

Work Packages S-HH

Work Package Description		Project Name: TIPS		Project Manager: Erin Cunia	Date: 2/10/05
		WP Name: Variance Report	WP Manager: Byeungseob Choi		Rev. Date:
Sch. Start 2/21/05	Sch. End 3/7/05	Critical Path:	Predecessor WP: P, Q, R	Successor WP: V, W, X	
Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
S.1	Positive.variance	Identify positive variances	2/10 – 2/28	Choi	422.7102
S.2	Negative.variance	Identify negative variances	2/10 – 2/28	Choi	422.7102
S.3	Identify.action	Identify actions to be taken as a result of negative variances	2/28 – 3/3	Choi	422.7102
S.4	Draft.report	Write report reflecting identified variances and actions and post to file exchange for team members to review	3/3 – 3/4	Choi	422.7102
S.5	Edit.report	Incorporate suggestions and edit report. Post to file exchange for team approval	3/4 – 3/5	Cunia	682.0718
S.6	Revise.report	Revise and	3/5 – 3/7	Choi	422.7102

		post final variance report to main discussion board under appropriate heading			
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet 26 of

Work Package Description		Project Name: TIPS		Project Manager: Erin Cunia	Date: 2/10/05
		WP Name: Status Report	WP Manager: Erin Cunia		Rev. Date:
Sch. Start 2/21/05	Sch. End 3/7/05	Critical Path:	Predecessor WP: P, Q, R	Successor WP: V, W, X	
Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
T.1	Review.WBS and work package descriptions	Review WBS and work package descriptions for deliverables and dates	2/10 – 2/28	Cunia	682.0718
T.2	Information.transfer	Transfer information (activities and dates) from WBS and work package descriptions into status report	2/21 – 2/28	Cunia	682.0718
T.3	Enter.actuals	Enter actual dates	2/28 – 3/3	Cunia	682.0718
T.4	Draft.report	Write status report and post to file exchange for team members to review	3/3 – 3/4	Cunia	682.0718
T.5	Edit.report	Incorporate suggestions and edit report. Post to file exchange for team approval	3/4 – 3/5	Reader	656.9155

T.6	Revise.report	Revise and post final status report to main discussion board under appropriate heading	3/5 – 3/7	Cunia	682.0718
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet of

Work Package Description		Project Name: TIPS		Project Manager: Erin Cunia	Date: 2/10/05
		WP Name: Staff Allocation Report		WP Manager: Rhonda Reader	Rev. Date:
Sch. Start 2/21/05	Sch. End 3/7/05	Critical Path:	Predecessor WP: P, Q, R	Successor WP: V, W, X	
Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
U.1	Review.status report	Review status report for staff allocation	2/10 – 3/3	Reader	656.9155
U.2	Adjust.allocation	If necessary, adjust staff allocation	3/3 – 3/3	Reader	656.9155
U.3	Draft.allocation chart	Draft allocation chart and post to file exchange for team members to review	3/3 – 3/4	Reader	656.9155
U.4	Edit.allocation chart	Incorporate suggestions and edit chart. Post to file exchange for team approval	3/4 – 3/5	Harlow	492.1379
U.5	Revise.allocation chart	Revise and post staff allocation chart to main discussion board under appropriate heading	3/5 – 3/7	Reader	656.9155
Prepared By: Rhonda Reader		Date: 2/10/05	Approved	Date:2/14/05	Sheet of

		By: Joanne Harlow		
--	--	-------------------------	--	--

Work Package Description	Project Name: TIPS	Project Manager: Erin Cunia	Date: 2/10/05
---------------------------------	---------------------------	---------------------------------------	-------------------------

	WP Name: Second Variance Report	WP Manager: Byeungseob Choi	Rev. Date:
--	------------------------------------	--------------------------------	------------

Sch. Start 3/21/05	Sch. End 3/28/05	Critical Path:	Predecessor WP: S, T, U	Successor WP: Y, Z
--------------------------	------------------------	-------------------	----------------------------	--------------------

Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
V.1	Positive.variance	Identify positive variances	3/21 – 3/23	Choi	422.7102
V.2	Negative.variance	Identify negative variances	3/21 – 3/23	Choi	422.7102
V.3	Identify.action	Identify actions to be taken as a result of negative variances	3/23 – 3/24	Choi	422.7102
V.4	Draft.report	Write report reflecting identified variances and actions and post to file exchange for team members to review	3/24 – 3/25	Choi	422.7102
V.5	Edit.report	Incorporate suggestions and edit report. Post to file exchange for team	3/25 – 3/26	McNally	834.9732

		approval			
V.6	Revise.report	Revise and post final variance report to main discussion board under appropriate heading	3/26 – 3/28	Choi	422.7102
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet of

Work Package Description		Project Name: TIPS		Project Manager: Erin Cunia	Date: 2/10/05
		WP Name: Status Report	WP Manager: Audrey McNally		Rev. Date:
Sch. Start 3/21/05	Sch. End 3/28/05	Critical Path:	Predecessor WP: S, T, U	Successor WP: Y, Z	
Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
W.1	Review.WBS and work package descriptions	Review WBS and work package descriptions for deliverables and dates	3/21 – 3/22	McNally	834.9732
W.2	Information.transfer	Transfer information (activities and dates) from WBS and work package descriptions into status report	3/22 – 3/23	McNally	834.9732
W.3	Enter.actuals	Enter actual dates	3/22 – 3/23	McNally	834.9732
W.4	Draft.report	Write status report and post to file exchange for team members to review	3/23 – 3/24	McNally	834.9732
W.5	Edit.report	Incorporate suggestions and edit report. Post to file	3/24 – 3/25	Cunia	682.0718

		exchange for team approval			
W.6	Revise.report	Revise and post final status report to main discussion board under appropriate heading	3/25 – 3/28	McNally	834.9732
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet of

Work Package Description		Project Name: TIPS		Project Manager: Erin Cunia	Date: 2/10/05
		WP Name: Staff Allocation Report		WP Manager: Erin Cunia	Rev. Date:
Sch. Start 3/21/05	Sch. End 3/28/05	Critical Path:	Predecessor WP: S, T, U	Successor WP: Y, Z	
Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
X.1	Review.status report	Review status report for staff allocation	3/21 – 3/21	Cunia	682.0718
X.2	Adjust.allocation	If necessary, adjust staff allocation	3/21 – 3/22	Cunia	682.0718
X.3	Draft.allocation chart	Draft allocation chart and post to file exchange for team members to review	3/22 – 3/23	Cunia	682.0718
X.4	Edit.allocation chart	Incorporate suggestions and edit chart. Post to file exchange for team approval	3/23 – 3/24	Reader	656.9155
X.5	Revise.allocation chart	Revise and post staff allocation chart to main discussion board under appropriate	3/25 – 3/28	Cunia	682.0718

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

Work Package Description		Project Name: TIPS		Project Manager: Erin Cunia	Date: 2/10/05
		WP Name: Final Report	WP Manager: Joanne Harlow		Rev. Date:
Sch. Start 4/18/05	Sch. End 4/25/05	Critical Path:	Predecessor WP: V, W, X, EE	Successor WP: Z	
Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
Y.1	Review.project overview	Review project overview	4/18-4/19	Harlow	492.1379
Y.2	Review.WBS	Review WBS; include critical path and project network	4/18 – 4/19	Harlow	492.1379
Y.3	Review.project proposal	Review project proposal; include budget	4/18 – 4/19	Harlow	492.1379
Y.4	Review.work package descriptions	Review work package descriptions; include work package assignments and staff allocations	4/19 – 4/20	Harlow	492.1379
Y.5	Review.reports	Review status and variance reports	4/19 – 4/20	Harlow	492.1379
Y.6	Grant	Obtain copy	4/20-4/20	Harlow	492.1379

		of grant; include in report			
Y.7	Draft.report	Draft final report with table of contents and attach all deliverables; post to file exchange for team members to review	4/21-4/21	Harlow	492.1379
Y.8	Edit.report	Incorporate suggestions and edit report. Post to file exchange for team approval	4/21 – 4/22	Choi	422.7102
Y.9	Revise.report	Revise and post final report to main discussion board under appropriate heading	4/22 – 4/25	Harlow	492.1379
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet of

Work Package Description		Project Name: TIPS		Project Manager: Erin Cunia	Date: 2/10/05
		WP Name: Audit Final Report	WP Manager: Byeungseob Choi		Rev. Date:
Sch. Start 4/21/05	Sch. End 4/25/05	Critical Path:	Predecessor WP: V, W, X, EE	Successor WP: none	
Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
Z.1	Review.final report	Review final report with table of contents and all deliverables on file exchange	4/18-4/21	Choi	422.7102
Z.2	Edit.report	Incorporate suggestions and edit report. Post to file exchange for team approval	4/21 – 4/22	Choi	422.7102
Z.3	Revise.report	Revise and post final report to main discussion board under appropriate heading	4/22 – 4/25	Harlow	492.1379
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet of

Work Package Description		Project Name: TIPS		Project Manager: Erin Cunia	Date: 2/10/05
		WP Name: Obtain Grant Information	WP Manager: Joanne Harlow		Rev. Date:
Sch. Start 2/10/05	Sch. End 3/21/05	Critical Path:	Predecessor WP: F, G, H, I	Successor WP: BB, CC, DD	
Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
AA.1	Review.reference materials	Review textbooks and other reference materials for information regarding obtaining grants	2/8– 2/14	Harlow	492.1379
AA.2	Search.WWW	Conduct search on WWW for appropriate grants	2/10 – 2/14	Harlow	492.1379
AA.3	Send.grant information	Share potential grant information with team members via email and team discussion board	2/10 – 2/14	Harlow	492.1379
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By:Joanne	Date:2/14/05	Sheet ___ of

		Harlow		_____
--	--	--------	--	-------

Work Package Description		Project Name: TIPS		Project Manager: Erin Cunia	Date: 2/10/05
		WP Name: Research Grant Information		WP Manager: Joanne Harlow	Rev. Date:
Sch. Start 2/14/05	Sch. End 3/21/05	Critical Path:	Predecessor WP: F, G, H, I, AA	Successor WP: CC, DD	
Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
BB.1	Review.grants	Review selected grant materials	2/8– 2/14	Harlow	492.1379
BB.2	Rank.grants	Rank selected grants based on team member feedback	2/15 – 2/15	Harlow	492.1379
BB.3	Select.grant	Select grant based on team member vote	2/15 – 2/24	Harlow	492.1379
BB.4	Communicate.selection	Communicate selection to team members via email and team discussion board	2/24-2/28	Harlow	492.1379
BB.5	Application.request	Request grant application	2/28-3/7	Harlow	492.1379

		form via telephone or electronically			
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date: 2/14/05	Sheet ___ of ___

Work Package Description			Project Name: TIPS		Project Manager: Erin Cunia	Date: 2/10/05
WP Name: Complete Grant Proposal Budget			WP Manager: Joanne Harlow		Rev. Date:	
Sch. Start 2/16/05	Sch. End 3/21/05	Critical Path:	Predecessor WP: F, G, H, I, AA, BB		Successor WP: DD, EE	
Task				Schedule		
No.	Name	Description	Start/End	Responsibility	phone	
CC.1	Review.grant	Review grant requirements	2/16– 2/17	Harlow	492.1379	
CC.2	Establish.budget period	Establish length of time budget covers	2/17 – 2/18	Harlow	492.1379	
CC.3	Estimate.expenses	Obtain cost estimates, include overhead if needed and any donated goods/services	2/18 – 2/20	Harlow	492.1379	
CC.4	Estimate.revenues	Estimate anticipated revenues of project	2/18-2/21	Harlow	492.1379	
CC.5	Prepare.budget	Draft a budget for project; post on team file exchange for members to review	2/21-2/28	Harlow	492.1379	
CC.6	Review.budget	Incorporate suggestions	2/28-3/2	Choi	422.7102	

		and revise budget; post on file exchange for approval			
CC.7	Revise.budget	Post final grant budget on main discussion board under appropriate heading	3/2 – 3/21	Harlow	492.1379
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet ___ of ___

Work Package Description		Project Name: TIPS		Project Manager: Erin Cunia	Date: 2/10/05
		WP Name: First Grant Proposal		WP Manager: Joanne Harlow	
Sch. Start 3/2/05	Sch. End 3/21/05	Critical Path:	Predecessor WP: AA, BB, CC	Successor WP: EE, Y	
Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
DD.1	Draft.proposal	Draft proposal include budget	3/2– 3/7	Harlow	492.1379
DD.2	Review.proposal	Post proposal on team file exchange for team members to review	3/7 – 3/9	Harlow	492.1379
DD.3	Revise.proposal	Incorporate suggestions and revise budget; post on file exchange for approval	3/9 – 3/14	Choi	422.7102
DD.4	Edit.proposal	Edit proposal based on team feedback; post on main discussion board under appropriate heading	3/14-3/21	Harlow	492.1379
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By: Joanne	Date:2/14/05	Sheet ___ of ___

		Harlow	
--	--	--------	--

Work Package Description		Project Name: TIPS		Project Manager: Erin Cunia	Date: 2/10/05
		WP Name: Final Grant Proposal		WP Manager: Rhonda Reader	
Sch. Start 3/21/05	Sch. End 4/18/05	Critical Path:	Predecessor WP: AA, BB, CC, DD	Successor WP: Y, Z	
Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
EE.1	Review.first proposal	Review first grant proposal	3/21– 3/25	Reader	656.9155
EE.2	Draft.final proposal	Post proposal on team file exchange for team members to review	3/25 – 3/29	Reader	656.9155
EE.3	Revise.proposal	Incorporate suggestions and revise budget; post on file exchange for approval	3/29 – 4/4	Harlow	492.1379
EE.4	Edit.proposal	Edit proposal based on team feedback	4/4-4/11	Reader	656.9155
EE.5	Submit.proposal	Post on main discussion board under appropriate heading	4/11-4/18	Reader	656.9155
Prepared By: Rhonda Reader		Date: 2/10/05	Approved By:	Date:2/14/05	Sheet ___of

		Joanne Harlow		—
--	--	---------------	--	---

Work Package Description		Project Name: TIPS		Project Manager: Erin Cunia	Date: 2/10/05
		WP Name: Select Project Historian	WP Manager: Audrey McNally		Rev. Date:
Sch. Start 1/24/05	Sch. End 1/30/05	Critical Path:	Predecessor WP: none	Successor WP: FF, GG, HH	
Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
FF.1	Identify.members	Identify each team member through communication via Blackboard	1/26-1/30	McNally	834.9732
FF.2	Team.strengths	Identify strengths/skills each team member brings to project	1/30-1/31	McNally	834.9732
FF.3	Team.preferences	Discuss and identify individual willing/interested in serving as team historian	1/30-1/31	McNally	834.9732
FF.4	Select.historian	Select historian based on team feedback	1/26-1/30	McNally	834.9732
Prepared By: Rhonda Reader		Date: 2/11/05	Approved By: Joanne	Date:2/14/05	Sheet of 1

		Harlow		
--	--	--------	--	--

Work Package Description		Project Name: TIPS		Project Manager: Erin Cunia	Date: 2/10/05
		WP Name: Submit Project History Mid-term Report		WP Manager: Audrey McNally	Rev. Date:
Sch. Start 1/30/05	Sch. End 2/28/05	Critical Path:	Predecessor WP: FF	Successor WP: HH	
Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
GG.1	Maintain.log	Create and maintain a log of team discussions, meetings, progress	1/30 – 2/28	McNally	834.9732
GG.2	Draft.mid-term report	Draft mid-term report based on log entries	2/21 – 2/23	McNally	834.9732
GG.3	Review.mid-term report	Post mid-term report on file exchange for team members to review	2/23-2/25	McNally	834.9732
GG.4	Revise.mid-term report	Incorporate suggestions and revise based on team feedback	2/25-26	Choi	422.7102
GG.5	Submit.mid-term report	Revise and post final mid-term history report to main discussion board under appropriate	2/26-2/28	McNally	834.9732

		heading			
Prepared By: Rhonda Reader	Date: 2/11/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet of 1	

Work Package Description		Project Name: TIPS		Project Manager: Erin Cunia	Date: 2/10/05
		WP Name: Submit Project History Final Report	WP Manager: Audrey McNally	Rev. Date:	
Sch. Start 2/28/05	Sch. End 4/25/05	Critical Path:	Predecessor WP: FF	Successor WP: HH	
Task			Schedule		
No.	Name	Description	Start/End	Responsibility	phone
HH.1	Maintain.log	Maintain a log of team discussions, meetings, progress	2/28 – 4/25	McNally	834.9732
HH.2	Draft.final report	Draft final report based on log entries	4/18-4/20	McNally	834.9732
HH.3	Review.final report	Post final report on file exchange for team members to review	4/20-4/22	McNally	834.9732
HH.4	Revise.final report	Incorporate suggestions and revise based on team feedback	4/22- 4/24	Cunia	682.0718
HH.5	Submit.final report	Revise and post final history report to main discussion board under appropriate	4/24-4/25	McNally	834.9732

		heading			
Prepared By: Rhonda Reader	Date: 2/11/05	Approved By: Joanne Harlow	Date:2/14/05	Sheet of 1	