

| Project Weekly Track Sheet |        |          |            |  |
|----------------------------|--------|----------|------------|--|
| Team                       | 2k     | Standard | Additional | Manager  |
|                            |        |          |            | Meeting  |
| Wednesday                  | 25 Mar | 2:00 PM  | Subtask 3  | Wednesday, March 25th. Reviewing our current progress and discussing next steps for the project. Identifying potential challenges and how to address them. |
| Tuesday                    | 27 Mar | 11 AM    | N/A        | N/A  |
| Wednesday                  | 28 Mar | 2:00 PM  | Subtask 4  | Wednesday, March 28th. Finalizing the design phase and preparing for the implementation phase. Addressing any remaining concerns or questions.             |
| Thursday                   | 29 Mar | 10 AM    | Subtask 5  | Thursday, March 29th. Implementing the new system. Monitoring performance and making any necessary adjustments.  |
| Friday                     | 30 Mar | 9 AM     | Subtask 6  | Friday, March 30th. Evaluating the final results and summarizing the project's success.  |
| Saturday                   | 31 Mar | 10 AM    |            |  |

| Project Alpha - Product A |            |            |          | Project Beta - Product B |            |
|---------------------------|------------|------------|----------|--------------------------|------------|
| Phase                     | Start Date | End Date   | Duration | Phase                    | Start Date |
| Initial Planning          | 2023-01-01 | 2023-01-15 | 14 days  | Planning Phase           | 2023-01-01 |
| Design Phase              | 2023-01-16 | 2023-02-28 | 43 days  | Design Phase             | 2023-01-01 |
| Development Phase         | 2023-03-01 | 2023-04-15 | 45 days  | Development Phase        | 2023-01-01 |
| Testing Phase             | 2023-04-16 | 2023-05-31 | 45 days  | Testing Phase            | 2023-01-01 |
| Deployment Phase          | 2023-06-01 | 2023-06-15 | 14 days  | Deployment Phase         | 2023-01-01 |
| Post-Launch Monitoring    | 2023-06-16 | 2023-07-31 | 46 days  | Post-Launch Monitoring   | 2023-01-01 |
| Total Duration            | 2023-01-01 | 2023-07-31 | 184 days | Total Duration           | 2023-01-01 |

| 2023 Project Health Check Status |         |                          |  | Overall Status |  |
|----------------------------------|---------|--------------------------|--|----------------|--|
| Team                             | ID      | Project Name             | Description  | Overall Status | Next Step  |
| Marketing                        | MKT-001 | Brand Awareness Campaign | Developed marketing strategy and launched a social media campaign. | Green          | Monitor campaign performance and refine strategy.        |
| Marketing                        | MKT-002 | Product Launch           | Launched a new product line, received positive reviews.            | Green          | Monitor sales and customer feedback.                     |
| Sales                            | SLS-001 | New Sales Channel        | Identified a new sales channel and integrated it into the system.  | Green          | Monitor sales performance and refine strategy.           |
| Sales                            | SLS-002 | Lead Generation          | Launched a lead generation campaign, increased leads by 20%.       | Green          | Monitor lead quality and conversion rates.               |
| Customer Support                 | CUS-001 | AI Chatbot Integration   | Integrated AI chatbot into customer support system.                | Green          | Monitor customer satisfaction and refine AI integration. |
| Customer Support                 | CUS-002 | Feedback System          | Launched a feedback system, received over 1000 responses.          | Green          | Monitor feedback trends and improve products/services.   |
| Product Dev                      | PRO-001 | Software Upgrade         | Upgraded software to the latest version, improved performance.     | Green          | Monitor system stability and user satisfaction.          |
| Product Dev                      | PRO-002 | Feature Development      | Developed a new feature, received positive user feedback.          | Green          | Monitor user adoption and refine feature set.            |
| Infrastructure                   | INF-001 | Cloud Migration          | Migrated infrastructure to the cloud, improved scalability.        | Green          | Monitor system performance and security.                 |
| Infrastructure                   | INF-002 | Data Center Upgrade      | Upgraded data center hardware, improved reliability.               | Green          | Monitor system availability and performance.             |
| R&D                              | RND-001 | Research Project         | Completed research phase, identified key findings.                 | Green          | Monitor research findings and refine project scope.      |
| R&D                              | RND-002 | Prototyping              | Completed prototyping phase, received positive feedback.           | Green          | Monitor prototype performance and refine design.         |
| HR                               | HR-001  | Employee Training        | Completed employee training program, improved skills.              | Green          | Monitor employee satisfaction and retention.             |
| HR                               | HR-002  | Recruitment              | Completed recruitment process, hired qualified candidates.         | Green          | Monitor candidate satisfaction and retention.            |
| Finance                          | FIN-001 | Budget Management        | Managed budget effectively, stayed within allocated funds.         | Green          | Monitor financial performance and refine budgeting.      |
| Finance                          | FIN-002 | Financial Reporting      | Completed financial reporting, provided accurate information.      | Green          | Monitor reporting accuracy and timeliness.               |
| Total                            | 10      | 10                       | 10   | Green          | Overall status is healthy across all teams.              |

| Project Details     |               | Team                |              | Timeline   |            | Budget      |            | Risk & Compliance |                   | Reporting           |            |
|---------------------|---------------|---------------------|--------------|------------|------------|-------------|------------|-------------------|-------------------|---------------------|------------|
| Category            | Description   | Role                | Name         | Start Date | End Date   | Budget Type | Amount     | Risk Level        | Compliance Status | Reporting Frequency | Owner      |
| Project Name        | Project Alpha | Project Manager     | Jane Doe     | 2023-01-01 | 2023-06-30 | Fixed Price | \$100,000  | Medium            | Compliant         | Bi-weekly           | John Smith |
| Project Lead        | John Smith    | Lead Developer      | Mike Johnson | 2023-01-01 | 2023-05-15 | Hourly Rate | \$150/hour | Low               | Compliant         | Weekly              | John Smith |
| Team Size           | 5             | Software Developers | Sarah Lee    | 2023-01-01 | 2023-06-30 | Fixed Price | \$100,000  | Medium            | Compliant         | Bi-weekly           | John Smith |
| Resource Allocation | 100%          | QA Engineers        | David Wilson | 2023-01-01 | 2023-05-15 | Hourly Rate | \$150/hour | Low               | Compliant         | Weekly              | John Smith |
| Scope Definition    | Defined       | Project Manager     | Jane Doe     | 2023-01-01 | 2023-06-30 | Fixed Price | \$100,000  | Medium            | Compliant         | Bi-weekly           | John Smith |
| Timeline Management | On Track      | Lead Developer      | Mike Johnson | 2023-01-01 | 2023-05-15 | Hourly Rate | \$150/hour | Low               | Compliant         | Weekly              | John Smith |
| Budget Control      | Within Budget | Software Developers | Sarah Lee    | 2023-01-01 | 2023-06-30 | Fixed Price | \$100,000  | Medium            | Compliant         | Bi-weekly           | John Smith |
| Risk Monitoring     | Identified    | QA Engineers        | David Wilson | 2023-01-01 | 2023-05-15 | Hourly Rate | \$150/hour | Low               | Compliant         | Weekly              | John Smith |
| Compliance Status   | Compliant     | Project Manager     | Jane Doe     | 2023-01-01 | 2023-06-30 | Fixed Price | \$100,000  | Medium            | Compliant         | Bi-weekly           | John Smith |
| Reporting Frequency | Bi-weekly     | Lead Developer      | Mike Johnson | 2023-01-01 | 2023-05-15 | Hourly Rate | \$150/hour | Low               | Compliant         | Weekly              | John Smith |
| Owner               | John Smith    | Software Developers | Sarah Lee    | 2023-01-01 | 2023-06-30 | Fixed Price | \$100,000  | Medium            | Compliant         | Bi-weekly           | John Smith |
| Last Update         | 2023-01-05    | QA Engineers        | David Wilson | 2023-01-01 | 2023-05-15 | Hourly Rate | \$150/hour | Low               | Compliant         | Weekly              | John Smith |

| Type      | 2-4 weeks | Product / service | Key message                           | Marketing                             |
|-----------|-----------|-------------------|---------------------------------------|---------------------------------------|
|           | 5-8 weeks |                   |                                       | Marketing                             |
| Monday    | 14:00     | Product / service | Introducing our new product / service | Introducing our new product / service |
| Tuesday   | 14:00     | Product / service | Introducing our new product / service | Introducing our new product / service |
| Wednesday | 14:00     | Product / service | Introducing our new product / service | Introducing our new product / service |
| Thursday  | 14:00     | Product / service | Introducing our new product / service | Introducing our new product / service |
| Friday    | 14:00     | Product / service | Introducing our new product / service | Introducing our new product / service |
| Saturday  | 14:00     | Product / service | Introducing our new product / service | Introducing our new product / service |
| Sunday    | 14:00     | Product / service | Introducing our new product / service | Introducing our new product / service |
| Total     | 14:00     | Product / service | Introducing our new product / service | Introducing our new product / service |
|           |           |                   |                                       | <b>Total: 14:00</b>                   |

  

| All Product Details Time Sheet |           |                   |                                |                                |
|--------------------------------|-----------|-------------------|--------------------------------|--------------------------------|
| Type                           | 2-4 weeks | Product / service | Key message                    | Marketing                      |
|                                | 5-8 weeks |                   |                                | Marketing                      |
| Meeting                        | 14:00     | Product / service | Product / service introduction | Product / service introduction |
| Meeting                        | 14:00     | Product / service | Product / service introduction | Product / service introduction |
| Meeting                        | 14:00     | Product / service | Product / service introduction | Product / service introduction |
| Meeting                        | 14:00     | Product / service | Product / service introduction | Product / service introduction |
| Meeting                        | 14:00     | Product / service | Product / service introduction | Product / service introduction |
| Meeting                        | 14:00     | Product / service | Product / service introduction | Product / service introduction |
| Meeting                        | 14:00     | Product / service | Product / service introduction | Product / service introduction |
| Total                          | 14:00     | Product / service | Product / service introduction | Product / service introduction |
|                                |           |                   |                                | <b>Total: 14:00</b>            |

| Task   | Due Date | Description  | Notes   | Environment and Materials Required   |
|--------|----------|--|---|--|
| Week 1 | Day 1    | Identify and define the scope of the project, including key stakeholders, deliverables, timelines, and budget. | This stage involves gathering requirements from all stakeholders and defining the project's objectives and constraints. | Environment and materials required for planning and initial setup.         |
| Week 2 | Day 1    | Design the system architecture, including databases, interfaces, and security measures.                        | This stage involves creating detailed designs for the system's components and their interactions.                       | Environment and materials required for design and development.             |
| Week 3 | Day 1    | Develop the core functionality of the system, including user interface and database integration.               | This stage involves writing code, testing, and integrating different system components.                                 | Environment and materials required for development and testing.            |
| Week 4 | Day 1    | Test the system thoroughly to ensure it meets all requirements and is free of bugs.                            | This stage involves running various tests to validate the system's performance and functionality.                       | Environment and materials required for testing and quality assurance.      |
| Week 5 | Day 1    | Deploy the system to a live environment and provide training to users.   | This stage involves preparing the system for deployment and providing users with training and support.                  | Environment and materials required for deployment and post-launch support. |
| Week 6 | Day 1    | Monitor the system's performance and make any necessary adjustments or fixes.                                  | This stage involves monitoring the system's performance and addressing any issues that arise.                           | Environment and materials required for monitoring and maintenance.         |
| Week 7 | Day 1    | Plan the next iteration of the project, including new features and improvements.                               | This stage involves identifying opportunities for improvement and planning the next steps.                              | Environment and materials required for planning and future iterations.     |

| MSD Project Weekly Status Sheet |              |              |   | Assignment  |   | Comments  |  |
|---------------------------------|--------------|--------------|---|---|---|---|--|
| Week                            | Start Date   | End Date     | Actual Progress   | Planned Work  | Actual Work   | Actual Progress   | Comments   |
| <b>Week 1</b>                   |              |              |   |   |   |   |  |
| Monday                          | May 14, 2018 | May 18, 2018 | Planning & research for the first week of the project. Gathering information from various sources to support the initial design concepts. | Planning & research for the first week of the project. Gathering information from various sources to support the initial design concepts. | Planning & research for the first week of the project. Gathering information from various sources to support the initial design concepts. | Planning & research for the first week of the project. Gathering information from various sources to support the initial design concepts. | Initial planning and research work has been completed. All required information has been gathered and analyzed. A solid foundation has been established for the project. |
| Tuesday                         | May 15, 2018 | May 19, 2018 | Continued planning and research for the first week of the project. Refining initial design concepts based on feedback from stakeholders.  | Continued planning and research for the first week of the project. Refining initial design concepts based on feedback from stakeholders.  | Continued planning and research for the first week of the project. Refining initial design concepts based on feedback from stakeholders.  | Continued planning and research for the first week of the project. Refining initial design concepts based on feedback from stakeholders.  | The initial design concepts have been refined and finalized.   |
| Wednesday                       | May 16, 2018 | May 20, 2018 | Finalizing planning and research for the first week of the project. Preparing for the start of the actual work phase.                     | Finalizing planning and research for the first week of the project. Preparing for the start of the actual work phase.                     | Finalizing planning and research for the first week of the project. Preparing for the start of the actual work phase.                     | Finalizing planning and research for the first week of the project. Preparing for the start of the actual work phase.                     | The project plan is now complete and ready for execution.  |

| Thursday | 8 AM | 8:45 AM | 9 AM | 9:45 AM | 10 AM  |
|----------|------|---------|------|---------|--|
|          |      |         |      |         | <p>High level design meeting to discuss the overall architecture and how the system will be implemented. This will include a discussion of the proposed system architecture, the proposed system design, and the proposed system implementation.</p> |
|          |      |         |      |         | <p>High level design meeting to discuss the overall architecture and how the system will be implemented. This will include a discussion of the proposed system architecture, the proposed system design, and the proposed system implementation.</p> |

| Team      | Date | Location            | Description   | Meeting Details  | Play It Smart!  |
|-----------|------|---------------------|---|--|---|
| Wednesday | 4/26 | 10:00 AM - 11:00 AM | Virtual meeting via Zoom. All team members will be present. | Asynchronous video conference. All team members will be present.   | Virtual sign-in page on our intranet.   |
| Thursday  | 4/27 | 10:00 AM - 11:00 AM | Virtual meeting via Zoom. All team members will be present. | Technology or software issues. A virtual sign-in page, and a link to a Google Form for reporting any technical difficulties. | The sign-in sheet will be available on our intranet. Google Form link.          |
| Wednesday | 4/26 | 10:00 AM - 11:00 AM | Virtual meeting via Zoom. All team members will be present. | Virtual sign-in page on our intranet.  | Virtual sign-in page on our intranet.   |
| Thursday  | 4/27 | 10:00 AM - 11:00 AM | Virtual meeting via Zoom. All team members will be present. | What is our sign-in process? All team members will be present.   | The sign-in sheet will be shown and a link to the Google Form will be provided. |