



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
Not Started							
Review Meeting with Team	Chris Baker	☒		Planning	High	10	1
Post Webinar Review	Chris Baker	☐		Planning	High	10	0
Beta Testing	Chris Baker	☐		Planning	Medium		0
Regression Testing	Brian Boylan	☐			Medium	15	1
User Acceptance Testing	Brian Boylan	☐			Medium	10	0
Implementation	Brian Boylan	☐			Medium	5	0
Post Implementation Review	Brian Boylan	☐			Medium	5	0
			TOTAL DAYS:			55	
In-Progress							
Webinar	Chris Baker	☐	01-08-2024	Post Project	High	10	3
Email Recording	Christine Boylan	☐	01-12-2024	Design	High	225	0



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	Client Requirements Review	Christine Boylan	☐	01-12-2024	Design	High	225	0
	Scheduling Calls	Christine Boylan	☐	01-12-2024	Design	High	225	0
	Scheduling Calls 2	Christine Boylan	☐	01-12-2024	Design	High	225	0
	Kick Off Meeting	Christine Boylan	☐	01-12-2024	Design	High	225	0
	Scheduling Calls3	Christine Boylan	☐	01-12-2024	Design	High	225	0
				TOTAL DAYS:			1,360	
Completed								
	Prepare Demo info	Chris Baker	☐	01-01-2024	Planning	High	10	0
	Schedule Webinar	Chris Baker	☐	01-01-2024	Planning	High	10	0
	Practice Session	Chris Baker	☐	01-01-2024	Planning	High	10	2
	Requirements Gathering	Chris Baker	☐	01-01-2024	Planning	High	10	0
	Project Design	Chris Baker	☐	01-01-2024	Planning	High	10	0
	Project Quote	Chris Baker	☐	01-02-2024	Planning	High	10	0



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	Project Approval	Chris Baker	☐	01-03-2024	Planning	High	10	0
				TOTAL DAYS:			70	
				GRAND TOTAL			1,485	

Approved By