

## Work Package Assignments



Work Package Assignment Report		Project Name: TIP Technology Integration Program	Project Manager: Erin Cunia			Date: 2/14/05
ACTIVITY						
No.	Name	Description	Start	End	Manager	Phone
A	Identify Strengths	Identify team members' assets/strengths/preferences	1/26	1/30	McNally	834-9732
B	Select Project Manager	Select Project Manager	1/26	1/30	Cunia	682-0718
C	Identify Team Roles	Determine roles of team members based on strengths/preferences	1/26	1/30	McNally	834-9732
D	Complete Team Formation Document	Complete Team Formation Document	1/26	1/30	McNally	834-9732
E	R&D Proposal Idea	Determine general area of need (technology in education)	1/26	3/21	Cunia	682-0718
F	Proposal Justification Statement	Develop statement of need and justification for grant approval	1/26	3/21	Harlow	492-1379
G	R&D Agency receptive	Research/identify possible agencies/funders	1/26	3/21	All/Cunia	
H	Identify prospective grants	Narrow down searches (on-line or library) to identify grant	1/26	3/21	All/Cunia	
I	Select desired grant	Choose grant/funder	1/26	3/21	All/Cunia	
J	Discuss project goals & objectives	Identify the result/outcomes of the grant	1/30	1/31	All/Cunia	
K	Complete Project Overview	Develop outline of project problem, goals, objectives, success criteria, and assumptions	1/30	1/31	Cunia	682-0718
L	Work Breakdown Structure	Complete Work Breakdown Structure worksheet	1/31	2/7	Harlow	492-1379
M	Project Network	Complete Project Network	1/31	2/7	Choi	422-7102
N	Critical Path	Complete Critical Path (slack time) Network	1/31	2/7	Choi	422-7102
O	Project Proposal	Complete Project Proposal	2/7	2/14	McNally	834-9732

P	Recruitment Criteria	Complete Recruitment Criteria Worksheet	2/7	2/14	Cunia	682-0718
Q	Work Package Description	Complete Work Package Description Worksheet	2/7	2/14	Reader	656-9155
R	Work Package Assignments	Complete Work Package Assignment Worksheet	2/7	2/14	Harlow	492-1379
S	Variance Report	Complete 1 <sup>st</sup> Variance Report	2/10	3/7	Choi	422-7102
T	Status Report	Complete 1 <sup>st</sup> Status Report	2/10	3/7	Cunia	682-0718
U	Staff Allocation Report	Complete 1 <sup>st</sup> Staff Allocation Report	2/10	3/7	Reader	656-9155
V	2 <sup>nd</sup> Variance Report	Complete 2 <sup>nd</sup> Variance Report	3/21	3/28	Choi	422-7102
W	2 <sup>nd</sup> Status Report	Complete 2 <sup>nd</sup> Status Report	3/21	3/28	McNally	834-9732
X	2 <sup>nd</sup> Staff Allocation Report	Complete 2 <sup>nd</sup> Allocation Report	3/21	3/28	Cunia	682-0718
Y	Complete Final Report	Draft, edit, revise, submit final report (include grant)	4/18	4/25	Harlow	492-1379
Z	Complete Audit Report	Draft, edit, revise, submit audit report	4/18	4/25	Choi	422-7102
AA	Obtain Grant Information	Obtain grant information	2/8	3/21	All/Cunia	
BB	Research Grant Information	Research grant information	2/8	3/21	All/Cunia	
CC	Complete Grant Proposal Budget	Complete and submit Grant Proposal Budget	2/8	3/21	Harlow	492-1379
DD	1 <sup>st</sup> Draft of Grant Proposal	Complete, edit, revise, submit 1 <sup>st</sup> draft of Grant Proposal	2/8	3/21	Reader	656-9155
EE	Final Proposal	Submit Final Proposal	3/21	4/18	Reader	656-9155
FF	Select Project Historian	Select Project Historian	1/26	1/30	Cunia	682-0718
GG	Project History Mid-Term Report	Complete and Submit Project History Mid-Term Report	2/14	2/28	McNally	834-9732
HH	Project History Final Report	Complete and Submit Project History Final Report	4/11	4/25	McNally	834-9732
<b>Prepared by: Joanne Harlow</b> <b>Edited by: Audrey McNally</b>			<b>Date: 2/12/05</b> <b>2/14/05</b>		<b>Approved by:</b>	<b>Date:</b>