
INITIAL PROJECT PLAN

Martin Luther King Group
LIS 3021 Section 2
10-5-2007

GROUP MEMBERS

Edward Bell
Stephanie Edwards
Aaron Hood
Clint Morrow
David Schubert

OBJECTIVE

To equip the company with tools to improve communication and better track project progress

ACTIVITY AND ASSIGNMENT SCHEDULE

ID	Task Name	Duration	Start	Finish	Name	Predecessors
1	Create outline	2 hours	10/23/07	10/23/07	Everyone	None
2	Assign parts	1 hour	10/23/07	10/23/07	Everyone	1
3	Research/Write parts	3 days	10/30/07	11/2/07	Everyone	1 – 2
4	Compile group parts of report	1 day	11/3/07	11/3/07	Schubert	1 – 3
5	Proofread final draft	1 day	11/4/07	11/4/07	Hood	1 – 4
6	Submit short report	10 min	11/11/07	11/11/07	Edwards	1 – 5
7	Develop Script	3 days	11/10/07	11/10/07	Everyone	None
8	Create PowerPoint Slides	1 day	11/11/07	11/11/07	Morrow	7
9	Practice for oral presentations	1 hour	11/16/07	11/16/07	Everyone	7 – 8
10	Oral Presentations	10 min	11/18/07	11/18/07	Everyone	7 – 9

COMMUNICATION PROCEDURES

We will follow several predefined procedures for communicating what needs to be done, when to do it, and who each task should be assigned to. Scheduling, email, and file exchange all play a large role. Every week we will update the Activity and Assignment Schedule to reflect upcoming due dates and responsibilities. All written assignments will be developed as a process; first drafts will be posted in the file exchange area of Blackboard where group members will be able to suggest changes. Final assignments will be emailed to all group members before being submitted. Finally, all group members will exchange cellular phone numbers to facilitate emergency communication.

IDEAS

See attachment, *Ideas for Tasks and Solutions*.

IDEAS FOR TASKS AND SOLUTIONS

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We have identified team and individual assignments and have incorporated them into the Activity and Assignment schedule along with their due dates and responsible parties. We have identified the decision problem by analyzing the General Statement of Need and Company Information. The problem is as follows: the company needs tools to improve communication and better track project progress in order to increase productivity of project teams. We have developed several potential solutions geared at addressing these needs. These solutions are as follows:

- People and Organization
 - Eliminate the isolated office setting – by replacing large personal offices with cubicle-type workstations in an open space, teams will be able to communicate more effectively and work together on projects, increasing productivity.
 - Train for software and hardware suggested below – each new technology will need to be extensively taught to those who will be using it in order to reduce confusion and validate investments. We will provide this training ourselves or outsource to another company that has more experience with training sessions and these particular hardware and software solutions.
 - Organize associates into teams – all associates will be organized into (semi-)permanent teams with varied skills and work experience. These teams contain a single team leader with long-term experience, multiple skills, leadership ability, and effective communication. Other group members may specialize in skills (i.e. graphics, programming, or databases), creating a group capable of completing many different project types. These teams will work in close quarters and learn to work together to accomplish a common goal.
 - Make travel more efficient – projects requiring out-of-town meetings will be met with a new strategy. Team leaders and possibly one other group member will meet with clients to initiate projects and provide status updates. Other group members will remain at the office, where they will be in constant communication with the team leader who is “in the field”.
- Hardware
 - Research cellular options – communication will be revolutionized through the implementation of across-the-board cellular phones. All associates will be available consistently via phone. Possible business purchasing options will be considered. If it is feasible, cellular internet will be included in the plan in order to accommodate associates who are “in the field”.
 - Computers – current computer configurations (Windows XP, Office 2003) will be maintained in order to prevent unwarranted expense. One laptop will be purchased per team as defined above for use “in the field”. Cellular internet may be used on these machines. Work from home will be discouraged in order to keep all information centralized. VPN will be explored as an option for those who work from home.
- Software
 - Explore necessary software – research will be conducted to determine what productivity tools are available for a business of this type. Dreamweaver, Photoshop, and their open-source alternatives are possible options. In the event that such software is adopted, it may be adopted on a per-user-skill scale (i.e. all graphic designers will have a photo editing tool). Volume licensing will also be researched.