FEDS
FEDERATION OF STUDENTS
University of Waterloo

Steps in Using a Project Schedule

Step 1: Project Lead will ***complete the Project Schedule template*** outlining what materials they are requesting for their event based on what's available to them.

- Filing out ***event date and kick-off date*** (date in which this is submitted to marketing) will automatically generate all deadlines and highlight which column of materials are available to be created for this event.
- At this time at least the ***Key Event Details*** in the "Details" tab must be provided.

Step 2: Project Lead will then save the file as "Event Name and Term – Project Schedule" in ***the Public drive P:\Marketing\Project Schedules*** so Management can see all active events that have been submitted. I.E. "Wrap Up Week F14 – Project Schedule"

Step 3: Project Lead will then ***email the Project Schedule to marketing@feds.ca*** to kick-off the marketing process.

Step 4: Upon receipt of the Project Schedule, ***Marketing will get the necessary planning and design started*** and will ***communicate event details and online deadlines to the Communications Coordinator.***

Step 5: All further correspondence for this event including the sharing of additional information and approvals will happen through the marketing queue (RT) in order to track dates to ensure the project stays on track.

- As there is no requirement in this process for parties to update progress, ***each party involved is responsible for completing their outlined tasks on time*** in order to keep things moving forward!
- If any party involved in the project ***notices a deadline has been missed*** that keeps them from completing their outlined tasks or puts the success of the event in jeopardy and is not able to get what they need from the other party asap, they should ***notify their Manager*** to flag the issue immediately.

Step 6: Once the event is complete, the ***Marketing Coordinator will move the project Schedule to a "Completed" folder P:\Marketing\Project Schedules\Completed*** where all past Project Schedules will be logged.