Project Management Institute. Mass Bay

Enter Calendar Start Date: 8/2/24

Tech Team Plan

		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
	ideal state org chart																																																							
1	Define org chart	C																																																						
2	Document and present @ Board Mtg																																																							
3	Outline processes requiring new roles																																																							
4	Document JDs for new roles																																																							
5	- Role 1 (JD & blurb)																																																							
	SOP revision																																																							
6	Outline VP Role SOP (at a minimum)																																																							
7	- Flesh out a draft of VP SOP	C																																																						
8	- Review with Exec Team	C																																																						
9	- Implement feedback and publish																																																							
	JD for new roles																																																							
11	draft JD for the new roles																																																							
12	candidate for the role to complete project charter	C										<>																																											
13	review of JD with board implement changes																																																							
14	Implement changes and publish																																																							
	Function Specific																																																							
15	Identify succeeding functional lead and 1 new volunteer																																																							
16	Complete review cycle planned for new website																																																							
17	QC + New website live after alignment																																																							
18	Digitization projects																																																							
19	- create project charter																																																							
20	- implement digitization																																																							
21	- review and alignment with board																																																							
22	Wiki revision																																																							
	OKRIs																																																							
23	Draft OKRIs																																																							
24	Review the OKRIs in detail with Phil																																																							
25	Implement tools for measurement (if these do not exist, the plan must cover how it becom																																																							
26	Document key results (i.e. dashboard)																																																							
	Sucession Plan																																																							
27	Draft plan																																																							

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28	Review comments with the board																																																								
29	Make changes																																																								
30	Finalize and publish																																																								
31	Conduct training with the team to communicate the pro																																																								
	Website launch																																																								
32	Finalize input from the board.																																																								
33	Test in non-prod.																																																								
34	Go-live																																																								
35	Cordinate comm with Marketing on announcement																																																								