

PROCESSES

1. The first step in the process is to identify the problem or goal. This involves gathering information and defining the scope of the project. Once the goal is clear, the next step is to develop a plan. This includes determining the resources needed, setting a timeline, and identifying potential risks. The plan should be flexible enough to allow for changes as the project progresses. After the plan is in place, the next step is to execute the plan. This involves assigning tasks to team members, monitoring progress, and making adjustments as needed. Finally, the project should be evaluated to determine if the goal was achieved and to identify lessons learned for future projects.

Task	Start Date	End Date	Status
Task 1	2023-01-01	2023-01-15	Completed
Task 2	2023-01-15	2023-01-30	In Progress
Task 3	2023-01-30	2023-02-15	Not Started
Task 4	2023-02-15	2023-02-30	Not Started
Task 5	2023-02-30	2023-03-15	Not Started

KINGSTON

