

# Sample Work Plan

## Business Membership Work Plan (Bill Bracken, Project Coordinator)

Task	Who	J	A	S	O	N	D	J	F	M	A	M	J
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							■	■			■	■