***Tab 1: Management Summary***

* First Box
  + Is the data from the 3 boxes to the right in terms of budgeted cost vs actual cost represented by a deficit/excess column. Red will reflect a deficit and Black will show excess.
    - Each Member has their own section and all costs are brought together at the Total section.
* Second Box
  + This is the cost of coding time required for each task summed up from the totals on the Gantt tab for each member. This compares the cost of what was predicted hour wise vs actual time it took to complete all tasks and the cost associated with the total.
* Third Box
  + Simply put this is the cost for our meetings at $100 per hour. Simply put shows the predicted cost vs actual cost.
* Fourth Box
  + This is the box representing the System Analysis cost. This comes from Tab 4 titled “SA”. The data is retrieved from the tab automatically from the totals.
* Note: All data is automatically generated here that depend on the other tabs.

***Tab 2: Gantt***

* Layout
  + Light Blue: Team Member name and lead Position
  + Key: Top above hours
    - Blue: Completed Blocks
    - Green: Scheduled to be done current work week.
    - Red: Planned for future development
  + The Hours are broken into increments of 3 to help save space. Every 15 hours a guide line was inserted in light grey as to make plotting much easier.
  + You will see Totals in a beige color under each member Task section.
  + Member Task Section
    - **The left column** for “predicted time” needed for the task in hours.
    - **The right column** to be filled once the task is 100% complete as to fill in the actual time the task required.
  + There are Final Totals at the bottom recording the entire teams Hours spent, Cost, and difference of predicted vs actual time and cost.

***Tab 3: Meetings***

* The dates are along the **first row** and each event happens in a column by column organization.
* The **Second box, row 2** (below the date) represents the purpose of the meeting.
* The **3rd box, row 3 (**below row 2) is the total hours the meeting required.

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Check mark represents the member present during the meeting

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The x inside the box will represent the member is away.

* The integer number next to each name is the running total and is sent to Tab 1 for Box 3.
  + TBD “To be determined” for future dates.

***Tab 4: SA (System Analysis)***

* Layout
  + Light Blue: Subtotal for each members recording both predicted and actual hours needed for each task.
  + Red: Will be used to signal that this task is dependent on others finishing their required tasks before finishing or starting this task. See “Lenin, Task 4” as an example.
  + Yellow: The Final Total
  + Green: Will represent the Time slot consumed by the task.
    - Grey dividers have been inserted increments of 5 hours to make plotting easier.
* Note: This data is automatically sent to Tab 1, Box 4.

***Summary:*** This excel sheet is to be used to record our efforts in developing our game. If you have suggestions to make it visually more appealing, please say so. This is a rough draft as we have not obviously laid out our features, tasks, assignments, predictions etc. Jeff Crawford (Myself) will be in charge of changes in terms of layout, adding columns, rows etc. Everyone can create their own Gantt chart but ***please follow this layout***, so I can update this system easily and not guess what is being displayed to me. ***You are free*** to edit your portion such as Task name, Hours and fill in the blocks if you don’t feel the need to make your own. I just ask to leave the Totals, Subtotals, Layout, and anything with formulas alone.