### ****Major Tasks for Organizing the Program****

**Organizing a Campaign to Attract Students**

* 1. Create marketing materials.
  2. Set up online advertising (social media, emails).
  3. Reach out to partners for promotion.

**Opening Online Application on Dereja.com**

* 1. Design application form.
  2. Test the website functionality.
  3. Open the form for submissions.

**Conducting Interviews**

* 1. Schedule interview dates and times.
  2. Prepare interview questions.
  3. Assign interviewers.

**Conducting Assessment**

* 1. Design assessment format.
  2. Set deadlines for submission.
  3. Review and evaluate results.

**Onboarding Guest Trainers for the Program**

* 1. Identify guest trainers.
  2. Send invitation emails.
  3. Coordinate schedules and training materials.

**Organizing the Orientation Program**

* 1. Prepare orientation content.
  2. Schedule orientation sessions.
  3. Send invitations and reminders to students.

### ****Trello Task Management Strategy****

#### ****1. Creating a Trello Board:****

* **Board Name:** Dereja Academy Online Program
* **Board Description:** A board dedicated to managing the tasks related to organizing the next cohort of Dereja Academy's online program.

#### ****2. Creating Lists:****

In the Trello board, create the following lists to organize tasks:

* **To Do**: Tasks that need to be done.
* **In Progress**: Tasks that are currently being worked on.
* **Completed**: Tasks that are done.
* **Blocked**: Tasks that are delayed or blocked.

#### ****3. Creating Cards for Tasks:****

Each major task will be created as a card under the **To Do** list. For example:

* **Card 1:** Organize Campaign to Attract Students
* **Card 2:** Open Online Application on Dereja.com
* **Card 3:** Conduct Interviews
* **Card 4:** Conduct Assessment
* **Card 5:** Onboard Guest Trainers
* **Card 6:** Organize Orientation Program

#### ****4. Adding Activities to Cards:****

* **Checklist**: Subtasks for each task (e.g., for "Organize Campaign", subtasks could include "Create marketing materials", "Set up online ads").
* **Labels**: Use color-coded labels to indicate the priority or category (e.g., Red for Urgent, Green for Important).
* **Due Dates**: Set deadlines for each task and subtask (e.g., "Interview schedule by [date]").
* **Attachments**: Attach necessary documents, such as the interview questions, application form, etc.

#### ****5. Power-Ups and Custom Features:****

Trello's **Power-Ups** can be used to extend functionality. Some useful options:

* **Calendar View**: To track deadlines and events.
* **Google Drive Integration**: To attach files from Google Drive directly to tasks.