

Project Report: Internal One Motion Technologies

Project Start Date: End Date:



Completed Upcoming (next 7 days) Late

Tasklists and tasks

Total Hours: 222 hrs 40 mins Total Estimated Time: 39 hrs 45 mins Total Billable Time: 222 hrs 10 mins Total Non Billable Time: 30 mins

Tasklists	Priority	Progress	Estimated	Time	Billable
Internal					
Email Address		100%	15 mins	None	None
Create a company email address for Marcus					
TW Webhooks		100%	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		100%	None	None	None
Bullet point list of your concerns with APlus operational.					
Create Defaults for all		100%	None	None	None
Create defaults for everything - categories, etc.					
Integrate Google Drive		100%	None	None	None
Integrate Google Drive. Involve Josh.					
Project Categories		100%	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		100%	None	None	6 hrs 50 mins
Develop a TW page that details our courses, our consulting, our qualifications.					
• TW Customization		100%	None	None	None
Write something about customizing TW.					
• Homepage Changes		100%	None	None	None
Redo the blurb to include Education and Development.					
LinkedIn Research		100%	None	None	2 hrs 11 mins
TW API prototypes		100%	None	None	None
Time Report			30 mins	None	None
Generate a time report for each iRiver staff member across all projects.					
PM Templates For TW		100%	None	None	None
Get all the tasks in a template for PM Tasklist.					

Add this chrome extension and add cto2go to it Block Yourself from Analytics		100%	None	None	None
800 Number Find a phone number for CTO2GO.		100%	None	None	None
Blog Post Ideas See Notebook for Post Ideas		90%	None	None	5 hrs 50 mins
• Spec Writing	low	100%	4 hrs	None	7 hrs 54 mins
• Best Practice for choosing a software vendor		100%	None	None	3 hrs 37 mins
• Getting Offshore Quality		100%	None	None	6 hrs 36 mins
• Trust		100%	2 hrs	None	4 hrs 16 mins
• Quality		100%	2 hrs	None	1 hr 59 mins
• Responsiveness		100%	2 hrs	None	2 hrs 19 mins
• Customer Satisfaction			2 hrs	None	1 hr 22 mins
• Signs your software project is failing What are the X signs your project is failing.	medium		2 hrs	None	7 hrs 3 mins
Pay Marcus			None	None	None
Pay Marcus		100%	None	None	None
Pay Marcus		100%	None	None	None
Pay Marcus		100%	None	None	None
Pay Marcus		100%	None	None	None
Pay Marcus		100%	None	None	None
Pay Marcus		100%	None	None	None
TW Training Page A/B Testing using Analytics or Optimizely.		100%	None	None	39 mins
• Modify TW Page 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.		100%	None	None	1 hr 36 mins
Free Technical Assessment					

	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.			4 hrs	None	None
	<b>Lunch N Learn</b>			None	None	None
	• <b>Demystify cloud computing for VC</b>			None	None	None
	• <b>Agile Methodology in Laymen's Terms</b>			None	None	None
	• <b>Four Eye Opening Risks in Technology</b>			None	None	None
	• <b>People, Process, Platform, Products in Companies</b>			None	None	None
	• <b>No Acronym Dictionary</b>			None	None	None
	<b>Update Brochure</b> Based on our new business direction, please make recommendations and update the brochure.		100%	8 hrs	None	3 hrs 50 mins
	<b>Licensing Custom Modules</b> 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?		20%	2 hrs	None	None
	• <b>Steal from Harvest</b> Make use of Harvest's UI for the Custom Reports project.		100%	None	None	None
	<b>Adwords Campaign</b>			None	None	None
	• <b>Why Hire a CTO?</b> when • how • who • why Use contact plugin with autoresponder with link Check out LeadIn Plugin - tracks visitor behaviour, repeats etc.	medium	100%	None	None	2 hrs 46 mins
	• <b>CTO 2 DAY</b> What's going on in the world of tech			None	None	None
	• <b>Email Campaign</b> 2 blogs main blog/'tech today' 2 sidebars - teamwork something			None	None	None
	• <b>Landing Page - Why are you hiring a CTO?</b>			None	None	None
	<b>Diggit Report Tool</b> 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.	high	100%	None	None	None
	<b>Install TW Chat Beta</b> Install the TW Chat Beta so we can test and chat during the day.		100%	None	None	None
	<b>Move CTO 2 GO to Rackspace</b> Migrate cto2go.ca from Site 5 to a rackspace server.		100%	None	None	None
	<b>Fix TW Survey Reply Email</b> The current reply email comes from @testmail.com and simply says insert your text here. This needs to be corrected.		100%	15 mins	None	None

<b>Review Gearmunk</b> <a href="https://roadmunk.com/features">https://roadmunk.com/features</a> Review the approach and comment.		100%	1 hr	None	59 mins
<b>TW Plan Upgrade</b> We've maxxed our 15 active project limit. Please upgrade to the next tier.		100%	None	None	None
<b>Review Adan's Code Test</b> <a href="https://onemotion.teamwork.com/files/1046264">https://onemotion.teamwork.com/files/1046264</a>		100%	None	30 mins	None
<b>I Done This</b> <a href="https://idonethis.com/">https://idonethis.com/</a> I'd like to try this out as it integrates with TW now and I think would be very useful for our team. Thoughts?		100%	None	None	None
<b>Taco</b> Integrated Tasklist. This might have appeal to Josh. <a href="https://tacoapp.com/">https://tacoapp.com/</a>		100%	None	None	None
<b>Track Duck</b> <a href="https://trackduck.com/en/">https://trackduck.com/en/</a> Would be very useful to help us better manage our offshore teams. Integrates with TW		100%	None	None	None
<b>Nifty Quoter</b> Holy hell this one is awesome. Was playing around with it today on X4 Drones and DAYUM! Also integrates with TW <a href="https://www.niftyquoter.com/">https://www.niftyquoter.com/</a>		100%	None	None	None
<b>CTO2GO DEV Site</b> Please setup a generic dev box for CTO2GO separate from UI Tracker.		100%	1 hr	None	None
<b>Define Internal Project Process</b> Define every aspect of the project lifecycle specifically for our company			8 hrs	None	47 mins
<b>Links Cleanup</b> Dev/Staging Box link no longer works Production Box link no longer works PHP 5.3 Box link no longer works			15 mins	None	None
			<b>39 hrs 45 mins</b>	<b>30 mins</b>	<b>60 hrs 34 mins</b>
			<b>Over/Under</b>	<b>21 hrs 19 mins</b>	