**Sample of Project and Related Tasks**

|  | **Task** | **Assign To** | **Milestone** | **Start** | **Project Phase** | **Priority** | **# of Hours Allocating** | **# of Activities** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Not Started** |  |  |  |  |  |  |  |  |
|  | ***Review Meeting with Team*** | Chris Baker | FORMCHECKBOX |  | Planning | High | 10 | 1 |
|  | ***Post Webinar Review*** | Chris Baker | FORMCHECKBOX |  | Planning | High | 10 | 0 |
|  | ***Beta Testing*** | Chris Baker | FORMCHECKBOX |  | Planning | Medium |  | 0 |
|  | ***Regression Testing*** | Brian Boylan | FORMCHECKBOX |  |  | Medium | 15 | 1 |
|  | ***User Acceptance Testing*** | Brian Boylan | FORMCHECKBOX |  |  | Medium | 10 | 0 |
|  | ***Implementation*** | Brian Boylan | FORMCHECKBOX |  |  | Medium | 5 | 0 |
|  | ***Post Implementation Review*** | Brian Boylan | FORMCHECKBOX |  |  | Medium | 5 | 0 |
|  |  |  |  | **TOTAL DAYS:** |  |  | **55** |  |
| **In-Progress** |  |  |  |  |  |  |  |  |
|  | ***Webinar*** | Chris Baker | FORMCHECKBOX | 01-08-2024 | Post Project | High | 10 | 3 |
|  | ***Email Recording*** | Christine Boylan | FORMCHECKBOX | 01-12-2024 | Design | High | 225 | 0 |
|  | ***Client Requirements Review*** | Christine Boylan | FORMCHECKBOX | 01-12-2024 | Design | High | 225 | 0 |
|  | ***Scheduling Calls*** | Christine Boylan | FORMCHECKBOX | 01-12-2024 | Design | High | 225 | 0 |
|  | ***Scheduling Calls 2*** | Christine Boylan | FORMCHECKBOX | 01-12-2024 | Design | High | 225 | 0 |
|  | ***Kick Off Meeting*** | Christine Boylan | FORMCHECKBOX | 01-12-2024 | Design | High | 225 | 0 |
|  | ***Scheduling Calls3*** | Christine Boylan | FORMCHECKBOX | 01-12-2024 | Design | High | 225 | 0 |
|  |  |  |  | **TOTAL DAYS:** |  |  | **1,360** |  |
| **Completed** |  |  |  |  |  |  |  |  |
|  | ***Prepare Demo info*** | Chris Baker | FORMCHECKBOX | 01-01-2024 | Planning | High | 10 | 0 |
|  | ***Schedule Webinar*** | Chris Baker | FORMCHECKBOX | 01-01-2024 | Planning | High | 10 | 0 |
|  | ***Practice Session*** | Chris Baker | FORMCHECKBOX | 01-01-2024 | Planning | High | 10 | 2 |
|  | ***Requirements Gathering*** | Chris Baker | FORMCHECKBOX | 01-01-2024 | Planning | High | 10 | 0 |
|  | ***Project Design*** | Chris Baker | FORMCHECKBOX | 01-01-2024 | Planning | High | 10 | 0 |
|  | ***Project Quote*** | Chris Baker | FORMCHECKBOX | 01-02-2024 | Planning | High | 10 | 0 |
|  | ***Project Approval*** | Chris Baker | FORMCHECKBOX | 01-03-2024 | Planning | High | 10 | 0 |
|  |  |  |  | **TOTAL DAYS:** |  |  | **70** |  |
|  |  |  |  | **GRAND TOTAL** |  |  | **1,485** |  |

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| Approved By |