

MILESTONE LIST

JEREMY R. CURBEY

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

MASTERS OF SCIENCE PROJECT MANAGEMENT CAPSTONE

PMGT 690

JANUARY 2016

Schedule:

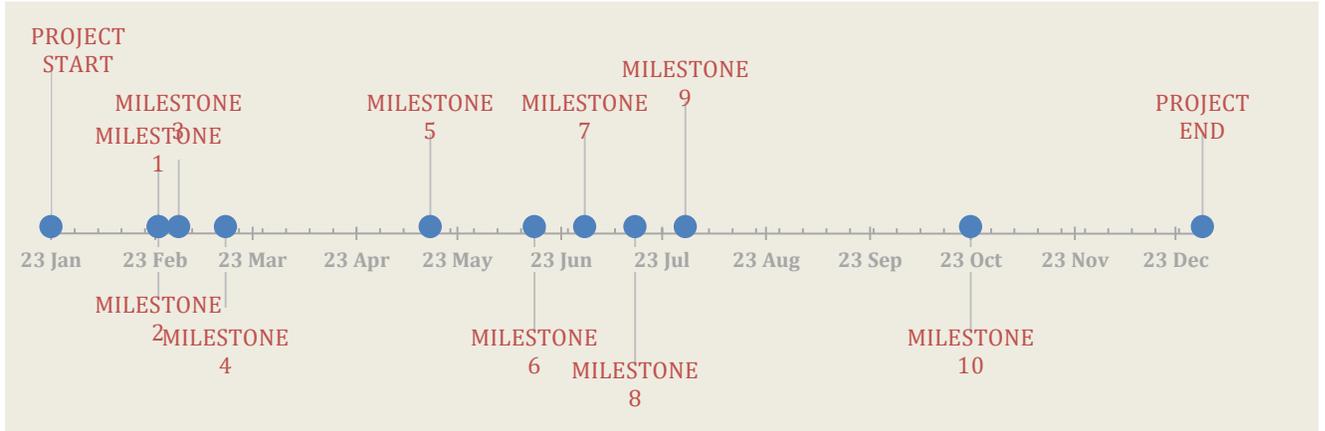
Project start date: September 15, 2014

Event Schedule Date: September 20, 2015

Approval: Planning/Required Document/Venue: November 3, 2014

	Date
Designate team members	September 29, 2014 (Completion)
Stakeholders meeting present weekly status meeting Job Fair Planning	September 15, 2014 (On-going)
Initial planning meeting	October 14, 2014 (Completion)
Individual team member planning meeting	October 14, 2014 (Completion)
Team coordination meetings twice a week: Master Schedule, Tuesday and Thursday 6:00pm PST	October 21, 2014 (On-going)
Cost analysis	October 28, 2014
Budget allocation: not to exceed \$150, 000	September 12, 2014
Logistics coordination: weekly status meeting	October 14, 2014 (On-going)
Marketing coordination: weekly status meeting	October 14, 2014 (On-going)
Vendor coordination: weekly status meeting	November 14, 2014 (On-going)
Graphic design: weekly status meeting	November 30, 2014 (Completion)
Project Event:	September 20, 2015
Project close out	September 25, 2015

High-Level Milestones:



(Microsoft Office Template, 2014)

Job Fair Milestones

Job Fair		
Start DATE	MILESTONE	COMPLETION
09/12/2014	Project Start	09/15/2014
09/15/2014	Required Doc	10/03/2014
10/14/2014	Venue Research	11/03/2014
10/14/2014	Deliverables Approval	11/03/2014
10/14/2014	Plan Approval	11/03/2014
10/30/2014	Vendor Confirmation	11/14/2014
10/30/2014	Postcard Distribution	12/30/2014
1/10/2015	Second PC Distribution	3/30/2015
3/30/2015	Event Checklist	5/30/2015
5/30/2015	Final Event Checklist	7/30/2015
7/30/2015	Host Event	09/15/2015

(Microsoft Office Template, 2014)

Project Timeline:

PROJECT DETAILS		
DATE	MILESTONE	POSITION
1/23/12	Project Start	25
2/24/12	Milestone 1	10
2/24/12	Milestone 2	-10
3/1/12	Milestone 3	15
3/15/12	Milestone 4	-15
5/15/12	Milestone 5	15
6/15/12	Milestone 6	-15
6/30/12	Milestone 7	15
7/15/12	Milestone 8	-20
7/30/12	Milestone 9	20
10/23/12		-15
	Project End	15

(Microsoft Office Template, 2014)

Reference

- Dow, W. & Taylor, B. (2008). *Project management communications bible*. Hoboken, NJ: Wiley Publishing.
- Larson, E. W. & Gray, C. F. (2014). *Project management: the managerial process with MS Project 2007* (6th ed.). New York, NY: McGraw-Hill/Irwin.
- Lussier, R. N. & Achua, C. F. (2013). *Leadership: theory, application, & skill development* (5th ed.). Mason, OH: Cengage.
- Project Management Institute (PMBOK). (2013). *Project Management Body of Knowledge (PMBOK)* (Vol. 5). Newtown Square, PA, USA: Project Management Institute Inc.
- Microsoft Corporation. (2013). *Microsoft Project 2013: Microsoft Official Academic Course* (1st ed.). Hoboken, NJ: John Wiley & Sons, Inc.
- Render, B., Stair, R. M. Jr., & Hanna, M. E. (2012). *Quantitative analysis for management* (11th ed.). Upper Saddle River, NJ: Prentice Hall.