

# Project Document



Actual Start Date:	01-01-2024
Project ID#:	6

*EF+ Support Headers and Footers so every page looks professional!*

Client Name: Quickbase

Project Name: Maron Residence

Status: In-Progress

## Sample of Project and Related Tasks

Task	Assign To	Milestone	Start	Project Phase	Priority	# of Hours Allocating	# of Activities
<b>Not Started</b>							
<b>Review Meeting with Team</b>	Chris Baker	<input checked="" type="checkbox"/>		Planning	High	10	1
<b>Post Webinar Review</b>	Chris Baker	<input type="checkbox"/>		Planning	High	10	0
<b>Beta Testing</b>	Chris Baker	<input type="checkbox"/>		Planning	Medium		0
<b>Regression Testing</b>	Brian Boylan	<input type="checkbox"/>			Medium	15	1
<b>User Acceptance Testing</b>	Brian Boylan	<input type="checkbox"/>			Medium	10	0
<b>Implementation</b>	Brian Boylan	<input type="checkbox"/>			Medium	5	0
<b>Post Implementation Review</b>	Brian Boylan	<input type="checkbox"/>			Medium	5	0
			<b>TOTAL DAYS:</b>			<b>55</b>	
<b>In-Progress</b>							
<b>Webinar</b>	Chris Baker	<input type="checkbox"/>	01-08-2024	Post Project	High	10	3
<b>Email Recording</b>	Christine Boylan	<input type="checkbox"/>	01-12-2024	Design	High	225	0

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	Task	Assign To	Milestone	Start	Project Phase	Priority	# of Hours Allocating	# of Activities
	<b>Client Requirements Review</b>	Christine Boylan	<input type="checkbox"/>	01-12-2024	Design	High	225	0
	<b>Scheduling Calls</b>	Christine Boylan	<input type="checkbox"/>	01-12-2024	Design	High	225	0
	<b>Scheduling Calls 2</b>	Christine Boylan	<input type="checkbox"/>	01-12-2024	Design	High	225	0
	<b>Kick Off Meeting</b>	Christine Boylan	<input type="checkbox"/>	01-12-2024	Design	High	225	0
	<b>Scheduling Calls3</b>	Christine Boylan	<input type="checkbox"/>	01-12-2024	Design	High	225	0
				<b>TOTAL DAYS:</b>			<b>1,360</b>	
<b>Completed</b>								
	<b>Prepare Demo info</b>	Chris Baker	<input type="checkbox"/>	01-01-2024	Planning	High	10	0
	<b>Schedule Webinar</b>	Chris Baker	<input type="checkbox"/>	01-01-2024	Planning	High	10	0
	<b>Practice Session</b>	Chris Baker	<input type="checkbox"/>	01-01-2024	Planning	High	10	2
	<b>Requirements Gathering</b>	Chris Baker	<input type="checkbox"/>	01-01-2024	Planning	High	10	0
	<b>Project Design</b>	Chris Baker	<input type="checkbox"/>	01-01-2024	Planning	High	10	0
	<b>Project Quote</b>	Chris Baker	<input type="checkbox"/>	01-02-2024	Planning	High	10	0

(Scan to view project record)

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<b>Project Approval</b>	Chris Baker	<input type="checkbox"/>	01-03-2024	Planning	High	10	0
			<b>TOTAL DAYS:</b>			<b>70</b>	
			<b>GRAND TOTAL</b>			<b>1,485</b>	

Approved By