

# Project Implementation Plan

**Project Name:** Office Procedures Manual

**Objective:** To develop office procedures that have staff and management support

ACTIONS	Hrs	People Involved	Target Date	Comp. Date
Collect current procedures	2	Assistant	1/20	
Establish task force to review current procedures	1	Self	1/25	
Task force reviews procedures and submits recommendations	9	Task force (Samantha, Keiko, Pierre)	2/5	
Read and synthesize recommendations	3	Self	2/15	
Review by legal counsel	6	Delida, Isaac	2/20	
Comments by managers	2	Dennis, Harrison, Sabine	3/1	
Make final edits	1	Self	3/15	
Oversee production	2	Javier	3/15	
Write plan for internal PR campaign to encourage use	2	Self, Traci	3/20	
Distribute manual	1	Assistant	4/20	
<b>PROJECT COMPLETION DATE: 5/1</b>				