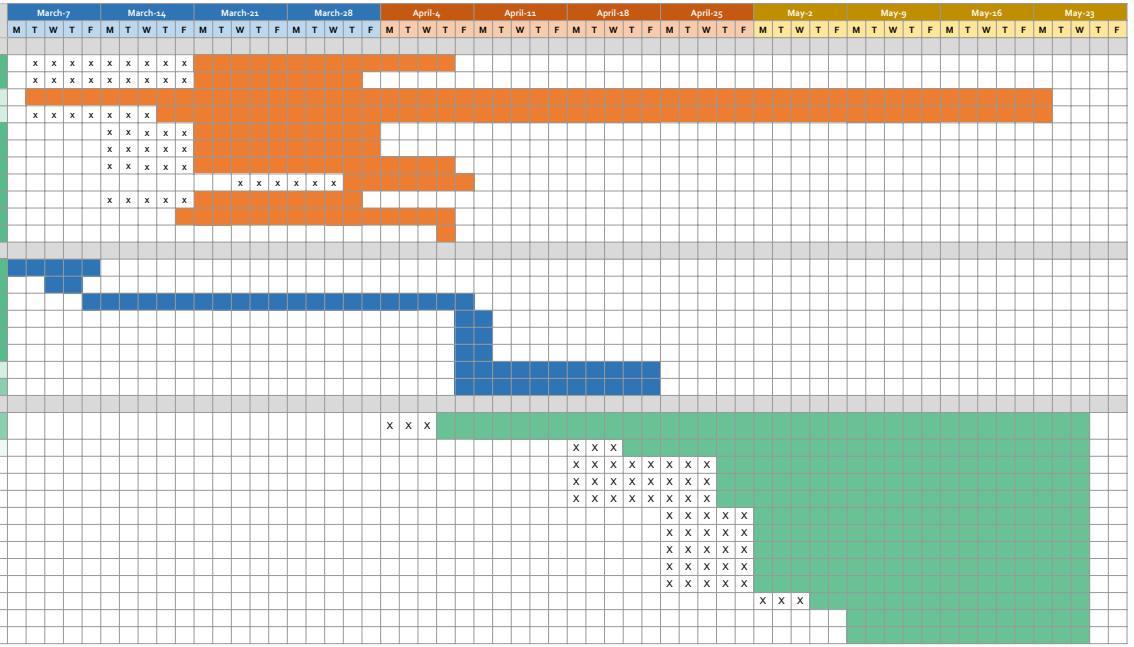TASK NUMBER	TASK TITLE	TASK OWNER	START DATE	DUE DATE	DURATION (DAYS)	PCT OF TASK COMPLETE
1	**Sync/Map Current Infrastructure into HubSpot**					
1.1	Finalize Intercom property list and use cases	**PYB team**	21/03/2022	07/04/2022	14	100%
1.1.1	Create HubSpot properties & sync sample live data	**PYB team**	21/03/2022	07/04/2022	14	100%
1.2	Investigate Intercom conversation history migration via API	**PYB team**	08/03/2022	23/05/2022	55	25%
1.3	Review Draft Version: List/Tag equivalents	**PYB team**	17/03/2022	23/05/2022	48	25%
1.4	Draft Version: Automated Emails	**PYB team**	21/03/2022	01/04/2022	10	100%
1.5	Draft Version: Automations (Workflows)	**PYB team**	21/03/2022	01/04/2022	10	100%
1.6	Draft Version: Live Chat	**PYB team**	21/03/2022	07/04/2022	14	100%
1.6.5	Draft Version: Chat Bot Per Finalized Copy	**PYB team**	31/03/2022	08/04/2022	7	100%
1.7	Draft Version: Help Center & Articles	**PYB team**	31/03/2022	06/04/2022	5	100%
1.8	Draft Version: Quick-Action Support Snippets & Emails (Macros)	**PYB team**	18/03/2022	07/04/2022	15	100%
1.9	Sales Team Training	**PYB team**	28/03/2022		1	100%
2	**Pipedrive Migration**					
2.1	Finalize Pipedrive property list	**PYB team**	07/03/2022	11/03/2022	4	100%
2.2	Create HubSpot properties & sync sample live data	**PYB team**	09/03/2022	10/03/2022	1	100%
2.3	Migration POC (Staging) + Approval	**PYB team**	14/03/2022	08/04/2022	25	100%
2.4	[Alfa] Contacts & Companies Migration	**PYB team**	04/04/2022	06/04/2022	2	100%
2.5	[Alfa] Deals Migration	**PYB team**	08/04/2022	11/04/2022	3	100%
2.6	[Alfa] Activities Migration	**PYB team**	08/04/2022	11/04/2022	3	100%
2.7	[Alfa] E-mail communication Migration	**PYB team**	08/04/2022	22/04/2022	14	25%
2.8	Bug fixes / Missing Objects migration	**PYB team**	11/04/2022	22/04/2022	11	70%
3	**Migrate Intercom live data flow into HS Sales Hub**					
3.1	Define details of needed processes and how to migrate over from Intercom to HubSpot (with Elisabetta as Sales lead, Nabil, and anyone else)	**PYB team**	07/04/2022	25/05/2022	35	70%
3.2	Historical Import of all Records/Attributes (no conversation history for now)	**PYB team**	21/04/2022	25/05/2022	25	10%
3.3	Finalize Testing-only Version: List/Tag equivalents	**PYB team**	28/04/2022	25/05/2022	20	0%
3.4	Finalize Testing-only Version: Automated Emails	**PYB team**	28/04/2022	25/05/2022	20	0%
3.5	Finalize Testing-only Version: Automations (Workflows)	**PYB team**	28/04/2022	25/05/2022	20	0%
3.6	Finalize Testing-only Version: Live Chat	**PYB team**	02/05/2022	25/05/2022	18	0%
3.6.5	Finalize Testing-only Version: Chat Bot Per Finalized Copy	**PYB team**	02/05/2022	25/05/2022	18	0%
3.7	Finalize Testing-only Version: Help Center & Domain Change/Redirect	**PYB team**	02/05/2022	25/05/2022	18	0%
3.8	Finalize Testing-only Version: Quick-Action Support Snippets & Emails (Macros)	**PYB team**	02/05/2022	25/05/2022	18	0%
3.9	Full historical API import of conversations	**PYB team**	02/05/2022	25/05/2022	18	0%
4	Live Switch & Train Service Team	**PYB team**	05/05/2022	25/05/2022	15	0%
4.1	Final re-Import of all Records/Attributes (non-conversation history)	**PYB team**	09/05/2022	25/05/2022	13	0%
4.2	Final re-Import of all conversations	**Ramiz**	09/05/2022	25/05/2022	13	0%