

University of California  
Office of the President  
HR Needs Assessment  
Starts between 05/14/01 and 05/28/01

ID	Task Name	Start	Finish	April		May			June				July						
				4/15	4/22	4/29	5/6	5/13	5/20	5/27	6/3	6/10	6/17	6/24	7/1	7/8	7/15	7/22	
1	University of California Needs Assessment	Tue 5/1/01	Fri 6/29/01	[Gantt bar]															
2	Project Management and Organization	Tue 5/1/01	Thu 5/3/01	[Gantt bar]															
3	Identify the KPMG/University project team	Tue 5/1/01	Tue 5/1/01	[Milestone]															
4	Confirm members of the project team	Tue 5/1/01	Tue 5/1/01	[Milestone]															
5	Define project team roles & responsibilities	Tue 5/1/01	Tue 5/1/01	[Task] Bishop, Sevelle															
6	Determine reporting relationships among members	Tue 5/1/01	Tue 5/1/01	[Task] Bishop, Sevelle															
7	Establish project standards & controls	Wed 5/2/01	Wed 5/2/01	[Task] Bishop, Sevelle															
8	Establish Issue Tracking and Resolution Procedures	Wed 5/2/01	Wed 5/2/01	[Task] Bishop, Sevelle															
9	Establish change control policy & procedures	Wed 5/2/01	Wed 5/2/01	[Task] Bishop, Sevelle															
10	Establish Time Keeping Policies and Procedures	Wed 5/2/01	Wed 5/2/01	[Task] Bishop, Sevelle															
11	Establish Quality Assurance Policies and Procedures	Wed 5/2/01	Wed 5/2/01	[Task] Bishop, Sevelle															
12	Establish Communications Policies and Procedures	Wed 5/2/01	Wed 5/2/01	[Task] Bishop, Sevelle															
13	Establish Status Meeting Schedules and Formats	Wed 5/2/01	Wed 5/2/01	[Task] Bishop, Sevelle															
14	Define project scope	Thu 5/3/01	Thu 5/3/01	[Task] Bishop, Sevelle															
15	Clarify goals and objectives	Thu 5/3/01	Thu 5/3/01	[Task] Bishop, Sevelle															
16	Confirm key business requirements	Thu 5/3/01	Thu 5/3/01	[Task] Bishop, Sevelle															
17	Develop a detailed project plan	Thu 5/3/01	Thu 5/3/01	[Task] Bishop, Sevelle															
18	Define phases & related tasks & activities	Thu 5/3/01	Thu 5/3/01	[Task] Bishop, Sevelle															
19	Assign Project Resources to Tasks	Thu 5/3/01	Thu 5/3/01	[Task] Bishop, Sevelle															
20	Establish Task Start and End Dates	Thu 5/3/01	Thu 5/3/01	[Task] Bishop, Sevelle															
21	Update Project Plan	Thu 5/3/01	Thu 5/3/01	[Task] Bishop, Sevelle															
22	Define project logistics at the UCOP Office	Wed 5/2/01	Wed 5/2/01	[Task] Bishop, Sevelle, Lu, Fogolin, Encinio, Collins, Dommer, Campbell															
23	Determine physical location of team, equipment requirements etc.	Wed 5/2/01	Wed 5/2/01	[Task] Bishop, Sevelle, Lu, Fogolin, Encinio, Collins, Dommer, Campbell															
24	Conduct Project Team Kickoff Meeting	Tue 5/1/01	Thu 5/3/01	[Task] Bishop, Sevelle															
25	Schedule and Prepare a formal kick-off	Tue 5/1/01	Tue 5/1/01	[Task] Bishop, Sevelle															
26	Conduct kick-off meeting	Thu 5/3/01	Thu 5/3/01	[Task] Bishop															
27	Functional Analysis	Tue 5/1/01	Tue 6/26/01	[Task]															
28	Personnel Transactions	Tue 5/1/01	Tue 5/15/01	[Task]															
29	Identify Participants (PT)	Tue 5/1/01	Tue 5/1/01	[Task] Dommer															
30	Invite Participants (PT)	Wed 5/2/01	Wed 5/2/01	[Task] Dommer															
31	Conduct Pre-workshop meeting (PT)	Fri 5/4/01	Fri 5/4/01	[Task] Dommer, Encino															
32	Participants collect required information (PT)	Fri 5/4/01	Fri 5/4/01	[Task] UC Staff															
33	Needs Assessment Workshop (PT)	Mon 5/7/01	Mon 5/7/01	[Task] Dommer, Encino, Lu, Rosenberg, Bishop, Sevelle, UC Staff															
34	Document workshop results (PT)	Tue 5/8/01	Tue 5/8/01	[Task] Lu, Rosenberg															
35	Participant Review (PT)	Wed 5/9/01	Thu 5/10/01	[Task] UC Staff															
36	Revisions and updates (PT)	Fri 5/11/01	Fri 5/11/01	[Task] Lu, Rosenberg															
37	Distribute Needs Assessment Draft (PT)	Fri 5/11/01	Fri 5/11/01	[Task] Lu, Rosenberg															
38	Review and Approval of Needs Assessment Draft (PT)	Mon 5/14/01	Tue 5/15/01	[Task] Dommer, Sevelle, Bishop															
39	Data Information Inquires	Thu 5/3/01	Tue 5/22/01	[Task]															

Project: UCOP HRMS Needs Assessm	Task		Rolled Up Task		Project Summary		External Milestone	
	Progress		Rolled Up Milestone		Split		Deadline	
	Milestone		Rolled Up Progress		Rolled Up Split			
	Summary		External Tasks		External Milestone			





