ayo, Allison	April 17
<b>12. Matrix Draft</b>	Finish the skills matrix based on the data categorization and send to TJ	Elizabeth, Luke, Rich, Ayo, Allison	April 20
<b>13. Visualizations Draft</b>	Based on the data categorization, come up and make data visualizations as rough draft and send to TJ	Elizabeth, Luke, Rich, Ayo, Allison	April 20
<b>14. Finish Drafts</b>	Based on TJ's feedback, finish the visualizations and matrix	Elizabeth, Luke, Rich, Ayo, Allison	April 24