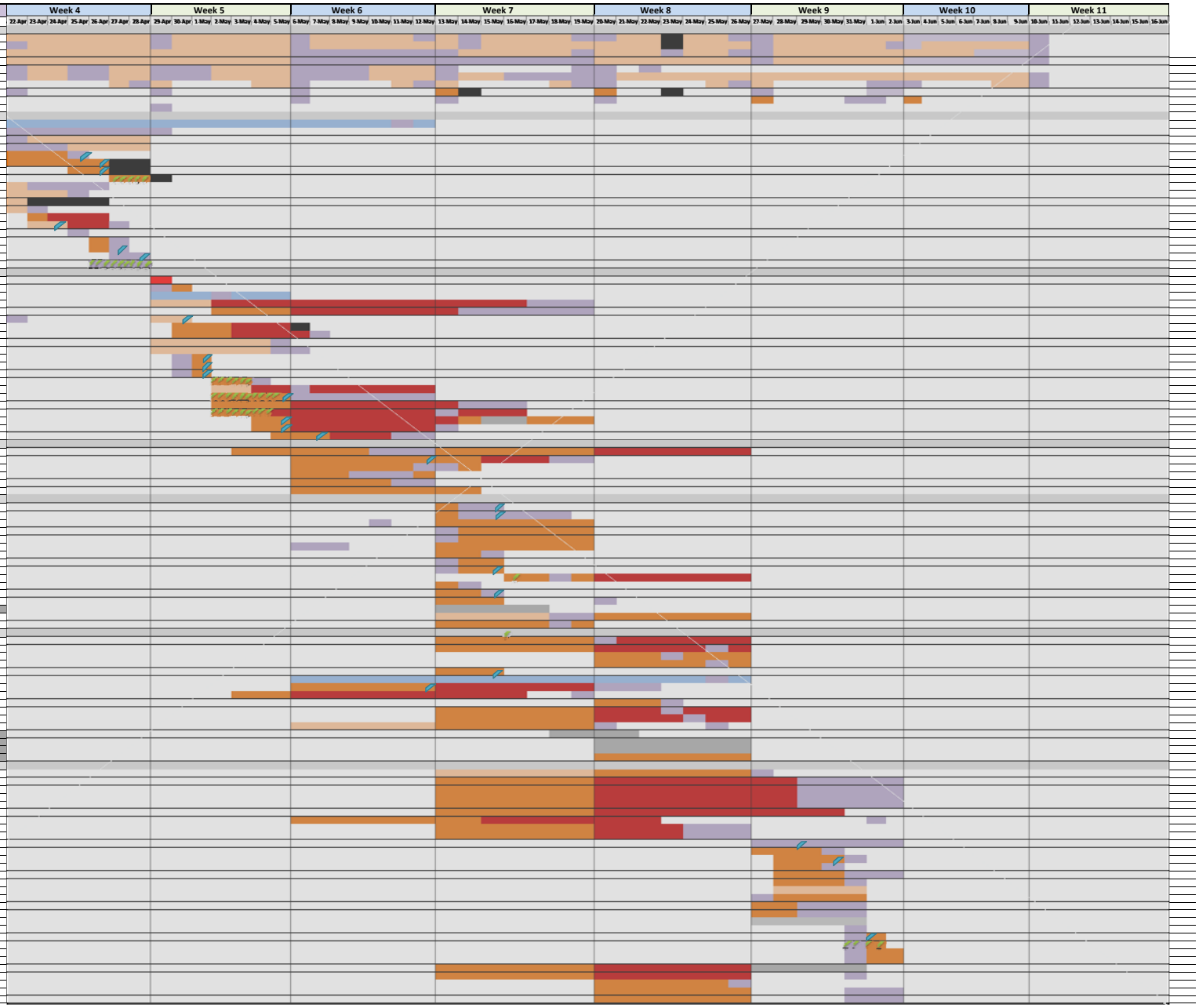
Assignments	
Task	**Responsible**
Continuous Tasks	
Update Gantt Chart	Erin
Update Production Schedule on Basecamp	Erin
Update Process Site	Erin
Manage asset inventory	Jose
Communicate with and update client	Erin
Communicate with and update faculty	Erin
Update Task/Team Report	Erin
Assign Tasks	Erin
Assign technical tasks	Aileen
Performance Review	**WEB MONKEYS**
Week 4 Tasks	
Finish final Ethnography video	Jose
Collect and combine all team assets	Jose
Create new logos/identity for Web Monkeys	Michelle
Merge team process sites	Michelle
Merge team proposals for Design Doc	Erin
Compile all content for Design Doc	Fawn & Danny
Compile text and images to create D. Doc	Fawn
Print, cut and bind Design Doc	Fawn
Contact hosting companies about questions	Aileen & Jose
Contact client about technical questions	Aileen
Merge and distribute Site Map	Aileen & Jose
Submit identity design comps	Danny & Fawn
Vote on identity design revisions	**WEB MONKEYS**
Choose final identity designs	**WEB MONKEYS**
Submit one interface comp each	**WEB MONKEYS**
Review and revise interface comps	**WEB MONKEYS**
Choose 2 interface directions	**WEB MONKEYS**
Revise 2 interface directions	Michelle & Jose
Prepare presentation materials	Danny, Michelle, Jose
Week 5 Tasks	
Midterm Presentation	**WEB MONKEYS**
Follow-up with client regarding presentation	Erin
Have "Claire" monkey created	Michelle
Review and Proof Design Document	**WEB MONKEYS**
Re-design Design Document	Danny
Create 2 User Personas	**WEB MONKEYS**
Create Scenario/Storyboard 1	Danny
Create Scenario/Storyboard 2	Erin
Complete reading assignment	**WEB MONKEYS**
Begin sketching potential database fields	Aileen
Collect client decision on branding identity	Erin
Collect client decision on interface direction	Erin
Collect client decision on sitemap	Erin
Revise site map based on decisions	Jose
Colorize final brand identity	Michelle
Revise interface & brand based on client	Danny
Create style guide for interface & brand	Danny
Create wireframes for design document	Jose
Acquire access to FMS Server	Erin & Aileen
Acquire access to hosting accounts	Erin & Aileen
Decide on layout and possibly layout index page	Aileen & Danny
Week 6 Tasks	
Compile assets	Jose
Create CSS color pages	Danny
Research flash video embedding	Jose
Shoot pictures of user scenarios	Michelle
Compile user scenario with pix	Erin & Michelle
Create draft flash navigation bar	Erin
Week 7 Tasks	
Info/Text page final comp	Danny
New background images sent to Aileen	Danny
Create barebone index layout (divs)	Aileen
Revise database table sketch	Aileen & Erin
Insertion of main index images/backgrounds	Aileen
Determine number of sub pages	**WEB MONKEYS**
Find more dummy ad content/send to Aileen	Jose
Layout informational pages for footer links	Jose
Create columns and rows in database	Aileen
Input information into databases	Erin
Revise and distribute wireframes for all pages	Jose
Draft "About Site Design" (A.S.D.) Text	Erin
Request A.S.D. content from Michelle	Jose
Submit requested material/links/codes for A.S.D.	Michelle
Revise User Scenario Presentation with pix	Erin
Complete 2nd draft of Flash Header	Erin
Week 8 Tasks	
PHP Script to call files from database	Aileen
Flash layout and actionscript vid formatting	Aileen
Find Dummy Ads from "The Onion"	Jose
Gather all external link URLS	Jose
Revise index page layout in bare bones divs	Aileen
Create site intro motion graphics	Erin
Move sample vids onto flash server	Aileen
Add style guide, wireframes & sitemap to D.Doc	Danny
Deliver process site login info to Erin	Aileen
Deliver screenshots for User Scenarios	Danny
Create video player watermark	Danny
Create video player skin	Aileen
Contact font copyright owners regarding usage	Danny
Alpha Testing	**WEB MONKEYS**
Alpha Testing revisions	**WEB MONKEYS**
Outline site guidelines manual	Erin
Week 9 Tasks	
Find test subjects	Ni & Drayton
Insert page content: About Festival	Jose
Insert page content: Rules & Submissions	Jose
Insert page content: Current News	Jose
Insert page content: Contact	Jose
Insert page content: Site Map	Jose
Research scripting for rating systems	Jose
XML of video attributes list	Aileen
Deliver info skeleton to team	Aileen
Read Kuniavsky reading about presentations	WEB MONKEYS
1st Draft of presentation/script	Erin
Art for presentation requested	Erin/Jose
Final draft of intro motion graphics	Erin
Next revision of Design Doc	Danny
User scenarios incorporated into presentation	Danny/Erin
Process site Design Doc elements uploaded	Erin
Beta Testing question forms designed/delivered	Jose
Incorporate Search into site	Aileen
Incorporate Categories into site	Aileen
Create video awards pages	Aileen
Web Monkeys Meeting	WEB MONKEYS
Revise printed Site Map to reflect changes	Jose
Incorporate new Site Map into Design Doc	Danny
2nd Draft of presentation/script	Danny
Next revision of Design Doc printed	Danny
Begin javascript on div swaps	Aileen
Insertion of main index text	Jose & Aileen
Deliver list of URLS from Summer Shorts site	Aileen
Damage control with index pages & code	**WEB MONKEYS**
Link & Image testing (breaking and fixing)	**WEB MONKEYS**



"Extras" (embed tags, badges, etc.)	TBD
Begin site guidelines manual	**WEB MONKEYS**
Revisions according to Beta Testing	**WEB MONKEYS**
Week 10 Tasks	
Beta Testing	**WEB MONKEYS**
"Convertible" art created/implemented	Erin
All "extras" incorporated into site	Aileen
Follow up with teacher about final changes	Erin & Aileen
Revisions based on testing completed	Aileen
2nd to last draft of presentation due	Erin & Danny
Web Monkeys Meeting	**WEB MONKEYS**
Final files for process site uploaded	Erin
All digital files ready for CD burning	Jose
Burn CDs/DVDs of data for handover	Jose
Backup all data for team members	**WEB MONKEYS**
Proof and print site guidelines/manual	**WEB MONKEYS**
Print materials delivered to printer	Danny
Print Design Document	Danny
Burn Design Doc onto CD	Danny
All final tweaks/fixes to site done	Aileen
Double/triple checking of site	**WEB MONKEYS**
Final final emergency tweaks	Aileen
Week 11 Tasks	
Site Presentation	**WEB MONKEYS**
Site Delivery	**WEB MONKEYS**

Key	
	Milestone
	Vital
	Important
	Low Priority
	Indicates that following items are dependant on task completion
	Indicates that task cannot be completed unless previous tasks are
	Task completed on time (or early)
	Task completed late
	Extension granted or task postponed
	Cancelled Task

GANTT CHART
Erin B. Lillis ~ Production Manager
Interactive Design for Entertainment
Up to Date as of 07/01/08