

SAMPLE WORK PLAN

Business Membership Work Plan (Bill Bracken, Project Coordinator)

<i>Task</i>	<i>Who</i>	<i>J</i>	<i>A</i>	<i>S</i>	<i>O</i>	<i>N</i>	<i>D</i>	<i>J</i>	<i>F</i>	<i>M</i>	<i>A</i>	<i>M</i>	<i>J</i>
Set project goals	Bill		█	█									
Create membership policies	Bill		█	█									
Select themes	Bill		█	█									
Research prospects	Thom		█	█	█			█	█				
Target businesses	Pete		█	█	█								
Assign solicitors	Jim			█	█	█		█	█				
Create materials	Sidnee	█	█	█	█								
Solicitor orientation	Marc			█	█								
Mail letters	Thom				█	█		█	█				
Personal contacts	Bill					█	█	█	█	█			
Corporate grant applications	Thom					█	█		█	█			
Update prospect list	Thom						█	█		█	█		
Evaluate project	Bill							█			█		
Thank members	Jim							█	█		█	█	

