OR HR Academy 2017 | Portland, OR | April 11-13, 2017 : Tasks | All Tasks

All Tasks

Project Name	Task Name	Status	Start	Deadline	Assigned To
DEC 2016	**(9 Tasks)**				
	Contract Venue	Completed		12-01-2016	CS
	Prepare Draft Budget	Completed		12-14-2016	CS
	Write Copy for the Save the Date Postcard	Completed		12-15-2016	CS / Prof. Dev. Director
	Develop Agenda Outline	In Progress		12-16-2016	CS
	Create and Approve Work Plan	In Progress		12-16-2016	CS / Prof. Dev. Director
	Review and Finalize Draft Budget	In Progress		12-19-2016	Prof. Dev. Director
	Review and Confirm Registration/Onsite Specifications	In Progress		12-21-2016	CS / Prof. Dev. Director
	Budget Approval from NHRMA President	Not Started		12-22-2016	CS / Prof. Dev. Director
	Design and Layout Save the Date Postcard	In Progress		12-22-2016	CS / Designer
JAN 2017	**(25 Tasks)**				
	Draft Registration Confirmation Emails	In Progress		01-03-2017	CS Registration Manager
	Test and Edit Hotel Reservation Site	Not Started		01-04-2017	CS
	Research and Invite Presenters	Not Started		01-05-2017	Prof. Dev. Director
	Determine Mailing List Additions to Save the Date Postcard	Not Started		01-05-2017	Prof. Dev. Director
	Establish Publicity Plan to Communicate with Chapters and External Organizations	Not Started		01-06-2017	CS / Prof. Dev. Director
	Merge, De-duplicate and Sort Mailing Lists for Save the Date Postcard	Not Started		01-06-2017	CS
	Send Presenter Contracts	Not Started		01-09-2017	CS
	Build, Test and Edit Online Registration Site	In Progress		01-09-2017	CS / Prof. Dev. Director
	Mail Save the Date Postcard	Not Started		01-09-2017	CS
	Set Up Weekly Report Templates	Not Started		01-09-2017	CS Registration Manager
	Add HRCI/SHRM CE Information to Website, If Available	Not Started		01-10-2017	CS
	Develop Copy for Website Pages	In Progress		01-11-2017	CS
	Update and Finalize Conference Agenda	Not Started		01-11-2017	Prof. Dev. Director
	Finalize Complimentary Registration Report	Not Started		01-13-2017	CS Registration Manager
	Finalize Presenter Selection	Not Started		01-13-2017	Prof. Dev. Director
	Distribute Important Information to Chapters for Newsletters	Not Started		01-16-2017	CS
	Open Online Registration	Not Started		01-16-2017	CS
	eFlyer: Registration is Open!	Not Started		01-16-2017	CS
	Distribute Complimentary Registration Link to Qualifiers	Not Started		01-16-2017	CS
	Post Notice on NHRMA's Social Media Platforms	Not Started		01-16-2017	Prof. Dev. Director
	Presenter Contracts Due From Presenters	Not Started		01-18-2017	CS
	Determine Volunteer Needs and Prepare Schedule, if Necessary	Not Started		01-20-2017	CS Registration Manager / Prof. Dev. Director
	Begin Soliciting Volunteers	Not Started		01-20-2017	Prof. Dev. Director
	Submit Application for eBlast to SHRM Members	Not Started		01-20-2017	Prof. Dev. Director
	Post Notice on OR HR Network	Not Started		01-25-2017	Prof. Dev. Director
FEB 2017	**(5 Tasks)**				
	eFlyers: Reminder of Registration Deadline	Not Started		02-17-2017	CS
	Early Registration Deadline	Not Started		02-24-2017	CS
	Contract All AV Equipment	Not Started		02-24-2017	CS

	Task	Status	Date	Responsible
	Determine Master of Ceremonies/Moderators	Not Started	02-27-2017	CS / Prof. Dev. Director
	Design Evaluation	Not Started	02-28-2017	CS

MAR 2017 (20 Tasks)

	Task	Status	Date	Responsible
	Submit Application for eBlast to SHRM Members	Not Started	03-01-2017	Prof. Dev. Director
	Post Notice on WA Recruit Network	Not Started	03-07-2017	Prof. Dev. Director
	Review and Approve Evaluations	Not Started	03-08-2017	Prof. Dev. Director
	Remove Payment by Check Option (35 Days Prior to Conference)	Not Started	03-08-2017	CS Registration Manager
	Select Suggested Menus	Not Started	03-08-2017	CS
	Determine and Make Arrangements for Onsite Equipment	Not Started	03-08-2017	CS
	Prepare Financial Forecast	Not Started	03-10-2017	CS
	Send Patty H. a SHRM Member registrant list to check SHRM member status	Not Started	03-13-2017	CS Registration Manager
	Order Registration Supplies	Not Started	03-14-2017	CS Registration Manager
	eFlyer: Reminder of Registration Fee/Hotel Deadline	Not Started	03-17-2017	CS
	Provide Volunteer Names / Final Schedule to CS	Not Started	03-17-2017	Prof. Dev. Director
	Hotel Registration Deadline	Not Started	03-21-2017	CS Registration Manager
	Standard Registration Fee & Cancellation Deadline	Not Started	03-24-2017	CS
	Produce Necessary Special Registration Lists	Not Started	03-24-2017	CS Registration Manager
	Check Equipment Performance for Onsite Production, if Needed	Not Started	03-27-2017	CS Registration Manager
	Develop and Distribute Scripts	Not Started	03-28-2017	CS
	Design Registration Layout	Not Started	03-29-2017	CS Registration Manager
	Collect Presentations and Materials for Posting on Website	Not Started	03-30-2017	CS
	Finalize and Print Signage	Not Started	03-31-2017	CS
	Update and Confirm Registration Desk Instructions	Not Started	03-31-2017	CS Registration Manager

APR 2017 (15 Tasks)

	Task	Status	Date	Responsible
	Develop Registration Desk Binder	Not Started	04-03-2017	CS Registration Manager
	Pack Onsite Supplies	Not Started	04-05-2017	CS Registration Manager
	Pre-Registration Closes	Not Started	04-05-2017	CS
	Email Instructions to Volunteers	Not Started	04-05-2017	CS Registration Manager
	Post Presentations and Materials to Website for Download	Not Started	04-05-2017	CS
	eFlyer: Pre-Conference Information with Link to Presentations Materials	Not Started	04-05-2017	CS
	Proof/Print Name Badges	Not Started	04-07-2017	CS Registration Manager
	Assemble Name Badges, Ribbons, Tickets etc.	Not Started	04-07-2017	CS Registration Manager
	Produce Tent Cards and Other Onsite Materials	Not Started	04-07-2017	CS
	Print Pre-Registration Reports to go in Registration Desk Binder	Not Started	04-10-2017	CS Registration Manager
	Have Fun and Enjoy Your Academy!	Not Started	04-11-2017	All
	eFlyer: Evaluation	Not Started	04-13-2017	CS
	Close Online Evaluations	Not Started	04-21-2017	CS
	Send Thank You Letters to Presenters	Not Started	04-28-2017	CS
	Send Survey Results to Board	Not Started	04-28-2017	CS