**INFT2100: Project Management, Section 702**

**October 9th, 2012**

**HIGH-LEVEL MILESTONE AND TIMELINE INFORMATION**

The following are the project’s high-level milestones and the target dates for their completion. High-level milestones are the key ‘how are we doing’ thresholds of the project against which project progress can be measured.

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**Comments:**

We’re making the assumption that we can simultaneously roll out the new image and set up the new backup system for each workstation as we move through the process rather than doing all of the imaging then all of the backup configuration work. We have also given the party planning process a broad window and avoided setting a specific time for the planning task, as the project tasks need to take priority. It is likely details will change as the project nears completion.

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| Milestone | Target Date | Measurement/Criteria for Completion |
| Product Page Resources Ready | October 2, 2012 | Pictures and testimonials created / gathered for the product subpages |
| Design Work Complete | October 8, 2012 | Graphic design for pages complete |
| Product Pages Complete | November 1, 2012 | All product subpages fully built and tested |
| New Website Complete | November 6, 2012 | All pages fully built and tested |
|  |  |  |
| Computers Arrived | October 5, 2012 | New workstations received from vendor |
| Workstations Ready | November 22, 2012 | All workstations imaged and tested |
|  |  |  |
| Backup Equipment Arrived | October 9, 2012 | NAS hardware received from vendor |
| Backup System Ready | November 6, 2012 | NAS backup ready to be used by clients |
| Backup System Running Company-Wide | November 22, 2012 | All client workstations configured and tested for using new NAS for backup |
|  |  |  |
| Project Complete | November 22, 2012 | Website complete, workstations ready, backup system running company-wide  (Time for a party!) |