



Outbound Excellence

Project Tracking Report

August - 2008 Initiatives

DK & Fatimah

| Project Name | Customer | Estimated Start | Estimated Finish | Estimated Days | Actual Start | Actual Finish | Actual Days | Variance (in Days) | Estimated Minutes | Actual Mins. | Variance Minutes |
|---|------------------|-----------------|------------------|----------------|--------------|---------------|-------------|--------------------|-------------------|--------------|------------------|
| Ad For Appointment Setters / Sales Representatives | | | | | | | | | | | |
| Create Ad | DK | 2-Aug-2008 | 4-Aug-2008 | 2 | | | - | (2) | 90 | | (90) |
| Place Ad on Craigs List | DK | 2-Aug-2008 | 4-Aug-2008 | 2 | | | - | (2) | 45 | | (45) |
| Send Ad To Fatimah | DK | 2-Aug-2008 | 4-Aug-2008 | 2 | | | - | (2) | 10 | | (10) |
| List Ad On Café Mom | Fatimah | 4-Aug-2008 | 4-Aug-2008 | 1 | | | - | (1) | 45 | | (45) |
| Look For Other Sites To List | DK | | | - | | | - | 0 | | | 0 |
| Look For Other Sites To List | Fatimah | | | - | | | - | 0 | | | 0 |
| List On 1 New Site | DK | | | - | | | - | 0 | | | 0 |
| List On 1 New Site | Fatimah | | | - | | | - | 0 | | | 0 |
| Total | | | | | | | | | 190 | 0 | -190 |
| Project Tracker - To Track Outbound Excellence Initiatives | | | | | | | | | | | |
| Create Project Tracker | DK | 2-Aug-2008 | 3-Aug-2008 | 1 | 2-Aug-2008 | 2-Aug-2008 | 1 | 0 | 180 | 180 | 0 |
| Send Project Tracker To Fatimah | DK | 2-Aug-2008 | 3-Aug-2008 | 1 | 2-Aug-2008 | 2-Aug-2008 | 1 | 0 | 10 | 10 | 0 |
| Update Project Tracker | Fatimah | 4-Aug-2008 | 4-Aug-2008 | - | | | | 0 | 20 | | (20) |
| Update Project Tracker | DK | 4-Aug-2008 | 4-Aug-2008 | - | | | | 0 | 20 | | (20) |
| Update Project Tracker | Fatimah | 5-Aug-2008 | 5-Aug-2008 | - | | | | 0 | 20 | | (20) |
| Update Project Tracker | DK | 5-Aug-2008 | 5-Aug-2008 | - | | | | 0 | 20 | | (20) |
| Total | | | | | | | | | 270 | 190 | -80 |
| Marketing Initiatives | | | | | | | | | | | |
| Send Out 100 Email Postcards | DK | 4-Aug-2008 | 4-Aug-2008 | 1 | | | | (1) | 120 | 0 | (120) |
| Call PHX Library For Mtg Info | DK | 5-Aug-2008 | 5-Aug-2008 | 1 | | | | (1) | 30 | 0 | (30) |
| Send Out 100 Email Postcards | DK | 5-Aug-2008 | 5-Aug-2008 | 1 | | | | (1) | 120 | 0 | (120) |
| Send Out 100 Email Postcards | DK | 6-Aug-2008 | 6-Aug-2008 | 1 | | | | (1) | 120 | 0 | (120) |
| Send Out 100 Email Postcards | DK | 7-Aug-2008 | 7-Aug-2008 | 1 | | | | (1) | 120 | 0 | (120) |
| Send Out 100 Email Postcards | DK | 8-Aug-2008 | 8-Aug-2008 | 1 | | | | (1) | 120 | 0 | (120) |
| | | | | - | | | | 0 | 0 | 0 | 0 |
| Website Development | | | | | | | | | | | |
| Sales Strategy > Sales Mgmt. | DK | 1-Aug-2008 | 2-Aug-2008 | 1 | 1-Aug-2008 | 2-Aug-2008 | 1 | 0 | 180 | 180 | 0 |
| Add Service Offerings | DK /Dom | 4-Aug-2008 | 6-Aug-2008 | 2 | | | | | 30 | 0 | (30) |
| Add Price List | DK /Dom | 4-Aug-2008 | 6-Aug-2008 | 2 | | | | | 20 | 0 | (20) |
| Modify & Upload 114 pg Doc | DK /Dom | 4-Aug-2008 | 6-Aug-2008 | 2 | | | | | 180 | 0 | (180) |
| | | | | - | | | | | 0 | 0 | 0 |
| IHPT Project | | | | | | | | | | | |
| Create Contract | DK | 28-Jul-2008 | 29-Jul-2008 | 1 | 28-Jul-2008 | 29-Jul-2008 | 1 | 0 | 120 | 150 | (30) |
| Create Invoice | DK | 28-Jul-2008 | 29-Jul-2008 | 1 | 28-Jul-2008 | 29-Jul-2008 | 1 | 0 | 60 | 50 | 10 |
| Send Invoice to Tim & Confirm | DK | 29-Jul-2008 | 30-Jul-2008 | 1 | 29-Jul-2008 | 30-Jul-2008 | 1 | 0 | 30 | 30 | 0 |
| Close Sale & Receive Payment | Fatimah | 30-Jul-2008 | 31-Jul-2008 | 1 | 30-Jul-2008 | 1-Aug-2008 | 1 | 0 | 60 | 60 | 0 |
| Receive Customer Listing | Fatimah | 2-Aug-2008 | 2-Aug-2008 | 1 | 2-Aug-2008 | 2-Aug-2008 | 1 | 0 | 10 | 10 | 0 |
| Audit Customer File | Fatimah | 3-Aug-2008 | 4-Aug-2008 | 1 | | | | | 45 | 0 | 45 |
| Create Call Guideline | Fatimah | 3-Aug-2008 | 4-Aug-2008 | 1 | | | | | 45 | 0 | 45 |
| Train Olivia & Get Her A List | Fatimah | 3-Aug-2008 | 4-Aug-2008 | 1 | | | | | 60 | 0 | 60 |
| Train Colin & Get Him A List | Fatimah | 3-Aug-2008 | 4-Aug-2008 | 1 | | | | | 60 | 0 | 60 |
| Ensure 50 Contacts Are Made | Fatimah | 3-Aug-2008 | 4-Aug-2008 | 1 | | | | | 60 | 0 | 60 |
| Obtain Copy Of Signed Invoice | Fatimah | 4-Aug-2008 | 5-Aug-2008 | 1 | | | | | 120 | 0 | 120 |
| \$50 pd after 50 contacts | Fatimah / DK | 4-Aug-2008 | 5-Aug-2008 | 1 | | | | | 60 | 0 | 60 |
| | | | | - | | | | | 0 | 0 | 0 |
| Outbound Excellence - Prospecting | | | | | | | | | | | |
| Create An Appointment Sheet | DK | 2-Aug-2008 | 4-Aug-2008 | 1 | | | | | 60 | 0 | 60 |
| Complete Powerpoint | DK | 3-Aug-2008 | 4-Aug-2008 | 1 | | | | | 180 | 0 | 180 |
| Service Offering | DK | 2-Aug-2008 | 4-Aug-2008 | 2 | | | | | 180 | 0 | 180 |
| Prospect B2B Site | Fatimah | 1-Aug-2008 | 4-Aug-2008 | 3 | | | | | 180 | 0 | 180 |
| Price List | DK | 2-Aug-2008 | 4-Aug-2008 | 2 | | | | | 180 | 0 | 180 |
| Shared Calendar | DK | 2-Aug-2008 | 4-Aug-2008 | 2 | | | | | 90 | 0 | 90 |
| Update Call Guideline | Fatimah | 2-Aug-2008 | 4-Aug-2008 | 2 | | | | | 120 | 0 | 120 |
| Download ACT / CRM | DK | 4-Aug-2008 | 6-Aug-2008 | 2 | | | | | 150 | 0 | 150 |
| Set 2 Appointments | Fatimah | 4-Aug-2008 | 4-Aug-2008 | 1 | | | | | 180 | 0 | 180 |
| Contact 2 Potential Leads | DK | 4-Aug-2008 | 4-Aug-2008 | 1 | | | | | 90 | 0 | 90 |
| Set 2 Appointments | Fatimah | 5-Aug-2008 | 5-Aug-2008 | 1 | | | | | 180 | 0 | 180 |
| Barbizon | Fatimah | 5-Aug-2008 | 5-Aug-2008 | 1 | | | | | 0 | 0 | 0 |
| CDW | Fatimah | 5-Aug-2008 | 5-Aug-2008 | 1 | | | | | 0 | 0 | 0 |
| US Buildings Lead | Fatimah | 5-Aug-2008 | 5-Aug-2008 | 1 | | | | | 0 | 0 | 0 |
| Contact 2 Potential Leads | DK | 5-Aug-2008 | 5-Aug-2008 | 1 | | | | | 90 | 0 | 90 |
| Meet With Steve Carline | DK | 6-Aug-2008 | 6-Aug-2008 | 1 | | | | | 240 | 0 | 240 |
| Set 2 Appointments | Fatimah | 6-Aug-2008 | 6-Aug-2008 | 1 | | | | | 180 | 0 | 180 |
| Contact 2 Potential Leads | DK | 7-Aug-2008 | 7-Aug-2008 | 1 | | | | | 90 | 0 | 90 |
| Set 2 Appointments | Fatimah | 7-Aug-2008 | 7-Aug-2008 | 1 | | | | | 180 | 0 | 180 |
| Contact 2 Potential Leads | DK | 7-Aug-2008 | 7-Aug-2008 | 1 | | | | | 90 | 0 | 90 |
| Contact 2 Potential Leads | DK | 8-Aug-2008 | 8-Aug-2008 | 1 | | | | | 90 | 0 | 90 |
| Celebrate Birthday | Fatimah + Family | 8-Aug-2008 | 8-Aug-2008 | 1 | | | | | 0 | 0 | 0 |
| | | | | - | | | | | 0 | 0 | 0 |
| | | | | - | | | | | 0 | 0 | 0 |