## Schedule Management Plan

### Management Approach

Project Schedules will be created through the use of Google Docs Spreadsheets.

Milestones:

Wireframes Complete

Website Prototype

Website Approval

Website Launch

Client Acceptance

Status Report 1

Status Report 2

Final Report.

Roles and Responsibilities:

Project Lead - Responsible for leading the team, for liaising with the client, for dealing with any conflict, for approving minor schedule changes.

Design - Responsible for the design of the website, layouts, features graphics, content and wireframes.

Development - Responsible for the development and implementation of the Website

Documentation - Responsible for all the supporting Documentation for the project

Client - Will approve any changes or final designs/prototypes, will approve major schedule changes.

### Schedule Control

The schedule will be controlled by the Project Lead, who will make any changes or updates needed with approval from the client as necessary. The Schedule will be assessed on a bi-weekly basis in the beginning, and on a weekly basis as we near the end of the project.

### Schedule Changes

Minor schedule changes are to be approved by the Project Lead on a case by case basis.

Major Schedule Changes will require the approval of the Client.

### Scope Changes

Any changes within the scope of the project will also require a change in the schedule. Change of this level will require approval from all Team member’s and the client.