

Project Startup

	Resp. Party	Status	Hours To Date	Est. Hrs to Comp	Begin Date	Sched. Comp. Date	Actual Comp. Date	Pri- ority	Comments
Staffing									
Determine skill sets required for management and staff									
Determine number of technical and program resources required									
Identify or hire full-time project manager									
Identify or hire TWC analysts/programmers									
Request program project manager, steering committee members and signatories									
Request program or functional expert resources									
Identify administrative support staff and supply channels									
Develop project organization chart with accompanying list of roles and responsibilities									
Develop project contact list									
Develop/collect orientation materials for all staff									
Staff Training in Tools and Procedures									
Standards and Resources									
Conduct training on project vision & objectives									
Conduct training on team member roles & responsibilities									
Conduct training on all standards and templates, including writing standards									
Ensure all project team members are following workplace guidelines and have PC set up correctly									
Project management software									
Version control software									
Defect tracking software									
Flow charting/diagramming software									
Programming Standards and Tools									
TWC Web Development Standards									
Visual Age for Java or WSAD									
CVS									
DB2									