





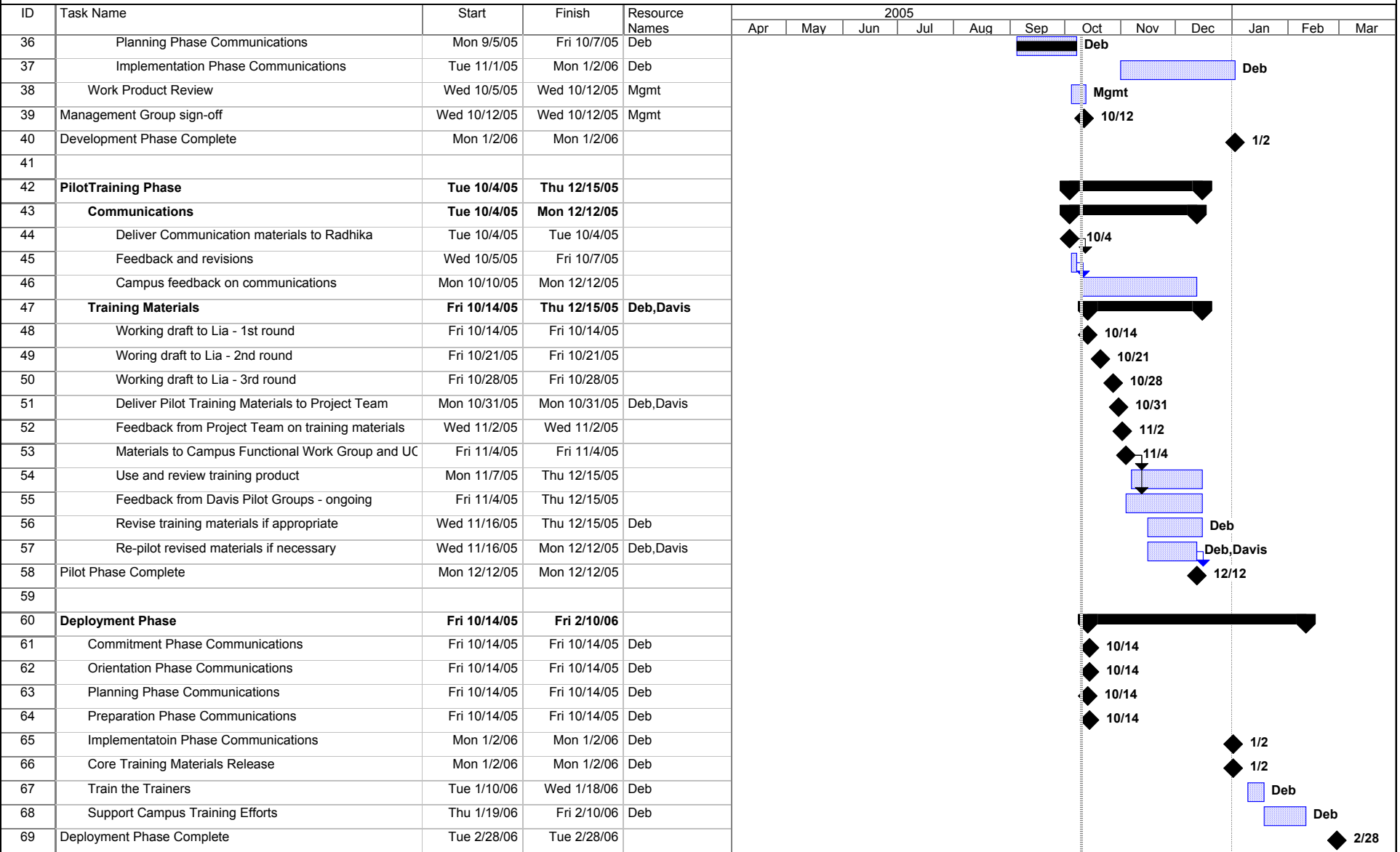


Effort Reporting Development Plan for Communications and Training: DRAFT

| ID | Task Name | Start | Finish | Resource Names | 2005 | | | | | | | | | | | | |
|----|---|--------------------|-------------------|----------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
| | | | | | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | |
| 1 | Start Up Phase | Thu 5/12/05 | Wed 6/8/05 | | | | | | | | | | | | | | |
| 2 | Orient and familiarize | Thu 5/12/05 | Wed 6/8/05 | Deb | | | | | | | | | | | | | |
| 3 | Prepare Project Plan | Thu 5/12/05 | Wed 6/8/05 | Deb | | | | | | | | | | | | | |
| 4 | Prepare Kick-Off Materials | Thu 5/12/05 | Wed 6/8/05 | Deb | | | | | | | | | | | | | |
| 5 | Deliver Project Plan | Wed 6/8/05 | Wed 6/8/05 | Deb | | | | | | | | | | | | | |
| 6 | Deliver Kick-Off Materials | Wed 6/8/05 | Wed 6/8/05 | Deb | | | | | | | | | | | | | |
| 7 | Start Up Phase Complete | Wed 6/8/05 | Wed 6/8/05 | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | |
| 9 | Assess Phase | Thu 6/9/05 | Wed 7/6/05 | | | | | | | | | | | | | | |
| 10 | Confirm Needs | Thu 6/9/05 | Wed 7/6/05 | Deb | | | | | | | | | | | | | |
| 11 | Confirm identified audiences | Thu 6/9/05 | Wed 7/6/05 | Deb | | | | | | | | | | | | | |
| 12 | Identify performance criteria for training audiences | Thu 6/9/05 | Wed 7/6/05 | Deb,Campuses | | | | | | | | | | | | | |
| 13 | Confirm content required | Mon 6/13/05 | Wed 7/6/05 | Deb,Campuses | | | | | | | | | | | | | |
| 14 | Confirm appropriate delivery mechanism(s) | Mon 6/13/05 | Wed 7/6/05 | Deb | | | | | | | | | | | | | |
| 15 | Document Communications Strategy | Mon 6/13/05 | Wed 7/6/05 | Deb | | | | | | | | | | | | | |
| 16 | Document Training Strategy | Mon 6/13/05 | Wed 7/6/05 | Deb | | | | | | | | | | | | | |
| 17 | Assess Macromedia Breeze and other training delivery mechanisms | Mon 6/13/05 | Wed 7/6/05 | Deb | | | | | | | | | | | | | |
| 18 | Obtain Macromedia Breeze | Mon 6/13/05 | Wed 7/6/05 | UCOP | | | | | | | | | | | | | |
| 19 | Submit Findings to Management Group | Wed 7/6/05 | Wed 7/6/05 | Deb | | | | | | | | | | | | | |
| 20 | Management group sign-off | Wed 7/13/05 | Wed 7/13/05 | Mgmt | | | | | | | | | | | | | |
| 21 | Assess Phase Complete | Wed 7/13/05 | Wed 7/13/05 | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | | | |
| 23 | Design Phase | Wed 7/13/05 | Fri 8/5/05 | | | | | | | | | | | | | | |
| 24 | Design communications | Wed 7/13/05 | Fri 8/5/05 | Deb | | | | | | | | | | | | | |
| 25 | Design training core content | Wed 7/13/05 | Fri 8/5/05 | Deb | | | | | | | | | | | | | |
| 26 | Document Design | Wed 7/13/05 | Fri 8/5/05 | Deb | | | | | | | | | | | | | |
| 27 | Submit Design Documentation to Management Group | Fri 8/5/05 | Fri 8/5/05 | Deb | | | | | | | | | | | | | |
| 28 | Management Group sign-off | Wed 8/10/05 | Wed 8/10/05 | Mgmt | | | | | | | | | | | | | |
| 29 | Design Phase Complete | Wed 8/10/05 | Wed 8/10/05 | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | | | |
| 31 | Development Phase | Thu 5/12/05 | Mon 1/2/06 | | | | | | | | | | | | | | |
| 32 | Develop Communications | Thu 5/12/05 | Mon 1/2/06 | | | | | | | | | | | | | | |
| 33 | Commitment Phase Communications | Thu 5/12/05 | Wed 6/8/05 | Deb | | | | | | | | | | | | | |
| 34 | Orientation Phase Communications | Wed 6/8/05 | Mon 8/15/05 | Deb | | | | | | | | | | | | | |
| 35 | Preparation Phase Communications | Mon 8/1/05 | Fri 9/2/05 | Deb | | | | | | | | | | | | | |

| | | | | | | |
|---|----------|---|-----------------|--|--------------------|---|
| Project: ERS Communications & Train Date: Mon 10/10/05 | Task |  | Milestone |  | External Tasks |  |
| | Split |  | Summary |  | External Milestone |  |
| | Progress |  | Project Summary |  | Deadline |  |

Effort Reporting Development Plan for Communications and Training: DRAFT



| | | | | | | |
|---|----------|--|-----------------|--|--------------------|--|
| Project: ERS Communications & Train Date: Mon 10/10/05 | Task | | Milestone | | External Tasks | |
| | Split | | Summary | | External Milestone | |
| | Progress | | Project Summary | | Deadline | |