Author : Geraldo Braho
Date:09/21/2016

New Report

Alexis(Director)

1

Content

Alexis(Director)

2

Design &Printing

Grace(Marketing Specialist)

3

Distribution

Alexis(Director)

1.1

Gather financials

Alexis(Director)

1.2

Photo,Testimonials

Lakysha(Staff Assistant

1.3

Articles

Levi(Editor,Writer)

2.1

Market Research

Grace(Marketing Specialist)

3.1

Contract Distribution

Alexis(Director)

1.2.1

Research Hospital Materials

Lakysha(Staff.Assistant)

1.2.2

Testimonials

Lakysha(staff Assistant)

1.2.3

Photos

Lakysha(staff Assistant)

2.1.1

Contract Designer

Alexis(Director)

2.1.2

Contract Printer

Alexis(Director)

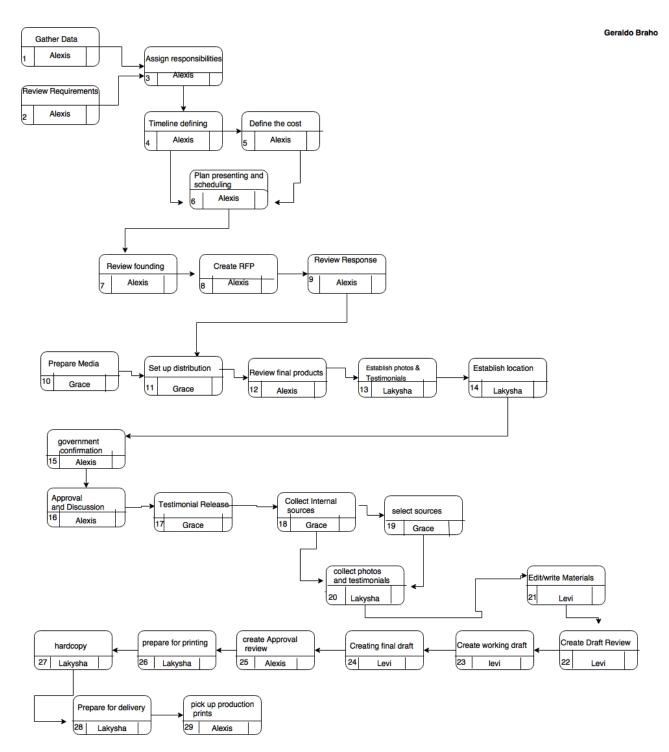**WORK BREAKDOWN STRUCTURE FOR A-NON-PROFIT MEDICAL RESEARCH CENTER**

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1.	Gather data	-
2.	Review requirements	-
3.	Assign responsibilities	1,2
4.	Define timelines	3
5.	Define the cost of project	4
6.	Present detail plan, schedule and budget	4,5
7.	Review financial funding	6
8.	Create RFP – Contractors	7
9.	Response review	8
10.	Prepare the media	9
11.	Set up the distribution	8,9
12.	Final products review – release	11
13.	Establish photos and testimonials	12
14.	Establish locations and travel needs for additional photos/testimonials	13
15.	Confirm with local governments	14
16.	Approvals and Discussions	15
17.	Testimonial release form	16
18.	Collect internal sources for publication	17
19.	Select primary sources for publication	18
20.	Gather photos and testimonials	18,19
21.	Write / edit materials for publication	20
22.	Create content draft review	21
23.	Theme – Email, Web, Hardcopy	22
24.	Design	23
25.	Create rough draft	24
26.	Create working draft	25
27.	Create final draft	26
28.	Create approval review	27
29.	Production – preparing a copy for printing	28
30.	Hardcopy	29
31.	Production – deliver production copy to distributor	30
32.	Receive/ pick-up production print and design	31

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Gather Data		
1	Alexis	

Review Requirements		
2	Alexis	

Assign responsibilities		
3	Alexis	

Timeline defining		
4	Alexis	

Define the cost		
5	Alexis	

Plan presenting and scheduling		
6	Alexis	

Review founding		
7	Alexis	

Create RFP		
8	Alexis	

Review Response		
9	Alexis	

Prepare Media		
10	Grace	

Set up distribution		
11	Grace	

Review final products		
12	Alexis	

Establish photos & Testimonials		
13	Lakysha	

Establish location		
14	Lakysha	

government confirmation		
15	Alexis	

Approval and Discussion		
16	Alexis	

Testimonial Release		
17	Grace	

Collect Internal sources		
18	Grace	

select sources		
19	Grace	

collect photos and testimonials		
20	Lakysha	

Edit/write Materials		
21	Levi	

Create Draft Review		
22	Levi	

Create working draft		
23	levi	

Creating final draft		
24	Levi	

create Approval review		
25	Alexis	

prepare for printing		
26	Lakysha	

hardcopy		
27	Lakysha	

Prepare for delivery		
28	Lakysha	

pick up production prints		
29	Alexis	

Network Diagram for a non-profit medical research Center