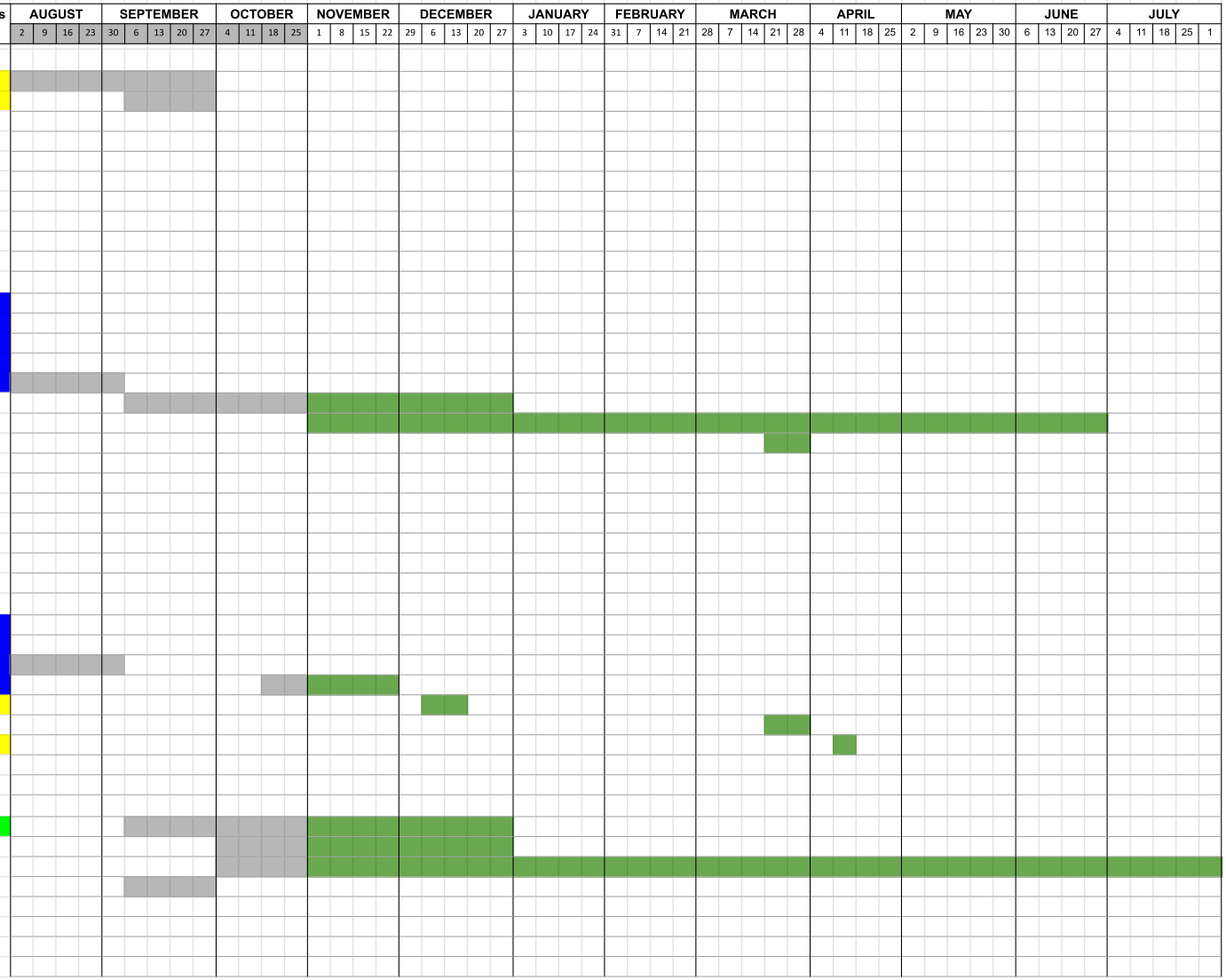
Project Management Institute. Mass Bay

Template Instructions:
- **Edit E7 by putting the first Friday date of the month you wish to display first. You can change the Project name in $C$9:$D$11. You need do NOTHING else on this page and you will get a Gantt chart of the tasks from the Milestone tab.**
- **Block creation and shading is automatic provided you have the appropriate details (start & end dates) in the Milestones tab.**
- **The intent is NOT to reproduce all MS Project Gantt chart features but to display the "most relevant rollups" of work.**
- **Hide rows 2-5 when you no longer need to see these instructions.**

Enter Calendar Start Date: 8/2/24

	Operations	Status
	Determine Requirements for In Person Events	
1	Review PMI Core Services. Make Gap analysis	Y
2	Share Core Services with Events Team	Y
	PDC 2025	
3	Recruit volunteer to run event and to help out	C
4	On boarding of PDC volunteer, req'ts lessons from past	C
5	Review offerings by local PMI chapters	C
6	Decide on structure # days, tracks - <Dan> done	C
7	Search for venue - select venue and sign agreement - <D	C
8	Search for keynote and other speakers. Sign agreements	
9	Create MCentric page and begin promotion <Dan Nov 2	
10	Execute	
11	Close with lessons learned <Dan Sept 25>	
	Return PMP Boot Camp to Services	
12	Recruit Volunteer to Run event	C
13	Search for a ATP instructor willing to work with us <Greg	C
14	Negotiate best date and format cost	C
15	Survey Members to determine date, structure cost	C
16	Create MCentric page and begin promotion <Von Sept 2	Y
10	Execute	
18	Close with lessons learned	Y
	Event Profitability	
19	Review pricing of events. Compare with other PMI chap	G
20	Review process for searching for and selecting venues w	
21	Start searching for new venues with good F&B limits and	
22	Create list of venues with ratings of kpi	



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Enter Calendar Start Date: 8/2/24

Operations

		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
	Recruit quality volunteers and retain them.																																																								
23	Create Org chart for operations.- determine personnel n	C																																																							
24	Verify Job Descriptions exist for all positions. Audit job c	R																																																							
25	Write Job Descriptions for any positions missing.																																																								
26	Develop adverts for each position that can be drop in fo																																																								
27	Recruiting new volunteers																																																								
	Develop a consistent process for training new voluntee																																																								
28	Draft slide deck with all processes to plan in-person eve	G																																																							
29	Conduct training for events team and new career develo	Y																																																							
30	Discuss content of training slides with Events team. Dete																																																								
	Establish practice to ask membership for their preferen																																																								
31	Establish practice to ask membership for their preferenc	G																																																							
32	Develop a template or list of topics to be asked at in the																																																								
33	Establish policy to review results with Events Career Dev																																																								
34	Collaborate with Marketing and M&V to establish a tem																																																								
35	Update SOP or add guidance as needed. Add to training																																																								