**Chapter 2 - Team Project: Applying Planning Techniques to Team Project**

Read the sample project steps for this chapter and apply the same techniques to the team project that you are developing. For the team project, do the following:

**Step 2.1 - Design (write out) the Data Dictionary for Team Project.**

Write out a user-oriented data dictionary, consisting of an alphabetical list of every data item referenced in any report or routine transaction, and an informal definition for each term.

**Step 2.2 – Review and update the list of Assumptions (as needed).**

**Step 2.3 – Design (write out) a cross-reference table, showing what data items appear on what forms, reports, or transactions.**

To construct the cross-reference table, write the names of all forms, reports, and transactions as column headings across the top of the table. Write the items from the data dictionary down the first column, making a form similar to a spreadsheet. If a data item on a given row appears on a particular form, report, or transaction, place a check mark in the cell for the corresponding column-row intersection.

**Step 2.4 - Using a project management tool such as MS Project or a spreadsheet, create a chart using** **Gantt or PERT format that lists the major tasks of the project and assign a timeline for the completion of the entire project.**

Divide the major tasks into subtasks. If the project is being done by a group, assign the subtasks to the group members. Indicate dependency of one task on another by drawing arrows. Establish deadlines as necessary to complete the project on time.