Deliverable Timeline

Corley Brown

Deliverable	1 3/21/05 - 3/25/05	2 3/28/05- 4/1/05	3 4/4/05 - 4/8/05	4 4/11/05 - 4/15/05	5 4/18/05 - 4/22/05	6 4/25/05 - 4/29/05	7 5/2/05 - 5/6/05	Site Visit	8 5/9/05 - 5/13/05	9 5/16/05 - 5/20/05	10 5/23/05 - 5/27/05	11 5/30/05 - 6/3/05	12 6/6/05 - 6/10/05	13 6/13/05 - 6/17/05	14 6/20/05 - 6/24/05	Later
For Randy																
Usability Study			Receive Books/ Pre-plan	Decide Scope/ Timeline	Outline/ Recruit Ves	Compose Test/ Reserve Room	Compose Test/ Get Approved		Test	Test	Gather Data/ Outline Report	Complete Report	Complete Report	Complete Report	Deliver Report/ Present	
Intern Quick-Start Guide			Identify key areas for quickstart. Get Approved	Start with first goal and gather notes	Finish notes	Start with second goal and gather notes	Finish notes		Start with third goal and gather notes	Finish notes	Start with third goal and gather notes	Finish notes	Start with third goal and gather notes	Ask Randy, Jean, and Adi to review	Finish Document/ Print	
KM Library			Weekly Check	Weekly Check	Category Division	Weekly Check	Weekly Check		Site Delegation	Weekly Check/ Search Web	Weekly Check/ Search Web	Set-up/ Create Index	Set-up/ Create Index	Notify Team/ Survey	Make Changes	
For Angela																
Usability Study			Receive Books/ Pre-plan	Decide Scope/ Timeline	Outline/ Recruit Ves	Outline/ Recruit Ves	Compose Test/ Reserve Room		Compose Test/ Get Approved	Compose Test/ Get Approved	Test	Test	Gather Data/ Outline Report	Complete Report	Complete Report	Deliver Report/ Present
ValueMart Value-Report			Schedule meeting with VE & proposal team to interview	Develop outline with Angela	Retrieve info via surveys, bi-weekly meeting,	Gather info	Design report		Gather info	Check with Angela Update capture method	Gather info	Finish report	Deliver report			
For Self																
KM Challenge Report			Read article About heuristics	Read article About heuristics	Interview Randy	Interview John and Trevor	Interview Colleen		Interview Jeanne	Collaborate Information	Write Report	Deliver report				
Present about TCO						*** Present at possible Knowledge café										