



# Project Document

|                    |            |
|--------------------|------------|
| Actual Start Date: | 01-01-2024 |
| Project ID#:       | 6          |

*EF+ Support Headers and Footers so every page looks professional!*

Client Name: Quickbase  
Project Name: Maron Residence

Status: In-Progress

## Sample of Project and Related Tasks

|             | Task                              | Assign To        | Milestone                           | Start              | Project Phase | Priority | # of Hours Allocating | # of Activities |
|-------------|-----------------------------------|------------------|-------------------------------------|--------------------|---------------|----------|-----------------------|-----------------|
| Not Started |                                   |                  |                                     |                    |               |          |                       |                 |
|             | <b>Review Meeting with Team</b>   | Chris Baker      | <input checked="" type="checkbox"/> |                    | Planning      | High     | 10                    | 1               |
|             | <b>Post Webinar Review</b>        | Chris Baker      | <input type="checkbox"/>            |                    | Planning      | High     | 10                    | 0               |
|             | <b>Beta Testing</b>               | Chris Baker      | <input type="checkbox"/>            |                    | Planning      | Medium   |                       | 0               |
|             | <b>Regression Testing</b>         | Brian Boylan     | <input type="checkbox"/>            |                    |               | Medium   | 15                    | 1               |
|             | <b>User Acceptance Testing</b>    | Brian Boylan     | <input type="checkbox"/>            |                    |               | Medium   | 10                    | 0               |
|             | <b>Implementation</b>             | Brian Boylan     | <input type="checkbox"/>            |                    |               | Medium   | 5                     | 0               |
|             | <b>Post Implementation Review</b> | Brian Boylan     | <input type="checkbox"/>            |                    |               | Medium   | 5                     | 0               |
|             |                                   |                  |                                     | <b>TOTAL DAYS:</b> |               |          | <b>55</b>             |                 |
| In-Progress |                                   |                  |                                     |                    |               |          |                       |                 |
|             | <b>Webinar</b>                    | Chris Baker      | <input type="checkbox"/>            | 01-08-2024         | Post Project  | High     | 10                    | 3               |
|             | <b>Email Recording</b>            | Christine Boylan | <input type="checkbox"/>            | 01-12-2024         | Design        | High     | 225                   | 0               |



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|------------------|-----------------------------------|------------------|--------------------------|--------------------|---------------|----------|-----------------------|-----------------|
|                  | <b>Client Requirements Review</b> | Christine Boylan | <input type="checkbox"/> | 01-12-2024         | Design        | High     | 225                   | 0               |
|                  | <b>Scheduling Calls</b>           | Christine Boylan | <input type="checkbox"/> | 01-12-2024         | Design        | High     | 225                   | 0               |
|                  | <b>Scheduling Calls 2</b>         | Christine Boylan | <input type="checkbox"/> | 01-12-2024         | Design        | High     | 225                   | 0               |
|                  | <b>Kick Off Meeting</b>           | Christine Boylan | <input type="checkbox"/> | 01-12-2024         | Design        | High     | 225                   | 0               |
|                  | <b>Scheduling Calls3</b>          | Christine Boylan | <input type="checkbox"/> | 01-12-2024         | Design        | High     | 225                   | 0               |
|                  |                                   |                  |                          | <b>TOTAL DAYS:</b> |               |          | <b>1,360</b>          |                 |
| <b>Completed</b> |                                   |                  |                          |                    |               |          |                       |                 |
|                  | <b>Prepare Demo info</b>          | Chris Baker      | <input type="checkbox"/> | 01-01-2024         | Planning      | High     | 10                    | 0               |
|                  | <b>Schedule Webinar</b>           | Chris Baker      | <input type="checkbox"/> | 01-01-2024         | Planning      | High     | 10                    | 0               |
|                  | <b>Practice Session</b>           | Chris Baker      | <input type="checkbox"/> | 01-01-2024         | Planning      | High     | 10                    | 2               |
|                  | <b>Requirements Gathering</b>     | Chris Baker      | <input type="checkbox"/> | 01-01-2024         | Planning      | High     | 10                    | 0               |
|                  | <b>Project Design</b>             | Chris Baker      | <input type="checkbox"/> | 01-01-2024         | Planning      | High     | 10                    | 0               |
|                  | <b>Project Quote</b>              | Chris Baker      | <input type="checkbox"/> | 01-02-2024         | Planning      | High     | 10                    | 0               |

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|--|-------------------------|-------------|--------------------------|--------------------|---------------|----------|-----------------------|-----------------|
|  | <b>Project Approval</b> | Chris Baker | <input type="checkbox"/> | 01-03-2024         | Planning      | High     | 10                    | 0               |
|  |                         |             |                          | <b>TOTAL DAYS:</b> |               |          | <b>70</b>             |                 |
|  |                         |             |                          | <b>GRAND TOTAL</b> |               |          | <b>1,485</b>          |                 |

Approved By