

## Work Package Descriptions A-R

<b>Work Package Description</b>		<b>Project Name:</b> TIPS		<b>Project Manager:</b> Erin Cunia	<b>Date:</b> 2/10/05
		WP Name: Identify team members	WP Manager: Audrey McNally		Rev. Date:
Sch. Start 1/24/05	Sch. End 1/30/05	Critical Path:	Predecessor WP: none	Successor WP: B, C, D	
Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
A.1	Identify.members	Identify each team member through communication via Blackboard	1/26 – 1/27	McNally	834.9732
A.2	Team.strengths	Identify strengths/skills each team member brings to project	1/26 – 1/27	McNally	834.9732
A.3	Task.preferences	Discuss and identify specific task preferences of individuals	1/27 – 1/30	McNally	834.9732
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet 1 of

<b>Work Package Description</b>		<b>Project Name:</b> TIPS		<b>Project Manager:</b> Erin Cunia	<b>Date:</b> 2/10/05
		WP Name: Select Project Manager	WP Manager: Audrey McNally		Rev. Date:
Sch. Start 1/24/05	Sch. End 1/30/05	Critical Path:	Predecessor WP: A	Successor WP: C, D	
<b>Task</b>			<b>Schedule</b>		
<b>No.</b>	<b>Name</b>	<b>Description</b>	<b>Start/End</b>	<b>Responsibility</b>	<b>phone</b>
B.1	PM.role	Review the role expectations of the project manager	1/26 – 1/27	McNally	834.9732
B.2	Qualifications.role	Discuss the qualifications needed for this role	1/26- 1/27	McNally	834.9732
B.3	Team.preferences	Identify team members' preferences regarding assuming the role of project manager	1/26 – 1/27	McNally	834.9732
B.4	PM.vote	Group members vote to select project manager	1/26- 1/30	McNally	834.9732
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet 2 of ____

<b>Work Package Description</b>		<b>Project Name:</b> TIPS		<b>Project Manager:</b> Erin Cunia	<b>Date:</b> 2/10/05
		WP Name: Identify team roles		WP Manager: Audrey McNally	
Sch. Start 1/24/05	Sch. End 1/30/05	Critical Path:	Predecessor WP: A, B	Successor WP: D	
<b>Task</b>			<b>Schedule</b>		
<b>No.</b>	<b>Name</b>	<b>Description</b>	<b>Start/End</b>	<b>Responsibility</b>	<b>phone</b>
C.1	team.roles	Review the role expectations of each team member	1/26 – 1/30	McNally	834.9732
C.2	Qualifications.role	Discuss the qualifications needed for each role	1/26 – 1/30	McNally	834.9732
C.3	Team.preferences	Identify team members' preferences regarding assuming a specific role(s)	1/26 – 1/30	McNally	834.9732
C.4	Role.assignments	Assign roles to each team member	1/26 – 1/30	McNally	834.9732
C.5	Project.logistics	Identify operating principles and logistics for completing project	1/26 – 1/30	McNally	834.9732
C.6	Team.communication	Draft guidelines for maintaining communication throughout project	1/26 – 1/30	McNally	834.9732
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By:	Date: 2/14/05	Sheet 3 of ____

		Joanne Harlow		
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<b>Work Package Description</b>	<b>Project Name:</b> TIPS	<b>Project Manager:</b>	<b>Date:</b> 2/10/05
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				Erin Cunia	
		WP Name: Team Formation Document		WP Manager: Audrey McNally	
		Rev. Date:			
Sch. Start 1/24/05	Sch. End 1/30/05	Critical Path:	Predecessor WP: A, B, C	Successor WP: E, J	
Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
D.1	Review.requirements	Review the requirements for the team formation document	1/26 – 1/27	McNally	834.9732
D.2	Draft.document	Write and post draft on team file exchange for team members to review	1/26 – 1/29	McNally	834.9732
D.3	Edit.document	Incorporate suggestions from team members and edit draft	1/29- 1/30	Cunia	682.0718
D.4	Revise.document	Write and post revision on team file exchange for team members to review	1/20-1/30	McNally	834.9732
D.5	Post.document	Post final document on main discussion board under appropriate heading	1/30 – 1/31	McNally	834.9732
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet 5 of __

<b>Work Package Description</b>		<b>Project Name:</b> TIPS		<b>Project Manager:</b> Erin Cunia	<b>Date:</b> 2/10/05
		WP Name: R&D Proposal Idea	WP Manager: Erin Cunia		Rev. Date:
Sch. Start 2/10/05	Sch. End 3/21/05	Critical Path:	Predecessor WP: C, D	Successor WP: F, G, H, I	
<b>Task</b>			<b>Schedule</b>		
<b>No.</b>	<b>Name</b>	<b>Description</b>	<b>Start/End</b>	<b>Responsibility</b>	<b>phone</b>
E.1	Research.ideas	Review and research ideas	2/7 – 2/14	All	
E.2	Post.ideas	Share ideas on team discussion board	2/15-2/22	All	
E.3	Select.idea	Team votes and selects idea	2/22-2/25	All	
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet 6 of

<b>Work Package Description</b>		<b>Project Name:</b> TIPS		<b>Project Manager:</b> Erin Cunia	<b>Date:</b> 2/10/05
		WP Name: Proposal Justification Statement		WP Manager: Erin Cunia	Rev. Date:
Sch. Start 2/25/05	Sch. End 3/21/05	Critical Path:	Predecessor WP: E	Successor WP: G, H, I	
<b>Task</b>			<b>Schedule</b>		
<b>No.</b>	<b>Name</b>	<b>Description</b>	<b>Start/End</b>	<b>Responsibility</b>	<b>phone</b>
F.1	Draft.statement	Document justification for R&D idea	2/25 –3/14	Harlow	492-1379
F.2	Edit.statement	Post statement on file exchange for team review and editing	3/14 –3/18	Choi	442-7102
F.3	Justification.statement	Post final justification statement to main discussion board under appropriate heading	3/18 – 3/21	Harlow	492-1379
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet 7 of

<b>Work Package Description</b>		<b>Project Name:</b> TIPS		<b>Project Manager:</b> Erin Cunia	<b>Date:</b> 2/10/05
		WP Name: R&D Federal Agency	WP Manager: Erin Cunia		Rev. Date:
Sch. Start 2/10/05	Sch. End 3/21/05	Critical Path:	Predecessor WP: E, F	Successor WP: H, I	
<b>Task</b>			<b>Schedule</b>		
<b>No.</b>	<b>Name</b>	<b>Description</b>	<b>Start/End</b>	<b>Responsibility</b>	<b>phone</b>
G.1	Review.agencies	Review selected agencies for receptiveness	2/10 – 2/18	All	
G.2	Select.agency	Select agency base on outcome of team vote	2/18-2/25	All	
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet 8 of

<b>Work Package Description</b>		<b>Project Name:</b> TIPS		<b>Project Manager:</b> Erin Cunia	<b>Date:</b> 2/10/05
		WP Name: Identify Prospective Grants		WP Manager: Erin Cunia	Rev. Date:
Sch. Start 2/10/05	Sch. End 3/21/05	Critical Path:	Predecessor WP: E, F, G	Successor WP: I	
<b>Task</b>			<b>Schedule</b>		
<b>No.</b>	<b>Name</b>	<b>Description</b>	<b>Start/End</b>	<b>Responsibility</b>	<b>phone</b>
H.1	Identify.grants	Based on research, identify potential grants	2/25-2/28	All	
H.2	Select.prospective grants	Select grants based on review	2/28-3/1	All	
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet 9 of

<b>Work Package Description</b>		<b>Project Name:</b> TIPS		<b>Project Manager:</b> Erin Cunia	<b>Date:</b> 2/10/05
		WP Name: Select Desired Grant	WP Manager: Erin Cunia		Rev. Date:
Sch. Start 2/10/05	Sch. End 3/21/05	Critical Path:	Predecessor WP: F, G, H	Successor WP: AA, BB	
<b>Task</b>			<b>Schedule</b>		
<b>No.</b>	<b>Name</b>	<b>Description</b>	<b>Start/End</b>	<b>Responsibility</b>	<b>phone</b>
I.1	Vote.grant	Based on list of prospective grants, vote to select one	3/1 – 3/4	All	
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet 10 of

<b>Work Package Description</b>		<b>Project Name:</b> TIPS		<b>Project Manager:</b> Erin Cunia	<b>Date:</b> 2/10/05
		WP Name: Project Goals and Objectives		WP Manager: Erin Cunia	Rev. Date:
Sch. Start 1/24/05	Sch. End 1/31/05	Critical Path:	Predecessor WP: B, C, D	Successor WP: K, L, M	
<b>Task</b>			<b>Schedule</b>		
<b>No.</b>	<b>Name</b>	<b>Description</b>	<b>Start/End</b>	<b>Responsibility</b>	<b>phone</b>
J.1	Project.goals	Discuss and identify goals of project	1/26 – 1/31	Cunia	682.0718
J.2	Project.objectives	Discuss and identify objectives of project	1/26 – 1/31	Cunia	682.0718
J.3	Identify.resources	Identify resources necessary to complete project	1/26 – 1/31	Cunia	682.0718
J.4	Success.criteria	Identify criteria necessary for success of project	1/26 – 1/31	Cunia	682.0718
J.5	Identify.assumptions	Identify assumptions necessary for success of project	1/26 – 1/31	Cunia	682.0718
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet 11 of

<b>Work Package Description</b>		<b>Project Name:</b> TIPS		<b>Project Manager:</b> Erin Cunia	<b>Date:</b> 2/10/05
		WP Name: Project Overview Document		WP Manager: Erin Cunia	Rev. Date:
Sch. Start 1/24/05	Sch. End 1/31/05	Critical Path:	Predecessor WP: J	Successor WP: L , M, N	
<b>Task</b>			<b>Schedule</b>		
<b>No.</b>	<b>Name</b>	<b>Description</b>	<b>Start/End</b>	<b>Responsibility</b>	<b>phone</b>
K.1	Draft.document	Write and post draft of project overview document on team file exchange	1/26 – 1/27	Cunia	682.0718
K.2	Edit.document	Incorporate suggestions from group members and edit draft	1/27 – 1/28	McNally	834.9732
K.3	Revise.document	Revise draft based on editing and post to team file exchange for team approval	1/28 – 1/30	Cunia	682.0718
K.4	Complete.document	Post final document on main discussion board under appropriate heading	1/30 – 1/31	Cunia	682.0718
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne	Date:2/14/05	Sheet 12 of __

		Harlow		
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<b>Work Package Description</b>		<b>Project Name:</b> TIPS		<b>Project Manager:</b> Erin Cunia	<b>Date:</b> 2/10/05
		WP Name: Work Breakdown Structure		WP Manager: Joanne Harlow	
Sch. Start 1/31/05	Sch. End 2/7/05	Critical Path:	Predecessor WP: J, K	Successor WP: M, N, O, P	
<b>Task</b>			<b>Schedule</b>		
<b>No.</b>	<b>Name</b>	<b>Description</b>	<b>Start/End</b>	<b>Responsibility</b>	<b>phone</b>
L.1	Identify.activities	Identify and list all relevant project activities	1/31 – 1/31	Harlow	492.1379
L.2	Draft.document	Write and post draft of WBS document on team file exchange	1/31 – 2/2	Harlow	492.1379
L.3	Edit.document	Incorporate suggestions from group members and edit draft	2/2 – 2/3	McNally	834.9732
L.4	Revise.document	Revise draft based on editing and post to team file exchange for team approval	2/3 – 2/4	Harlow	492.1379
L.5	Complete.document	Post final document on main discussion board under	2/4 – 2/7	Harlow	492.1379

		appropriate heading			
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date: 2/14/05	Sheet 14 of

<b>Work Package Description</b>			<b>Project Name:</b> TIPS		<b>Project Manager:</b> Erin Cunia	<b>Date:</b> 2/10/05
		WP Name: Project Network		WP Manager: Joanne Harlow		Rev. Date:
Sch. Start 1/31/05	Sch. End 2/7/05	Critical Path:	Predecessor WP: J, K, L		Successor WP: N, O, P	
<b>Task</b>			<b>Schedule</b>			
<b>No.</b>	<b>Name</b>	<b>Description</b>	<b>Start/End</b>	<b>Responsibility</b>	<b>phone</b>	
M.1	Review.WBS	Obtain and review WBS to ensure continuity	2/3 – 2/7	Choi	422-7102	
M.2	Draft.document	Write and post draft of PN document on team file exchange	1/31 – 2/4	Choi	422-7102	
M.3	Edit.document	Incorporate suggestions from group members and edit draft	2/4 – 2/5	Cunia	682-0718	
M.4	Revise.document	Revise draft based on editing and post to team file exchange for team approval	2/5 – 2/6	Choi	422-7102	
M.5	Complete.document	Post final document on main discussion board under appropriate heading	2/6 – 2/7	Choi	422-7120	
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne	Date: 2/14/05		Sheet 15 of __

				Harlow			
<b>Work Package Description</b>			<b>Project Name:</b> TIPS		<b>Project Manager:</b> Erin Cunia		<b>Date:</b> 2/10/05
		WP Name: Critical Path		WP Manager: Byeungseob Choi		Rev. Date:	
Sch. Start 1/31/05	Sch. End 2/7/05	Critical Path:	Predecessor WP: J, K, L, M		Successor WP: O, P, Q, R		
<b>Task</b>				<b>Schedule</b>			
<b>No.</b>	<b>Name</b>	<b>Description</b>	<b>Start/End</b>	<b>Responsibility</b>	<b>phone</b>		
N.1	Review.requirements	Read and review requirements for drafting a critical path	1/31 – 1/31	Choi	442.7102		
N.2	Review.PN	Review PN to ensure continuity	1/31 – 2/4	Choi	442.7102		
N.3	Draft.CP	Draft and post CP on team file exchange for team members to review	2/4-2/5	Choi	442.7102		
N.4	Edit.document	Incorporate suggestions from group members and edit draft	2/5 – 2/5	McNally	834.9732		
N.5	Revise.document	Revise draft based on editing and post to team file exchange for team approval	2/5 – 2/6	Choi	442.7102		
N.6	Complete.document	Post final document on main discussion	2/6 – 2/7	Choi	442.7102		

		board under appropriate heading			
Prepared By: Rhonda Reader	Date: 2/10/05	Approved By: Joanne Harlow	Date: 2/14/05	Sheet 17 of __	

<b>Work Package Description</b>	<b>Project Name:</b> TIPS	<b>Project Manager:</b> Erin Cunia	<b>Date:</b> 2/10/05
	WP Name: Project	WP Manager:	Rev. Date:

		Proposal			
Sch. Start	Sch. End 2/14/05	Critical Path:	Predecessor WP: D, J, E	Successor WP: P, Q, R, S, T	
<b>Task</b>			<b>Schedule</b>		
<b>No.</b>	<b>Name</b>	<b>Description</b>	<b>Start/End</b>	<b>Responsibility</b>	<b>phone</b>
O.1	Review.requirements	Read and review requirements for drafting a project proposal	2/7-2/8	McNally	834-9732
O.2	Draft document	Draft PP for team members to review	2/8-2/11	McNally	834-9732
O.3	Edit document	Incorporate suggestions from team members	2/11-2/13	McNally	834-9732
O.4	Revise document	Revise draft and post final document	2/13-2/14	McNally	834-9732
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet 18 of

<b>Work Package Description</b>		<b>Project Name:</b> TIPS		<b>Project Manager:</b> Erin Cunia	<b>Date:</b> 2/10/05
		WP Name: Recruitment Criteria	WP Manager: Erin Cunia		Rev. Date:
Sch. Start 2/7/05	Sch. End 2/14/05	Critical Path:	Predecessor WP: L, M, N	Successor WP: Q, R, S, T	
<b>Task</b>			<b>Schedule</b>		
<b>No.</b>	<b>Name</b>	<b>Description</b>	<b>Start/End</b>	<b>Responsibility</b>	<b>phone</b>
P.1	Identify.tasks	Identify and list each task that must be accomplished	2/7 – 2/7	Cunia	682.0718
P.2	Identify.skills	Identify and list skills necessary to complete tasks	2/7 – 2/7	Cunia	682.0718
P.3	Identify.positions	Identify necessary positions to complete project	2/8 – 2/8	Cunia	682.0718
P.4	Draft.report	Complete documentation of recruitment criteria and post on team file exchange for review by members	2/8-2/9	Cunia	682.0718
P.5	Edit.report	Incorporate suggestions from team and edit report. Post on file exchange for approval	2/9 – 2/10	Reader	656.9155
P.6	Revise.report	Revise and post final report on main discussion board under	2/10-2/14	Cunia	682.0718

		appropriate heading			
Prepared By: Rhonda Reader	Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet 20 of ____	

<b>Work Package Description</b>	<b>Project Name:</b> TIPS	<b>Project Manager:</b> Erin Cunia	<b>Date:</b> 2/10/05
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		WP Name: Work Package Descriptions		WP Manager: Rhonda Reader		Rev. Date:
Sch. Start 2/7/05	Sch. End 2/14/05	Critical Path:	Predecessor WP: L, M, N	Successor WP: R, S, T		
<b>Task</b>				<b>Schedule</b>		
<b>No.</b>	<b>Name</b>	<b>Description</b>	<b>Start/End</b>	<b>Responsibility</b>	<b>phone</b>	
Q.1	Identify.tasks	Identify and list each task that each person must accomplish	2/7 – 2/7	Reader	656.9155	
Q.2	Identify.deliverables	Identify and list deliverables	2/7 – 2/11	Reader	656.9155	
Q.3	Identify. Predecessors and successors	Identify and document predecessors and successors in accordance with WBS, PN	2/7 – 2/11	Reader	656.9155	
Q.4	Schedule.start and end dates	Schedule start and end date for each deliverable	2/7 -2/11	Reader	656.9155	
Q.5	Draft.report	Draft and post to team file exchange for team members to review	2/11 – 2/12	Reader	656.9155	
Q.6	Edit.report	Incorporate suggestions and revise report. Post on file exchange for approval	2/12 – 2/13	Harlow	492.7102	
Q.7	Revise. report	Revise and post final work package descriptions	2/13-2/14	Reader	656.9155	

		on main discussion board under appropriate heading			
Prepared By: Rhonda Reader	Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet 22 of ____	

<b>Work Package Description</b>	<b>Project Name:</b> TIPS	<b>Project Manager:</b>	<b>Date:</b> 2/10/05
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				Erin Cunia	
		WP Name: Work Package Assignments		WP Manager: Joanne Harlow	
				Rev. Date:	
Sch. Start 2/7/05	Sch. End 2/14/05	Critical Path:	Predecessor WP: L, M, N	Successor WP: S, T, U, V, W, X	
Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
R.1	Review.Work Package Descriptions	Review work package descriptions	2/7 – 2/11	Harlow	492.1379
R.2	Transfer.activities	Transfer activities and dates	2/7 – 2/11	Harlow	492.1379
R.3	Identify.start and end dates	Transfer start and end dates	2/7 – 2/11	Harlow	492.1379
R.4	Identify.manager	Identify and transfer activity manager	2/7 -2/11	Harlow	492.1379
R.5	Draft.report	Draft and post to team file exchange for team members to review	2/11 – 2/12	Harlow	492.1379
R.6	Edit.report	Incorporate suggestions and revise report. Post on file exchange for approval	2/12 – 2/13	McNally	834.9732
R.7	Revise. report	Revise and post final work package assignments on main discussion board under appropriate heading	2/13-2/14	Harlow	492.1379

Prepared By: Rhonda Reader	Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet 24 of ____
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