

ITMA XII Project: Professional Development for Technology Personnel

ID	WBS	Task Name	% Compl.	Duration	Baseline Start	Planned Start	Actual Start	Baseline Finish	Planned Finish	Actual Finish	Pred	Resource Names
1	1	Project Management	86%	146 days	Fri 11/5/04	Fri 11/5/04	Fri 11/5/04	Fri 6/24/05	Thu 6/23/05	NA		
2	1.1	Project approval from CM (milestone)	100%	0 days	Fri 11/5/04	Fri 11/5/04	Fri 11/5/04	Fri 11/5/04	Fri 11/5/04	Fri 11/5/04		
3	1.2	Project Planning	100%	68 days	Fri 11/5/04	Fri 11/5/04	Fri 11/5/04	Thu 2/3/05	Thu 2/17/05	Thu 2/17/05		
4	1.2.1	Develop project schedule	100%	58 days	Fri 11/5/04	Fri 11/5/04	Fri 11/5/04	Thu 2/3/05	Thu 2/3/05	Thu 2/3/05		
22	1.2.2	Develop project charter	100%	68 days	Fri 11/5/04	Fri 11/5/04	Fri 11/5/04	Wed 1/5/05	Thu 2/17/05	Thu 2/17/05		
28	1.2.3	Develop project management plan (PMP)	100%	68 days	Fri 11/5/04	Fri 11/5/04	Fri 11/5/04	Tue 1/18/05	Thu 2/17/05	Thu 2/17/05		
48	1.2.4	Develop Document Library	100%	51 days	Mon 11/8/04	Mon 11/8/04	Mon 11/8/04	Wed 1/26/05	Wed 1/26/05	Wed 1/26/05		
52	1.2.5	Completed Project Planning (milestone)	100%	0 days	Thu 2/3/05	Thu 2/3/05	Thu 2/3/05	Thu 2/3/05	Thu 2/3/05	Thu 2/3/05	21,25	
53	1.3	Project Monitoring & Control	79%	145 days	Mon 11/8/04	Mon 11/8/04	Mon 11/8/04	Fri 6/24/05	Thu 6/23/05	NA		
54	1.3.1	Track project status & update project schedule	80%	143 days	Mon 11/8/04	Mon 11/8/04	Mon 11/8/04	Wed 6/22/05	Tue 6/21/05	NA		PM
55	1.3.2	Prepare work effort (hrs) & status reports to PMs	80%	143 days	Mon 11/8/04	Mon 11/8/04	Mon 11/8/04	Wed 6/22/05	Tue 6/21/05	NA	54SS	AM
56	1.3.3	Track & manage risks & issues	80%	143 days	Mon 11/8/04	Mon 11/8/04	Mon 11/8/04	Wed 6/22/05	Tue 6/21/05	NA	54SS	PM
57	1.3.4	Track & manage decisions & change controls	80%	143 days	Mon 11/8/04	Mon 11/8/04	Mon 11/8/04	Wed 6/22/05	Tue 6/21/05	NA	54SS	PM
58	1.3.5	Maintain library	75%	124 days	Fri 12/10/04	Fri 12/10/04	Fri 12/10/04	Fri 6/24/05	Thu 6/23/05	NA	50	
59	1.3.6	Develop resource/work effort report format	100%	10 days	Tue 1/4/05	Tue 1/4/05	Tue 1/4/05	Tue 1/18/05	Tue 1/18/05	Tue 1/18/05	43	PM
60	1.3.7	Track & update resource/work effort report	80%	106 days	Tue 1/4/05	Tue 1/4/05	Tue 1/4/05	Wed 6/22/05	Wed 6/22/05	NA	43	PM
61	2	Analysis & Design	100%	59 days	Wed 12/1/04	Wed 12/1/04	Wed 12/1/04	Mon 2/14/05	Fri 3/4/05	Fri 3/4/05		
62	2.1	Develop Training Curriculum Approach	100%	25 days	Mon 1/3/05	Mon 1/3/05	Mon 1/3/05	Fri 2/4/05	Thu 2/10/05	Thu 2/10/05		
83	2.2	Develop Survey Approach for State	100%	48 days	Wed 12/1/04	Wed 12/1/04	Wed 12/1/04	Thu 1/27/05	Thu 2/10/05	Thu 2/10/05		
92	2.3	Develop Marketing/Data Collection Approach	100%	36 days	Mon 1/3/05	Mon 1/3/05	Mon 1/3/05	Tue 2/8/05	Fri 3/4/05	Fri 3/4/05		
101	2.4	Design Survey & Data Collection	100%	21 days	Fri 1/28/05	Thu 1/27/05	Thu 1/27/05	Mon 2/14/05	Thu 3/3/05	Thu 3/3/05		
109	2.5	Completed analysis & design phase (milestone)	100%	0 days	Mon 2/14/05	Fri 3/4/05	Fri 3/4/05	Mon 2/14/05	Fri 3/4/05	Fri 3/4/05	62,83,92,1	
110	3	Execution Phase	79%	94 days	Fri 1/14/05	Thu 1/27/05	Thu 1/27/05	Wed 6/29/05	Thu 6/23/05	NA		
111	3.1	Staff Results Analysis & Curriculum Teams (RAT & CT)	100%	1 day	Thu 1/27/05	Thu 1/27/05	Thu 1/27/05	Thu 1/27/05	Thu 1/27/05	Thu 1/27/05		PM
112	3.3	Update Methodology (ongoing)	75%	80 days	Mon 2/7/05	Thu 2/10/05	Thu 2/10/05	Wed 6/29/05	Fri 6/17/05	NA		
113	3.3.1	Update/fine tune curriculum development approach	75%	80 days	Mon 2/7/05	Thu 2/10/05	Thu 2/10/05	Wed 6/29/05	Fri 6/17/05	NA	71	MeT
114	3.4	Pretest survey	100%	9 days	Mon 2/14/05	Mon 3/14/05	Mon 3/14/05	Fri 3/11/05	Fri 3/25/05	Fri 3/25/05		
115	3.4.1	First Test	100%	4 days	Mon 2/14/05	Mon 3/14/05	Mon 3/14/05	Wed 2/16/05	Thu 3/17/05	Thu 3/17/05		
119	3.4.2	Second Test	100%	5 days	Wed 2/16/05	Mon 3/21/05	Mon 3/21/05	Fri 3/11/05	Fri 3/25/05	Fri 3/25/05		
124	3.5	Market & Survey	100%	22 days	Fri 1/14/05	Wed 4/6/05	Wed 4/6/05	Wed 4/6/05	Mon 5/9/05	Mon 5/9/05		
129	3.6	Research & Result Analysis	100%	22 days	Mon 4/11/05	Wed 4/6/05	Wed 4/6/05	Thu 5/12/05	Mon 5/9/05	Mon 5/9/05		
130	3.6.1	Test Results	100%	5 days	Mon 4/11/05	Mon 4/25/05	Mon 4/25/05	Fri 4/22/05	Fri 4/29/05	Fri 4/29/05	121,125	RAT
135	3.6.2	Final Results	100%	22 days	NA	Wed 4/6/05	Wed 4/6/05	NA	Mon 5/9/05	Mon 5/9/05		RAT
142	3.6.3	Provide IT Needs Validation report to PMs for review	100%	0 days	NA	Mon 5/9/05	Mon 5/9/05	NA	Mon 5/9/05	Mon 5/9/05	141	RAT
143	3.6.4	Fine tune IT Needs Validation Report	100%	0 days	Tue 5/10/05	Mon 5/9/05	Mon 5/9/05	Wed 5/11/05	Mon 5/9/05	Mon 5/9/05	142	RAT
144	3.6.5	Baseline IT Needs Validation Report (deliverable)	100%	0 days	Thu 5/12/05	Mon 5/9/05	Mon 5/9/05	Thu 5/12/05	Mon 5/9/05	Mon 5/9/05	143	RAT
145	3.6.6	Completed IT Needs Validation Report (milestone)	100%	0 days	Thu 5/12/05	Mon 5/9/05	Mon 5/9/05	Thu 5/12/05	Mon 5/9/05	Mon 5/9/05	144	RAT
146	3.7	Develop Curriculum	54%	75 days	Mon 4/11/05	Wed 3/2/05	Wed 3/2/05	Mon 6/13/05	Thu 6/23/05	NA		
147	3.7.1	Develop Training Curriculum data collection template	100%	7 days	NA	Wed 3/2/05	Wed 3/2/05	NA	Thu 3/10/05	Thu 3/10/05		CT
148	3.7.2	Develop Access Database to store curriculum data	100%	5 days	NA	Fri 3/4/05	Fri 3/4/05	NA	Thu 3/10/05	Thu 3/10/05		CT

ITMA XII Project: Professional Development for Technology Personnel

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149	3.7.3	Compile Resource Directory of Course Vendors document (deliverable)	100%	15 days	Mon 4/11/05	Fri 4/1/05	Fri 4/1/05	Fri 5/6/05	Mon 4/25/05	Mon 4/25/05		CT
150	3.7.4	Collect curriculum training data per functional areas	60%	23 days	NA	Mon 4/25/05	Mon 4/25/05	NA	Wed 5/25/05	NA	149	
151	3.7.5	Develop and document methodology to maintain framework	60%	23 days	Mon 5/9/05	Mon 4/25/05	Mon 4/25/05	Fri 5/20/05	Wed 5/25/05	NA	150SS	MeT
152	3.7.6	Review prototype of curriculum with CM & Sponsor	0%	2 days	NA	Wed 5/18/05	NA	NA	Thu 5/19/05	NA		PM
153	3.7.7	Fine tune Training Curriculum Methodology (adjustments, if necessary)	0%	1 day	Mon 5/23/05	Thu 5/26/05	NA	Mon 5/23/05	Thu 5/26/05	NA	151	CT
154	3.7.8	Submit Training Curriculum to PM for review	0%	3 days	Fri 5/27/05	Fri 5/27/05	NA	Wed 6/1/05	Wed 6/1/05	NA	153	CT
155	3.7.9	Submit Training Program Framework to PM for review	0%	3 days	Fri 5/27/05	Fri 5/27/05	NA	Wed 6/1/05	Wed 6/1/05	NA	153	MeT
156	3.7.10	Submit Training Curriculum Methodology to PM for review	0%	3 days	Fri 5/27/05	Fri 5/27/05	NA	Wed 6/1/05	Wed 6/1/05	NA	153	MeT
157	3.7.11	Provide feedback to AM	0%	1 day	Mon 6/6/05	Mon 6/6/05	NA	Wed 6/8/05	Mon 6/6/05	NA	154,156	PM
158	3.7.12	Fine tune Training Curriculum & Training Program Framework	0%	3 days	Thu 6/9/05	Tue 6/7/05	NA	Fri 6/10/05	Thu 6/9/05	NA	157	MeT,CT
159	3.7.13	Submit Training Curriculum, Methodology, & Framework to CM & Sponsor	0%	4 days	NA	Fri 6/10/05	NA	NA	Wed 6/15/05	NA	158	CT,MeT,PM
160	3.7.14	Final edit & review of Training Curriculum, Methodology, & Framework	0%	3 days	NA	Thu 6/16/05	NA	NA	Mon 6/20/05	NA	159	CT,MeT
161	3.7.15	Baseline Training Curriculum Methodology (deliverable)	0%	1 day	Mon 6/13/05	Tue 6/21/05	NA	Mon 6/13/05	Tue 6/21/05	NA	160	MeT
162	3.7.16	Baseline Training Curriculum (deliverable)	0%	1 day	Mon 6/13/05	Tue 6/21/05	NA	Mon 6/13/05	Tue 6/21/05	NA	160	CT
163	3.7.17	Baseline Training Program Framework (deliverable)	0%	1 day	Mon 6/13/05	Tue 6/21/05	NA	Mon 6/13/05	Tue 6/21/05	NA	160	MeT
164	3.7.18	Produce copies of Training Curriculum, Methodology, & Framework	0%	3 days	NA	Tue 6/21/05	NA	NA	Thu 6/23/05	NA	160	
165	3.7.19	Completed Training Curriculum (milestone)	0%	0 days	Mon 6/13/05	Thu 6/23/05	NA	Mon 6/13/05	Thu 6/23/05	NA	161,162,163	
166	4	Delivery Phase	0%	16 days	Wed 6/1/05	Wed 6/1/05	NA	Fri 6/24/05	Fri 6/24/05	NA		
167	4.1	Schedule meeting room & time for presentation	0%	1 day	Wed 6/1/05	Wed 6/1/05	NA	Wed 6/1/05	Wed 6/1/05	NA		PM
168	4.2	Prepare for presentation	0%	11 days	Wed 6/1/05	Wed 6/1/05	NA	Fri 6/17/05	Fri 6/17/05	NA	167SS	AM
169	4.3	Conduct dry run of presentation	0%	1 day	Mon 6/20/05	Mon 6/20/05	NA	Mon 6/20/05	Mon 6/20/05	NA	168	AM
170	4.4	Update presentation	0%	3 days	Tue 6/21/05	Tue 6/21/05	NA	Thu 6/23/05	Thu 6/23/05	NA	169	AM
171	4.5	Present to Class Managers (deliverable)	0%	1 day	Fri 6/24/05	Fri 6/24/05	NA	Fri 6/24/05	Fri 6/24/05	NA		AM
172	4.6	Present to HR Workgroup/IT Council (deliverable)	0%	1 day	Fri 6/24/05	Fri 6/24/05	NA	Fri 6/24/05	Fri 6/24/05	NA	171SS	AM
173	5	Project Close Out	0%	16 days	Wed 6/1/05	Wed 6/1/05	NA	Fri 6/24/05	Fri 6/24/05	NA		
174	5.1	Finalize project documents	0%	16 days	Wed 6/1/05	Wed 6/1/05	NA	Fri 6/24/05	Fri 6/24/05	NA		
175	5.1.1	Finalize project schedule & documentation	0%	7.5 days	Wed 6/1/05	Wed 6/1/05	NA	Tue 6/14/05	Tue 6/14/05	NA	167SS	PM,AM
176	5.1.2	Prepare for presentation	0%	15 days	Wed 6/1/05	Wed 6/1/05	NA	Thu 6/23/05	Thu 6/23/05	NA	167SS	AM
177	5.1.3	Present to Class Managers	0%	1 day	Fri 6/24/05	Fri 6/24/05	NA	Fri 6/24/05	Fri 6/24/05	NA	176	AM
178	5.2	Academy Celebration	0%	1 day	Fri 6/24/05	Fri 6/24/05	NA	Fri 6/24/05	Fri 6/24/05	NA	176	AM

ITMA XII Project: Professional Development for Technology Personnel

1 Project Management

Revision History:

Rev #	Description of Change	Date & Time
0.1	Initial draft - reviewed with AM	11/18/04 8:00am
0.2	Draft - updated w/ tasks from Survey & Marketing teams	12/1/04 8:00pm
0.3	Draft - updated w/ tasks from Survey, Marketing, Methodology & Marketing team leads	12/16/04 8:00am
0.4	Draft - updated & prepared for review by ECs	12/21/04 12:00noon
1.0	Final - updated & prepared for presentation to CMs	01/04/05 8:00am
1.1	Final - updated & prepared for baseline	01/17/05 8:00pm
2.0	Updated baseline schedule w/ more definitive tasks from Result Analysis, Marketing, Survey, and Training Curriculum teams	03/08/05 9:00pm
2.1	Updated plan for status	03/24/05 12:00noon
2.2	Updated plan for status	05/13/05 8:00am

Acronym used in this project schedule:

- PM = Project Managers
- EC = Executive Council
- AM = Academy Members
- CM = Class Managers
- TL = Team Leads
- PPT = Project Plan Team
- MT = Marketing Team
- MeT = Methodology Team
- ST = Survey Team
- CT = Curriculum Team (who will also conduct result analysis)
- WebT = Web Team
- QAT = Quality Assurance Team
- DPA = Karen Lynch

Naming convention & version control of schedule:

- The project's file name will appear on the lower left hand corner. The naming convention will consist of <filename> + <draft / baseline> + v + <#.##>
- Prior to the initial baseline, the plan will be considered draft and denoted as such.
- At initial baseline of the project, the plan will be denoted as baseline with version number beginning as 1.00. Each subsequent baseline will drive the version number to increment.

Scheduling of project:

- Monday thru Friday, 8:00am - 5:00pm, is being used as normal work schedule for ease in scheduling. All tasks and deliverables are due by 12:00midnight of the scheduled dates.
- All state holidays and ITMA class dates have been entered in this project schedule as non-working days.

130 Test Results

Assumptions:

- 132 state entities & private organizations
- 15 minutes per survey entry
- 132 * 0.25 hour = 3.25 hours (rounded up to 4 hours)
-

167 Schedule meeting room & time for presentation

Assumptions:

- Presentation to CMs is in the morning of June 24th.
- Presentation to HR Workgroup/IT Council will be of different dates, perhaps after June 24th.

This task is to schedule meeting room & time for presenting to HR workgroup/IT Council.

172 Present to HR Workgroup/IT Council (deliverable)

Assumptions:

- HR Workgroup/IT Council will be attending our ITMA XII Wrap Up & Celebration.

178 Academy Celebration

Party !!!! AND present special acknowledgements.