**Getting Started with Google Suite Project Management Tracker**

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| **Task** | **Projected Time** | **Forecasted Comp. Date** | **Actual Time** | **Completion Date** |
| Storyboard Outline | 1.5 hrs. | 2-Dec | 45 min. | 2-Dec |
| Finish Setting up Project Management Tracker | 1 hr. | 4-Dec | 1 hr. | 4-Dec |
| Seg 1. Rough Draft Script and Screenshot Capture | 1 hr. | 5-Dec | 1 hr. | 5-Dec |
| Seg. 1 Rough Record | 15 min. | 5-Dec | 20 min. | 5-Dec |
| Seg. 1 Review and Finalize Script | 30 min. | 5-Dec | 10 min. | 5-Dec |
| Seg. 1 Re-Record any Segments Needed | 15 min. | 5-Dec | 5 min. | 5-Dec |
| Seg. 1 Video and Sound Editing | 30 min. | 5-Dec | 45 min. | 5-Dec |
| Seg 2. Rough Draft Script and Screenshot Capture | 1 hr. | 6-Dec | 37 min. | 6-Dec |
| Seg. 2 Rough Record | 15 min. | 6-Dec | 6 min. | 6-Dec |
| Seg. 2 Review and Finalize Script | 30 min. | 6-Dec | 10 min. | 6-Dec |
| Seg. 2 Re-Record any Segments Needed | 15 min. | 6-Dec | N/A | 6-Dec |
| Seg. 2 Video and Sound Editing | 30 min. | 6-Dec | 10 min. | 6-Dec |
| Seg 3. Rough Draft Script and Screenshot Capture | 1 - 1.5 hrs. | 10-Dec | 1.5 hrs. | 10-Dec |
| Seg. 3 Rough Record | 30 min. | 10-Dec | 20 min. | 10-Dec |
| Seg. 3 Review and Finalize Script | 30 min. | 10-Dec | 23 min. | 10-Dec |
| Seg. 3 Re-Record any Segments Needed | 30 min. | 10-Dec | N/A | 10-Dec |
| Seg. 3 Video and Sound Editing | 1 hr. | 10-Dec | 30 min. | 10-Dec |
| Seg. 4 Gather Materials for D | 5 min. | 12-Dec | 5 min. | 12- Dec |
| Seg 4 Rough Draft Script and Screenshot Capture | 1– 1.5 hrs. | 12-Dec | 1 hr. 10 min. | 12-Dec |
| Seg. 4 Rough Record | 30 min. | 12-Dec | 20 min | 12-Dec |
| Seg. 4 Review and Finalize Script | 30 min. | 12-Dec | 25 min. | 12-Dec |
| Seg. 4 Re-Record any Segments Needed | 30 min. | 12-Dec | 5 min. | 12-Dec |
| Seg. 4 Video and Sound Editing | 1 hr. | 12-Dec | 35 min | 12-Dec |
| Seg 5 Rough Draft Script and Screenshot Capture | 1– 1.5 hrs. | 13-Dec | 1 hr. 20 min. | 13-Dec |
| Seg. 5 Rough Record | 30 min. | 13-Dec | 23 min. | 13-Dec |
| Seg. 5 Review and Finalize Script | 30 min. | 13-Dec | 25 min. | 13-Dec |
| Seg. 5 Re-Record any Segments Needed | 30 min. | 13-Dec | N/A | 13-Dec |
| Seg. 5 Video and Sound Editing | 1 hr. | 13-Dec | 30 min. | 13-Dec |
| Seg 6. Rough Draft Script and Screenshot Capture | 1– 1.5 hrs. | 18-Dec | 2 hrs. | 18-Dec |
| Seg. 6 Rough Record | 30 min. | 18-Dec | 22 min. | 18-Dec |
| Seg. 6 Review and Finalize Script | 30 min. | 18-Dec | 25 min. | 18-Dec |
| Seg. 6 Re-Record any Segments Needed | 30 min. | 18-Dec | 5 min. | 18-Dec |
| Seg. 6 Video and Sound Editing | 1 hr. | 18-Dec | 45 min. | 18-Dec |