Sample Project Plan

Richard H. Ryder, 2018

Stage	Category	Action	Aug	Sep	Sep	Sep	Sep	Oct	Oct	Oct
			30	6	13	20	27	4	11	18
Planning										
	Schedule									
		Create high level timeline	X							
	Budget									
		Create budget	X							
		Contact GL regarding matching funds		X						
		Contact Masters regarding funding								
	Volunteers									
		Visit each lodge requesting help		X	X					
		Create volunteer roster		X						
		Assign and announce responsibilities					X			
	Sponsors									
		Contact sponsor X for food for lunch			X					
		Contact sponsor Y for touch-a-truck vehicle			X					
		Contact sponsor Z for touch-a-truck vehicle			X					
	Banners									
		Contact banner supplier		X						
		Design banners			X					
		Order banners				X				
		Install banners					X			
Staging										
		Pickup and deliver food						X		
		Set up lodge room and building areas						X		
		Hold pre-implem. Conf. call w/plan'g team						X		
Implementation										
	Volunteers	Hold early morning orientation session							X	
		Distribute roles and duties descriptions							X	
	Meals	Pick-up coffee/muffins for volunteers							X	
Post-Implementation										
	Distribution	Distrib. donated can goods to food banks								X
	Meeting	Hold lessons learned meeting								X
	Publicity	Dist. press release: newspapers/online								X