

### Organisational Unit Template Plan

ID	Task Name	Duration	28 Dec '14							4 Jan '15							11 Jan '15							18 Jan '15							25 Jan '15							1 Feb '15						
			S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	▼ Organisational Unit Template Plan	30 days	[Gantt bar from Dec 28 to Feb 1]																																									
2	▼ Webteam	30 days	[Gantt bar from Dec 28 to Feb 1]																																									
3	Introduction meeting	1 days	[Task bar on Dec 28]																																									
4	Analytics	1 days	[Task bar on Jan 4]																																									
5	Sprint start meeting	1 days	[Task bar on Jan 11]																																									
6	User cards / user journeys	5 days	[Task bar from Jan 11 to Jan 15]																																									
7	Information architecture	3 days	[Task bar from Jan 12 to Jan 14]																																									
8	Wireframes	5 days	[Task bar from Jan 18 to Jan 22]																																									
9	IA, wireframe and design sign off	1 days	[Task bar on Jan 25]																																									
10	Develop on beta	5 days	[Task bar from Jan 25 to Jan 29]																																									
11	Review and Wash up meeting	1 days	[Task bar on Feb 1]																																									
12	Change from review	5 days	[Task bar from Feb 1 to Feb 5]																																									
13	Sign off meeting	1 days	[Task bar on Feb 5]																																									
14	▼ Department	30 days	[Gantt bar from Dec 28 to Feb 1]																																									
15	Introduction meeting	1 days	[Task bar on Dec 28]																																									
16	Department sprint checklist	10 days	[Task bar from Dec 28 to Jan 7]																																									
17	Writing for the web training	1 days	[Task bar on Jan 4]																																									
18	Sprint start meeting	1 days	[Task bar on Jan 11]																																									
19	User cards / user journeys	5 days	[Task bar from Jan 11 to Jan 15]																																									
20	Identify content	10 days	[Task bar from Jan 11 to Jan 21]																																									
21	T4 Training - Templates	1 days	[Task bar on Jan 22]																																									
22	IA, wireframe and design sign off	1 days	[Task bar on Jan 25]																																									
23	Develop on beta	5 days	[Task bar from Jan 25 to Jan 29]																																									
24	Review and Wash up meeting	1 days	[Task bar on Feb 1]																																									
25	Sign off meeting	1 days	[Task bar on Feb 5]																																									