

# Project Planning Documentation

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**System:** Skills Inventory System for ASTA  
**Date:** September 28, 2000  
**Chart Type:** Gantt Chart

Rachel Sar  
 Gary Patel

Assigned Task  
 Completed Task

Task	Activity	Assignment	Scheduled Time	Sept. 28	Oct. 6
<b>Phase 1: Preliminary Investigation</b>					
	<b>Analysis</b>				
1	A-1	Hold First Team Meeting to Prepare for Initial Contact	Team	9/28	Team
2	A-2	Initiate Contact with Yolanda Garza	Rachel	9/29 - 10/3	
3	A-3	Meeting with Yolanda, Mel Knowler, Rick, Sue, Elizabeth	Team	10/4	
4	A-4	Discuss ASTA Background, Business Plan, Org. Culture	Team	10/4	
5	A-5	Discuss ASTA Current Systems	Team	10/4	
6	A-6	Discuss ASTA's Information Infrastructure	Team	10/4	
7	A-7	Discuss Functionality of Proposed System	Team	10/4	
8	A-8	Obtain Rick Gomez' ERD	Team	10/4	
9	A-9	Obtain Sample Skills Set Matrix Forms	Team	10/4	
10	A-10	Plan and Divide Work for Second Team Meeting	Team	10/4	
11	A-11	Create ASTA Organization Chart	Sean	10/4	
12	A-12	Create ASTA's Functions/Components Matrix	Rachel	10/4	
13	A-13	Create ASTA's Existing and Proposed System Components	Rachel	10/4	
14	A-14	Information Dimensions of the New ASTA Skills Set System	Rachel	10/4	
15	A-15	Hold Second Group Meeting	Team	10/5	
16	A-16	Prepare Agenda for Second Client Meeting	Sean	10/5	
17	A-17	Conduct Second Meeting with Yolanda Garza, Sue Kim	Team	10/11	
18	A-18	Plan and Divide Work for Third Team Meeting	Team	10/11	
19	<b>Analyze Process Flows</b>				
20	A-19	Create ASTA Context Diagram	Gary	10/12 - 10/14	
21	A-20	Create ASTA Figure 0 Diagram	Gary	10/12 - 10/14	
22	A-21	Create ASTA Figure 3 Diagram	Gary	10/12 - 10/14	
23	A-22	Create ASTA Problem Chain Analysis	Tracy/Kim	10/12 - 10/14	
24	A-23	Hold Third Group Meeting	Team	10/15	
25	A-24	Determine Core Problems Based on Problem Chain Analysis	Team	10/15	
26	A-25	Prepare Agenda for Third Client Meeting	Sean	10/15	
27	A-26	Conduct Second Meeting with Yolanda Garza, Sue Kim	Team	10/18	
28	A-27	Determine Focus of System Development and Establish Measurable Criteria; goal analysis & risk evaluation	Team	10/18	
29	A-28	Research Existing ASTA Infrastructure	Kim	10/19-10/22	
30	A-29	Evaluate Server Capacity	Tracy	10/23	