Solution

# Project Phases

The team meetings and management reviews apply to all phases. The allocation of the other activities is based upon the objective of each phase.

**Phase 1 – Infrastructure**

Conduct management reviews

Conduct team meetings

Install network servers

Install telephone system

Purchase furniture

Setup new furniture

Test network servers

Test telephone system

**Phase 2 – Relocation**

Conduct management reviews

Conduct team meetings

Install Call Center system

Install database servers

Install furniture

Move Call Center office

Move Call Center system

Move Engineering

Move Executive offices

Move Facilities

Move Finance

Move HR

Move IT

Move Logistics

Move Marketing

Move Purchasing

Move Sales

Send notification to employees of their move

Test Call Center system

**Phase 3 – Engineering Special Equipment**

Conduct management reviews

Conduct team meetings

Install Engineering Lab #1 equipment

Install Engineering Lab #2 equipment

Install Engineering Lab #3 equipment

Install Engineering Lab #4 equipment

Move Engineering Lab #1

Move Engineering Lab #2

Move Engineering Lab #3

Move Engineering Lab #4