Mind Over Matter Schedule

			Total hours->	45.75	36.75	51.75	33.75	42.75	210.75	35.76	31.63	48.7	26.45	38.34	179.38
Major tasks	**Start Date**	**End Date**	**Responsible**	**Estimated Hours per person**					**Total**	**Actual Hours**					**Total**
				Kevin	**Stephanie**	**Dalton**	**Gaby**	**Isabella**	**Est. Hours**	**Kevin**	**Stephanie**	**Dalton**	**Gaby**	**Isabella**	**Act. Hours**
1.1 Initiating															
1.1.1 Project charter	2/20	2/20	All	2	2	2	2	2	10	2	2	2	2	2	10
1.1.2 Kick-off meeting	2/14	2/14	All	1	1	1	1	1	5	1	1	1	1	1	5
1.1.3 Sponsor feedback	2/4	2/4	All	0.5	0.5	0.5	0.5	0.5	2.5	0.5	0.5	0.5	0.5	0.5	2.5
1.1.4 Site initial set-up	2/17	2/17	I					2	2					3	3
1.1.5 Initial Project Research	2/15	2/22	All	2	2	2	2	2	10	0.75	1	0.5	0.75	1	4
1.2 Planning									0						0
1.2.1 Research on applicable data visualization software	3/6	3/16	D,K	2		2			4	2		2			4
1.2.2 Draft scope statement	2/20	2/20	All	1	1	1	1	1	5	2	2	2	2	2	10
1.2.3 Team contract	2/6	2/6	All	1	1	1	1	1	5	2	2	2	2	2	10
1.2.4 Excel draft schedule	3/9	3/14	K,S,I	1	1	1	1	1	5	2	2	2	2	2	10
1.2.5 Updated scope statement	3/20	3/20	All	1	1	1	1	1	5	1	1	1	1	1	5
1.2.6 Additional sponsor feedback	3/29	3/30	S	1	1				2		1.12			1	2.12
1.3 Executing															
1.3.1 Communications															
1.3.1.1 Document team meetings	ongoing	ongoing	K, I, S	1	1			1	3	3	1.39			1	5.39
1.3.1.2 Document sponsor meetings/feedback	ongoing	ongoing	K, I, S	1	1			1	3	2	1.25			1	4.25
1.3.1.3 Update online site	ongoing	ongoing	I					2	2					1	1
1.3.2 Main deliverable 2															
1.3.2.1 Perform Initial survey analysis	3/22	3/25	All	0.25	0.25	0.25	0.25	0.25	1.25		0.35	5		0.32	5.67
1.3.2.2 Trim/Sort Survey Data	3/31	4/10	D, K	3		6			9			8			8
1.3.2.3 Gather sponsor feedback on draft dashboard	4/10	4/10	All	0.5	0.5	0.5	0.5	0.5	2.5	0.5	0.5	0.5	0.5	0.5	2.5
1.3.2.4 Construct Final Dashboard Iteration	4/17	4/17	D, K	4		10			14			8			8
1.3.3 Main deliverable 3									0						0
1.3.3.1 Gather research for project continuation roadmap	3/20	4/4	All	2	2	2	2	2	10	1.4	2.13	1	1.25	1.35	7.13
1.3.3.2 Draft Project Continuation Roadmap	4/1	4/10	All	1	1	1	1	1	5	0.9	0.75	0.5	0.75	0.75	3.65
1.3.3.3 Review draft roadmap	4/10	4/12	All	0.5	0.5	0.5	0.5	0.5	2.5	0.51	0.54	0.5	0.5	0.57	2.62
1.3.3.4 Present roadmap to sponsor	4/12	4/12	All	1	1	1	1	1	5	1	1	1	1	1	5
1.3.3.5 Collect Feedback from Sponsor	4/12	4/12	All	0.5	0.5	0.5	0.5	0.5	2.5	0.1		0.1	0.1	0.5	0.8
1.3.3.6 Make appropriate changes to Roadmap	4/12	4/14	All	1	1	1	1	1	5	1.5					
1.4 Monitoring and Controlling															
1.4.1 Progress report 1															
1.4.1.1 Fill out progress report template	2/5	2/12	All	1	1	1	1	1	5	0.5	0.5	0.5	0.5	0.5	2.5
1.4.1.2 Assemble all documents for PR1	2/9	2/11	All	0.5	0.5	0.5	0.5	0.5	2.5	0.25	0.25	0.25	0.25	0.5	1.5
1.4.1.3 Prepare and practice presentation	2/10	2/11	All	1	1	1	1	1	5	1.75	1.25	1.25	1.25	1.25	6.75
1.4.1.4 Post all info online	2/12	2/15	I					1	1					1	1
1.4.2 Progress report 2															
1.4.2.1 Fill out progress report template	3/27	4/3	All	1	1	1	1	1	5	0.75	0.75	0.75	0.75	0.75	3.75
1.4.2.2 Prepare est. vs. actual hours summary	3/31	4/3	All	1	1	1	1	1	5	2	2	2	2	2	10
1.4.2.3 Assemble all documents for PR2	3/31	4/3	All	1	1	1	1	1	5	0.5	0.5	0.5	0.5	0.5	2.5
1.4.2.4 Prepare and practice presentation	4/3	4/3	All	2	2	2	2	2	10	1.25	1.25	1.25	1.25	1.25	6.25
1.2.2.5 Post all info online	3/31	3/31	I					1	1					1	1
1.5 Closing															
1.5.1 Project notebook															
1.5.1.1 Assemble all documents for notebook	5/3	5/6	All	1	1	1	1	1	5	0.25	0.25	0.25	0.25	0.75	1.75
1.5.1.2 Receive project completion form from sponsor	5/3	5/6	All	0.5	0.5	0.5	0.5	0.5	2.5	0.1	0.1	0.1	0.1	0.1	0.5
1.5.1.3 Prepare final report	5/3	5/6	All	4	4	4	4	4	20	2	2	2	2	2.5	10.5
1.5.1.4 Prepare and practice final presentation	5/6	5/6	All	2	2	2	2	2	10	1	1	1	1	1	5
1.5.1.5 Post all info online	5/6	5/6	I					1	1					0.5	0.5
1.5.2 Moving Forward															
1.5.2.1 Hold Closing Meeting	5/6	5/6	All	2	2	2	2	2	10	1	1	1	1	1	5
1.5.2.2 Final presentation completed (milestone)	5/7	5/7	All	0.5	0.5	0.5	0.5	0.5	2.5	0.25	0.25	0.25	0.25	0.25	1.25