

Project: Project Name
Client: Client Name

Sample Functional Project Plan

Functionality	Exists Now	Required?	Scoped?	Time to Complete	Developer
Registration (regular, membership)	Yes	Yes		3 weeks	Lars
Registration – application				3 weeks	Lars
Registration (PDF docs)				½ week	
Brochure & Catalog Requests / Download	Yes	Yes		2 weeks	Lars
Cosign Interface	No	Yes		4 weeks	Paul
My Account I	Yes	Yes		3 weeks	Lars
My Account II	Yes	Yes		2 weeks	Lars
My Account III (pay online)	No			2 weeks	
My Account IV	Yes			3 weeks	
Event Detail Page	No	Yes		1 week	Mary
Calendar of Events- simplified version	Yes	Yes		2 weeks	Bill
Calendar of Events - complex version	No		No		
Non-contiguous events (multiple products)	No			4 weeks	
Event segments	No	No	No		
APHRP (copy of existing)	Yes	Yes		½ week	Jermane
Presentations & Photos	No		No		
Web-based Interactive Learning	Yes	No	No		
Evaluations	Yes	No	No		
Newsletter / Archives	No		No		
Site Map	Yes	Yes		1 week	Seema
Searching (Google interface)	Yes	Yes		1 week	Paul
Static Pages – Front Page/VSS	Yes	Templates		2 weeks	Jermane
DB Template Conversion		Yes		2 weeks	Don
Graphic Design		Yes		3 weeks	Don
Database Design		Yes		2 weeks	Mary
Server Configuration		Yes		1 week	Paul
Documentation				2 weeks	
Customer QA Adjustments				2 weeks	
Other Requests					
Product Name Change Management				1 week	
.NET Crystal Reports – Research Only				2 weeks	Mary

Sample Project Schedule

Note that the project schedule includes only the projects **highlighted** above.

Time Allocation of resources (date listed is start of a work week, assume work continues till end of that week):

	Oct 1	Oct 8	Oct 15	Oct 22	Oct 29	Nov 5	Nov 12	Nov 19	Nov 30	Dec 7	Dec 14	Dec 21	Dec 28
Seema	x	x	x	x	x	x	x	x	x	x			
Lars	x	x	x	x	x	x	x	x	x	x	x		
Don	x	x	x			x				x			
Jermane						x	x	x					
Paul	x					x	x	x	x	x	x		
Bill										x	x		
Mary	x	x	x	x				x	x				

					Customer QA Final Changes Documentation			Post-Launch Support
	Jan 4	Jan 11	Jan 18	Jan 25	Feb 1	Feb 8	Feb 14	Feb 21
Seema	x	x	x	x	x	x	x	x (50%)
Lars	x	x	x	x	x	x	x	x (50%)
Don					x (30%)	x (30%)	x (30%)	
Jermane								
Paul						x (50%)		
Bill								
Mary						x (50%)	x (50%)	x (50%)

Milestones

Oct 1		Project Start
Nov 4	CS	Complete menu
Nov 10	Client	Sign-off on menu
Nov 18	CS	Review of registration and brochure request processes
Nov 24	CS	Complete creation of static pages (excludes web site and Product pages)
Nov 29	Client	Start population of content in static pages
Nov 29	Client	Deliver content for web site to CS (content management tool will not exist till near end of project)
Dec 6	CS	Complete product and web site pages (no content mgt tool yet – product pages use existing content, web site pages will use content provided by Client)
Jan 31	CS	Completed site ready for final review (including Product and COE content management tool)
Feb 10	Client	Complete Final Review
Feb 17	CS	CS complete changes from final review (does not include new functionality)
Feb 18		Ready for launch