

Project Management Final Assignment

Dennis Adams

EDUC - 6145 – 3

February 22, 2015

Dr. R. Pastore

Statement of Work

(Scenario: Developing Learning Objects for Adult Learners)

Project Name: Deep Sea Oil Rig eLearning Suite Proof-of Concept REDO

Date: 21 July

Project Manager: Assigned by AVN

This Charter formally authorizes Third Eye Media to redo the develop and implement a suite of web based learning objects learning objects for deep-sea oil exploration underwater drilling for use by the Australian Vocational Network. A project plan will be developed and submitted to the AVN Project manager for approval. The project plan will include: scope statement; schedule; cost estimate; budget and provisions for scope, resources, schedule, communications, quality, as well as project control. All resources will be assigned by the Director, L.J. Smith of the AVN Learning Material Division.

The purpose of the Instructional Design project is to provide accreditation for new employees and re-accreditation for employees with experience. This project will meet all of AVN's requirements as stated in 12 January memorandum from the Director of Technical Training.

The project deliverables shall include modules that are SCORM compliant, self-contained, and deliverable through a learning management system. The objectives of the project are to produce written training materials that are based on industry standard underwater exploration competencies.

Success will be determined by the Project Manager once the system is implemented and one full training cycle has been completed that meets the objectives with no discrepancies.

The Project Manager assigned by AVN is hereby authorized to interface with the production manager as required, negotiate for resources, delegate responsibilities within the framework of the project, and to communicate with all contractors and management, as required, to ensure successful and timely completion of the project. The Project Manager is responsible for developing the project plan, monitoring the schedule, cost, and scope of the project during implementation, and maintaining control over the project by measuring performance and taking corrective action.

The stakeholders include AVN, Third Eye Media, AVN appointed Project Manager, Joe Strickler the industry appointed Deep-sea drilling expert, Simon Wilkowsky the Third Eye production manager, and Margaret Janson design team leader.

Key Assumptions are: Proof-of-Concept is to be 40% level of development and submitted in three weeks. The educational model used will recognize an active, constructive role for the learner. Interactivity and authenticity will be integrated into the eLearning suite.

Project team members: All of Third Eye Media design team

Project sponsor: Australian Vocational Network

Project Budget: \$100,000

Project Scope

Project Name: Proof-of-Concept Redo

Date: July 23 – August 13

Project Manager: Assigned by AVN

Subject Matter Expert: assigned by Oil Exploration Industry Committee - Joe Strickler

Project Tracking Number: X0001

Project Justification: Proof-of Concept needs to be redesigned to meet AVN standards.

Overview of Deliverables: Proof-of-Concept which is 40% of the eLearning suite that consists of 3 modules: basic oil rig safety, emergency procedures, and ocean bed strata.

Specific Project Objectives & Success Criteria

Schedule: 3 weeks

Cost: \$40,000, 40% of total cost of original project.

Quality: Product must comply with W3C Priority-1 Web Content Accessibility Guidelines and must also be SCORM compliant. It must also meet or exceed the expectations of AVN

Scope Management Issues: The scope of the project is redoing the Proof-of-Concept to maintain the original contract. Completion of the original project is outside the scope of this project until Proof-of-Concept is accepted by AVN. All other changes or additions will be cause for renegotiation between Third Eye Media and the Australian Vocational Network. Scope changes will be submitted using a Change of Scope document to include effects on time, cost, and personnel in addition to being signed by management.

Primary Stakeholders and Roles:

Stakeholder	Role
Porter, Carolyn	Third Eye Media(TEM) CEO
Wilkowsky, Simon	TEM production Manager
Jansen, Margaret	Senior/Lead Designer
Charles, Dr. Geoff	Consultant to Margaret Jansen
Adams, Trevor	Instructional Designer
Howe, Martin	Industry Consultant for Third Eye Media
To be assigned by AVN	Project manager
Strickler, Joe	SME for AVN
Smith, L.J.	Director of learning Materials Div.- AVN
Australia Education Committee	Funding for AVN

Key Assumptions: Redo of Proof-of-Concept will be completed in three weeks and acceptable to AVN standards. TEM will have access to AVN's SME as needed.

Work Breakdown Chart

































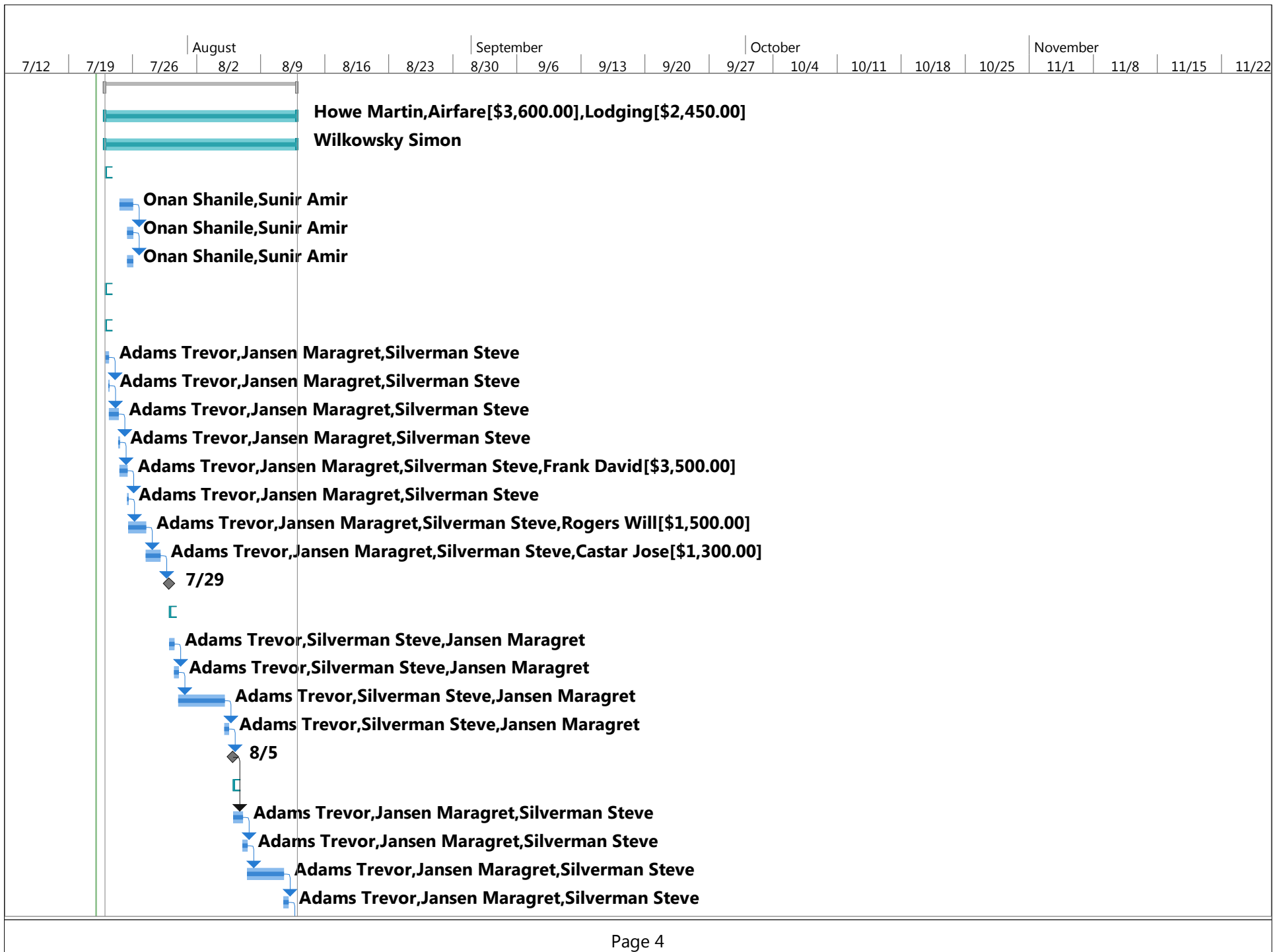
Work Breakdown Outline

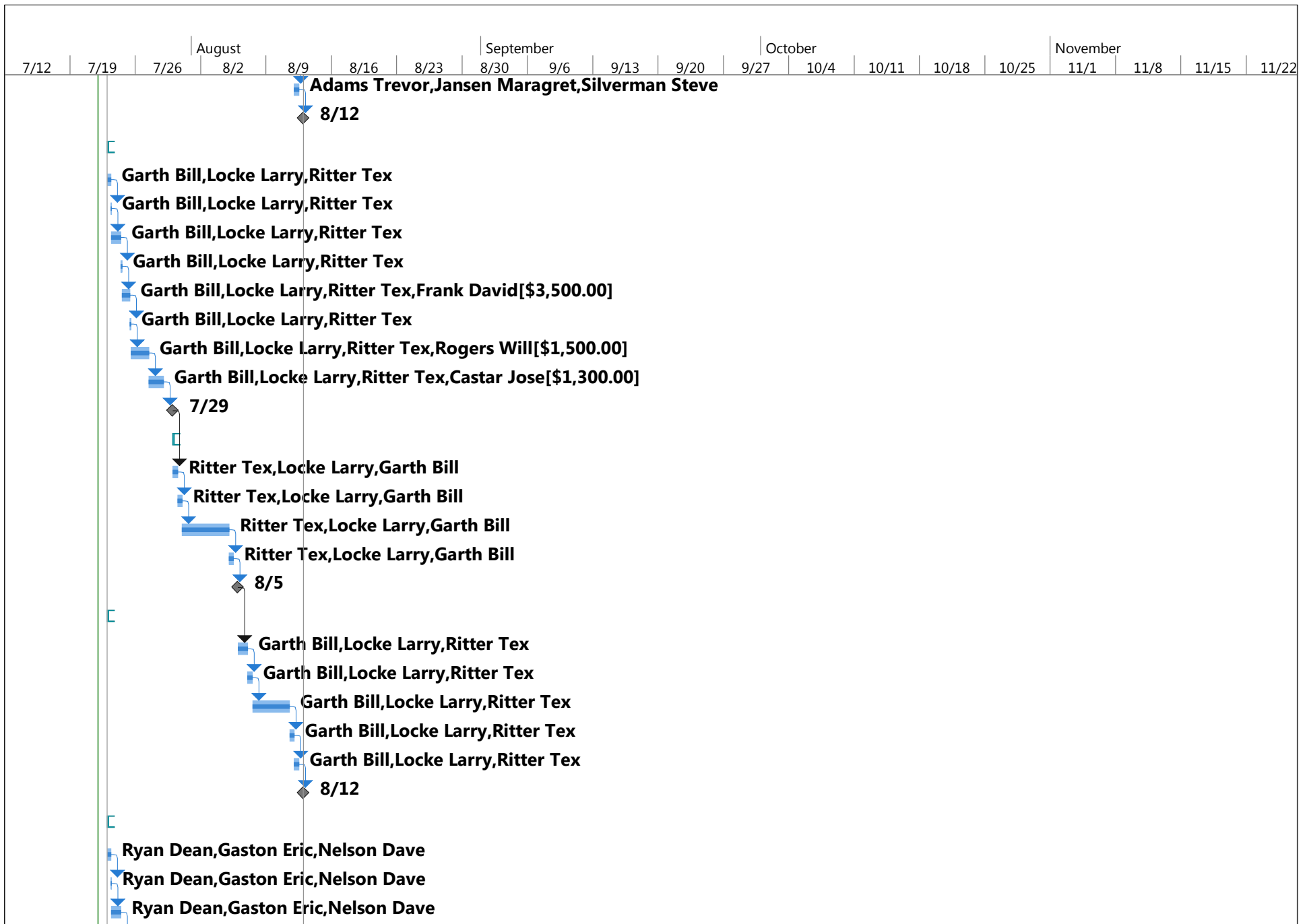
- **eLearning Suite**
 - **1. Module 1-Basic Oil Rig Safety**
 - **1.1. Personal Protective Equipment**
 - **1.1.1 Activity**
 - **1.1.2 Quiz**
 - **1.2 Fire Safety**
 - **1.2.1 Activity**
 - **1.2.2 Quiz**
 - **1.3 Lifting, Height Safety, and Lifting**
 - **1.3.1 Activity**
 - **1.3.2 Quiz**
 - **2. Module-2- Emergency Procedures**
 - **2.1 Type of Evacuation**
 - **2.1.1 Activity**
 - **2.1.2 Quiz**
 - **2.2 Rig Escape Procedures**
 - **2.2.1 Activity**
 - **2.2.2 Quiz**
 - **2.3 Helicopter Rescue**
 - **2.3.1 Activity**
 - **2.3.2 Quiz**
 - **3. Module 3 Ocean Bed Strata**
 - **3.1 Strata Theory**
 - **3.1.1 Activity**
 - **3.1.2 Quiz**
 - **3.2 Sonar Scan Techniques**
 - **3.2.1 Activity**
 - **3.2.2 Quiz**

ID		Task Mode	Task Name	Duration	Start	Finish	Prec	Actual Cost	
0			AVN Redo Proof of Concept	18 days?	Thu 7/23/15	Wed 8/12/15		\$89,040.00	7/5
1			Consulting	18 days	Thu 7/23/15	Wed 8/12/15		\$14,400.00	
2			Production Manager	18 days	Thu 7/23/15	Wed 8/12/15		\$11,520.00	
3			eLearning Course Introduction		Thu 7/23/15			\$0.00	
4			Author/Template	12 hrs	Fri 7/24/15	Sat 7/25/15		\$1,080.00	
5			Evaluate	6 hrs	Sat 7/25/15	Sat 7/25/15	4	\$540.00	
6			Changes	6 hrs	Sat 7/25/15	Sat 7/25/15	5	\$540.00	
7			Module 1-Basic Oil Rig Safety		Thu 7/23/15			\$0.00	
8			1.1 Personal Protective Equipment		Thu 7/23/15			\$0.00	
9			Prepare plan	1 hr	Thu 7/23/15	Thu 7/23/15		\$155.00	
10			Develop flowchart	1 hr	Thu 7/23/15	Thu 7/23/15	9	\$155.00	
11			Develop Storyboard	8 hrs	Thu 7/23/15	Fri 7/24/15	10	\$1,240.00	
12			Content learning analysis	2.5 hrs	Fri 7/24/15	Fri 7/24/15	11	\$387.50	
13			Develop instructional media	5 hrs	Fri 7/24/15	Sat 7/25/15	12	\$775.00	
14			Prototype Module	2.5 hrs	Sat 7/25/15	Sat 7/25/15	13	\$387.50	
15			Produce/acquire media and rights	6 hrs	Sat 7/25/15	Mon 7/27/15	14	\$930.00	
16			Author Module	14 hrs	Mon 7/27/15	Tue 7/28/15	15	\$2,170.00	
17			Evaluate Module	8 hrs	Wed 7/29/15	Wed 7/29/15	16	\$1,240.00	
18			1.1.1 Activity		Thu 7/30/15			\$0.00	
19			Decide type of activity	4 hrs	Thu 7/30/15	Thu 7/30/15		\$620.00	
20			Decide content	4 hrs	Thu 7/30/15	Thu 7/30/15	19	\$620.00	
21			Design activity and interaction	4 days	Fri 7/31/15	Tue 8/4/15	20	\$4,960.00	
22			Design output	4 hrs	Wed 8/5/15	Wed 8/5/15	21	\$620.00	
23			Feedback	4 hrs	Wed 8/5/15	Wed 8/5/15	22	\$620.00	
24			1.1.2 Quiz		Thu 8/6/15			\$0.00	
25			Create Question	1 day	Wed 8/5/15	Thu 8/6/15	23	\$360.00	
26			Define type and properties	4 hrs	Thu 8/6/15	Fri 8/7/15	25	\$180.00	
27			Setup and layout	3 days	Fri 8/7/15	Tue 8/11/15	26	\$1,080.00	
28			Establish assessment and attempts	4 hrs	Tue 8/11/15	Tue 8/11/15	27	\$180.00	

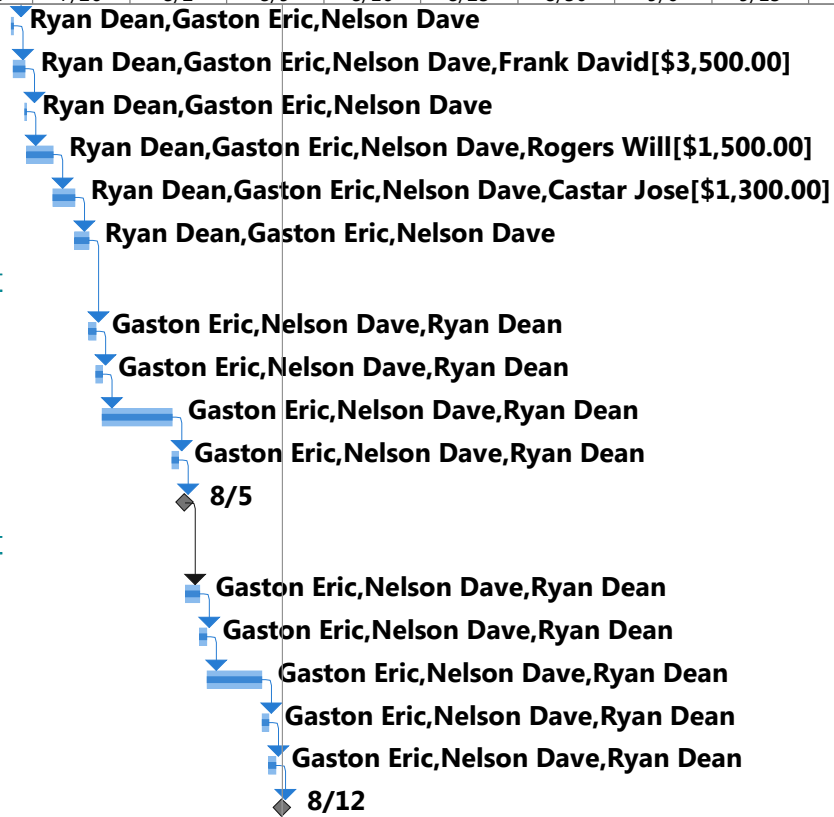
ID		Task Mode	Task Name	Duration	Start	Finish	Precedence	Actual Cost	
29			Establish reports and feedback	4 hrs	Tue 8/11/15	Wed 8/12/15	28	\$180.00	7/5
30			Preview and release	4 hrs	Wed 8/12/15	Wed 8/12/15	29	\$180.00	
31			1.2 Fire Safety		Thu 7/23/15			\$0.00	
32			Prepare plan	1 hr	Thu 7/23/15	Thu 7/23/15		\$160.00	
33			Develop flowchart	1 hr	Thu 7/23/15	Thu 7/23/15	32	\$160.00	
34			Develop Storyboard	8 hrs	Thu 7/23/15	Fri 7/24/15	33	\$1,280.00	
35			Content learning analysis	2.5 hrs	Fri 7/24/15	Fri 7/24/15	34	\$400.00	
36			Develop instructional media	5 hrs	Fri 7/24/15	Sat 7/25/15	35	\$800.00	
37			Prototype Module	2.5 hrs	Sat 7/25/15	Sat 7/25/15	36	\$400.00	
38			Produce/acquire media and rights	6 hrs	Sat 7/25/15	Mon 7/27/15	37	\$960.00	
39			Author Module	14 hrs	Mon 7/27/15	Tue 7/28/15	38	\$2,240.00	
40			Evaluate Module	8 hrs	Wed 7/29/15	Wed 7/29/15	39	\$1,280.00	
41			1.2.1 Activity		Thu 7/30/15			\$0.00	
42			Decide type of activity	4 hrs	Thu 7/30/15	Thu 7/30/15	40	\$640.00	
43			Decide content	4 hrs	Thu 7/30/15	Thu 7/30/15	42	\$640.00	
44			Design activity and interaction	4 days	Fri 7/31/15	Tue 8/4/15	43	\$5,120.00	
45			Design output	4 hrs	Wed 8/5/15	Wed 8/5/15	44	\$640.00	
46			Feedback	4 hrs	Wed 8/5/15	Wed 8/5/15	45	\$640.00	
47			1.2.2 Quiz		Thu 7/23/15			\$0.00	
48			Create Questions	1 day	Thu 8/6/15	Thu 8/6/15	46	\$1,280.00	
49			Define type and properties	4 hrs	Fri 8/7/15	Fri 8/7/15	48	\$640.00	
50			Setup and layout	3 days	Fri 8/7/15	Tue 8/11/15	49	\$3,840.00	
51			Establish assessment and attempts	4 hrs	Tue 8/11/15	Tue 8/11/15	50	\$640.00	
52			Establish reports and feedback	4 hrs	Wed 8/12/15	Wed 8/12/15	51	\$640.00	
53			Preview and release	4 hrs	Wed 8/12/15	Wed 8/12/15	52	\$640.00	
54			1.3 Lifting, Height Safety		Thu 7/23/15			\$0.00	
55			Prepare plan	1 hr	Thu 7/23/15	Thu 7/23/15		\$145.00	
56			Develop flowchart	1 hr	Thu 7/23/15	Thu 7/23/15	55	\$145.00	
57			Develop Storyboard	8 hrs	Thu 7/23/15	Fri 7/24/15	56	\$1,160.00	

ID		Task Mode	Task Name	Duration	Start	Finish	Precedence	Actual Cost	
58			Content learning analysis	2.5 hrs	Fri 7/24/15	Fri 7/24/15	57	\$362.50	7/5
59			Develop instructional media	5 hrs	Fri 7/24/15	Sat 7/25/15	58	\$725.00	
60			Prototype Module	2.5 hrs	Sat 7/25/15	Sat 7/25/15	59	\$362.50	
61			Produce/acquire media and rights	6 hrs	Sat 7/25/15	Mon 7/27/15	60	\$870.00	
62			Author Module	14 hrs	Mon 7/27/15	Tue 7/28/15	61	\$2,030.00	
63			Evaluate Module	8 hrs	Wed 7/29/15	Wed 7/29/15	62	\$1,160.00	
64			1.3.1 Activity		Thu 7/23/15			\$0.00	
65			Decide type of activity	4 hrs	Thu 7/30/15	Thu 7/30/15	63	\$580.00	
66			Decide content	4 hrs	Thu 7/30/15	Thu 7/30/15	65	\$580.00	
67			Design activity and interaction	4 days	Fri 7/31/15	Tue 8/4/15	66	\$4,640.00	
68			Design output	4 hrs	Wed 8/5/15	Wed 8/5/15	67	\$580.00	
69			Feedback	4 hrs	Wed 8/5/15	Wed 8/5/15	68	\$580.00	
70			1.3.2 Quiz		Thu 7/23/15			\$0.00	
71			Create Questions	1 day	Thu 8/6/15	Thu 8/6/15	69	\$1,160.00	
72			Define type and properties	4 hrs	Fri 8/7/15	Fri 8/7/15	71	\$580.00	
73			Setup and layout	3 days	Fri 8/7/15	Tue 8/11/15	72	\$3,480.00	
74			Establish assessment and attempts	4 hrs	Tue 8/11/15	Tue 8/11/15	73	\$580.00	
75			Establish reports and feedback	4 hrs	Wed 8/12/15	Wed 8/12/15	74	\$580.00	
76			Preview and release	4 hrs	Wed 8/12/15	Wed 8/12/15	75	\$580.00	





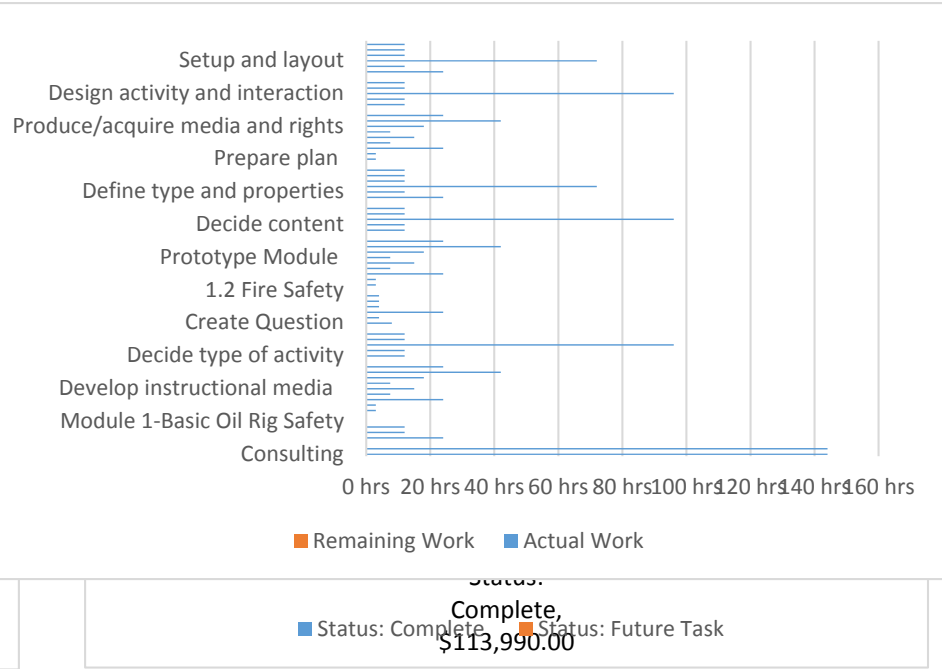
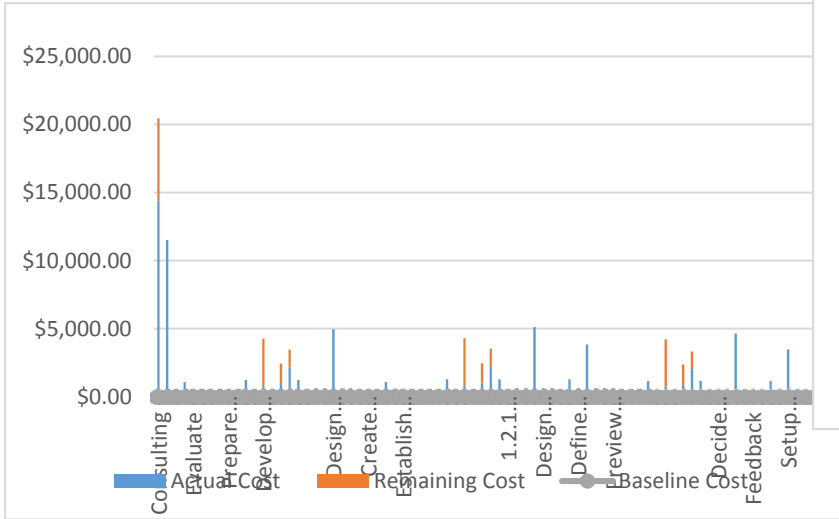
7/12 | 7/19 | August | 7/26 | 8/2 | 8/9 | 8/16 | 8/23 | September | 8/30 | 9/6 | 9/13 | 9/20 | October | 9/27 | 10/4 | 10/11 | 10/18 | 10/25 | November | 11/1 | 11/8 | 11/15 | 11/22



TASK COST OVERVIEW

COST STATUS

Cost status for top-level tasks.



COST DETAILS

Cost details for all top-level tasks.

Name	Fixed Cost	Actual Cost	Remaining Cost	Cost	Baseline Cost	Cost Variance
Consulting	\$0.00	\$14,400.00	\$6,050.00	\$20,450.00	\$0.00	\$20,450.00
Production Manager	\$0.00	\$11,520.00	\$0.00	\$11,520.00	\$0.00	\$11,520.00
eLearning Course Introduction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Author/Template	\$0.00	\$1,080.00	\$0.00	\$1,080.00	\$0.00	\$1,080.00
Evaluate	\$0.00	\$540.00	\$0.00	\$540.00	\$0.00	\$540.00
Changes	\$0.00	\$540.00	\$0.00	\$540.00	\$0.00	\$540.00
Module 1-Basic Oil Rig Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1.1 Personal Protective Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Prepare plan	\$0.00	\$155.00	\$0.00	\$155.00	\$0.00	\$155.00
Develop flowchart	\$0.00	\$155.00	\$0.00	\$155.00	\$0.00	\$155.00
Develop Storyboard	\$0.00	\$1,240.00	\$0.00	\$1,240.00	\$0.00	\$1,240.00

Status: Complete, \$113,990.00

Content learning analysis	\$0.00	\$387.50	\$0.00	\$387.50	\$0.00	\$387.50
Develop instructional media	\$0.00	\$775.00	\$3,500.00	\$4,275.00	\$0.00	\$4,275.00
Prototype Module	\$0.00	\$387.50	\$0.00	\$387.50	\$0.00	\$387.50
Produce/acquire media and rights	\$0.00	\$930.00	\$1,500.00	\$2,430.00	\$0.00	\$2,430.00
Author Module	\$0.00	\$2,170.00	\$1,300.00	\$3,470.00	\$0.00	\$3,470.00
Evaluate Module	\$0.00	\$1,240.00	\$0.00	\$1,240.00	\$0.00	\$1,240.00
1.1.1 Activity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Decide type of activity	\$0.00	\$620.00	\$0.00	\$620.00	\$0.00	\$620.00
Decide content	\$0.00	\$620.00	\$0.00	\$620.00	\$0.00	\$620.00
Design activity and interaction	\$0.00	\$4,960.00	\$0.00	\$4,960.00	\$0.00	\$4,960.00
Design output	\$0.00	\$620.00	\$0.00	\$620.00	\$0.00	\$620.00
Feedback	\$0.00	\$620.00	\$0.00	\$620.00	\$0.00	\$620.00
1.1.2 Quiz	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Create Question	\$0.00	\$360.00	\$0.00	\$360.00	\$0.00	\$360.00
Define type and properties	\$0.00	\$180.00	\$0.00	\$180.00	\$0.00	\$180.00
Setup and layout	\$0.00	\$1,080.00	\$0.00	\$1,080.00	\$0.00	\$1,080.00
Establish assessment and attempts	\$0.00	\$180.00	\$0.00	\$180.00	\$0.00	\$180.00
Establish reports and feedback	\$0.00	\$180.00	\$0.00	\$180.00	\$0.00	\$180.00
Preview and release	\$0.00	\$180.00	\$0.00	\$180.00	\$0.00	\$180.00
1.2 Fire Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Prepare plan	\$0.00	\$160.00	\$0.00	\$160.00	\$0.00	\$160.00
Develop flowchart	\$0.00	\$160.00	\$0.00	\$160.00	\$0.00	\$160.00
Develop Storyboard	\$0.00	\$1,280.00	\$0.00	\$1,280.00	\$0.00	\$1,280.00
Content learning analysis	\$0.00	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00
Develop instructional media	\$0.00	\$800.00	\$3,500.00	\$4,300.00	\$0.00	\$4,300.00
Prototype Module	\$0.00	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00
Produce/acquire media and rights	\$0.00	\$960.00	\$1,500.00	\$2,460.00	\$0.00	\$2,460.00

Decide content	\$0.00	\$580.00	\$0.00	\$580.00	\$0.00	\$580.00
Design activity and interaction	\$0.00	\$4,640.00	\$0.00	\$4,640.00	\$0.00	\$4,640.00
Design output	\$0.00	\$580.00	\$0.00	\$580.00	\$0.00	\$580.00
Feedback	\$0.00	\$580.00	\$0.00	\$580.00	\$0.00	\$580.00
1.3.2 Quiz	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Create Questions	\$0.00	\$1,160.00	\$0.00	\$1,160.00	\$0.00	\$1,160.00
Define type and properties	\$0.00	\$580.00	\$0.00	\$580.00	\$0.00	\$580.00
Setup and layout	\$0.00	\$3,480.00	\$0.00	\$3,480.00	\$0.00	\$3,480.00
Establish assessment and attempts	\$0.00	\$580.00	\$0.00	\$580.00	\$0.00	\$580.00
Establish reports and feedback	\$0.00	\$580.00	\$0.00	\$580.00	\$0.00	\$580.00
Preview and release	\$0.00	\$580.00	\$0.00	\$580.00	\$0.00	\$580.00

Some of the assumptions that I made was that there were other instructional designers to work on the project and saving face for the company was more important than budget. Video, audio, and graphics were contracted out in order to meet the deadline. Also the ID'ers were experienced enough not to have to redo any work.

ID		Resource Name	Type	Material Label	Initials	Group	Max. Units	Std. Rate	Ovt. Rate	Cost/Use
1		Wilkowsky Simon	Work		SW	Prod. Mgr	100%	\$80.00/hr	\$120.00/hr	\$0.00
2		Jansen Maragret	Work		MJ	Lead ID	100%	\$60.00/hr	\$90.00/hr	\$0.00
3		Garth Bill	Work		BG	Lead ID	100%	\$55.00/hr	\$82.50/hr	\$0.00
4		Ryan Dean	Work		DR	Lead ID	100%	\$50.00/hr	\$75.00/hr	\$0.00
5		Adams Trevor	Work		TA	ID	100%	\$45.00/hr	\$67.50/hr	\$0.00
6		Silverman Steve	Work		SS	ID	100%	\$50.00/hr	\$75.00/hr	\$0.00
7		Locke Larry	Work		LL	ID	100%	\$50.00/hr	\$75.00/hr	\$0.00
8		Ritter Tex	Work		TR	ID	100%	\$55.00/hr	\$82.50/hr	\$0.00
9		Gaston Eric	Work		EG	ID	100%	\$45.00/hr	\$67.50/hr	\$0.00
10		Nelson Dave	Work		DN	ID	100%	\$50.00/hr	\$75.00/hr	\$0.00
11		Onan Shanile	Work		O	ID	100%	\$45.00/hr	\$67.50/hr	\$0.00
12		Sunir Amir	Work		S	ID	100%	\$45.00/hr	\$67.50/hr	\$0.00
13		Rogers Will	Cost		WR	Graphics				
14		Frank David	Cost		DF	Video				
15		Castar Jose	Cost		JC	Audio				
16		Howe Martin	Work		MH	Consultant	100%	\$4,000.00/wk	\$0.00/hr	\$0.00
17		Charles Dr Geoff	Work		GC	Consultant	100%	\$100.00/hr	\$150.00/hr	\$0.00
18		Lodging	Cost		Lodging	Consultant				
19		Airfare	Cost		Airfare	consultant				

AVN Redo Project Communication Plan

(Each daily project report is sent by email with return confirmation.)

Who	Position	What Information	How often	Medium	PM creates and publishes
Wilkowsky, Simon	Proj. Mgr	Project Status	Daily Morning	Face to Face	Email Confirmation of Contact/ Daily Project Status Report
Jansen, Margaret	Lead ID Team 1	Module 1 Status	Daily Morning	Face to Face	Email Confirmation of Contact/ Daily Project Status Report
Garth, Bill	Lead ID Team 2	Module 2 Status	Daily Morning	Face to Face	Email Confirmation of Contact/ Daily Project Status Report
Ryan, Dean	Lead ID Team 3	Module 3 Status	Daily Morning	Face to Face	Email Confirmation of Contact/ Daily Project Status Report
Adams, Trevor	ID Team1	Module 1	End of day	Team meeting	Daily Project Status Report
Silverman, Steve	ID Team 1	Module 1	End of day	Team meeting	Daily Project Status Report

Locke, Larry	ID Team 2	Module 2	End of day	Team meeting	Daily Project Status Report
Ritter, Tex	ID Team2	Module 2	End of day	Team meeting	Daily Project Status Report
Gaston, Eric	ID Team3	Module 3	End of day	Team meeting	Daily Project Status Report
Nelson, Dave	ID Team 3	Module 3	End of day	Team meeting	Daily Project Status Report
Onan, Shanile	ID Intro	eLearning Intro	Daily Morning	Face to Face	Daily Project Status Report
Sunir, Amir	ID Intro	eLearning Intro	Daily Morning	Face to Face	Daily Project Status Report
Rogers, Will	Graphic Contractor	Graphic Requests & timelines	Daily Morning	Phone	Daily Project Status Report
Frank, David	Video Contractor	Video Requests & timeline	Daily Morning	Phone	Daily Project Status Report
Castar, Jose	Audio Contractor	Audio Requests & timelines	Daily Morning	Phone	Daily Project Status Report
Howe Martin	Oil Field Consultant	Team Requests	Daily Morning	Phone	Daily Project Status Report
Charles Dr Geoff	eLearning Consultant	Lead ID'ers Request	Daily Morning	Phone	Daily Project Status Report

Project Monitoring Matrix

(Status: D=Design Stage E= Evaluation Stage F= Finished)

Deliverable	Start	Actual start	Finish	Actual Finish	Status	Comments	% of Project Completed	Notes
eLearning Course Introduction	Thu 7/23/15	Thu 7/23/15	Sat 7/25/15	Sat 7/25/15	F		18%	
1.1 Personal Protective Equipment	Thu 7/23/15	Thu 7/23/15	Wed 7/29/15	Wed 7/29/15	F		50%	
1.1.1 Activity	Thu 7/30/15		Wed 8/5/15					
1.1.2 Quiz	Thu 8/6/15		Wed 8/12/15					
1.2 Fire Safety	Thu 7/23/15	Thu 7/23/15	Wed 7/29/15	Wed 7/29/15	F		50%	
Deliverable	Start	Actual start	Finish	Actual Finish	Status	Comments	% of Project Completed	
1.2.1 Activity	Thu 7/30/15		Wed 8/5/15					
1.2.2 Quiz	Thu 7/23/15		Wed 8/12/15					
1.3 Lifting, Height Safety	Thu 7/23/15	Thu 7/23/15	Wed 7/29/15	Wed 7/29/15	F		50%	

Deliverable	Start	Actual start	Finish	Actual Finish	Status	Comments	% of Project Completed	Notes
1.3.1 Activity	Thu 7/23/15		Wed 8/5/15					
1.3.2 Quiz	Thu 7/23/15		Wed 8/12/15					

AVN Proof-of-Concept REDO

Project Close-out Checklist

Deliverables	Teams	Project Manager	Production Manager	AVN
Introduction	Onan, Shanile <input type="checkbox"/> Sunir, Amir <input type="checkbox"/>			
1.1 Personal Protective Equipment w/activity & exam	Jansen, Margaret <input type="checkbox"/> Adams, Trevor <input type="checkbox"/> Silverman, Steve <input type="checkbox"/>			
1.2 Fire Safety w/activity & exam	Garth, Bill <input type="checkbox"/> Locke, Larry <input type="checkbox"/> Ritter, Tex <input type="checkbox"/>			
1.3 Lifting, Height Safety w/activity & exam	Ryan Dean <input type="checkbox"/> Gaston Eric <input type="checkbox"/> Nelson Dave <input type="checkbox"/>			