

Appendix 'B' Project Schedule










ID	% Complete	Task Name	Duration	Start	Finish	W	T	F	S
1	0%	Project Number and Name	1 day?	Fri 9/23/05	Fri 9/23/05				S
2	0%	Initiation Phase (I)	1 day?	Fri 9/23/05	Fri 9/23/05				
3	0%	Initiate the Project	1 day?	Fri 9/23/05	Fri 9/23/05				Employee
4	0%	Develop Project Proposal	1 day?	Fri 9/23/05	Fri 9/23/05				PO
5	0%	Add Project to Project Information Centre (PIC)	1 day?	Fri 9/23/05	Fri 9/23/05				Employee
6	0%	Develop Project Charter (PC)	1 day?	Fri 9/23/05	Fri 9/23/05				Employee
7	0%	Conduct Peer Review Meeting	1 day?	Fri 9/23/05	Fri 9/23/05				Employee
8	0%	Project Charter Approval	1 day?	Fri 9/23/05	Fri 9/23/05				CIO or IS
9	0%	Transfer Funding to Project	1 day?	Fri 9/23/05	Fri 9/23/05				PO
10	0%	Add Tasks for other project work in Initiation Phase here...	1 day?	Fri 9/23/05	Fri 9/23/05				PM
11	0%	Initiation Phase Complete	0 days	Fri 9/23/05	Fri 9/23/05				9/23
12	0%	Planning Phase (P)	1 day?	Fri 9/23/05	Fri 9/23/05				
13	0%	Plan the Project	1 day?	Fri 9/23/05	Fri 9/23/05				
14	0%	Develop Detailed Project Plan	1 day?	Fri 9/23/05	Fri 9/23/05				PM
15	0%	Form Project Team	1 day?	Fri 9/23/05	Fri 9/23/05				
16	0%	Assign internal resources to the project	1 day?	Fri 9/23/05	Fri 9/23/05				PM,Func
17	0%	Initiate Contract for External Resources	1 day?	Fri 9/23/05	Fri 9/23/05				PM
18	0%	Initiate Term Position/s with HR	1 day?	Fri 9/23/05	Fri 9/23/05				PM
19	0%	Add Tasks for other project work in Planning Phase here...	1 day?	Fri 9/23/05	Fri 9/23/05				PM
20	0%	Planning Phase Complete	0 days	Fri 9/23/05	Fri 9/23/05				9/23
21	0%	Execution and Control Phase (E&C)	1 day?	Fri 9/23/05	Fri 9/23/05				
22	0%	Execute Project Plan	1 day?	Fri 9/23/05	Fri 9/23/05				
23	0%	Conduct Kick-Off Meeting	1 day?	Fri 9/23/05	Fri 9/23/05				PM,Team
24	0%	Add Equipment, Supplies, Resources to be acquired here...	1 day?	Fri 9/23/05	Fri 9/23/05				PM,PO
25	0%	Add Tasks for other project work in Execution Phase here...	1 day?	Fri 9/23/05	Fri 9/23/05				PM,Team
26	0%	Train End-users	1 day?	Fri 9/23/05	Fri 9/23/05				SMEs
27	0%	Obtain User Acceptance	1 day?	Fri 9/23/05	Fri 9/23/05				PM
28	0%	Go Live with Product or Service	1 day?	Fri 9/23/05	Fri 9/23/05				PM,Team
29	0%	Execution and Control Phase Complete	0 days	Fri 9/23/05	Fri 9/23/05				9/23
30	0%	Closure Phase (C)	1 day?	Fri 9/23/05	Fri 9/23/05				
31	0%	Formally Complete the Project	1 day?	Fri 9/23/05	Fri 9/23/05				
32	0%	Hold Post-mortem Meeting	1 day?	Fri 9/23/05	Fri 9/23/05				PM,Team
33	0%	Add Lessons Learned to PIC	1 day?	Fri 9/23/05	Fri 9/23/05				PM
34	0%	Add Final Status to PIC	1 day?	Fri 9/23/05	Fri 9/23/05				PM
35	0%	Process Invoices, Close POs, Contracts	1 day?	Fri 9/23/05	Fri 9/23/05				PO
36	0%	Archive Project Documentation	1 day?	Fri 9/23/05	Fri 9/23/05				PO

Project: MS Project Template
Date: Tue 4/14/09

Task: Milestone: External Tasks:
Split: Summary: External MileTask:
Progress: Project Summary: Split:

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ID	% Complete	Task Name	Duration	Start	Finish	W	T	F	S
37	0%	Provide Training & Hand-over to Support Staff	1 day?	Fri 9/23/05	Fri 9/23/05				PM, SME
38	0%	Add Tasks for other project work in Closure Phase here ...	1 day?	Fri 9/23/05	Fri 9/23/05				PM
39	0%	Disband Project Resources	1 day?	Fri 9/23/05	Fri 9/23/05				PM
40	0%	Closure Phase Complete	0 days	Fri 9/23/05	Fri 9/23/05				◆ 9/23

Task  Milestone  External Tasks 
Split  Summary  External MileTask  Split 
Progress  Project Summary 

Project: MS Project Template
Date: Tue 4/14/09