**Sample Work Plan for Week of 9/23-10/1**

Team Members: Raquel Albelda James Movido

Kelly Baker Gavin Rubin

Shota Emyan

| Assigned Tasks | Responsible Associate | Expected Output | Start Date | EndDate | Status |
| --- | --- | --- | --- | --- | --- |
| Read Roadrunner Case | Team | * Have an understanding of the case for “help questions” session during class.
 | 9/21/02 | 9/23/02 | Done |
| Create list of key facts& issues | Gavin | * Document and distribute to team.
 | 9/23/02 | 9/23/02 | Done |
| Feedback in list of key issues | Team | * Give Gavin feedback on list of key fact & issues
 | 9/23/02 | 9/23/02 | Done |
| Team meeting on homework assignments for RoadrunnerQuestion #1Question #2Question #3Question #4Question #5Question #6Question #7 | TeamTeamKellyGavinShotaJamesRaquelTeam | * The team will come to agreement on who will address each question.
* Document answer
* Document answer
* Document answer
* Document answer
* Document answer
* Document answer
* Document answer: this will be answered the e-mail or message board
 | 9/24/02 | 9/28/02 | DoneDonePendingPendingPendingPendingPendingPending |
| Send in documented answers | Team | E-mail documented answers to James | 9/28/02 | 9/28/02 | Pending |
| Converge all separate documents into first draft document | James | Create one document in memo format containing all answers | 9/28/02 | 9/28/02 | Pending |
| Send first draft  | James | E-mail first draft to the team | 9/28/02 | 9/28/02 | Pending |
| Review first draft document | Team | Review first draft document, and send change suggestions to James via e-mail. (Please CC team on change suggestions to keep everyone informed). | 9/28/02 | 9/29/02 | Pending |
| Make changes for final draft | James | Update first draft document with change suggestions* Redistribute final draft
 | 9/29/02 | 9/29/02 | Pending |
| Review final draft | TeamTeamJames | * Review the final draft
* E-mail additional suggestions to James
* If necessary, make any additional changes and e-mail another draft
 | 9/29/02 | 9/30/02 | Pending |
| Print final draft  | Team | Print and bring to class the final document  | 10/1/02 | 10/1/02 | Pending |

Additional tasks unrelated to Roadrunner case:

* A work plan is not necessary for the Microfridge Case on Tuesday. (Team)
* Read and bring a copy of COBAE Options Exercise (Team)
* Identify 5-7 key business decisions facing Mr. Bennet. (Shota to print, bring to class)