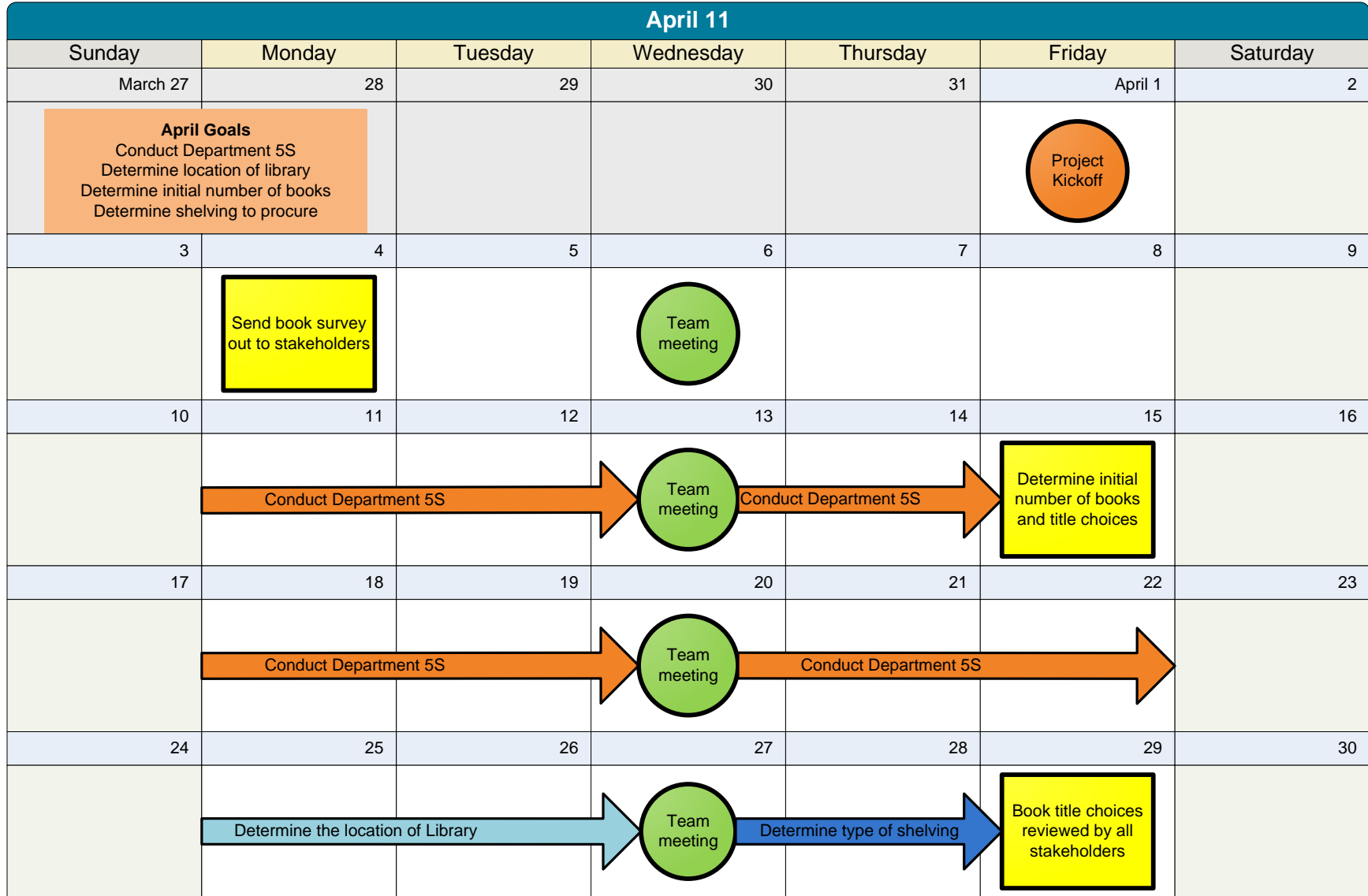


# PROJECT SCHEDULE

Project: Pharmacy Department Library

Project Leader: Robert Khan, Project Management Office

Today's Date: 3/15/11



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Today's Date: 3/15/11




May 11						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 1	2	3	4	5	6	7
<b>May Goals</b> Procure and install shelving Procure books Catalog books and label shelving First draft of all library documentation		Order Shelving	Team meeting		First draft of department use survey	
8	9	10	11	12	13	14
Remove old furniture and equipment			Team meeting	Install Shelving		
15	16	17	18	19	20	21
	Procure books based on confirmed and reviewed title list		Team meeting		First draft check-out & return documentation and future book procurement procedure	
22	23	24	25	26	27	28
Books arrive and are placed on shelving by subject			Team meeting	Integrate old books into library		
29	30	31	June 1	2	3	4
	Memorial Day Holiday	Catalog books and label shelving				

## PROJECT SCHEDULE

Project: Pharmacy Department Library

Project Leader: Robert Khan, Project Management Office

Today's Date: 3/15/11

June 11						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 29	30	31	June 1	2	3	4
<b>June Goals</b> Finalize and communicate book check out and return system Finalize procedure for future book procurement Department use survey finalized				Final draft of check-out & return document and future book procurement procedure ready for presentation to stakeholders	Pharmacy Team Library Q & A	
	6	7	8	9	10	11
					Final draft of department use survey	
12	13	14	15	16	17	18
	Library check-out & return, future procurement, and other materials ready for orientation					
19	20	21	22	23	24	25
26	27	28	29	30	July 1	2