

Task	Assigned To	Re-Assigned To	Why?	Completed?	On Time?	Time Diff
Week 9						
Project Manager - Erin's Tasks						
Assign weekly tasks	Erin			Yes	Yes	
Revise and distribute Gantt chart	Erin			Yes	Yes	
Read Kuniavsky reading about presentations	Everybody			Yes	Early	4 days
Write presentation outline	Erin			Yes	Yes	
Write presentation slide script	Erin			Yes	Late	1 day
Write presentation speaking script	Erin			Yes	Late	1 day
Revise motion graphics intro and distribute (draft 2)	Erin			Yes	Yes	
Revise motion graphics with sound and distribute (draft 3)	Erin			Yes	Yes	
Reserve room (overnight pass) for Saturday meeting	Erin			Yes	Yes	
Saturday meeting at 2pm - Site data insertion, presentation practice, testing	Everybody			Yes	Yes	
Fix descriptions in site database to ensure that each category has video results	Erin			Yes	Yes	
Revise Flash header (draft 9 and 10)	Erin			Yes	Yes	
Week 8 and 9 elements uploaded to Process Site	Erin			Yes	Yes	
Review site for bugs and problems - list on Base Camp discussion	Everybody			Yes	Yes	
Pre-Beta Test site in prep for beta testing	Erin & Jose			Yes	Yes	
Minor emergency site fixes (fix header code, fix broken links, label consistency, etc.)	Erin & Jose			Yes	Yes	
Upload Design Doc elements to Process Site	Erin			No	No	
Begin Site Guidelines manual for client	Erin			No	No	
Archive client communications	Erin			Yes	Yes	
Update Gantt chart	Erin			Yes	Yes	
Update Task Report list	Erin			Yes	Yes	
Content Manager - Jose's Tasks						
Distribute Kuniavsky reading	Jose			Yes	Early	
Read Kuniavsky reading about presentations	Everybody			Yes	Yes	
Distribute Beta Testing questions	Jose			Yes	Yes	
Saturday meeting at 2pm - Site data insertion, presentation practice, testing	Everybody			Yes	Yes	
Review site for bugs and problems - list on Base Camp discussion	Everybody			Yes	Yes	
Pre-Beta Test site in prep for beta testing	Erin & Jose			Yes	Yes	
Insert page content: About, Rules, Current News, Contact, Site Map, About Design	Jose			Yes	Yes	
Revise print/graphic Site Map to reflect all site design changes	Jose			Yes	Yes	
Collect Privacy Policy and Terms of Conditions from client	Jose			Yes	Yes	
Research coding for Rating systems	Jose			Half	Half	
Technical Director - Aileen's Tasks						
Read Kuniavsky reading about presentations	Everybody					
Saturday meeting at 2pm - Site data insertion, presentation practice, testing	Everybody			Yes	Yes	
Incorporate Search feature into site	Aileen			Yes	Half	
Create Categories page						
Create Awards video pages	Aileen			No	No	
Javascript on Div Swaps	Aileen			No	No	
Redesign billboard pages in Flash	Aileen			Yes	Yes	
Insert Main index text	Aileen			Yes	Yes	
Create all movie pages (each movie has its own page)	Aileen			Yes	Yes	
Create all "Shorts Categories" pages	Aileen			Yes	Yes	
Request needed art revisions from Danny	Aileen			Yes	Yes	
Fix CSS and links on Jose's pages so that they match rest of site	Aileen			Yes	Yes	
Review site for bugs and problems - list on Base Camp discussion	Everybody			Half	Half	
Art Department - Danny's Tasks						

Read Kuniavsky reading about presentations	Everybody					
Saturday meeting at 2pm - Site data insertion, presentation practice, testing	Everybody			Yes	Yes	
Create Final Presentation PowerPoint (draft 1) using Erin's script	Danny			Yes	Yes	
Revise and Update Design Document	Danny			Yes	Yes	
Create new tag art for Welcome page	Danny			Yes	Yes	
Incorporate user scenarios into presentation	Danny			Yes	Yes	
Review site for bugs and problems - list on Base Camp discussion	Everybody			No	No	
Incorporate new site map into Design Doc	Danny			Yes	Yes	
Incorporate Production Plans into Design Doc	Danny			Half	Half	
Revise/Create "Tech Specs" section of Design Doc	Danny			Yes	Yes	
Print next revision of Design Doc for review	Danny			Half	Half	