

RNC/DNC Project Timeline

STAGE		DETAILS	Q1 2024					Q2 2024					Q3 2024					Q4 2024																											
			FEBRUARY		MARCH			APRIL			MAY		JUNE			JULY			AUGUST			SEPTEMBER			OCTOBER			NOVEMBER																	
			5	12	19	26	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25
INITIALIZATION	KICKOFF MEETING																																												
	STATEMENT OF MILESTONES																																												
	SETUP REPORT, ROADMAP, & LIST OF KEY CONTRIBUTORS																																												
	GITHUB REPOSITORY SETUP																																												
	SUBMIT MILESTONE 1 REPORT																																												
DESIGN	SPONSORSHIP DECK																																												
	SPONSORSHIP EXECUTIVE SUMMARY																																												
	LEAD FOLLOW UPS																																												
	WEBSITE WIREFRAMES																																												
	DEVELOP WEBSITE																																												
	DESIGN LOGOS																																												
	UPDATE X BRANDING																																												
	VENUE SHORTLIST (MKE & CHI)																																												
	VENUE REPORT (MKE & CHI)																																												
	KEY SPEAKER / EXPERT REPORT																																												
	DESIGN EDUCATION CENTER BLUEPRINT																																												
	EDUCATION CENTER BLUEPRINT REVISIONS																																												
	DEVELOP EDUCATIONAL MATERIALS																																												
	EDUCATIONAL MATERIALS REVISIONS																																												
	GITHUB REPOSITORY UPDATE																																												
	SUBMIT MILESTONE 2 REPORT																																												
PREPRODUCTION	SECURE VENUES																																												
	FINALIZED SPEAKER AGREEMENTS																																												
	LAUNCH PROMOTIONAL CAMPAIGN																																												
	ARRANGE COMPREHENSIVE MEDIA COVERAGE																																												
	REGISTRATION SYSTEMS																																												
	EVENT STAFFING COORDINATION																																												
	SECURE EQUIPMENT / MATERIALS																																												
	GITHUB REPOSITORY UPDATE																																												
SUBMIT MILESTONE 3 REPORT																																													
PRODUCTION	RNC - MILWAUKEE, WI																																												
	DNC - CHICAGO, IL																																												
	CARDANO / BLOCKCHAIN COMMUNITY ENGAGEMENT & NETWORKING																																												
	GATHER, COMPILE, & REVIEW MEDIA COVERAGE																																												
	POST EVENT SURVEYS																																												
	GITHUB REPOSITORY UPDATE																																												
	SUBMIT MILESTONE 4 REPORT																																												
POST-PRODUCTION & ANALYSIS	IMPACT ASSESSMENT																																												
	INSIGHT REPORT																																												
	STAKEHOLDER FEEDBACK																																												
	CLOSEOUT REPORT VIDEO																																												
	SUBMIT FINAL MILESTONE REPORT																																												

DETAILED TIMELINE				
Deliverable	Due Date	Responsible Party	Notes	Status
KICKOFF MEETING	2.21.24	AWEN & ADAM		COMPLETED
STATEMENT OF MILESTONES	3.1.24	AWEN & ADAM		COMPLETED
SETUP REPORT, ROADMAP, & LIST OF KEY CONTRIBUTORS	3.31.24	AWEN & ADAM		COMPLETED
GITHUB REPOSITORY SETUP	3.31.24	AWEN		COMPLETED
SUBMIT MILESTONE 1 REPORT	4.1.24	AWEN		COMPLETED
SPONSORSHIP DECK	3.10.24	AWEN & ADAM		COMPLETED
SPONSORSHIP EXECUTIVE SUMMARY	4.5.24	MAGGIE		COMPLETED
LEAD FOLLOW UPS	4.15.24	CULLAH & ADAM		COMPLETED
WEBSITE WIREFRAMES	4.15.24	AWEN		COMPLETED
DEVELOP WEBSITE	4.15.24	AWEN		COMPLETED
DESIGN LOGOS	4.15.24	MAGGIE		COMPLETED
UPDATE X BRANDING	4.15.24	MAGGIE		COMPLETED
VENUE SHORTLIST (MKE & CHI)	4.15.24	AWEN		COMPLETED
VENUE REPORT (MKE & CHI)	4.30.24	AWEN & ADAM		COMPLETED
KEY SPEAKER / EXPERT REPORT	4.30.24	AWEN & ADAM		COMPLETED
DESIGN EDUCATION CENTER BLUEPRINT	4.19.24	ADAM		COMPLETED
EDUCATION CENTER BLUEPRINT REVISIONS	4.30.24	ADAM		COMPLETED
DEVELOP EDUCATIONAL MATERIALS	4.19.24	ADAM		COMPLETED
EDUCATIONAL MATERIALS REVISIONS	4.30.24	ADAM		COMPLETED
GITHUB REPOSITORY UPDATE	4.29.24	AWEN		COMPLETED
SUBMIT MILESTONE 2 REPORT	4.30.24	AWEN		COMPLETED
SECURE VENUES	6.20.24	AWEN & ADAM		COMPLETED
FINALIZED SPEAKER AGREEMENTS	6.20.24	AWEN & ADAM		COMPLETED
LAUNCH PROMOTIONAL CAMPAIGN	6.20.24	AWEN		COMPLETED
ARRANGE COMPREHENSIVE MEDIA COVERAGE	7.8.24, 8.12.24	AWEN		COMPLETED
REGISTRATION SYSTEMS	7.8.24, 8.12.24	AWEN		COMPLETED
EVENT STAFFING COORDINATION	7.8.24, 8.12.24	AWEN / MISSION COMMS		COMPLETED
SECURE EQUIPMENT / MATERIALS	7.8.24, 8.12.24	AWEN / MISSION COMMS		COMPLETED
GITHUB REPOSITORY UPDATE	6.20.24	AWEN		COMPLETED
SUBMIT MILESTONE 3 REPORT	6.21.24	AWEN		COMPLETED
RNC - MILWAUKEE, WI	7.15.24 - 7.18.24	AWEN & ADAM		COMPLETED
DNC - CHICAGO, IL	8.19.24 - 8.22.24	AWEN & ADAM		COMPLETED
CARDANO / BLOCKCHAIN COMMUNITY ENGAGEMENT & NETWORKING	7.15.24 - 7.18.24, 8.19.24 - 8.22.24	AWEN & ADAM		COMPLETED
GATHER, COMPILE, & REVIEW MEDIA COVERAGE	9.27.24	AWEN		COMPLETED
POST EVENT SURVEYS	7.22.24 - 9.27.24	AWEN		COMPLETED
GITHUB REPOSITORY UPDATE	9.30.24	AWEN		COMPLETED
SUBMIT MILESTONE 4 REPORT	10.1.24	AWEN		COMPLETED
IMPACT ASSESSMENT	10.31.24	AWEN & ADAM		IN PROGRESS
INSIGHT REPORT	10.31.24	AWEN & ADAM		IN PROGRESS
STAKEHOLDER FEEDBACK	10.31.24	AWEN & ADAM		IN PROGRESS
CLOSEOUT REPORT VIDEO	10.31.24	AWEN & ADAM		IN PROGRESS
SUBMIT FINAL MILESTONE REPORT	11.1.24	AWEN		IN PROGRESS