

Annual Report Preparation

5/7/16 created by QuickPlan for OSX



WBS	TASK	START	FINISH	DAYS	% COMP.	CONTACT	LABOR CO...	ICON	May 2016					Jun 2016				
									24	01	08	15	22	29	05	12	19	
		Thu, Apr 28, 2016	Fri, Jun 24, 2016	42	1%		\$584											
1	Perform Initial Planning	Thu, Apr 28, 2016	Thu, May 5, 2016	6	18%		\$40		Perform Initial Planning									
1.1	Review project file/lessons learned from last year's Annual Report process	Thu, Apr 28, 2016	Thu, Apr 28, 2016	1			\$8		Review project file/lessons learned from last year's Annual Report process									
1.2	Confirm changes, if any, to financial reporting requirements	Fri, Apr 29, 2016	Fri, Apr 29, 2016	1			\$8		Confirm changes, if any, to financial reporting requirements									
1.3	Identify Annual Report Theme and Section Requirements	Sat, Apr 30, 2016	Sat, Apr 30, 2016	0					Identify Annual Report Theme and Section Requirements									
1.4	Confirm other sections to be added or removed	Tue, May 3, 2016	Tue, May 3, 2016	1			\$8		Confirm other sections to be added or removed									
1.5	Confirm SEC filing and Annual Report Checkpoints	Wed, May 4, 2016	Wed, May 4, 2016	1	92%		\$8		Confirm SEC filing and Annual Report Checkpoints									
1.6	Selection of Internal Auditors	Thu, May 5, 2016	Thu, May 5, 2016	1			\$8		Selection of Internal Auditors									
1.7	Initial Planning Complete	Thu, May 5, 2016	Thu, May 5, 2016	0					Initial Planning Complete									
2	Design Annual Report	Fri, May 6, 2016	Fri, May 13, 2016	6			\$40		Design Annual Report									
2.1	Assign resources to preliminary design	Fri, May 6, 2016	Fri, May 6, 2016	1			\$8		Assign resources to preliminary design									
2.2	Develop preliminary design and information requirements	Sat, May 7, 2016	Sat, May 7, 2016	0					Develop preliminary design and information requirements									
2.3	Evaluate/Confirm Report Distribution Mechanisms	Tue, May 10, 2016	Thu, May 12, 2016	3			\$24		Evaluate/Confirm Report Distribution Mechanisms									
2.3.1	Evaluate/confirm Annual Report design and communications vendor(s)	Tue, May 10, 2016	Tue, May 10, 2016	1			\$8		Evaluate/confirm Annual Report design and communications vendor(s)									
2.3.2	Evaluate/confirm corporate Web site design and integration requirements	Wed, May 11, 2016	Wed, May 11, 2016	1			\$8		Evaluate/confirm corporate Web site design and integration requirements									
2.3.3	Evaluate/confirm Annual Report production and mailing vendor(s)	Thu, May 12, 2016	Thu, May 12, 2016	1			\$8		Evaluate/confirm Annual Report production and mailing vendor(s)									
2.3.4	Report Distribution Mechanisms Confirmed	Thu, May 12, 2016	Thu, May 12, 2016	0					Report Distribution Mechanisms Confirmed									
2.4	Plan/confirm production schedule	Fri, May 13, 2016	Fri, May 13, 2016	1			\$8		Plan/confirm production schedule									
2.5	Annual Report Design Complete	Fri, May 13, 2016	Fri, May 13, 2016	0					Annual Report Design Complete									
3	Define SEC 10-K and Proxy Documentation Production Schedules	Sat, May 14, 2016	Wed, May 18, 2016	3			\$16		Define SEC 10-K and Proxy Documentation Production Schedules									
3.1	Plan/confirm 10-K production schedule	Sat, May 14, 2016	Sat, May 14, 2016	0					Plan/confirm 10-K production schedule									
3.2	Plan/confirm Proxy Statement production schedule	Tue, May 17, 2016	Tue, May 17, 2016	1			\$8		Plan/confirm Proxy Statement production schedule									
3.3	Identify process steps required to meet production sche...	Wed, May 18, 2016	Wed, May 18, 2016	1			\$8		Identify process steps required to meet production schedule									
3.4	SEC 10-K and Proxy Documentation Production Schedules Complete	Wed, May 18, 2016	Wed, May 18, 2016	0					SEC 10-K and Proxy Documentation Production Schedules Complete									
4	Develop Annual Report	Thu, May 19, 2016	Fri, Jun 17, 2016	22			\$208		Develop Annual Report									
4.1	Develop Theme production components	Thu, May 19, 2016	Fri, May 27, 2016	7			\$48		Develop Theme production components									
4.1.1	Schedule and hold Theme development sessions	Thu, May 19, 2016	Thu, May 19, 2016	1			\$8		Schedule and hold Theme development sessions									
4.1.2	Gather Theme statistics/validate Theme messages	Fri, May 20, 2016	Fri, May 20, 2016	1			\$8		Gather Theme statistics/validate Theme messages									

