Project Report: <u>Internal</u> One Motion Technologies

Project Start Date: **End Date**:

 Completed   Upcoming (next 7 days)   Late

ONE **MOTION** technologies

Tasklists and tasks

Total Hours: 225 hrs 15 mins   **Total Estimated Time:** 39 hrs 45 mins   **Total Billable Time:** 224 hrs 45 mins   **Total Non Billable Time:** 30 mins

	Tasklists	Start Date	Date Due	Assigned To	Priority	Progress	Status	Estimated	Time	Billable
	Internal									
	Email Address	14 Apr (2014)	18 Apr (2014)	Josh H.		100%	Completed 22 Apr (2014)	15 mins	None	None
	Create a company email address for Marcus									
	TW Webhooks	21 Apr (2014)	23 Apr (2014)	Josh H.		100%	Completed 23 Apr (2014)	None	None	None
	Webhooks are even more efficient than using the API, and the recommended way of interacting with TW data. Please take a look and comment on comfort level. http://developer.teamworkpm.net/webhooksoverview									
	SLA Concerns with APlus	23 May (2014)	26 May (2014)	Marcus D.		100%	Completed 26 May (2014)	None	None	None
	Bullet point list of your concerns with APlus operational.									
	Create Defaults for all	10 Jun (2014)	17 Jun (2014)	Josh H.		100%	Completed 29 Aug (2014)	None	None	None
	Create defaults for everything - categories, etc.									
	Integrate Google Drive	11 Jun (2014)	04 Aug (2014)	Marcus D.		100%	Completed 14 Aug (2014)	None	None	None
	Integrate Google Drive. Involve Josh.									
	Project Categories	16 Jun (2014)	23 Jun (2014)	Josh H.		100%	Completed 27 Aug (2014)	30 mins	None	None
	There are currently nine projects without categories. I could go correct this but that would deny you a learning opportunity. Please go fix.									
	Teamwork Page on CTO2GO	27 Aug (2014)	31 Aug (2014)	Marcus D.		100%	Completed 23 Sep (2014)	None	None	6 hrs 50 mins
	Develop a TW page that details our courses, our consulting, our qualifications.									
	• **TW Customization**	27 Aug (2014)	31 Aug (2014)	Marcus D.		100%	Completed 23 Sep (2014)	None	None	None
	Write something about customizing TW.									
	• **Homepage Changes**	27 Aug (2014)	31 Aug (2014)	Marcus D.		100%	Completed 23 Sep (2014)	None	None	None
	Redo the blurb to include Education and Development.									
	LinkedIn Research	01 Jan (1970)	01 Jan (1970)	Marcus D.		100%	Completed 20 Oct (2014)	None	None	2 hrs 11 mins
	TW API prototypes	01 Jan (1970)	01 Jan (1970)	Marcus D.		100%	Completed 19 Sep (2014)	None	None	None
	Time Report	22 Apr (2015)	22 Apr (2015)	Marcus D.			Not Started	30 mins	None	None
	Generate a time report for each iRiver staff member across all projects.									
	PM Templates For TW	19 Sep (2014)	03 Oct (2014)	Marcus D.		100%	Completed 22 Sep (2014)	None	None	None
	Get all the tasks in a template for PM Tasklist.									
	Add this chrome extension and add cto2go to it	22 Sep (2014)	22 Sep (2014)	Marcus D.		100%	Completed 22 Sep (2014)	None	None	None
	Block Yourself from Analytics									
	800 Number	03 Oct (2014)	01 Jan (1970)	Josh H.		100%	Completed 02 Mar (2015)	None	None	None
	Find a phone number for CTO2GO.									
	Blog Post Ideas	16 Oct (2014)	01 Jan (1970)	Marcus D.		90%	Started	None	None	5 hrs 50 mins
	See Notebook for Post Ideas									
	• **Spec Writing**	27 Oct (2014)	29 Oct (2014)	Marcus D.	low	100%	Started 18 Nov (2014)	4 hrs	None	7 hrs 54 mins
	• **Best Practice for choosing a software vendor**	29 Oct (2014)	31 Oct (2014)	Marcus D.		100%	Started 03 Nov (2014)	None	None	3 hrs 37 mins

Task	Start	Due	Assignee	Priority	%	Status	Est	Logged	Time
• Getting Offshore Quality	27 Oct (2014)	31 Oct (2014)	Marcus D.		100%	Started 03 Nov (2014)	None	None	6 hrs 36 mins
• Trust	03 Nov (2014)	05 Nov (2014)	Marcus D.		100%	Started 11 Nov (2014)	2 hrs	None	4 hrs 16 mins
• Quality	03 Nov (2014)	14 Nov (2014)	Marcus D.		100%	Started 11 Nov (2014)	2 hrs	None	1 hr 59 mins
• Responsiveness	03 Nov (2014)	19 Nov (2014)	Josh H.		100%	Started 08 Dec (2014)	2 hrs	None	2 hrs 19 mins
• Customer Satisfaction	03 Nov (2014)	01 Jan (1970)	Marcus D.			Started	2 hrs	None	1 hr 22 mins
• Signs your software project is failing	20 Apr (2015)	24 Apr (2015)	Marcus D.	medium		Started	2 hrs	None	7 hrs 3 mins
What are the X signs your project is failing.									
Pay Marcus	30 Jan (2015)	30 Jan (2015)	Josh H.		100%	Completed 02 Feb (2015)	None	None	None
Pay Marcus	31 Oct (2014)	31 Oct (2014)	Josh H.		100%	Completed 31 Oct (2014)	None	None	None
Pay Marcus	28 Mar (2015)	28 Mar (2015)	Josh H.		100%	Completed 13 Apr (2015)	None	None	None
Pay Marcus	30 Nov (2014)	30 Nov (2014)	Josh H.		100%	Completed 01 Dec (2014)	None	None	None
Pay Marcus	28 Feb (2015)	28 Feb (2015)	Josh H.		100%	Completed 01 Mar (2015)	None	None	None
Pay Marcus	18 May (2015)	22 May (2015)	Josh H.			Not Started	None	None	None
Pay Marcus	30 Dec (2014)	30 Dec (2014)	Josh H.		100%	Completed 05 Jan (2015)	None	None	None
TW Training Page	10 Nov (2014)	17 Nov (2014)	Marcus D.		100%	Completed 19 Nov (2014)	None	None	39 mins
A/B Testing using Analytics or Optimizely.									
• Modify TW Page	17 Nov (2014)	17 Nov (2014)	Marcus D.		100%	Completed 18 Nov (2014)	None	None	1 hr 36 mins
Why us? What makes it different than just videos online? Well, customized to your company. Directed by experienced process management professional. Integration and deployment support.									
Free Technical Assessment	27 Apr (2015)	01 May (2015)	Josh H.			Not Started	4 hrs	None	None
A CTA to drive business on the home page. Not everyone gets it. New page. New form. Fill out your information to see if you qualify for a free assessment of your company's technical capabilities. Include bullets of what we'll be evaluating, how we'll be scoring and what the value is to them.									
Lunch N Learn	01 Jan (1970)	01 Jan (1970)	Marcus D.			Not Started	None	None	None
• Demystify cloud computing for VC	01 Jan (1970)	01 Jan (1970)	Marcus D.			Not Started	None	None	None
• Agile Methodology in Laymen's Terms	01 Jan (1970)	01 Jan (1970)	Marcus D.			Not Started	None	None	None
• Four Eye Opening Risks in Technology	01 Jan (1970)	01 Jan (1970)	Marcus D.			Not Started	None	None	None
• People, Process, Platform, Products in Companies	01 Jan (1970)	01 Jan (1970)	Marcus D.			Not Started	None	None	None
• No Acronym Dictionary	01 Jan (1970)	01 Jan (1970)	Marcus D.			Not Started	None	None	None
Update Brochure	03 Dec (2014)	05 Dec (2014)	Marcus D.		100%	Completed 22 Jan (2015)	8 hrs	None	3 hrs 50 mins
Based on our new business direction, please make recommendations and update the brochure.									
Licensing Custom Modules	01 Jan (1970)	01 Jan (1970)	Josh H.		20%	Started	2 hrs	None	None
How do we go about leveraging work we've already done? Like the TW Custom Reports? We'll need it on a robust server. We'll need a "module" style licensing plan. Monthly? Yearly? By company? By project? How do we automate it so we don't have to touch it?									
• Steal from Harvest	27 Mar (2015)	27 Mar (2015)	Marcus D.		100%	Started 20 Apr (2015)	None	None	None
Make use of Harvest's UI for the Custom Reports project.									
Adwords Campaign	12 Jan (2015)	01 Jan (1970)	Marcus D.			Not Started	None	None	None
• Why Hire a CTO?	12 Jan (2015)	23 Jan (2015)	Marcus D.	medium	100%	Not Started 26 Jan (2015)	None	None	2 hrs 46 mins
when • how • who • why Use contact plugin with autoresponder with link Check out LeadIn Plugin - tracks visitor behaviour, repeats etc.									
• CTO 2 DAY	12 Jan (2015)	01 Jan (1970)	Marcus D.			Not Started	None	None	None
What's going on in the world of tech									
• Email Campaign	12 Jan (2015)	01 Jan (1970)	Marcus D.			Not Started	None	None	None
2 blogs main blog/'tech today' 2 sidebars - teamwork something									
• Landing Page - Why are you hiring a CTO?	12 Jan (2015)	01 Jan (1970)	Josh H.			Not Started	None	None	None
Diggit Report Tool	22 Jan (2015)	22 Jan (2015)	Josh H.	high	100%	Completed 23 Jan (2015)	None	None	None
Please change this http://diggit.cto2go.ca/ to something more generic for all our clients. It would be useful for dealing with client by being able to provide a customized status report on demand.									

	Task	Start	Due	Assigned		Progress	Status	Est.		
	Install TW Chat Beta	31 Jan (2015)	01 Feb (2015)	Josh H.		100%	Completed 31 Jan (2015)	None	None	None
	Install the TW Chat Beta so we can test and chat during the day.									
	Move CTO 2 GO to Rackspace	20 Feb (2015)	20 Feb (2015)	Mike R.		100%	Completed 06 Feb (2015)	None	None	None
	Migrate cto2go.ca from Site 5 to a rackspace server.									
	Fix TW Survey Reply Email	06 Feb (2015)	06 Feb (2015)	Josh H.		100%	Completed 20 Feb (2015)	15 mins	None	None
	The current reply email comes from @testmail.com and simply says insert your text here. This needs to be corrected.									
	Review Gearmunk	07 Feb (2015)	07 Feb (2015)	Mike R.		100%	Completed 23 Feb (2015)	1 hr	None	59 mins
	https://roadmunk.com/features Review the approach and comment.									
	TW Plan Upgrade	10 Feb (2015)	10 Feb (2015)	Josh H.		100%	Completed 23 Feb (2015)	None	None	None
	We've maxxed our 15 active project limit. Please upgrade to the next tier.									
	Review Adan's Code Test	18 Feb (2015)	19 Feb (2015)	Mike R.		100%	Completed 23 Feb (2015)	None	30 mins	None
	https://onemotion.teamwork.com/files/1046264									
	I Done This	19 Feb (2015)	19 Feb (2015)	Mike R.|Josh H.		100%	Completed 23 Feb (2015)	None	None	None
	https://idonethis.com// I'd like to try this out as it integrates with TW now and I think would be very useful for our team. Thoughts?									
	Taco	01 Mar (2015)	01 Mar (2015)	Mike R.|Josh H.		100%	Completed 02 Mar (2015)	None	None	None
	Integrated Tasklist. This might have appeal to Josh. https://tacoapp.com/									
	Track Duck	01 Mar (2015)	08 Mar (2015)	Marcus D.		100%	Completed 02 Mar (2015)	None	None	None
	https://trackduck.com/en/ Would be very useful to help us better manage our offshore teams. Integrates with TW									
	Nifty Quoter	01 Mar (2015)	01 Mar (2015)	Josh H.		100%	Completed 02 Mar (2015)	None	None	None
	Holy hell this one is awesome. Was playing around with it today on X4 Drones and DAYUM! Also integrates with TW https://www.niftyquoter.com/									
	CTO2GO DEV Site	09 Mar (2015)	09 Mar (2015)	Josh H.		100%	Completed 09 Mar (2015)	1 hr	None	None
	Please setup a generic dev box for CTO2GO separate from UI Tracker.									
	Define Internal Project Process	15 Apr (2015)	24 Apr (2015)	Marcus D.			Not Started	8 hrs	None	47 mins
	Define every aspect of the project lifecycle specifically for our company									
	Links Cleanup	21 Apr (2015)	21 Apr (2015)	Josh H.			Not Started	15 mins	None	None
	Dev/Staging Box link no longer works Production Box link no longer works PHP 5.3 Box link no longer works									
								39 hrs 45 mins	**30 mins**	**60 hrs 34 mins**
								Over/Under	**21 hrs 19 mins**	