

**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>
<upedu ex wkord>	

## Revision History

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

Time Monitoring Tool	Version: <1.0>
Work Orders (15/01/01 to 21/01/01)	Date: <12/01/2001>
<upedu ex wkord>	

## Table of Contents

<b>1. Introduction</b>	<b>4</b>
1.1 Purpose	4
1.2 Scope	4
1.3 Definitions, Acronyms, and Abbreviations	4
1.4 References	4
1.5 Overview	4
<b>2. Identification</b>	<b>5</b>
2.1 Week of work	5
2.2 Work Orders ID convention	5
2.3 Iteration identification	5
2.3.1 Iteration name	5
2.3.2 Iteration objectives	5
2.4 Responsibilities	5
2.4.1 Team Members	5
2.4.2 Document responsible	5
<b>3. Work Orders Reports and Schedule</b>	<b>6</b>
Work Order ID: <SL-IT1-W02-01>	6
Work Order ID: <SL-IT1-W02-02>	7
Work Order ID: <SbL-IT1-W02-01>	8
Work Order ID: <SbL-IT1-W02-02>	9
Work Order ID: <SbL-IT1-W02-03>	10
Work Order ID: <RL-IT1-W02-01>	11
Work Order ID: <RL-IT1-W02-02>	12
Work Order ID: <JP-IT1-W02-01>	13
Work Order ID: <JP-IT1-W02-02>	14
Work Order ID: <JP-IT1-W02-03>	15
Work Order ID: <JL-IT1-W02-01>	16
Work Order ID: <JL-IT1-W02-02>	17
Work Order ID: <JL-IT1-W02-03>	18
Work Order ID: <JL-IT1-W02-04>	19

Time Monitoring Tool	Version: <1.0>
Work Orders (15/01/01 to 21/01/01)	Date: <12/01/2001>
<upedu ex wkord>	

## 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.

Time Monitoring Tool	Version: <1.0>
Work Orders (15/01/01 to 21/01/01)	Date: <12/01/2001>
<upedu ex wkord>	

## 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.

<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>
<upedu ex wkord>	

### 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>	

<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>
<upedu ex wkord>	

<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-W02-02>	<b>WBS ID:</b> <1.3.9>	
<b>Responsibility (Holder)</b>		
Sandra Lee		
<b>Associated Change Reports</b>		
None		
<b>Schedule</b>		
<b>Start:</b> <15/01/01>	<b>Completion:</b> <21/01/01>	<b>Critical Path:</b> <N/A>
<b>Efforts and Other Resources</b>		
<b>Staff Hours:</b> 3 hours	<b>Other Resources:</b> None	
<b>Description</b>		
<b>Work Description:</b> Plan unit, functional, integration and acceptance tests.		
<b>Expected Output(s):</b> Documentation should be included in the Test 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>	

<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>
<upedu ex wkord>	

<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>	



<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>
<upedu ex wkord>	

<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>	

<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>
<upedu ex wkord>	

<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>	

<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>
<upedu ex wkord>	

<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>	

<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>
<upedu ex wkord>	

<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-W02-02>	<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>	

<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>
<upedu ex wkord>	

<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>	

<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>
<upedu ex wkord>	

<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>	

<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>
<upedu ex wkord>	

<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-W02-03>	<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>	

<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>
<upedu ex wkord>	

<b>Work Order for Time Monitoring Tool</b>		<b>Created on:</b> <12/01/2001>
<b>Identification</b>		
<b>Work Order ID:</b> <JL-IT1-W02-01>	<b>WBS ID:</b> <N/A>	
<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>	



<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>
<upedu ex wkord>	

<b>Work Order for Time Monitoring Tool</b>		<b>Created on:</b> <12/01/2001>
<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>	

<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>
<upedu ex wkord>	

<b>Work Order for Time Monitoring Tool</b>		<b>Created on:</b> <12/01/2001>
<b>Identification</b>		
<b>Work Order ID:</b> <JL-IT1-W02-03>	<b>WBS ID:</b> <1.3.1>	
<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>	

<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>
<upedu ex wkord>	

<b>Work Order for Time Monitoring Tool</b>		<b>Created on:</b> <12/01/2001>
<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>	