Project Management Institute. Mass Bay

Enter Calendar Start Date: 8/2/24

Finance

		Status	AUGUST				SEPTEMBER					OCTOBER					NOVEMBER				DECEMBER					JANUARY					FEBRUARY					MARCH					APRIL					MAY					JUNE					JULY				
			2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	1
	1) Building a Finance Team (Dividing into 2 parts)																																																												
1	Prepare AVP Budgetting JD	C				<>																																																							
2	Draft JD	C				<>																																																							
3	Review JD	C				<>																																																							
4	Complete JD	C				<>																																																							
5	Provide a Job Description to M&V team	C																																																											
	2) Update Annual Budgeting SOP																																																												
8	Outline																																																													
9	Draft Budget SOP																							<>																																					
10	Review Budget SOP																																																												
11	Complete Budget SOP																											<>																																		
	3) Budget Collaboration with other functions																																																												
12	Outline Questionnaire (Software usage, Budget)																																																													
13	Schedule Function Head meetings																																																												
14	- Marketing																																																													
15	- IT																																																													
16	- Members & Volunteers																																																													
17	- Operations																																																													
18	- Business Development																																																													
19	- Prof. Development																																																													
20	Review Budget														<>																																														
21	Complete Budget																																																													
22	Enter 2025 Budget in QuickBooks																											<>																																		
21	Complete Budget																																																													
22	Enter 2025 Budget in QuickBooks																											<>																																		
	4) Collaboration with Biz Development																																																													
23	brainstorm biz dev / finance procedure(s) (short-term)																																																													
24	brainstorm biz dev / finance procedure(s) (longer-term																																																													
25	review biz dev SOP(s)																																																													