TASK MANAGEMENT

① List the project.

② List key people involved.

③ List each task required by the group.

④ Set key dates.

⑤ List team member who is responsible for each task.

Project: Test Winsharr Product

Contacts: Mark, Paul, Barbara, Bobbie

Key Date:	Activity:	Team Members:
11-17	Get prototype	Barbara
11-30	Duplicate 10 copies	Mark
12-3	Install at test sites	Mark, Paul
12-5	Train test site users	Bobbie
1-15	Monitor use, report	Paul, Barbara
2-1	Compile feedback	Bobbie
2-15	Formal report	Paul

CORE IQ