

This document is Project Schedule Assessor.

It is part of the supporting assessment resources for Assessment Task 3 of BSBPMG532.

			Calendar
Item	Topic	Activity	Responsible
	Project start		
	1 Contract website developer		
1.1	Contract	Contact potential web site developers	Project Manager
1.2	Contract	Ask for quotes	Project Manager
1.3	Contract	Review quotes	Project Manager
1.4	Contract	Select most suitable quote	Project Manager
1.5	Contract	Send contract to selected developer	Project Manager
1.6	Contract	Signed contract returned and file	Project Manager
	2 Web site development		
2.1	Development	Set up initial meeting for discussion about we	Project Team
2.2	Development	Confirm brief in writing	Project Team
2.3	Development	Develop content	Project Team
2.4	Development	Weekly meetings to discuss progress	Project Team
2.5	Development	Final meeting to review	Project Team
2.6	Development	Final changes sent by email	Project Team
2.7	Development	Provide bank details for shopping cart	Project Team
	3 Website sign off		
3.1	Marketing	Final meeting to review	Project Team
3.2	Marketing	Final changes sent by email	Project Team
3.3	Marketing	Test web site for functionality	Project Team
3.4	Marketing	Web site goes live	Project Team
	4 Training		
4.1	Training	Identify and document training needs	Project Manager
4.2	Training	Develop suggested program for training	Project Manager
4.3	Training	Organise training	Project Manager
4.4	Registration	Implement training	Website develop
4.5	Registration	Evaluate training	Project Manger
	4 Project completion		
4.1	Completion	Evaluation meeting	Project Team
4.2	Completion	Lesson learned report and action	Project Team
4.3	Completion	Action plan implemented	Project Team

Week beginning

[illegible]

[illegible]