	Example Waterfall Project Schedule								
ID <b>(</b>	Task Mode		ask Name	Duration	Start	Finish	Predecessors	Resource Names	Comments
1	-5		1 Waterfall Project Name Here	64 days?	Mon 1/1/18	Thu 3/29/18			This is a skeleton of a project plan for a project that will follow the Waterfall methodology for organizing the work effort. All tasks provided are for illustrative purposes only. It is the project manager's perogative to include them in the project plan
2	-5	0%	1.1 Project Request - Initially Approved for Exploration	1 day?	Mon 1/1/18	Mon 1/1/18		Business Lead[5%]	
3	-5	0%	1.2 Initiating	22 days?	Tue 1/2/18	Wed 1/31/18			
4	-5	0%	1.2.1 Exploration	12 days?	Tue 1/2/18	Wed 1/17/18			
5	-5	0%	1.2.1.1 Identify Initial Project Team	1 day?	Tue 1/2/18	Tue 1/2/18	2	Business Lead[5%],Business Analyst,Project Manager[25%]	
6	-5	0%	1.2.1.2 Identify Project Sponsor	1 day?	Tue 1/2/18	Tue 1/2/18	2	Business Lead[5%], Project Manager[25%]	
7	-5	0%	1.2.1.3 Define High Level Requirements	6 days?	Tue 1/2/18	Tue 1/9/18			Minimum Deliverable (Classic, Robust)
8	-5	0%	1.2.1.3.1 Identify Stakeholders & Subject Matter Experts	1 day?	Tue 1/2/18	Tue 1/2/18	2	Business Analyst, Project Manager [25%]	
9	-5	0%	1.2.1.3.2 Facilitate Requirements Gathering	1 day?	Wed 1/3/18	Wed 1/3/18	8	Business Analyst	
10	-3	0%	1.2.1.3.3 Document Requirements	1 day?	Thu 1/4/18	Thu 1/4/18	9	Business Analyst	
11	-5	0%	1.2.1.3.4 Circulate Requirements for Review & Feedback	1 day?	Fri 1/5/18	Fri 1/5/18	10	Business Analyst	
12	-5	0%	1.2.1.3.5 Make updates	1 day?	Mon 1/8/18	Mon 1/8/18	11	Business Analyst	
13	-	0%	1.2.1.3.6 Sponsor and Stakeholder Signoff	1 day?	Tue 1/9/18	Tue 1/9/18	12	Business Analyst	
14	-5	0%	1.2.1.3.7 High Level Requirements Signoff	0 days	Tue 1/9/18	Tue 1/9/18	13	Business Analyst	Milestone - milestones are indicated by putting "0" in the Duration column
15	-5	0%	1.2.1.4 Determine Potential Solutions	1 day?	Tue 1/2/18	Tue 1/2/18			
16	-5	0%	1.2.1.4.1 Research other state solutions	1 day?	Tue 1/2/18	Tue 1/2/18	2	Business Lead[5%],Project Manager[25%]	
17	-5	0%	1.2.1.4.2 Research other industry solutions	1 day?	Tue 1/2/18	Tue 1/2/18	2	Business Lead[5%],Project Manager[25%]	
18	-	0%	1.2.1.5 Determine Potential Costs	3 days?	Wed 1/10/18	Fri 1/12/18			
19	-5	0%	1.2.1.5.1 Draft RFI	1 day?	Wed 1/10/18	Wed 1/10/18	14	Business Lead[5%],Project Manager[25%]	
20	-5	0%	1.2.1.5.2 Post RFI	1 day?	Thu 1/11/18	Thu 1/11/18	19	Business Lead[5%],Project Manager[25%]	
21	-5	0%	1.2.1.5.3 Analyze and condolidate bid data received	1 day?	Fri 1/12/18	Fri 1/12/18	20	Business Lead[5%],Project Manager[25%]	
22	-5	0%	1.2.1.5.4 RFI Completed	0 days	Fri 1/12/18	Fri 1/12/18	21	Business Lead[5%],Project Manager[25%]	Milestone
23	-5	0%	1.2.1.6 Develop IT Business Case & Cost Analysis (IT ABC)	1 day?	Mon 1/15/18	Mon 1/15/18	22	Business Analyst	Over \$500K - submit ITABC to DII EPMO, else move to Initiation
24	-5	0%	1.2.1.7 Submit IT ABC to ITS EPMO	1 day?	Tue 1/16/18	Tue 1/16/18	23	Business Analyst, Business Lead [5%], Project Manager [25%]	
25	-5	0%	1.2.1.8 Oversight Project Manager Assignment	1 day?	Wed 1/17/18	Wed 1/17/18		ADS EPMO Director	
26	-5	0%	1.2.1.9 IT ABC Decision	1 day?	Wed 1/17/18	Wed 1/17/18	24		Possible Milestone
27	-5	0%	1.2.1.10 Stage Gate 0: Project Approval	0 days	Wed 1/17/18	Wed 1/17/18	26		Milestone - this may be used if the project is under \$500K and an internal project approval process is utilized.
28	<u>_</u>	0%	1.2.2 Project Start-up	10 days?	Thu 1/18/18	Wed 1/31/18	4		
29	-5	0%	1.2.2.1 Assign a Project Manager	1 day?	Thu 1/18/18	Thu 1/18/18	5	Project Sponsor	
30	-5	0%	1.2.2.2 Create Project Work Site	1 day?	Fri 1/19/18	Fri 1/19/18	29	Project Manager[25%],Oversight Project Manager[5%]	may be done earlier ir needed, by either OPM or PM

						Example \	Waterfall Project So	chedule		
ID	•	Task Mode		ask Name	Duration	Start	Finish	Predecessors	Resource Names	Comments
31	<b>, </b> (	-5	0%	1.2.2.3 Draft Initial Project Log	1 day?	Fri 1/19/18	Fri 1/19/18	29	Project Manager[25%]	You may have issues, risks,
32	÷	-	0%	1.2.2.4 Identify additional stakeholders and SMEs	1 day?	Fri 1/19/18	Fri 1/19/18	27,29	Project Manager[25%]	
33	Ť	-5	0%	1.2.2.5 Determine project team	1 day?	Fri 1/19/18	Fri 1/19/18	27,29	Project Manager[25%], Business Lead[5%]	
34	ė .	-	0%	1.2.2.6 Identify ITS Enterprise Architect Assignment	1 day?	Fri 1/19/18	Fri 1/19/18	29	Oversight Project Manager[5%]	
35		-	0%	1.2.2.7 Project team kickoff meeting	1 day?	Mon 1/22/18	Mon 1/22/18	33	Project Manager[25%]	
36		-5	0%	1.2.2.8 Draft Project Charter	6 days?	Tue 1/23/18	Tue 1/30/18			
37		-5	0%	1.2.2.8.1 Create preliminary scope statement and draft charter	1 day?	Tue 1/23/18	Tue 1/23/18	35	Business Analyst, Project Manager [25%], Business Stakeholders, Business Lead [5%]	
38		-	0%	1.2.2.8.2 Project Team Input	1 day?	Wed 1/24/18	Wed 1/24/18	37	Business Stakeholders,IT Stakeholders	
39	i	-5	0%	1.2.2.8.3 Identify high level milestones	1 day?	Thu 1/25/18	Thu 1/25/18	37,38	Business Analyst, Project Manager [25%]	Update MPP with Milestone designations for appropriate tasks
40	ė .	-	0%	1.2.2.8.4 Update Project Charter	1 day?	Thu 1/25/18	Thu 1/25/18	38	Project Manager[25%]	
41		-	0%	1.2.2.8.5 Review and Feedback	1 day?	Fri 1/26/18	Fri 1/26/18	40	Project Sponsor, Business Lead [5%], Business Manager	
42		-5	0%	1.2.2.8.6 Make updates	1 day?	Mon 1/29/18	Mon 1/29/18	41	Project Manager[25%]	
43		-5)	0%	1.2.2.8.7 Sponsor and Stakeholder Signoff	1 day?	Tue 1/30/18	Tue 1/30/18	42	Project Sponsor, Business Stakeholder, IT Stakeholder	
44	4	5	0%	1.2.2.9 Project Charter Signed / Approved	0 days	Tue 1/30/18	Tue 1/30/18	43		Minimum Deliverable (Classic, Robust)
45		-	0%	1.2.2.10 Stage Gate 1: Go/ No-Go	1 day?	Wed 1/31/18	Wed 1/31/18	44		
46		-	0%	1.3 Planning	23 days?	Wed 1/31/18	Mon 3/5/18	28		
47		-	0%	1.3.1 Document Detailed Requirements	5 days?	Thu 2/1/18	Wed 2/7/18			
48	÷ .	-5	0%	1.3.1.1 Facilitate Functional Requirements revisiting and gatherin	g 1 day	Thu 2/1/18	Thu 2/1/18	45	Business Analyst	
49	÷	-5	0%	1.3.1.2 Facilitate Non-Functional Requirements revisiting and gat	h 1 day?	Thu 2/1/18	Thu 2/1/18	45	Business Analyst	
50		-5	0%	1.3.1.3 Update requirements document with detailed requirement	nt 1 day	Fri 2/2/18	Fri 2/2/18	48	Business Analyst	
51		-	0%	1.3.1.4 Circulate Requirements for Review & Feedback	1 day	Mon 2/5/18	Mon 2/5/18	50	Business Analyst	
52		-5	0%	1.3.1.5 Make updates	1 day	Tue 2/6/18	Tue 2/6/18	51	Business Analyst	
53		-5	0%	1.3.1.6 Sponsor Signoff	1 day	Wed 2/7/18	Wed 2/7/18	52	Project Sponsor	
54		-	0%	1.3.2 Detailed Requirements Signoff	0 days	Wed 2/7/18	Wed 2/7/18	53		Milestone
55	_	-	0%	1.3.3 Perform Procurement	21 days?	Thu 2/1/18	Thu 3/1/18			
56	1	-5	0%	1.3.3.1 Identify Contract & Procurement Specialist Assignment	1 day?	Thu 2/1/18	Thu 2/1/18		Oversight Project Manager[5%]	This may be a DII CAP Specialist (if requested) or an Agency/Department CAP Specialist
57		-5	0%	1.3.3.2 Select Procurement Process	1 day?	Thu 2/1/18	Thu 2/1/18	45	Contract Specialist	
58	•	-5	0%	1.3.3.3 Draft bid documents	1 day?	Fri 2/2/18	Fri 2/2/18	57	Business Lead[5%],Contract Specialist	
59		-5	0%	1.3.3.4 Submit for Review and Approval	1 day?	Mon 2/5/18	Mon 2/5/18	58	Contract Specialist	
60		-5	0%	1.3.3.5 Procurement Posting	1 day?	Tue 2/6/18	Tue 2/6/18	59	Contract Specialist	
61		-	0%	1.3.3.6 Questions & Answers	1 day?	Wed 2/7/18	Wed 2/7/18	60	Contract Specialist	
62		-	0%	1.3.3.7 Answers Posted	1 day?	Thu 2/8/18	Thu 2/8/18	61	Contract Specialist	
63		-5	0%	1.3.3.8 Best and Final Offers	1 day?	Fri 2/9/18	Fri 2/9/18	62	Contract Specialist	
64		-	0%	1.3.3.9 Site Visits	1 day?	Mon 2/12/18	Mon 2/12/18	63	Contract Specialist	If needed
65		-9	0%	1.3.3.10 Reference Checks	1 day?	Tue 2/13/18	Tue 2/13/18	64	Contract Specialist	

	Example Waterfall Project Schedule									
ID	•			k Name	Duration	Start	Finish	Predecessors	Resource Names	Comments
6	6	Mode	Complete 0%	1.3.3.11 Bid Review and selection	1 day?	Wed 2/14/18	Wed 2/14/18	65	Business Lead[5%],Project Manager[25%],Enterprise Architecture Analyst,Security Analyst,Application Services Analyst,Service Desk Analyst,Network Analyst,Desktop Services Analyst,IT Analyst,Business Analyst	
6	7	-5	0%	1.3.3.12 Preliminary vendor selection	1 day?	Thu 2/15/18	Thu 2/15/18	66	Business Lead[5%], Project Manager[25%], Enterprise Architecture Analyst, Security Analyst, Application Services Analyst, Service Desk Analyst, Network Analyst, Desktop Services Analyst, IT Analyst, Business Analyst	
6		4	0%	1.3.3.13 Independent Review	11 days?	Thu 2/15/18	Thu 3/1/18			If over \$1M
6	_	-5	0%	1.3.3.13.1 Draft IR SOW	1 day?	Thu 2/15/18	Thu 2/15/18	66	Contract Specialist	
7	:	-5	0%	1.3.3.13.2 IR SOW emailed to Retainer Vendors	1 day?	Fri 2/16/18	Fri 2/16/18	69	Contract Specialist	
7:		-9	0%	1.3.3.13.3 Respond to questions submitted by Retainer Vendor	-	Mon 2/19/18	Mon 2/19/18	70	Contract Specialist	
7:	:	-5 -5	0% 0%	1.3.3.13.4 IR Bids Due 1.3.3.13.5 Evaluate Bids and Select IR Vendor	1 day? 1 day?	Mon 2/19/18 Tue 2/20/18	Mon 2/19/18 Tue 2/20/18	70 72	Contract Specialist Oversight Project Manager[5%]	
7.			0%	1.3.3.13.6 Draft IR SOW Agreement	1 day?	Wed 2/21/18	Wed 2/21/18	73	Contract Specialist	
7.			0%	1.3.3.13.7 IR SOW Signed	1 day?	Thu 2/22/18	Thu 2/22/18	74	CIO,IR Vendor	
7		===	0%	1.3.3.13.8 Schedule IR Report Presentation with the CIO	1 day?	Wed 2/21/18	Wed 2/21/18	73	Oversight Project Manager[5%]	
7	7	-5	0%	1.3.3.13.9 Independent Review Conducted by Vendor	4 days?	Tue 2/20/18	Fri 2/23/18			
7:	8 🛉	-5	0%	1.3.3.13.9.1 Kickoff	1 day?	Tue 2/20/18	Tue 2/20/18	72	Oversight Project Manager[5%],IR Vendor	
7:	9	-5	0%	1.3.3.13.9.2 Interviews	1 day?	Wed 2/21/18	Wed 2/21/18	78	IR Vendor	
8	0 🛉	-5	0%	1.3.3.13.9.3 Risk Register	1 day?	Thu 2/22/18	Thu 2/22/18	79	IR Vendor	
8	_	-5	0%	1.3.3.13.9.4 Report	1 day?	Fri 2/23/18	Fri 2/23/18	80	IR Vendor	
8:		-5	0%	1.3.3.13.10 Report Draft Submitted to OPM	1 day?	Mon 2/26/18	Mon 2/26/18	81	IR Vendor	
8:		-5	0%	1.3.3.13.11 Business Response to IR Draft	1 day?	Tue 2/27/18	Tue 2/27/18	82	Manager[25%],Business Lead[5%]	Be sure to include your Risk Response Plans
8	1-	-5	0%	1.3.3.13.12 Report submitted to CIO	1 day?	Wed 2/28/18	Wed 2/28/18	83	0 , 0 ; ,	Allow 1 week for review
8	5	-5	0%	1.3.3.13.13 IR Report Presentation Meeting	1 day?	Thu 3/1/18	Thu 3/1/18	84	CIO,Business Lead[5%],Project Sponsor,Project Manager[25%],Oversight Project Manager[5%]	
8		4	0%	1.3.3.14 IR Accepted	0 days	Thu 3/1/18	Thu 3/1/18	85		
8	7	-5	0%	1.3.3.15 Contracting	4 days?	Fri 2/16/18	Wed 2/21/18			
8	:	-5	0%	1.3.3.15.1 Draft Contract or Statement of Work Agreement (SC	-	Fri 2/16/18	Fri 2/16/18	67	Business Lead[5%],Contract Specialist	
8		-3	0%	1.3.3.15.2 Coordinate Preliminary Internal Contract Review	1 day?	Fri 2/16/18	Fri 2/16/18	67	Contract Specialist	
9		-5	0%	1.3.3.15.3 Coordinate Preliminary Vendor Contract Review	1 day?	Mon 2/19/18	Mon 2/19/18	88	Contract Specialist	
9		-9	0%	1.3.3.15.4 Solicit Final Legal Review	1 day?	Mon 2/19/18	Mon 2/19/18	88	Contract Specialist	
9:	_	-	0%	1.3.3.15.5 Compile Documents for Contract Package Routing	1 day?	Tue 2/20/18	Tue 2/20/18	91	Contract Specialist	
9.		-5 -5	0% 0%	1.3.3.15.6 Obtain Contract Approval and Signatures 1.3.3.15.7 Contract Executed	1 day? 0 days	Wed 2/21/18 Wed 2/21/18	Wed 2/21/18 Wed 2/21/18	92	Contract Specialist	
9		-3	0%	1.3.4 Develop Project Management Plan	16 days?	Thu 2/1/18	Thu 2/22/18	<i>,</i> ,		Minimum Deliverable (Robust)
-	-		0/0	1.3.4 Develop i Toject Management Flan	10 uays:	. 11u 2/ 1/ 10	111u 2/22/10			william beliverable (nobust)

					Example \	Waterfall Project S	chedule		
ID	Tas		Task Name	Duration	Start	Finish	Predecessors	Resource Names	Comments
96	-5	09	1.3.4.1 Review and Update Milestone List	1 day?	Thu 2/22/18	Thu 2/22/18	94	Project Manager[15%]	Update MPP with Milestone designations for appropriate tasks
97	-5	09	1.3.4.2 Draft required project log components (may have started before now)	1 day?	Thu 2/22/18	Thu 2/22/18	94	Project Manager[15%]	Minimum Deliverable (Classic, Robust)
98	-	09	1.3.4.3 Schedule Baseline and Work Breakdown Structure	1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[15%]	
99	-3	09	1.3.4.4 Change Management Plan	1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[15%]	
100	-	09	1.3.4.4.1 Change Control Plan	1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[25%]	
101	-	09	1.3.4.5 Communications Management Plan	1 day?	Thu 2/1/18	Thu 2/1/18			
102	<b>-</b>	09	1.3.4.5.1 Communications matrix	1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[15%]	Minimum Deliverable (Classic, Robust)
103	-5	09	1.3.4.5.2 Project Website	1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[15%]	
104	-5	09	1.3.4.5.3 Project Metrics	1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[15%]	
105	-5	09	1.3.4.6 Cost Management Plan	1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[15%]	
106	-3	09	1.3.4.7 Procurement Management Plan	1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[15%]	
107	-5	09	1.3.4.8 Scope Management Plan	1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[15%]	
108	-5	09	1.3.4.9 Schedule Management Plan	1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[15%]	
109	-5	09	1.3.4.10 Quality Management Plan	1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[15%]	
110	-5	09	1.3.4.10.1 Quality Baseline	1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[25%]	
111	-3	09	1.3.4.10.2 Test Plan	1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[25%]	
112	-3	09	1.3.4.10.3 Training Plan	1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[25%]	
113	-3	09	_	1 day?	Thu 2/1/18	Thu 2/1/18		Project Manager[15%]	
114	-3	09	•	1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[15%]	
115	-5	09		1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[15%]	
116	-5	09	-	1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[15%]	
117	-5	09	0 0	1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[15%]	
118	-5	09		1 day?	Thu 2/1/18	Thu 2/1/18	33,29	Project Manager[15%]	
119	-5	09		4 days?	Thu 2/1/18	Tue 2/6/18	33,29		
120	-5	09	1.3.4.17.1 Revise Estimates to become Actuals	1 day?	Thu 2/1/18	Thu 2/1/18		Project Manager[25%], Business Lead[5%], Business Manager	Utilize ITABC to and contract actuals to build budget
121	-5	09	1.3.4.17.2 Draft Budget	1 day?	Fri 2/2/18	Fri 2/2/18	120	Project Manager[25%], Business Lead[5%]	
122	-5	09	1.3.4.17.3 Budget Revision	1 day?	Mon 2/5/18	Mon 2/5/18	121	Project Manager[25%], Business Lead[5%], Business Manager	
123	-	09	_	1 day?	Tue 2/6/18	Tue 2/6/18	122	Project Sponsor	
124	-	09	1.3.5 PMP Approved	0 days	Wed 1/31/18	Wed 1/31/18			
125	-3	09		2 days?	Wed 2/7/18	Thu 2/8/18			
126	-5	09		1 day?	Wed 2/7/18	Wed 2/7/18	123	Financial Analyst 1[1%]	
127	-	09		1 day?	Thu 2/8/18	Thu 2/8/18	126	Financial Analyst 1[1%]	
128	-5	09	1.3.6.3 Project Management Information System Update	1 day?	Thu 2/8/18	Thu 2/8/18	126	Project Manager[5%]	PlanIT
129	-9	09	0 11	0 days	Thu 2/8/18	Thu 2/8/18	127		
130	-5	09	-	1 day?	Fri 3/2/18	Fri 3/2/18	55,95	Project Manager[15%]	
131	-9	09		1 day?	Mon 3/5/18	Mon 3/5/18	130	Project Manager[15%]	
132	-9	09		12 days?	Tue 3/6/18	Wed 3/21/18	46		
133	-	09	-	4 days?	Tue 3/6/18	Fri 3/9/18	4.6	During and Amelyst Duringt Manager (250/1	Little Aggregated Development
134	-5	09		1 day?	Tue 3/6/18	Tue 3/6/18	46	Business Analyst, Project Manager [25%]	Utilize Approved Requirements
135	-9	09		1 day?	Wed 3/7/18	Wed 3/7/18	134	Vendor	
136	-5	09	1.4.1.3 Circulate for Review and Feedback	1 day?	Thu 3/8/18	Thu 3/8/18	135	Project Manager[25%]	

Example Waterfall Project Schedule
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ID •••	Task Mode		sk Name	Duration	Start	Finish	Predecessors	Resource Names	Comments
137	-5	0%	1.4.1.4 Make updates	1 day?	Fri 3/9/18	Fri 3/9/18	136	Vendor	
138	-5	0%	1.4.1.5 Design Approved	0 days	Fri 3/9/18	Fri 3/9/18	137		
139	-5	0%	1.4.2 Development	5 days?	Mon 3/12/18	Fri 3/16/18			
140	-5	0%	1.4.2.1 Procure Hardware / Software	1 day?	Mon 3/12/18	Mon 3/12/18	138	Contract Specialist	If Needed
141	-5	0%	1.4.2.2 Install / Develop Solution - Development	1 day?	Tue 3/13/18	Tue 3/13/18	140	Vendor	Dev / Test Environment
142		0%	1.4.2.3 Testing Phase	2 days?	Wed 3/14/18	Thu 3/15/18	141	Vendor, Project Manager [25%], Technical Lead, Business	
143	-5	0%	1.4.2.3.1 Execute User Acceptance Testing	1 day?	Wed 3/14/18	Wed 3/14/18	141	Technical Lead, Project Manager [25%], Business Analyst	
144	-5	0%	1.4.2.3.2 UAT Completed / Approve	1 day?	Thu 3/15/18	Thu 3/15/18	143	Business Lead[5%],Project Manager[25%]	
145	-5	0%	1.4.2.4 Install / Develop Solution - Production	1 day?	Fri 3/16/18	Fri 3/16/18	142	Vendor	Production Environment
146	-5	0%	1.4.3 User Training	1 day?	Mon 3/19/18	Mon 3/19/18	145	Vendor, Project Manager [25%]	
147	-	0%	1.4.4 Execute Change Control	1 day?	Tue 3/20/18	Tue 3/20/18	146	Project Manager[25%]	Notify technical staff of new system coming online and troubleshooting contact info
148	->	0%	1.4.5 Send Go Live Email	1 day?	Wed 3/21/18	Wed 3/21/18	147	Project Manager[25%], Business Lead[5%]	
149	-5	0%	1.4.6 Go Live	0 days	Mon 3/19/18	Mon 3/19/18	146		
150	-5	0%	1.5 Closing	6 days?	Thu 3/22/18	Thu 3/29/18	132		
151	-5	0%	1.5.1 Audit Procurement	1 day?	Thu 3/22/18	Thu 3/22/18	149	<b>Contract and Procurement Director</b>	
152	-5	0%	1.5.2 Send out Customer Survey	1 day?	Thu 3/22/18	Thu 3/22/18	149	Project Manager[25%]	
153	-5	0%	1.5.3 Facilitate Lessons Learned Meeting	1 day?	Thu 3/22/18	Thu 3/22/18			
154	-5	0%	1.5.4 Document Lessons Learned	1 day?	Fri 3/23/18	Fri 3/23/18	151	Project Manager[25%]	
155	-5	0%	1.5.5 Close Project or Contract in Vision	1 day?	Mon 3/26/18	Mon 3/26/18	154	Contract Specialist	
156	-5	0%	1.5.6 Closeout Report	1 day?	Tue 3/27/18	Tue 3/27/18	155	Project Manager[25%]	Formal acceptance of project
157	-5	0%	1.5.7 Project Complete	0 days	Tue 3/27/18	Tue 3/27/18	156	Project Manager[25%]	
158	-5	0%	1.5.8 Archive Files /Documents	1 day?	Wed 3/28/18	Wed 3/28/18	157	Project Manager[25%]	Per Records Schedules
159	-5	0%	1.5.9 Gate 4 Review	1 day?	Thu 3/29/18	Thu 3/29/18	158	Project Manager[25%]	
160	-5	0%	1.6 Project Completed	0 days	Thu 3/29/18	Thu 3/29/18	150		