

**Time Monitoring Tool  
Work Orders (15/01/01 to 21/01/01)**

**Version <1.0>**

<b>Time Monitoring Tool</b>	<b>Version:</b> <1.0>
<b>Work Orders (15/01/01 to 21/01/01)</b>	<b>Date:</b> <12/01/2001>
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## Revision History

Date	Version	Description	Author
<12/01/2001>	<1.0>	First Version	John Lemon

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## Work Orders (15/01/01 to 21/01/01)

### 1. Introduction

#### 1.1 Purpose

This document communicates what is to be done, and when, to the responsible staff. It becomes an internal contract between the Project Manager and those assigned responsibility for completion.

#### 1.2 Scope

This document applies to Iteration #1 of the Time Monitoring Tool Project.

#### 1.3 Definitions, Acronyms, and Abbreviations

Refer to the Glossary Document. (See References)

#### 1.4 References

Glossary Document, Glossary, TMT Team 1, École Polytechnique de Montréal, 2001

Iteration Plan Document, Iteration Plan <Iteration #1>, TMT Team 1, École Polytechnique de Montréal, 2001

#### 1.5 Overview

This document first identifies the week of work concerned, the related iterations and the responsibilities implied (Section 2). Then, Work Order Reports are shown in Section 3.

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## 2. Identification

### 2.1 Week of work

Week #2 - January 2001: 15th to 21st.

### 2.2 Work Orders ID convention

All work orders ID use the following convention:

<RR-IT#-W##-##> where:

**RR:** Resource (Work Order Holder) initials

**IT#:** Related Iteration Number

**W##:** Week of work Number

**##:** Unique work order number

### 2.3 Iteration identification

#### 2.3.1 Iteration name

Iteration #1

#### 2.3.2 Iteration objectives

Main Objective is to develop a TMT Client/Server Prototype

## 2.4 Responsibilities

### 2.4.1 Team Members

Each team member has been assigned a role. This role is important in the team's organization but is meaningless when the time to assign the defined tasks comes. Here are the team's responsibilities:

**Sandra Lee (SL):** Documentation manager

**Sabrina Laflamme (SbL):** Review secretary

**Robert Latour (RL):** Configuration and environment manager

**James Prévost (JP):** Timestamps manager

**John Lemon (JL):** Coordinator

**Project Manager**

**NOTE:** All team members are skilled enough to perform any task that is not directly linked to his/her responsibility.

#### 2.4.2 Document responsible

The present document is managed by both Environment manager and Project manager: **Robert Latour & John Lemon.**

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### 3. Work Orders Reports and Schedule

<b>Work Order for Time Monitoring Tool</b>		<b>Created on:</b> <12/01/2001>
<b>Identification</b>		
<b>Work Order ID:</b> <SL-IT1-W02-01>	<b>WBS ID:</b> <1.3.8>	
<b>Responsibility (Holder)</b>		
Sandra Lee		
<b>Associated Change Reports</b>		
None		
<b>Schedule</b>		
<b>Start:</b> <15/01/01>	<b>Completion:</b> <26/01/01>	<b>Critical Path:</b> <N/A>
<b>Efforts and Other Resources</b>		
<b>Staff Hours:</b> 10 hours	<b>Other Resources:</b> None	
<b>Description</b>		
<b>Work Description:</b> Develop and implement a functional TMT prototype.		
<b>Expected Output(s):</b> TMT Prototype		
<b>Signature Agreement</b>		
<b>Project Manager:</b> x _____	<b>Work Order Holder:</b> x _____	
<b>Signed on:</b> <dd/mm/yy>	<b>Signed on:</b> <dd/mm/yy>	

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<b>Work Order for Time Monitoring Tool</b>		Created on: <12/01/2001>
<b>Identification</b>		
Work Order ID: <SL-IT1-W02-02>	WBS ID: <1.3.9>	
<b>Responsibility (Holder)</b>		
Sandra Lee		
<b>Associated Change Reports</b>		
None		
<b>Schedule</b>		
Start: <15/01/01>	Completion: <21/01/01>	Critical Path: <N/A>
<b>Efforts and Other Resources</b>		
Staff Hours: 3 hours	Other Resources: None	
<b>Description</b>		
Work Description: Plan unit, functional, integration and acceptance tests.		
Expected Output(s): Documentation should be included in the Test Plan.		
<b>Signature Agreement</b>		
Project Manager: x _____	Work Order Holder: x _____	
Signed on: <dd/mm/yy>	Signed on: <dd/mm/yy>	

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<b>Work Order for Time Monitoring Tool</b>		<b>Created on:</b> <12/01/2001>
<b>Identification</b>		
<b>Work Order ID:</b> <SbL-IT1-W02-01>	<b>WBS ID:</b> <7.1.1>	
<b>Responsibility (Holder)</b>		
Sabrina Laflamme		
<b>Associated Change Reports</b>		
None		
<b>Schedule</b>		
<b>Start:</b> <15/01/01>	<b>Completion:</b> <16/01/01>	<b>Critical Path:</b> <N/A>
<b>Efforts and Other Resources</b>		
<b>Staff Hours:</b> 2 hours	<b>Other Resources:</b> None	
<b>Description</b>		
<b>Work Description:</b> Define Functional Requirements Classification (Optional, Desirable, Necessary)		
<b>Expected Output(s):</b> SRS Document should be updated.		
<b>Signature Agreement</b>		
<b>Project Manager:</b> x _____	<b>Work Order Holder:</b> x _____	
<b>Signed on:</b> <dd/mm/yy>	<b>Signed on:</b> <dd/mm/yy>	

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<b>Work Order for Time Monitoring Tool</b>		<b>Created on:</b> <12/01/2001>
<b>Identification</b>		
<b>Work Order ID:</b> <SbL-IT1-W02-02>	<b>WBS ID:</b> <7.1.4>	
<b>Responsibility (Holder)</b>		
Sabrina Laflamme		
<b>Associated Change Reports</b>		
None		
<b>Schedule</b>		
<b>Start:</b> <15/01/01>	<b>Completion:</b> <17/01/01>	<b>Critical Path:</b> <N/A>
<b>Efforts and Other Resources</b>		
<b>Staff Hours:</b> 2 hours	<b>Other Resources:</b> None	
<b>Description</b>		
<b>Work Description:</b> Define and document Supplementary Specifications		
<b>Expected Output(s):</b> Supplementary Specifications Document		
<b>Signature Agreement</b>		
<b>Project Manager:</b> x _____	<b>Work Order Holder:</b> x _____	
<b>Signed on:</b> <dd/mm/yy>	<b>Signed on:</b> <dd/mm/yy>	

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<b>Work Order for Time Monitoring Tool</b>		<b>Created on:</b> <12/01/2001>
<b>Identification</b>		
<b>Work Order ID:</b> <SbL-IT1-W02-03>	<b>WBS ID:</b> <7.1.3>	
<b>Responsibility (Holder)</b>		
Sabrina Laflamme		
<b>Associated Change Reports</b>		
None		
<b>Schedule</b>		
<b>Start:</b> <15/01/01>	<b>Completion:</b> <19/01/01>	<b>Critical Path:</b> <N/A>
<b>Efforts and Other Resources</b>		
<b>Staff Hours:</b> 1 hour	<b>Other Resources:</b> None	
<b>Description</b>		
<b>Work Description:</b> Define and Document Glossary Terms (Capture a Common Vocabulary)		
<b>Expected Output(s):</b> First version of the Glossary Document.		
<b>Signature Agreement</b>		
<b>Project Manager:</b> x _____	<b>Work Order Holder:</b> x _____	
<b>Signed on:</b> <dd/mm/yy>	<b>Signed on:</b> <dd/mm/yy>	

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<b>Work Order for Time Monitoring Tool</b>		<b>Created on:</b> <12/01/2001>
<b>Identification</b>		
<b>Work Order ID:</b> <RL-IT1-W02-01>	<b>WBS ID:</b> <1.4.1>	
<b>Responsibility (Holder)</b>		
Robert Latour		
<b>Associated Change Reports</b>		
None		
<b>Schedule</b>		
<b>Start:</b> <15/01/01>	<b>Completion:</b> <16/01/01>	<b>Critical Path:</b> <N/A>
<b>Efforts and Other Resources</b>		
<b>Staff Hours:</b> 1,5 hours	<b>Other Resources:</b> None	
<b>Description</b>		
<b>Work Description:</b> Write CM Plan		
<b>Expected Output(s):</b> First version of the Configuration Management Plan		
<b>Signature Agreement</b>		
<b>Project Manager:</b> x _____	<b>Work Order Holder:</b> x _____	
<b>Signed on:</b> <dd/mm/yy>	<b>Signed on:</b> <dd/mm/yy>	

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<b>Identification</b>		
<b>Work Order ID:</b> <RL-IT1-W02-02>	<b>WBS ID:</b> <N/A>	
<b>Responsibility (Holder)</b>		
Robert Latour		
<b>Associated Change Reports</b>		
None		
<b>Schedule</b>		
<b>Start:</b> <15/01/01>	<b>Completion:</b> <ASAP>	<b>Critical Path:</b> <N/A>
<b>Efforts and Other Resources</b>		
<b>Staff Hours:</b> 1,5 hours	<b>Other Resources:</b> None	
<b>Description</b>		
<b>Work Description:</b> Create Integration and Development Workspaces		
<b>Expected Output(s):</b> Accessible Integration Workspaces.		
<b>Signature Agreement</b>		
<b>Project Manager:</b> x _____	<b>Work Order Holder:</b> x _____	
<b>Signed on:</b> <dd/mm/yy>	<b>Signed on:</b> <dd/mm/yy>	

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<b>Work Order for Time Monitoring Tool</b>		<b>Created on:</b> <12/01/2001>
<b>Identification</b>		
<b>Work Order ID:</b> <JP-IT1-W02-01>	<b>WBS ID:</b> <1.3.2>	
<b>Responsibility (Holder)</b>		
James Prévost		
<b>Associated Change Reports</b>		
None		
<b>Schedule</b>		
<b>Start:</b> <15/01/01>	<b>Completion:</b> <17/01/01>	<b>Critical Path:</b> <N/A>
<b>Efforts and Other Resources</b>		
<b>Staff Hours:</b> 1,5 hours	<b>Other Resources:</b> None	
<b>Description</b>		
<b>Work Description:</b> Find actors and Use-Cases		
<b>Expected Output(s):</b> Ready to use Actor and use case reports for future Use-Case Specifications Document.		
<b>Signature Agreement</b>		
<b>Project Manager:</b> x _____	<b>Work Order Holder:</b> x _____	
<b>Signed on:</b> <dd/mm/yy>	<b>Signed on:</b> <dd/mm/yy>	

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<b>Work Order for Time Monitoring Tool</b>		<b>Created on:</b> <12/01/2001>
<b>Identification</b>		
<b>Work Order ID:</b> <JP-IT1-W02-02>	<b>WBS ID:</b> <N/A>	
<b>Responsibility (Holder)</b>		
James Prévost		
<b>Associated Change Reports</b>		
None		
<b>Schedule</b>		
<b>Start:</b> <15/01/01>	<b>Completion:</b> <20/01/01>	<b>Critical Path:</b> <N/A>
<b>Efforts and Other Resources</b>		
<b>Staff Hours:</b> 5 hours	<b>Other Resources:</b> None	
<b>Description</b>		
<b>Work Description:</b> Create a MicroSoft Access Database for internal timestamps entries.		
<b>Expected Output(s):</b> Ready-to-use MicroSoft Access Database for all team members' timestamps entries.		
<b>Signature Agreement</b>		
<b>Project Manager:</b> x _____	<b>Work Order Holder:</b> x _____	
<b>Signed on:</b> <dd/mm/yy>	<b>Signed on:</b> <dd/mm/yy>	

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<b>Identification</b>		
<b>Work Order ID:</b> <JP-IT1-W02-03>	<b>WBS ID:</b> <N/A>	
<b>Responsibility (Holder)</b>		
James Prévost		
<b>Associated Change Reports</b>		
None		
<b>Schedule</b>		
<b>Start:</b> <21/01/01>	<b>Completion:</b> <21/01/01>	<b>Critical Path:</b> <N/A>
<b>Efforts and Other Resources</b>		
<b>Staff Hours:</b> 1 hour	<b>Other Resources:</b> None	
<b>Description</b>		
<b>Work Description:</b> Include Week #02 team members' timestamps in internal database.		
<b>Expected Output(s):</b> Updated Timestamps database.		
<b>Signature Agreement</b>		
<b>Project Manager:</b> x _____	<b>Work Order Holder:</b> x _____	
<b>Signed on:</b> <dd/mm/yy>	<b>Signed on:</b> <dd/mm/yy>	

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<b>Responsibility (Holder)</b>		
John Lemon		
<b>Associated Change Reports</b>		
None		
<b>Schedule</b>		
<b>Start:</b> <15/01/01>	<b>Completion:</b> <ASAP>	<b>Critical Path:</b> <N/A>
<b>Efforts and Other Resources</b>		
<b>Staff Hours:</b> 1,5 hours	<b>Other Resources:</b> None	
<b>Description</b>		
<b>Work Description:</b> Get Acquainted with MS-Project Software		
<b>Expected Output(s):</b> None		
<b>Signature Agreement</b>		
<b>Project Manager:</b> x _____	<b>Work Order Holder:</b> x _____	
<b>Signed on:</b> <dd/mm/yy>	<b>Signed on:</b> <dd/mm/yy>	

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<b>Identification</b>		
<b>Work Order ID:</b> <JL-IT1-W02-02>	<b>WBS ID:</b> <1.4.2>	
<b>Responsibility (Holder)</b>		
John Lemon		
<b>Associated Change Reports</b>		
None		
<b>Schedule</b>		
<b>Start:</b> <15/01/01>	<b>Completion:</b> <ASAP>	<b>Critical Path:</b> <N/A>
<b>Efforts and Other Resources</b>		
<b>Staff Hours:</b> 1,5 hours	<b>Other Resources:</b> None	
<b>Description</b>		
<b>Work Description:</b> Develop Iteration Plan (Iteration #1)		
<b>Expected Output(s):</b> Iteration Plan for Iteration #1 and Gantt Chart for Iteration #1		
<b>Signature Agreement</b>		
<b>Project Manager:</b> x _____	<b>Work Order Holder:</b> x _____	
<b>Signed on:</b> <dd/mm/yy>	<b>Signed on:</b> <dd/mm/yy>	

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<b>Identification</b>		
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<b>Responsibility (Holder)</b>		
John Lemon		
<b>Associated Change Reports</b>		
None		
<b>Schedule</b>		
<b>Start:</b> <15/01/01>	<b>Completion:</b> <18/01/01>	<b>Critical Path:</b> <N/A>
<b>Efforts and Other Resources</b>		
<b>Staff Hours:</b> 2,5 hours	<b>Other Resources:</b> None	
<b>Description</b>		
<b>Work Description:</b> Model the use cases related to Iteration #1		
<b>Expected Output(s):</b> Use-Cases diagrams and Use-Case Model (Packages related to Iteration #1)		
<b>Signature Agreement</b>		
<b>Project Manager:</b> x _____	<b>Work Order Holder:</b> x _____	
<b>Signed on:</b> <dd/mm/yy>	<b>Signed on:</b> <dd/mm/yy>	

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<b>Identification</b>		
<b>Work Order ID:</b> <JL-IT1-W02-04>	<b>WBS ID:</b> <1.3.6>	
<b>Responsibility (Holder)</b>		
John Lemon		
<b>Associated Change Reports</b>		
None		
<b>Schedule</b>		
<b>Start:</b> <18/01/01>	<b>Completion:</b> <21/01/01>	<b>Critical Path:</b> <N/A>
<b>Efforts and Other Resources</b>		
<b>Staff Hours:</b> 3,5 hours	<b>Other Resources:</b> None	
<b>Description</b>		
<b>Work Description:</b> Analyze and Design the Use-Cases from Iteration #1. Produce appropriate Interaction (Sequence + Collaboration) diagrams.		
<b>Expected Output(s):</b> Ready-to-use Interaction Diagrams to be included in the future Use-Case Realizations Document.		
<b>Signature Agreement</b>		
<b>Project Manager:</b> x _____	<b>Work Order Holder:</b> x _____	
<b>Signed on:</b> <dd/mm/yy>	<b>Signed on:</b> <dd/mm/yy>	