**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 | End  Date | 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 Roadrunner  Question #1  Question #2  Question #3  Question #4  Question #5  Question #6  Question #7 | Team  Team  Kelly  Gavin  Shota  James  Raquel  Team | * 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 | Done  Done  Pending  Pending  Pending  Pending  Pending  Pending |
| 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 | Team  Team  James | * 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)