Project Report: <u>DIGGIT FY2015</u> B1tB0x, Inc.

Project Start Date: October 10, 2007 **End Date**: March 8, 2016

 Completed Upcoming (next 7 days) Late

Milestones and associated tasks

Total Hours: 1089 hrs 3 mins   **Total Estimated Time:** 787 hrs 30 mins   **Total Billable Time:** 1073 hrs 18 mins   **Total Non Billable Time:** 15 hrs 45 mins

		Milestone	Description	Due Date	Responsible	Status	Days Late	Date Completed
		Publish Master Product Requirements 1st Edition		31 Mar (2015)	Nick T.	Upcoming		
		Kick-Off Go To Market	BB is looking to establish itself as a commercially available solution with initial revenue generated by the fourth quarter of 2015. BB intends to achieve this goal by focusing on key revenue acceleration opportunities and prioritizing resources. BB has conceived and prototyped a marketing activation platform, currently referred to as b1tb0x, designed to capitalize on the opportunity to convert online piracy activity into highly engaged, legitimate consumption via an ad driven model. Our guiding principles: • Monetize & Grow through Analytic Decisions • Increase Revenue to Content Owners • Maximize Consumer Engagement • Convert Pirates to Influencers Based on our estimates, the torrent sphere represents an untapped market estimated at between $300m and $500m gross revenue per year within 5 years for the television, film, and music publishing industries. It is comprised of over 200m users globally with as many as 20-40m active unique users per month currently.	24 Aug (2015)	Bill D.	Upcoming		
		Complete first Calendar Year of Operations	Develop reliable and consistent operating, reporting & control environment.	31 Dec (2015)	Michael G.	Upcoming		

	Tasklists	Description	Start Date	Date Due	Assigned To	Priority	Progress	Status	Estimated	Time	Billable
Board of Directors											

CTO2GO Deposit	Please pay the attached invoice to get the Custom Reporting work started.	14 Jan (2015)	14 Jan (2015)	Michael G.	medium	100%	Completed 20 Jan (2015)	15 mins	None	None
February Board Report		09 Mar (2015)	09 Mar (2015)	Michael G.			Not Started	4 hrs	None	None
• Prepare Investor presentation for Patent Discussion		23 Feb (2015)	23 Mar (2015)	Mike G.		100%	Not Started 24 Feb (2015)	None	None	None
March Board Report		09 Apr (2015)	09 Apr (2015)	Michael G.			Not Started	4 hrs	None	None
• Complete Patent A Transfer to B1tb0x		16 Feb (2015)	09 Apr (2015)	Bill D.			Not Started	None	None	None
• Review and Approve Founders Shares / Restricted Stock Agreement agreement		16 Feb (2015)	09 Apr (2015)	Michael G.			Not Started	None	None	None
• Review and approve Incentive Stock Option Plan		16 Feb (2015)	09 Apr (2015)	Michael G.			Not Started	None	None	None
April Board Report		11 May (2015)	11 May (2015)	Michael G.			Not Started	4 hrs	None	None
May Board Report		09 Jun (2015)	09 Jun (2015)	Michael G.			Not Started	4 hrs	None	None
June Board Report		09 Jul (2015)	09 Jul (2015)	Michael G.			Not Started	4 hrs	None	None
July Board Report		10 Aug (2015)	10 Aug (2015)	Michael G.			Not Started	4 hrs	None	None
August Board Report		09 Sep (2015)	09 Sep (2015)	Michael G.			Not Started	4 hrs	None	None
September Board Report		09 Oct (2015)	09 Oct (2015)	Michael G.			Not Started	4 hrs	None	None
October Board Report		09 Nov (2015)	09 Nov (2015)	Michael G.			Not Started	4 hrs	None	None
November Board Report		09 Dec (2015)	09 Dec (2015)	Michael G.			Not Started	4 hrs	None	None
December Board Report		11 Jan (2016)	11 Jan (2016)	Michael G.			Not Started	4 hrs	None	None
								114 hrs 5 mins	1 hr	2 hrs 23 mins
								Over/Under	110 hrs 42 mins	

Human Resources

Inbox

Monthly Financials - Close the Books

Close January 2015		02 Feb (2015)	06 Feb (2015)	Michael G.		100%	Completed 16 Feb (2015)	28 hrs	None	None
Close February 2015		02 Mar (2015)	06 Mar (2015)	Mike G.			Not Started	14 hrs	None	None
• Update all management priorities and notes related to the coming		06 Mar (2015)	06 Mar (2015)	Michael G.			Not Started	2 hrs	None	None

	Task	Notes	Start	End	Assigned		%	Status	Duration		
	months targets										
	• Update all management priorities and notes related to the month closing		06 Mar (2015)	06 Mar (2015)	Michael G.			Not Started	2 hrs	None	None
	• Update excel Year to Date reporting File for Board Package	Post final version to files as: b1tb0x financials_revision_month_yearend	05 Mar (2015)	05 Mar (2015)	Michael G.			Not Started	4 hrs	None	None
	• Review classification of all inbound expenses for proper geography		04 Mar (2015)	04 Mar (2015)	Michael G.			Not Started	1 hr	None	None
	• Pay all outstanding expenses for prior month		03 Mar (2015)	03 Mar (2015)	Michael G.			Not Started	1 hr	None	None
	• Pay all outstanding accounts payable		03 Mar (2015)	03 Mar (2015)	Michael G.		100%	Not Started 03 Mar (2015)	1 hr	None	None
	• Run payroll numbers for prior month and ACH/paypal all vendors	Don't run payroll until after the first of the following month to ensure that all hours are recorded	02 Mar (2015)	02 Mar (2015)	Michael G.		100%	Not Started 03 Mar (2015)	1 hr	None	None
	• Book all open invoices		02 Mar (2015)	02 Mar (2015)	Michael G.		100%	Not Started 03 Mar (2015)	1 hr	None	None
	• Submit Bill Diggins Expenses for prior month	Please submit both a pdf version of invoice plus a .csv version of the bill for import to Quickbooks.	02 Mar (2015)	02 Mar (2015)	Jan F.			Not Started	1 hr	None	None
	Review and execute Pro-serv agreement with Gerald See - update rate if necessary		02 Dec (2014)	05 Dec (2014)	Bill D.		100%	Completed 04 Feb (2015)	45 mins	None	None
	Review and execute Pro-serv agreement with Linda Barrabee - update as necessary		02 Dec (2014)	05 Dec (2014)	Michael G.		100%	Completed 31 Dec (2014)	None	None	None
	Reconcile and send invoice to Patent A for November billing		02 Dec (2014)	02 Dec (2014)	Jan F.		100%	Completed 11 Dec (2014)	1 hr	None	3 hrs 2 mins
	Review and execute Pro-serv agreement with Steve Heiner		02 Dec (2014)	10 Jan (2015)	Michael G.		100%	Completed 14 Jan (2015)	None	None	None
	Weekly reconciliation of BitBox in QB with		11 Feb (2015)	12 Feb (2015)	Jan F.		100%	Completed 16 Feb	2 hrs	None	35 mins

	Task	Notes	Start	Due	Owner		Progress	Status	Estimate		
	receipts in expenses email folder							(2015)			
	Set Linda's rate-Lina doesn't have a rate in the pm tool		18 Jan (2015)	20 Jan (2015)	Michael G.		100%	Completed 11 Feb (2015)	10 mins	None	None
	Process attached bill for December charges		18 Jan (2015)	19 Jan (2015)	Jan F.		100%	Completed 19 Jan (2015)	10 mins	None	10 mins
	Download, categorize and save as .csv file Nov Invoice for Mike		21 Jan (2015)	21 Jan (2015)	Jan F.		100%	Completed 22 Jan (2015)	None	None	34 mins
	Discussions with Bill regarding recent travel and invoices to be issued		28 Jan (2015)	28 Jan (2015)	Jan F.		100%	Completed 29 Jan (2015)	None	None	48 mins
	B1tbox@gmail.com	Please let me know if this was done?	11 Feb (2015)	11 Feb (2015)	Jan F.		100%	Completed 12 Feb (2015)	10 mins	None	20 mins
	Final BitBox Billing to Mike		11 Feb (2015)	11 Feb (2015)	Jan F.		100%	Completed 12 Feb (2015)	30 mins	None	None
	Close March 2015		01 Apr (2015)	07 Apr (2015)	Michael G.			Not Started	14 hrs	None	None
	• Update all management priorities and notes related to the coming months targets		04 Apr (2015)	07 Apr (2015)	Michael G.			Not Started	2 hrs	None	None
	• Update all management priorities and notes related to the month closing		04 Apr (2015)	07 Apr (2015)	Michael G.			Not Started	2 hrs	None	None
	• Update excel Year to Date reporting File for Board Package	Post final version to files as: b1tb0x financials_revision_month_yearend	03 Apr (2015)	06 Apr (2015)	Michael G.			Not Started	4 hrs	None	None
	• Review classification of all inbound expenses for proper geography		02 Apr (2015)	05 Apr (2015)	Michael G.			Not Started	1 hr	None	None
	• Pay all outstanding expenses for prior month		01 Apr (2015)	04 Apr (2015)	Michael G.			Not Started	1 hr	None	None
	• Pay all outstanding accounts payable		01 Apr (2015)	04 Apr (2015)	Michael G.			Not Started	1 hr	None	None
	• Run payroll numbers for prior month and ACH/paypal all vendors	Don't run payroll until after the first of the following month to ensure that all hours are recorded	31 Mar (2015)	03 Apr (2015)	Michael G.			Not Started	1 hr	None	None
	• Book all open		31 Mar (2015)	03 Apr (2015)	Michael G.			Not Started	1 hr	None	None

Task	Notes	Start	End	Owner			Status	Duration		
invoices		31 Mar (2015)	03 Apr (2015)	Michael G.			Not Started	1 hr	None	None
• Submit Bill Diggins Expenses for prior month	Please submit both a pdf version of invoice plus a .csv version of the bill for import to Quickbooks.	31 Mar (2015)	03 Apr (2015)	Jan F.			Not Started	1 hr	None	None
Close April 2015		01 May (2015)	07 May (2015)	Michael G.			Not Started	14 hrs	None	None
• Update all management priorities and notes related to the coming months targets		04 May (2015)	07 May (2015)	Michael G.			Not Started	2 hrs	None	None
• Update all management priorities and notes related to the month closing		04 May (2015)	07 May (2015)	Michael G.			Not Started	2 hrs	None	None
• Update excel Year to Date reporting File for Board Package	Post final version to files as: b1tb0x financials_revision_month_yearend	03 May (2015)	06 May (2015)	Michael G.			Not Started	4 hrs	None	None
• Review classification of all inbound expenses for proper geography		02 May (2015)	05 May (2015)	Michael G.			Not Started	1 hr	None	None
• Pay all outstanding expenses for prior month		01 May (2015)	04 May (2015)	Michael G.			Not Started	1 hr	None	None
• Pay all outstanding accounts payable		01 May (2015)	04 May (2015)	Michael G.			Not Started	1 hr	None	None
• Run payroll numbers for prior month and ACH/paypal all vendors	Don't run payroll until after the first of the following month to ensure that all hours are recorded	30 Apr (2015)	03 May (2015)	Michael G.			Not Started	1 hr	None	None
• Book all open invoices		30 Apr (2015)	03 May (2015)	Michael G.			Not Started	1 hr	None	None
• Submit Bill Diggins Expenses for prior month	Please submit both a pdf version of invoice plus a .csv version of the bill for import to Quickbooks.	30 Apr (2015)	03 May (2015)	Jan F.			Not Started	1 hr	None	None
Close May 2015		01 Jun (2015)	05 Jun (2015)	Michael G.			Not Started	14 hrs	None	None
• Update all management priorities and notes related to the coming		04 Jun (2015)	05 Jun (2015)	Michael G.			Not Started	2 hrs	None	None

			Start	Due	Assigned			Status	Est.		
	months targets										
	• Update all management priorities and notes related to the month closing		04 Jun (2015)	05 Jun (2015)	Michael G.			Not Started	2 hrs	None	None
	• Update excel Year to Date reporting File for Board Package	Post final version to files as: b1tb0x financials_revision_month_yearend	03 Jun (2015)	04 Jun (2015)	Michael G.			Not Started	4 hrs	None	None
	• Review classification of all inbound expenses for proper geography		02 Jun (2015)	03 Jun (2015)	Michael G.			Not Started	1 hr	None	None
	• Pay all outstanding expenses for prior month		01 Jun (2015)	02 Jun (2015)	Michael G.			Not Started	1 hr	None	None
	• Pay all outstanding accounts payable		01 Jun (2015)	02 Jun (2015)	Michael G.			Not Started	1 hr	None	None
	• Run payroll numbers for prior month and ACH/paypal all vendors	Don't run payroll until after the first of the following month to ensure that all hours are recorded	31 May (2015)	01 Jun (2015)	Michael G.			Not Started	1 hr	None	None
	• Book all open invoices		31 May (2015)	01 Jun (2015)	Michael G.			Not Started	1 hr	None	None
	• Submit Bill Diggins Expenses for prior month	Please submit both a pdf version of invoice plus a .csv version of the bill for import to Quickbooks.	31 May (2015)	01 Jun (2015)	Jan F.			Not Started	1 hr	None	None
Close June 2015			01 Jul (2015)	07 Jul (2015)	Michael G.			Not Started	14 hrs	None	None
	• Update all management priorities and notes related to the coming months targets		04 Jul (2015)	07 Jul (2015)	Michael G.			Not Started	2 hrs	None	None
	• Update all management priorities and notes related to the month closing		04 Jul (2015)	07 Jul (2015)	Michael G.			Not Started	2 hrs	None	None
	• Update excel Year to Date reporting File for Board Package	Post final version to files as: b1tb0x financials_revision_month_yearend	03 Jul (2015)	06 Jul (2015)	Michael G.			Not Started	4 hrs	None	None
	• Review classification of all										

	Task	Notes	Start	End	Assigned			Status	Time		
	inbound expenses for proper geography		02 Jul (2015)	05 Jul (2015)	Michael G.			Not Started	1 hr	None	None
	• Pay all outstanding expenses for prior month		01 Jul (2015)	04 Jul (2015)	Michael G.			Not Started	1 hr	None	None
	• Pay all outstanding accounts payable		01 Jul (2015)	04 Jul (2015)	Michael G.			Not Started	1 hr	None	None
	• Run payroll numbers for prior month and ACH/paypal all vendors	Don't run payroll until after the first of the following month to ensure that all hours are recorded	30 Jun (2015)	03 Jul (2015)	Michael G.			Not Started	1 hr	None	None
	• Book all open invoices		30 Jun (2015)	03 Jul (2015)	Michael G.			Not Started	1 hr	None	None
	• Submit Bill Diggins Expenses for prior month	Please submit both a pdf version of invoice plus a .csv version of the bill for import to Quickbooks.	30 Jun (2015)	03 Jul (2015)	Jan F.			Not Started	1 hr	None	None
	Close July 2015		03 Aug (2015)	07 Aug (2015)	Michael G.			Not Started	14 hrs	None	None
	• Update all management priorities and notes related to the coming months targets		06 Aug (2015)	07 Aug (2015)	Michael G.			Not Started	2 hrs	None	None
	• Update all management priorities and notes related to the month closing		06 Aug (2015)	07 Aug (2015)	Michael G.			Not Started	2 hrs	None	None
	• Update excel Year to Date reporting File for Board Package	Post final version to files as: b1tb0x financials_revision_month_yearend	05 Aug (2015)	06 Aug (2015)	Michael G.			Not Started	4 hrs	None	None
	• Review classification of all inbound expenses for proper geography		04 Aug (2015)	05 Aug (2015)	Michael G.			Not Started	1 hr	None	None
	• Pay all outstanding expenses for prior month		03 Aug (2015)	04 Aug (2015)	Michael G.			Not Started	1 hr	None	None
	• Pay all outstanding accounts payable		03 Aug (2015)	04 Aug (2015)	Michael G.			Not Started	1 hr	None	None
	• Run payroll numbers for prior month and	Don't run payroll until after the first of the following month to	02 Aug (2015)	03 Aug (2015)	Michael G.			Not Started	1 hr	None	None

ACH/paypal all vendors	ensure that all hours are recorded								
• Book all open invoices		02 Aug (2015)	03 Aug (2015)	Michael G.			Not Started	1 hr	None	None
• Submit Bill Diggins Expenses for prior month	Please submit both a pdf version of invoice plus a .csv version of the bill for import to Quickbooks.	02 Aug (2015)	03 Aug (2015)	Jan F.			Not Started	1 hr	None	None
Close August 2015		01 Sep (2015)	07 Sep (2015)	Michael G.			Not Started	14 hrs	None	None
• Update all management priorities and notes related to the coming months targets		04 Sep (2015)	07 Sep (2015)	Michael G.			Not Started	2 hrs	None	None
• Update all management priorities and notes related to the month closing		04 Sep (2015)	07 Sep (2015)	Michael G.			Not Started	2 hrs	None	None
• Update excel Year to Date reporting File for Board Package	Post final version to files as: b1tb0x financials_revision_month_yearend	03 Sep (2015)	06 Sep (2015)	Michael G.			Not Started	4 hrs	None	None
• Review classification of all inbound expenses for proper geography		02 Sep (2015)	05 Sep (2015)	Michael G.			Not Started	1 hr	None	None
• Pay all outstanding expenses for prior month		01 Sep (2015)	04 Sep (2015)	Michael G.			Not Started	1 hr	None	None
• Pay all outstanding accounts payable		01 Sep (2015)	04 Sep (2015)	Michael G.			Not Started	1 hr	None	None
• Run payroll numbers for prior month and ACH/paypal all vendors	Don't run payroll until after the first of the following month to ensure that all hours are recorded	31 Aug (2015)	03 Sep (2015)	Michael G.			Not Started	1 hr	None	None
• Book all open invoices		31 Aug (2015)	03 Sep (2015)	Michael G.			Not Started	1 hr	None	None
• Submit Bill Diggins Expenses for prior month	Please submit both a pdf version of invoice plus a .csv version of the bill for import to Quickbooks.	31 Aug (2015)	03 Sep (2015)	Jan F.			Not Started	1 hr	None	None
Close September 2015		01 Oct (2015)	07 Oct (2015)	Michael G.			Not Started	14 hrs	None	None

• Update all management priorities and notes related to the coming months targets		04 Oct (2015)	07 Oct (2015)	Michael G.			Not Started	2 hrs	None	None
• Update all management priorities and notes related to the month closing		04 Oct (2015)	07 Oct (2015)	Michael G.			Not Started	2 hrs	None	None
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Close October 2015		02 Nov (2015)	06 Nov (2015)	Michael G.			Not Started	14 hrs	None	None
• Update all management priorities and notes related to the coming months targets		05 Nov (2015)	06 Nov (2015)	Michael G.			Not Started	2 hrs	None	None
• Update all management priorities and notes related to the month closing		05 Nov (2015)	06 Nov (2015)	Michael G.			Not Started	2 hrs	None	None
• Update excel Year	Post final version to	04 Nov (2015)	05 Nov (2015)	Michael G.			Not Started	1 hr	None	None

to Date reporting File for Board Package	files as: b1tb0x financials_revision_month_yearend	04 Nov (2015)	05 Nov (2015)	Michael G.			Not Started	4 hrs	None	None
• Review classification of all inbound expenses for proper geography		03 Nov (2015)	04 Nov (2015)	Michael G.			Not Started	1 hr	None	None
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• Pay all outstanding accounts payable		02 Nov (2015)	03 Nov (2015)	Michael G.			Not Started	1 hr	None	None
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• Book all open invoices		01 Nov (2015)	02 Nov (2015)	Michael G.			Not Started	1 hr	None	None
• Submit Bill Diggins Expenses for prior month	Please submit both a pdf version of invoice plus a .csv version of the bill for import to Quickbooks.	01 Nov (2015)	02 Nov (2015)	Jan F.			Not Started	1 hr	None	None
Close November 2015		01 Dec (2015)	07 Dec (2015)	Michael G.			Not Started	14 hrs	None	None
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• Pay all outstanding expenses for prior month		02 Nov (2015)	03 Nov (2015)	Michael G.			Not Started	1 hr	None	None

• Pay all outstanding accounts payable		02 Nov (2015)	03 Nov (2015)	Michael G.			Not Started	1 hr	None	None
• Run payroll numbers for prior month and ACH/paypal all vendors	Don't run payroll until after the first of the following month to ensure that all hours are recorded	01 Nov (2015)	02 Nov (2015)	Michael G.			Not Started	1 hr	None	None
• Book all open invoices		01 Nov (2015)	02 Nov (2015)	Michael G.			Not Started	1 hr	None	None
• Submit Bill Diggins Expenses for prior month	Please submit both a pdf version of invoice plus a .csv version of the bill for import to Quickbooks.	01 Nov (2015)	02 Nov (2015)	Jan F.			Not Started	1 hr	None	None
Close December 2015		01 Jan (2016)	07 Jan (2016)	Michael G.			Not Started	14 hrs	None	None
• Update all management priorities and notes related to the coming months targets		04 Jan (2016)	07 Jan (2016)	Michael G.			Not Started	2 hrs	None	None
• Update all management priorities and notes related to the month closing		04 Jan (2016)	07 Jan (2016)	Michael G.			Not Started	2 hrs	None	None
• Update excel Year to Date reporting File for Board Package	Post final version to files as: b1tb0x financials_revision_month_yearend	03 Jan (2016)	06 Jan (2016)	Michael G.			Not Started	4 hrs	None	None
• Review classification of all inbound expenses for proper geography		02 Jan (2016)	05 Jan (2016)	Michael G.			Not Started	1 hr	None	None
• Pay all outstanding expenses for prior month		01 Jan (2016)	04 Jan (2016)	Michael G.			Not Started	1 hr	None	None
• Pay all outstanding accounts payable		01 Jan (2016)	04 Jan (2016)	Michael G.			Not Started	1 hr	None	None
• Run payroll numbers for prior month and ACH/paypal all vendors	Don't run payroll until after the first of the following month to ensure that all hours are recorded	31 Dec (2015)	03 Jan (2016)	Michael G.			Not Started	1 hr	None	None
• Book all open invoices		31 Dec (2015)	03 Jan (2016)	Michael G.			Not Started	1 hr	None	None
• Submit Bill Diggins	Please submit both a pdf version of invoice									

Expenses for prior month	plus a .csv version of the bill for import to Quickbooks.	31 Dec (2015)	03 Jan (2016)	Jan F.			Not Started	1 hr	None	None
								340 hrs 45 mins	**None**	**5 hrs 29 mins**
								Over/Under	**321 hrs 16 mins**	

	Complete Beta Engineering Release		01 Jun (2015)	Jagadish C.	Upcoming		