

# Project Tracking Overview

PROJECT TITLE	Zena's Kitchen	% COMPLETE	0
PROJECT MANAGER	Sharon, Kathleen, Michelle	TODAY'S DATE	07/30/24
COMPANY NAME	Assignment Hope International, Inc.	DUE DATE	11/15/24

Project Details									Est. Hours	Actual Hours	Days to complete
Task Name	Status	Priority	Start	Due Date	Days	Task Owner	Description	% Done			
Project Phase 1											
Request Permits	Not Yet Started	High	6/10/24	6/11/24	1	Michelle	Request city permits	0%		-1	
Project Phase 2											
Demo/Haul Off	Not Yet Started	High	7/26/24	7/28/24	2	Sharon/Kathleen/Michelle	Demo kitchen cabinets	0%		-2	
Order Flooring	Not Yet Started	High	7/15/24	07/16/24	1	Sharon/Kathleen/Michelle	Select flooring	0%		#####	
Install Flooring	Not Yet Started	High	8/5/24	8/6/24	1	Sharon/Kathleen/Michelle		0%		-1	
Set up Electrical work	Not Yet Started	High	8/8/24	8/9/24	1	Michelle	Identify necessary electrical work	0%		-1	
Electrical	Not Yet Started	High	8/16/24	8/17/24	1	Sharon/Kathleen/Michelle		0%		-1	
Electrical Inspection	Not Yet Started	High	8/20/24	8/21/24	1	Sharon/Kathleen/Michelle		0%		-1	
Order Plumbing work and fixtures	Not Yet Started	High	8/12/24	8/13/24	1	Sharon/Kathleen/Michelle	Select fixtures	0%		-1	
Begin Plumbing work (including installing fixtures)	Not Yet Started	High	8/29/24	8/30/24	1	Sharon/Kathleen/Michelle		0%		-1	
Plumbing Inspection	Not Yet Started	High	9/5/24	9/6/24	1	Sharon/Kathleen/Michelle		0%		-1	
Order Cabinets	Not Yet Started	High	8/26/24	8/27/24	1	Sharon/Kathleen/Michelle	Select cabinets	0%		-1	
Install Cabinets	Not Yet Started	High	9/12/24	9/13/24	1	Sharon/Kathleen/Michelle		0%		-1	
Order Paint	Not Yet Started	High	9/9/24	9/10/24	1	Sharon/Kathleen/Michelle	Select paint color	0%		-1	
Paint	Not Yet Started	High	9/20/24	9/22/24	2	Sharon/Kathleen/Michelle		0%		-2	
Setup trim work	Not Yet Started	High	9/9/24	9/10/24	1	Michelle		0%		-1	
Begin trim work	Not Yet Started	High	9/26/24	9/27/24	1	Sharon/Kathleen/Michelle		0%		-1	
Order Countertops	Not Yet Started	High	9/16/24	9/17/24	1	Sharon/Kathleen/Michelle	Select countertops	0%		-1	
Install Countertops	Not Yet Started	High	10/2/24	10/3/24	1	Sharon/Kathleen/Michelle		0%		-1	
Order stainless steel sink	Not Yet Started	High	9/16/24	9/17/24	1	Sharon/Kathleen/Michelle	Select sink	0%		-1	
Install stainless steel sink	Not Yet Started	High	10/7/24	10/8/24	1	Sharon/Kathleen/Michelle		0%		-1	
Order appliances	Not Yet Started	High	9/23/24	9/24/24	1	Michelle		0%		-1	
Appliances Installed	Not Yet Started	High	10/10/24	10/11/24	1	Sharon/Kathleen/Michelle		0%		-1	
Project Phase 3											
Request Custom Art Sign	Not Yet Started	Medium	8/30/24	8/31/24	0	Michelle	Select design for custom art work	0%		-1	
Purchase small appliances	Not Yet Started	Medium	10/1/24	10/2/24	1	Sharon/Michelle/Kathleen	Select small appliances	0%		-1	
Order Rolling Island	Not Yet Started	Medium	10/1/24	10/2/24	1	Task Owner Name 11	Select rolling island	0%		-1	
Order Shelving Unit	Not Yet Started	Medium	10/1/24	10/2/24	1	Sharon/Michelle/Kathleen	Select shelving unit	0%		-1	
Order cookware	Not Yet Started	Medium	10/1/24	10/2/24	1	Sharon/Michelle/Kathleen	Select cookware	0%		-1	
Order dishes/serving pieces	Not Yet Started	Medium	10/1/24	10/2/24	1	Sharon/Michelle/Kathleen	Select dishes serving pieces	0%		-1	
Order cooking class supplies	Not Yet Started	Medium	10/1/24	10/2/24	1	Sharon/Michelle/Kathleen	Select cooking class supplies	0%		-1	
Order all misc. kitchen items	Not Yet Started	Medium	10/1/24	10/2/24	1	Sharon/Michelle/Kathleen	Select all misc kitchen items	0%		-1	
Order Portable Cooktop/Grill	Not Yet Started	Medium	10/1/24	10/2/24	1	Sharon/Michelle/Kathleen	Select portable cooktop grill	0%		-1	
Project Phase 4											
Set up/arrange cookware/dishes/etc.	Not Yet Started	Medium	10/26/24	10/28/24	2	Sharon/Kathleen/Michelle	Decide on kitchen item arrangement	0%		-2	
Set up rolling island	Not Yet Started	Medium	10/26/24	10/28/24	2	Sharon/Kathleen/Michelle	Arrange rolling island drawers	0%		-2	
Arrange food storage in cabinets	Not Yet Started	Medium	10/26/24	10/28/24	2	Sharon/Kathleen/Michelle	Arrange and organize food storage	0%		-2	
Arrange cooking class supplies	Not Yet Started	Medium	10/26/24	10/28/24	2	Sharon/Kathleen/Michelle	Select storage area for cooking class supplies	0%		-2	
Arrange art work	Not Yet Started	Medium	10/26/24	10/28/24	2	Sharon/Kathleen/Michelle	Select art work arrangement	0%		-2	
Project Phase 5											
Final Inspection	Not Yet Started	High	11/4/24	11/5/24	1	Sharon/Kathleen/Michelle		0%			