

ID	Task Name	Duration	Start	Finish	Predecessors	% Work Complete	Resource Names	Dec 19, '10							Dec 26, '10							Jan 2, '11								
								T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
55	Aequor to Provide Org chart to Naylor	5 days	Mon 1/10/11	Fri 1/14/11	4	75%	KJ Singh																							
56	Finalize contract terms	15 days?	Mon 1/10/11	Fri 1/28/11		0%	AQ,Naylor																							
57	Complete transition plan	5 days	Mon 1/10/11	Fri 1/14/11		75%																								
58	Determine the inclusion/exclusion of Print and Bindery	3 days	Wed 1/12/11	Fri 1/14/11		10%																								
59	Sign Contract	9 days?	Tue 1/18/11	Fri 1/28/11		0%	AQ,Naylor																							
60	MSA	1 day?	Tue 1/18/11	Tue 1/18/11		100%																								
61	Print Contract	1 day?	Fri 1/28/11	Fri 1/28/11		0%																								
62	Town Hall and Communications	10 days	Wed 1/19/11	Wed 2/2/11		54%																								
63	Day-1	10 days	Wed 1/19/11	Wed 2/2/11		100%																								
64	Face to Face Meeting with Union officials	1 hr	Wed 2/2/11	Wed 2/2/11	59FS+2 c	100%	AQ,Naylor,Paulb Scalia																							
65	Group Meeting with affected union employess	1 hr	Wed 1/19/11	Wed 1/19/11	64	100%	AQ,Naylor																							
66	Town Hall - Winnipeg	1 hr	Wed 1/19/11	Wed 1/19/11	65	100%	AQ,Naylor																							
67	Town Hall -Company Wide Comm	1 hr	Wed 1/19/11	Wed 1/19/11	66	100%																								
68	Media call with Winnipeg	1 hr	Wed 1/19/11	Wed 1/19/11	67	100%	Naylor																							
69	Face to Face Meeting with Union supervisor	1 hr	Wed 1/19/11	Wed 1/19/11	68	100%	AQ,Naylor																							
70	Group Meeting with printing and bind. ?	1 hr	Wed 1/19/11	Wed 1/19/11	69	100%																								
71	Group Meeting with Pre Press	1 hr	Wed 1/19/11	Wed 1/19/11	69	100%																								
72	Day-2 to Day-5	4 days	Wed 1/19/11	Tue 1/25/11		94%																								
73	Individual Department Meetings with senior managers	1 day	Wed 1/19/11	Thu 1/20/11	66	75%	AQ,Naylor																							
74	conduct 1:1 sessions with affected employees	3 days	Thu 1/20/11	Tue 1/25/11	73	100%	AQ,Naylor																							
75	Prepare for Joining	2 days	Wed 1/19/11	Fri 1/21/11	66	100%	AQ																							
76	Organize Kick-off meetings Between Naylor and AQ functional teams	1 day	Thu 1/20/11	Fri 1/21/11	73	100%	AQ																							
77	Circulate Agenda at Functional Level	1 day	Thu 1/20/11	Fri 1/21/11	73	75%	AQ																							
78	Breakout sessions	5 days	Fri 1/21/11	Fri 1/28/11		0%																								
79	AS-IS Process Review	5 days	Fri 1/21/11	Fri 1/28/11	77	0%	Naylor,AQ																							
80	Process Transition Plan	60 days	Mon 1/10/11	Fri 4/1/11		0%																								
81	Constant Communication with affected employees	60 days	Mon 1/10/11	Fri 4/1/11	5	0%	AQ,Naylor																							
82	Risk Assessment	4 days	Wed 1/12/11	Mon 1/17/11		0%																								
83	Identify high level project risks	2 days	Thu 1/12/11	Mon 1/13/11	5	0%	Ananth,KJ Singh																							
84	Prioritize risks based on impact and probability of occurrence	2 days	Fri 1/14/11	Mon 1/17/11	83	0%	KJ Singh,Ananth																							
85	Create Risk Matrix Template	2 days	Fri 1/14/11	Mon 1/17/11	83	0%	KJ Singh,Ananth																							
86	Determine mitigation strategies for identified risks	2 days	Fri 1/14/11	Mon 1/17/11	83	0%	KJ Singh,Ananth																							
87	Create procedure to monitor and manage risks	2 days	Fri 1/14/11	Mon 1/17/11	83	0%	KJ Singh,Ananth																							
88	Circulate Risk Matrix to project team	2 days	Fri 1/14/11	Mon 1/17/11	83	0%																								
89	KT Identify owner for sign off	5 days	Fri 1/14/11	Thu 1/20/11	83	0%	Bob H																							
90	Validate / Alter Transition Plan	5 days	Fri 1/14/11	Thu 1/20/11	83	0%	AQ																							
91	Attain NAYLOR sign-off for revised Transition Plan	5 days	Fri 1/14/11	Thu 1/20/11	83	0%	Bob H																							
92	Conduct 30 days feedback	6 days	Mon 2/21/11	Mon 2/28/11	83	0%																								
93	Conduct 60 days feedback	6 days	Mon 3/21/11	Mon 3/28/11	83	0%																								
94	KT team - hiring, training, KT activities - PROCESS TRANSITION	150 days?	Fri 12/17/10	Thu 7/14/11		44%																								
95	Start the Hiring Process	0 days	Fri 1/28/11	Fri 1/28/11	59	40%																								
96	KT Hiring Process	149 days	Fri 12/17/10	Wed 7/13/11		50%																								
97	Understand roles and job descriptions	1 day	Tue 1/11/11	Tue 1/11/11	4	100%	Naylor,AQ																							
98	Identify Naylor's key personnel to be offered long term employment	1 day	Mon 1/10/11	Mon 1/10/11	4	100%	Naylor,AQ																							
99	Complete gap analysis to determine Aq hiring requirements	1 day	Fri 12/17/10	Fri 12/17/10	4	50%																								
100	Conduct candidate search	20 days	Fri 12/17/10	Thu 1/13/11	4	40%	AQ																							
101	Naylor Replacements Layout	127 days	Tue 1/18/11	Wed 7/13/11		0%																								
127	Naylor Replacements Ad Creation	104 days	Mon 1/24/11	Thu 6/16/11		0%																								
141	Naylor Replacements Proof Read	100 days	Mon 1/10/11	Fri 5/27/11		0%																								
147	Travel Readiness of KT team going to Winnipeg	21 days	Mon 1/31/11	Mon 2/28/11		98%																								
148	Determine passport status of KT Team	1 day	Mon 1/31/11	Mon 1/31/11	95	100%	Hilda Nieves,Robert Be																							
149	Obtain passports (if required)	1 day	Tue 2/1/11	Tue 2/1/11	148	100%	AQ																							
150	Apply for Canada Business Visa	15 days	Tue 2/1/11	Mon 2/21/11	148	100%	AQ																							
151	Appear for Visa interview	1 day	Tue 2/22/11	Tue 2/22/11	150	100%	AQ																							

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Critical	Task	Baseline	Milestone	Project Summary	Deadline
Critical Split	Split	Baseline Split	Summary Progress	External Tasks	
Critical Progress	Task Progress	Baseline Milestone	Summary	External Milestone	

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								T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
206	Complete "KT reverse training" with current Naylor process leader	1 day	Thu 4/21/11	Thu 4/21/11	205	0%																								
207	Naylor process leader signs off on KT	0 days	Thu 4/21/11	Thu 4/21/11	206	0%																								
208	Develop training for India-based employees	5 days	Fri 4/22/11	Thu 4/28/11	206	0%																								
209	Create assessments for trainees	5 days	Fri 4/22/11	Thu 4/28/11	206	0% AQ																								
210	Review training and assessment with Naylor process leader	1 day	Fri 4/29/11	Fri 4/29/11	208,209	0%																								
211	Leaving	112 days	Tue 2/8/11	Thu 7/14/11		0%																								
212	[REDACTED]	0 days	Tue 2/8/11	Tue 2/8/11	99	0%																								
213	[REDACTED]	0 days	Tue 2/8/11	Tue 2/8/11	99	0%																								
214	[REDACTED]	0 days	Thu 2/10/11	Thu 2/10/11	99	0%																								
215	[REDACTED]	0 days	Fri 2/11/11	Fri 2/11/11	99	0%																								
216	[REDACTED]	0 days	Fri 2/11/11	Fri 2/11/11	99	0%																								
217	[REDACTED]	0 days	Sat 2/12/11	Sat 2/12/11	99	0%																								
218	[REDACTED]	0 days	Sat 2/12/11	Sat 2/12/11	99	0%																								
219	[REDACTED]	0 days	Sun 2/13/11	Sun 2/13/11	99	0%																								
220	[REDACTED]	0 days	Mon 3/14/11	Mon 3/14/11	99	0%																								
221	[REDACTED]	0 days	Sun 5/15/11	Sun 5/15/11	99	0%																								
222	[REDACTED]	0 days	Sun 5/15/11	Sun 5/15/11	99	0%																								
223	[REDACTED]	0 days	Wed 5/18/11	Wed 5/18/11	99	0%																								
224	[REDACTED]	0 days	Wed 5/18/11	Wed 5/18/11	99	0%																								
225	[REDACTED]	0 days	Sat 5/21/11	Sat 5/21/11	99	0%																								
226	[REDACTED]	0 days	Sat 5/21/11	Sat 5/21/11	99	0%																								
227	[REDACTED]	0 days	Thu 5/26/11	Thu 5/26/11	99	0%																								
228	[REDACTED]	0 days	Thu 5/26/11	Thu 5/26/11	99	0%																								
229	[REDACTED]	0 days	Wed 6/1/11	Wed 6/1/11	99	0%																								
230	[REDACTED]	0 days	Wed 6/1/11	Wed 6/1/11	99	0%																								
231	[REDACTED]	0 days	Fri 6/10/11	Fri 6/10/11	99	0%																								
232	[REDACTED]	0 days	Sat 6/11/11	Sat 6/11/11	99	0%																								
233	[REDACTED]	0 days	Wed 6/15/11	Wed 6/15/11	99	0%																								
234	[REDACTED]	0 days	Mon 6/27/11	Mon 6/27/11	99	0%																								
235	[REDACTED]	0 days	Sat 7/9/11	Sat 7/9/11	99	0%																								
236	[REDACTED]	0 days	Thu 7/14/11	Thu 7/14/11	99	0%																								
237	Create supplemental process documentation as required	15 days	Fri 12/17/10	Thu 1/6/11		0%																								
238	Complete "KT reverse training" with current Naylor process leader	1 day	Fri 1/7/11	Fri 1/7/11	237	0%																								
239	Naylor process leader signs off on KT	0 days	Fri 1/7/11	Fri 1/7/11	238	0%																								
240	Develop training for India-based employees	5 days	Mon 1/10/11	Fri 1/14/11	238	0%																								
241	Create assessments for trainees	5 days	Mon 1/10/11	Fri 1/14/11	238	0% AQ																								
242	Review training and assessment with Naylor process leader	1 day	Mon 1/17/11	Mon 1/17/11	240,241	0%																								
243	Research	22 days	Fri 3/4/11	Mon 4/4/11	159	0%																								
253	Print & Bindery	22 days	Fri 3/4/11	Mon 4/4/11		0%																								
263	KT Process Certified Completed	0 days	Wed 6/1/11	Wed 6/1/11	262,262,263	0%																								
264	Travel preparation for Canada-based training support for India	89.57 days	Mon 1/31/11	Fri 6/3/11		0%																								
265	Obtain visas for Canada-based employees traveling to India	1 day	Mon 1/31/11	Mon 1/31/11	95	0% AQ																								
266	Arrange for air fare, hotel and other accommodations for Canada-based employees in	1 day	Tue 2/1/11	Tue 2/1/11	265	0% AQ																								
267	Create system user IDs for trainers if needed	1 day	Tue 2/1/11	Tue 2/1/11	265	0% AQ																								
268	Travel to India	2 days	Wed 6/1/11	Fri 6/3/11	266,263	0%																								
269	Technology Plan	26 days	Fri 12/17/10	Fri 1/21/11		20%																								
270	Access Set-up between Naylor & Aequor	1 day	Tue 1/11/11	Tue 1/11/11		100% AQ,Naylor																								
271	Masstransit setup	1 day	Wed 1/12/11	Wed 1/12/11	270	0%																								
272	tech. onboarding process	5 days	Thu 1/13/11	Wed 1/19/11	271	50%																								
273	Connectivity Testing between winnipeg and Gurgaon	1 day	Thu 1/20/11	Thu 1/20/11	272	0% AQ,Naylor																								
274	Connectivity Testing Between Winnipeg and New Jersey	1 day	Wed 1/12/11	Wed 1/12/11	270	0% AQ,Naylor																								
275	Technology Set-Up Complete - Handover to Operations	1 day	Fri 1/21/11	Fri 1/21/11	273,274	0% AQ,Naylor																								
276	Adobe Software Licensing	1 day	Fri 1/21/11	Fri 1/21/11	273	30%																								
277	prem. Software licensing	1 day	Fri 12/17/10	Fri 12/17/10		0%																								

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Critical Task Baseline Milestone Project Summary Deadline
 Critical Split Split Baseline Split Summary Progress External Tasks
 Critical Progress Task Progress Baseline Milestone Summary External Milestone

