|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  | **T E A M**  WORK PLAN |  |  | | |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Identification | | |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Cost Benefit Analysis | Bobby Porter |  |  |
|  |  | 02/02/2023 |  |  |
|  |  |  | APPROVED |  |  |  |
|  |  |  | Risk Assessment | Maddox Rose |  |  |
|  |  | 18/02/2023 |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Develop Project Proposal  $450,000 | Tia Workman |  |  |
|  |  | 28/02/2023 |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Planning | | |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Kick-off meeting with client | Morgan Sutton |  |  |
|  |  | 17/03/2023 |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Define scope of work and write URS  RESEARCH | Denny Burris |  |  |
|  |  | 31/03/2023 |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Identify and Record Project Risks | Alfie Wilkinson |  |  |
|  |  | 11/04/2023 |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Execution and Control | | |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Project Communications Management | Nickolas Sullivan |  |  |
|  |  | 18/04/2023 |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Manage Project Procurement | John Doe |  |  |
|  |  | 21/05/2023 |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Track and Manage Project Risks and Issues  OUT FOR APPROVAL | Zaid Shaw |  |  |
|  |  | 01/06/2023 |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Conduct Project Change Management  IN PROGRESS | Tia Workman |  |  |
|  |  | 17/06/2023 |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Closeout | | |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Conduct Closeout Meetings | Nickolas Sullivan |  |  |
|  |  | 10/07/2023 |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Develop Lessons Learned | Adonis Dickson |  |  |
|  |  | 11/07/2023 |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Develop Closeout Report  ESCALATION | Leslie Palmer |  |  |
|  |  | 16/07/2023 |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Archive Project Documents and Conduct Transitioning Activities | Mel Jackson |  |  |
|  |  | 31/07/2023 |  |  |
|  |  |  |  |  |  |  |
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