

Division Portfolio Quarterly Report

Portfolio: ACLS

Date Submitted:

Activities and Accomplishments		
<i>Description</i>	<i>Date Accomplished</i>	<i>Communication Plan</i>
Meetings with key stakeholders	2016-02-25	None
Rooms booked for 2016 calendar year	2015-12	None
Obtained permanent storage space at SJHC for dummies and supplies	2016-01	None
Started recruitment of further instructors	2016-04	None

Upcoming Activities to Highlight		
<i>Description</i>	<i>Date Planned</i>	<i>Communication Plan</i>
Board of directors recruitment	2016-06	Personal email to previous directors of ACLS
Standardize pay for all instructors	2016-07	Group email
Assign instructors to all upcoming ACLS sessions	2016-04	Group email
Complete implementation of digital evaluations for course (tablet-based)	2016-07	None
Complete digital payment and registration website	2016-07	None

[illegible]