

Budget and Policies and Procedures Template

Hours Budget				
Team Member	Phase 1 - Budget	Phase 1 - Actual	Phase 2 - Budget	Phase 2 -Actual
Basa, Sebastian	2	1.5	###	###
Chen, Ivan	2	2	###	###
Choe, Elias	2	1.75	###	###
Escalante, Eilyn	2	2	###	###
Massa, Lucas	2	2	###	###
Pacada, Georginia	2	2	###	###
Soo, Branden	2	1.5	###	###
Totals	14	12.75	###	###

<p>Policies and Procedures</p>	<ol style="list-style-type: none"> 1. Set clear roles and responsibilities at the start, and document who is accountable for each task. 2. Communicate through the text group chat to keep up to date on meetings, decisions, and updates. 3. Each person is individually responsible for keeping track of their own hours worked. They will record this into the Hours Budgeted accordingly. 4. Document challenges encountered and present them to the group for resolution. 5. Individuals will rotate through roles throughout the Project process. 6. Track milestones and deadlines, noting what was completed on time and what was delayed. 7. Hold a small debrief between Parts 1 and 2 to discuss what went well, what did not, and where to improve on.
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Section	Preparer(s)	Reviewer(s)
Budget and P&Ps	Elias Choe	Ivan Chen, Branden Soo
Risk and Control Work Program	Lucas Massa, Georginia Pacada, Ivan Chen, Sebastian Basa, Elias Choe, Eilyn Escalante	Lucas Massa, Eilyn Escalante
10-K Research and Analysis (Part 1)	Eilyn Escalante, Branden Soo, Georginia Pacada, Ivan Chen	Elias Choe, Sebastian Basa
10-K Research and Analysis (Part 2)	TBD	TBD
A/P Test Sheet	Eilyn Escalante	Georginia Pacada, Lucas Massa
First E-mail	Georginia Pacada	Ivan Chen, Eilyn Escalante
Second E-mail	TBD	TBD