

Project Report: Internal One Motion Technologies

Project Start Date: End Date:



Completed

Upcoming (next 7 days)

Late

Tasklists and tasks

Total Hours: 258 hrs Total Estimated Time: 45 hrs Total Billable Time: 257 hrs 30 mins Total Non Billable Time: 30 mins

Tasklists	Assigned To	Priority	Status	Estimated	Time	Billable
Internal						
<div>Email Address</div> <div>Create a company email address for Marcus</div>	Josh H.		Completed 22 Apr (2014)	15 mins	None	None
<div>TW Webhooks</div> <div>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</div>	Josh H.		Completed 23 Apr (2014)	None	None	None
<div>SLA Concerns with APlus</div> <div>Bullet point list of your concerns with APlus operational.</div>	Marcus D.		Completed 26 May (2014)	None	None	None
<div>Create Defaults for all</div> <div>Create defaults for everything - categories, etc.</div>	Josh H.		Completed 29 Aug (2014)	None	None	None
<div>Integrate Google Drive</div> <div>Integrate Google Drive. Involve Josh.</div>	Marcus D.		Completed 14 Aug (2014)	None	None	None
<div>Project Categories</div> <div>There are currently nine projects without categories. I could go correct this but that would deny you a learning opportunity. Please go fix.</div>	Josh H.		Completed 27 Aug (2014)	30 mins	None	None
<div>Teamwork Page on CTO2GO</div> <div>Develop a TW page that details our courses, our consulting, our qualifications.</div>	Marcus D.		Completed 23 Sep (2014)	None	None	6 hrs 50 mins
<div><div>• TW Customization</div><div>Write something about customizing TW.</div></div>	Marcus D.		Completed 23 Sep (2014)	None	None	None
<div><div>• Homepage Changes</div><div>Redo the blurb to include Education and Development.</div></div>	Marcus D.		Completed 23 Sep (2014)	None	None	None
<div>LinkedIn Research</div>	Marcus D.		Completed 20 Oct (2014)	None	None	2 hrs 11 mins
<div>TW API prototypes</div>	Marcus D.		Completed 19 Sep (2014)	None	None	None
<div>Time Report</div> <div>Generate a time report for each iRiver staff member across all projects.</div>	Marcus D.		Not Started	30 mins	None	None
<div>Time Report</div> <div>Generate a time report for each iRiver staff member across all projects.</div>	Marcus D.		Completed 27 Apr (2015)	30 mins	None	None
<div>PM Templates For TW</div> <div>Get all the tasks in a template for PM Tasklist.</div>	Marcus D.		Completed 22 Sep (2014)	None	None	None
<div>Add this chrome extension and add cto2go to it</div> <div>Block Yourself from Analytics</div>	Marcus D.		Completed 22 Sep (2014)	None	None	None
<div>800 Number</div> <div>Find a phone number for CTO2GO.</div>	Josh H.		Completed 02 Mar (2015)	None	None	None
<div>Blog Post Ideas</div> <div>See Notebook for Post Ideas</div>	Marcus D.		Started	None	None	5 hrs 50 mins

	• Spec Writing	Marcus D.	low	Started 18 Nov (2014)	4 hrs	None	7 hrs 54 mins
	• Best Practice for choosing a software vendor	Marcus D.		Started 03 Nov (2014)	None	None	3 hrs 37 mins
	• Getting Offshore Quality	Marcus D.		Started 03 Nov (2014)	None	None	6 hrs 36 mins
	• Trust	Marcus D.		Started 11 Nov (2014)	2 hrs	None	4 hrs 16 mins
	• Quality	Marcus D.		Started 11 Nov (2014)	2 hrs	None	1 hr 59 mins
	• Responsiveness	Josh H.		Started 08 Dec (2014)	2 hrs	None	2 hrs 19 mins
	• Customer Satisfaction	Marcus D.		Started	2 hrs	None	1 hr 22 mins
	• Signs your software project is failing	Marcus D.	medium	Started	2 hrs	None	7 hrs 3 mins
	What are the X signs your project is failing.						
	Invoice Josh	Marcus D.		Completed 27 Apr (2015)	None	None	None
	Monthly invoice to Josh for consulting services.						
	Pay Marcus	Josh H.		Completed 31 Oct (2014)	None	None	None
	Pay Marcus	Josh H.		Not Started	None	None	None
	Pay Marcus	Josh H.		Completed 04 May (2015)	None	None	None
	Invoice Josh	Marcus D.		Not Started	None	None	None
	Pay Marcus	Josh H.		Completed 01 Mar (2015)	None	None	None
	Pay Marcus	Josh H.		Completed 02 Feb (2015)	None	None	None
	Pay Marcus	Josh H.		Completed 13 Apr (2015)	None	None	None
	Pay Marcus	Josh H.		Completed 05 Jan (2015)	None	None	None
	Pay Marcus	Josh H.		Completed 01 Dec (2014)	None	None	None
	TW Training Page	Marcus D.		Completed 19 Nov (2014)	None	None	39 mins
	A/B Testing using Analytics or Optimizely.						
	• Modify TW Page	Marcus D.		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	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	Marcus D.		Not Started	None	None	None
	• Demystify cloud computing for VC	Marcus D.		Not Started	None	None	None
	• Agile Methodology in Laymen's Terms	Marcus D.		Not Started	None	None	None
	• Four Eye Opening Risks in Technology	Marcus D.		Not Started	None	None	None
	• People, Process, Platform, Products in Companies	Marcus D.		Not Started	None	None	None
	• No Acronym Dictionary	Marcus D.		Not Started	None	None	None
	Update Brochure	Marcus D.		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	Josh H.		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	Marcus D.		Started 20 Apr (2015)	None	None	None
	Make use of Harvest's UI for the Custom Reports project.						
	Adwords Campaign	Marcus D.		Not Started	None	None	None
	• Why Hire a CTO?	Marcus D.	medium	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	Marcus D.		Not Started	None	None	None
	What's going on in the world of tech						

	• Email Campaign	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?	Josh H.		Not Started	None	None	None
	Diggit Report Tool	Josh H.	high	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.						
	Install TW Chat Beta	Josh H.		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	Mike R.		Completed 06 Feb (2015)	None	None	None
	Migrate cto2go.ca from Site 5 to a rackspace server.						
	Fix TW Survey Reply Email	Josh H.		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	Mike R.		Completed 23 Feb (2015)	1 hr	None	59 mins
	https://roadmunk.com/features Review the approach and comment.						
	TW Plan Upgrade	Josh H.		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	Mike R.		Completed 23 Feb (2015)	None	30 mins	None
	https://onemotion.teamwork.com/files/1046264						
	I Done This	Mike R. Josh H.		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	Mike R. Josh H.		Completed 02 Mar (2015)	None	None	None
	Integrated Tasklist. This might have appeal to Josh. https://tacoapp.com/						
	Track Duck	Marcus D.		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	Josh H.		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	Josh H.		Completed 09 Mar (2015)	1 hr	None	None
	Please setup a generic dev box for CTO2GO separate from UI Tracker.						
	Define Internal Project Process	Marcus D.		Completed 11 May (2015)	8 hrs	None	4 hrs
	Define every aspect of the project lifecycle specifically for our company						
	Links Cleanup	Mike R.		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						
	Define Server Response Process	Josh H.		Completed 11 May (2015)	2 hrs	None	None
	Please define what steps are to be consistently taken when a server error/issue is identified by the team or by a log in order to ensure quick resolution as to not further delay the Project progress.						
	Solve iRiver Connectivity Issues	Josh H.		Completed 11 May (2015)	2 hrs	None	None
	Do whatever it takes to resolve the connectivity issues with iRiver. Work with Fitz to ensure that their connectivity will not delay work beyond acceptable levels. Define those acceptable levels as a company benchmark so we know what parameters we are working within.						
	Test Fix	Marcus D.		Completed 28 Apr (2015)	45 mins	None	None
	Please fix Gotomeeting to stop echoing on user join.						
	Define QA Process	Marcus D.		Completed 11 May (2015)	None	None	48 mins
					45 hrs	30 mins	64 hrs 35 mins
					Over/Under	20 hrs 5 mins	