

Task	Assigned To	Re-Assigned To	Why?	Completed?	On Time?	Time Diff
Week 4						
Project Manager - Erin's Tasks						
All Los Tres Fantasticos documents/files provided to Michelle and Aileen	Erin & Jose			Yes	Early	
Send pictures to Michelle to be "monkey-ized"	Erin			Yes	Yes	
Upload Week 3 Los Tres Fantasticos and all prior weeks of MAD Monkeys presentations to Author Stream and send links to Michelle for incorporation into new Process Site.	Erin			Yes	Early	
All current open logo files delivered to Fawn and Danny	Erin			Yes	Yes	
Tasks for "Merger" and "Midterm" milestones assigned on Base Camp	Erin			Yes	Yes	
All team member calendars plotted and provided to Web Monkeys for review	Erin			Yes	Yes	
Remind Danny to assign tasks to Fawn	Erin			Yes	Yes	
Ask MAD Monkeys about photo and document sharing access	Erin			Yes	Yes	
Inform Michelle about "Art Department" and "layout" standards as they relate to the Process Site. Ask her to coordinate with the Art Dept. about the creation of new Web Monkeys logos. Ask her to assign site wireframe/layout tasks to Jose.	Erin			Yes	Yes	
Ask Michelle to create an "About the Team" page on process site and request that all team members send Michelle links/pictures for this page.	Erin			Yes	Yes	
Send "professional" pictures to Michelle for "About the Team" page.	Erin			Yes	Yes	
Send all team members the last e-mail from Mr. Drayton and the Scope document for review. Collect all team member questions for client on Tuesday evening	Erin			Yes	Yes	
Sent client new questions and intro to merger for Wednesday morning review.	Erin			Yes	Yes	
Send list of "official" team member titles to Michelle per her request.	Erin			Yes	Yes	
Requested Week 6 access to hosting sites from client and followed up.	Erin			Yes	Yes	
Requested postponement of interface presentation	Erin			Yes	Early	
Collect content (posters, Ai logos, etc.) from client and send to Jose for distribution	Erin			Yes	Yes	
Final identity voting - create space on message board, upload photos	Erin			Yes	Yes	
Final identity voting (Wednesday, 11pm)	Erin			Yes	Yes	
Review identity voting results and determine a winner. Send last revision requests to Danny.	Erin			Yes	Yes	
Choose favorite Los Tres Fantasticos identity sketches to display on new Process Site and distribute those files to Michelle.	Erin			Yes	Yes	
Determine what should be included and what should be left out of midterm draft of Design Document and deliver to Danny.	Erin			Yes	Early	
Review Jose's Ethnography video edit (from previous week) and send notes on revisions	Erin			Yes	Yes	
Request site update report from Danny regarding Design Doc and Fawn assignments.	Erin			Yes	Yes	
Combine two team proposals into one document, create summary and compile notes for what Fawn needed to fill in for Design Doc.	Erin			Yes	Late	1 day
Create Production Plan/Gantt Chart. Distribute to Michelle for Process Site and Fawn for Design Document.	Erin			Yes	Late	4 days
Design one interface comp	Erin			Yes	Late	
Review interface comp submissions and send revision suggestions. Ask team to discuss and determine winners while I was unavailable.	Erin			Yes	Early	
Review PowerPoint presentation and make notes for Sunday meeting revisions.	Erin			Yes	Early	
Write presentation script and distribute to all	Erin			Yes	Yes	
Deliver copies of all communications with the client to Michelle.	Erin			Yes	Yes	
Attend Sunday meeting at Fawn's	EVERYBODY			Yes	Yes	
Create presentation hand-outs containing 3 brand choices and 2 interface choices.	Erin			Yes	Yes	
Create presentation index cards/note cards based on presentation script	EVERYBODY			Yes	Yes	
Create Task Management report and update	Erin			Yes	Late	3 days

Content Manager - Jose's Tasks						
Current schedule provided to Erin	Jose			Yes	Yes	
Web Monkeys contact information distributed to all	Jose			Yes	Yes	
Send pictures to Michelle to be "monkey-ized"	Jose			Yes	Yes	
Send "professional" pictures to Michelle for "About the Team" page.	Jose			Yes	Yes	
Site maps from two teams merged	Jose			Yes	Late	3 days
Asset inventories from two teams merged	Jose			n/a	n/a	
Deliver questions for client by 8pm Tuesday evening.	Jose			No		
Distribute "Ai" logos to all for use in logo design and interface design	Jose			Yes	Half	
Final identity voting (Wednesday, 11pm)	Jose			Yes	Yes	
Determine size and shape options for Flash video players from FMS Site.	Jose			Yes	Half	
Determine size and shape of typical banner ad space for websites.	Jose			Yes	Yes	
Distribute wireframes of Video players and typical ad sizes to team.	Jose			Yes	Half	
Distribute "Summer Shorts" poster comps to the team.	Jose			Yes	Yes	
Revise last Ethnography video per Erin's notes and send to Michelle	Jose			No	n/a	
Distribute passwords to Photobucket and Huddle	Jose			Yes	Yes	
Design one interface comp (revised deadline to 10pm since 6pm was unrealistic)	Jose			Yes	Yes	
Review interface comp submissions and discuss amongst team to determine winners.	Jose			No	No	
Complete PowerPoint presentation	Fawn	Jose		Yes	Yes	
Review PowerPoint presentation and make notes for Sunday meeting revisions.	Jose			No	No	
Compile all interface comps into 2 documents for easy review.	Jose			Yes	Yes	
Attend Sunday meeting at Fawn's	EVERYBODY			Yes	Yes	
Communicate with each Dept. head about asset chart (what they have/what they need)	Jose			No	No	
Make notes about what should go in the Design Doc content-wise.	Jose	Erin	Not enough time	n/a	n/a	
Deliver Week 3 Task Report to Michelle for Process site	Jose			No	No	
Complete loose wireframe for PowerPoint presentation	Jose			Yes	Yes	
Revise interface design and second page per meeting notes.	Jose			Yes	Yes	
Create presentation index cards/note cards based on presentation script	EVERYBODY			Yes	Yes	
Technical Director - Aileen's Tasks						
Current schedule provided to Erin	Aileen			Yes	Yes	
Site maps from two teams merged	Aileen			Yes	Late	1 day
New "Web Monkeys" process space created	Aileen			Yes	Yes	
Access to Base Camp provided to Erin, Jose and Fawn	Aileen			Yes	Yes	
Deliver questions for client by 8pm Tuesday evening.	Aileen			No	Late	2 days
Final identity voting (Wednesday, 11pm)	Aileen			Yes	Late	1 day
Send "professional" pix and links to Michelle for "About the Team" page.	Aileen			Yes	Yes	
Deliver "File Naming Conventions" to Danny and Fawn for the Design Document	Aileen			Yes	Yes	
Review and contact 3rd party hosting site.	Aileen			Yes	Half	
Design one interface comp	Aileen			Yes	Yes	
Review interface comp submissions and discuss amongst team to determine winners.	Aileen			No	No	
Review PowerPoint presentation and make notes for Sunday meeting revisions.	Aileen			No	No	
Deliver copies of all communications with the client and host company to Michelle.	Aileen			Yes	Yes	
Attend Sunday meeting at Fawn's	EVERYBODY			Yes	Yes	
Create Tech Schedule	Aileen			Yes	Yes	
Create presentation index cards/note cards based on presentation script	EVERYBODY			Yes	Yes	
Fill everybody in on PHP4 vs PHP5 issue	Aileen			Yes	Yes	

Process Manager - Michelle's Tasks						
Current schedule provided to Erin	Michelle			Yes	Yes	
Deliver questions for client by 8pm Tuesday evening.	Michelle			No	n/a	
Have new monkeys created for Erin, Jose and Fawn	Michelle			Yes	Early	
New "Web Monkeys" logo created following process site design standards	Fawn	Michelle		Yes	Early	
Process site content collected from Los Tres Fantasticos	Michelle			Yes	Yes	
New layout for "Web Monkeys" site created	Jose	Michelle		Yes	Early	
CSS and Site Coding for Process site	Michelle			Yes	Early	
Site updated with images (sketches, moodboards, identities, etc.) from both teams	Michelle			Yes	Early	
Site updated with videos and PowerPoint presentations	Michelle			Yes	Yes	
Site updated with Ethnography pages	Michelle			Yes	Yes	
Site updated with Links from both teams	Michelle			Yes	Yes	
Site updated with downloadable documents from both teams	Michelle			Yes	Yes	
Final identity voting (Wednesday, 11pm)	Michelle			Yes	Yes	
Distribute open files of brand identity comp.	Michelle			Yes	Yes	
Send Summary/Goals/Brief document to Erin.	Michelle	Aileen & Michelle				
Design one interface comp	Michelle			Yes	Yes	
Review interface comp submissions and discuss amongst team to determine winners.	Michelle			No	No	
Review PowerPoint presentation and make notes for Sunday meeting revisions.	Michelle			No	No	
Attend Sunday meeting at Fawn's	EVERYBODY			Yes	Yes	
Revise interface comp and secondary page per meeting notes.	Michelle			Yes	Yes	
Create presentation index cards/note cards based on presentation script	EVERYBODY			Yes	Yes	
Print presentation hand-outs in color	Michelle			Yes	Yes	
Create Design Doc page on Process Site	Michelle			Half	Early	
Art Department - Danny's Tasks						
Current schedule provided to Erin	Danny			Yes	Yes	
Deliver MAD Monkeys PowerPoints to Erin for AuthorStream upload	Danny	Danny & Michelle	Michelle had some of the files	Yes	Yes	
Deliver questions for client by 8pm Tuesday evening.	Danny			No	n/a	
Send "professional" pictures to Michelle for "About the Team" page.	Danny			Yes	Yes	
Attempt to merge Los Tres Fantasticos and MAD Monkeys brands into one (3 comps due)	Fawn & Danny			Yes	Early	
Final identity voting (Wednesday, 11pm)	Danny			Yes	Yes	
Revisions to final chosen identity comp.	Danny			Yes	Yes	
Final identity open files (Illustrator) delivered to all team members.	Danny			Yes	Late	4 days
Determine what should be in midterm draft of Design Doc. (Ask Erin)	Danny			Yes	Early	
Assign Design Doc tasks to Fawn	Danny			Yes	Late	2 days
Design one interface comp	Danny			Yes	Yes	
Review interface comp submissions and discuss amongst team to determine winners.	Danny			No	No	
Design Document	Danny & Fawn	Fawn	Not enough time/Too much work			
Distribute all completed Design Doc elements to Fawn.	Danny			Yes	Yes	
Design PowerPoint presentation based on notes from Claire. Send to all for proofing.	Danny	Danny & Jose	Could not complete in entirety before Sunday meeting.	Yes	Yes	
Choose 3 favorite brand identities for Sunday voting.	Danny			Yes	Yes	
Attend Sunday meeting at Fawn's	EVERYBODY			No	No	

Create presentation index cards/note cards based on presentation script	EVERYBODY			Yes	Yes	
Art Department - Fawn's Tasks						
Current schedule provided to Erin	Fawn			Half	Yes	
Notes from merger meeting typed and distributed	Fawn			Yes	Yes	
Send pictures to Michelle to be "monkey-ized"	Fawn			???	???	
Send "professional" pictures to Michelle for "About the Team" page.	Fawn			Yes	Yes	
Deliver questions for client by 8pm Tuesday evening.	Fawn			No	n/a	
Attempt to merge Los Tres Fantasticos and MAD Monkeys brands into one (3 comps due)	Fawn & Danny			Yes	Yes	
Final identity voting (Wednesday, 11pm)	Fawn			Yes	Yes	
Revise comp if chosen.	Fawn			n/a	n/a	
Discuss Design Doc tasks with Danny.	Fawn			No	Late	
Design one interface comp	Fawn			Yes	Yes	
Review interface comp submissions and discuss amongst team to determine winners.	Fawn			No	No	
Distribute address and parking information for Sunday's meeting	Fawn			Yes	Yes	
Try to obtain conference room for Sunday meeting	Fawn			No	n/a	
Review PowerPoint presentation and make notes for Sunday meeting revisions.	Fawn			No	No	
Attend Sunday meeting at Fawn's	EVERYBODY			Yes	Yes	
Create presentation index cards/note cards based on presentation script	EVERYBODY			Yes	Yes	
Present Design Doc to Michelle on Sunday for Monday printing.	Fawn			No	Late	2 Days