

South Side Plastics

Preliminary Project Chart

Project: South Side Plastics Database Re-initialization

Original Date: 01/12/05 Last Revised Date: 01/23/05

PHASE									
WBS	Milestone	Task	Days	Start	End	Complete	Comments	Who	Workbook Form
1	PHASE 1: PROJECT ORGANIZATION		2	1/18/05	1/20/05	yes			
1.1		Define objectives, goals, and finalize charter	1	1/18/05	1/29/05	yes		Virant	IMP-T1-FORM110
1.2		Form teams	0.1	1/20/05	1/20/05	yes	Virant on-site	Everyone	IMP-T3-FORM310
1.3		Create team contact list	0.1	1/20/05	1/20/05	yes		Everyone	IMP-T3-FORM312
1.4		Create team member notebooks	0.1	1/20/05	1/20/05	yes	Virant on-site	Everyone	
1.5		Determine needs for basic education	0.1	1/20/05	1/20/05	yes	Virant on-site	Everyone	
1.6		Determine method for documentation	0.1	1/20/05	1/20/05	yes	Virant on-site	Everyone	
1.7		Establish command post	0.1	1/20/05	1/20/05	yes	Virant on-site	Everyone	
1.8	Deliver charter and preliminary project chart					yes		Virant	
2	PHASE 2: DATABASE RE-INITIALIZATION		26	1/22/05	2/17/05	in process			
2.1		Assessment of current database	5	1/22/05	1/27/05	in process		Virant	
2.2	Recommendation							Virant	
2.3		Determine course of action	0.1	1/28/05	1/28/05		Virant on-site	Everyone	
2.4		Determine data to be transferred	5	1/30/05	2/3/05			Core Team	
2.5		Write data transforms	5	2/3/05	2/8/05			Virant	
2.6		Test transfer	1	2/10/05	2/11/05			Virant	
2.7	Install test database		1	2/11/05	2/12/05		Virant on-site	Virant	
2.8		Verify transferred database	0.5	2/12/05	2/12/05			Core Team	
2.9		Modify data mappings	1	2/12/05	2/13/05		As needed	Virant	
2.10		Live database transfer	0.5	2/13/05	2/14/05			Virant	
2.11		Install new database	0.5	2/14/05	2/14/05			Virant	
2.12		Setup old database as read-only	0.5	2/15/05	2/15/05			Virant	
2.13		Verify both databases	1	2/15/05	2/16/05			Core Team	
2.14	Both databases live								
3	PHASE 3: POLICIES AND PROCEDURES		10	2/18/05	2/28/05				
3.1		Review current policies and SOP's	0.2	2/18/05	2/18/05				
3.2		Review sample SOP's for ideas	0.2	2/18/05	2/18/05				SOP-*
3.3		Determine gaps in policies and SOP's	0.2	2/18/05	2/18/05				
3.4		Determine policies and SOP's to modify	0.2	2/18/05	2/18/05				
3.5		Determine new policies and SOP's	1	2/19/05	2/19/05				
3.6		Determine policy and SOP formatting	0.5	2/20/05	2/20/05				
3.7		Modify policies and SOP's	3	2/20/05	2/23/05		To be expanded later		
3.8		Write new policies and SOP's	4	2/24/05	2/28/05		To be expanded later		
3.9	Approve policies and SOP's								