

Software Development/FileMaker Projects - Priority Level

Project	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
XXXXXXXXXX	Medium	Low	None	None	None	None	None	Low	Low	Low
Inventory	Medium	Medium High	Medium High	Medium High	Medium	Medium	None	None	None	None
XXXXXXXXXX	Medium	Lowest	Lowest	None	None	None	None	None	None	None
XXXXXXXXXX - Frontend	None	Highest	Highest	Medium High	None	None	None	Low	Low	Low
Management	None	Medium	None	Medium	Lowest	None	None	None	None	None
Recruiting	None	Highest	Highest	Lowest	Lowest	None	None	None	None	None
Commission Report	None	Highest	Lowest	Lowest	None	None	None	None	None	None
Document Manager	None	Medium High	Medium High	Medium High	None	None	None	Highest	Highest	Highest
Payroll - XXXX	None	Lowest	Lowest	None	None	None	None	None	None	None
Payroll - XX	None	Lowest	Lowest	None	None	None	None	None	None	None
XXXX - Direct Mail	None	None	Highest	Highest	None	None	None	None	None	None
Access Manager IT	None	None	Highest	None	None	None	None	None	None	None
IT Asset Management	None	None	None	Highest	Highest	Highest	Highest	Highest	Highest	Highest
Employee DB	None	None	None	None	Highest	Highest	Highest	Highest	Highest	Highest
Branding Audit Form - XXXX	None	None	None	None	Medium	Lowest	None	None	None	None
XXXX - Time Management	None	None	None	None	None	Highest	None	None	None	None
Software Development Life Cycle	None	None	None	None	None	Highest	Highest	Highest	Highest	Highest
XXXXXXXXXX	None	None	None	None	None	Highest	Medium	Medium	Medium	Medium
iPad Catalog - XXXX	None	None	None	None	None	None	Highest	None	None	None
Meeting Minutes	None	None	None	None	None	None	Highest	Highest	Highest	Highest
XXXXXXXXXX Sales Report	None	None	None	None	None	None	Medium High	Medium High	Medium High	Medium High
XXXX - Frontend	None	None	None	None	None	None	None	Lowest	Lowest	Lowest

Current Status	% Complete
Ongoing	15%
Dropped	30%
Dropped	5%
Completed	100%
Dropped	10%
Dropped	5%
Dropped	0%
Ongoing	45%
Dropped	5%
Dropped	5%
Completed	100%
Completed	100%
Assimilated	85%
Assimilated	90%
Completed	100%
Dropped	0%
Assimilated	95%
XXXXXXXXXX	95%
Backburner	15%
Completed	100%
XXXXXXXXXX	10%
Not Started	0%

Priority Level Legend
Highest
Medium High
Medium
Low
Lowest
None

TOTAL NUMBER OF FM DEV PROJECTS PER WEEK	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	3	10	10	8	6	6	4	8	10	5

IT Related Projects

Project	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Manage the IT Department	None	None	Highest	Highest	Highest	Medium High				
FileMaker Server - Research, Purchase, Upgrade	None	Highest	Medium High	Medium High	None	None	None	None	None	None
ISP Upgrade	None	None	Highest	Medium High	None	None	None	None	None	None
XXXX Site Research	None	None	Highest	None						
IT Asset Research	None	None	Medium High	Medium High	None	None	None	None	None	None
XXXX Compliance Research	None	Highest	Highest	Highest	Highest	None	None	None	None	None
XXXX POS	None	None	None	None	None	Highest	None	Low	Lowest	Lowest
MDM Research	None	None	None	Highest	Medium	None	None	None	None	None
Helpdesk Ticketing System Research	None	None	None	Highest	Medium	None	None	None	None	None
Network Healthcheck/Infrastructure Check	None	None	None	Medium High	Medium High	Medium	None	None	Medium High	Highest
SpiceWorks - Clean up/Organization	None	None	Medium High	None						
SpiceWorks - Management	None	None	Low							

Current Status	% Complete
Ongoing	
Completed	100%
Ongoing	50%
Completed	100%
Completed	100%
Completed	100%
Ongoing	
Backburner	80%
Backburner	80%
Ongoing	
Completed	100%
Ongoing	

Priority Level Legend
Highest
Medium High
Medium
Low
Lowest
None

TOTAL NUMBER OF IT PROJECTS PER WEEK	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	0	2	8	9	6	4	2	3	4	4

TOTAL NUMBER OF ALL PROJECTS PER WEEK	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	3	12	18	17	12	10	6	11	14	9

**Note: this doesn't include anything outside of tech related projects (i.e., One-off's for Rachel, Dean, Graphic Design, Forms, Developer vetting, IT Interviews, etc.)*

Number of hours spent in Meetings per week	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	6	6	6	3.5	2.5	9	5.5	8	9	6

Conclusion/Perspective
34 total projects since I started
10 projects have been completed
8 projects are ongoing
8 projects have been dropped
3 projects have been put on the back burner
2 projects XXXXXXXXXXXX
To put this in perspective: A typical FileMaker development project (medium-sized) is roughly 80-100 hours from discovery to beta and takes around a month; smaller projects are 20-40 hours and can take 1-2 weeks; larger projects are 100-300+ hours and can take 3-6 months.
I average 54 hours of work per week; 15% of my time is spent in meetings; 30% of my time is spent on IT.
I've worked 7 out of 9 weekends.