

Template Instructions:

- Edit E7 by putting the first Friday date of the month you wish to display first. 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 an entire MS Project gantt chart but to put the "most relevant rollups" of work.

Enter Calendar Start Date:

8/2/24

	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
Prof Dev Plan																																																				
Work for Function																																																				
31	Use draft curriculum to align speakers to speaker ambas																																																			
32	Speaker ambassadors contact speaker 3 months before																																																			
33	Obtain head shot, bio, abstract from speaker																																																			
34	Obtain speaker agreement from speaker																																																			
35	Create speaker folder on Google Drive and place docum																																																			
36	Meeting every other week to review current status with																																																			
37	Coordinate with roundtable team monthly to ensure the																																																			
38	Work with new roundtable Women in PM to ensure the																																																			
39	Work with AVP strategy to assess next steps																																																			