

Task Name	Start Date	End Date	Assigned To	Duration	% Complete	Predecessors	Notes
<b>Getting Started/Gathering Information</b>	<b>8/14/17</b>	<b>11/01/2017</b>	<b>Surmaria</b>	<b>79d</b>	<b>100%</b>		
Brainstorm Capstone Ideas	08/14/17	11/01/17	-	79d	100%		
Incorporate techniques into project that were learned throughout the program	08/14/17	11/01/17	-	79d	100%		
<b>Application Process</b>	<b>08/14/17</b>	<b>12/08/17</b>	<b>-</b>	<b>116d</b>	<b>100%</b>		
Choose Advisor	08/14/17	11/01/17	-	79d	100%		
Choose Reader 1	08/14/17	11/01/17	-	79d	100%		
Choose Reader 2	08/14/17	11/01/17	-	79d	100%		
Complete capstone application	08/14/17	12/08/17	-	116d	100%		
<b>Planning of Capstone Project</b>	<b>11/01/17</b>	<b>5/18/18</b>	<b>-</b>	<b>198d</b>	<b>100%</b>		
Set up Adobe Software that will be needed	12/08/17	01/12/18	-	35d	100%		
Create schedule for when to work on project to stay on task	11/01/17	11/25/17	-	25d	100%		
Gather other projects done throughout the program to put on the Goucher Portfolio site for Advisor to view	01/12/18	5/18/18	-	126d	100%		
Decide how final project will be displayed	11/01/17	12/8/17	-	37d	100%		
<b>Execution of Each Section of Project</b>			-				
<b>Project Management Plan</b>	<b>11/01/17</b>	<b>02/09/18</b>	<b>-</b>	<b>100d</b>	<b>100%</b>		
<b>Session I</b>			-				
Specify Objective of Project	11/01/17	12/8/17	-	37d	100%		
Write up timeline for the project	11/01/17	12/08/17	-	37d	100%		
Set deadlines	11/01/17	12/08/17	-	37d	100%		
List which committee member would review which part of the project	11/01/17	12/08/17	-	37d	100%		
Send email to Debbie for feedback	12/8/17	01/19/18	-	42d	100%		
Make any additional revisions	01/19/17	02/09/18	-	21d	100%		
<b>Logo</b>	<b>01/12/18</b>	<b>02/09/18</b>	<b>-</b>	<b>28d</b>	<b>100%</b>		
<b>Session I</b>			-				
Brainstorm and Sketch logo ideas	01/14/18	01/21/18	-	7d	100%		
Design a few variations of logo	01/21/18	01/28/18	-	7d	100%		
Choose logo that is the strongest visually	01/26/18	01/28/18		2d	100%		
Send email to Chris for feedback	01/26/18	01/28/18	-	2d	100%		
Make any additional revisions	01/26/18	02/09/18	-	14d	100%		
<b>Business Cards</b>	<b>01/19/18</b>	<b>02/09/18</b>	<b>-</b>	<b>21d</b>	<b>100%</b>		
<b>Session I</b>			-				
Brainstorm and sketch ideas for business card layout	01/14/18	01/21/18	-	7d	100%		

Design a few variations of card	01/21/18	01/28/18	-	7d	100%		
Choose card that is the strongest visually	01/26/18	01/28/18		2d	100%		
Send email to Chris for feedback	01/26/18	01/28/18	-	2d	100%		
Make any additional revisions	01/26/18	02/09/18	-	14d	100%		
<b>Freelance Business Plan</b>	<b>02/12/18</b>	<b>05/18/18</b>	-	<b>95d</b>	<b>100%</b>		
<b>Session II</b>			-				
Begin writing business plan for my freelance business	02/12/18	03/05/18	-	21d	100%		
Executive Summary	-	-	-	-	100%		
Freelance Goals	-	-	-	-	100%		
Client Acquisition & Strategy	-	-	-	-	100%		
Service Pricing	-	-	-	-	100%		
Business Processes	-	-	-	-	100%		
Market Research & Analysis	-	-	-	-	100%		
Marketing and Self Promotion	-	-	-	-	100%		
Financial Forecast	-	-	-	-	100%		
Review plan and edit where needed	03/05/18	03/12/18	-	7d	100%		
Send email to Debbie for feedback	03/09/18	03/09/18	-	1d	100%		
Make any additional revisions	03/09/18	05/18/18	-	70d	100%		
<b>Website</b>	<b>01/12/18</b>	<b>05/18/18</b>	-	<b>126d</b>	<b>100%</b>		
<b>Session I</b>			-				
Brainstorm webpage layouts	01/29/18	02/09/18	-	11d	100%		
Research webpage hosting options	01/29/18	02/09/18	-	11d	100%		
Verify domain name availability	1/29/18	02/09/18	-	11d	100%		
<b>Session II</b>			-				
Begin creating webpages	02/12/18	03/26/18	-	42d	100%		
About	-	-	-	-	100%		
Portfolio	-	-	-	-	100%		
Contact	-	-	-	-	100%		
Online Store	-	-	-	-	100%		
Send email to Ben for feedback	03/26/18	03/26/18	-	1d	100%		
Make any additional revisions	03/26/18	05/18/18	-	53d	100%		
<b>Key:</b>							
Same info. as previous block	-						