

Delivery Plan January 07 – March 08 (Breakdown of Tasks)

<u>Month</u>	<u>Agree Priorities</u>	<u>Who</u>	<u>Activity</u>	<u>Target Date</u>
March	Newsletter (Spring)	CSG/Team JT JT JT	<ul style="list-style-type: none"> • Gather articles • To designer • Delivery from printers • Issue to database 	<ul style="list-style-type: none"> • 28th Feb 07 • 9th Mar 07 • 19th Mar 07 • 22nd Mar 07
	Promotional Items	CSG JT	<ul style="list-style-type: none"> • Decide items • Order items • Deliver from supplier 	<ul style="list-style-type: none"> • 21st Feb 07 • 28th Feb 07 • 30th Mar 07
	Communications Strategy	CSG	<ul style="list-style-type: none"> • Present to Steering Group 	<ul style="list-style-type: none"> • 22nd Mar 07
	Training	JT/GF	<ul style="list-style-type: none"> • Writing articles for newsletters 	<ul style="list-style-type: none"> • 16th Mar 07
April	Training	CSG	<ul style="list-style-type: none"> • Writing articles for newsletters 	<ul style="list-style-type: none"> • 27th Apr 07
Jun	Newsletter (Summer)	CSG/Team JT JT JT	<ul style="list-style-type: none"> • Gather articles • To designer • Delivery from printers • Issue to database 	<ul style="list-style-type: none"> • 31st May 07 • 6th Jun 07 • 18th Jun 07 • 21st Jun 07
Jul	Delivery Plan	CSG	<ul style="list-style-type: none"> • Review 	<ul style="list-style-type: none"> • 31st Jul 07
	General Meeting	CSG/Team	<ul style="list-style-type: none"> • Discuss programme for day 	<ul style="list-style-type: none"> • 31st Jul 07
Aug	General Meeting	JT	<ul style="list-style-type: none"> • Organise venue/date 	<ul style="list-style-type: none"> • 31st Aug 07
Sep	Newsletter (Autumn)	CSG/Team JT JT JT	<ul style="list-style-type: none"> • Gather articles • To designer • Delivery from printers • Issue to database 	<ul style="list-style-type: none"> • 15th Aug 07 • 10th Sep 07 • 21st Sep 07 • 24th Sep 07

	Website	CSG/Team	• Review content	• 30 th Sep 07
Oct	Communications Strategy	CSG	• Review	• 31 st Oct 07
	Delivery Plan	CSG	• Review	• 31 st Oct 07
	General Meeting	CSG/Team/ JT	• Issue invitation letters	• 31 st Oct 07
Nov	General Meeting	CSG/Team	• Hold event	• 29 th Nov 07
Dec	Newsletter (Winter)	CSG/Team JT JT JT	• Gather articles • To designer • Delivery from printers • Issue to database	• 7 th Nov 07 • 27 th Nov 07 • 7 th Dec 07 • 10 th Dec 07
Jan	CSG	CSG	• Review group	• 24 th Jan 08
	Delivery Plan	CSG	• Review	• 31 st Jan 08
Feb	Newsletter	CSG	• Review	• 21 st Feb 08
Mar	Newsletter (Spring)	CSG/Team JT JT JT	• Gather articles • To designer • Delivery from printers • Issue to database	• 13 th Feb 08 • 4 th Mar 08 • 14 th Mar 08 • 17 th Mar 08
	CV Website	WH/CSG	• Review	• 31 st Mar 08
	Communications Strategy	CSG	• Review	• 31 st Mar 08
	Achieved			