ONE-PAGE PROJECT MANAGER

Project Leader: Pascal LE DELEY, PMP   **Project:** Intranet Redesign   Date: 07 APR 2011

Project Objective: a more cohesive and user profile centric web site for Biomedical Statistics (BS), formally create a web map and maintenance plan. In addition, it will explore new web options and make recommendations to the overarching Department of Research web committee

Objectives				#	Major Tasks	Project Completed By: 31 DEC 2011 (sept-10 → août-11)	Owner / Priority (Actor #1 – #5)
~	~	~	~	1	Define project	D D	A
~	~	~	~	2	Get to know Drupal	D D D D ... A	B B B B A
~	~	~	~	3	Collect requirements	D D D	A B
~	~			4	Design User Interface	D D	B B A
~	~	TM		5	Install infrastructure	D D	B A
~	~	~	~	6	Develop User Interface	D D D	B C C A
~	~	~	~	7	Transfer content	D D D A A A A	A B
~	~			8	Collect requirements Client Portal	D D D	A B
~	~			9	Design User Interface Client Portal	D D	B B A
TM	TM			10	Develop User Interface Client Portal	D D A	B C C A
~	~		~	11	Train people	D A	A B
TM			TM	12	Communicate new intranet site	D P	A C B
			TM	13	Close Drupal-I	P A	A C C B B
~				14	Define Drupal-II + Collect requirements	D D	A B B C
TM				15	Design D-II features	P P	B B A B
TM				16	Develop D-II features	P P P	B B C B A
TM			TM	17	Deploy D-II features	P P	A B C C
	TM			18	Define My-Project	P P	A B B C
	TM			19	Design My Project	P P	B B A B
	TM			20	Develop My Project	P P	B B C B A
TM	TM	TM		21	Train people	P P	A B
TM	TM		TM	22	Communicate new intranet site	P P P	A C B
			TM	23	Close Drupal-II	P	A C C B B
TM			TM	A	Drupal software operational	(green)	B A
TM			TM	B	Content up-to-date	(green)	A B
TM		TM	TM	C	Employees satisfied with Intranet	(green)	A C C B
	TM		TM	D	Client satisfied with Client Portal	(green/orange)	A C C B
TM	TM		TM	E	Go Live on time	(orange/green)	A C B

People working on the project: 5   5   5   5

Objectives (left axis): Web site complete · Client Portal complete · People find relevant & complete content · Operations running

Major Tasks based on Deliverables / Target Dates (Months): sept-10, oct-10, nov-10, déc-10, janv-11, févr-11, mars-11, avr-11, mai-11, juin-11, juil-11, août-11

Owner / Priority: Actor #1, Actor #2, Actor #3, Actor #4, Actor #5

Risks & Decisions Summary & Forecast / Actual vs Planned Costs

	Expended	Budgeted
Expenses k$	100	0
BS Men.hours	400	0
Other	0	0

Content Transfer almost complete. Next effort = training guides.
Research Dept stuff outside the present scope.
Still to be defined: how Specific Center specific stuff fits in the BS Drupal intranet.

On the Gantt chart, "D" means "Done" ; "P" means "Planned" ; "A" means "Additional" ; "C" means "(additional task) Completed"