

Project Plan O'Connors Pet Limited



week	Department section	Task	Assigned To	Est. Start	Est. Finish	
week 1	Managerial	Outline and the list of problems In the buisness .	Employee 1	08/01/2014	08/02/2014	
week 1	Sales, Purchase, Finance	Contact and Gather all customer details and suppler details. Put €2500	Employee 5&28	01/08/2014	04/08/2014	#
week 1	Managerial	Staff Training	Employee 1	01/08/2014	10/08/2014	#
week 2	Mangerial	set up internet and some purchasing packging	employee 1	06/08/2014	07/08/2014	#
week 2	inventory,Sales, Purchases ,Finance	Enter sales and purchase invoices. Transfer € 2500 from deposit to cu	Employee 5&28	06/08/2014	08/08/2014	#
week 3	sales, Purchases	print credit notes and allocate reciepts	Employee 5	08/08/2014	08/08/2014	#
week 4	managerials	reorganise layout of store making it easy to find products.	Employee 1	13/08/2014	23/08/2014	#
week 5	inventory	take stock count, Place automatic order of stock once it reaches lo	Employee 3	20/08/2014	24/08/2014	#
week 6	financials	Maintain financial positon, give recommedations,manage cash, cre	Employee 4	01/09/2014	07/09/2014	#
week 7	managerial ,purchase, sales	F rom day to day reports and reciepts ,recognise most valuabe proc	Employee 1,5,2	16/09/2014	19/05/2014	#
Week 8	financials,inventory,sales ,purchasing,managerials	Produce and make a copy of all reports	Employee 1,2,3,	25/08/2014	30/08/2014	#
week 8	inventory , managerial	Take stock count again. Keep in contact with customers making a c	Employee 1&3	22/09/2014	26/09/2014	#