

All Tasks

| Project Name               | Task Name   | Status      | Start | Deadline   | Assigned To              |
|----------------------------|---|-------------|-------|------------|--------------------------|
| <b>JAN 2015 (1 Task)</b>   |   |             |       |            |                          |
| Planning                   | Contract Venue  | Completed   |       | 01-01-2015 | CS                       |
| <b>MAR 2015 (1 Task)</b>   |   |             |       |            |                          |
| Planning                   | Develop Agenda Outline  | Completed   |       | 03-09-2015 | CS                       |
| <b>APR 2015 (2 Tasks)</b>  |   |             |       |            |                          |
| Planning                   | Prepare Draft Budget  | Not Started |       | 04-30-2015 | CS                       |
| Planning                   | Create and Approve Work Plan  | In Progress |       | 04-30-2015 | CS / Prof. Dev. Director |
| <b>MAY 2015 (7 Tasks)</b>  |   |             |       |            |                          |
| Registration               | Review and Confirm Registration/Onsite Specifications                 | Not Started |       | 05-06-2015 | CS / Prof. Dev. Director |
| Planning                   | Review and Finalize Draft Budget                                      | Not Started |       | 05-08-2015 | Prof. Dev. Director      |
| Registration               | Build Online Registration Site  | Not Started |       | 05-12-2015 | CS                       |
| Registration               | CS Internal Test of Registration Site                                 | Not Started |       | 05-15-2015 | CS                       |
| Registration               | Client Review of Registration Site                                    | Not Started |       | 05-22-2015 | Prof. Dev. Director      |
| Registration               | Draft Registration Confirmation Emails                                | Not Started |       | 05-25-2015 | CS Registration Manager  |
| Registration               | Finalize Registration Site  | Not Started |       | 05-29-2015 | CS                       |
| <b>JUN 2015 (4 Tasks)</b>  |   |             |       |            |                          |
| Publicity                  | Write Copy for the Save the Date Postcard                             | Not Started |       | 06-01-2015 | CS / Prof. Dev. Director |
| Content Management         | Research and Invite Presenters  | Not Started |       | 06-15-2015 | Prof. Dev. Director      |
| Registration               | Create Sponsor Registration Form                                      | Not Started |       | 06-15-2015 | CS                       |
| Content Management         | Update and Finalize Conference Agenda                                 | Not Started |       | 06-30-2015 | Prof. Dev. Director      |
| <b>JUL 2015 (13 Tasks)</b> |   |             |       |            |                          |
| Sponsorship                | Offer First Right of Refusal to 2014 Sponsors for Same Opportunity    | Not Started |       | 07-01-2015 | CS                       |
| Publicity                  | Determine Mailing List Additions to Save the Date Postcard            | Not Started |       | 07-01-2015 | CS / Prof. Dev. Director |
| Registration               | Set Up Weekly Report Templates  | Not Started |       | 07-01-2015 | CS Registration Manager  |
| Publicity                  | Design and Layout Save the Date Postcard                              | Not Started |       | 07-08-2015 | CS / Designer            |
| Sponsorship                | Begin Solicitation of Open Sponsorship Opportunities                  | Not Started |       | 07-17-2015 | Partnership Director     |
| Content Management         | Edit and Approve Presentation Titles and Descriptions for Website     | Not Started |       | 07-17-2015 | Prof. Dev. Director      |
| Onsite Logistics           | Test and Edit Hotel Reservation Site                                  | Not Started |       | 07-24-2015 | CS                       |
| Publicity                  | Add HRCI/SHRM CE Information to Website, If Available                 | Not Started |       | 07-24-2015 | CS                       |
| Publicity                  | Develop Copy for Website Pages  | Not Started |       | 07-27-2015 | CS                       |
| Publicity                  | Merge, De-duplicate and Sort Mailing Lists for Save the Date Postcard | Not Started |       | 07-27-2015 | CS                       |
| Registration               | Finalize Complimentary Registration Report                            | Not Started |       | 07-27-2015 | CS Registration Manager  |
| Publicity                  | Print and Mail Save the Date Postcard                                 | Not Started |       | 07-29-2015 | CS                       |
| Publicity                  | Establish Publicity Plan to Communicate with Chapters and External    | Not Started |       | 07-31-2015 | CS / Prof. Dev.          |

| Organizations              |  |             |            | Director                 |
|----------------------------|--|-------------|------------|--------------------------|
| <b>AUG 2015 (8 Tasks)</b>  |  |             |            |                          |
| Registration               | Open Online Registration                                     | Not Started | 08-03-2015 | CS                       |
| Publicity                  | eFlyer: Registration is Open!                                | Not Started | 08-03-2015 | CS                       |
| Registration               | Distribute Complimentary Registration Link to Qualifiers     | Not Started | 08-03-2015 | CS                       |
| Publicity                  | Distribute Important Information to Chapters for Newsletters | Not Started | 08-03-2015 | CS                       |
| Publicity                  | Post Notice on NHRMA's Social Media Platforms                | Not Started | 08-04-2015 | Prof. Dev. Director      |
| Publicity                  | Post Notice on OR HR Network                                 | Not Started | 08-10-2015 | Prof. Dev. Director      |
| Publicity                  | Post Notice on WA Recruit Network                            | Not Started | 08-10-2015 | Prof. Dev. Director      |
| Onsite Logistics           | Determine Master of Ceremonies/Moderator, If Applicable      | Not Started | 08-10-2015 | CS / Prof. Dev. Director |
| <b>SEP 2015 (3 Tasks)</b>  |  |             |            |                          |
| Publicity                  | Submit Application for eBlast to SHRM Members                | Not Started | 09-01-2015 | Prof. Dev. Director      |
| Content Management         | Finalize Presenter Selection                                 | Not Started | 09-02-2015 | Prof. Dev. Director      |
| Publicity                  | eFlyers: Reminder of Registration Deadline (9/18)            | Not Started | 09-14-2015 | CS                       |
| <b>OCT 2015 (14 Tasks)</b> |  |             |            |                          |
| Publicity                  | Submit Application for eBlast to SHRM Members                | Not Started | 10-01-2015 | Prof. Dev. Director      |
| Registration               | Early Registration Deadline                                  | Not Started | 10-02-2015 | CS                       |
| Onsite Logistics           | Contract All AV Equipment                                    | Not Started | 10-02-2015 | CS                       |
| Planning                   | Design Evaluation  | Not Started | 10-05-2015 | CS                       |
| Onsite Logistics           | Review and Approve Evaluations                               | Not Started | 10-13-2015 | Prof. Dev. Director      |
| Registration               | Remove Payment by Check Option (35 days Prior to Conference) | Not Started | 10-13-2015 | CS Registration Manager  |
| Onsite Logistics           | Develop and Distribute Scripts                               | Not Started | 10-15-2015 | CS                       |
| Registration               | Determine and Make Arrangements for Onsite Equipment         | Not Started | 10-16-2015 | CS                       |
| Registration               | Order Registration Supplies                                  | Not Started | 10-19-2015 | CS Registration Manager  |
| Onsite Logistics           | Select Suggested Menus                                       | Not Started | 10-19-2015 | CS                       |
| Publicity                  | eFlyer: Reminder of Registration Fee/Hotel Deadline (10/30)  | Not Started | 10-26-2015 | CS                       |
| Onsite Logistics           | Create and Print Signage                                     | Not Started | 10-26-2015 | CS                       |
| Registration               | Hotel Registration Deadline                                  | Not Started | 10-30-2015 | CS Registration Manager  |
| Registration               | Standard Registration Fee & Cancellation Deadline            | Not Started | 10-30-2015 | CS                       |
| <b>NOV 2015 (19 Tasks)</b> |  |             |            |                          |
| Registration               | Update and Confirm Registration Desk Instructions            | Not Started | 11-02-2015 | CS Registration Manager  |
| Registration               | Design Registration Layout                                   | Not Started | 11-03-2015 | CS Registration Manager  |
| Content Management         | Collect Presentations for Posting on Website                 | Not Started | 11-04-2015 | CS                       |
| Registration               | Check Equipment Performance for Onsite Production, if Needed | Not Started | 11-06-2015 | CS Registration Manager  |
| Registration               | Develop Registration Desk Binder                             | Not Started | 11-06-2015 | CS Registration Manager  |
| Registration               | Pack Onsite Supplies   | Not Started | 11-10-2015 | CS Registration Manager  |
| Registration               | Pre-Registration Closes                                      | Not Started | 11-10-2015 | CS                       |
| Registration               | Email Instructions to Volunteers                             | Not Started | 11-10-2015 | CS Registration Manager  |

|                           |   |             |            |                         |
|---------------------------|---|-------------|------------|-------------------------|
| Content Management        | Post Presentations to Website for Download                              | Not Started | 11-10-2015 | CS                      |
| Publicity                 | eFlyer: Pre-Conference Information with Link to Presentations Materials | Not Started | 11-10-2015 | CS                      |
| Registration              | Produce Necessary Registration Lists                                    | Not Started | 11-11-2015 | CS Registration Manager |
| Registration              | Proof/Print Name Badges   | Not Started | 11-12-2015 | CS Registration Manager |
| Registration              | Assemble Name Badges, Ribbons, Tickets etc.                             | Not Started | 11-13-2015 | CS Registration Manager |
| Onsite Logistics          | Produce Tent Cards and Other Onsite Materials                           | Not Started | 11-13-2015 | CS                      |
| Registration              | Print Pre-Registration Reports to go in Registration Desk Binder        | Not Started | 11-13-2015 | CS Registration Manager |
| Onsite Logistics          | Have Fun and Enjoy Your Academy!  | Not Started | 11-17-2015 | All                     |
| Publicity                 | eFlyer: Evaluation Reminder   | Not Started | 11-20-2015 | CS                      |
| Content Management        | Send Thank You Letters to Presenters                                    | Not Started | 11-25-2015 | CS                      |
| Sponsorship               | Send Sponsor Thank You Letters  | Not Started | 11-25-2015 | CS                      |
| <b>DEC 2015 (2 Tasks)</b> |   |             |            |                         |
| Planning                  | Close Online Evaluations  | Not Started | 12-02-2015 | CS                      |
| Planning                  | Send Survey Results to Committee and Board                              | Not Started | 12-09-2015 | CS                      |