

Weekly Project Timeline

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B.S. Information Technology and Informatics
Planning baseline: October 20, 2026

Baseline: October 19-December 10, 2026. Planned effort: **116 hours / 6,960 minutes**. All hours below are estimates. No actual hours or completion claims have been inferred.

Calendar deadlines

Date	Required milestone
Oct 19	Planning: proposal, stakeholder map, scope, timeline, success measures.
Oct 26	Design artifacts.
Nov 2	Midterm report and recorded presentation.
Nov 23	Prototype development evidence.
Nov 30	Evaluation report and reflection.
Dec 7	Final prototype and user-help documents.
Dec 10	Final report and recorded presentation.

Weekly archive policy

Keep the original plan and every dated update. Each update will compare planned work with actual work, show actual hours, identify evidence, explain delays or changes, and state next actions. The planning section is dated October 20; this document does not imply that an October 19 submission occurred.

Calendar dates take precedence where week labels in the supplied assignment differ. This schedule replaces the earlier October 5 baseline for current capstone planning.

Week 1 | Oct 19-25 | 12 hours / 720 minutes

Finalize case-study approach and revise proposal (3 h).

Define scope and stakeholder map (3 h).

Set acceptance measures and timeline (3 h).

Prepare planning files and website links (3 h).

Weekly update: No actual progress entry recorded in this baseline.

Evidence to add: dated artifact/version links and test records.

Update fields: actual work; actual time; variance; blocker; next action.

Week 2 | Oct 26-Nov 1 | 14 hours / 840 minutes

Prepare role-based personas and scenarios (3 h).

Create storyboard and task checklist (3 h).

Design information architecture and explain rationale (3 h).

Design relational schema and normalization notes (5 h).

Weekly update: No actual progress entry recorded in this baseline.

Evidence to add: dated artifact/version links and test records.

Update fields: actual work; actual time; variance; blocker; next action.

Week 3 | Nov 2-8 | 14 hours / 840 minutes

Prepare and record midterm report (4 h).

Create version 1.0 forms and scope paths (5 h).

Implement fictional data storage (3 h).

Run and record initial tests (2 h).

Weekly update: No actual progress entry recorded in this baseline.

Evidence to add: dated artifact/version links and test records.

Update fields: actual work; actual time; variance; blocker; next action.

Week 4 | Nov 9-15 | 16 hours / 960 minutes

Implement recipient mapping and review (5 h).

Build approval states and history (5 h).

Create notice previews and internal updates (4 h).

Record version 2.0 tests and defects (2 h).

Weekly update: No actual progress entry recorded in this baseline.

Evidence to add: dated artifact/version links and test records.

Update fields: actual work; actual time; variance; blocker; next action.

Week 5 | Nov 16-22 | 20 hours / 1200 minutes

Implement UTC and lead-time boundary rules (5 h).

Verify planned-notice approval gates (5 h).

Integrate dashboard and workflow in version 3.0 (6 h).

Prepare specification and development evidence (4 h).

Weekly update: No actual progress entry recorded in this baseline.

Evidence to add: dated artifact/version links and test records.

Update fields: actual work; actual time; variance; blocker; next action.

Week 6 | Nov 23-29 | 16 hours / 960 minutes

Submit development package on Nov 23 (2 h).

Execute structured self-tests and walkthroughs (6 h).

Analyze defects and implement priority revisions (5 h).

Retest and prepare evaluation report (3 h).

Weekly update: No actual progress entry recorded in this baseline.

Evidence to add: dated artifact/version links and test records.

Update fields: actual work; actual time; variance; blocker; next action.

Week 7 | Nov 30-Dec 6 | 14 hours / 840 minutes

Submit evaluation report on Nov 30 (2 h).
Resolve remaining release-blocking defects (4 h).
Run regression checks and package prototype (4 h).
Complete user-help and setup instructions (4 h).

Weekly update: No actual progress entry recorded in this baseline.

Evidence to add: dated artifact/version links and test records.

Update fields: actual work; actual time; variance; blocker; next action.

Week 8 | Dec 7-10 | 10 hours / 600 minutes

Verify and release final prototype on Dec 7 (2 h).
Finalize capstone report and appendices (4 h).
Prepare slides and record presentation (3 h).
Check links and submit by Dec 10 (1 h).

Weekly update: No actual progress entry recorded in this baseline.

Evidence to add: dated artifact/version links and test records.

Update fields: actual work; actual time; variance; blocker; next action.

Effort total

$12 + 14 + 14 + 16 + 20 + 16 + 14 + 10 = \mathbf{116 \text{ hours}}$. Waiting time is excluded. Reallocate effort explicitly if a task changes; retain the earlier weekly entries.