

Project Plan - Weeks 1, 2, 3, 4

The purpose behind this document is to outline the activities in which the team must undertake to produce an exceptionally detailed project proposal for our client, Cloud House. This proposal must be drafted, revised, completed, and evaluated by the Supervisor by the end of week 3, and following his approval, presented to the project board for final approval by mid week 4.

Output: *Completed, and approved project proposal.*

Week 1 Activity Plan

- Initiate first contact with the project Supervisor, Waqar Hussain
- Organize a time and date suitable to have an initial meeting with the project Supervisor
- Schedule and meet with project team to formulate appropriate questions for our meeting with the Supervisor, and assign one member as the team leader.
- Attend our first Supervisor meeting as a team
- Receive contact details from the Supervisor, and initiate first contact with the client via email
- Create a team agreement

Week 2 Activity Plan

- Schedule to meet with the client this week (initial meeting)
- Meet with the client, gather as much information as possible about the project for the proposal development
- Meet as a team to formulate intelligent questions for the initial client meeting
- Research current CMS marketplace
- Create a team skill matrix

- Discuss the project proposal as a team, formulate a plan for what must be in the proposal
- Begin work on the proposal draft (design a template, build the proposal structure, generate required documentation, for example; Stakeholder register)
- Book a proposal presentation date and time for week 4
- Have a secondary meeting with the Supervisor to discuss current proposal state
- Have a team meeting to review the proposal as is, discuss any problems/queries, make required changes if needed

Week 3 Activity Plan

- Have a secondary meeting with the client to discuss the proposal further, gather information to fill in gaps of knowledge
- Continue working on the proposal draft
- Submit the proposal draft to the Supervisor for approval
 - Once approved, transform the draft into a formal document **due by Friday 18th**
- Have 4 copies of the proposal printed and bound by the AUT printing services, also **due Friday 18th, assumingly pick up Monday 21st**
- Prepare a 5 slide presentation and brief outline for our project proposal to the board, **required for next week**

Week 4 Activity Plan

To be completed

Document Versioning

Version Number	Modified By	Modified Date	Description
1.0	Adam Campbell	08/03/2016	Initial document creation