

Team Project Draft Schedule												
Note: Add/delete rows and columns as needed. Enter your team member names for A, B, C, D, and E. Focus on getting a good list of Executing tasks and estimating hours.												
Only enter hours for the lowest level tasks (verb phrases, indented farthest right). Have draft schedule ready for PR1 and update info and use to create your Gantt chart for PR 2.												
PR=Progress Report												
			30.7	30.7	31.9	32.05	125.35	25.45	27.2	25.9	25.6	104.15
Major tasks	Start Date	End Date	Estimated Hours per person				Total	Actual Hours				Total
			Bassam	Billy	Jay	Leon	Est. Hours	Bassam	Billy	Jay	Leon	Act. Hours
1.1 Initiating												
1.1.1 Project charter (PR1)	9/19/2018	9/20/2018	1	1	1	1	4	0.25	1	0.25	0.25	1.75
1.1.2 Kick-off meeting (PR1)	9/21/2018	9/21/2018	1	1	1	1	4	1	1	1	1	4
1.1.3 Sponsor feedback (PR1)	9/21/2018	9/21/2018	0.5	0.5	0.5	0.5	2	0.5	0.5	0.5	0.5	2
1.1.4 Google site initial set-up (PR1)	9/28/2018	10/3/2018	1	1	1	3	6	0.5	0.5	0.5	2	3.5
1.2 Planning												
1.2.1 Draft scope statement (PR1)	10/5/2018	10/5/2018	1	1	2	1	5	0.5	0.5	2	0.5	3.5
1.2.2 Team contract (PR1)	10/7/2018	10/7/2018	1	1	2.5	1	5.5	2	1	2	1	6
1.2.3 Excel draft schedule (PR1)	10/10/2018	10/10/2018	2	2	2	2	8	1	1	1	1	4
1.2.4 Gantt chart (PR2)	10/15/2018	10/15/2018	1	1	1	2	5	1	1	1	1.5	4.5
1.2.6 Updated scope statement (PR2)	10/16/2018	10/18/2018	3	3	3	2	11	2	3	3	1	9
1.2.5 Additional sponsor feedback (PR2)	10/20/2018	10/20/2018	1	1	1	1	4	1	1	0.5	0.5	3
1.3 Executing												
1.3.1 Communications												
1.3.1.1 Document team meetings	9/19/2018	11/30/2018	2.5	2.5	2.5	2.5	10	2	2	2	2	8
1.3.1.2 Document sponsor meetings/feedback	9/19/2018	9/20/2018	1	1	1	1	4	0.5	0.5	0.5	0.5	2
1.3.1.3 Update Google site	9/28/2018	11/30/2018	1	1	1	3	6	1	1	1	2	5
1.4 Monitoring and Controlling												
1.4.1 Progress report 1 (PR1)	9/10/2018	9/13/2018	2	2	2	1	7	1	1	1	1	4
1.4.1.1 Fill out progress report template	9/10/2018	9/11/2018	1	1	1	1	4	0.5	0.5	0.5	0.5	2
1.4.1.2 Assemble all documents for PR1	9/10/2018	9/11/2018	0.25	0.25	0.25	0.25	1	0.25	0.25	0.25	0.25	1
1.4.1.3 Prepare and practice presentation	9/10/2018	9/12/2018	0.2	0.2	0.2	0.2	0.8	0.15	0.15	0.15	0.15	0.6
1.4.1.5 Post all info online	9/10/2018	9/12/2018	0.1	0.1	0.1	0.1	0.4	0.1	0.1	0.1	0.1	0.4
1.4.2 Progress report 2 (PR2)	10/16/2018	10/30/2018	1.5	1.5	1.5	1.5	6	1	1	1	1	4
1.4.2.1 Fill out progress report template	10/27/2018	10/28/2018	1.5	1.5	1	0.5	4.5	0.2	0.2	0.2	0.2	0.8
1.4.2.2 Prepare est. vs. actual hours summary	10/28/2018	10/28/2018	0.5	0.5	0.5	1	2.5	0.5	0.5	0.5	1	2.5
1.4.2.3 Assemble all documents for PR2	10/28/2018	10/28/2018	0.5	0.5	0.5	0.5	2	0.5	0.5	0.5	0.5	2
1.4.2.4 Prepare and practice presentation	10/28/2018	10/28/2018	0.5	0.5	0.2	0.2	1.4	0.2	0.2	0.15	0.15	0.7
1.2.2.5 Post all info online	10/28/2018	10/28/2018	0.5	0.5	0.5	0.5	2	0.5	0.5	0.5	2	3.5
1.4.3 Other monitoring and controlling	10/28/2018	10/28/2018	0.25	0.25	0.25	0.25	1	0.2	0.2	0.2	0.2	0.8
1.5 Closing												
1.5.1 Project notebook	11/20/2018	12/2/2018	1	1	0.5	0.25	2.75	1	1	1	0.5	3.5
1.5.1.1 Assemble all documents for notebook	11/20/2018	12/3/2018	0.4	0.4	0.4	0.3	1.5	2	2	1	1	6
1.5.1.2 Receive project completion form from sponsor	11/20/2018	12/3/2018	1.5	1.5	1.5	1.5	6	1	1	1	1	4
1.5.1.3 Prepare final report	11/20/2018	12/3/2018	1	1	1	1	4	2	3	1.5	1.5	8
1.5.1.4 Prepare and practice final presentation	11/20/2018	12/3/2018	0.3	0.3	0.3	0.3	1.2	0.5	0.5	0.5	0.5	2
1.5.1.5 Post all info online	11/20/2018	12/3/2018	0.5	0.5	0.5	0.5	2	0.4	0.4	0.4	0.1	1.3
1.5.1.6 Final presentation completed (milestone)	11/20/2018	12/4/2018	0.2	0.2	0.2	0.2	0.8	0.2	0.2	0.2	0.2	0.8