ID		Task Name	Duration	Start	Finish	Predecessors
1		Project Started	0 days	Thu 12/20/07	Thu 12/20/07	
2		Procure Devices & Services	5 days?	Wed 1/2/08	Tue 1/8/08	1
3		Form Release Team	12 days?	Thu 12/20/07	Fri 1/4/08	1
4		Prepare Release Notebook and Wiki	7 days?	Thu 12/20/07	Fri 12/28/07	
5		**Project Plan**	**17 days?**	**Thu 12/20/07**	**Fri 1/11/08**	
6		Create Project Plan	2 days?	Thu 12/20/07	Fri 12/21/07	1
7		Review Project Plan	5 days?	Mon 1/7/08	Fri 1/11/08	
8		**Kickoff meeting**	**1 day?**	**Wed 1/9/08**	**Wed 1/9/08**	
9		Meeting time and minutes	1 day?	Wed 1/9/08	Wed 1/9/08	
10		Discuss project criteria	1 day?	Wed 1/9/08	Wed 1/9/08	
11		Review team member roles	1 day?	Wed 1/9/08	Wed 1/9/08	
12		Review and refine Project Plan	1 day?	Wed 1/9/08	Wed 1/9/08	
13		Discuss deliverables	1 day?	Wed 1/9/08	Wed 1/9/08	
14		Discuss next steps	1 day?	Wed 1/9/08	Wed 1/9/08	
15		**Ongoing Project Tasks**	**26 days**	**Wed 1/9/08**	**Wed 2/13/08**	
16		**Weekly Meetings**	**26 days**	**Wed 1/9/08**	**Wed 2/13/08**	
17		Weekly Meetings 1	1 day	Wed 1/9/08	Wed 1/9/08	
18		Weekly Meetings 2	1 day	Wed 1/16/08	Wed 1/16/08	
19		Weekly Meetings 3	1 day	Wed 1/23/08	Wed 1/23/08	
20		Weekly Meetings 4	1 day	Wed 1/30/08	Wed 1/30/08	
21		Weekly Meetings 5	1 day	Wed 2/6/08	Wed 2/6/08	
22		Weekly Meetings 6	1 day	Wed 2/13/08	Wed 2/13/08	
23		**Documentation - Review and update pages**	**18 days**	**Wed 1/16/08**	**Fri 2/8/08**	
24		Draft Documentation	10 days	Wed 1/16/08	Tue 1/29/08	
25		Review Documenation	5 days	Wed 1/30/08	Tue 2/5/08	24
26		Publish Documentation	3 days	Wed 2/6/08	Fri 2/8/08	25
27		**Helpdesk Training**	**5 days?**	**Wed 1/30/08**	**Tue 2/5/08**	
28		Prepare Materials	4 days	Wed 1/30/08	Mon 2/4/08	24
29		Training Session Staff	1 day?	Tue 2/5/08	Tue 2/5/08	28
30		Training Session Student	1 day?	Tue 2/5/08	Tue 2/5/08	28
31		**Communication planning**	**47 days?**	**Thu 12/20/07**	**Fri 2/22/08**	
32		**'Project Underway' announcement**	**14 days**	**Thu 12/20/07**	**Tue 1/8/08**	
33		Draft 'Project underway' announcement	6 days	Thu 12/20/07	Thu 12/27/07	
34		IST-COMM review of 'Project underway' announcement	6 days	Fri 12/28/07	Fri 1/4/08	33
35		Send 'Release underway' announcement	2 days	Mon 1/7/08	Tue 1/8/08	34
36		**'Project Completed" announcement**	**10 days?**	**Mon 2/11/08**	**Fri 2/22/08**	
37		Draft 'Project completed" announcement	5 days?	Mon 2/11/08	Fri 2/15/08	26
38		IST-COMM review of 'Project completed" announcement	3 days	Mon 2/18/08	Wed 2/20/08	37
39		Send 'Project completed" announcement	2 days	Thu 2/21/08	Fri 2/22/08	38

Legend

Critical		Baseline		Project Summary	Baseline
Critical Split		Baseline Split		Critical Split	Baseline Split
Critical Progress		Baseline Milestone ◇		Critical Progress	Baseline Milestone ◇
Task		Milestone ◆		Task	Milestone
Split		Summary Progress		Split	Summary Progress ◆
Task Progress		Summary		Task Progress	Summary

Project: Blackberry Evaluation
Date: Wed 12/26/07