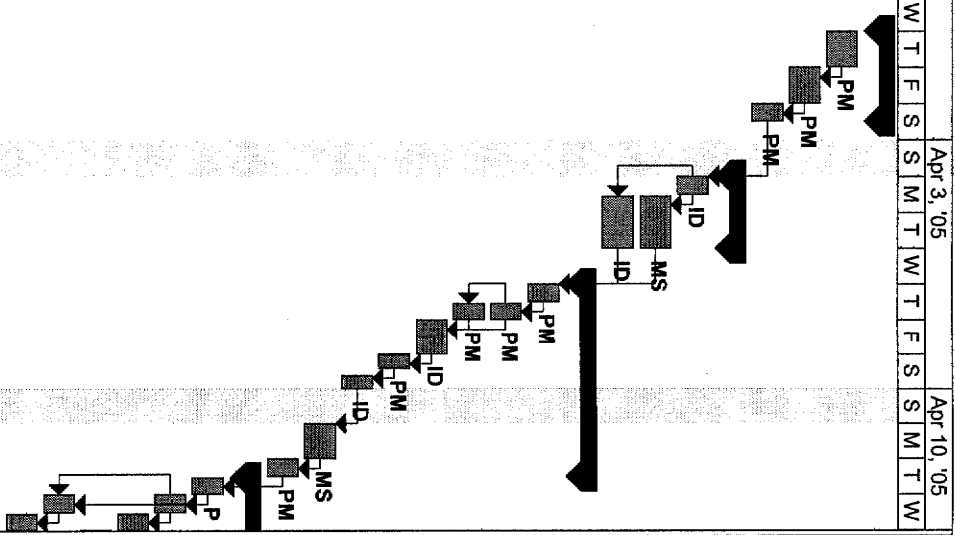


ID	Task Name	Duration	Start	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
1	1. Organize the project	2.5 days	Thu 3/31/05															
2	1.1 confirm preliminary specification	8 hrs	Thu 3/31/05															
3	1.2. assign team members	8 hrs	Fri 4/1/05															
4	1.3. conduct kick off meeting	4 hrs	Sat 4/2/05															
5	2. Gather Information	2 days	Mon 4/4/05															
6	2.1. plan information gathering strategy	4 hrs	Mon 4/4/05															
7	2.2. travel and meet the new SMS	12 hrs	Mon 4/4/05															
8	2.3. hold meeting with SMEs, store managers, and experienced SMS	12 hrs	Mon 4/4/05															
9	3.Design and Develop Blueprint	4.5 days	Thu 4/7/05															
10	3.1 write a performance objectives	4 hrs	Thu 4/7/05															
11	3.2 design instructional strategy for the workshop	4 hrs	Thu 4/7/05															
12	3.3 design instructional strategy for QRG	4 hrs	Thu 4/7/05															
13	3.4 write draft blueprints	8 hrs	Fri 4/8/05															
14	3.5 review draft blueprints by team	2 hrs	Sat 4/9/05															
15	3.6 revise draft blueprints	2 hrs	Sat 4/9/05															
16	3.7 submit final blueprints to VP and SMEs for review	8 hrs	Mon 4/11/05															
17	3.8 hold meeting with VP for feedback and approval	4 hrs	Tue 4/12/05															
18	4. Develop Draft Materials	6 days	Tue 4/12/05															
19	4.1 conduct design clarification meeting	4 hrs	Tue 4/12/05															
20	4.2 write instructor guide for workshop	4 hrs	Wed 4/13/05															
21	4.3 write lesson plan for workshop	4 hrs	Wed 4/13/05															
22	4.4 write instructional aids for role play	4 hrs	Thu 4/14/05															
23	4.5 prepare photos for QRG	4 hrs	Wed 4/13/05															
24	4.6 write text of QRG	4 hrs	Wed 4/13/05															
25	4.7 layout text and photos	4 hrs	Thu 4/14/05															
26	4.8 produce QRG prototype	4 hrs	Fri 4/15/05															
27	4.9 review draft workshop instructional materials and QRG prototype	4 hrs	Fri 4/15/05															
28	4.10 revise draft workshop instructional materials and QRG prototype	4 hrs	Sat 4/16/05															
29	4.11 submit revised draft workshop instructional materials and QRG prototype to VP and SMEs	8 hrs	Mon 4/18/05															
30	4.12 hold meeting with VP for feedback and approval	4 hrs	Tue 4/19/05															
31	5. Produce Master Materials	5.5 days	Wed 4/20/05															



Project: YOS Project Workplan
Date: Mon 7/11/05

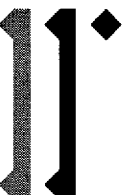
Task Milestone Summary Project Summary External Tasks External Milestone Deadline

ID	Task Name	Duration	Start															
				W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
32	5.1 revise drafts based on feedback	4 hrs	Wed 4/20/05															
33	5.2 revise QRG prototype based on feedback	4 hrs	Wed 4/20/05															
34	5.3 copy edit master materials	4 hrs	Wed 4/20/05															
35	5.4. review specification with team	4 hrs	Thu 4/21/05															
36	5.5 produce master copy of instructor guide	16 hrs	Thu 4/21/05															
37	5.6 produce master copy of lesson plan for workshop	16 hrs	Thu 4/21/05															
38	5.7 produce master copy of instructional aids for role play	16 hrs	Thu 4/21/05															
39	5.8 produce master copy of QRG	16 hrs	Thu 4/21/05															
40	5.9 review finished masters with sponsor	1 day	Mon 4/25/05															
41	5.10 revise the masters	4 hrs	Tue 4/26/05															
42	6. Reproduce Instructional Materials	3.5 days	Tue 4/26/05															
43	6.1 meet with production people to inform specification	4 hrs	Tue 4/26/05															
44	6.2 reproduce materials	24 hrs	Wed 4/27/05															
45	6.3 conduct spot-check	4 hrs	Fri 4/29/05															
46	7. Distribute Quick Reference Guide	0.5 days	Mon 5/2/05															
47	7.1 contact Fedex to deliver QRG to YOS headquarter	4 hrs	Mon 5/2/05															
48	7.2 Deliver materials (QRG) to training site	4 hrs	Mon 5/2/05															
49	8. Deliver Sandwich-Making Workshop	3 days	Mon 5/2/05															
50	8.1 prepare site for 1st and 2nd workshops	4 hrs	Mon 5/2/05															
51	8.2 deliver 1st session of workshop	8 hrs	Mon 5/2/05															
52	8.3 revise 1st workshop	4 hrs	Tue 5/3/05															
53	8.4 deliver 2nd session of workshops	8 hrs	Wed 5/4/05															
54	9. Conduct Evaluation	5.5 days	Thu 5/26/05															
55	9.1 plan evaluation strategy	4 hrs	Thu 5/26/05															
56	9.2 conduct evaluation	8 hrs	Fri 5/27/05															
57	9.3 write the evaluation report	8 hrs	Tue 5/31/05															
58	9.4 present results and recommendations	4 hrs	Thu 6/2/05															

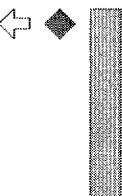
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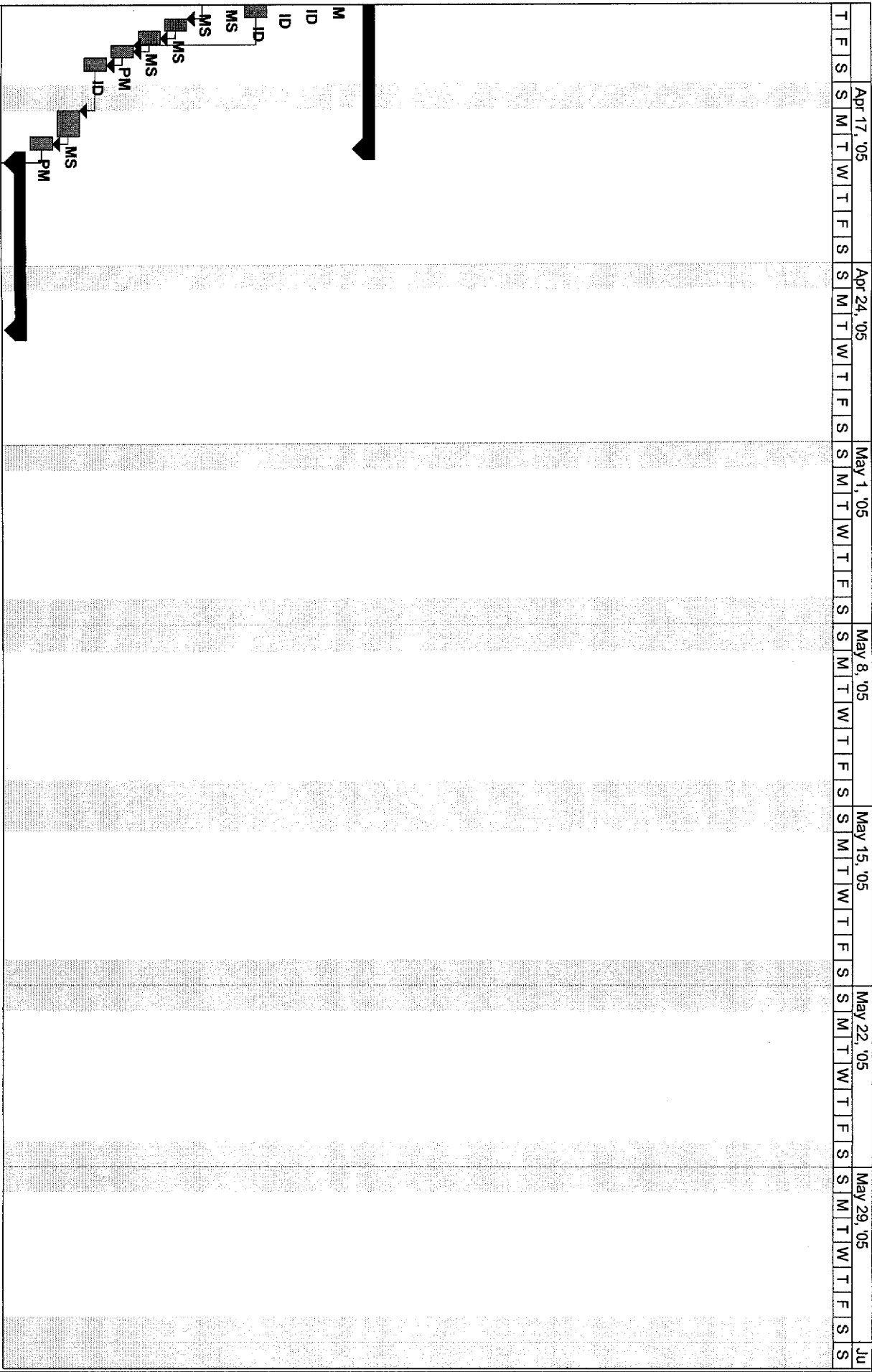


Milestone Summary



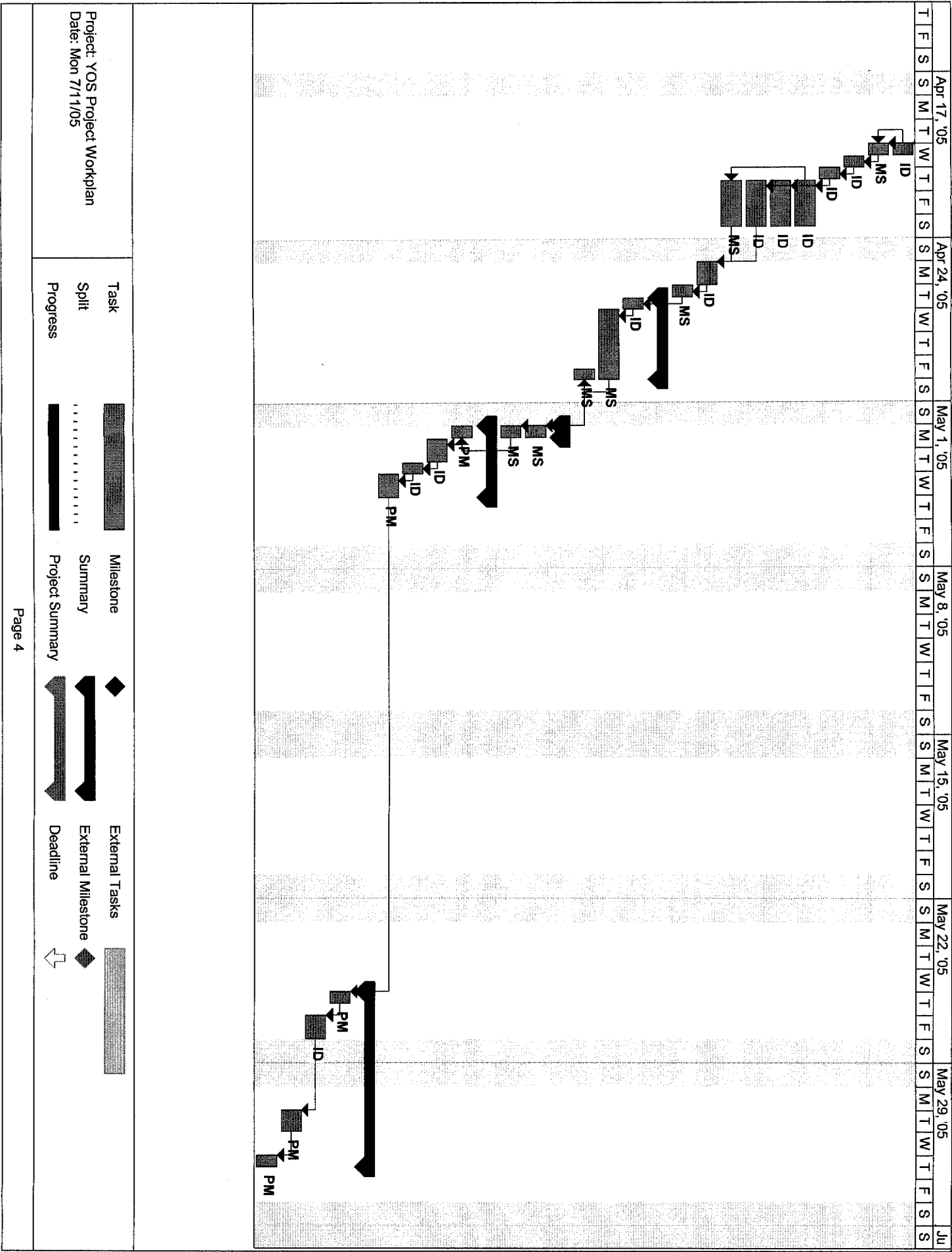
External Tasks
Deadline



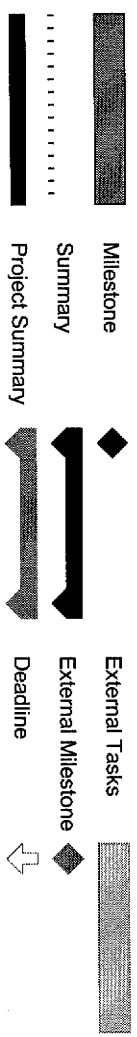


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Date: Mon 7/11/05

Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	



ID	Start	Finish	Deliverable	Task Owner	Apr 3, '05							Apr 10, '05							Ap
					W	T	F	S	S	M	T	W	T	F	S	S	M	T	
1	Thu 3/31/05	Sat 4/2/05																	
2	Thu 3/31/05	Thu 3/31/05	Project definition	PM															
3	Fri 4/1/05	Fri 4/1/05	Responsibility matrix	PM															
4	Sat 4/2/05	Sat 4/2/05	Project objective	PM															
5	Mon 4/4/05	Tue 4/5/05																	
6	Mon 4/4/05	Mon 4/4/05	Info gathering strategies	ID															
7	Mon 4/4/05	Tue 4/5/05	Records/notes of interviews; instructional analysis report	MS															
8	Mon 4/4/05	Tue 4/5/05	Records/notes of interviews; instructional analysis report	ID															
9	Thu 4/7/05	Tue 4/12/05																	
10	Thu 4/7/05	Thu 4/7/05	Performance objectives	PM															
11	Thu 4/7/05	Thu 4/7/05	Instructional strategies for the workshop	PM															
12	Thu 4/7/05	Thu 4/7/05	Instructional strategies for QRG	PM															
13	Fri 4/8/05	Fri 4/8/05	Draft blueprint	ID															
14	Sat 4/9/05	Sat 4/9/05	A list of team revisions for draft blueprint	PM															
15	Sat 4/9/05	Sat 4/9/05	Revised blueprint	ID															
16	Mon 4/11/05	Mon 4/11/05	Sign-off form for blueprint	MS															
17	Tue 4/12/05	Tue 4/12/05	A list of revisions for the blueprint	PM															
18	Tue 4/12/05	Tue 4/19/05																	
19	Tue 4/12/05	Tue 4/12/05	Specifications for material development	PM															
20	Wed 4/13/05	Wed 4/13/05	Instructor guide for the workshop	ID															
21	Wed 4/13/05	Wed 4/13/05	Lesson plan for the workshop	ID															
22	Thu 4/14/05	Thu 4/14/05	Guidelines for role play	ID															
23	Wed 4/13/05	Wed 4/13/05	Photos for QRG	MS															
24	Wed 4/13/05	Wed 4/13/05	Text of QRG	MS															
25	Thu 4/14/05	Thu 4/14/05	Electronic draft of QRG including both text and photos	MS															
26	Fri 4/15/05	Fri 4/15/05	Prototype of QRG	MS															
27	Fri 4/15/05	Fri 4/15/05	A list of team revisions for draft of instructional materials	PM															
28	Sat 4/16/05	Sat 4/16/05	Final draft workshop instructional materials and QRG prototype	ID															
29	Mon 4/18/05	Mon 4/18/05	Sign-off form for draft materials	MS															
30	Tue 4/19/05	Tue 4/19/05	A list of revisions for draft instructional materials	PM															
31	Wed 4/20/05	Tue 4/26/05																	



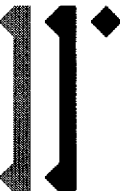
Project: YOS Project Workplan
Date: Mon 7/1/05

ID	Start	Finish	Deliverable	Task Owner	Apr 3, '05							Apr 10, '05							Ap
					W	T	F	S	S	M	T	W	T	F	S	S	M	T	
32	Wed 4/20/05	Wed 4/20/05	Final version draft of instructional materials for workshop	ID															
33	Wed 4/20/05	Wed 4/20/05	Final version of QRG prototype	MS															
34	Wed 4/20/05	Wed 4/20/05	Ready-to-print materials	ID															
35	Thu 4/21/05	Thu 4/21/05	Agreement with team reproduction of final materials	ID															
36	Thu 4/21/05	Sat 4/23/05	Master copy of instructor guide	ID															
37	Thu 4/21/05	Sat 4/23/05	Master copy of lesson plan for workshop	ID															
38	Thu 4/21/05	Sat 4/23/05	Master copy of guidelines for roleplay	ID															
39	Thu 4/21/05	Sat 4/23/05	Master copy of QRG	MS															
40	Mon 4/25/05	Mon 4/25/05	A list of revisions for master materials	ID															
41	Tue 4/26/05	Tue 4/26/05	Final version of masters	MS															
42	Tue 4/26/05	Fri 4/29/05																	
43	Tue 4/26/05	Tue 4/26/05	Agreement with production team reproduction of final materials	ID															
44	Wed 4/27/05	Fri 4/29/05	Copies of instructional materials	MS															
45	Fri 4/29/05	Fri 4/29/05	Completed spotcheck list	MS															
46	Mon 5/2/05	Mon 5/2/05																	
47	Mon 5/2/05	Mon 5/2/05	QRG packed and delivered to YOS Headquarter	MS															
48	Mon 5/2/05	Mon 5/2/05	QRG packed and delivered to training site	MS															
49	Mon 5/2/05	Wed 5/4/05																	
50	Mon 5/2/05	Mon 5/2/05	Site prepared for all four workshops	PM															
51	Mon 5/2/05	Tue 5/3/05	1st workshop delivered	ID															
52	Tue 5/3/05	Tue 5/3/05	A list of revisions of the instructional materials; handouts/stickers	ID															
53	Wed 5/4/05	Wed 5/4/05	2nd session of workshops delivered	PM															
54	Thu 5/26/05	Thu 6/2/05																	
55	Thu 5/26/05	Thu 5/26/05	Evaluation strategy	PM															
56	Fri 5/27/05	Fri 5/27/05	Records/notes of interviews	ID															
57	Tue 5/31/05	Tue 5/31/05	Evaluation report	PM															
58	Thu 6/2/05	Thu 6/2/05	Sign-off form for final report	PM															

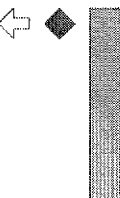
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Task
Split
Progress

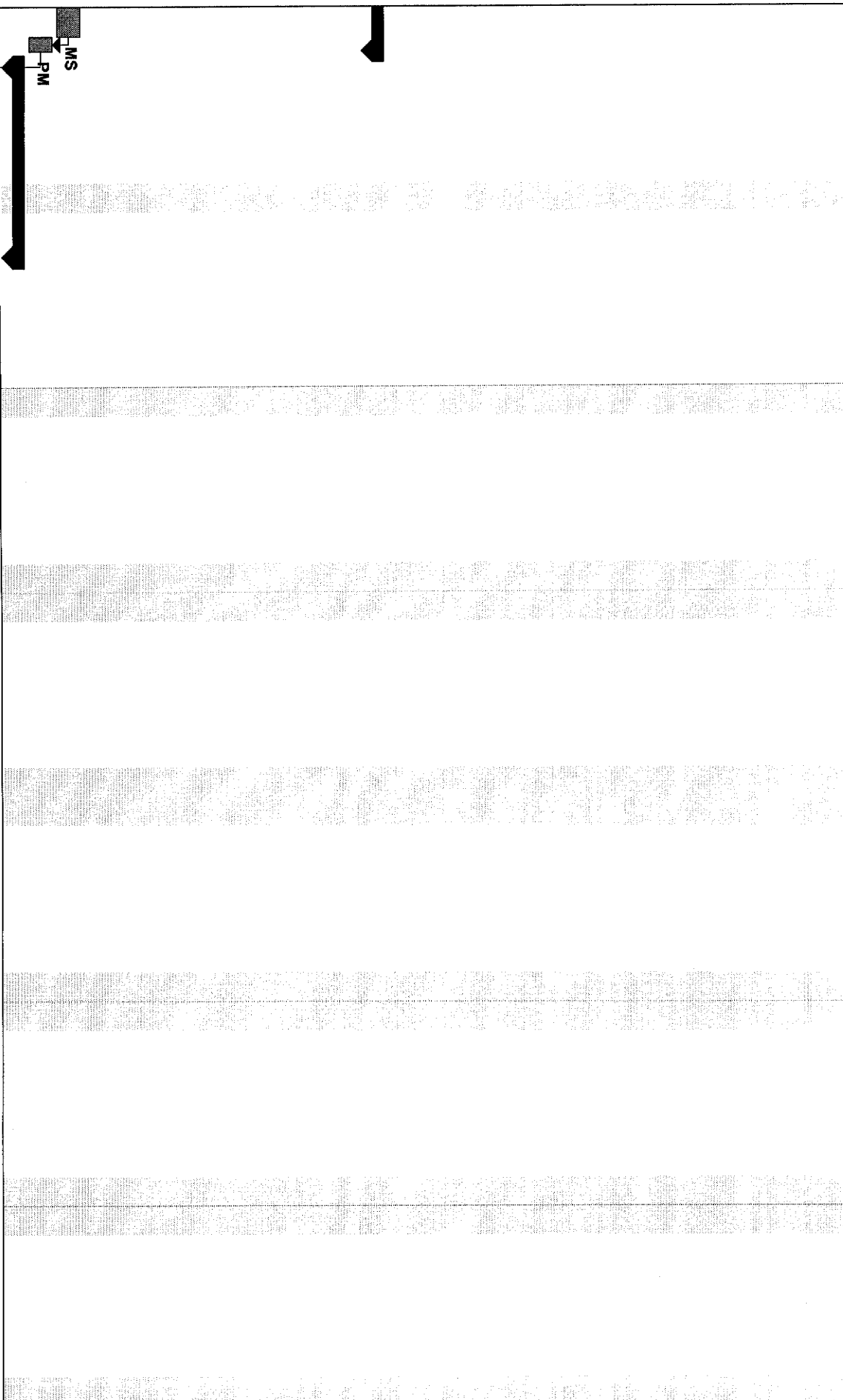
Milestone
Summary
Project Summary



External Tasks
External Milestone
Deadline



17, '05							Apr 24, '05							May 1, '05							May 8, '05							May 15, '05							May 22, '05							May 29, '05						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	



Task

Split

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External Tasks

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