Example: Project Tasklist

Resource type: Template

Last updated: 2012

Task area	Task	Event Coordinator	Faciliator	Convenor	Deadline	Notes
Convene the project team	Convene initial project meeting to explain the preparation process				12-Feb	
	Allocate roles and responsibilities e.g. Convenor and facilitator	Yes			12-Feb	
	Produce a timeline for preparation and the event	Yes			12-Feb	
	Schedule and convene timely meetings during the lead-up and after the event	yes	yes		14-Feb	
Produce the event rationale	Agree and document aims, objectives, outcomes	Yes	Yes	Yes	12-Feb	
	Agree (provisional) event timing		Yes	Yes	12-Feb	
	Establish and document target audience(s)		Yes	Yes	14-Feb	
	Check potential clashes (and other context issues) and confirm event timing		Yes	Yes	19-Feb	
	Identify the envisaged event schedule and structure	yes	yes	yes	19-Feb	
Build the proposition	Identify and agree what the proposition for the event could be	Yes	Yes	Yes	14-Feb	
	Contact boundary partners for their take on what could add value			Yes	19-Feb	
Build stakeholder commitment	Identify target audiences for participation		Yes	Yes	13-Feb	
	Draft and edit the proposition for potential participants	Yes	Yes	Yes	14-Feb	
	Draw on key boundary partners to supplement other strategies for identifying potential participants		Yes	Yes	19-Feb	
	Contact key participants with 'an irresistable and personalised invitation' (by phone / email)				20-Feb	
	Draft, edit, test and send remaining participants with generic invitation	Yes	Yes		25-Feb	
	Monitor non-responding invitees and follow-up with reminders		Yes		07-Mar	
	Monitor responding invitees and follow-up with requests for personal data		Yes		11-Mar	
	Build commitment to the event among acceptees during the lead-up		Yes	Yes	11-Mar	
	Recognise and accomodate any specific participant needs e.g. Translation	Yes	Yes		14-Mar	
	Negotiate several critical friends to post 'initial responses' to each discussion thread		Yes	Yes	07-Mar	
	Receive and edit 'kick starters' received from critical friends		Yes	Yes	14-Mar	
Get the project team up to speed	Explain relevant models and options we've used for e-discussions	yes			12-Feb	
	Share experiences (including example comms assets) from previous relevant projects	yes			14-Feb	
	Identify individual and team strengths / weaknesses and propose appropriate support in response	yes			14-Feb	
	Explain rationale for roles and responsibilities, for timings and for assumptions made and tactics taken	yes			12-Feb	
	Create Eldis Communities profiles for project team members and a test space	yes			10-Mar	
	Provide and support opportunities to familiarise project team with the platform	yes			10-Mar	

Category	Task					
	Provide documentation and crib-sheets that the team can adapt for their own situation	yes			14-Feb	
Pull together required supporting materials	Draft, edit and proof any stimulus material to be shared with participants		yes	yes	10-Mar	
	Draft any communications with participants introducing the resources		yes	yes	11-Mar	
Set the stage	Create a new group with appropriate attributes and functionality	yes			10-Mar	
	Style and brand (including artwork) the web space as necessary	yes			12-Mar	
	Decide who will write the intro to each thread for the online discussion		yes	yes		
	Draft, edit and finalise opening messages to each thread	yes	yes	yes	14-Mar	
	Discuss and finalise the thread titles	yes	yes	yes	17-Mar	
Bring participants into the space	Collect participant data (with or on their behalf) as advised		yes	yes	13-Mar	
	Create profiles (in bulk) on behalf of participants. Join them and existing Eldis Communities members to the group	yes			17-Mar	
	Draft, proof and send out a logistics email to participants with information about taking part	yes	yes		17-Mar	
	Produce and share a participant bio list with members	yes			17-Mar	
	Provide technical assistance to those who cannot access or contribute to the discussion	yes	yes		18-19 Mar	Event takes place
Manage the discussion	Monitor the discussion	yes	yes	yes	18-19 Mar	Event takes place
	Work behind the scenes to stimulate (non)-participants			yes	18-19 Mar	Event takes place
	Write daily summary		yes	yes	18-19 Mar	Event takes place
	Steer the discussion so that it touches on the key areas envisaged		yes	yes	18-19 Mar	Event takes place
	Contact participants off list to check their expectations are being met		yes	yes	18-19 Mar	Event takes place
	Provide technical assistance to those who struggle to use the platform (e.g. Email and telephonic services)	yes			18-19 Mar	Event takes place
	Provide any necessary translation (or other specific accessibility issue) support					
Post-event follow-up	Draft, edit and send immediate Comms Messages (what next, how discussion content comes into play elsewhere, other opportunities etc)		yes	yes	26-Mar	
	Re-structure group webpages to 'archive' the event	yes			27-Mar	
	Create an automated html to pdf export of discussion participants	yes			27-Mar	
	Produce a final participation report for the project team	yes			27-Mar	
	Draft, edit and send an event summary to participants with covering note outlining value of the event going forward and other opportunities for getting involved		yes	yes	04-Apr	