SharePoint Development Project Schedule

Caracal Group

							Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Project Start Date		1/13/2020 (Monday)			1		13 Jan 2020	20 Jan 2020	27 Jan 2020	3 Feb 2020	10 Feb 2020	17 Feb 2020	24 Feb 2020	2 Mar 2020
Project Lead		Ralph Harding					13 14 15 16 17 18 19	20 21 22 23 24 25 26	27 28 29 30 31 1 2	3 4 5 6 7 8 9	10 11 12 13 14 15 16	17 18 19 20 21 22 23	24 25 26 27 28 29 1	2 3 4 5 6 7 8
WBS	TASK	ASSIGNED TO	START	END	% DONE	WORK DAYS	M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S
					0%	30								
1	**Analysis Phase**				-	-								
1.1	Project Start-up Processes	Project Team & Client	Tue 5/26/20	Wed 5/27/20	0%	2								
1.2	Initialize Project Plan	Project Team & Client			0%	-								
1.3	Project Control/Reporting Process	Project Team & Client			0%	-								
1.4	Establish Change Control Process	Project Team & Client			0%	-								
1.5	Establish Issue Management Process	Project Team & Client			0%	-								
1.6	Identify Organization structure	Project Team & Client			0%	-								
1.7	Identify Departments and Team Members	Project Team & Client			0%	-								
1.8	Identify Heads of Departments	Project Team & Client			0%	-								
1.9	**Identify Technical Requirements and Architecture**	Project Team & Client			0%	-								
1.9.1	Office365 Global Admin Credential	Project Team & Client			0%	-								
1.9.2	A Licensed user account for testing	Project Team & Client			0%	-								
1.10	**Identify Site Requirements**	Project Team & Client	Thu 5/28/20	Thu 5/28/20	0%	1								
1.10.1	Employee Manuals and Policy Documents	Project Team & Client			0%	-								
1.10.2	Company Organogram	Project Team & Client			0%	-								
1.10.3	Gallery Images	Project Team & Client			0%	-								
1.10.4	Other Documents	Project Team & Client			0%	-								
2	**Design Phase**				-	-								
2.1	Root Tenant Site/Landing Site Interface Design	System Dept	Fri 5/29/20	Fri 5/29/20	0%	1								
2.2	Department Site Interface Design	System Dept	Mon 6/01/20	Mon 6/01/20	0%	1								
2.3	Site Wide Architectural Design	System Dept	Tue 6/02/20	Tue 6/02/20	0%	1								
3	**Development Phase**				-	-								
3.1	**Root Tenant Site development**	System Dept	Wed 6/03/20	Mon 6/08/20	0%	4								
3.1.1	Landing Page	System Dept			0%	-								
3.1.2	HR Announcement Page	System Dept			0%	-								
3.1.3	Upcoming Events Page	System Dept			0%	-								
3.1.4	Gallery Page	System Dept			0%	-								
3.1.5	Organogram Page	System Dept			0%	-								
3.1.6	Employee Manuals, Policy Documents Pages	System Dept			0%	-								
3.1.7	Document Library	System Dept			0%	-								
3.1.8	Site Permission/Access Control Setup	System Dept			0%	-								
3.2	**All Department(s) Site Development**	System Dept	Tue 6/09/20	Tue 6/23/20	0%	11								
3.2.1	Landing Page	System Dept												
3.2.2	Gallery Page	System Dept												
3.2.3	Document Library	System Dept												
3.2.4	Site Permission/Access Control Setup	System Dept												
4	**Testing & Refinement Phase**	System Dept			-	-								
4.1	Perform System Testing	System Dept	Wed 6/24/20	Wed 6/24/20	0%	1								
4.2	Document Issues Found	System Dept			0%	-								
4.3	Correct Issues Found	System Dept			0%	-								
5	**Deployment Phase**				-	-								
5.1	Final Presentation	System Dept	Thu 6/25/20	Thu 6/25/20	0%	1								
5.2	Folders and File Uploads to document libraries	Project Team & Client	Fri 6/26/20	Fri 6/26/20	0%	1								
5.3	Trainings	System Dept	Mon 6/29/20	Mon 6/29/20	0%	1								
5.4	Manuals	System Dept	Tue 6/30/20	Tue 6/30/20	0%	1								
6	**Post Deployment / Support Phase**				-	-								
6.1	Transition from project Team to Support Team	System Dept	Wed 7/01/20	Wed 7/01/20	0%	1								
6.2	Complete Project Closeout Checklist	System Dept	Thu 7/02/20	Thu 7/02/20	0%	1								
6.3	Other Task to be further defined	Project Team & Client	Fri 7/03/20	Fri 7/03/20	0%	1								
6.4	Project Sign-off	Project Team & Client	Mon 7/06/20	Mon 7/06/20	0%	1								