Project Name: Getting the Best out of Google
(Team C)

ID	Major Task	Resp. Person	Estimated Time	Start	End	Act Start	Act Comp	% Comp	Comments / Task Dependencies
Initiation									
0.1	Identify project topic	Team	1 week	2/14	2/14	2/14	2/14	100%	
0.2	Define team roles	Team	1 week	2/14	2/14	2/14	2/14	100%	
0.3	Project Initiation Charter	Team	3 weeks	2/14	3/2	2/14	2/23	100%	completed early
0.4	Team Operating Agreement	Team	3 weeks	2/16	3/2	2/16	2/16	100%	completed early
0.5	Project Plan	Team	2 weeks	2/14	3/2	2/14	2/23	100%	completed early
0.6	Risk Management Plan	Team	1 week	3/2	3/9	3/2	3/9	100%	
1.0 Analysis/Research									
1.1	Identify key areas of application training	Team	2 weeks	2/14	2/23	2/23	2/23	100%	
1.2	Identify needs of audience	Team	2 weeks	2/14	2/23	2/23	2/23	100%	
1.3	Determine Lesson Modules	Team	2 weeks	2/14	2/23	2/23	2/23	100%	
2.0 Design									
2.1	Develop Design Document	Team	2 weeks	2/14	3/9	2/14	3/9	100%	
2.1.1	Cover page, title page, TOC, approval statement	Akinola	2 weeks	2/14	3/2	2/14	3/2	100%	
2.1.2	Introduction, Design Strategy	Akinola	2 weeks	2/14	3/2	2/14	3/2	100%	
2.1.3	Training and Background Analysis, Module/Lesson Summaries with course objectives	Team	2 weeks	2/16	3/2	2/16	3/2	100%	
2.1.4	Review as a team	Team	1 day	3/2	3/2	3/2	3/2	100%	
2.1.5	Make appropriate updates	Akinola	1 week	3/2	3/9	3/2	3/9	100%	
2.1.6	Final copyedit and post	Mi-Yan	1 week	3/2	3/9	3/2	3/9	100%	completed on-time
2.2	Design Prototype	Akinola & Dorothy	2 weeks	3/2	3/16	3/2	3/9	100%	
2.2.1	Determine modules topics	Akinola & Dorothy	1 week	3/2	3/9	3/2	3/9	100%	
2.2.2	Outline module content	Akinola & Dorothy	1 week	3/2	3/9	3/2	3/9	100%	
2.2.3	Create homepage / title / page design	Akinola & Dorothy	2 weeks	3/2	3/16	3/2	3/9	100%	
2.2.4	Create navigation design through the tutorial	Akinola & Dorothy	2 weeks	3/2	3/16	3/2	3/9	100%	
2.2.5	Team Review and Edit Design Prototype	Team	1 week	3/9	3/16	3/9	3/9	100%	
2.2.6	Team C approves the final Design Prototype	Team	1 day	3/16	3/16	3/9	3/9	100%	
2.2.7	Post the Design Prototype to the file exchange and email to Rafi	Akinola & Dorothy	1 days	3/16	3/16	3/9	3/9	100%	completed early
3.0 Development									
3.1	Create Storyboard	Team	5 weeks	3/9	4/13	3/9	3/23	100%	
3.1.1	Design Prototype	Dorothy	1 week	3/9	3/16	3/9	3/9	100%	
3.1.2	Draft Storyboard for each module	Alysha & Mi-Yan	4 weeks	3/9	4/6	3/9	3/23	100%	
3.1.3	Draft Storyboard for the assessment components	Alysha & Mi-Yan	4 weeks	3/9	4/6	3/9	3/23	100%	
3.1.4	Team Review and Edit storyboard	Team	2 days	3/9	4/6	3/9	3/23	100%	
3.1.5	Team C approves the final Storyboard	Team	1 day	3/9	4/13	3/9	3/23	100%	
3.1.6	Post the Storyboards to file exchange and email to Rafi	Alysha & Mi-Yan	1 day	3/9	4/13	3/9	3/23	100%	completed early
3.2	Develop Online Course	Team	4 weeks	4/13	5/4	3/23	5/4	100%	
3.2.1	Screen Capture Videos	Team	1 week	4/13	4/20	3/23	4/23	100%	Extended due date
3.2.2	Choosing graphics for modules	Dorothy & Akinola	1 week	4/6	4/13	3/23	4/13	100%	
3.2.3	Record any audio tracks neccessary	Alysha	1 week	4/20	4/27	4/26	5/4	100%	Each member writes narration script for
3.2.3	Google Forms - level 1	Dorothy & Mi-Yan	2 weeks	4/13	4/27	4/13	4/27	100%	
3.2.4	Ongoing review for consistency/timing	Team & Dorothy	3 weeks	4/13	5/4	4/13	5/5	100%	
3.2.5	Development work in Captivate	Team	3 weeks	4/13	5/2	4/13	5/4	100%	
3.2.6	Final Development work in Captivate	Alysha	2 days	5/2	5/4	4/13	5/4	100%	completed on-time
3.3	Test Online Course								

Project Name: Getting the Best out of Google
(Team C)

	ID	Major Task	Resp. Person	Estimated Time	Start	End	Act Start	Act Comp	% Comp	Comments / Task Dependencies
		3.3.1 Final QA online course	Dorothy & Mi-Yan	1 day	5/4	5/5	5/4	5/5	100%	completed on-time
	3.4	Conduct Pilot								
		3.4.1 Post online course to File Exchange	Alysha	1 day	5/5	5/5	5/5	5/5	100%	completed on-time
		3.4.2 Review Written Feedback and Make Edits	Team	5 days	5/5	5/11	5/8	5/9	100%	completed on-time
4.0 Implementation										
	4.1	Deliver Team C Final Project	MI-Yan	1 day	5/4	5/14	5/10	5/10	100%	completed early
	4.2	Project Closure Report	Mi-Yan	1 week	5/4	5/11	5/8	5/11		completed on-time
5.0 Evaluation										
	5.3	Level 1 evaluation collection		4 months						Survey Monkey/Ongoing